

## CONFIDENTIAL

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

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

#### Background

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

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

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

There was no range movement.

#### Salary

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

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

#### Insurance

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

### **Other Changes**

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



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

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

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

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

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE HARTFORD BOARD OF EDUCATION

AND

THE HARTFORD SCHOOLS SUPPORT SUPERVISORS ASSOCIATION,

LOCAL 78, AFSA, AFL-CIO

Expired June 30, 2023

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

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

HARTFORD BOARD OF EDUCATION

THE HARTFORD SCHOOLS SUPPORT  
SUPERVISORS ASSOCIATION

BY



Melinda B. Kaufmann,  
Chief Negotiator

8/11/2023

BY



Matricia Lawson  
President  
Chief Negotiator

8/11/2023

## ARTICLE IV SALARIES

### H. ~~Long-Term Substitutes~~ Temporary Employees:

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

## ARTICLE VII UNION SECURITY/RIGHTS

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

## ARTICLE XV REIMBURSEMENT FOR PROFESSIONAL IMPROVEMENT

Bargaining unit members who have completed one year of satisfactory service in the Hartford System of Schools and have successfully completed the semester course in a graduate program from an accredited university shall be eligible for tuition reimbursement of up to \$~~500~~675 per credit, up to a maximum of six (6) credits per year each reimbursable year, summer through spring semester. Members must submit any graduate level course for reimbursement within three months of receipt of the final grade, or the claim for reimbursement shall be waived. For purposes of this Article, successful completion means, at a minimum, receipt of a B or pass for the completed course work.

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

## ARTICLE XVII DISCIPLINARY PROCEDURES

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

Disciplinary actions shall normally follow this order:

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

(c) Discharge/Demotion

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

**ARTICLE XX  
WORK DAY/WORK YEAR**

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

**ARTICLE XXVI  
ANNUAL CERTIFICATION/NOTIFICATION**

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

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

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

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

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



## APPENDIX B SALARY GRIDS

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

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

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

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

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

## APPENDIX C

### 1. Health Insurance

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

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

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

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

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

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE HARTFORD BOARD OF EDUCATION

AND

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

~~July 1, 2019 — June 30, 2023~~

July 1, 2023 – June 30, 2027

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

## **ARTICLE I RECOGNITION**

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

## **ARTICLE II BOARD PREROGATIVES**

It is recognized that the Board has and will continue to retain whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the public schools in the City of Hartford in all its aspects.

## **ARTICLE III PROFESSIONAL STATUS**

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

## **ARTICLE IV SALARIES**

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

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

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



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

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

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

C. Reclassification and New Positions

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

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

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

D. Salary Placement Upon Initial Employment

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

E. Summer Positions

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

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

## **ARTICLE V GRIEVANCE PROCEDURE**

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

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

C. Time Limits

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

D. Procedure:

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

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

However, the time limits for filing the initial grievance may only be waived or extended by written agreement between the Executive Director of Human Resources or his/her designee (or specified designee) and the Union President (or designee).

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

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

E. Arbitration:

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

F. General Provisions

1. If a grievance is not processed in accordance with the time or procedural requirements, it shall be deemed withdrawn.
2. In the event that the Board's representative does not provide the Union with a timely response to the grievance following the meeting of the parties or if the meeting is not scheduled within the timelines described above, the bargaining unit member or, if appropriate, the Union, may proceed with the next step of the grievance procedure provided that the Union or the bargaining unit member, if appropriate, does so within the specific time limits set forth above.
3. Any grievance, as defined in Section B above, not presented for disposition through the grievance procedure described under Section D above within ten (10) workdays of the time when either the Grievant or the Union knew or reasonably should have known of the conditions giving rise thereto, shall not thereafter be considered a grievance under this Agreement. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be considered acceptance by the aggrieved of the

decision rendered or an acceptance of a denial, if no decision was rendered, and such decision/denial shall thereafter be binding upon the aggrieved and the Union.

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

## **ARTICLE VI RESIDENCY**

There shall be no residency requirements for bargaining unit members.

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

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

## **ARTICLE VIII LEAVES OF ABSENCE**

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

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

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

Leaves of absence for child-bearing shall be with pay to the extent of unused sick leave days, but normally not more than six (6) weeks before and six (6) weeks after delivery. A bargaining unit member on childbearing leave will be assigned to her former position upon return. If a bargaining unit member on child bearing leave returns to work more than six (6) weeks after the delivery date, she may be assigned to her former position or an equivalent position at the discretion of the Superintendent.

**B. Child Rearing Leave:**

A bargaining unit member who has completed his/her probationary period who is expecting a child or whose spouse is expecting a child, or who has firm plans to adopt a child in the immediate future shall, upon request, be granted a long-term leave for child-rearing purposes which generally will not last more than one year. The request for such leave must be made at least thirty (30) days prior to its commencement.

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

**C. Professional Leave:**

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

**D. Personal Days:**

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

**Reasons:**

1. In the event of serious illness or death of spouse, father, mother, son, daughter, grandfather, grandmother, grandchild, father-in-law, mother-in-law, sister, brother,

sister-in-law, brother-in-law, uncle, aunt, or child related by blood or marriage or member of his/her immediate household, not to exceed five (5) in any school year.

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

E. Jury Duty:

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

F. Military Leave:

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

G. Professional Days:

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

H. Family Hardship:

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

I. Workers' Compensation:

Workers' compensation shall be paid in accordance with law.

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

## **ARTICLE IX TRANSPORTATION ALLOWANCE**

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



## **ARTICLE X JOB DESCRIPTION**

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

## **ARTICLE XI FAIR PRACTICES**

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

## **ARTICLE XII PERSONNEL FILES AND EVALUATIONS**

- A. Limitations on File

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

- B. Right to Review File

The bargaining unit member shall, upon request, be given the opportunity to review the contents of his/her file.

- C. Right to Reply

The bargaining unit member has the right to reply to any document with a formal letter addressed to the Superintendent of Schools. This letter will be placed in the file.

- D. Right to Copy Material

Each bargaining unit member shall receive, upon request, a copy of supervisory records and reports of competence, personal character and efficiency, maintained in his/her personnel file with reference to evaluation of his/her performance. The cost of copies shall

be borne by the Board. The cost of copies of materials other than those cited above (e.g. transcripts, recommendations other than employment recommendations, commendatory letters from outside, etc.) shall be borne by the bargaining unit member.

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

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

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

- J. Involuntary transfers shall not be made without prior consultation with the bargaining unit member concerned, at which time the bargaining unit member shall be notified of the reasons for the transfer. Where possible, said notice shall be sent at least two (2) weeks prior to the effective transfer date.
- K. New employees shall be considered probationary during their first one hundred twenty actual working days (excluding any authorized or unauthorized leave). During the probationary period, the employee may be discharged at will, and in such event, the employee shall not have recourse to the grievance procedure. Furthermore, new employees will not attain seniority rights during the probationary period; his/her seniority shall date back to the date of his/her original employment upon completion of the probationary period.

#### **ARTICLE XIV EXTENDED WORK HOURS**

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

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

#### **ARTICLE XV REIMBURSEMENT FOR PROFESSIONAL IMPROVEMENT**

Bargaining unit members who have completed one year of satisfactory service in the Hartford System of Schools and have successfully completed the semester course in a graduate program from an accredited university shall be eligible for tuition reimbursement of up to ~~\$500~~<sup>675</sup> per credit, up to a maximum of six (6) credits per year each reimbursable year, summer through spring semester. Members must submit any graduate level course for reimbursement within three months of receipt of the final grade, or the claim for reimbursement shall be waived. For purposes of this Article, successful completion means, at a minimum, receipt of a B or pass for the completed course work.

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

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

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

## **ARTICLE XVII DISCIPLINARY PROCEDURES**

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

Disciplinary actions shall normally follow this order:

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

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

## **ARTICLE XVIII RETIREMENT BENEFITS**

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

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

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

- B. During negotiations, the Board and the Union shall confer at reasonable times appropriately scheduled with regard for the budgetary calendar and exchange relevant data, points of view and proposals and counterproposals. The Board shall provide the Union with materials and/or information necessary to discuss salaries, fringe benefits and working conditions. It is understood that the materials relate only to the Union.

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

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

Work year is defined in Appendix D.

Twelve month employees shall be entitled to the following:

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

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

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

## **ARTICLE XXI PERSONAL PROPERTY DAMAGE**

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

## **ARTICLE XXII SENIORITY**

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

## **ARTICLE XXIII LAYOFF AND RECALL**

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

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

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

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

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

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

## **ARTICLE XXV SAVINGS**

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

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

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

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

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



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

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

## **ARTICLE XXVII PERFORMANCE INCENTIVE**

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

## **APPENDIX A HSSSA POSITIONS AND GRIDS**

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

### **SCHEDULE**

### **ASSIGNMENT**

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

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

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

**APPENDIX B  
SALARY GRIDS**

**Hartford Schools Support Supervisors Association**

<b>2019-2020</b>		
<u>Grid</u>	<u>Min</u>	<u>Max</u>
-		
6A	50,476	66,979
6B	49,809	67,392
A710	63,343	76,496
A725	74,461	89,927
A796	154,094	185,496
B746	95,018	114,569
C690	57,764	74,666
C700	66,296	83,198
C710	74,935	90,368
C715	78,785	95,111
C720	82,204	99,219
C725	85,633	103,330
C730	89,058	107,444
C735	92,481	111,553
C740	95,909	115,662
C745	99,333	119,770
C750	102,758	123,881
C755	106,183	127,993
C760	109,607	132,101
C765	113,034	136,212
C780	123,871	149,276

2% GWI

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

1% GWI

**~~2021-2022~~**

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

1.5% GWI

**2022-2023**

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

1% GWI

**2023-2024**

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

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

### 2024-2025

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

### 2025-2026

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

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

### 2026-2027

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



## APPENDIX C

### 1. Health Insurance

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

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

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

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

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

~~2019-2020: 17%~~  
~~2020-2021: 18%~~  
~~2021-2022: 19%~~  
~~2022-2023: 20%~~

2023-2024 20.0%  
2024-2025 20.5%  
2025-2026 21.0%  
2026-2027 21.5%

In-Network services shall be subject to a \$2,000 deductible for an individual plan and \$4,000 per family. The plan pays 100% in network services after the deductible, except for prescription drugs (Rx).

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

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

Generic: \$5  
Brand (formulary): \$15  
Brand (non-formulary): \$30

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

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

The parties acknowledge that the Board's fifty percent (50%) contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for active employees. The Board shall have no obligation to fund any portion of the HSA deductible for individuals upon their separation from employment or departure from the Union.

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

HSSSA agrees that any portion of the health, dental, or prescription drug plan may be self-insured or insured at the sole discretion of the Board. This provision shall not be subject to the grievance procedure.

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

## 2. Life Insurance -

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

3. Sick Leave

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

5. Vacations

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

Years:

Total Amount:

Accrual Rate

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

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

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

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

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

#### 6. Severance

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

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

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

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

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

7. Life Insurance

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

**APPENDIX D**

**Work year defined**

Current work years:

Schedule A — 193

Schedule B — 213

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

In witness whereof, the parties hereto set their hand:

HARTFORD BOARD OF EDUCATION

HARTFORD SCHOOLS SUPPORT  
SUPERVISORS ASSOCIATION

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

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

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

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

**CITY OF HARTFORD**



LUKE BRONIN, MAYOR

9/8/23

DATE

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



J. SEAN ANTOINE, PRESIDENT

9.6.2023

DATE



# **TRACKED TENTATIVE COLLECTIVE BARGAINING AGREEMENT**



**AGREEMENT**

**BETWEEN**

**THE CITY OF HARTFORD, CONNECTICUT**

**AND**

**HARTFORD MUNICIPAL  
EMPLOYEES ASSOCIATIONS**

**JULY 1, 202~~1~~<sup>3</sup> – JUNE 30, 202~~3~~<sup>7</sup>**



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## **PREAMBLE**

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

## **ARTICLE I RIGHTS AND RECOGNITION**

### **Section 1.1 RECOGNITION**

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

### **Section 1.2 ASSOCIATION SECURITY**

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

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

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

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

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

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

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

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

### **Section 1.4 DEDUCTION PERIOD**

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

### **Section 1.5 MANAGEMENT RIGHTS**

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

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

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



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

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

## **Section 1.8 NO DISCRIMINATION**

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

## **Section 1.9 EXCLUSIONS**

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

## **Section 1.10 SUPERVISORY RESPONSIBILITIES**

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

## **Section 1.11 COPIES OF THE AGREEMENT**

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

## **ARTICLE II GRIEVANCE PROCEDURE**

### **Section 2.1**

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

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

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

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

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

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

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

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

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

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

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

## **Section 2.2**

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

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

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

## **Section 2.3**

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

## **Section 2.4**

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

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

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

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

## **Section 2.5 EXAMINATION AND APPOINTMENTS**

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

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

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

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

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

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

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

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



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

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

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

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

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

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

Effective and retroactive to July ~~42~~, 202~~13~~, the salary rates in effect on July ~~31~~, 202~~1~~ 2023 shall be increased by ~~three~~four percent (~~3~~4%).

