

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 20, 2022, 10:00 AM – 12:00 PM

Meeting Location: West Haven City Hall
Harriet North Courtroom
355 Main Street
West Haven, CT

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

Telephone Number: (860) 840-2075

Meeting ID: 367 328 098

Agenda

- I. Call to Order & Opening Remarks
- II. Approval of minutes:
 - a. July 26, 2022 Regular Meeting
- III. Review, Discussion, and Possible Action: Labor Contract
 - a. BOE West Haven Administrators' Association
- IV. Update: FY 2021 Audit
- V. Update: Development of Budget Mitigation Measures (5-Year Plan)
- VI. Update: Firefighter Agreements
- VII. Update: Brewery Development Agreement
- VIII. Update: MOA Action Plans
- IX. Other Business
- X. 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 26, 2022, 10:00 AM – 12:00 PM

Meeting Location: This was a virtual meeting. Meeting materials may be accessed at the following website:
[Municipal Accountability Review Board \(ct.gov\)](https://www.ct.gov/marb)

Call-In Instructions:

Telephone Number: (860) 840-2075

Meeting ID: 198 877 456

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

City Officials in Attendance: Mayor Rossi, Scott Jackson, Lee Tiernan, David Taylor, Rick Spreyer, Jumaine Samuels, Fire Chief Terenzio, Chris Hodgson (labor attorney), Neil Cavallaro, Matt Cavallaro, Council Member O'Connor

OPM Staff in Attendance: Julian Freund

I. Call to Order & Opening Remarks

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

II. Approval of minutes:

a. June 30, 2022 Regular Meeting

Mr. Hamilton made a motion to approve the minutes, with a second by Mr. Falcigno. The motion passed unanimously.

III. Update: FY 2021 Audit

The City has contracted with PKF O'Connor Davies to complete the FY 2021 audit. Mr. Jackson reported that the audit firm has been on-site about once per week to gather files. The City has not been advised of any reason the current timeline for November completion would be disrupted.

The City also reported that Moody's has placed its debt on a watchlist due to the lack of audited financials for FY 2021. The City is working on compiling unaudited estimates for FY 2021 to provide to Moody's. In response to questions from members, Mr. Jackson indicated that there has been no indication that the rating will be withdrawn or downgraded at this point. Members suggest the City should have a contingency plan in place in the event the City's rating is downgraded causing the City to lose access to the credit market.

IV. Review, Discussion, and Possible Action: Labor Contract

a. West Haven Professional Firefighters, IAFF Local 1198

This contract is between the City and the Allingtown Firefighters. The contract expired on June 30, 2022. The tentative agreement is for a contract with a term of July 1, 2022 through June 30, 2025. At Tier IV, the MARB has the authority to approve or reject the contract. If the MARB rejects the contract, there is a process for the parties to submit a modified agreement. If the MARB rejects the contract and the parties cannot reach a modified agreement, or if the MARB rejected a modified agreement, binding arbitration would be imposed. This contract provides for a transition from the existing High Deductible health plan to the State Partnership Plan. A separate MOU is being prepared that will establish the date of the transition, since a July 1 transition is not feasible. That MOU is expected to be included in the package that goes to the full MARB in September.

Chris Hodgson, of Bercham Moses, provided an overview of the tentative agreement. The two major provisions of the contract consist of a 2.5% per year general wage increase (GWI) for three years and an agreement to transition to the State Partnership health plan. The date for the transition has not been finalized but could be in the fall or by January 1, 2023. The employee premium share would increase from 13% to 14% in FY 2023 and 14.5% in FY 2024. An MOU to establish the date of the transition and to address claims that may occur in the interim is in the process of being finalized.

Mr. White suggested that a template be developed to provide summary information on existing contracts for MARB to use when reviewing contracts in the future.

Mr. Egan asked about the City's decision to provide a hazard pay bonus payment to Firefighters using ARPA funds and why that is not part of the agreement before the Subcommittee. Mr. Hodgson explained that it was a City Council decision and was not part of a negotiated agreement with the union. Mr. Egan questioned whether the payment should have been treated as a mandatory subject of bargaining in accordance with the MERA statute, which would also require coming before the MARB for approval. Mr. Hodgson replied that the bonus would stand on its own as it is not part of the tentative agreement. If the City were to go to the union to suggest providing a hazard bonus, that would rise or fall on its own. This tentative agreement which provides for a GWI and for the transition to the Partnership Plan is its own separate deal. The bonus could be handled separately.

Mr. Hamilton asked about the step increases depicted in the fiscal analysis. Mr. Taylor explained that no step increase appears in the first year because the only positions that are not at top step would be either currently vacant or eligible for their step increase in the second year of the projection based on their anniversary date. In response to a question about the Partnership, Mr. Taylor explained that the projection assumes the transition will occur January 1, 2023.

Ms. Shaw made a motion to recommend approval of the contract to the full MARB, with a second by Mr. Hamilton. The motion passed 6-0-0.

b. Board of Education Non-Certified, AFSCME, Local 2706

This contract is between the Board of Education the Non-Certified employee group. The Contract expired June 30, 2022. The tentative agreement is for a term of July 1, 2022 through June 30, 2026. Superintendent Cavallaro provided a summary explanation of the agreement. The contract provides general wage increases (GWI) of 2% per year for four years after having gone without a raise for several years. The health insurance premium cost share increases to 18% over the life of the contract. Going forward, new hires will pay for retiree health benefits at the same rate as active employees. Members of this group have already been enrolled in the Partnership Plan.

Mr. Hamilton asked if additional steps could have been taken to constrain retiree medical costs. Superintendent Cavallaro replied other measures come up, but that union negotiating teams often are looking to protect retirement benefits at all costs. Ms. Shaw asked about stipends for maintenance workers. The Superintendent and Matt Cavallaro replied that the stipend is intended to compensate for travel costs and is an increase from \$100 per month to \$150 per month.

Mr. Falcigno made a motion to recommend approval of the contract to the full MARB, with a second by Ms. Shaw. The motion passed 6-0-0.

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

The City has updated its proposed 5-Year Plan based on feedback from the previous meeting. The Subcommittee had asked the City to reconsider whether to include the Havens in its grand list assumptions, smooth out the mill rate increases over the five years, accelerate the paydown of Municipal Restructuring Funds and to set higher targets for Fund Balance. Mr. Taylor presented a summary of the revisions made to the draft plan. The revision removes additions to the grand list related to the Havens development. The revision includes \$2.9 million in repayments on the Municipal Restructuring Funds and mill rate increases have been more evenly distributed. Additionally, the goal for Fund Balance is to ultimately reach two months of expenditures. The City is also planning for implementation of additional budget controls and monitoring, and to look to reducing recurring expenses in a number of areas. The overall mill rate increase over the five-year period is 4.9 mills, compared to 4.0 mills in the prior draft. Fund Balance is projected to reach 7.6% of expenditures by the final year.

Mr. White asked about the assumptions used for interest rates on City debt, and how the City will achieve a 13% Fund Balance target in the years that follow the five-year period. Mr. Taylor replied that the interest rate assumptions were provided by a third-party consultant. The Fund Balance contributions will increase significantly after the Municipal Restructuring Funds are paid down and those funds can be redirected toward fund balance.

In response to a question from Mr. Hamilton. Mr. Taylor summarized assumptions used in the Plan. He described the estimates used for grand list growth as conservative and noted the flat projections for State Aid. Four-year averaging was used for many of the other revenue sources. On the expenditure side, inflation is based on International Monetary Fund projections for the U.S. No savings through attrition are assumed. The unallocated contingency is maintained at around \$500,000 per year.

Mr. Hamilton indicated that the Plan is reaching a point where he can be comfortable with it. Issues that the Subcommittee specifically identified have been addressed in the draft. If the assumptions are sufficiently conservative, Fund Balance may increase by more than shown in the Plan.

Mr. White asked about the combined mill rate when factoring in the fire districts. The combined mill rates are projected to reach 50 mills. Members expressed interest in seeing comparisons with other municipalities. Mr. Hamilton added that building the detail of the cost savings plan over the next several months will be an important step for the City.

Mr. Egan noted that the mill rate increase in FY 2025 is higher than for the other years and asked why the increases aren't smoothed out more. Mr. Taylor explained that as a Tier IV municipality, the City is limited by statute to 3% per year increases and will need to get approval from the MARB for higher increases in any given year. Each year of the Plan includes increases of 3% with the exception of FY 2025 when the mill rate increases by more than 3% and would require MARB approval. Mr. Egan asked if the City would increase the mill rate more gradually if given the opportunity. Mr. Jackson explained that the FY 2025 increase is driven by the Police union contract and Board of Education expenses which is why the City would seek a waiver of the 3% limit in that year only.

Members discussed the timeline for completion of the FY 2021 audit and whether the 5-Year Plan needs to be approved by any specific date. In addition to audited FY 2021 results, a plan for budgetary savings is also a major component of the 5-Year Plan that needs to be developed.

Ms. Shaw asked about the debt service projections and how much is related to existing debt as opposed to new issuances. She also asked about the City's backup plan if Moody's were to withdraw the City's rating. Mr. Jackson said that the City is currently planning an issue in the fall and would soon have a better assessment of that risk.

Mr. Hamilton said he supports giving the Plan as much time as the Subcommittee needs to ensure it is a sound plan, as long as there are no immediate implications to the City's credit rating. Mr. Falcigno agreed that there are currently too many unknowns to recommend approval of the Plan at this time.

The Subcommittee took no action on the Plan.

VI. Update: MOA Action Plans

Mr. Egan made a motion to table this item with a second by Mr. White. The motion passed.

VII. Other Business

a. Discussion re: Requests for information from City

Ms. Shaw suggested that the Subcommittee have a running tally of items requested of the City and their status.

b. Discussion and possible action regarding the location and format of Subcommittee meetings

The Subcommittee will begin holding the monthly meetings in West Haven. The meetings will be a hybrid format if the City's facility can accommodate.

c. Discussion re: Structure and Culture of Accountability and Transparency

Mr. Egan made a motion to table this item with a second by Mr. White. The motion passed.

VIII. Adjourn

Mr. Egan made a motion to adjourn with a second by Mr. Hamilton. The meeting adjourned at 12:38 PM.

Summary Sheet: West Haven Administrators' Association

	<u>Existing Contract</u>	<u>Tentative Agreement</u>
Contract Term	9/1/20 - 8/31/23	9/1/23 - 8/31/26
General Wage Increases		
Year 1	0.0%	2.0%
Year 2	0.0%	2.0%
Year 3	1.0%	2.0%
Step Increases ¹		
Year 1	No	Yes
Year 2	No	Yes
Year 3	No	Yes
Health Insurance: Active Employees		
Plan(s)	Self-Insured HDHP ²	State Partnership
Premium Cost Share		
Year 1	20.0%	20.5%
Year 2	20.0%	21.0%
Year 3	20.0%	21.5%
Health Insurance: Retirees		
Pre-Medicare:		
Plan	Same as Actives	No Change
Coverage	Retiree and Spouse	No Change
Retiree Cost Share	Same as Actives	No Change
Medicare Eligible:		
Plan	Medicare plus eligible to enroll in Medicare Supplemental or Medicare Advantage through State Teachers' Retirement System Health Ins. Plan	
Coverage	Retiree only	No change
Employer Cost	BOE pays retirees' Part B premium	No change
Pension State Teachers' Retirement System		
Leave Time		
Annual Leave/Vacation:		
Days	23 vacation 12 discretionary	No change
Payout ³	None	No change
Sick:		
Days ⁴	17	No change
Payout ³	None	No change

1. Proposed agreement eliminates three lowest steps and adds three steps to top of step schedule over life of contract.
2. Current contract language specified self-insured high deductible plan, but members had already transitioned to State Partnership Plan. Language in new contract codifies switch to Partnership.
3. No payout for accumulated leave time. Contract provides for Severance payment of 20% of annual salary at retirement, disability, resignation or death if after 20 years of service.
4. Based on Teachers' contract. Two more days than Teachers.



WEST HAVEN DEPARTMENT OF EDUCATION

"Schools Committed to Excellence"

Administrative Offices: 355 Main Street

Mailing address: P.O. Box 26010

West Haven, CT 06516

Telephone: (203) 937-4310

Fax: (203) 937-4315

NEIL C. CAVALLARO

Superintendent of Schools

August 22, 2022

Julian Freund, Municipal Accountability Review Board
Office of Policy and Management
450 Capital Ave
Hartford, CT 06106

Dear Mr. Freund,

Please find enclosed a copy of the contract between the West Haven Board of Education and the West Haven Administrators' Association. This contract was approved by the West Haven Board of Education at its meeting on August 15, 2022.

Sincerely,

Neil C. Cavallaro
Superintendent of Schools

Enclosure

cc: Board of Education Members
Judith Drenzek, Assistant Superintendent
Floyd J. Dugas, Board Attorney
Gary Palermo, President

MEMORANDUM

To: West Haven Board of Education
From: Floyd J. Dugas, Esq.
Re: West Haven Administrators' Association Settlement
Date: August 15, 2022

The following is a summary of the settlement reached with the Administrators' Union. It is important to point out that after years of holding down pay increases for this group due to the Great Recession, they have fallen significantly behind the market, thus, the addition of a step each year at the top of scale.

Duration

September 1, 2023 – August 31, 2026

Wages

September 1, 2023

- Step one is eliminated (Step 2 now becomes the new starting salary)
- A new Step 7 is added which is 2% higher than existing Step 6
- All steps are then increased by a general wage increase of 2%
- All employees advance one step on the salary scale

September 1, 2024

- Step 2 is eliminated (Step 3 now becomes the new starting salary)
- A new Step 8 is added which is 2% above Step 7
- All steps are then increased by a general wage increase of 2%
- All employees advance a step on the salary scale

September 1, 2025

- Step 3 is eliminated (Step 4 now becomes the new starting salary)
- A new Step 9 is added which is 2% above Step 8
- All steps are then increased by a general wage increase of 2%
- All employees advance one step a on the salary scale

NOTE: This will result in employees at the top step (7 of 26) receiving a 4% increase each year to bring them closer to the market rate. It will also raise the starting salary appreciably.

Insurance

- A. Cost-share contribution (currently 20.0%)
 - September 1, 2023 20.5%
 - September 1, 2023 21.0%
 - September 1, 2023 21.5%

- B. Added language allowing the Board to switch back to the former high deductible health plan (HDHP) if the cost of the current plan (State Partnership Plan) exceeds the cost of the HDHP.

Summary of Savings: Agreement Between West Haven Board of Education and West Haven Administrators' Association

General Topic	Change	Fiscal Impact		
		FY 23-24	FY 24-25	FY 25-26
Wages	General Wage Increases %	2.0%	2.0%	2.0%
	Cost of General Wage Increase in \$	\$ 64,326	\$ 67,347	\$ 71,009
	Cost of Step Yearly Increment Changes in \$	\$ 75,117	\$ 86,730	\$ 115,745
	Subtotal: Wages	\$ 139,443	\$ 154,077	\$ 186,753
Healthcare	Health Plan Design Change: Cost/(Savings)	\$ -	\$ -	\$ -
Health Premium Cost Share	Current employee share:	20.0%	20.0%	20.0%
	Proposed employee share:	20.5%	21.0%	21.5%
	Projected Savings	\$ 2,974	\$ 5,948	\$ 8,922
Pension	Current Contribution ___%	N/A	N/A	N/A
	New Contribution ___%	N/A	N/A	N/A
	Cost/(Savings) in \$	N/A	N/A	N/A
Retiree Health Insurance				
Net Annual Impact		\$ 136,469	\$ 148,128	\$ 177,831
Sick Leave	Current provisions: 17 days New provisions: no change Cost/(Savings)	\$ -	\$ -	\$ -
	Vacation Leave	Current provisions: 23 vacation, 12 discretionary New provisions: no change Cost/(Savings)	\$ -	\$ -
Other Measures to Offset Costs of Contract				
	Cost/(Savings)	\$ -	\$ -	\$ -
	Cost/(Savings)	\$ -	\$ -	\$ -
Total Savings (includes one-time and non-recurring)		#REF!	#REF!	#REF!

Notes:

Longevity not included in contract impact analysis. Continuation of existing contract provision.

Stipends not included in contract impact analysis. Continuation of existing contract provision.

2022-2023						2023-2024						2024-2025						2025-2026											
Step	BaseSalary	Dept Master	Longevity	Subtotal	LongYrs	Step	Increase	at 2%	BaseSalary	Dept Master	Longevity	Subtotal	LongYrs	Step	Increase	at 2%	BaseSalary	Dept Master	Longevity	Subtotal	LongYrs	Step	Increase	at 2%	BaseSalary	Dept Master	Longevity	Subtotal	LongYrs
6	\$136,692	\$2,500	\$1,690	\$140,882	21	7	\$2,734	\$2,789	\$142,214	\$2,500	\$1,690	\$146,404	22	8	\$2,844	\$2,901	\$147,960	\$2,500	\$1,690	\$152,150	23	9	\$2,959	\$3,018	\$153,937	\$2,500	\$1,690	\$158,127	24
3	\$110,300	\$0	\$0	\$110,300	8	4	\$3,543	\$2,277	\$116,120	\$0	\$0	\$116,120	9	5	\$6,714	\$2,457	\$125,290	\$0	\$520	\$125,810	10	6	\$12,484	\$2,755	\$140,530	\$0	\$520	\$141,050	11
6	\$132,425	\$0	\$2,210	\$134,635	29	7	\$2,648	\$2,701	\$137,775	\$0	\$2,730	\$140,505	30	8	\$2,755	\$2,811	\$143,341	\$0	\$2,730	\$146,071	31	9	\$2,867	\$2,924	\$149,132	\$0	\$2,730	\$151,862	32
6	\$132,425	\$0	\$1,690	\$134,115	20	7	\$2,648	\$2,701	\$137,775	\$0	\$1,690	\$139,465	21	8	\$2,755	\$2,811	\$143,341	\$0	\$1,690	\$145,031	22	9	\$2,867	\$2,924	\$149,132	\$0	\$1,690	\$150,822	23
6	\$132,425	\$1,907	\$1,170	\$135,502	17	7	\$2,648	\$2,701	\$137,775	\$1,907	\$1,170	\$140,851	18	8	\$2,755	\$2,811	\$143,341	\$1,907	\$1,170	\$146,418	19	9	\$2,867	\$2,924	\$149,132	\$1,907	\$1,690	\$152,729	20
3	\$110,300	\$0	\$1,690	\$111,990	22	4	\$3,543	\$2,277	\$116,120	\$0	\$1,690	\$117,810	23	5	\$6,714	\$2,457	\$125,290	\$0	\$1,690	\$126,980	24	6	\$12,484	\$2,755	\$140,530	\$0	\$2,210	\$142,740	25
6	\$132,425	\$0	\$2,210	\$134,635	27	7	\$2,648	\$2,701	\$137,775	\$0	\$2,210	\$139,985	28	8	\$2,755	\$2,811	\$143,341	\$0	\$2,210	\$145,551	29	9	\$2,867	\$2,924	\$149,132	\$0	\$2,730	\$151,862	30
6	\$132,425	\$0	\$2,210	\$134,635	26	7	\$2,648	\$2,701	\$137,775	\$0	\$2,210	\$139,985	27	8	\$2,755	\$2,811	\$143,341	\$0	\$2,210	\$145,551	28	9	\$2,867	\$2,924	\$149,132	\$0	\$2,210	\$151,342	29
6	\$132,425	\$0	\$2,210	\$134,635	26	7	\$2,648	\$2,701	\$137,775	\$0	\$2,210	\$139,985	27	8	\$2,755	\$2,811	\$143,341	\$0	\$2,210	\$145,551	28	9	\$2,867	\$2,924	\$149,132	\$0	\$2,210	\$151,342	29
6	\$129,864	\$0	\$0	\$129,864	8	7	\$2,597	\$2,649	\$135,110	\$0	\$0	\$135,110	9	8	\$2,702	\$2,756	\$140,569	\$0	\$520	\$141,089	10	9	\$5,639	\$2,924	\$149,132	\$0	\$520	\$149,652	11
1	\$101,086	\$1,907	\$1,690	\$104,683	23	2	\$3,468	\$2,091	\$106,646	\$1,907	\$1,690	\$110,242	24	3	\$3,538	\$2,204	\$112,387	\$1,907	\$2,210	\$116,504	25	4	\$3,607	\$2,320	\$118,314	\$1,907	\$2,210	\$122,431	26
6	\$129,864	\$1,907	\$520	\$132,291	11	7	\$2,597	\$2,649	\$135,110	\$1,907	\$520	\$137,537	12	8	\$2,702	\$2,756	\$140,569	\$1,907	\$520	\$142,996	13	9	\$2,811	\$2,868	\$146,248	\$1,907	\$1,170	\$149,325	14
6	\$129,864	\$0	\$0	\$129,864	9	7	\$2,597	\$2,649	\$135,110	\$0	\$520	\$135,630	10	8	\$2,702	\$2,756	\$140,569	\$0	\$520	\$141,089	11	9	\$2,811	\$2,868	\$146,248	\$0	\$1,170	\$147,418	12
1	\$101,086	\$0	\$520	\$101,606	14	2	\$3,468	\$2,091	\$106,646	\$0	\$1,170	\$107,816	15	3	\$3,538	\$2,204	\$112,387	\$0	\$1,170	\$113,557	16	4	\$3,429	\$2,316	\$118,132	\$0	\$1,170	\$119,302	17
6	\$129,864	\$0	\$2,210	\$132,074	26	7	\$2,597	\$2,649	\$135,110	\$0	\$2,210	\$137,320	27	8	\$2,702	\$2,756	\$140,569	\$0	\$2,210	\$142,779	28	9	\$2,811	\$2,868	\$146,248	\$0	\$2,210	\$148,458	29
6	\$129,864	\$0	\$2,210	\$132,074	27	7	\$2,597	\$2,649	\$135,110	\$0	\$2,210	\$137,320	28	8	\$2,702	\$2,756	\$140,569	\$0	\$2,210	\$142,779	29	9	\$2,811	\$2,868	\$146,248	\$0	\$2,730	\$148,978	30
1	\$101,086	\$0	\$0	\$101,086	9	2	\$3,468	\$2,091	\$106,646	\$0	\$520	\$107,166	10	3	\$3,538	\$2,204	\$112,387	\$0	\$520	\$112,907	11	4	\$3,429	\$2,316	\$118,132	\$0	\$520	\$118,652	12
6	\$129,864	\$0	\$1,690	\$131,554	22	7	\$2,597	\$2,649	\$135,110	\$0	\$1,690	\$136,800	23	8	\$2,702	\$2,756	\$140,569	\$0	\$1,690	\$142,259	24	9	\$2,811	\$2,868	\$146,248	\$0	\$2,210	\$148,458	25
6	\$129,864	\$0	\$1,690	\$131,554	24	7	\$2,597	\$2,649	\$135,110	\$0	\$2,210	\$137,320	25	8	\$2,702	\$2,756	\$140,569	\$0	\$2,210	\$142,779	26	9	\$2,811	\$2,868	\$146,248	\$0	\$2,210	\$148,458	27
6	\$129,864	\$0	\$520	\$130,384	14	7	\$2,597	\$2,649	\$135,110	\$0	\$1,170	\$136,280	15	8	\$2,702	\$2,756	\$140,569	\$0	\$1,170	\$141,739	16	9	\$2,811	\$2,868	\$146,248	\$0	\$1,170	\$147,418	17
2	\$99,419	\$0	\$1,690	\$101,109	23	3	\$3,291	\$2,054	\$104,764	\$0	\$1,690	\$106,454	24	4	\$3,357	\$2,162	\$110,284	\$0	\$2,210	\$112,494	25	5	\$6,487	\$2,335	\$119,106	\$0	\$2,210	\$121,316	26
3	\$102,710	\$0	\$520	\$103,230	14	4	\$3,291	\$2,120	\$108,121	\$0	\$1,170	\$109,291	15	5	\$6,360	\$2,290	\$116,771	\$0	\$1,170	\$117,941	16	6	\$12,124	\$2,578	\$131,473	\$0	\$1,170	\$132,643	17
2	\$99,419	\$0	\$1,690	\$101,109	23	3	\$3,291	\$2,054	\$104,764	\$0	\$1,690	\$106,454	24	4	\$3,357	\$2,162	\$110,284	\$0	\$2,210	\$112,494	25	5	\$6,487	\$2,335	\$119,106	\$0	\$2,210	\$121,316	26
6	\$121,457	\$0	\$1,170	\$122,627	17	7	\$2,429	\$2,478	\$126,364	\$0	\$1,170	\$127,634	18	8	\$2,527	\$2,578	\$131,469	\$0	\$1,170	\$132,639	19	9	\$2,629	\$2,682	\$136,780	\$0	\$1,690	\$138,470	20
1	\$91,731	\$0	\$1,170	\$92,901	19	2	\$3,272	\$1,900	\$96,903	\$0	\$1,690	\$98,593	20	3	\$3,337	\$2,005	\$102,245	\$0	\$1,690	\$103,935	21	4	\$4,238	\$2,130	\$108,612	\$0	\$1,690	\$110,302	22
	\$3,141,170	\$8,220	\$34,580	\$3,183,970			\$75,117	\$64,326	\$3,280,613	\$8,220	\$39,130	\$3,327,963			\$86,730	\$67,347	\$3,434,689	\$8,220	\$41,730	\$3,484,640			\$115,745	\$71,009	\$3,621,443	\$8,220	\$46,150	\$3,675,813	

Increase in Base Salary

\$139,443

Increase in Base Salary

\$154,077

Increase in Base Salary

\$186,753

2022-23

<u>Level of Coverage</u>	<u>Cost of Plan</u>	<u>Cost Share Percentage</u>	<u>Monthly Employee Charge</u>	<u>Numbers of Employee</u>	<u>Yearly Total By Level of Coverage</u>
Employee	\$1,145	20.0%	229.02	3	\$8,245
Employee + 1	\$2,473	20.0%	494.62	4	\$23,742
Family	\$3,020	20.0%	604.02	12	\$86,979
					\$118,965

2023-2024

<u>Level of Coverage</u>	<u>Cost of Plan</u>	<u>Cost Share Percentage</u>	<u>Monthly Employee Charge</u>	<u>Numbers of Employee</u>	<u>Yearly Total By Level of Coverage</u>
Employee	\$1,145	20.5%	\$235	3	\$8,451
Employee + 1	\$2,473	20.5%	\$507	4	\$24,335
Family	\$3,020	20.5%	\$619	12	\$89,153
					\$121,939

Savings vs. Prior Year \$2,974
Savings vs. 20% Cost Share \$2,974

2024-2025

<u>Level of Coverage</u>	<u>Cost of Plan</u>	<u>Cost Share Percentage</u>	<u>Monthly Employee Charge</u>	<u>Numbers of Employee</u>	<u>Yearly Total By Level of Coverage</u>
Employee	\$1,145	21.0%	\$240	3	\$8,657
Employee + 1	\$2,473	21.0%	\$519	4	\$24,929
Family	\$3,020	21.0%	\$634	12	\$91,328
					\$124,913

Savings vs. Prior Year \$2,974
Savings vs. 20% Cost Share \$5,948

2025-2026

<u>Level of Coverage</u>	<u>Cost of Plan</u>	<u>Cost Share Percentage</u>	<u>Monthly Employee Charge</u>	<u>Numbers of Employee</u>	<u>Yearly Total By Level of Coverage</u>
Employee	\$1,145	21.5%	\$246	3	\$8,863
Employee + 1	\$2,473	21.5%	\$532	4	\$25,522
Family	\$3,020	21.5%	\$649	12	\$93,502
					\$127,888

Savings vs. Prior Year \$2,974
Savings vs. 20% Cost Share \$8,922

West Haven Board of Education and the West Haven Administrators' Association

Wage Comparison - 2022-23

	High School Principal		MS Principal		Elementary Principal		Dir of Pupil Svs		HS Asst Principal		Lang Arts Math Science; AD Health/PE Coord		MS Asst Principal	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
West Haven w/6th	106,753	136,692	103,150	132,425	103,150	132,425	103,150	132,425	101,086	129,864	101,086	129,864	96,128	123,890
West Haven	101,848	127,794	98,475	123,833	98,475	123,833	98,475	123,833	96,452	121,457	96,452	121,457	91,731	115,911
Ansonia	160,552	160,552	147,173	147,173	143,828	143,828	150,580	150,580	148,828	148,828	148,828	148,828	133,792	133,792
Bridgeport	134,220	154,687			124,275	143,214	126,830	145,983	121,215	139,901	106,478	126,517		
Danbury	167,141	184,943	153,888	170,276	140,586	155,559	153,098	169,324	137,461	152,103	140,797	155,794	137,461	152,103
Derby	163,597	163,597	158,285	158,285	153,517	153,517			129,706	129,706			125,502	125,502
East Hartford	158,066	165,402	149,637	156,987	143,721	151,069	136,229	143,576	136,229	143,576	126,886	134,226	119,616	138,902
Mansfield*	173,025	173,025	135,516	149,263	128,109	141,614	116,051	129,093	153,160	153,160	115,361	134,553	115,361	128,376
Meriden	155,620	160,391	149,764	154,754	142,616	147,816	136,207	142,972	140,786	146,079	142,398	149,471	134,590	139,794
Milford	163,166	170,114	156,944	164,162	153,229	160,272	158,894	166,666	142,649	148,209			136,681	142,575
New Haven	151,089	164,321	145,089	164,321	137,815	149,877	153,676	167,125	137,815	149,877	128,257	139,488	128,257	139,488
New London	163,722	163,722	155,397	155,397	150,152	150,152	152,374	152,374	146,758	146,758	140,929	140,929	140,929	140,929
Norwalk	204,588	211,905	187,993	195,365	182,619	189,937	187,993	195,365	175,844	183,163	165,111	171,438	173,402	180,203
Norwich			136,620	152,561	127,641	145,857	155,040	155,040			119,936	133,261	119,936	133,261
Norwich			136,620	152,561	127,641	145,857	155,040	155,040			119,936	133,261	119,936	133,261
Orange**	186,668	186,668	171,280	171,280	178,276	184,387	175,126	175,126	163,068	163,068	146,343	146,343	143,214	146,214
Stamford	190,692	204,716	178,276	184,387	178,276	184,387	178,276	184,387	168,536	174,126	166,244	171,975	166,244	171,975
Torrington	163,409	163,409	155,627	155,627	148,217	148,217	131,580	131,580	141,557	141,557	126,848	126,848	126,848	126,848
Waterbury	138,728	159,434	133,125	153,056	122,000	142,527			116,418	138,251			116,418	138,251
AVERAGE	164,952	172,459	153,202	161,591	144,015	153,356	151,133	157,615	144,002	150,557	134,949	145,684	133,637	141,967
% DIFFERENCE w/6th	-35.3%	-20.7%	-32.7%	-18.0%	-28.4%	-13.6%	-31.7%	-16.0%	-29.8%	-13.7%	-25.1%	-10.9%	-28.1%	-12.7%
% DIFFERENCE	-38.3%	-25.9%	-35.7%	-23.4%	-31.6%	-19.3%	-34.8%	-21.4%	-33.0%	-19.3%	-28.5%	-16.6%	-31.4%	-18.4%