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

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

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

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

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

Effective and retroactive to July 1, 202~~1~~ 2023 and through June 30, 202~~3~~ 2024, bargaining unit members will be eligible for regular growth (step) increments.

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

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

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

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

### **Retirement Payment:**

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

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

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

### **Section 3.3 LONGEVITY PAYMENT**

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

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

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

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

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

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

eligible to receive longevity payments.

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

### **Section 3.4 INSURANCE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Alternate Insurance Payment Schedule:**

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

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

If a bargaining unit member re-enrolls in one (1) of the City's medical insurance plans before the expiration of the one (1) year period, he or she shall receive a pro-rated amount for any full month that he or she has not received medical insurance from the City; provided, however, that a minimum participation of six (6) full months in the Alternate Insurance Payment program is required.

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

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

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

**5. Employee Contributions.**

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

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

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

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

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

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

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

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

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



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

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

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

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

- a. For a full-time bargaining unit member employed in the first twenty (20) days of the month, insurance coverage will become effective on the first of the month following one (1) complete month of service.
- b. For a full-time bargaining unit member employed after the 20th of the month, insurance coverage will become effective on the first of the month following two (2) complete months of service.

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

9. **Insurance Benefits for Retirees.**

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

examination.

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

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

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

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

### **Section 3.5 PENSION BENEFITS**

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

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

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

prior to the employee's retirement date.

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

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

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

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

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

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

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

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

Effective July 1, 1992:

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

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

Effective December 1, 1998:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

### **Section 3.6 RESIDENCY**

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

### **Section 3.7 SHIFT DIFFERENTIAL**

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

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



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

### **Section 4.1 HOURS OF WORK**

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

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

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

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

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

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

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

## **Section 4.2 FLEXIBLE SCHEDULE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Section 4.3 OVERTIME PAY**

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

#### **1. Overtime Pay – General.**

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

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

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

as additional compensation in lieu of overtime pay.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

"Available to Work" – PSCSs are considered "available to work" unless:

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



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

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

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

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

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

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

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

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

**ARTICLE V  
HOLIDAYS AND LEAVE**

**Section 5.1 HOLIDAYS**

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

New Year's Day  
Martin Luther King Day  
Lincoln's Birthday  
Washington's Birthday  
Good Friday

Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day

## Memorial Day

## Christmas Day

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

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

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

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

## Section 5.2 VACATION

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

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

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

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

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

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

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

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

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

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

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

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

Vacation request procedure.

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

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

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

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

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

### Section 5.3 SICK LEAVE

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

<b><u>Length of Service in Months</u></b>	<b><u>Sick Leave Accumulation in Days</u></b>
1	1¼
2	2½
3	3¾
4	5
5	6 ¼
6	7 ½
7	8 ¾
8	10
9	11 ¼
10	12 ½
11	13¾
12	15

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

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

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

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



accumulation of fifteen (15) days.

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

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

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

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

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

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

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

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

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

b. Enforced quarantine in accordance with community health regulations.

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

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

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

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

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

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

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

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

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

Bargaining unit members wishing to take an adoption leave must present



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **ARTICLE VI GENERAL PROVISIONS**

### **Section 6.1 ASSOCIATION ACTIVITIES**

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

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

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

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

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

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

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

## **Section 6.2 CLASSIFICATION PLAN**

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

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

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

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

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

period.

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

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

### **Section 6.3 SENIORITY LIST**

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

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

### **Section 6.4 BULLETIN BOARDS**

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

### **Section 6.5 MILEAGE**

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

### **Section 6.6 MEAL ALLOWANCE**

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

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



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

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

#### **Section 6.7 PROBATIONARY PERIOD**

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

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

#### **Section 6.8 SAFETY SHOES**

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

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

#### **Section 6.9 PERFORMANCE EVALUATION**

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

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

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

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

### **ARTICLE VII LAYOFF PROCEDURES**

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

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

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

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

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

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

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

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

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

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

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

## **ARTICLE VIII COVENANTS**

### **Section 8.1 SAVING CLAUSE**

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

### **Section 8.2 EFFECTIVE DATES**

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

### **Section 8.3 DURATION**

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



#### **Section 8.4 ENTIRE AGREEMENT**

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

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

#### **CITY OF HARTFORD**

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

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

#### **THE HARTFORD MUNICIPAL EMPLOYEES ASSOCIATION**

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

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

#### **As to form and legality**

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

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

## APPENDIX A

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**CLERICAL SERIES**

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

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

**CUSTODIAL SERIES**

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

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

**DATA PROCESSING SERIES**

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

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

**ENGINEERING SERIES**

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



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

**EQUIPMENT OPERATION SERIES**

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

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

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**INSPECTIONAL SERIES**

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

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

**NURSING AND MEDICAL SERIES**

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

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

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
308P	NURSE PRACTITIONER (Part-Time)(through 4/20/2022)	3%	7/3/2021 7/4/2021- 4/15/2023	34.1860 35.2116		35.8951 36.9723		37.6045 38.7328	39.3140 40.4934	41.0230 42.2540	42.7323 44.0145	44.4418 45.7751	46.1509 47.5358
308P	NURSE PRACTITIONER (Part-Time)(Eff 4/21/2022)		4/21/2022	40.4934		42.5180		44.5428	46.5674	48.5920	50.6168	52.6414	54.6660
308P	NURSE PRACTITIONER (Part-Time)(Eff 4/16/2023)		4/16/2023	43.5304		45.7069		47.8834	50.0599	52.2365	54.4130	56.5895	N/A

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## PROFESSIONAL SERIES

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

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

**PROFESSIONAL SERIES**

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

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## PROFESSIONAL SERIES

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

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## **PROFESSIONAL SERIES**

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

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## PROFESSIONAL SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU¹
0339	CHIEF ASSESSMENT TECHNICIAN	3%	7/3/2021	2667.78		2801.17		2934.54	3067.95	3201.32	3334.71	3468.11	3601.49
0514	CHIEF MANAGEMENT ANALYST		7/4/2021-	2747.81		2885.20		3022.59	3159.98	3297.37	3434.76	3572.15	3709.54
0028	CHIEF OF ZONING ADMINISTRATION		6/30/2023										
2022	CHIEF STAFF PLANNER (through 4/15/2023)												
3609	DIRECTOR OF CASE WORK												
0351	EMPLOYEE & TRAINING COORDINATOR												
0535	MANAGEMENT SERVICES OFFICER (through 4/15/2023)												
0516	PUBLIC INFORMATION OFFICER												
2020	REAL ESTATE OFFICER												
2029	SENIOR PROJECT MANAGER												
2022	CHIEF STAFF PLANNER (Eff 4/16/2023)		4/16/2023	2816.50		2957.33		3098.15	3238.98	3379.80	3520.63	3661.45	3802.28
5272	CHIEF OF BUILDING & TRADES INSPECTION (through 5/20/2023)	3%	7/3/2021	2797.05		2936.90		3076.75	3216.61	3356.46	3496.31	3636.16	3776.01
5275	CHIEF OF INSPECTIONAL SERVICES		7/4/2021-	2880.96		3025.01		3169.06	3313.10	3457.15	3601.20	3745.25	3889.30
0316	CONTROLLER (through 4/20/2022)		6/30/2023										
0370	FINANCIAL SYSTEMS MANAGER												
0039	HOUSING SERVICE MANAGER												
0210	PREAUDIT/ACCOUNTS PAYABLE SUPERVISOR												
0221	PURCHASING AGENT												
0375	SUPERVISING PAYROLL MANAGER												
0359	ACCOUNTING SUPERVISOR												
3513	CHIEF ENVIRONMENTAL HEALTH SANITARIAN (Eff. 4/16/2023)												
0535	MANAGEMENT SERVICES OFFICER (Eff. 4/16/2023)												
5272	CHIEF OF BUILDING & TRADES INSPECTION (Eff 5/21/2023)		5/21/2023	3053.82		3206.51		3359.20	3511.89	3664.58	3817.28	3969.97	4122.66
3615	DEPUTY DIRECTOR OF SOCIAL SERVICES	3%	7/3/2021	2943.54		3090.72		3237.89	3385.08	3532.24	3679.41	3826.59	3973.77
3342	DIRECTOR OF LABORATORIES		7/4/2021-	3031.85		3183.44		3335.04	3486.63	3638.22	3789.81	3941.41	4093.00
2033	REAL ESTATE SERVICES MANAGER		6/30/2023										
		% INCR	DATE	MIN	MAX								
0376	PROCUREMENT MANAGER	3%	7/3/2021	81425.04	122136.93								
0365	TAX COLLECTOR		7/4/2021-	83867.79	125801.04								
0316	CONTROLLER (Eff 04/21/2022)		6/30/2023										

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

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



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## PROFESSIONAL SERIES (PART-TIME)

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
605P	DRUG PROJECT SUPERVISOR (Part-Time)	3%	7/3/2021 7/4/2021- 6/30/2023	26.1451 26.9295	27.4524 28.2760	28.7598 29.6225	30.0671 30.9689	31.3741 32.3154	32.6815 33.6619	33.9888 35.0084			35.2960 36.3549
052P	PRINCIPAL ADMINISTRATIVE ANALYST (Part-Time)	3%	7/3/2021 7/4/2021- 6/30/2023	28.7845 29.6480		30.2236 31.1304		31.6630 32.6128	33.1021 34.0953	34.5415 35.5776	35.9806 37.0600	37.4199 38.5424	38.8593 40.0248
225P	PROJECT MANAGER (Part-Time)		7/3/2021	31.4850		33.0594		34.6335	36.2078	37.7820	39.3564	40.9306	42.5048
224P	GRANT SPECIALIST (Part-Time)	3%	7/4/2021- 6/30/2023	32.4295		34.0510		35.6725	37.2939	38.9154	40.5369	42.1584	43.7799

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

**RECREATION AND RELATED SERIES**

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

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

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

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
610P	SUPERVISOR RECREATION SPECIALIST (Part-Time)	3%	7/3/2021 7/4/2021- 6/30/2023	19.7068 20.2980		20.6964 21.3129		21.6753 22.3278	22.6650 23.3427	23.6439 24.3576			N/A N/A
616P	ASSISTANT COMMUNITY RECREATION COUNSELOR (Part-Time)	3%	7/3/2021 7/4/2021- 6/30/2023	22.5056 23.1808	23.6311 24.3398	24.7564 25.4989	25.8815 26.6579	27.0069 27.8169	28.1321 28.9760	29.2576 30.1350			30.3829 31.2940

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

## **SKILLED TRADES SERIES**

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

## APPENDIX B

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

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

### **Medical Benefits at a Glance**

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

### **PREVENTIVE CARE**

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

### **MEDICAL CARE**

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

### **HOSPITAL CARE – Prior authorization required**

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

## APPENDIX B

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

**City of Hartford HMEA**

**Open Access Plus #671-330**

***Medical Benefits at a Glance***

### EMERGENCY CARE

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

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

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

### MENTAL HEALTH/SUBSTANCE ABUSE CARE

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

#### \* Schedule of health examinations:

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

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

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

## Your Personal Prescription Benefit Program Plan Option 8

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

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

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

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

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

**CVS/caremark**

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NUBAAG

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



## SUMMARY OF BENEFITS



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

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

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

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

Employer Contribution	Employee - \$1,000 Family - \$2,000
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Plan Highlights	In-Network	Out-of-Network
Lifetime Maximum	Unlimited	Unlimited
Plan Coinsurance	Your plan pays 90%	Your plan pays 70%
Maximum Reimbursable Charge	Not Applicable	250%
Contract Year Deductible	Individual: \$2,000 Family: \$4,000	Individual: \$4,000 Family: \$8,000

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

Plan deductible always applies before any copay or coinsurance.

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

This plan includes a combined Medical/Pharmacy plan deductible.

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

# APPENDIX B-1

Plan Highlights	In-Network	Out-of-Network
<b>Contract Year Out-of-Pocket Maximum</b>	Individual: \$3,000 Individual – In a Family: \$3,000 Family: \$6,000	Individual: \$6,550 Individual – In a Family: \$6,550 Family: \$13,100

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

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

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

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

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

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

Benefit	In-Network	Out-of-Network
<b>Physician Services - Office Visits</b>		
<b>Physician Office Visit – Primary Care Physician (PCP)/Specialist</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>NOTE:</b> Obstetrician and Gynecologist (OB/GYN) visits are subject to either the PCP or Specialist cost share depending on how the provider contracts with Cigna (i.e. as PCP or as Specialist).		
<b>Surgery Performed in Physician's Office</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Allergy Treatment/Injections Performed in Physician's Office</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Allergy Serum</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
Dispensed by the physician in the office		
<b>Cigna Telehealth Connection Services</b>	After the plan deductible is met, your plan pays 90%	Not Covered
Includes charges for the delivery of medical and health-related consultations via secure telecommunications technologies, telephones and internet only when delivered by contracted medical telehealth providers (see details on myCigna.com)		

**APPENDIX B-1**

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



**APPENDIX B-1**

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

# APPENDIX B-1

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

APPENDIX B-1

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

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

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

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



# APPENDIX B-1

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

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

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

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

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

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

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

Benefit	Inpatient Hospital and Other Health Care Facilities		Outpatient Services	
	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Hospice</b>	Plan pays 90% ^	Plan pays 70% ^	Plan pays 90% ^	Plan pays 70% ^
<b>Bereavement Counseling</b>	Plan pays 90% ^	Plan pays 70% ^	Plan pays 90% ^	Plan pays 70% ^

Note: Services provided as part of Hospice Care Program

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

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

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

**APPENDIX B-1**

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



# APPENDIX B-1

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

**Surgeon Charges Lifetime Maximum: Unlimited**

Treatment of clinically severe obesity, as defined by the body mass index (BMI) is covered. The following are excluded:

medical and surgical services to alter appearances or physical changes that are the result of any surgery performed for the management of obesity or clinically severe (morbid) obesity.