*Mansfield Mansfield: Elementary; R19 HS, Language Arts, Math, Science

**Orange Region 5: all positions except Elementary.

West Haven Board of Education and the West Haven Administrators' Association

Wage Comparison - 2022-23

	High School Principal		MS Principal		Elementary Principal		Dir of Pupil Svs		HS Asst Principal		Lang Arts Math Science; AD Health/PE Coord		MS Asst Principal	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
West Haven w/6th	106,753	136,692	103,150	132,425	103,150	132,425	103,150	132,425	101,086	129,864	101,086	129,864	96,128	123,890
West Haven	101,848	127,794	98,475	123,833	98,475	123,833	98,475	123,833	96,452	121,457	96,452	121,457	91,731	115,911
DRG H														
Ansonia	160,552	160,552	147,173	147,173	143,828	143,828	150,580	150,580	148,828	148,828	148,828	148,828	133,792	133,792
Danbury	167,141	184,943	153,888	170,276	140,586	155,559	153,098	169,324	137,461	152,103	140,797	155,794	137,461	152,103
Derby	163,597	163,597	158,285	158,285	153,517	153,517			129,706	129,706			125,502	125,502
East Hartford	158,066	165,402	149,637	156,987	143,721	151,069	136,229	143,576	136,229	143,576	126,886	134,226	119,616	138,902
Meriden	155,620	160,391	149,764	154,754	142,616	147,816	136,207	142,972	140,786	146,079	142,398	149,471	134,590	139,794
Norwalk	204,588	211,905	187,993	195,365	182,619	189,937	187,993	195,365	175,844	183,163	165,111	171,438	173,402	180,203
Norwich			136,620	152,561	127,641	145,857	155,040	155,040			119,936	133,261	119,936	133,261
Stamford	190,692	204,716	178,276	184,387	178,276	184,387	178,276	184,387	168,536	174,126	166,244	171,975	166,244	171,975
AVERAGE	171,465	178,787	157,705	164,974	151,601	158,996	156,775	163,035	148,199	153,940	143,562	152,694	138,818	146,942
% DIFFERENCE w/6th	-37.7%	-23.5%	-34.6%	-19.7%	-32.0%	-16.7%	-34.2%	-18.8%	-31.8%	-15.6%	-29.6%	-15.0%	-30.8%	-15.7%
% DIFFERENCE	-40.6%	-28.5%	-37.6%	-24.9%	-35.0%	-22.1%	-37.2%	-24.0%	-34.9%	-21.1%	-32.8%	-20.5%	-33.9%	-21.1%
AENGLC														
Ansonia	160,552	160,552	147,173	147,173	143,828	143,828	150,580	150,580	148,828	148,828			133,792	133,792
Bridgeport	134,220	154,687			124,275	143,214	126,830	145,983	121,215	139,901	106,478	126,517		
East Hartford	158,066	165,402	149,637	156,987	143,721	151,069	136,229	143,576	136,229	143,576	126,886	134,226	119,616	138,902
Mansfield*	173,025	173,025	135,516	149,263	128,109	141,614	116,051	129,093	153,160	153,160	115,361	134,553	115,361	128,376
Meriden	155,620	160,391	149,764	154,754	142,616	147,816	136,207	142,972	140,786	146,079	142,398	149,471	134,590	139,794
New Haven	151,089	164,321	145,089	164,321	137,815	149,877	153,676	167,125	137,815	149,877			128,257	139,488
New London	163,722	163,722	155,397	155,397	150,152	150,152	152,374	152,374	146,758	146,758			140,929	140,929
Norwich			136,620	152,561	127,641	145,857	155,040	155,040			119,936	133,261	119,936	133,261
Torrington	163,409	163,409	155,627	155,627	148,217	148,217	131,580	131,580	141,557	141,557			126,848	126,848
Waterbury	138,728	159,434	133,125	153,056	122,000	142,527			116,418	138,251			116,418	138,251
AVERAGE	155,381	162,771	145,328	154,349	136,837	146,417	139,841	146,480	138,085	145,332	122,212	135,606	126,194	135,516
% DIFFERENCE w/6th	-31.3%	-16.0%	-29.0%	-14.2%	-24.6%	-9.6%	-26.2%	-9.6%	-26.8%	-10.6%	-17.3%	-4.2%	-23.8%	-8.6%
% DIFFERENCE	-34.5%	-21.5%	-32.2%	-19.8%	-28.0%	-15.4%	-29.6%	-15.5%	-30.2%	-16.4%	-21.1%	-10.4%	-27.3%	-14.5%

West Haven Board of Education and the West Haven Administrators' Association

Wage Comparison - 2022-23

	High School Principal		MS Principal		Elementary Principal		Dir of Pupil Svs		HS Asst Principal		Lang Arts Math Science; AD Health/PE Coord		MS Asst Principal	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
West Haven w/6th	106,753	136,692	103,150	132,425	103,150	132,425	103,150	132,425	101,086	129,864	101,086	129,864	96,128	123,890
West Haven	101,848	127,794	98,475	123,833	98,475	123,833	98,475	123,833	96,452	121,457	96,452	121,457	91,731	115,911
Contiguous														
Milford	163,166	170,114	156,944	164,162	153,229	160,272	158,894	166,666	142,649	148,209			136,681	142,575
New Haven	151,089	164,321	145,089	164,321	137,815	149,877	153,676	167,125	137,815	149,877			128,257	139,488
Orange**	186,668	186,668	171,280	171,280			175,126	175,126	163,068	163,068	146,343	146,343	143,214	146,214
AVERAGE	166,974	173,701	157,771	166,588	145,522	155,075	162,565	169,639	147,844	153,718	146,343	146,343	136,051	142,759
% DIFFERENCE w/6th	-36.1%	-21.3%	-34.6%	-20.5%	-29.1%	-14.6%	-36.5%	-21.9%	-31.6%	-15.5%	-30.9%	-11.3%	-29.3%	-13.2%
% DIFFERENCE	-39.0%	-26.4%	-37.6%	-25.7%	-32.3%	-20.1%	-39.4%	-27.0%	-34.8%	-21.0%	-34.1%	-17.0%	-32.6%	-18.8%

*Mansfield Mansfield: Elementary and Middle; R19 HS, Language Arts, Math, Science
 **Orange Region 5: all positions except Elementary.

West Haven Board of Education and the West Haven Administrators' Association

2022-23 Insurance Comparison

HDHP	In-Network Deductible	OON Deductible	OON Max	Rx after Deductible	Employer Funded	PPO	SPP	Comments
West Haven							20%	
Ansonia*	\$2500/\$5000	\$5000/\$10000	\$10000/\$17350	\$10/40/50	*			
Bridgeport							27.0%	
Danbury	\$2000/\$4000				50%			
Derby						22%		HMO: 20%
East Hartford	\$2000/\$4000	\$4000/\$8000	\$4000/\$8000	\$10/25/40				
Mansfield/R19	\$2000/\$4000	\$2000/\$4000	\$4000/\$8000		50%			
Meriden	\$2000/\$4000	\$3000/\$6000	\$5000/\$10000	\$0/25/40	50%			
Milford	\$2000/\$4000	\$4000/\$8000	\$4000/\$8000	\$5/25/40	50%			
New Haven	\$2000/\$4000	\$4000/\$8000	\$6000/\$12000	\$10/25/40	50%	buy up		CompMix and POE buy up also
New London							23.0%	
Norwalk							20.0%	
Norwich	\$2500/\$5000	\$3750/\$6850	\$5000/\$10000	\$10/25/40	50%			
Orange R5	\$2000/\$4000	\$3000/\$6000	\$5000/\$10000		40%			
Stamford							22.5%	
Torrington	\$2000/\$4000	\$4000/\$8000	\$5000/\$10000	\$0/25/40	45%			
Waterbury	\$2000/\$4000			\$10/30/45	40%			OAP: buy up
AVERAGE					47.2%	22.0%	22.5%	

*Ansonia - HSA shall be established by the Board for each eligible Administrator who elects the HDHP/HSA option.

**Administrator Settlement Data
2021-22**

DATE REPORTED	DISTRICT	WITHOUT INCREMENT					WITH INCREMENT					Total w/increment	
		2022-23	2023-24	2024-25	2025-26	2022-23	2023-24	2024-25	2025-26				
08/09/21	MILFORD	2.50%	2.25%	2.25%	2.50%	2.50%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	7.00%
	HDHP PCS increases to yr 1 - 17.5%, yr 2 - 18%, yr 3 - 19%; New Hires will receive 25 vacation days per year, down from 30 vacation days current employees receive												
	BRIDGEPORT	1.51%	1.66%	1.88%	2.05%	3.08%	2.81%	3.35%	3.38%	3.35%	3.35%	3.35%	12.62%
	All years step movement and 2% to top step only, 2022: delete Step 1; 2023: delete Step 2; 2024: delete step 3; 2025: delete step 4 (only one step going forward); PCS Pre-2014: 27%, 27.5%, 28.0%, 28.5%; PCS Post-2014: 29%, 29.5%, 30.0%, 30.5%												
	NEW HAVEN COUNTY	2.25%	2.25%			2.58%	2.45%						5.03%
	Reopener; Adjustment to Athletic Dir schedule of \$2,500 before GWI in 22-23; PCS for HDHP incr from 17% to 17.5% in yr 1 & 18% in yr 2.												
08/25/21	EAST HAVEN	2.50%	1.75%	1.75%		2.70%	3.10%	2.91%					8.71%
	Admin hired in 21-22 year don't move up a step until year 2; PCS for HDHP incr from 20% to 20.5% in yr 1, 21% in yr 2 & 21.5% in yr 3; Admin hired after 6/30/22 will not be eligible for longevity.												
08/30/21	VERNON	1.90%	1.86%	1.92%		2.90%	2.90%	2.90%					8.70%
	Eliminated 2 steps - from 8 steps to 6 steps; PCS for HDHP plan incr from 20% to 21% in yr 1, 22% in yr 2 & 23% in yr 3.												
	HARTFORD COUNTY	2.00%	2.00%	2.00%	2.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	10.00%
	PCS for 2 HDHP options increase from 15% by .5% each year.												
09/03/21	MANCHESTER	2.20%	2.20%	2.20%	2.20%	3.53%	3.35%	3.05%	2.80%	3.05%	3.05%	3.05%	12.73%
	Yr 1: Additional equity adjustment to all salaries prior to GWI (not included above); PCS for HDHP incr from 20.5% to 21.5% in yr 1; 22% in yr 2; 22.5% in yr 3; 23% in yr 4.												
	FAIRFIELD COUNTY	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%					6.00%
	Step cost is minimal; PCS for Partnership Plan incr from 19% to 20% in yr 1, 21% in yr 2 & 22% in yr 3.												
09/21/21	BERLIN	2.50%	2.25%	2.00%		3.21%	2.79%	2.35%					8.35%
	PCS for HDHP plan incr from 22.5% to 23% in yr 3												

**Administrator Settlement Data
2021-22**

DATE REPORTED	DISTRICT	WITHOUT INCREMENT				WITH INCREMENT				Total w/increment
		2022-23	2023-24	2024-25	2025-26	2022-23	2023-24	2024-25	2025-26	
	FAIRFIELD COUNTY	2.30%	2.30%	2.30%	2.30%	2.48%	2.38%	2.30%	2.30%	7.16%
	Salary adjustment for Elementary Asst. Prin in each year not included in totals; PCS incr from 16.5% by 1.5% each year to 21% in 24-25.									
	MIDDLESEX COUNTY	2.25%	2.25%	2.50%	2.50%	2.25%	2.25%	2.50%	2.50%	7.00%
	No step schedule.									
09/08/21	PLYMOUTH	2.50%	2.00%	2.00%	2.00%	2.50%	2.00%	2.00%	2.00%	8.50%
	All current administrators are at top step; PCS for SPP incr from 22% by 0.50% each year.									
	MIDDLESEX COUNTY	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	6.75%
	No step schedule, two administrators moved to position rate not included in total cost. PCS for HDHP increased from 15% to 17% in yr 1; 18% in yr 2; and 19% in yr 3.									
	FAIRFIELD COUNTY	2.00%	2.00%	2.00%	2.00%	2.88%	2.58%	2.54%	2.54%	8.00%
	Step each year. PCS for HDHP increases 0.50% each year from 21% to 21.5% yr 1; 22% yr 2; 22.5% yr 3.									
10/01/21	CANTON	3.00%	3.00%	3.00%	3.00%					0.00%
	Waiting for total cost. PCS for HDHP increases by 0.50% each year, from 23% to 23.5% yr 1, 24% yr 2, 24.5% yr 3.									
	NEW LONDON COUNTY	2.10%	2.00%	2.00%	2.00%	2.10%	2.00%	2.00%	2.00%	6.10%
	PCS for HDHP incr from 20% to 20.5% in yr 1, 21% in yr 2, 21.5% in yr 3; BOE contribution to HSA changes from \$1125/2250 to 50% of deductible, Deductible incr from \$2250/4500 to \$2500/5000									
09/21/21	BRANFORD	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	6.75%
	No step schedule; PCS for HDHP plan incr from 19% to 19.5% in yr 1, 20% in yr 2 & 20.5% in yr 3; Annuity payments incr by \$500 in yr 1									
09/01/21	CLINTON	2.25%	2.00%	2.50%	2.50%	2.99%	2.45%	2.50%	2.50%	7.94%
	PCS for SPP incr from 21.5% to 22% in yr 1, 22.5% in yr 2 & 23% in yr 3.									
	HARTFORD COUNTY	2.00%	2.50%	1.50%	1.50%	3.84%	2.50%	3.21%	3.21%	9.55%
	PCS for SPP incr from 19% to 20% in yr 1, 20.5% in yr 2 & 21%.									

Administrator Settlement Data
2021-22

DATE REPORTED	DISTRICT	WITHOUT INCREMENT				WITH INCREMENT			Total w/increment	
		2022-23	2023-24	2024-25	2025-26	2022-23	2023-24	2024-25		2025-26
08/31/21	NEW BRITAIN Add new step 1% over max yr 2 and yr 4; drop bottom step yr 4. PCS for HDHP incr from 21% to 22% in yr 1, 23% in yr 2 & 24% in yr 4; In yr 3 HDHP deductibles incr from \$2000/4000 to \$2500/5000.	2.25%	2.00%	2.25%	2.00%	2.56%	2.87%	2.52%	2.98%	10.93%
	FAIRFIELD COUNTY Yr 1: includes carryover cost of mid-yr step in 21-22, no additional step; No insurance changes.	2.50%	2.50%	2.50%	2.50%	3.23%	3.61%	2.67%		9.51%
	NEW HAVEN COUNTY PCS increases by 1% each year.	2.00%	2.00%	2.00%	2.00%	2.45%	2.45%	2.13%		7.03%
	OXFORD Yrs 1 & 2: 1/2 step movement; HS Prin GWI lower in each year: Yr 1: 2.0%, Yr 2: 1.5%, Yr 3: 1.75%; PCS for SPP incr by .5% each year.	2.25%	2.00%	2.25%	2.25%	2.60%	2.40%	2.67%		7.67%
	WINDHAM COUNTY All administrators at max after yr 1. Eliminate OAP plan, add new HDHP PCS stays at 20%, \$2000/4000 deductible funded \$1000/2000.	2.60%	2.90%	2.90%	2.90%	2.90%	2.90%	2.90%		8.70%
10/15/21	WALLINGFORD Annuity incr from \$1000 to \$2000 in yr 1 & to \$2500 in yr 2; HDHP deduct incr from \$2250/4500 to \$2500/5000 in yr 3, BOE funding of HSA change from 50% to \$1000/2000 paid in 3 payments; PCS incr from 23% to 23.5% in yr 3.	1.99%	1.99%	1.99%	1.99%	2.12%	2.17%	1.99%		6.28%
	HARTFORD COUNTY No step schedule.	2.50%	2.35%	2.35%	2.35%	2.50%	2.35%	2.35%		7.20%
	EASTON Total cost information has been requested; Elementary prin receives a \$2,000 adjustment in yr 2 & \$1,000 in yr 3; PCS for HDHP plan incr from 21% to 21.5% in yr 1, 22% in yr 2; Deductible incr from \$2000/4000 to \$2500/5000.	2.00%	2.00%	2.50%	2.50%					0.00%
10/18/21	GRANBY Elem Prin moved to higher level on schedule; Yr 1: 2.12% at max, Yr 2: 2.11% at max, Yr 3: 2.10% at max; PCS for HDHP incr from 20% to 20.5% in yr 2 & 21% in yr 3.					3.20%	2.11%	2.95%		8.26%

Administrator Settlement Data
2021-22

DATE REPORTED	DISTRICT	WITHOUT INCREMENT				WITH INCREMENT			Total w/increment
		2022-23	2023-24	2024-25	2025-26	2022-23	2023-24	2024-25	
	NEW LONDON COUNTY	2.00%	2.00%	2.00%	2.00%	2.76%	2.98%	2.53%	8.27%
	Total does not include equity adjustments for central office employees; Eliminate PPO & Comp Mix plans, PCS for HDHP plan incr from 22% to 22.5% in yr 1, 23% in yr 2 & 23.5% in yr 3, move to new managed pharmacy plan.								
	LITCHFIELD COUNTY	2.50%	2.25%	2.25%	2.50%	2.50%	2.25%	2.25%	7.00%
	No step schedule, does not include one time equity adjustment of \$4,000 for supervisor of student services; BOE contribution to annuity incr from 2.25% of salary to 2.5% in yr 1, 2.75% in yr 2 & 3% in yr 3; PCS for HDHP plan incr from 16% to 17% in yr 1, 18% in yr 2 & 19% in yr 3.								
11/01/21	KILLINGLY	2.37%	2.37%	2.37%	2.37%	2.64%	2.53%	2.37%	7.54%
	PCS for HDHP plan incr from 24.5% to 25% in yr 1 & 26.5% in yr 2, Deduct incr from \$2250/4500 to \$2500/5000 in yr 2, BOE funding of HSA stays at \$1000/2000.								
	LITCHFIELD COUNTY	3.00%	2.00%	2.00%	3.00%	3.00%	2.00%	2.00%	7.00%
	No step schedule; does not include 1 time \$3000 equity adjustment for elementary principals.								
	NEW HAVEN COUNTY	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	6.75%
	Step cost is minimal; PCS for HDHP plan incr from 20% to 21% in yr 1, 22% in yr 2 & 23% in yr 3, if Admin participates in wellness PCS will be 2% or 4% lower.								
	TOLLAND COUNTY					2.25%	2.25%	2.25%	6.75%
	No step schedule, work year incr for Dir of School Counseling (220 to 260 days) and Athletic Director (205 to 260 days); incr annuity from \$1500 to \$2500; HDHP PCS incr from 21% to 22% in yr 2, no other changes to deduct (\$2000/4000) or Board funding (50%) of HSA.								
AVERAGE		2.26%	2.17%	2.19%	2.05%	2.67%	2.50%	2.47%	2.73%

**Administrator Settlement Data
2022-23**

DATE REPORTED	DISTRICT	WITHOUT INCREMENT			WITH INCREMENT			Total w/increment
		2023-24	2024-25	2025-26	2026-27	2023-24	2024-25	
06/23/22	EAST HARTFORD	2.50%	2.50%	1.60%	2.68%	2.59%	3.23%	8.50%
	In yr 3 add new step 1.6% over max step, drop lowest step & re-number; PCS for HDHP incr from 12% to 12.5% in yr 2, 13% in yr 3.							
	BOLTON	2.97%	2.51%	2.97%	2.97%	2.51%	2.97%	8.45%
	No step schedule; BOE contribution to annuity increase from 5% to 6% of salary;							
	WEST HAVEN	2.00%	2.00%	2.00%				0.00%
	Total cost requested; In each yr drop lowest step & new step 2% over max; PCS for SPP incr 20% to 20.5% in yr 1, 21% in yr 2 & 21.5% in yr 3							
	NEW HAVEN COUNTY	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	6.00%
	Step cost is minimal; PCS for HDHP plan incr from 20% to 20.5% in yr 1, 21% in yr 2 & 21.5% in yr 3; Annuity incr from \$2900 to \$2978.30							
	NEW HAVEN COUNTY	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	14.00%
	No steps in contract; PCS increases 1% each year to yr 1: 6%, yr 2: 7%, yr 3: 8%, yr 4: 9%; ; higher GWI in exchange for all BU members moving to 12-month schedule							
	NEW HAVEN COUNTY	2.25%	2.25%	2.25%	2.25%	2.25%	2.25%	6.75%
	PCS increase each year of 1%; HDHP PCS will be: yr1: 7%, yr2: 8%, yr3: 9%; there is no step.							
AVERAGE		2.54%	2.46%	2.39%	2.68%	2.57%	2.79%	3.50%

Draft #1
7/18/22

AGREEMENT BETWEEN THE
WEST HAVEN BOARD OF EDUCATION
AND THE
WEST HAVEN ADMINISTRATORS' ASSOCIATION

SEPTEMBER 1, ~~2020~~2023- AUGUST 31, ~~2023~~2026

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AGREEMENT

This agreement is made and entered into as of this _____ day of ~~January, 2020~~ July, 2022 by and between the West Haven Administrator' Association, hereinafter called the WHAA and the West Haven Board of Education, hereinafter called the Board, for a term of three (3) years, beginning September 1, ~~2020-2023~~ and ending August 31, ~~2023~~2026.

ARTICLE I GENERAL

A. This agreement is negotiated under Section 10-153b through 10-153f of the General Statutes of the State of Connecticut, as amended, in order:

1. To fix for its term the salaries and all other conditions of employment provided herein, and;
2. To encourage and abet effective and harmonious working relationships between the Board and Administrative staff in order that the case of public education may be best served.

B. The Board and the WHAA recognize the importance of responsible participation by the entire professional staff in the education process, planning, development and growth. To this end, they agree to maintain communication, to inform about programs, to guide in development and to assist planning and growth either by committee, individual consultation or designated representatives.

C. This agreement shall constitute the mutual understanding of the Board and the WHAA in the subject areas covered by specific provisions of this agreement for the duration of the agreement unless changed by the mutual consent of both parties. Previously adopted policies, rules or regulations in conflict with this agreement are superseded by this agreement.

ARTICLE II RECOGNITION

The Board hereby recognizes the WHAA as the exclusive agent as defined in Section 10-153b through 10-153f of the Connecticut Statutes as amended, of the entire group of certified administrative employees of the Board not excluded by State Statutes.

ARTICLE III BOARD RIGHTS

Nothing in this agreement shall limit or contravene the authority of the Board as provided in the General Statutes of Connecticut and the Charter of the City of West Haven. The Board shall not, however, exercise any of its discretionary authority so as to contravene a specific provision of this agreement.

ARTICLE IV PROFESSIONAL OBLIGATIONS AND WORKING RULES

The Board and the WHAA recognize and agree that the administrators' responsibilities to their students and teachers, the Board of Education and their profession generally entails the performance of duties and the expenditure of time beyond the normal working day, but the administrators are entitled to regular time and work schedules on which they can ordinarily rely to the extent possible throughout the school system. Therefore, in accordance with the above the following schedules are hereby adopted:

A. Daily Schedule - Individuals covered by this agreement shall be responsible for determining his/her own daily schedule, however, it is understood that in doing so he/she will consider the requirements of the position and the Administrator's daily responsibilities of his/her position.

B. Yearly Schedule - The work year of personnel covered by the administrative supervisory staff salary schedule shall be as follows:

1. Administrators shall report to work annually one week prior to the first scheduled week of school and shall be entitled to:
 - a. A work year that shall not exceed 220 days.
 - b. 23 vacation days which may be taken during any breaks when school is not in session, and which must be used by the end of August in any given contract year.
 - c. 12 days at the discretion of the Administrator provided school is not in session, 10 of which shall be taken between September 1 and June 30th.
 - d. One of the scheduled teacher vacations.
2. If any member of WHAA is directed in writing by the Superintendent to forfeit any vacation days, in excess of one day, he/she shall be paid at a per diem rate of that individual's salary.

ARTICLE V ASSIGNMENT AND TRANSFERS

A. Administrators may request that a teacher be transferred. However, such requests must be filed with the Superintendent with written explanation as to the reason for it.

B. The Administrator of the school concerned must be consulted before any teacher is transferred to his/her school.

C. The final determination of transfers will be in the absolute discretion of the Superintendent.

ARTICLE VI PROMOTIONS

A. All vacancies in promotional positions caused by death, retirement, discharge, resignation, or by the creation of a new promotional position, shall be filled pursuant to the following procedure:

1. Such vacancies shall be posted in every school or mailed to each member during vacation period at least five (5) days prior to the filling of the vacancy.
2. Said notice of vacancy shall set forth the qualifications for the position.
3. Administrators who desire to apply for such vacancy shall file their application in writing with the office of the Superintendent within the time limit specified in the notice.
4. Such vacancy shall be filled on the basis of fitness for the vacant post, provided, however, that where two or more applicants in the West Haven School System are substantially equal in fitness, in the opinion of the Superintendent and of the Board of Education, the applicant with the greatest amount of seniority in the West Haven School System shall be given preference.

B. Promotional Positions are defined as follows: Positions paying a salary differential and/or positions on the Administrator supervisory level including but not limited to positions such as associate superintendent, assistant superintendent, directors, supervisors, assistant supervisor, instructional leaders, assistant instructional leaders, special assistant to the Superintendent and administrative assistant to the Superintendent.

C. All vacancies (as defined above in the case of promotional positions) for special project administrators shall also be filled pursuant to the procedure set forth in paragraph A.

D. All appointments to the aforesaid vacancies and openings shall be made without regard to age, race, creed, color, religion, nationality, sex, marital status, ancestry, and present or past history of mental or physical disability.

E. Insofar as possible, but subject to A.4., all future appointees shall be full certified supervisors or administrators by the Connecticut State Department of Education with the exception of the appointees to the psychology and guidance department.

F. Where there is a vacancy by resignation, acting appointments to any position shall be effective no longer than six months. Any person serving in an acting capacity when school is in session and is in the acting position for more than (5) school days, shall be compensated at the rate of pay for the position in which they are acting.

G. Upon promotion, the individual will be paid the appropriate salary upon commencement of his new duties.

H. First preference shall be given to candidates within the system if they are as well or better qualified than out of system candidates in the sole opinion of the Superintendent of Schools.

ARTICLE VII SUPPLIES AND OFFICE EQUIPMENT

A. The Board will insure that each school shall have all the office equipment and supplies consistent with Board policy necessary to do the work required.

B. The Board will take whatever steps necessary to attain the goal of uniformity in all records and reports.

C. The Board of Education will provide full or part time clerical help in all schools, and will make available clerical assistance in those areas where no clerk now exists. The duties of said clerical help shall be governed by policy #2212. Policy #2212 as now exists is hereby made part of this contract.

D. The Board will provide substitute clerks, provided they are available for use when the regular clerks are out.

ARTICLE VIII PROTECTION

A. Section 10-235. Protection of Administrators in damage suits. The Board shall protect and save harmless any member of the bargaining unit from financial loss and expense, including legal fees and costs, if any, arising out of any claim, demand, suit or judgment in accordance with Section 10-235 of the General Statutes of Connecticut.

B. If any administrator is absent from school as a result of personal injury arising out of his employment, (provided the administrator is not negligent), he shall be paid his full salary (less any workmen's compensation indemnity benefits received, except payment for permanent partial disability) for the period not to exceed one calendar year from the date of injury. Such absence shall not be charged to his/her annual or accumulated sick leave.

ARTICLE IX HEALTH INSURANCE BENEFITS

1. ~~A.~~ Health Insurance Benefits (Individual, Husband & Wife, or Family). The Board shall provide the health insurance plan set forth below for employees and their eligible dependents (an eligible dependent for purposes of the article shall include spouse, and unmarried dependents up to age 26). The Board shall have the right to require annual re-

enrollment as a condition of continued participation in the plan. All administrators shall contribute twenty ~~and one-half (20%20.5%)~~ percent of the cost of health insurance via payroll deduction effective September 1, 2023; effective September 1, 2024 they shall contribute twenty-one (21.0%) percent; effective September 1, 2025, they shall contribute twenty-one and one-half (21.5%) percent.

1. Medical coverage shall be provided under the State of Connecticut Partnership Plan 2.0 (SPP 2.0). In the event the SPP 2.0 plan exceeds the HDHP plan previously in place, the Board may revert back to the plan previously in place. The Board's High Deductible Health Plan (HDHP) which shall have deductibles of \$2,000/\$4,000 funded 50% by the Board into a health savings account, one-half in July and one-half in January. There shall be post deductible prescription copays of \$5/\$25/\$40 (30 day supply); \$10/\$50/\$80 (mail order 90 day supply) and the following out of pocket maximums: In-Network \$4,000/\$6,850; Out-of-Network \$4,000/\$8,000. ~~In the event the Board decides, in its sole discretion, to transition health plans to the Connecticut Partnership Plan (CPP) the HDHP will be replaced with the CPP Plan.~~
2. Blue Cross of Connecticut Full Service Plan for dental care with Riders A, B, C, D and Special Dependent Rider.
3. Blue Shield Vision care endorsement 98.
4. Group Life Insurance - Board agrees to provide each administrator with group life and dismemberment policy in the amount of \$120,000.00 at the Board's expense. The Administrator may increase the coverage to the amount of his salary at his own expense.
5. The board agrees, at its expense, to continue the group life and dismemberment policy following retirement in the amount of \$60,000.00.
6. Any employee covered by this Agreement who opts to take retirement as provided under Article XVI shall have full health coverage for the employee only, or employee and his/her spouse if the employee retires on or before August 31, 2023, paid by the Employer until he/she attains the age of 65. Notwithstanding the foregoing, administrators retiring after August 31, 2023, shall contribute monthly towards the cost of said insurance the same amount that active employees pay.

At age 65, any administrator who does not qualify for Medicare shall be provided with equivalent coverage paid in full by the Employer.

All retirees who do not opt to take retirement as provided under Article XVI or who are not eligible for the retirement provision of Article XVI will receive the

same medical coverage as active employees and will be required to pay the same co-pay, if any, as those required of active employees. The Board shall not be required to provide or pay for the retirees spouse's coverage after the retiree reaches age 65 or in the event that the retiree dies. At age 65 all retired employees shall have coverage under Medicare paid in full by the Employer. At age 65 any Administrator who does not qualify for Medicare, shall be provided with equivalent coverage paid in full by Employer.

7. The West Haven Board of Education may provide health insurance benefits as described in this Article for the West Haven Administrators' Association members through alternate carriers or through self-insurance. In all cases such benefits (meaning coverage, and administration of i.e., timeliness of payment and claims processing) provided through alternate insurance carriers, through self-insurance or through a combination of such alternatives, shall be comparable to the benefits available to West Haven Administrator Association members under the group health insurance policies described in Article IX, Section A(1-5). Should the Board of Education desire to change insurance carriers, prior to any such change, the Association shall be notified and given forty-five (45) calendar days to review the proposed changes. Should the Association and the Board disagree that the coverage, and administration of benefits are not comparable, arbitration as set forth under Article XIV of this Agreement may be implemented at the request of the Association. Such arbitration shall take place before an impartial arbitrator with expertise in insurance, unless -the West Haven Finance Planning and Assistance Board is in existence. Both parties shall agree to expedite the arbitration process. There shall be no change in carriers prior to the decision by the arbitrators.

B. Sick Leave.

1. Twelve month personnel - are to receive two days more than the teachers.
2. Sick Leave Bank:
 - a. Membership in the sick leave bank is voluntary on the part of employees after tenure is granted for 3 years of service completed in the West Haven School System. Each participating employee contributes one day of sick leave per year.
 - b. The Board will cooperate in the establishment of a sick leave bank on a voluntary basis.
 - c. Each employee enrolling in the bank will donate one day of his sick leave to the bank each year until the bank is built up to a maximum of approximately 100 days. No more days will be added to this maximum until the bank is depleted to approximately 50 days. The bank will then be built up to approximately 100 days again and the

process repeated.

- d. Additions will be made to the bank in September or October of each school year according to the above limitation.
- e. A person withdrawing from membership in the bank will not be able to withdraw the contributed days.
- f. Additions will be made to the bank in September or October of each school year according to the following:
 - i. 0-3 years, inclusively, a person is not eligible.
 - ii. After the beginning of the 4th-6th year a person must be sick fifty-five (55) consecutive days before he/she can draw.
 - iii. After the beginning of the 7th year a person must be out forty (40) consecutive days.
- g. A person will not be able to withdraw days from the bank until his/her own sick leave is depleted.
- h. Persons withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member to the bank.
- i. Maximum withdrawal per occurrence is 75 days.
- j. Sick leave means the leave the teacher has for that year plus his/her accumulation.
- k. Hold Harmless Clause.

In the event that the Sick Leave Bank is, or shall at any time, be found to be contrary to law by a court of competent jurisdiction, then it is agreed that any administrator who has received benefits hereunder shall refund to the City of West Haven 1/220th of his/her annual salary of each day so withdrawn. It is further agreed that in the event such refund is not made within sixty (60) days after demand with notice to the Association, then and in that event the Association shall refund monies to the City of West Haven. It is further agreed that no other penalty or penalties except the aforementioned monetary penalties will be imposed. This clause shall survive the termination of this agreement and may be enforced at any time within ten (10) days after such termination.

3. No member shall lose salary and/or rights when subject to quarantine by a competent medical authority, medical advisor and/or Health Department of the member's town of residence.
 4. Severance Pay (on retirement, disability, resignation or death). Professional Staff Member upon retirement from public school teaching in Connecticut, disability, resignation or death, after twenty (20) years of public school service in West Haven School System shall receive Severance pay equal to 20*- of the annual salary at the time of termination of employment.
 5. Maternity Leave shall be granted to any pregnant administrator who has completed one year of service, and any such administrator wishing to return shall be returned to the position held at the time of taking such leave.
- C. Leaves Without Pay.
1. Leaves of absence, without pay shall be granted for advanced study and maternity. Such leave shall be limited to one school year. Upon returning from leave, said member shall be reinstated in the position he/she left.
- D. Leaves with Pay.
1. Each 12 month member shall be entitled to 3 personal days per year, and each 10 month member shall be entitled to 2 personal days per year, not to accumulate. Member must advise Superintendent in writing twenty four hours in advance.
 2. If advance notice is not possible, such notice shall be given twenty-four hours after the member returns.
 3. Compulsory Court appearances - 5 days per year.
 4. Jury Duty - Any Administrator who is summoned for jury duty shall immediately notify the Superintendent of the date of the assignment. If the assignment occurs during the students' school year, the Administrator shall cooperate with the Superintendent to obtain a postponement of the assignment to a date, when school is not in session. The Administrator shall receive his/her full salary (less compensation paid for jury duty to be reimbursed to the Board of Education) for the period that the Administrator must serve on jury duty during his/her work year.
 5. Death in immediate family - five (5) days per death of spouse, mother, father, child, brother, sister, grandparents, mother-in-law and father-in-law. Three (3) days per death of brother-in-law and sister-in-law.
 6. Funeral of close friend - 1 day per death.