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

Benefit	Inpatient Hospital Facility			Inpatient Professional Services		
	Cigna LifeSOURCE Transplant Network <sup>®</sup> Facility In-Network	Non-Lifeforce Facility In-Network	Out-of-Network	Cigna LifeSOURCE Transplant Network <sup>®</sup> Facility In-Network	Non-Lifeforce Facility In-Network	Out-of-Network
<b>Organ Transplants</b>	Plan pays 100% <sup>^</sup>	Plan pays 90% <sup>^</sup>	Plan pays 70% <sup>^</sup>	Plan pays 100% <sup>^</sup>	Covered same as plan's Inpatient Professional Services	Covered same as plan's Inpatient Professional

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

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

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

## APPENDIX B-1

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

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

### Notes:

Unlimited maximum per Contract Year

Services are paid at 100% after you reach your out-of-pocket maximum.

Inpatient includes Acute Inpatient and Residential Treatment.

Outpatient - Physician's Office - includes Individual, family and group therapy, psychotherapy, medication management, etc.

Outpatient - All Other Services - includes Partial Hospitalization, Intensive Outpatient Services, Applied Behavior Analysis (ABA Therapy) and Behavioral Telehealth Consultation, etc.

Detox is covered under medical.

## Mental Health and Substance Use Disorder Services

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

Cigna Total Behavioral Health - Inpatient and Outpatient Management

Inpatient utilization review and case management

Outpatient utilization review and case management

Partial Hospitalization

Intensive outpatient programs

Changing Lives by Integrating Mind and Body Program

Lifestyle Management Programs: Stress Management, Tobacco Cessation and Weight Management.

## Pharmacy

Pharmacy benefits not provided by Cigna

## Additional Information

### Case Management

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

### Comprehensive Oncology Program

Care Management outreach

Case Management

Included

### Vision Therapy

Orthoptic Training

Covered

### eVisits

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

## Additional Information

**Health Advisor - A**

Support for healthy and at-risk individuals to help them stay healthy

Health Assessments

Health and Wellness Coaching

Gaps in Care Coaching

Treatment Decision Support

Educate and Refer

Included

**Maximum Reimbursable Charge**

The allowable covered expense for non-network services is based on the lesser of the health care professional's normal charge for a similar service or a percentage of a fee schedule (250%) developed by Cigna that is based on a methodology similar to one used by Medicare to determine the allowable fee for the same or similar service in a geographic area. In some cases, the Medicare based fee schedule will not be used and the maximum reimbursable charge for covered services is based on the lesser of the health care professional's normal charge for a similar service or a percentile (80th) of charges made by health care professionals of such service or supply in the geographic area where it is received. If sufficient charge data is unavailable in the database for that geographic area to determine the Maximum Reimbursable Charge, then data in the database for similar services may be used. Out-of-network services are subject to a Contract Year deductible and maximum reimbursable charge limitations.

**Out-of-Network Emergency Services Charges**

1. Emergency Services are covered at the In-Network cost-sharing level if services are received from a non-participating (Out-of-Network) provider.
2. The allowable amount used to determine the Plan's benefit payment for covered Emergency Services rendered in an Out-of-Network Hospital, or by an Out-of-Network provider in an In-Network Hospital, is the amount agreed to by the Out-of-Network provider and Cigna, or if no amount is agreed to, the greater of the following: (i) the median amount negotiated with In-Network providers for the Emergency Service, excluding any In-Network copay or coinsurance; (ii) the Maximum Reimbursable Charge; or (iii) the amount payable under the Medicare program, not to exceed the provider's billed charges.

The member is responsible for applicable In-Network cost-sharing amounts (any deductible, copay or coinsurance). The member is also responsible for all charges that may be made in excess of the allowable amount. If the Out-of-Network provider bills you for an amount higher than the amount you owe as indicated on the Explanation of Benefits (EOB), contact Cigna Customer Service at the phone number on your ID card.

**Medicare Coordination**

In accordance with the Social Security Act of 1965, this plan will pay as the Secondary plan to Medicare Part A and B as follows:

- (a) a former Employee such as a retiree, a former Disabled Employee, a former Employee's Dependent, or an Employee's Domestic Partner who is also eligible for Medicare and whose insurance is continued for any reason as provided in this plan (including COBRA continuation);
- (b) an Employee, a former Employee, an Employee's Dependent, or former Employee's Dependent, who is eligible for Medicare due to End Stage Renal Disease after that person has been eligible for Medicare for 30 months.

**Multiple Surgical Reduction**

Multiple surgeries performed during one operating session result in payment reduction of 50% to the surgery of lesser charge. The most expensive procedure is paid as any other surgery.



## Additional Information

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

Network: Coordinated by your physician

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

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

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

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

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

### Your Health First - 200

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

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

Holistic health support for the following chronic health conditions:

Heart Disease

Coronary Artery Disease

Angina

Congestive Heart Failure

Acute Myocardial Infarction

Peripheral Arterial Disease

Asthma

Chronic Obstructive Pulmonary Disease (Emphysema and Chronic Bronchitis)

Diabetes Type 1

Diabetes Type 2

Metabolic Syndrome/Weight Complications

Osteoarthritis

Low Back Pain

Anxiety

Bipolar Disorder

Depression

## Definitions

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

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

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

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

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

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

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

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

## Exclusions

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

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

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

## Exclusions

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

## Exclusions

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

### These are only the highlights

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

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EHB State: CT



# Your Personal Prescription Benefit Program

## Option 39 - HSA Plan

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

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

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

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

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

NUBAAG

**CVS/caremark**



# Frequently Asked Questions

## ABOUT THE CVS CAREMARK RETAIL NETWORK

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

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

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

### Where can I fill maintenance prescriptions?

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

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

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

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

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

Please allow 7-10 days for delivery from the time the order is placed. You can check your refill status on-line or by calling toll-free at 1-877-461-0101. Please note: Mail order packaging accommodates all temperature sensitive drugs.

### How should I ask my doctor or other prescriber to write my prescription in order to receive the maximum benefit for my maintenance medication?

Remind your doctor or other prescriber to write a "90-day supply plus refills," when clinically appropriate, for maintenance medications. CVS Caremark must fill your prescription for the exact quantity of medication that your doctor or healthcare provider prescribes, up to your plan design limit. When you need to take your maintenance medication right away, ask your doctor or other prescriber for two prescriptions:

- The first for up to a 30-day supply
- The second for up to a 90-day supply, with refills when clinically appropriate

Have the short-term supply filled immediately at any CVS Caremark participating retail pharmacy. Then you have the choice to fill your maintenance medication using Mail Service Pharmacy, CVS Pharmacy, or a pharmacy participating in the State of Connecticut Maintenance Drug Network.

## ABOUT THE CVS CAREMARK DRUG LIST

### What is a drug list?

It is a list of preferred prescription medications that have been chosen because of their clinical effectiveness and safety. This list is typically updated every three months. The drug list promotes the use of preferred brand-name medications and generic medications whenever possible. Generic medications are therapeutically equivalent to brand-name medications and must be approved by the U.S. Food and Drug Administration (FDA) for safety and effectiveness. Generally, generic medications cost less than brand-name medications. You can get a drug list by either visiting [www.caremark.com](http://www.caremark.com) or by calling Customer Care toll-free at 1-877-461-0101.

### Where can I get a drug list brochure?

You can get a drug list brochure by visiting [www.caremark.com](http://www.caremark.com) or by calling a Customer Care Representative toll-free at 1-877-461-0101. To save money, have your doctor or other prescriber choose a generic or preferred brand-name medication from the CVS Caremark Drug List, if appropriate. You may want to take the list with you when you visit your doctor or other prescriber.

3179-SPL-S&W\_S&A\_AD\_B00CP24717

## APPENDIX C

### **City of Hartford HMEA Dental Benefits at a Glance**

#### **Full Dental Plan Riders A, B, C & D**

The **Full Dental Plan** is designed to cover diagnostic, preventive and restorative procedures necessary for adequate dental health.

#### **Covered services include:**

- ◆ Oral Examinations
- ◆ Periapical and bitewing x-rays
- ◆ Topical fluoride applications for those under age 19
- ◆ Prophylaxis, including cleaning, scaling and polishing
- ◆ Repair of dentures
- ◆ *Palliative emergency treatment*
- ◆ Routine fillings consisting of silver amalgam and tooth color materials; including stainless steel crowns (primary teeth)\*
- ◆ Simple extractions\*\*
- ◆ Endodontics – including pulpotomy, direct pulp capping and root canal therapy (excluding restoration)

\* Payment for an inlay, onlay or crown will equal the amount payable for a three-surface amalgam filling when the member is not covered by the Dental Amendatory Rider A.

\*\* Payment for a surgical extraction or a hemisection with root removal will equal the amount payable for a simple extraction when the member is not covered by Dental Amendatory Rider A.

#### **ACCESSING BENEFITS:**

##### ***Participating Dentists Benefits.***

When receiving care from one of over 1,800 Participating Dentists, the member simply presents an identification card showing dental coverage. The dentist bills us directly for all covered services.

For dental care provided by a participating Dentist, we pay the lesser of the dentist's usual charge or the Usual, Customary and Reasonable Charge as determined by us. The dentist accepts our reimbursement as full payment and may not bill the member for any additional charges.

##### ***Non-Participating Dentists Benefits.***

For covered dental services provided by a Non-Participating Dentist, in or out of Connecticut, we pay an amount equal to the dentist's usual charge or the applicable allowance for the procedure, as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

*This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross & Blue Shield Full Dental Plan. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.*

## **City of Hartford HMEA Dental Benefits at a Glance**

### ***Dental Amendatory Rider A Additional Basic Benefits***

In addition to the services provided under your dental program, the following additional basic benefits are provided:

- ◆ Inlays (not part of bridge)
- ◆ Onlays (not part of bridge)
- ◆ Crown (not part of bridge)
- ◆ Space Maintainers
- ◆ Oral surgery consisting of fracture and dislocation treatment, diagnosis and treatment of cyst and abscess, surgical extractions and impaction
- ◆ Apicoectomy

The dental services listed above are subject to the following qualifications:

We will pay for individual crowns, inlays and onlays only when amalgam or synthetic fillings would not be satisfactory for the retention of the tooth, as determined by us.

We will not pay for a replacement provided less than five (5) years following a placement or replacement which was covered under this Rider. We will not pay for individual crowns, inlays or onlays placed to alter vertical dimension, for the purpose of precision attachment of dentures, or when they are spli

#### **Participating Dentists Benefits**

Anthem Blue Cross and Blue Shield will pay the lesser of 50% of the dentist's usual charge nted together for any reason.

#### **ACCESSING BENEFITS:**

or 50% percent of the Usual, Customary and Reasonable Charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance balance.

#### **Non-Participating Dentists Benefits**

*In the event these services are rendered by a non-participating dentist, we will pay to the member the lesser of 50% of the dentist's charge or 50% of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.*

*This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross and Blue Shield Dental Amendatory Rider A. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.*

## **City of Hartford HMEA Dental Benefits at a Glance**

### **Dental Amendatory Rider B Prosthodontics**

The following prosthetic services are provided under Dental Amendatory Rider B:

- ◆ Dentures, full and partial
- ◆ Bridges, fixed and removable
- ◆ Addition of teeth to partial dentures to replace extracted teeth

The dental services listed above are subject to the following qualifications:

Anthem Blue Cross and Blue Shield will pay for standard procedures for prosthetic services as determined by us. For fixed bridges, we will pay for the replacement of missing teeth and for one tooth on either side or two teeth on one side of the replacement. We will not pay for a denture or bridge replacement which is provided less than five years following a placement or replacement which was covered under the contract. We also will not pay for crowns splinted together for any reason.

### **ACCESSING BENEFITS: Participating Dentists Benefits**

Anthem Blue Cross and Blue Shield will pay the lesser of 50% of the dentist's usual charge or 50% of the Usual, Customary and Reasonable Charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance balance.

### **Non-Participating Dentists Benefits**

In the event these services are rendered by a non-participating dentist, we will pay to the member the lesser of 50% of the dentist's charge or 50% of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

*This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross and Blue Shield Dental Amendatory Rider B. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.*

## **City of Hartford HMEA Dental Benefits at a Glance**

### ***Dental Amendatory Rider C Periodontics***

Periodontal services consisting of:

- ◆ Gingival curettage
- ◆ Gingivectomy and gingivoplasty
- ◆ Osseous surgery, including flap entry and closure
- ◆ Mucogingivoplastic surgery
- ◆ Management of acute infection and oral lesions

The maximum benefit we will provide for periodontal services per person per year is **\$500.00**

### **ACCESSING BENEFITS:**

#### **Participating Dentists Benefits**

*Anthem Blue Cross and Blue Shield will pay the lesser of 50% of the dentist's usual charge or 50% of the Usual, Customary and Reasonable Charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance balance.*

#### **Non-Participating Dentists Benefits**

In the event these services are rendered by a non-participating dentist, we will pay to the member the lesser of 50% of the dentist's charge or 50% of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

*This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross and Blue Shield Dental Amendatory Rider C. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.*

## APPENDIX C

### **City of Hartford HMEA Dental Benefits at a Glance**

#### ***Dental Amendatory Rider D Orthodontics***

The following orthodontic services are provided:

Handicapping malocclusion for a member under age 19, consisting of the installation of orthodontic appliances and orthodontic treatments concerned with the reduction or elimination of an existing malocclusion through the correction of malposed teeth.

The maximum amount for orthodontic services is **\$600.00 per member per lifetime.**

#### **ACCESSING BENEFITS:**

##### **Participating Dentists Benefits**

Anthem Blue Cross and Blue Shield will pay the lesser of 60% of the dentist's usual charge or 60% of the Usual, Customary and Reasonable Charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance.

##### **Non-Participating Dentists Benefits**

In the event these services are rendered by a non-participating dentist, we will pay to the member the lesser of 60% of the dentist's charge or 60% of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

*This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross and Blue Shield Dental Amendatory Rider D. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.*

## APPENDIX D

### Hartford Police Union Re-Enrollment Memorandum of Understanding

Whereas, the City of Hartford initiated a re-enrollment process in order for Hartford Police Union members to continue dependent coverage;

Whereas, the City and the Hartford Police Union (the Union) acknowledged this was a mandatory subject of bargaining that required negotiation between the parties;

Whereas, the parties have successfully negotiated a procedure under which Union members may be required to re-enroll for dependent medical/dental coverage.

NOW THEREFORE, the parties mutually agree as follows:

1. The City may send to members the revised notice, a copy of which is attached hereto as Exhibit A.
2. Whenever a Union member's dependent is rejected for coverage, said member shall be entitled to a right of appeal of that rejection pursuant to the following process:
  - a. First, the member will be given a reasonable opportunity to provide documentation or information necessary to substantiate the dependent's eligibility.
  - b. If the member fails to produce such documentation or information, the member will be given a notice of intention to either discontinue or deny coverage for the dependent. Said notice will provide a right to a hearing, upon reasonable notice, before a hearing officer selected by the City.
  - c. For members who elect to have such a hearing, existing coverage for the affected dependent will not be discontinued unless an adverse decision to the member is issued by the hearing officer.  
However, if the member appealing the rejection of coverage fails to attend the scheduled hearing, the hearing officer may render a decision based solely on the information available to the hearing officer.
  - d. The Union member will have the right to appeal the decision by the hearing officer selected by the City through the grievance procedure contained in the Union Collective Bargaining Agreement.
  - e. This process does not abrogate a member's rights under the Connecticut General Statutes.

For the City

Date

For the Union

Date



**APPENDIX E**  
**CITY OF HARTFORD/HMEA**  
**MANAGEMENT AND SUPERVISORY PERFORMANCE EVALUATION FORM**

**EMPLOYEE NAME:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**DEPARTMENT RESPONSIBILITY:** \_\_\_\_\_

**DIVISION RESPONSIBILITIES:**

List the goals of your division/unit in the space labeled "Objectives." These are the factors that you will be evaluated against.

In the space labeled "Standards," list the step/actions necessary in accomplishing the goal as listed.

At the end of the each review period, the columns labeled "Actual Results" and "Hindrances to Achieving Results" should be completed.

If a particular goal was not achieved, you must explain why.

Objectives	Standards	Actual Results	Hindrances to Achieving Results

**APPENDIX E**  
**CITY OF HARTFORD/HMEA**  
**MANAGEMENT AND SUPERVISORY PERFORMANCE EVALUATION**

EMPLOYEE NAME	EMP. NO.	DEPARTMENT
TITLE	DATE APPOINTED TO TITLE ____/____/____	DIVISION
PERIOD COVERED BY THIS EVALUATION ____/____/____ to ____/____/____	TYPE OF EVALUATION <input type="checkbox"/> Annual <input type="checkbox"/> Promotion <input type="checkbox"/> Exit <input type="checkbox"/> Other	

Please use the following information to evaluate the performance of each employee.

- Box 1 = ☐ Superior Performance  
 Box 2 = ☐ Above Standard Performance  
 Box 3 = ☐ Standard Performance  
 Box 4 = ☐ Below Standard Performance

**INSTRUCTIONS:** In terms of factors listed, please utilize the information provided to appraise the performance of each employee. For each set of items, select the group of words which best describes the performance of the employee. The employee's overall performance should be considered rather than evaluating on the basis of an isolated incident. Avoid allowing one factor of the employee's performance which may be good to influence another factor which should be improved upon, or one factor which is weak to influence another factor which is good. Please provide supporting evidence in high and low rating.

**KNOWLEDGE OF JOB**

Consider extent of employee's knowledge of current job. Does employee know what to do & why?

<input type="checkbox"/> Exceptional knowledge/information	<input type="checkbox"/> Knows what to do and how to do it with minimal supervision	<input type="checkbox"/> Sometimes handicapped by gaps in knowledge/information	<input type="checkbox"/> Requires help even on routine matters
--	---	---	--

Evidence/Example to support rating:

**QUALITY OF WORK**

Consider ability to produce work which is of high quality - neat & thorough, regardless of volume.

<input type="checkbox"/> Does complete and accurate job in all aspects	<input type="checkbox"/> Work is usually acceptable. Very few errors/omissions	<input type="checkbox"/> Moderate amount of work requires re-doing	<input type="checkbox"/> Errors/omissions serious and frequent
--	--	--	--

Evidence/Example to support rating:

**QUANTITY OF WORK**

Consider amount of work produced under normal conditions and extent to which employee meets expected deadlines

<input type="checkbox"/> Consistently turns out very large volume of work	<input type="checkbox"/> Turns out good volume of work	<input type="checkbox"/> Amount of work completed sometimes below average	<input type="checkbox"/> Amount of work is adequate
---	--	---	---

Evidence/Example to support rating:

**RELATIONS WITH PUBLIC**

Consider whether employee is courteous, sensitive to feelings and interest of public in general

<input type="checkbox"/> Always courteous and sensitive to the public	<input type="checkbox"/> Usually effective in relations with the public	<input type="checkbox"/> Occasionally tactless or uncooperative	<input type="checkbox"/> Ineffective or inconsiderate in dealing with the public
---	---	---	--

Evidence/Example to support rating:

## APPENDIX E - CITY OF HARTFORD/HMEA MANAGEMENT AND SUPERVISORY PERFORMANCE EVALUATION EVALUATION OF MANAGEMENT AND SUPERVISORY ABILITIES

(Where Applicable)

**INSTRUCTIONS:** Consider employee's ability to obtain desired output and quality of work, and to reach department's objectives by

use of supervisory techniques. Rate the employee's overall performance in each area listed below.

### PLANNING AND ASSIGNING WORK

Consider how effectively employee plans and assigns work so that it can be performed quickly and efficiently

☐ Clearly defines & assigns work to obtain maximum results. Timely, thorough follow-up

☐ Occasionally experiences difficulty & requires assistance to meet deadlines

☐ Generally effective in planning, assigning and follow-up

☐ Lacks ability to plan and assign work

Evidence/Example to support rating:

### DELEGATING AUTHORITY AND RESPONSIBILITY

How well does employee effectively work through others delegating authority & responsibility to subordinates to perform significant duties?

☐ Makes maximum use of employees' capabilities in delegating authority & responsibility

☐ Generally entrusts authority and responsibility

☐ Delegates responsibility but sometimes withholds necessary authority

☐ Runs one-person show

Evidence/Example to support rating:

### STAFF DEVELOPMENT

Consider employee's ability & willingness to develop or increase skills of subordinates. Does employee train them for present duties? For increased responsibilities? Systematically evaluate and counsel them?

☐ Provides maximum opportunities to subordinates to enhance their skills

☐ Encourages & helps subordinates to improve performance in current job and develop potential

☐ Takes only limited interest in the training and development of subordinates

☐ Makes poor use of subordinates. Provides no help to their development

Evidence/Example to support rating:

### INTERPRETATION AND APPLICATION OF POLICY

Does employee know and understand organization policies, procedures & regulations and apply them properly?

☐ Always understands and applies properly

☐ Usually understands and applies policy properly

☐ Sometimes does not understand or apply policy properly

☐ Does not understand or apply policy properly

Evidence/Example to support rating:

### LEADERSHIP

Consider how successful employee is in guiding and motivating people to work together toward common objectives

☐ Consistently obtains above average performances from subordinates

☐ Generally motivates staff to satisfactory performance

☐ Does not consistently obtain satisfactory and timely performance from subordinates

☐ Lacks ability to motivate subordinates to timely and satisfactory performance

Evidence/Example to support rating:

**APPENDIX E - CITY OF HARTFORD/HMEA**  
**MANAGEMENT AND SUPERVISORY PERFORMANCE EVALUATION**  
**EVALUATION OF MANAGEMENT AND SUPERVISORY ABILITIES**  
(Where Applicable)

**INSTRUCTIONS:** Consider employee's ability to obtain desired output and quality of work, and to reach department's objectives by use of supervisory techniques. Rate the employee's overall performance in each area listed below.

**COORDINATION/TEAM WORK**

Consider whether employee coordinates work effectively with that of other operational units in organization

☐ Team worker. Always coordinates with other units of departments

☐ Usually coordinates work well with that of other operations

☐ Sometimes places importance of own work goals above organization

☐ Never coordinate with other operations

Evidence/Example to support rating:

**JUDGMENT**

Consider ability to make decisions and to use resources to best advantage. Does employee know when to seek advice?

☐ Anticipates problems & independently takes appropriate action

☐ Generally knows what should be done and how to go about it

☐ Has some difficulty in making necessary & sound judgment

☐ Make frequent errors in judgment

Evidence/Example to support rating:

**ADAPTABILITY**

Consider the speed with which employee learns and amount of training needed to teach new skills

☐ Immediately grasps new instructions/ideas & applies them to work

☐ Receptive to new instructions/ideas & applies them quite quickly

☐ Has some difficulty grasping new instructions/ideas without follow-up

☐ Very slow grasping new instructions/ideas even with constant supervision

Evidence/Example to support rating:

**RELIABILITY**

Consider ability of employee to get work out, especially under pressure and to follow through to completion

☐ Handles even difficult problems with little or no supervision

☐ Fulfills commitments with normal supervision

☐ Occasionally fails to complete assignments. Needs direction

☐ Cannot be relied upon to carry out assignments without constant prodding

Evidence/Example to support rating:

**ATTENDANCE.** Are employee's absences excessive? If yes, indicate the number of times absent in rating period and what action has been taken.

**PUNCTUALITY.** Is employee excessively late? If yes, indicate the number of times late in rating period and what action has been taken.

**I. EVALUATION CHECKLIST**

- a. Did you consider entire rating period?
- b. Did you consider every task?
- c. Did you determine the most important part of the job and give that greater consideration in evaluating the employee's performance?

**II. SUMMARY RATING**

In arriving at a summary rating do not merely add up or average the rating of individual factors. First determine which factors are of the greatest importance in performing the duties of the position. Give greater consideration to these factors in arriving at a summary rating. Use your ratings of the listed factors as a guide, but consider the overall performance of the employee in order to arrive at a summary rating.

☐ Outstanding      ☐ Satisfactory      ☐ Needs Improvement      ☐ Below Standard

**III.** If Summary Rating is Outstanding, Needs Improvement or Below Standard, state reasons for such rating below. Be specific, provide dates & details wherever possible. In addition to commenting on evaluation factors, cite other factors as well (attach add'l sheets if needed).

## **APPENDIX F**

### **Illustration of Pension Provision**

- I. Example – Pre-2003 HMEA Bargaining Unit Member - A Board of Education (Board) employee hired on May 29, 2001 subsequently gets promoted, transferred or otherwise placed into HMEA on August 1, 2004. It would not matter what the former benefit calculation rate for pension was at that time (2.0%, 2.25%, 2.5%, etc.). Since the employee was employed by the Board prior to July 1, 2003, the employee is entitled to have his or her pension benefit calculated at the rate of two and three-quarters percent (2.75%) per each whole year of service, provided, the employee pays the contribution differential as required in Article III, Section 3.5 of this Agreement. If the employee does not pay the contribution differential, the employee's pension benefit will be calculated as set forth in paragraph II below regardless of the employee's hire date. If the employee referenced above had been hired by the Board on July 15, 2003 and then transferred to the HMEA bargaining unit on August 1, 2004, the employee's pension benefits would be calculated as set forth in paragraph II. below.
  