7. Sabbatical Leave.

Desiring to regard professional performance and encourage independent research and achievement the Board hereby initiates the policy of sabbatical leave for Administrators, for approved, scholarly programs whether or not carried on in an academic institution subject to the following conditions:

1. Requests for sabbatical leave must be received by the Superintendent in writing in such forms as may be required by the Superintendent no later than December 31st of the year preceding the school year in which the sabbatical leave is requested.
2. The Administrator has completed at least six (6) consecutive full years of service in the West Haven School system.
3. The Administrator on sabbatical leave will be paid their annual salary rate up to one (1) year.
4. The Administrator shall agree to return to employment in West Haven for at least two (2) full years in the event of a full year's leave. Upon such return the Administrator shall be placed on the appropriate step of the salary schedule as though such Administrator has not been on leave.
5. All applications are subject to the approval of the Superintendent of Schools.
6. An Administrator returning from sabbatical leave shall return to the position held at the time of taking such leave.

ARTICLE X [RESERVED]

ARTICLE XI [RESERVED]

ARTICLE XII PAYROLL DEDUCTIONS.

A. In addition to those payroll deductions required by law, the following agencies are eligible for payroll deductions:

1. All requests for deductions must be in writing on approved authorized forms.

2. A list of the approved deductions are as follows:
 - a. AIG (Valic)
 - b. American Century
 - c. Ameriprise Financial
 - d. Franklin Templeton
 - e. Great American (Galic)
 - f. ING
 - g. LSW (Life Insurance Co. of The Southwest)
 - h. Oppenheimer
3. Each of the associations named in Section 2 above shall certify to the Board in writing the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board thirty (30) days written notice prior to the effective date of such change.
4. Deductions referred to in Section A above shall be made on the first day of each month. The Board shall not be required to honor for any month deduction any authorizations that are delivered to it later than on week prior to the distribution payroll forms which deductions are to be made.
5. No later than September 30th of each year, the WHAA shall provide the Board with a list of those employees who have voluntarily authorized the Board to deduct dues for any of the associations named in Section A above. Any Administrator desiring to have the Board discontinue deductions he had previously authorized, must notify the Board and the WHAA or association concerned in writing by September 15th of each year for that school year's dues.
6. The amount of any deductions may be changed only once in a calendar year.

ARTICLE XIII ADMINISTRATION

A. The Board recognizes that the Administrator is charged with the responsibility of the administration of the program within the building to which he/she is assigned and must make decisions necessary to the proper operation and maintenance of the building, provided, such decisions are in keeping with the policy of the Board of Education and the administrative regulations of the Superintendent.

B. Administrators shall be consulted regarding special and federal programs so that such programs may be part of the overall- school program in the building.

C. Administrators shall be in charge of all disciplinary programs of the school which he/she is assigned but shall handle the same in a manner consistent with Board policy and administrative regulations of the Superintendent.

D. Administrators shall be responsible for designating and assigning work to his/her secretary and/or clerk(s).

E. An Administrator may change a teacher's room or subject assignment if the Administrator feels that it would serve the students' best interest provided the Superintendent is informed in writing of such change.

F. Administrators will keep a record of teachers who consistently report late to school.

G. When an Administrator deems it necessary and it is not in violation of the teachers' contract, he/she may assign yard duty, hall duty, study hall duty, on an equitable basis to all available personnel.

H. An Administrator is in charge of his or her building and any teacher or other person wishing to use school facilities after school hours must secure the Administrator's permission.

I. Any teacher who wishes to remove general equipment from the building, must receive the Administrator's permission or if they do so without said permission, will be subject to disciplinary action.

J. It is the responsibility of the Building Administrator to determine who will collect money for milk, weekly magazines, insurance, etc., unless directed otherwise by the Superintendent of Schools.

K. Faculty meetings to be called at the discretion of the Administrator not to exceed the number permitted in the teacher's contract.

L. Agendas for faculty meetings are the sole responsibility of the Administrator. Each Administrator shall make available to his/her teaching staff said agenda one day in advance of said meetings after which any member of the staff may suggest additions to said agenda to the Administrator.

M. Formal evaluation of both tenure and non-tenure teachers is the sole responsibility of the Administrator (delegation of evaluation is allowed). The number of formal evaluations shall be determined by the Administrator, except as limited by the teachers' contract.

N. There shall be no limit set to the number of classroom visitations by the Administrator.

O. Observation and supervision of the teacher shall be made at the discretion of the Administrator.

ARTICLE XIV GRIEVANCE AND ARBITRATION PROCEDURE

A. Purpose - The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise affecting the welfare or working conditions of Administrators. Both parties agree that proceedings shall be kept as confidential as appropriate.

B. Definitions:

1. "Grievance" shall mean any claim by any Administrator or group of Administrators of the WHAA (each category of which shall be hereinafter referred to as "The Grievant") concerning the interpretation of, application or violation of a specific provision of this Agreement or an established practice between the Parties.
2. Administrator shall mean any certified professional employee of this unit below the rank of Superintendent and may include a group of Administrators similarly affected by a grievance.
3. When "days" are referred to in the time limits hereof, such shall mean school days.

C. Time Limits:

1. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If an Administrator does not file a grievance in writing within thirty (30) days after he/she knew or should have known of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the aggrieved Administrator at any level to appeal a grievance to the next level within the specified time limit, shall be deemed to be acceptance of the decision rendered at that level.

D. Informal Procedure:

1. If an Administrator feels that he may have a grievance, he shall first discuss the matter with his immediate supervisor or other appropriate Administrator in an effort to resolve the problem informally.
2. If the Administrator is not satisfied with such disposition of the matter, he shall have the right to have the WHAA assist him in further efforts to

resolve the problem informally with his supervisor -or other appropriate Administrator.

E. Formal Procedure:

1. Step 1 - If the aggrieved Administrator is not satisfied with the disposition of his grievance on an informal basis, he may file in writing a grievance with the WHAA for referral to the Superintendent of Schools.
 - a. The WHAA shall within five (5) days after receipt, refer the grievance to the Superintendent but prior to doing so, the WHAA shall provide an opportunity for the aggrieved Administrator to meet with the appropriate committee to review the grievance.
 - b. The Superintendent shall within ten (10) days after receipt of the written grievance, meet with the aggrieved Administrator and with representatives of the WHAA for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept.
 - c. The Superintendent shall within five (5) days after the hearing, render his decision and the reasons therefor in writing to the aggrieved Administrator with a copy to the WHAA.
2. Step 2 - If the aggrieved Administrator is not satisfied with the disposition of his grievance at Step 1, he may within three (3) days after the decision or within six (6) days after the hearing, file the grievance again with the WHAA for appeal to the Board of Education.
 - a. The WHAA shall within three (3) days after receipt, refer the appeal to the Board of Education.
 - b. The Board of Education shall, within fifteen (15) days after receipt of the written appeal, meet with the aggrieved Administrator and with representatives of the WHAA for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept.
 - c. The Board shall, within five (5) days after such meeting render its decision and reason therefore, in writing to the aggrieved Administrator, with a copy to the WHAA.

F. Arbitration:

1. If the aggrieved Administrator is not satisfied with the disposition of his grievance at Step 2, he may within three (3) days after the decision or within six (6) days after the Board meeting, request in writing to the President of the WHAA that his grievance be submitted to arbitration.

2. The WHAA may within five (5) days after receipt of such request submit the grievance to arbitration.
3. The Chairman of the Board and the President of the WHAA shall within five (5) days after such written notice, jointly select an arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree on an arbitrator within five (5) days, the matter shall be submitted to the American Arbitration Association under the Rules of Voluntary Arbitration of the American Arbitration Association.
4. The arbitrator so selected shall confer promptly with representatives of the Board and the WHAA shall review the record of previous hearings and shall hold such further hearings with the aggrieved Administrator and other parties in interest as he shall deem requisite.
5. The arbitrator shall render his decision in writing to all parties in interest, setting forth his findings of fact, reasoning and conclusions on the issues submitted. The decision of the arbitrator shall be final and binding upon all parties in interest to the extent permitted by law.
6. The cost of the services of the arbitrator shall be borne equally by the Board and the WHAA.

G. The Superintendent and/or the Board shall have the right to file a grievance in writing with the WHAA and such shall thereafter be processed in accordance with Step 2 of the following steps of the Grievance Procedure.

H. All grievances must be submitted in writing pursuant to Step 1 within fifteen (15) days of the date upon which the occurrence given rise to the grievance occurred. Failure to file such grievance within the time limits specified herein or to process a grievance within the time limits specified herein shall be deemed a waiver of the grievance.

I. Any arbitrator acting pursuant to this Agreement shall have power only to construe specific provisions of this Agreement and shall have no authority to add to, delete from, or modify in any way, any provisions of this Agreement.

J. Representation:

1. No reprisals, of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
2. When an Administrator is not represented by WHAA, the WHAA shall have the right to be present and to state its view at all stages of the procedure.

3. Only the WHAA shall have the right to submit a grievance to arbitration by following the procedure outlined above. Individual members shall not have the right to submit grievances to arbitration independently.
 4. The WHAA may, if it desires, call upon the professional services of any person it deems necessary to assist the WHAA at any state of the procedure.
- K. Miscellaneous:
1. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
 2. Forms for filing and processing grievances and other necessary documents, shall be prepared by the Superintendent with the approval of the WHAA, and be made available to the WHAA to facilitate operation of the grievance procedure.

ARTICLE XV MISCELLANEOUS

A. The Board of Education shall pay each Administrator the sum of \$300.00 for conference expenses to be paid in one lump sum as of September 1st of each school year.

B. The WHAA and the Board agree that this agreement represents the complete agreement between the parties concerning all conditions of employment and salaries of Administrators, for the duration of this agreement.

C. The Board and the WHAA shall comply with all applicable State and Federal Laws.

D. Whenever written notice is required to be given herein, such notice shall be given by letter to the last address of the person as contained in the files of the Board of Education.

E. No Administrator shall be required to pick up or deliver any mail or correspondence.

F. The Board agrees to provide medical coverage for all Administrators over 65, except that the cost of such coverage shall not exceed the cost afforded to other Administrators.

G. All Administrators shall receive \$45.00 per month for travel, except the

Language Arts Coordinator, Math Coordinator, Science Coordinator, Health/PE Coordinator, Early Childhood Director, Director of Pupil Services, Assistant Director of Pupil Services, Director of Grant Administration and any future district coordinators, who shall each receive \$100.00 per month.

H. Longevity: After ten (10) years of employment an Administrator shall receive an increment of \$520; after fifteen (15) years employment an additional increment of \$650; after twenty (20) years of employment an additional \$520; after twenty five (25) years of employment an additional \$520; after thirty (30) years of employment an additional increment of \$520. Years of employment shall mean years of employment as a certified professional in West Haven only.

I. Miscellaneous Tuition Costs - An Administrator shall be reimbursed by the Board for his/her tuition costs exclusive of all other fees upon the successful completion of each graduate credit course beyond the bachelor plus 60 step at the rate of \$80.00 a credit course up to a maximum of \$390, in any school year provided the courses taken are approved by the Superintendent of Schools and relate to the field of education and are completed in an institution which is accredited by a regional accreditation Association, e.g.: Middle State Association of Colleges and Schools North Central Association of Colleges and Schools Northwest Association of Schools and Colleges Southern Association of Colleges and Schools New England Association of Schools and Colleges Western Association of Schools and Colleges.

J. The Board will notify an individual Administrator of the administrative staff of any major decisions affecting said individual Administrator of the administrative staff prior to releasing said decisions to the press.

K. Each Administrator will receive annually an individual salary agreement.

L. The Board agrees to reimburse Administrators for approved expenses directly attributable to operation of school offices through presentation of paid receipts.

M. The Board agrees to provide a mileage expense account for Administrators who are required to travel outside of Greater New Haven in order to attend meetings for the school system. The rate applicable shall be as determined by the Internal Revenue Service.

N. Administrators shall continue to be paid in 26 installments, bi-weekly provided, however, that ten month Administrators will have the option to withdraw their four (4) final checks in one lump sum, less necessary deductions, payable on the first payroll date in July. Exercise of such option must be made by notifying the Board not later than June 1 preceding the first payroll.

O. Service Fees-Union Dues - The Board shall deduct dues ~~or a service fee~~ from such professional staff members salary, executing an authorization to do so, once a month and remit same promptly to Treasurer of WHAA.

P. A salary differential for the sixth year and conferred doctorate, will be paid only to those Administrators who have obtained degrees from institutions which are accredited by regional accrediting association, i.e., Middle State Association of Colleges and Schools North Central Association of Colleges and Schools Northwest Association of Schools and Colleges Southern Association of Colleges and Schools New England Association of Schools and Colleges Western Association of Schools and Colleges

Q. Doctorate stipend to be paid only to those Administrators who are awarded a Ph.D. or E.ED in a planned program which relates to the field of education (this provision shall not be retroactive).

R. Each building Administrator shall have a private office.

S. Upon the creation of new administrative positions, the Board will negotiate with WHAA on all contractual items.

T. For administrators who commenced employment as administrators prior to the 1997-98 school year, when he/she dies or retires he/she or his/her estate shall be paid 30 days sick pay, prorated on annual salary, regardless of accumulation (more or less) at the time of death or retirement. This provision shall not apply to administrators who commence employment as administrators during the 1997-98 school year and thereafter.

U. A conference fund shall be set aside for use with the approval of the Superintendent of Schools for professional conferences, meetings, etc. that exceed the present cost allocated to Administrators.

ARTICLE XVI EARLY RETIREMENT INCENTIVE PLAN

Effective September 1, 1985, the West Haven Board of Education shall provide the West Haven Administration with an Early Retirement Plan subject to the following provisions, however employees hired after July 1, 2007 shall not be eligible for the Early Retirement Incentive Plan:

A. Early Retirement Incentive Plan Eligibility

To be considered for participation in the Early Retirement Plan, a certified Administrative Staff Member must fulfill all of the following requirements:

1. Be eligible for retirement benefits under the Connecticut Teacher Retirement system no later than August 31, immediately following the school year in which termination of employment becomes effective.
2. Have completed at least 96 months of satisfactory employment (determined by the Superintendent of Schools) as a West Haven

Administrator under contract with the West Haven Board of Education as of the date termination of employment becomes effective.

3. Be at least 52 years of age by no later than August 31 immediately following the school year in which termination of employment becomes effective and no older than age 64 as of June 30 of the school year in which termination of employment become effective.
4. Have a combined total of age plus services credited by the Connecticut Teacher Retirement System of at least 75 years by no later than August 31 immediately following the school year in which termination of employment becomes effective.
5. Application must be made by no later than February 15th of the school year in which termination of employment is effective.

B. Incentive

1. An Administrator who fulfills the eligibility requirements shall be paid an incentive allowance. Such allowance will be equal to the annual salary rate in effect in the year the application is made. The incentive allowance will be reduced for each year the age of the Administrator exceeds fifty-two at the date employment terminates. Such reduction shall be five percent for each year of age 52 through 60 and then ten percent each year age 61 through 65.

The incentive shall be paid over a two-year period in two equal installments following the fiscal year in which termination of employment becomes effective.

The scale is as follows:

<u>AGE</u>	<u>PERCENT OF SALARY</u>	<u>AGE</u>	<u>PERCENT OF SALARY</u>
52	90%	59	55%
53	85	60	50
54	80	61	40
55	75	62	30
56	70	64	20
57	65	64	10
58	60	65	0

Example: A person of age 62 whose current salary is \$20,000.00; 30% x \$20,000.00 = \$6,000.00; Payment \$3,000.00 for first year, Payment \$3,000.00 for second year.

2. There shall be a limit of no more than three (3) Administrators allowed to enter into the Early Retirement Incentive Plan, in any given year.
3. In the event, in any given year, more than three (3) Administrators make application for the Early Retirement Incentive Plan, priority shall be given on the basis of seniority as an Administrator.
4. An Administrator who retires and does not qualify in a given year, due to the reason of least amount of Administrative seniority, shall be entitled to the benefits under the Early Retirement Incentive Plan at the age he/she retires. Such benefits shall begin to be paid in the subsequent year or until such time he/she meets the requirements relative to Administrative seniority.
5. The Administrator selecting the Early Retirement Option, does so under the exclusion of the Severance Pay provisions of the Administrators' Agreement.
6. In the event that any Administrator who elected Early Retirement Plan shall die prior to the payment of all benefits due hereunder, any prepaid portion hereof shall be paid to his/her designated beneficiary.

ARTICLE XVII REDUCTION IN FORCE

It is understood that it is within the discretion of the Board of Education to reduce the educational program curriculum and staff when economic, pupil enrollment decline and other justifiable reasons dictate. If, in the Board's opinion, it is necessary to reduce the administrative staff within particular administrative classifications, it shall be on the basis of length of administrative services within the West Haven Public School System, certification and qualifications.