- II. Illustration – Post -2003 HMEA Bargaining Unit Member - All new bargaining unit members hired, promoted or demoted into HMEA who are considered Post-2003 HMEA bargaining unit members, have a pension benefit in accordance with the provisions of Article III, Section 3.5 Subsection f. as follows:
  - a. A benefit calculation rate of two percent (2%) per each whole year of service.
  - b. A minimum age of fifty-five (55) with twenty-five (25) years of City service for a normal, unreduced retirement.
  - c. A maximum allowable purchase of four (4) years of military service time as defined in Section 27-103 of the Connecticut General Statutes at the rate payable at the time of entry into City service with interest at the rate of seven percent (7%) per annum, payable within one (1) year of date of hire.
  - d. Vesting upon completion of five (5) years of continuous City service.
  - e. An employee contribution rate to the pension fund as enumerated in Article III, Section 3.5, Subsection f.
  - f. There shall be no sick leave exchange.
  - g. A maximum pension allowance of seventy percent (70%). The maximum pension allowance has been amended for employees retiring on or after June 29, 2009.
  - h. Normal retirement is at age sixty (60) with at least five (5) whole years of continuous City service.

Note: The above illustration does not apply to those new bargaining unit members hired, promoted or demoted into HMEA who are considered Post-2017 HMEA bargaining unit members, and those individuals should refer to the provisions of Article III, Section 3.5, Subsection F page 22.

## MUNICIPAL GENERAL WAGE INCREASE (GWI) COMPS

	Actual GWIs			Proposed GWIs		
Hartford HMEA	7/2021	7/2022	7/2023	7/2024	7/2025	7/2026
Supervisors/Mgrs	3.00%	0.00%	4.00%	2.00%	2.00%	2.00%

### Bridgeport

	7/2021	7/2022	7/2023	7/2024	7/2025	7/2026
City Spvr's Association, 2018-2023	2.00%	1.25%		NO NEW CONTRACT		
	1/2021	1/2022				
Local 1224, 2018-2022	1.00%	2.00%		NO NEW CONTRACT		

### Bristol

	7/1/2023	7/1/2024	7/1/2025
AFSCME 4, Local 233	3.00%	2.75%	2.50%
BPSA Nutmeg Independent Labor	3.00%	2.75%	2.50%

### East Hartford

	7/1/2021	7/1/2022	7/1/2023	7/1/2024
CSEA/SEIU Local 2001, 2021-2025	2.00%	2.00%	2.00%	2.00%

### Middletown

	7/2021	7/2022	7/2023	
UPSEU, Local 6457, 2020-2025	2.00%	2.15%	2.25%	
		7/2022	7/2023	7/2024
PH Nurses, Unit #8, 2022-2025		2.25%	2.25%	2.25%
	7/2021	7/2022	7/2023	7/2024
Local #595	2.00%	2.00%	2.05%	2.10%

### Middletown

	7/2021	7/2022	7/2023	7/2024
UPSEU, Local 6457, 2020-2025	2.50%	2.25%	2.25%	2.00%
Note: 7/2020 - 3%				
		Ratification	7/2023	7/2024
Local 466, 2022-2025		3.50%	3.00%	3.50%

### New Britain

			1/1/2023	1/1/2024	1/1/2025
Local 818, Jan. 2023-Dec. 2026			3.00%	2.75%	2.75%
			7/2023	7/2024	7/2025
Local 1303-332, 2023-2026			3.00%	2.75%	2.75%
	7/2021	7/2022	7/2023	7/2024	
Local 1186, 2020-2025	2.00%	2.00%	2.25%	2.25%	

**New Haven**

	<b>7/2021</b>	<b>7/2022</b>	<b>7/2023</b>	<b>7/2024</b>		
Local 884, 2020-2025	3.00%	3.00%	3.00%	3.00%		
Mgmt & Professionals,	<b>7/1/2015</b>	<b>7/1/2016</b>	<b>7/1/2017</b>	<b>7/1/2018</b>	<b>7/1/2019</b>	No New
Local 3144, 2015-2020	0.00%	3.00%	2.00%	2.25%	2.50%	Contract

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**Waterbury, Local 2090**

	<b>7/1/2021</b>	<b>7/1/2022</b>	<b>7/1/2023</b>	<b>7/1/2024</b>
Supervisors/Mgrs, 2022-2025		3.50%	3.25%	3.00%

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**Wethersfield**

	<b>7/1/2021</b>	<b>7/1/2022</b>	<b>7/1/2023</b>
AFSME 4, Local 1303-408	0.00%	2.50%	2.00%
AFSME 4, Local 818-22	2.00%	0.50%	2.00%



## ADMINISTRATIVE ASSISTANT & SENIOR ADMINISTRATIVE ASSISTANT

<b>Hartford</b>	<b>Administrative Assistant (as of 6/30/2023)</b>	<b>MAX</b> <b>\$ 63,311.56</b>
	<b>Sr Administrative Assistant (as of 6/30/2023)</b>	<b>\$ 75,240.10</b>

Municipality	Position Title	Max Salary*	Year
Bridgeport (40 Hrs) Local 1224, 2018-2022	Administrative Assistant	\$ 91,899.00	2022/2023
Bristol (37.5 Hrs) AFSCME 4, Local 233	Administrative Assistant & Closings Clerk	\$ 55,702.40	2023/2024
		\$ 57,096.00	2024/2025
	Administrative Assistant - Fire, Library	\$ 60,080.40	2023/2024
		\$ 61,568.00	2024/2025
East Hartford (35 Hrs) CSEA/SEIU Local 2001 2021-2025	Administrative Secretary II	\$ 56,915.43	2023/2024
		\$ 58,083.71	2024/2025
	Administrative Secretary II - Parks	\$ 60,562.29	2023/2024
		\$ 61,773.71	2024/2025
	Administrative Secretary III	\$ 64,498.29	2023/2024
		\$ 65,788.57	2024/2025
Meriden(40) Local #595 <sup>1</sup>	Administrative Assistant	\$ 72,820.80	2023/2024
		\$ 74,360.00	2024/2025
Middletown (40 Hrs) Local 466, 2022-2025	Administrative Secretary II	\$ 62,254.40	2023/2024
		\$ 64,438.40	2024/2025
	Administrative Secretary II	\$ 76,793.60	2023/2024
			2024/2025
New Britain (36.25 Hrs) Local 1186, 2020-2025	Administrative Assistant	\$ 64,498.72	2023/2024
		\$ 69,950.56	2024/2025
New Haven (35 Hrs) Local 3144, 2015-2020	Administrative Assistant I	\$ 67,963.43	2019/2020
	Administrative Assistant II	\$ 81,137.14	2019/2020
Waterbury (35 Hrs) Local 2090, 2022-2025	Administrative Associate 1	\$ 45,011.20	2023/2024
	Administrative Associate 2	\$ 49,483.20	2023/2024
	Administrative Associate 3	\$ 54,704.00	2023/2024
	Executive Administrative Assistant	\$ 73,444.80	2023/2024
West Hartford (35Hrs) Clerical Unit, 2017-2021	Administrative Assistant	\$ 78,148.57	2020/2021
			2020/2021
Wethersfield (37.5 Hrs) Local 1303-408	Secretary I	\$ 57,286.40	2022-2023
	Secretary II	\$ 69,485.87	2022-2023

\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.

<sup>1</sup> Employees hired before July 2003 have a maximum salary of \$77,334.40 in 2023/2024 & \$78,956.80 in 2024/2025.

**BENEFITS & WELLNESS MANAGER**

Hartford

Benefits & Wellness Manager (as of 6/30/2023)

MAX  
\$ 91,062.14

Municipality	Position Title	Max Salary*	Year
Bridgeport (40 Hrs) City Spvr's Association, 2018-2023	Benefits Manager	\$ 110,991.00	2022/2023
New Britain (36.25 Hrs) Local 1303-332, 2023-2026	Benefits Administrator	\$ 98,217.60	2023/2024
		\$ 100,921.60	2024/2025
		\$ 103,688.00	2025/2026
New Haven (35 Hrs) Local 3144, 2015-2020	Benefits Administrator	\$ 107,400.00	2019/2020
			2019/2020
Waterbury (35 Hrs) Local 2090, 2022-2025	Benefits Analyst	\$ 94,889.95	2023/2024
	Pension & Benefits Manager	\$ 134,278.24	2023/2024

*\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.*

## CHIEF OF ZONING ADMINISTRATION

Hartford

Chief of Zoning Administration (as of 6/30/2023)

MAX

\$ 93,638.74

Municipality	Position Title	Max Salary*	Year
Bridgeport (35 Hrs) City Spvr's Association, 2018-2023	Zoning Administrator Zoning Enforcement Officer	\$ 125,964.00	2022/2023 2022/2023
Bristol (37.5 Hrs) AFSCME 4, Local 233	Zoning/Code Enforcement Officer	\$ 87,172.80 \$ 89,356.80	2023/2024 2024/2025
Middletown (40 Hrs) UPSEU, Local 6457, 2020-2025	Zoning/Blight Enforcement Officer	\$ 94,723.20 \$ 96,616.00	2023/2024 2024/2025
New Britain (36.25 Hrs) Local 1303-332, 2023-2026	Code Enforcement Officer	\$ 84,468.80 \$ 86,798.40 \$ 89,190.40	2023/2024 2024/2025 2025/2026
Wethersfield (37.5 Hrs) Local 818-22	Chief Bldg Zoning Officer hired on/after 6/13/18 Hired before 6/13/18	\$ 110,009.84 \$ 118,929.55	2022-2023

\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.

## CHIEF ENVIRONMENTAL HEALTH SANITARIAN

Hartford

Chief Environmental Health Sanitarian  
(as of 6/30/2023)

**MAX**  
**\$ 101,121.18**

Municipality	Position Title	Max Salary*	Year
Bridgeport (35 Hrs) City Spvr's Association, 2018-2023	Supervising Sanitarian	Salaries Not In CBA	2022/2023 2022/2023
East Hartford (35 Hrs) Local 818, 2019-2022	Environmental Health Nurse Supervisor	\$ 107,486.86	2021/2022
Middletown (40 Hrs) Local 466, 2022-2025	PH Sanitarian Enforcement Officer	\$ 86,112.00 \$ 89,128.00	2023/2024 2024/2025
New Britain (36.25 Hrs) Local 818, Jan. 2023-Dec. 2025	Sanitation Supervisor	\$ 123,655.32 \$ 127,055.84 \$ 130,549.88	Jan. 2023 Jan. 2024 Jan. 2025
New Haven (35 Hrs) Local 884, 2020-2025	Senior Sanitarian	\$ 91,140.57 \$ 93,875.43	2023/2024 2024/2025
Waterbury (35 Hrs) Local 2090, 2022-2025	Chief Sanitarian	\$ 118,701.97	2023/2024

*\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.*

## DPW SUPERINTENDENT

Hartford

DPW Superintendent (as of 6/30/2023)

MAX

\$ 110,475.82

Municipality	Position Title	Max Salary*	Year
Bridgeport (40 Hrs) City Spvr's Association, 2018-2023	Manager of Sanitation, Recycling & Transfer	\$ 75,578.00	2022/2023
	Manager of Field Operations & Treatment	\$ 132,893.00	2022/2023
	Director of Public Works Maintenance	\$ 118,341.00	2022/2023
Bristol (37.5 Hrs)  BPSA Nutmeg Independent Labor	Superintendent of Streets	\$ 110,872.00	2023/2024
		\$ 113,644.00	2024/2025
	Superintendent of Solid Waste Operations	\$ 110,872.00	2023/2024
		\$ 113,644.00	2024/2025
East Hartford (40 Hrs) Local 818, 2019-2022	Superintendent of Public Works	\$ 107,492.00	2021/2022
Meriden(40) <sup>1</sup>  UPSUE, Local 424-Unit 48, 2021-2024	Superintendent of Operations-Water/Waste Water	\$ 128,294.40	2023/2024
	Superintendent Traffic Operations/Vehicle Repair	\$ 117,520.00	2023/2024
	Park Superintendent	\$ 99,008.00	2023/2024
	Superintendent of Bldg Maintenance Ops	\$ 99,008.00	2023/2024
Middletown (40 Hrs) UPSEU, Local 6457, 2020-2025	Superintendent of Parks	\$ 113,131.20	2023/2024
		\$ 115,398.40	2024/2025
	Superintendent of Streets & Sanitation	\$ 125,424.00	2023/2024
		\$ 127,940.80	2024/2025
New Britain (36.25 Hrs) Local 818, Jan. 2023- Dec. 2025	Field Services Superintendent	\$ 142,323.60	Jan. 2023
		\$ 146,237.50	Jan. 2024
		\$ 150,259.03	Jan. 2025
New Haven (35 Hrs) Local 3144, 2015-2020	Superintendent of Streets	\$ 89,386.29	2019/2020
	Superintendent of Refuse	\$ 89,386.29	2019/2020
Waterbury (35 Hrs) Local 2090, 2022-2025	Supervisor of Refuse	\$ 125,147.31	2023/2024
	Supervisor of Streets	\$ 123,535.98	2023/2024
	Supervisor of Public Facilities	\$ 106,200.00	2023/2024
	Supervisor of Parks Maintenance	\$ 106,200.00	2023/2024

\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.

<sup>1</sup> Employees hired before July 2003 have a maximum salary of:

Superintendent of Operations-Water/Waste Water - \$133,248.80

Superintendent Traffic Opers/Vehicle Repair - \$122,387.20

Park Superintendent - \$102,980.80

Superintendent of Bldg Maintenance Ops - \$102,980.80

PRINCIPAL PLANNER & CHIEF STAFF PLANNER

Hartford	Principal Planner (as of 6/30/2023)	MAX
	Chief Planner (as of 6/30/2023)	
		\$ 86,997.04
		\$ 98,859.28

Municipality	Position Title	Max Salary*	Year
Bridgeport (40 Hrs) Local 1224, 2018-2022	Planner III	\$ 74,778.00	Jan. 2022
Bristol (37.5 Hrs) AFSCME 4, Local 233	Assistant City Planner	\$ 87,172.80	2023/2024
		\$ 89,356.80	2024/2025
East Hartford (35 Hrs) CSEA/SEIU Local 2001 2021-2025	Town Planner	\$ 118,572.57	2023/2024
		\$ 120,944.00	2024/2025
Middletown (40 Hrs) UPSEU, Local 6457, 2020-2025	Assistant Planner	\$ 88,608.00	2023/2024
		\$ 90,376.00	2024/2025
	Environmental Planner	\$ 106,995.20	2023/2024
		\$ 109,137.60	2024/2025
New Britain (36.25 Hrs) Local 818, Jan. 2023- Dec. 2025	City Planner II	\$ 134,727.83	Jan. 2023
		\$ 138,432.85	Jan. 2024
		\$ 142,239.75	Jan. 2025
New Haven (35 Hrs) Local 3144, 2015-2020	Planner II & Planner II/CD	\$ 89,386.29	2019/2020
	Senior Project Planner	\$ 142,276.57	2019/2020
Waterbury (35 Hrs) Local 2090, 2022-2025	Assistant City Planner	\$ 122,696.37	2023/2024

\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.

## PROJECT MANAGER

Hartford

Project Manager (as of 6/30/2023)

MAX  
\$ 91,062.14

Municipality	Position Title	Max Salary*	Year
Bridgeport (40 Hrs) City Spvr's Association, 2018-2023	Various PM Classifications	\$ 110,989.00	2022/2023
Bristol (37.5 Hrs) BPSA Nutmeg Independent Labor	Project Manager	\$ 110,872.00 \$ 113,644.00	2023/2024 2024/2025
East Hartford (35 Hrs) CSEA/SEIU Local 2001. 2021-2025	Project Manager	\$ 102,896.00 \$ 104,954.29	2023/2024 2024/2025
New Britain (36.25 Hrs) Local 818, Jan. 2023-Dec. 2025	Project Manager	\$ 102,411.82 \$ 105,228.03 \$ 108,121.91	Jan. 2023 Jan. 2024 Jan. 2025
New Haven (35 Hrs) Local 3144, 2015-2020	PM & PM (LCI) PM (CSA & Youth Services) & PM/Engineer	\$ 99,338.29 \$ 118,158.86	2019/2020 2019/2020
Waterbury (35 Hrs) Local 2090, 2022-2025	Project Manager	\$ 127,187.53	2023/2024

\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.



## PUBLIC HEALTH NURSING SUPERVISOR

Hartford

Public Health Nursing Supervisor (as of 6/30/2023)

MAX

\$ 117,706.16

Municipality	Position Title	Max Salary*	Year
Bridgeport (40 Hrs) City Spvr's Association, 2018-2023	Public Health Nursing Supervisor	\$ 90,360.00	2022/2023
East Hartford (35 Hrs) Local 818, 2019-2022	Public Health Nurse Supervisor	\$ 107,486.86	2021/2022
Meriden(35) PHN, Unit #8, 2022-2025	Public Health Nurse 2 Coordinator	\$ 109,512.00	2023/2024
		\$ 111,862.40	2024/2025
Middletown (40 Hrs) UPSEU, Local 6457, 2020-2025	Public Health Manager	\$ 119,246.40	2023/2024
		\$ 121,638.40	2024/2025
New Britain (36.25 Hrs) Local 818, Jan. 2023- Dec. 2025	Supervising Public Health Nurse	\$ 134,727.83	Jan. 2023
		\$ 138,432.85	Jan. 2024
		\$ 142,239.75	Jan. 2025
New Haven (35 Hrs) Local 3144, 2015-2020	Public Health Nurse Coordinator	\$ 107,400.00	2019/2020
			2019/2020
Waterbury (35 Hrs) CT Health Care Associates, 2021-2025	Nurse Supervisor	\$ 106,142.40	2023/2024
		\$ 108,264.00	2024/2025

\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.

**PUBLIC SAFETY COMMUNICATIONS SUPERVISOR**

**Hartford**

**Public Safety Communications Supervisor**  
**(as of 6/30/2023)**

**MAX**  
**\$ 83,210.66**

Municipality	Position Title	Max Salary*	Year
Bridgeport (40 Hrs) City Spvr's Association, 2018-2023	Public Safety Communications Supervisor	\$ 82,379.00	2022/2023
East Hartford (35 Hrs) Local 818, 2019-2022	Police Communications Supervisor	\$ 88,433.14	2021/2022
New Britain (36.25 Hrs) Local 818, Jan. 2023 - Dec. 2025	PSTC Manager	\$ 120,730.95	Jan. 2023
		\$ 124,051.05	Jan. 2024
		\$ 127,462.45	Jan. 2025
New Haven (35 Hrs) Local 3144, 2015-2020	Communications Supervisor	\$ 81,137.14	2019/2020 2019/2020

*\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.*

## PURCHASING AGENT & PROCUREMENT MANAGER

		<b>MAX</b>
<b>Hartford</b>	<b>Purchasing Agent (as of 6/30/2023)</b>	<b>\$ 101,121.18</b>
	<b>Procurement Manager (as of 6/30/2023)</b>	<b>\$ 125,801.04</b>

<b>Municipality</b>	<b>Position Title</b>	<b>Max Salary*</b>	<b>Year</b>
Bridgeport (40 Hrs) City Spvr's Association, 2018-2023	Purchasing Agent	\$ 128,283.00	2022/2023
Bristol (37.5 Hrs) BPSA Nutmeg Independent Labor	Purchasing Agent	\$ 121,357.00 \$ 124,391.00	2023/2024 2024/2025
East Hartford (35 Hrs) CSEA/SEIU Local 2001 2021-2025	Purchasing Agent	\$ 102,896.00 \$ 104,954.29	2023/2024 2024/2025
Meriden(40) UPSUE, Local 424-Unit 48, 2021-2024 Local #595 <sup>1</sup>	Purchasing Officer Buyer	\$ 117,520.00 \$ 85,321.60 \$ 87,110.40	2023/2024 2023/2024 2024/2025
Middletown (40 Hrs) Local 466, 2022-2025 UPSEU, Local 6457, 2020-2025	Purchasing Assistant Supervisor of Purchasing	\$ 80,059.20 \$ 82,867.20 \$ 125,424.00 \$ 127,940.80	2023/2024 2024/2025 2023/2024 2024/2025
New Haven (35 Hrs) Local 3144, 2015-2020	Purchasing Agent	\$ 142,276.57	2019/2020
Waterbury (35 Hrs) Local 2090, 2022-2025	Buyer	\$ 98,470.71	2023/2024
Wethersfield (37.5 Hrs) Local 1303-408	Technical Purchasing Assistant	\$ 69,485.87	2022-2023

\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.

<sup>1</sup> Employees hired before July 2003 have a maximum salary of \$90,667.20 in 2023/2024 & \$92,580.80 in 2024/2025.

## SUPERVISING PAYROLL MANAGER

Hartford

Supervising Payroll Manager (as of 6/30/2023)

MAX

\$ 101,121.18

Municipality	Position Title	Max Salary*	Year
Bridgeport (40 Hrs) <sup>1</sup> Local 1224, 2018-2022	Senior Payroll Administrator	\$ 81,851.00	2022/2023
Bristol (37.5 Hrs) AFSCME 4, Local 233	Payroll and Benefits Supervisor	\$ 87,172.80	2023/2024
		\$ 89,356.80	2024/2025
East Hartford (35 Hrs) CSEA/SEIU Local 2001 2021-2025	Payroll Coordinator	\$ 86,755.43	2023/2024
		\$ 85,430.86	2024/2025
New Haven (35 Hrs) Local 3144, 2015-2020	Payroll Supervisor	\$ 155,544.00	2019/2020
			2019/2020
Waterbury (35 Hrs) Local 2090, 2022-2025	Payroll Manager	\$ 125,326.35	2023/2024

\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.

<sup>1</sup> In Bridgeport's Supervisor's Contract, there is a position of Payroll Manager, but the salary is not in the contract, & we were not able to obtain it.

## TAX COLLECTOR

Hartford

Tax Collector (as of 6/30/2023)

**MAX**  
**\$ 125,801.04**

Municipality	Position Title	Max Salary*	Year
Bridgeport (40 Hrs)	Tax Collector (from CCM Salary Survey)	\$ 139,608.00	2022/2023
Bristol (37.5 Hrs)	Tax Collector	\$ 121,357.00	2023/2024
BPSA Nutmeg Independent Labor		\$ 124,391.00	2024/2025
East Hartford (35 Hrs)	Tax Collector (from CCM Salary Survey)	\$ 114,188.57	2022/2023
Manchester (37.5)	Collector of Revenue (from CCM Salary Survey)	\$ 135,592.53	2022/2023
Meriden(40) <sup>1</sup> UPSEU, Local424-Unit48, 2021-2024	Tax Collector	\$ 117,520.00	2023/2024
Middletown (40 Hrs) UPSEU, Local 6457, 2020-2025	Tax Collector	\$ 119,246.40 \$ 121,638.40	2023/2024 2024/2025
New Haven (35 Hrs) Local 3144, 2015-2020	Tax Collector	\$ 123,264.14	2019/2020
Waterbury (35 Hrs) Local 2090, 2022-2025	Revenue Collection Manager	\$ 143,230.11	2023/2024
West Hartford (35 Hrs) Prof & Mgmt Unit, 2017-2021	Revenue Collector	\$ 139,597.71	2020/2021
Wethersfield (40 Hrs) Local 818-22	Tax Collector hired on/after 6/13/18 Hired before 6/13/18	\$ 95,031.00 \$ 102,736.00	2022-2023 2022-2023

\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.

<sup>1</sup> Employees hired before July 2003 have a maximum salary of \$122,387.20.

## TRAFFIC ENGINEERING SERVICES MANAGER

Hartford

Traffic Engineering Services Mgr (as of  
6/30/2023)

MAX

\$ 110,475.82

Municipality	Position Title	Max Salary*	Year
Bridgeport (40 Hrs) City Spvr's Association, 2018-2023	Traffic Engineer	Salaries Not In CBA	2022/2023 2022/2023
Bristol (37.5 Hrs) BPSA Nutmeg Independent Labor	Assistant City Engineer	\$ 121,357.00 \$ 124,391.00	2023/2024 2024/2025
Meriden(40) <sup>1</sup>	Assistant City Engineer	\$ 99,008.00	2023/2024
Middletown (40 Hrs) UPSEU, Local 6457, 2020-2025	Assistant Chief Engineer	\$ 125,424.00 \$ 127,940.80	2023/2024 2024/2025
New Britain (36.25 Hrs) Local 818, Jan. 2023-Dec. 2025	Traffic Operations/Engineering Manager	\$ 134,727.83 \$ 138,432.85 \$ 142,239.75	Jan. 2023 Jan. 2024 Jan. 2025
New Haven (35 Hrs) Local 3144, 2015-2020	Traffic Operations Engineer Traffic Projects Engineer	\$ 118,158.86 \$ 118,158.86	2019/2020 2019/2020
Waterbury (35 Hrs) Local 2090, 2022-2025	Traffic Engineer	\$ 126,890.77	2023/2024

\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.

<sup>1</sup> Employees hired before July 2003 have a maximum salary of \$102,980.80.

## Summary of Cost Impact: Agreement with Hartford Municipal Employees Association

General Topic	Change	Fiscal Impact			
		FY2024	FY2025	FY2026	FY2027
Wages	General Wage Increase %	4.0%	2.0%	2.0%	2.0%
	Cost of General Wage Increases	\$556,230	\$300,012	\$312,119	\$323,672
	Cost of Steps	\$116,081	\$379,313	\$305,335	\$265,565
Health Care					
Health premium cost share	No change				
Pension					
Employee contribution	No change				
Employer contribution	No change				
Net Annual Impact		\$672,312	\$679,325	\$617,453	\$589,237
Other Measures					
	NA	\$0	\$0	\$0	\$0
Total Annual Impact		\$672,312	\$679,325	\$617,453	\$589,237
Total Cumulative Impact		\$672,312	\$1,351,636	\$1,969,090	\$2,558,327

### Note:

Projections include estimated cost of vacant positions.