In order to promote an orderly reduction in the administrative personnel, the following procedure will be used:

- a. Any Administrator relieved of his/her duties because of reduction of staff or elimination of position shall be offered an administrative opening if one exists, in his/her classification for which he/she is certified and qualified.
- b. If there is no existing administrative opening in his/her classification, the displaced Administrator shall be offered the position of an Administrator who has the least seniority in his/her present classification, provided he/she is certified and qualified for that position.
- c. If there is no existing administrative opening in his/her classification and the displaced Administrator has the least seniority in his/her present classification, he/she will be offered an administrative opening, if one

exists, in any other administrative classification for which he/she is certified and qualified provided, however, such appointment does not constitute a promotion to a higher classification.

- d. If there are no existing administrative openings in any administrative classification, and the displaced Administrator has the least seniority in his/her present classification, but has administrative seniority over an Administrator in another classification for which the displaced Administrator is certified and qualified, the displaced Administrator will be offered such position; provided, however, such appointment does not constitute a promotion to a higher classification.
- e. If an Administrator is relieved of his/her duties because of a reduction in staff or elimination of position and another administrative position is not otherwise available as aforesaid, he/she will be offered a teaching position for which he/she is certified.
- f. If an Administrator is relieved of his/her duties because of a reduction in staff or an elimination of position and employed as a teacher, he/she will be given the experience credit on he salary schedule according to the teacher's contract for his/her administrative and teaching experience within the school system and shall retain all accumulated sick leave, providing the latter does not violate the teacher's contract or pertinent state statute.
- g. Any Administrator who has been displaced as aforesaid shall be placed on a reappointment list for three (3) years for his former administrative position, and shall remain thereon until reappointed, provided such Administrator does not refuse a reappointment. Administrators shall be recalled to positions for which they are certified and qualified and in which they have previous acceptable experience, according to their administrative seniority in the West Haven Public School System. If a reappointment is offered consistent with the above and is refused by the Administrator, he/she shall thereupon be removed from the reappointment list.
- h. For purposes of this Article, administrative classifications shall be as follows:
 - 1. High School Principal
 - 2. Middle School Principal, Elementary School Principal, Director of Pupil Personnel, Director of Grant Administration
 - 3. Assistant Directors of Pupil Services, Language Arts Coordinator, Math Coordinator, Science Coordinator, High School Assistant Principal, Athletic Director/Health and P.E., and Early Childhood Coordinator.

4. Other Program Coordinators: Adult Education and Middle School Assistant Principals
5. Secondary Coordinators.
6. Provost.
- i. Qualification as used in this Article shall be determined by the Superintendent of Schools, provided that his decision shall not be arbitrary or capricious.

INVOLUNTARY TRANSFER

Section 1 - An involuntary transfer is:

1. A reassignment of an Administrator from one position in a salary group to another position in lower paying salary group; or
2. A reassignment of an Administrator's position from the salary group to a lower paying salary group because of a change in the duties or responsibilities of such position. During the term of their working agreement School Administrators shall be reduced in grade only for good and just cause. Transfers implemented at the request of an Administrator are voluntary transfers and are not subject to the provisions of this article.

ARTICLE XVIII SALARY SCHEDULE

1. 20202023-
20242024 Effective September 1, 20202023, the salary schedule attached at Appendix B-1 shall be in effect. Administrators not already at the top step shall advance one step. There shall be no step advancement for 2020-21.
2. 20242024-
20222025 Effective September 1, 20242024, the salary schedule attached at Appendix B-2 shall be in effect. Administrators not already at the top step shall advance one step. There shall be no step advancement for 2021-22.
3. 20222025-
20232026 Effective September 1, 20222025, the salary schedules attached at Appendix B-3 shall be in effect. Administrators not already at the top step shall advance one step. There shall be no step advancement for 2022-23.

Dated at West Haven this _____ day of ~~January, 2020~~ July, 2022.

WEST HAVEN ADMINISTRATORS' ASSOCIATION

WEST HAVEN BOARD OF EDUCATION

APPENDIX B-1

SALARY SCHEDULE 2020-2021 (WITH SIXTH YEAR)

Step	1 High School Principal	2 MS & ES Principal, Director of Pupil Services, Director of Grant Administration	3 Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	4 Other Program Coordinators, MS Asst. Principals, Adult Ed	5 Secondary Coordinators	6 Provost
-						
1	\$105,695.98	\$102,128.61	\$100,085.54	\$95,176.03	\$88,163.23	\$101,947.54
2	\$109,330.69	\$105,698.39	\$103,519.41	\$98,434.39	\$91,171.13	\$105,456.73
3	\$112,965.38	\$109,207.60	\$106,953.30	\$101,692.77	\$94,179.04	\$108,965.93
4	\$116,598.58	\$112,715.85	\$110,386.05	\$104,951.54	\$97,185.65	\$112,474.19
5	\$123,286.51	\$119,232.73	\$116,800.11	\$111,125.34	\$103,013.53	\$118,991.06
6	\$135,338.47	\$131,113.64	\$128,578.20	\$122,663.14	\$114,308.27	\$130,871.95

SALARY SCHEDULE 2023-2024 (WITH SIXTH YEAR)

Step	1	2	3	4	5	6
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	<u>High School Principal</u>	<u>MS & ES Principal, Director of Pupil Services, Director of Grant Administration</u>	<u>Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator</u>	<u>Other Program Coordinators, MS Asst. Principals, Adult Ed</u>	<u>Secondary Coordinators</u>	<u>Provost</u>
<u>1</u>	-	-	-	-	-	-
<u>2</u>	<u>\$112,632.48</u>	<u>\$108,890.48</u>	<u>\$106,645.69</u>	<u>\$101,407.10</u>	<u>\$93,924.50</u>	<u>\$108,641.53</u>
<u>3</u>	<u>\$116,376.93</u>	<u>\$112,505.67</u>	<u>\$110,183.29</u>	<u>\$104,763.89</u>	<u>\$97,023.25</u>	<u>\$112,256.70</u>
<u>4</u>	<u>\$120,119.86</u>	<u>\$116,119.87</u>	<u>\$113,719.71</u>	<u>\$108,121.08</u>	<u>\$100,120.66</u>	<u>\$115,870.91</u>
<u>5</u>	<u>\$127,009.77</u>	<u>\$122,833.56</u>	<u>\$120,327.47</u>	<u>\$114,481.32</u>	<u>\$106,124.54</u>	<u>\$122,584.59</u>
<u>6</u>	<u>\$139,425.69</u>	<u>\$135,073.25</u>	<u>\$132,461.26</u>	<u>\$126,367.57</u>	<u>\$117,760.38</u>	<u>\$134,824.28</u>
<u>7</u>	<u>\$142,214.20</u>	<u>\$137,774.71</u>	<u>\$135,110.48</u>	<u>\$128,894.92</u>	<u>\$120,115.58</u>	<u>\$137,520.77</u>

Conferred Doctorate \$1,906.78

SALARY SCHEDULE 2020-2021 (WITHOUT SIXTH YEAR)

Step	1 High School Principal	2 MS & ES Principal, Director of Pupil Services, Director of Grant Administration	3 Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	4 Other Program Coordinators, MS Asst. Principals, Adult Ed	5 Secondary Coordinators	6 Provost
1	\$100,840.04	\$97,500.25	\$95,496.96	\$90,822.50	\$84,143.63	\$97,258.55
2	\$104,452.06	\$100,988.08	\$98,910.39	\$94,061.91	\$87,134.25	\$100,746.38
3	\$108,066.29	\$104,477.74	\$102,324.94	\$97,301.28	\$90,124.49	\$104,236.08
4	\$112,432.45	\$108,732.94	\$106,513.33	\$101,334.10	\$93,935.19	\$108,491.27
5	\$116,798.61	\$112,988.14	\$110,701.73	\$105,366.93	\$97,745.87	\$112,746.48
6	\$126,528.78	\$122,607.36	\$120,254.14	\$114,763.79	\$106,920.56	\$122,365.69

SALARY SCHEDULE 2023-2024 (WITHOUT SIXTH YEAR)

Step	1	2	3	4	5	6
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	<u>High School Principal</u>	<u>MS & ES Principal, Director of Pupil Services, Director of Grant Administration</u>	<u>Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator</u>	<u>Other Program Coordinators, MS Asst. Principals, Adult Ed</u>	<u>Secondary Coordinators</u>	<u>Provost</u>
-	-	-	-	-	-	-
<u>1</u>	<u>\$107,606.51</u>	<u>\$104,037.92</u>	<u>\$101,897.48</u>	<u>\$96,902.58</u>	<u>\$89,765.70</u>	<u>\$103,788.92</u>
<u>2</u>	<u>\$111,329.89</u>	<u>\$107,632.97</u>	<u>\$105,415.15</u>	<u>\$100,239.78</u>	<u>\$92,846.24</u>	<u>\$107,384.01</u>
<u>3</u>	<u>\$115,827.91</u>	<u>\$112,016.68</u>	<u>\$109,730.03</u>	<u>\$104,394.39</u>	<u>\$96,772.03</u>	<u>\$111,767.70</u>
<u>4</u>	<u>\$120,325.93</u>	<u>\$116,400.38</u>	<u>\$114,044.93</u>	<u>\$108,549.01</u>	<u>\$100,697.80</u>	<u>\$116,151.42</u>
<u>5</u>	<u>\$130,349.95</u>	<u>\$126,310.10</u>	<u>\$123,885.81</u>	<u>\$118,229.66</u>	<u>\$110,149.57</u>	<u>\$126,061.14</u>
<u>6</u>	<u>\$132,956.95</u>	<u>\$128,836.30</u>	<u>\$126,363.53</u>	<u>\$120,594.25</u>	<u>\$112,352.56</u>	<u>\$128,582.36</u>

Conferred Doctorate \$1,906.78

APPENDIX B-2

SALARY SCHEDULE 2021-2022 (WITH SIXTH YEAR)

Step	1 High School Principal	2 MS & ES Principal, Director of Pupil Services, Director of Grant Administration	3 Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	4 Other Program Coordinators, MS Asst. Principals, Adult Ed	5 Secondary Coordinators	6 Provost
-						
1	\$105,695.98	\$102,128.61	\$100,085.54	\$95,176.03	\$88,163.23	\$101,947.54
2	\$109,330.69	\$105,698.39	\$103,519.41	\$98,434.39	\$91,171.13	\$105,456.73
3	\$112,965.38	\$109,207.60	\$106,953.30	\$101,692.77	\$94,179.04	\$108,965.93
4	\$116,598.58	\$112,715.85	\$110,386.05	\$104,951.54	\$97,185.65	\$112,474.19
5	\$123,286.51	\$119,232.73	\$116,800.11	\$111,125.34	\$103,013.53	\$118,991.06
6	\$135,338.47	\$131,113.61	\$128,578.20	\$122,663.14	\$114,308.27	\$130,871.95

SALARY SCHEDULE 2024-2025 (WITH SIXTH YEAR)

Step	1	2	3	4	5	6
-						

	<u>High School Principal</u>	<u>MS & ES Principal, Director of Pupil Services, Director of Grant Administration</u>	<u>Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator</u>	<u>Other Program Coordinators, MS Asst. Principals, Adult Ed</u>	<u>Secondary Coordinators</u>	<u>Provost</u>
-	-	-	-	-	-	-
<u>1</u>	-	-	-	-	-	-
<u>2</u>	-	-	-	-	-	-
<u>3</u>	<u>\$118,704.47</u>	<u>\$114,755.79</u>	<u>\$112,386.95</u>	<u>\$106,859.17</u>	<u>\$98,963.71</u>	<u>\$114,501.84</u>
<u>4</u>	<u>\$122,522.26</u>	<u>\$118,442.27</u>	<u>\$115,994.10</u>	<u>\$110,283.50</u>	<u>\$102,123.07</u>	<u>\$118,188.33</u>
<u>5</u>	<u>\$129,549.96</u>	<u>\$125,290.23</u>	<u>\$122,734.02</u>	<u>\$116,770.95</u>	<u>\$108,247.03</u>	<u>\$125,036.28</u>
<u>6</u>	<u>\$142,214.20</u>	<u>\$137,774.71</u>	<u>\$135,110.48</u>	<u>\$128,894.92</u>	<u>\$120,115.58</u>	<u>\$137,520.77</u>
<u>7</u>	<u>\$145,058.48</u>	<u>\$140,530.20</u>	<u>\$137,812.69</u>	<u>\$131,472.82</u>	<u>\$122,517.90</u>	<u>\$140,271.18</u>
<u>8</u>	<u>\$147,959.65</u>	<u>\$143,340.81</u>	<u>\$140,568.95</u>	<u>\$134,102.27</u>	<u>\$124,968.25</u>	<u>\$143,076.61</u>

Conferred Doctorate \$1,906.78

SALARY SCHEDULE 2021-2022 (WITHOUT SIXTH YEAR)

Step	1 High School Principal	2 MS & ES Principal, Director of Pupil Services, Director of Grant Administration	3 Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	4 Other Program Coordinators, MS Asst. Principals, Adult Ed	5 Secondary Coordinators	6 Provost
1	\$100,840.04	\$97,500.25	\$95,496.96	\$90,822.50	\$84,143.63	\$97,258.55
2	\$104,452.06	\$100,988.08	\$98,910.39	\$94,061.91	\$87,134.25	\$100,746.38
3	\$108,066.29	\$104,477.74	\$102,324.94	\$97,301.28	\$90,124.49	\$104,236.08
4	\$112,432.45	\$108,732.94	\$106,513.33	\$101,334.10	\$93,935.19	\$108,491.27
5	\$116,798.61	\$112,988.14	\$110,701.73	\$105,366.93	\$97,745.87	\$112,746.48
6	\$126,528.78	\$122,607.36	\$120,254.14	\$114,763.79	\$106,920.56	\$122,365.69

SALARY SCHEDULE 2024-2025 (WITHOUT SIXTH YEAR)

Step	1	2	3	4	5	6
-	-	-	-	-	-	-

	<u>High School Principal</u>	<u>MS & ES Principal, Director of Pupil Services, Director of Grant Administration</u>	<u>Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator</u>	<u>Other Program Coordinators, MS Asst. Principals, Adult Ed</u>	<u>Secondary Coordinators</u>	<u>Provost</u>
-	-	-	-	-	-	-
<u>1</u>	-	-	-	-	-	-
<u>2</u>	-	-	-	-	-	-
<u>3</u>	<u>\$113,556.49</u>	<u>\$109,785.63</u>	<u>\$107,523.46</u>	<u>\$102,244.57</u>	<u>\$94,703.17</u>	<u>\$109,531.69</u>
<u>4</u>	<u>\$118,144.46</u>	<u>\$114,257.01</u>	<u>\$111,924.63</u>	<u>\$106,482.28</u>	<u>\$98,707.47</u>	<u>\$114,003.06</u>
<u>5</u>	<u>\$122,732.45</u>	<u>\$118,728.39</u>	<u>\$116,325.82</u>	<u>\$110,719.99</u>	<u>\$102,711.75</u>	<u>\$118,474.45</u>
<u>6</u>	<u>\$132,956.95</u>	<u>\$128,836.30</u>	<u>\$126,363.53</u>	<u>\$120,594.25</u>	<u>\$112,352.56</u>	<u>\$128,582.36</u>
<u>7</u>	<u>\$135,616.09</u>	<u>\$131,413.03</u>	<u>\$128,890.80</u>	<u>\$123,006.14</u>	<u>\$114,599.61</u>	<u>\$131,154.01</u>
<u>8</u>	<u>\$138,328.41</u>	<u>\$134,041.29</u>	<u>\$131,468.62</u>	<u>\$125,466.26</u>	<u>\$116,891.60</u>	<u>\$133,777.09</u>

Conferred Doctorate \$1,906.78

APPENDIX B-3

SALARY SCHEDULE 2022-2023 (WITH SIXTH YEAR)

Step	1	2	3	4	5	6
-	High School Principal	MS & ES Principal, Director of Pupil Services, Director of Grant Administration	Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	Other Program Coordinators, MS Asst. Principals, Adult Ed	Secondary Coordinators	Provost
1	\$106,752.94	\$103,149.90	\$101,086.40	\$96,127.79	\$89,044.86	\$102,967.02
2	\$110,424.00	\$106,755.37	\$104,554.60	\$99,418.73	\$92,082.84	\$106,511.30
3	\$114,095.03	\$110,299.68	\$108,022.83	\$102,709.70	\$95,120.83	\$110,055.59
4	\$117,764.57	\$113,843.01	\$111,489.91	\$106,001.06	\$98,157.51	\$113,598.93
5	\$124,519.38	\$120,425.06	\$117,968.11	\$112,236.59	\$104,043.67	\$120,180.97
6	\$136,691.85	\$132,424.75	\$129,863.98	\$123,889.77	\$115,451.35	\$132,180.67

SALARY SCHEDULE 2025-2026 (WITH SIXTH YEAR)

Step	1	2	3	4	5	6
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	<u>High School Principal</u>	<u>MS & ES Principal, Director of Pupil Services, Director of Grant Administration</u>	<u>Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator</u>	<u>Other Program Coordinators, MS Asst. Principals, Adult Ed</u>	<u>Secondary Coordinators</u>	<u>Provost</u>
-	-	-	-	-	-	-
<u>1</u>	-	-	-	-	-	-
<u>2</u>	-	-	-	-	-	-
<u>3</u>	-	-	-	-	-	-
<u>4</u>	<u>\$124,972.70</u>	<u>\$120,811.11</u>	<u>\$118,313.98</u>	<u>\$112,489.17</u>	<u>\$104,165.53</u>	<u>\$120,552.09</u>
<u>5</u>	<u>\$132,140.96</u>	<u>\$127,796.04</u>	<u>\$125,188.70</u>	<u>\$119,106.37</u>	<u>\$110,411.97</u>	<u>\$127,537.01</u>
<u>6</u>	<u>\$145,058.48</u>	<u>\$140,530.20</u>	<u>\$137,812.69</u>	<u>\$131,472.82</u>	<u>\$122,517.90</u>	<u>\$140,271.18</u>
<u>7</u>	<u>\$147,959.65</u>	<u>\$143,340.81</u>	<u>\$140,568.95</u>	<u>\$134,102.27</u>	<u>\$124,968.25</u>	<u>\$143,076.61</u>
<u>8</u>	<u>\$150,918.85</u>	<u>\$146,207.62</u>	<u>\$143,380.33</u>	<u>\$136,784.32</u>	<u>\$127,467.62</u>	<u>\$145,938.14</u>
<u>9</u>	<u>\$153,937.22</u>	<u>\$149,131.78</u>	<u>\$146,247.93</u>	<u>\$139,520.00</u>	<u>\$130,016.97</u>	<u>\$148,856.90</u>

Conferred Doctorate \$1,906.78

SALARY SCHEDULE 2022-2023 (WITHOUT SIXTH YEAR)

Step	1	2	3	4	5	6
-	High School Principal	MS & ES Principal, Director of Pupil Services, Director of Grant Administration	Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator	Other Program Coordinators, MS Asst. Principals, Adult Ed	Secondary Coordinators	Provost
1	\$101,848.44	\$98,475.25	\$96,451.93	\$91,730.73	\$84,985.07	\$98,231.14
2	\$105,496.58	\$101,997.96	\$99,899.49	\$95,002.53	\$88,005.59	\$101,753.84
3	\$109,146.95	\$105,522.52	\$103,348.19	\$98,274.29	\$91,025.73	\$105,278.44
4	\$113,556.77	\$109,820.27	\$107,578.46	\$102,347.44	\$94,874.54	\$109,576.18
5	\$117,966.60	\$114,118.02	\$111,808.75	\$106,420.60	\$98,723.33	\$113,873.94
6	\$127,794.07	\$123,833.43	\$121,456.68	\$115,911.43	\$107,989.77	\$123,589.35

SALARY SCHEDULE 2025-2026 (WITHOUT SIXTH YEAR)

Step	1	2	3	4	5	6
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	<u>High School Principal</u>	<u>MS & ES Principal, Director of Pupil Services, Director of Grant Administration</u>	<u>Asst. Director of Pupil Services, Language Arts, Math and Science Coordinators, HS Asst. Principals, AD Health/PE Coordinator, Early Childhood Coordinator</u>	<u>Other Program Coordinators, MS Asst. Principals, Adult Ed</u>	<u>Secondary Coordinators</u>	<u>Provost</u>
-	-	-	-	-	-	-
<u>1</u>	-	-	-	-	-	-
<u>2</u>	-	-	-	-	-	-
<u>3</u>	-	-	-	-	-	-
<u>4</u>	<u>\$120,507.35</u>	<u>\$116,542.15</u>	<u>\$114,163.12</u>	<u>\$108,611.92</u>	<u>\$100,681.62</u>	<u>\$116,283.12</u>
<u>5</u>	<u>\$125,187.10</u>	<u>\$121,102.96</u>	<u>\$118,652.34</u>	<u>\$112,934.39</u>	<u>\$104,765.99</u>	<u>\$120,843.94</u>
<u>6</u>	<u>\$135,616.09</u>	<u>\$131,413.03</u>	<u>\$128,890.80</u>	<u>\$123,006.14</u>	<u>\$114,599.61</u>	<u>\$131,154.01</u>
<u>7</u>	<u>\$138,328.41</u>	<u>\$134,041.29</u>	<u>\$131,468.62</u>	<u>\$125,466.26</u>	<u>\$116,891.60</u>	<u>\$133,777.09</u>
<u>8</u>	<u>\$141,094.98</u>	<u>\$136,722.11</u>	<u>\$134,097.99</u>	<u>\$127,975.58</u>	<u>\$119,229.43</u>	<u>\$136,452.63</u>
<u>9</u>	<u>\$143,916.88</u>	<u>\$139,456.56</u>	<u>\$136,779.95</u>	<u>\$130,535.10</u>	<u>\$121,614.02</u>	<u>\$139,181.68</u>

Conferred Doctorate \$1,906.78

City of West Haven

Development of Mitigation Measures

Progress Update – September 20, 2022

The city has undertaken to analyze Revenues and Spending to mitigate the impact of potentially rising costs to the tax rate. Initiatives that are meaningful and maintain or increase the quality of living for its citizens will receive priority for implementation. To this end, programs that will reduce services or defer maintenance of city assets are not under consideration.

Analysis of Expenditures

An analysis of the current budgeted spending was undertaken to understand the population of spending that could be impacted as well as the areas which could provide the most opportunity for savings. The analysis excluded personnel costs for this purpose and focused on monies that are paid to vendors.

There is \$50M planned spending in FY 2023 with vendors. Due to the move to the State Partnership Plan, \$11M of this amount has already been reduced by mitigation efforts at this time. Another \$25M is budgeted for Bond payments, other obligations, pension and OPEB funding and benefits. Of the \$50 M spend, \$14M is in scope for potential mitigation. At FY 2023 rates, this is approximately 4.4 mills.

	FY 2021	FY 2022	FY 2023
Total Spend - Vendors	48,751,234	49,210,303	49,938,708
Moved to SPP - Cost Savings achieved	9,328,588	10,281,509	11,036,241
	39,422,646	38,928,794	38,902,467
Bond payments, Obligations, Post Employment, Benefits	25,546,556	26,686,829	25,335,893
Spend In Scope	13,876,090	12,241,965	13,566,574

The top categories of spend in scope are:

	FY 2021	FY 2022	FY 2023
Solid Waste	3,604,132	3,543,224	4,111,900
Utilities	1,338,256	1,463,686	1,522,605
Maintenance	1,978,700	1,700,545	2,039,174
Insurance	778,912	760,977	760,977
Town Aid Road	203,855	257,252	298,300
Legal Services	251,682	249,000	275,000
	8,155,538	7,974,684	9,007,956

Analysis of Revenues

A review of non-tax, non-grant/pilot revenue put the focus on Economic Development and User Fees including Contributions from Yale/UNH for city services, Increased Parking Monetization, City Park usage fee opportunities, etc.

Status

A team of city employees met to brainstorm mitigation ideas and came up with around 30 ideas and identified other projects that were already underway. These ideas are currently being analyzed to

determine the viability of the idea, priority of execution, mitigation impact and, where applicable, assign steps to completion.

The start of a Tracking Document is included to indicate our progress thus far.

**City of West Haven
Work in Progress Mitigation Tracker**

Initiative	Estimated Mitigation	Year-to-Date One-time Savings Realized	Ongoing Savings Achieved	Steps to Plan
Expenditure				
1 Reduce cost of elderly transportation (\$206K)				Identify actual usage and put out to bid.
2 Rebid Contracted Services				F23 HVAC, Elec, Plumbing, Property Maintenance will be out for bid.
3 Solid waste Co-collection Program	\$500K to budget cost avoidance as much as \$1,500K annually within 3 years.			MARB approved DEEP grant to pilot program in WH.
Revenue				
4 NEBCO Brewery to locate in West Haven	Lease: \$168K Taxes: \$300K - \$600K			Agreement to be presented to MARB for approval and City to execute with NEBCO
5 Sale of 3 vacant BOE buildings	Thompson School Sale: \$250K Taxes: TBD			With approval, closing on one school to yield as presented
6 Parking Monetization	Reduce payroll to monitor lots and collect fees. Reduce police time spent issuing parking tickets. Increase area that the city charges for parking. \$TBD			City has RFQ to outsource parking collection and enforcement and is in receipt of bids Next steps include internal bid reviews, Bidders Meeting, Council/MARB/Police Commissioner Approval

Action Item				
#	Action Item	Responsible Party	Milestone Date	Status
1	Update/Revise City Purchasing procedures and Accounts Payable procedures			
1.1	Planning session with Tyler/Munis re: Purchasing procedures and Accounts Payable procedures; capabilities of Munis	Finance Director	10/20/21	Completed
1.2	Draft revised/updated A/P Purchasing Process document and Purchasing Procedures Manual	OPM Liaison, Procurement Consultant; Finance Director	11/19/21	Completed
1.3	Communicate changes in procedures to Department Heads. Special Department Head meeting to be convened by Mayor.	Mayor	11/30/21	Completed
1.4	Communicate changes in procedures to all City relevant City staff. Department heads to provide lists of relevant staff in each department. Finance Office to communicate changes.	Department Heads; Finance Director	12/3/21	Completed
1.5	Finalize A/P Munis Purchasing Process document.	Finance Director; OPM Liaison	12/3/21	Completed
1.6	Develop or modify Purchasing and A/P related forms to ensure compatibility with Purchasing and A/P procedures.	Finance Director; Procurement Consultant	12/15/21	Completed
1.6a	Create or modify existing bidding and purchasing documents, including boilerplate, contracts, specifications, and the back of the P.O. in order to implement best practices.	Procurement Consultant	1/14/22	Completed
1.7	Finalize Purchasing Procedures Manual	Finance Director; OPM Liaison	12/15/21	Completed
1.7a	Distribute Manual to Department Heads	Finance Director		Completed
1.8	Review and evaluate change to current purchasing ordinance.	Procurement Consultant; OPM Liaison; Finance Director	TBD	
1.9	Communication from Mayor reinforcing procurement responsibilities for departments	Mayor	1/5/22	Completed
2	Provide Munis training to Department Heads and City staff			
2.1	Dialogue with Tyler; Ensure Munis workflow/business rules in alignment with City revised procedures; review training options; verify desktop versions of Munis for trainees, etc.	Finance Director; IT Director	12/3/21	Completed
2.2	Schedule training sessions	Finance Director	12/10/21	Completed
2.3	Communications from Mayor to Department Heads re: mandatory Munis training	Mayor	12/10/21	Completed
2.4	Develop training materials	Finance Director	12/15/21	Completed
2.5	Begin offering self-directed training (web-based)	Finance Director	12/15/21	Completed
2.6	Begin implementation of formal software training	Finance Director	9/7-9/8/22	Completed
2.6a	Review and train on new Procedures Manual4	Finance Director; OPM Liaison; Procurement Consultant	1/28/22	
2.7	Follow-up training if needed	Finance Director	TBD	
3	Staffing for Procurement Function			
3.1	Evaluate staffing needs; research staffing in other municipalities	Finance Director	11/9/21	Completed
3.2	Identify additional or revised positions needed; estimated cost	Finance Director	11/9/21	Completed
3.3	Research and develop job descriptions for new or revised positions	Finance Director; Personnel Director	11/30/21	Completed
3.4	Recruitment plan for additional positions	Finance Director; Personnel Director	11/30/21	Completed
3.5	Mayor and City Council approval of job creation and authorization of funding (if necessary)	Mayor; City Council	12/13/21	Completed

Initiative: Information Technology Upgrades

Condition: The City of West Haven Windows Servers, SAN, email, firewalls, network switches are outdated and should be upgraded for security reasons. I recommend doing this in stages.

Solution: Implement new IT stack. Upgrade all legacy servers. Migrate from office exchange 2010 to O365. Improve IT security. Develop a Disaster Recovery plan. Resolve all network issues and upgrade the network & computers on windows 7.

Action Item				
#	Action Item	Responsible Party	Milestone Date	Status
1	Implement Nutanix AHV Virtualization			
1.1	Order Nutanix Hyperconverge Server (pre-requisite for upgrading Windows servers)	Jumaine	6/10/21	Complete
1.2	Sign Microsoft EA agreement	Jumaine	6/30/21	Complete
1.3	Purchase Datacenter Server 2019	Jumaine	6/30/21	Complete
1.4	Standup and configure Nutanix solution	Jumaine, George, Nutanix	7/10/21	Complete
1.5	Configure networks on Nutanix	Jumaine,George, Nutanix	7/10/21	Complete
1.6	Install MS DataCenter server on Nutanix cluster	Jumaine,George	7/10/21	Complete
1.7	Migrate Domain Controller to server	Jumaine,George, PerimeterWatch	7/10/21	Complete
2	Migrate MS Exchange e-mail server to Office 365			
2.1	Sign Microsoft 0365 Agreement	Jumaine	11/8/21	Complete
2.2	Stand up Office 365 tenant	Jumaine/Dell	11/17/21	Complete
2.3	Stand up domain controller in Azure cloud	Jumaine/PerimeterWatch	11/22/21	Complete
2.4	Migrate users e-mails to Office 365	George, Jumaine, PerimeterWatch	1/13/22 1/28/2022	Complete
2.5	Migrate users map drives into 0365 One Drive	George, Jumaine, PerimeterWatch	Rev. 2/28/22	Complete
2.6	Migrate Dept Drive into Microsoft Sharepoint	George, Jumaine	1/28/2022 Rev. Date 8/30/22	In - progress
2.7	Deploy Office 365/Train users	Jumaine, George	1/10/22	Complete
3	Update all outdated servers to Windows 2019			
3.1	Migrate and upgrade 2003 and 2008 servers to 2019 on Nutanix platform	Department Heads, Jumaine, George	6/30/2022 Rev Date 8/30/22	In - progress
3.2	De-commission non-production servers	Jumaine, George	11/20/21	Complete
3.3	Development, testing, training	Jumaine, George	1/10/22	Complete
3.4	System analysis redesign	Jumaine, George	11/15/21	Complete

Action Item #	Action Item	Responsible Party	Milestone Date	Status
4	Disaster Recovery/Business Continuity Plan			
4.1	Meet with Back HYCU/ Backup Solution for Nutanix and 0365	Jumaine, George,CDW	12/3/21	Complete
4.2	Setup Call with GoogleCloud for Backup Solution	Jumaine,George,CDW	12/15/21	Complete
4.3	Sign cloud storage Agreement with Cloud Google	Jumaine	12/20/21	Complete
4.4	Meet with Druva/ Backup Solution for Nutanix and 0365	Jumaine,George	10/20/21	Complete
4.5	Setup HYCU Agent on Nutanix Node to Backup to MS Azure Cloud	HYCU, Jumaine, George	2/28/22	Complete
4.6	Setup HYCU Agent on physical Servers to backup to MS Azure Cloud	HYCU, Jumaine, George	2/28/2022 Rev. Date 6/31/22	Complete
4.7	Configure HYCU with Microsoft Office 365 for all backup	HYCU, Jumaine, George	2/28/22	Complete
4.8	Configure HYCU to talk with Google Cloud for all Backups	HYCU, Jumaine, George	12/17/21	Complete
4.9	Test Disaster Rcovery/ Business Continuity Solution	Jumaine,George	6/30/2022 Rev Date 11/30/22	Pending Est cost upon resources needed. This is contingent upon the availability of additional financial resources and network support.
5	Upgrade Windows operating system to MS Windows 10			
5.1	Need budget to replace all outdated computers to Win10	Jumaine	6/30/2022 Rev Date 10/30/22	In-progress. Pending budget availability.
5.2	Vulnerability assessment and penetration testing	PerimeterWatch	6/30/2022 Rev Date 11/30/22	Pending available finances in order to purchase equipment needed to redesigned network.
6	Convert remaining physical servers to virtual servers and/or move to cloud services			
6.1	Work with software vendors for supported requirements	Jumaine, George	9/30/21	Complete
6.2	Carve out virutal machines base on hardware requirments	Jumaine, George	6/30/2022 Rev Date 7/15/22	Complete
7	Implement Hypervisor virtual machine monitor			
7.1	Work with MSP/Resller on getting SIEM	Jumaine, PerimeterWatch	10/20/22	Policy Decision/ Pending approval of FY 23 budget request to implement SIEM Solution.
8	Miscellaneous			
8.1	Pilot Duo 2FA authentication setup	Duo, Jumaine, George, CDW	2/28/22 - Pending Vendor Availability	In-progress. Pending budget availability.
8.1B	Deploy Duo to participating users	Jumaine, George,CDW	3/1/2022 Rev Date 9/30/2022	In-progress. Pending budget availability.