Vacant positions projected based on 7/1/23 hire date.



Salary and Step Analysis: HMEA

			FY2024				FY2025				FY2026				FY2027			
Job Class Code Desc	Step/ Level	Current Annual Pay	Increase from		Projected Earnings	Next Step	Increase from		Projected Earnings	Next Step	Increase from		Projected Earnings	Next Step	Increase from		Projected Earnings	
			Next Step	GW			Step	GW			from Step	from Step			GW	from Step		
FILLED POSITIONS																		
CHIEF ZONING ADMINISTRATION	4	85,732	5	3,429.26	1,816.08	90,977	6	1,893.84	3,715.03	96,586	7	2,007.50	3,789.33	102,383	7	2,087.17	1,975.67	106,445
ADMIN CLERK - HMEA	4	48,900	4	1,955.98	-	50,855	4	1,017.11	(0.00)	51,873	4	1,037.45	-	52,910	4	1,058.20	-	53,968
ADMIN CLERK - HMEA	3	46,862	4	1,874.48	127.96	48,864	4	1,017.11	1,991.16	51,873	4	1,037.45	-	52,910	4	1,058.20	-	53,968
ADMIN CLERK - HMEA	2	44,825	3	1,792.98	1,035.79	47,653	4	995.45	2,118.99	50,768	4	1,037.45	1,104.86	52,910	4	1,058.20	-	53,968
ADMIN CLERK - HMEA	4	48,900	4	1,955.98	-	50,855	4	1,017.11	(0.00)	51,873	4	1,037.45	-	52,910	4	1,058.20	-	53,968
ADMIN CLERK - HMEA	0	40,750	1	1,629.98	98.61	42,478	2	891.94	2,118.87	45,489	3	953.01	2,161.49	48,603	4	1,016.16	2,204.47	51,824
ADMIN CLERK - HMEA	2	44,825	3	1,792.98	1,368.29	47,986	4	1,002.10	2,119.03	51,107	4	1,037.45	765.67	52,910	4	1,058.20	-	53,968
ADMIN CLERK - HMEA	3	46,862	4	1,874.48	3,467.66	52,204	4	1,100.91	2,841.59	56,147	4	1,122.93	-	57,269	4	1,145.39	(0.00)	58,415
ADMIN CLERK - HMEA	0	40,750	1	1,629.98	220.85	42,600	2	894.39	2,118.88	45,614	3	955.50	2,161.48	48,731	4	1,018.70	2,204.49	51,954
ASSISTANT DATA PROCESS MANAGER	6	107,449	7	4,297.95	3,436.54	115,183	7	2,320.89	861.20	118,365	7	2,367.30	-	120,733	7	2,414.65	-	123,147
PREAUDIT/ACCTS PAYABLE SUPRVS	1	78,650	2	3,146.01	3,788.75	85,585	3	1,789.60	3,894.85	91,269	4	1,904.85	3,973.01	97,147	5	2,024.00	4,052.47	103,224
PURCHASING AGENT	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
PAYROLL SUPERVISOR	5	77,085	6	3,083.39	1,814.24	81,982	7	1,703.78	3,206.67	86,893	7	1,766.26	1,420.29	90,079	7	1,801.59	-	91,881
SENIOR ACCOUNTANT	3	64,415	4	2,576.61	303.60	67,295	5	1,404.16	2,912.75	71,612	6	1,491.67	2,971.00	76,075	7	1,582.11	3,030.42	80,688
SENIOR ACCOUNTANT	5	70,017	6	2,800.67	2,320.12	75,137	7	1,561.00	2,912.75	79,611	7	1,604.31	604.48	81,820	7	1,636.40	0.00	83,456
PRINCIPAL ACCOUNTANT	7	83,251	7	3,330.06	-	86,582	7	1,731.63	-	88,313	7	1,766.26	-	90,079	7	1,801.59	-	91,881
CONTROLLER	0	111,487	0	4,459.47	-	115,946	0	2,318.92	0.00	118,265	0	2,365.30	-	120,630	0	2,412.61	(0.00)	123,043
SENIOR SYSTEMS ANALYST	7	91,730	7	3,669.21	-	95,400	7	1,907.99	-	97,308	7	1,946.15	-	99,254	7	1,985.07	-	101,239
SENIOR SYSTEMS ANALYST	7	91,730	7	3,669.21	-	95,400	7	1,907.99	-	97,308	7	1,946.15	-	99,254	7	1,985.07	-	101,239
SENIOR SYSTEMS ANALYST	4	81,538	5	3,261.52	1,466.33	86,266	6	1,795.98	3,533.32	91,595	7	1,903.98	3,603.98	97,103	7	1,985.07	2,150.50	101,239
SENIOR SYSTEMS ANALYST	1	71,346	1	2,853.83	-	74,200	2	1,554.28	3,514.29	79,268	3	1,657.44	3,603.98	84,530	4	1,764.11	3,676.06	89,970
SYSTEMS PROGRAMMER	1	75,015	2	3,000.61	2,827.71	80,844	3	1,691.17	3,715.03	86,250	4	1,800.78	3,789.33	91,840	5	1,914.10	3,865.11	97,619
PROJECT LEADER	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
PROJECT LEADER	4	89,886	5	3,595.44	224.72	93,706	6	1,952.02	3,895.11	99,553	7	2,070.52	3,973.01	105,597	7	2,188.31	3,818.68	111,604
PROJECT LEADER	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
PROJECT LEADER	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
PROJECT LEADER	6	97,377	7	3,895.06	3,114.59	104,386	7	2,103.33	780.52	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
HELP DESK SUPPORT TECHNICIAN	4	61,800	5	2,472.00	1,530.60	65,803	6	1,369.61	2,678.04	69,850	6	1,420.41	1,170.39	72,441	6	1,448.82	0.00	73,890
HELP DESK SUPPORT TECHNICIAN	2	56,650	3	2,266.00	2,236.16	61,152	4	1,276.60	2,677.82	65,107	5	1,356.76	2,731.56	69,195	6	1,439.62	2,786.23	73,421
CHIEF ASSESSMENT TECHNICIAN	7	96,448	7	3,857.92	-	100,306	7	2,006.12	-	102,312	7	2,046.24	(0.00)	104,358	7	2,087.17	0.00	106,445
CHIEF ASSESSMENT TECHNICIAN	7	96,448	7	3,857.92	-	100,306	7	2,006.12	-	102,312	7	2,046.24	(0.00)	104,358	7	2,087.17	0.00	106,445
PSC TRAINING COORDINATOR	5	89,304	6	3,572.15	1,091.65	93,968	7	1,953.65	3,715.03	99,636	7	2,046.24	2,675.85	104,358	7	2,087.17	0.00	106,445
ACCOUNTING SUPERVISOR	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
DEP TAX COLLECT	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
FINANCIAL SYSTEMS MANAGER	6	97,377	7	3,895.06	1,316.85	102,588	7	2,103.33	2,578.26	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
SUPERVISING PAYROLL MANAGER	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
AUDITOR	7	91,730	7	3,669.21	-	95,400	7	1,907.99	-	97,308	7	1,946.15	-	99,254	7	1,985.07	-	101,239
AUDITOR	7	91,730	7	3,669.21	-	95,400	7	1,907.99	-	97,308	7	1,946.15	-	99,254	7	1,985.07	-	101,239
AUDITOR	7	91,730	7	3,669.21	-	95,400	7	1,907.99	-	97,308	7	1,946.15	-	99,254	7	1,985.07	-	101,239
AUDITOR	7	91,730	7	3,669.21	-	95,400	7	1,907.99	-	97,308	7	1,946.15	-	99,254	7	1,985.07	-	101,239
SUPERVISOR OF LICENSES & PERMI	3	74,558	4	2,982.31	-	77,540	5	1,552.10	64.83	79,157	6	1,651.91	3,438.50	84,248	7	1,755.10	3,507.55	89,510
RECORDS MANAGER	1	64,751	2	2,590.05	2,757.74	70,099	3	1,466.12	3,206.91	74,772	4	1,560.86	3,270.85	79,604	5	1,658.80	3,336.22	84,599
SENIOR ADMINISTRATIVE ASSIST	6	72,453	7	2,898.14	565.14	75,917	7	1,564.99	2,333.01	79,815	7	1,596.29	(0.00)	81,411	7	1,628.22	-	83,039
SENIOR ADMINISTRATIVE ASSIST	6	72,453	7	2,898.14	1,162.60	76,514	7	1,564.99	1,735.54	79,815	7	1,596.29	(0.00)	81,411	7	1,628.22	-	83,039
SENIOR ADMINISTRATIVE ASSIST	4	66,880	4	2,675.20	-	69,555	5	1,445.41	2,715.34	73,716	6	1,533.44	2,956.11	78,206	7	1,624.42	3,015.23	82,845