**A. DEPARTMENT OF PERSONNEL & LABOR RELATIONS - STRATEGIC ACTION PLAN
(July, 2022 Update)**

Action Item #	Action Item	Assigned To	Milestone Date	Status / Explanation
1	RESTRUCTURE PERSONNEL/H.R. ORGANIZATION			
1.1	Consider outsourcing Payroll and Benefits administration		7/1/2021	Completed. Payroll and Benefits will remain in-house.
1.2	Create and fill the position of Benefits administration		7/1/2021	Completed
1.3	Reorganize Department structure and assign separate individuals to the duties of Human Resource administrator and Director of Personnel and Labor Relations		7/1/2021	Completed
1.4	Fill Director position		10/18/2021	Completed
1.5	Fill Human Resource Generalist position	Director	10/1/2021 rev.10/31/2022	Position posted; Interviews conducted - no strong candidate identified. (Modifications to position in process. Complete by 7/30)
1.6	Create and fill the position for Payroll Specialist.	Director	5/1/2022 rev. 9/30/2022	(Proposed, new position): Dedicated payroll position required; payroll cannot be combined with Benefits Administration due to demands /requirements of both responsibilities. Staffing Plan presented to City Council on April, 13, 2022. (Payroll will reside in Finance Dept. Updated position posted wk of Jun 20, 2022. Internal candidates interviewed 7/15 - 7/22).
1.7	Create and fill position for Benefits & HRIS Adm. (restructured position)	Director	9/30/2022	Finalize new job description by 8/30. Recruiting is contingent on filling Payroll Spec.

Action Item #	Action Item	Assigned To	Milestone Date	Status / Explanation
1.8	Create and fill new position for Organizational Development Specialist (Sr. HR Generalist)	Director	8/1/2022 Rev. 10/31/2022	(Proposed, new position): This position will assist in the development of enterprise-wide initiatives and programs in the following areas: a) design and implementation of a Succession Planning Framework which will identify key positions; assess existing bench strength; identify internal talent potential having the potential for development and promotion; and assist Mayor and department heads in the development and documentation of action plans for staff members who demonstrate greater potential. b) development and implementation of a Performance Management Assessment for management and non-management staff. c) development in a formalized New Employee Onboarding process that will establish key steps and practices which will advance the assimilation of new hires to their position and to the organization. d) assessment of staff training in such areas as supervisory skills, project management; budgetary planning, etc.; identifying training sources to deliver training and development in these areas. Staffing Plan presented to City Council on April 13, 2022. Finalize full job description by Aug. 15 and initiate recruiting.
2	BENEFITS ADMINISTRATION			
2.1	Implement Wellness Program	Director, H.R. Generalist, Office Asst.	Q4 2022	Conn. Partnership Plane offers a Health Enhancement Program (HEP), a limited wellness program, but yet to be fully activated. HEP Education components are currently promoted through regular newsletter issues. Plan is to activate and promote program for maximum integration. Working with EAP vendor to provide onsite EAP and mental health wellness informational sessions to schedule in Sept, 2022
2.2	Expand and Enhance State H.E.P.	Director, H.R. Generalist, Office Asst.	12/31/22	Will complement HEP with in house program to meet other employee health needs not provided by HEP.
2.3	Enhance benefit management oversight and employee advisory services	Director, Payroll/Benefits Coordinator	9/30/2022	Full Benefit Administration will be in place when Payroll function relocates to Finance.

Action Item #	Action Item	Assigned To	Milestone Date	Status / Explanation
3	PERSONNEL (H.R.) ADMINISTRATION			
3.1	Audit of Immigration (I-9) forms for active employees.	Personnel Director	Completed	Completed and Reviewed. All forms were extracted from the individual employee files and relocated to separate repository binders.
3.2	Move Personnel files to a centralized and secure location.	Personnel Director	Completed	Completed and Reviewed. Personnel files are secured in locked cabinets.
3.3	Audit Personnel files for appropriate document filing.	Personnel Director	Completed	Completed and Reviewed. The following documents and/or records were purged from Personnel files and relocated: employees' medical history, status, etc.; medical leave, FMLA-related, workers' compensation; child support/garnishments; Affirmative Action self identification of race, gender, disability and veteran status.
3.4	Enhance Recruitment Efforts	Personnel Director	Completed	Utilizing job posting sites beyond Indeed.com. For each vacancy, coordinating a targeted advertising Plan (association-related, CCM, etc.) to attract job specific disciplines. Utilizing ADP Recruitment Portal to include "disqualifying questions" to eliminate non-qualified applicants.
3.5	Update Hire/Offer letters to comply with workplace standards	Personnel Director	Completed	Completed and Reviewed. New hire package includes an acceptance letter for new hires. An "Employment Acceptance Agreement" is included which includes job-specific information such as work schedule, start date, salary benefits, union affiliation, probationary period, and Employee Handbook of COWH policies and procedures. Employee signature is required upon acceptance. Employees changing positions receive a letter documenting job specific information.
3.6	Exit Interviews with terminating employees	Personnel Director	2/1/22 or first termination	Part 1: Exit interview format created (Completed). Part 2: Begin offering terminated employees invitation to meet with Personnel Director to discuss feedback prior to leaving. Will be initiated with next termination. Process incorporated into employment terminations when notice is provided.
3.7	Labor Relations Strategies	Personnel Director	In Progress	1. Reinforce management rights across all labor contracts. 2. Re-evaluate past practices approach in resolving labor issues.

Action Item #	Action Item	Assigned To	Milestone Date	Status / Explanation
4	RECORD MANAGEMENT & COMPLIANCE			
4.1	Employment Application Compliance - AA/EEO Statements	Personnel Director & Staff	Completed	Reviewed, revised and completed Dec 31st, 2020. Notices posted in all locations and added to application forms; City of West Haven website has been updated to include the AA/EEO verbage. Electronic and paper Employment Applications have been expanded to include disclosure, authorization sign-off for background test, pre-employment drug testing, and credit background. (Updated posters on order - July 21, 2022)
4.2	Employment Application Compliance - Fair Credit Reporting Act Form	Personnel Director & Staff	Completed	Reviewed, revised and completed Dec 31st, 2020. On-line Employment Application Forms have been updated with Fair Credit Reporting.
4.3	Sexual Harassment Training	Personnel Director	Completed	Reviewed and completed. On-line training application launched and communicated to all employees as a required training to complete. Completion of 2-hour course will generate a Certificate of Completion which is collected by Personnel and filed. Training is conducted on an ongoing basis and required.
4.4	Ethics Compliance / Disclosure	Personnel Director	Completed	(May): Updated Disclosure and Compliance forms issued to all employees. Ethics & Disclosure Policy signed by Mayor, effective 7/20/2022.
B. PERSONNEL & LABOR RELATIONS - STRATEGIC OPERATIONS PLAN (2022)				
1	TECHNOLOGY / ADP PORTAL			
1.1	Expand on Recruitment Portal usage to ensure accurate applicant tracking	Personnel Director & Staff	Completed	External postings include link for applicants to complete employment application within ADP Portal. Additional functionality to be determined. (Portal loaded 2/2022).
1.2	Launch ADP Vers. II of time and attendance application	Payroll / Benefits Coord. and Personnel Dir.	Contingent on release of Version II from ADP	Time & Attendance phone App. - Version II - reduced distance radius from work site. Application was activated in Feb, 2022 and later suspended due to ADP tech issue; technical issues are unresolved. (ADP has indefinitely suspended this feature - 7/2022).

Action Item #	Action Item	Assigned To	Milestone Date	Status / Explanation
1.3	Utilize ADP Vers. II - Employee Onboarding	Payroll / Benefits Coord. and Personnel Dir.	FY 2023	1. Currently working on loading new hire processing documents for on-line access and completion prior to hire date. 2. Onboarding schedule will be loaded to track new hire orientation events.
1.4	Launch Benefits Portal	Payroll / Benefits Coord. and Personnel	Completed	Implemented healthcare on-line enrollment utilizing ADP Benefits portal (benefits plan eff: July 1, 2022).
2	ORGANIZATIONAL DEVELOPMENT			
2.1	Develop a standardized format for Performance Assessment/Management	Organizational Development Specialist	rev. FY2024	Development of format contingent on addition of Organization Development Specialist
2.2	Design a Succession Planning Framework	Organizational Development Specialist	rev. FY2024	Framework will identify key positions, existing benchstrength; internal talent demonstrating greater capability for growth and development; documentation of action plans. Ongoing monitoring of progress.
2.3	New Employee Onboarding Program	Organizational Development Specialist	FY 2023	Key steps and common practices will be identified to assimilate new hires to the organization. Personnel Dir., Personnel Staff, and hiring managers will sign-off checklist for orientation steps completed.
2.4	Inservice Training and Professional Development	Organizational Development Specialist	rev. FY2024	Conduct assessment of training needed in areas such as Supervisory Skills, Project Management, etc.
3	PERSONNEL DEPT. OPERATIONS			
3.1	Identify goals, objectives and performance measures for Personnel Staff.	Personnel Staff & Dir.	7/31/2022 rev. 10/30/2022	Further restructuring of Personnel Dept. will continue as positions are redefined and positions are filled.
3.2	Review and update Personnel policies and procedures.	Personnel Staff & Dir.	9/30/22	Legal review of policies has been initiated (July, 2022)

Hiring Department	Position	Recruiting Activity	Fill/Start Date
Finance			
1.1	Finance Director	External candidate selected; offer accepted.	Hired: Feb. 28, 2022
1.2	Asst. Finance Director	Following internal posting requirement, position posted externally Mar. 17, 2022. Qualified external candidate interviewed on 6/7; candidate recused herself from further consideration. Advertising ongoing.	TBD
1.3	Procurement Director	External candidate interviewed and selected (Feb., 2022); offer accepted Feb. 18, 2022.	Hired: Mar. 22, 2022
1.4	Purchasing Specialist (Buyer)	Resumes currently being reviewed.	TBD
1.5	Purchasing Adm. Asst.	Internal interviews w/e: April 22, 2022. External advertising continues.	TBD
1.6	Payroll Asst.	New Position (FY 23); posted internally: June 21, 2022; internal candidates interviews in process through 7/22/2022.	TBD
1.7	Jr. Accountant/Budget Analyst	New Position (FY 23); Updates to position description in process.	TBD
Tax Collection			
2.1	Tax Manager	External candidate interviewed and selected (Feb., 2022); offer accepted Feb. 12, 2022.	Hired: Mar. 7, 2022
Planning & Development			
3.1	Zoning Inspector	External candidate interviewed and selected (Dec.); offer accepted.	Hired: Jan. 10, 2022
3.2	Asst. Building Official (2)	External candidate interviewed (Feb. 18); Candidate declined offer Feb. 25, 2022. Plan underway to repost vacancies as Inspectors (Electrial Insp. & Plumbing & Mechanical Inspector); Inspection position descriptions updated with union sign-off (Apr.), Resumes being reviewed.	TBD
3.3	Property Maint. / Zoning Enforcement Officer	New Position: Internally posted: May 25 - May 31; No internal candidates. Posted externally. Resumes being reviewed.	TBD
3.4	Asst. Grant Writer	New Position (FY 23), posted 7/2022. External posting Jul. 11-17. Candidates selected for interviews Jul. 21.	TBD

Hiring Department	Position	Recruiting Activity	Fill/Start Date
3.5	Grants Accountant	New Position (FY 23); draft of of new job description in progress.	TBD
Community Development Adm.			
4.1	Housing Specialist	External candidate interviewed and selected; Candidate declined offer (Feb., 2022); Advertising for position resumed. (May): External applicant scheduled for interviews: June 1 - 3 and wk. of June 27, 2022.	TBD
Personnel & Labor Relations			
5.1	Personnel Generalist	Position posted since Nov., 2021; Interviews conducted - no candidates identified. Advertising for position continues.	TBD
5.2	Organization Development Specialist	New Position (FY 23), Draft of position description in process (Jul. 21).	TBD
Public Health			
6.1	Sanitarian I	External candidate accepted offer (Feb. 17, 2022).	Hired: Mar. 14, 2022
6.2	Sanitarian	Replacement position; internally posted in May; external posting week of May, 31. Final candidate selected (July 20, 2022).	Aug. 31, 2022
6.3	Health Secretary	New Position (FY 23), Updated draft of position description in process (June 27, 2022).	TBD
City Council			
7.1	City Council Adm. Asst.	Internal candidate interviewed and selected (Jan., 2022); position accepted.	Filled on Jan. 18, 2022
Public Works			

Hiring Department	Position	Recruiting Activity	Fill/Start Date
8.1	Public Works Adm. Sec.	Position posted internally (Jan., 2022); Internal candidates interviewed on Mar. 11; internal candidate selected.	Filled on Apr. 29
8.2	Water Pollution Control Mechanic	Position posted internally (Feb., 2022); internal candidate selected.	Filled on Feb. 22, 2022
8.3	Asst. City Engineer/Surveyor	Vacant position from 2021; Position reposted externally June 24, 2022. Resumes being reviewd.	TBD
City Clerk			
9.1	P/T Admin.	New Position (FY 23); Updated draft of position description in process (June 27, 2022).	TBD
Human Resources			
10.1	Admin. Secretary/ Energy Assistance	Updated Position (FY 23), Awaiting completed draft of position description.	Aug. 30, 2022
10.2	Public Relations Inf. Coord.	Updated Position (FY 23), Awaiting completed draft of position description.	Aug. 30, 2022
Parks & Recreation			
11.1	Admin. Secretary	New Position (FY 23); internal posting Jul. 11-15; posted externally on Jul. 19. Resumes being reviewed.	TBD

SLFRF Compliance Report - SLT-4654-P&E Report Q2 2022

Report Period : Quarter 2 2022 (April-June)

Recipient Profile

Recipient Information

Recipient UEI	D18EAK71JJ87
Recipient TIN	066002126
Recipient Legal Entity Name	West Haven, Connecticut
Recipient Type	Metro City or County
FAIN	
CFDA No./Assistance Listing	
Recipient Address	355 Main Street
Recipient Address 2	
Recipient Address 3	
Recipient City	West Haven
Recipient State/Territory	CT
Recipient Zip5	06516
Recipient Zip+4	
Recipient Reporting Tier	Tier 2. Metropolitan cities and counties with a population below 250,000 residents which received more than \$10 million in SLFRF funding
Discrepancies Explanation	
Is the Recipient Registered in SAM.Gov?	Yes

Project Overview

Does your jurisdiction have projects to report as of this reporting period?	
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Project Name: SLFRF Financial Management

Project Identification Number	001
Project Expenditure Category	7-Administrative
Project Expenditure Subcategory	7.1-Administrative Expenses
Status To Completion	Not Started
Adopted Budget	\$300,000.00
Program Income Earned	\$0.00
Program Income Expended	\$0.00
Total Cumulative Obligations	\$0.00
Total Cumulative Expenditures	\$0.00
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	SLFRF Financial management, consulting, accounting, and legal fees

Project Name: Pocket Parks, Trees, Open Spaces

Project Identification Number	003
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	
Total Cumulative Obligations	\$1,320.00
Total Cumulative Expenditures	\$1,320.00
Current Period Obligations	\$1,320.00
Current Period Expenditures	\$1,320.00
Project Description	Grant matching and second capital improvement funds for landscaping and hardscaping the City's numerous open space parks and neighborhood pocket parks.

Project Name: Child Development Center Roof

Project Identification Number	002
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	
Total Cumulative Obligations	\$5,750.00
Total Cumulative Expenditures	\$0.00

Current Period Obligations	\$5,750.00
Current Period Expenditures	\$0.00
Project Description	Renovation of the roof over the Child Development Center.

Report

Revenue Replacement

Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?	Yes
Revenue Loss Due to Covid-19 Public Health Emergency	\$10,000,000.00
Were Fiscal Recovery Funds used to make a deposit into a pension fund?	No
Please provide an explanation of how revenue replacement funds were allocated to government services	At this time the City intends to use the \$10,000,000 revenue replacement funds on several different projects. These include, but are not limited to, renovation of municipal buildings, park landscaping and hardscaping, paving and infrastructure, and other general municipal projects.

Overview

Total Obligations	\$7,070.00
Total Expenditures	\$1,320.00
Total Number of Projects	3
Total Number of Subawards	0
Total Number of Expenditures	0

Certification

Authorized Representative Name	Doug Colter
Authorized Representative Telephone	203-937-3620 ext. 3010
Authorized Representative Title	Grants Coordinator/Flood Plain Manager
Authorized Representative Email	dcolter@westhaven-ct.gov
Submission Date	7/26/2022 10:28 AM