Salary and Step Analysis: HMEA

			FY2024				FY2025				FY2026				FY2027					
Job Class Code Desc	Step/ Level	Current Annual Pay	Increase from		Projected	Next Step	Increase from		Increase	Projected	Next Step	Increase from		Increase	Projected	Next Step	Increase from		Increase	Projected
			Next Step	GW	Step		Earnings	Next Step	GW	from Step		Earnings	Next Step	GW	from Step		Earnings	Next Step	GW	from Step
SENIOR ADMINISTRATIVE ASSIST	3	64,093	4	2,563.74	1,138.08	67,795	5	1,413.87	2,898.15	72,107	6	1,501.27	2,956.11	76,565	7	1,591.60	3,015.23	81,171		
SENIOR ADMINISTRATIVE ASSIST	7	75,240	7	3,009.60	-	78,250	7	1,564.99	-	79,815	7	1,596.29	(0.00)	81,411	7	1,628.22	-	83,039		
SENIOR ADMINISTRATIVE ASSIST	1	58,520	2	2,340.80	756.86	61,618	3	1,290.32	2,898.15	65,806	4	1,375.25	2,956.11	70,138	5	1,463.05	3,015.23	74,616		
SENIOR ADMINISTRATIVE ASSIST	3	64,093	4	2,563.74	294.27	66,951	5	1,396.99	2,898.15	71,247	6	1,484.05	2,956.11	75,687	7	1,574.04	3,015.23	80,276		
SENIOR ADMINISTRATIVE ASSIST	4	66,880	5	2,675.20	405.74	69,961	6	1,457.18	2,898.15	74,316	7	1,545.45	2,956.11	78,818	7	1,628.22	2,593.10	83,039		
SENIOR ADMINISTRATIVE ASSIST	4	66,880	5	2,675.20	525.01	70,080	6	1,459.57	2,898.15	74,438	7	1,547.88	2,956.11	78,942	7	1,628.22	2,469.01	83,039		
SENIOR ADMINISTRATIVE ASSIST	6	72,453	6	2,898.14	-	75,352	7	1,507.03	-	76,859	7	1,537.17	-	78,396	7	1,567.92	0.00	79,964		
SENIOR ADMINISTRATIVE ASSIST	7	75,240	7	3,009.60	-	78,250	7	1,564.99	-	79,815	7	1,596.29	(0.00)	81,411	7	1,628.22	-	83,039		
SENIOR ADMINISTRATIVE ASSIST	7	75,240	7	3,009.60	-	78,250	7	1,564.99	-	79,815	7	1,596.29	(0.00)	81,411	7	1,628.22	-	83,039		
SENIOR ADMINISTRATIVE ASSIST	7	75,240	7	3,009.60	-	78,250	7	1,564.99	-	79,815	7	1,596.29	(0.00)	81,411	7	1,628.22	-	83,039		
SENIOR ADMINISTRATIVE ASSIST	5	69,667	6	2,786.67	151.60	72,605	7	1,510.06	2,898.15	77,013	7	1,596.29	2,801.48	81,411	7	1,628.22	-	83,039		
SENIOR ADMINISTRATIVE ASSIST	4	66,880	5	2,675.20	2,308.49	71,864	6	1,495.24	2,898.15	76,257	7	1,584.26	2,956.11	80,798	7	1,628.22	613.48	83,039		
SENIOR ADMINISTRATIVE ASSIST	5	69,667	6	2,786.67	2,651.80	75,105	7	1,560.07	2,898.15	79,563	7	1,596.29	251.27	81,411	7	1,628.22	-	83,039		
SENIOR ADMINISTRATIVE ASSIST	4	66,880	5	2,675.20	2,205.94	71,761	6	1,493.19	2,898.15	76,153	7	1,582.17	2,956.11	80,691	7	1,628.22	720.18	83,039		
SENIOR ADMINISTRATIVE ASSIST	2	61,307	3	2,452.27	2,707.54	66,467	4	1,387.29	2,898.15	70,752	5	1,474.16	2,956.11	75,182	6	1,563.95	3,015.23	79,761		
CITY FORESTER	7	93,095	7	3,723.81	-	96,819	7	1,936.38	-	98,756	7	1,975.11	0.00	100,731	7	2,014.61	-	102,745		
PRIN ADMINISTRATIVE ANALYST	7	83,251	7	3,330.06	-	86,582	7	1,731.63	-	88,313	7	1,766.26	-	90,079	7	1,801.59	-	91,881		
PRIN ADMINISTRATIVE ANALYST	7	83,251	7	3,330.06	-	86,582	7	1,731.63	-	88,313	7	1,766.26	-	90,079	7	1,801.59	-	91,881		
PRIN ADMINISTRATIVE ANALYST	4	74,001	4	2,960.06	-	76,962	5	1,596.85	2,881.07	81,439	6	1,694.21	3,270.81	86,404	7	1,794.81	3,336.22	91,535		
PRIN ADMINISTRATIVE ANALYST	6	80,168	6	3,206.73	-	83,375	7	1,728.82	3,066.07	88,170	7	1,766.26	143.41	90,079	7	1,801.59	-	91,881		
PRIN ADMINISTRATIVE ANALYST	4	74,001	5	2,960.06	448.93	77,410	6	1,612.34	3,206.67	82,229	7	1,710.01	3,270.81	87,210	7	1,801.59	2,869.15	91,881		
PRIN ADMINISTRATIVE ANALYST	6	80,168	7	3,206.73	395.90	83,771	7	1,731.63	2,810.77	88,313	7	1,766.26	-	90,079	7	1,801.59	-	91,881		
PRIN ADMINISTRATIVE ANALYST	6	80,168	6	3,206.73	-	83,375	7	1,723.89	2,819.41	87,918	7	1,766.26	395.01	90,079	7	1,801.59	-	91,881		
ADMN ASSISTANT - HMEA	3	53,932	4	2,157.28	1,527.96	57,617	5	1,201.12	2,438.74	61,257	6	1,274.89	2,487.51	65,020	7	1,351.13	2,537.09	68,908		
ADMN ASSISTANT - HMEA	7	63,312	7	2,532.46	-	65,844	7	1,316.88	-	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874		
ADMN ASSISTANT - HMEA	3	53,932	4	2,157.28	60.03	56,149	5	1,171.76	2,438.74	59,760	6	1,244.95	2,487.51	63,492	7	1,320.59	2,537.26	67,350		
ADMN ASSISTANT - HMEA	7	63,312	7	2,532.46	-	65,844	7	1,316.88	-	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874		
ADMN ASSISTANT - HMEA	7	63,312	7	2,532.46	-	65,844	7	1,316.88	-	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874		
ADMN ASSISTANT - HMEA	7	63,312	7	2,532.46	-	65,844	7	1,316.88	-	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874		
ADMN ASSISTANT - HMEA	7	63,312	7	2,532.46	-	65,844	7	1,316.88	-	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874		
ADMN ASSISTANT - HMEA	7	63,312	7	2,532.46	-	65,844	7	1,316.88	-	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874		
ADMN ASSISTANT - HMEA	6	60,967	7	2,438.68	355.45	63,761	7	1,316.88	2,083.01	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874		
ADMN ASSISTANT - HMEA	2	51,587	2	2,063.50	-	53,651	3	1,116.83	2,190.87	56,959	4	1,188.92	2,487.48	60,635	5	1,263.44	2,537.26	64,436		
ADMN ASSISTANT - HMEA	7	63,312	7	2,532.46	-	65,844	7	1,316.88	-	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874		
ADMN ASSISTANT - HMEA	1	49,242	2	1,969.70	897.64	52,110	3	1,090.97	2,438.64	55,639	4	1,162.53	2,487.34	59,289	5	1,236.53	2,537.26	63,063		
ADMN ASSISTANT - HMEA	7	63,312	7	2,532.46	-	65,844	7	1,316.88	-	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874		
ADMN ASSISTANT - HMEA	3	53,932	4	2,157.28	816.98	56,906	5	1,186.90	2,438.74	60,532	6	1,260.39	2,487.51	64,280	7	1,336.34	2,537.17	68,153		
ADMN ASSISTANT - HMEA	6	60,967	7	2,438.68	1,935.77	65,341	7	1,316.88	502.70	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874		
ADMN ASSISTANT - HMEA	4	56,277	5	2,251.08	1,387.27	59,915	6	1,247.08	2,438.74	63,601	7	1,321.77	2,487.36	67,410	7	1,370.08	1,093.83	69,874		
ADMN ASSISTANT - HMEA	3	53,932	4	2,157.28	167.90	56,257	5	1,173.92	2,438.74	59,870	6	1,247.15	2,487.51	63,605	7	1,322.84	2,537.24	67,465		
ADMN ASSISTANT - HMEA	3	53,932	4	2,157.28	824.48	56,914	5	1,187.05	2,438.74	60,540	6	1,260.54	2,487.51	64,288	7	1,336.50	2,537.17	68,161		
BENEFITS ANALYST	0	64,751	1	2,590.05	-	67,341	2	1,362.14	765.90	69,469	3	1,454.80	3,270.87	74,195	4	1,550.63	3,336.44	79,082		
TECHNICAL SUPPORT MANAGER	7	111,581	7	4,463.24	-	116,044	7	2,320.89	-	118,365	7	2,367.30	-	120,733	7	2,414.65	-	123,147		
TECHNICAL SUPPORT MANAGER	7	111,581	7	4,463.24	-	116,044	7	2,320.89	-	118,365	7	2,367.30	-	120,733	7	2,414.65	-	123,147		
MANAGEMENT SERVICES OFFICER	1	78,650	2	3,146.01	855.43	82,652	3	1,730.93	3,895.05	88,278	4	1,845.01	3,972.80	94,095	5	1,962.96	4,052.47	100,111		
MANAGEMENT SERVICES OFFICER	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604		
MANAGEMENT SERVICES OFFICER	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604		

Salary and Step Analysis: HMEA

			FY2024				FY2025				FY2026				FY2027			
Job Class Code Desc	Step/ Level	Current Annual Pay	Increase from		Projected Earnings	Next Step	Increase from		Projected Earnings	Next Step	Increase from		Projected Earnings	Next Step	Increase from		Projected Earnings	
			Next Step	GW			Step	GW			from Step	from Step			GW	from Step		
BENEFITS & WELLNESS MANAGER	6	87,689	7	3,507.58	2,332.57	93,530	7	1,894.09	1,175.06	96,599	7	1,931.97	-	98,531	7	1,970.61	0.00	100,501
PRINCIPAL ENGINEERING TECH	5	64,103	5	2,564.13	-	66,667	5	1,333.35	(0.00)	68,001	5	1,360.01	-	69,361	5	1,387.22	(0.00)	70,748
PRINCIPAL ENGINEERING TECH	5	64,103	5	2,564.13	-	66,667	5	1,333.35	(0.00)	68,001	5	1,360.01	-	69,361	5	1,387.22	(0.00)	70,748
CIVIL ENGINEER III	4	77,799	5	3,111.97	2,047.45	82,959	6	1,726.60	3,371.35	88,057	7	1,829.91	3,438.77	93,325	7	1,894.05	1,377.39	96,597
CIVIL ENGINEER IV	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
CIVIL ENGINEER IV	5	93,631	6	3,745.25	364.04	97,740	7	2,032.71	3,895.11	103,668	7	2,145.40	3,601.69	109,415	7	2,188.31	-	111,604
ENGR INSPECTION SUPV	7	87,524	7	3,500.97	-	91,025	7	1,820.51	-	92,846	7	1,856.92	-	94,703	7	1,894.05	-	96,597
ENGR INSPECTION SUPV	7	87,524	7	3,500.97	-	91,025	7	1,820.51	-	92,846	7	1,856.92	-	94,703	7	1,894.05	-	96,597
PRINCIPAL PLANNER	7	86,997	7	(415.50)	-	86,582	7	1,731.63	-	88,313	7	1,766.26	-	90,079	7	1,801.59	-	91,881
PROJECT SUPERVISOR	4	70,402	5	2,816.06	2,472.42	75,690	6	1,574.81	3,050.70	80,315	7	1,668.54	3,111.67	85,096	7	1,713.95	601.82	87,411
PROJECT SUPERVISOR	4	70,402	5	2,816.06	930.53	74,148	6	1,543.98	3,050.84	78,743	7	1,637.09	3,111.67	83,492	7	1,713.95	2,205.86	87,411
PROJECT MANAGER	6	87,689	7	3,507.58	2,158.54	93,356	7	1,894.09	1,349.09	96,599	7	1,931.97	-	98,531	7	1,970.61	0.00	100,501
PROJECT MANAGER	7	91,062	7	3,642.49	-	94,705	7	1,894.09	-	96,599	7	1,931.97	-	98,531	7	1,970.61	0.00	100,501
PROJECT MANAGER	7	91,062	7	3,642.49	-	94,705	7	1,894.09	-	96,599	7	1,931.97	-	98,531	7	1,970.61	0.00	100,501
PROJECT MANAGER	5	84,317	5	3,372.67	-	87,689	6	1,816.82	3,151.47	92,658	7	1,924.71	3,577.78	98,160	7	1,970.61	370.55	100,501
PROJECT MANAGER	7	91,062	7	3,642.49	-	94,705	7	1,894.09	-	96,599	7	1,931.97	-	98,531	7	1,970.61	0.00	100,501
PROJECT MANAGER	7	91,062	7	3,642.49	-	94,705	7	1,894.09	-	96,599	7	1,931.97	-	98,531	7	1,970.61	0.00	100,501
PROJECT MANAGER	4	80,944	5	3,237.76	558.52	84,740	6	1,764.96	3,507.63	90,013	7	1,871.81	3,577.78	95,462	7	1,970.61	3,068.25	100,501
SENIOR PROJECT MANAGER	6	92,876	7	3,715.04	1,173.09	97,764	7	2,006.12	2,541.93	102,312	7	2,046.24	(0.00)	104,358	7	2,087.17	0.00	106,445
SENIOR PROJECT MANAGER	6	92,876	7	3,715.04	1,601.75	98,193	7	2,006.12	2,113.28	102,312	7	2,046.24	(0.00)	104,358	7	2,087.17	0.00	106,445
SENIOR PROJECT MANAGER	7	96,448	7	3,857.92	-	100,306	7	2,006.12	-	102,312	7	2,046.24	(0.00)	104,358	7	2,087.17	0.00	106,445
SENIOR PROJECT MANAGER	7	96,448	7	3,857.92	-	100,306	7	2,006.12	-	102,312	7	2,046.24	(0.00)	104,358	7	2,087.17	0.00	106,445
SENIOR PROJECT MANAGER	5	89,304	6	3,572.15	1,816.08	94,692	7	1,968.14	3,715.03	100,375	7	2,046.24	1,936.93	104,358	7	2,087.17	0.00	106,445
SENIOR PROJECT MANAGER	7	96,448	7	3,857.92	-	100,306	7	2,006.12	-	102,312	7	2,046.24	(0.00)	104,358	7	2,087.17	0.00	106,445
TRAFFIC ENG SERVICES MANAGER	7	106,523	8	4,260.91	823.81	111,608	8	2,297.90	3,287.35	117,193	8	2,343.85	-	119,537	8	2,390.73	0.00	121,927
PUBLIC HEALTH NURSING SPVSR	4	108,652	5	4,346.08	1,396.16	114,394	6	2,382.05	4,708.20	121,484	6	2,497.25	3,378.28	127,360	6	2,547.20	(0.00)	129,907
EPIDEMIOLOGIST	4	92,283	5	3,691.31	2,680.83	98,655	6	2,053.07	3,998.76	104,707	7	2,175.71	4,078.83	110,961	7	2,246.65	1,371.37	114,579
EPIDEMIOLOGIST	3	88,438	4	3,537.51	3,428.33	95,404	5	1,988.05	3,998.95	101,391	6	2,109.38	4,078.69	107,579	7	2,234.78	4,160.46	113,974
CHIEF HOUSING CODE ENFORCEMENT	3	74,558	4	2,982.31	2,750.02	80,290	5	1,673.23	3,371.30	85,335	6	1,775.47	3,438.77	90,549	7	1,881.13	3,507.55	95,938
SOCIAL WORKER II	7	62,133	7	2,485.33	-	64,619	7	1,292.37	-	65,911	7	1,318.22	-	67,229	7	1,344.58	-	68,574
SOCIAL WORKER III	1	52,670	2	2,106.78	2,579.45	57,356	3	1,199.28	2,608.28	61,163	4	1,276.48	2,660.72	65,100	5	1,356.28	2,713.66	69,170
PUB WKS ASST SUPERINTENDENT	1	72,407	2	2,896.30	787.55	76,091	3	1,593.54	3,585.99	81,271	4	1,698.57	3,657.55	86,627	5	1,807.16	3,730.86	92,165
DPW SUPERINTENDENT	6	102,578	7	4,103.12	1,341.20	108,022	8	2,242.55	4,105.34	114,370	8	2,343.85	2,822.47	119,537	8	2,390.73	0.00	121,927
DPW SUPERINTENDENT	5	97,675	6	3,907.01	531.47	102,114	7	2,142.18	4,995.07	109,251	8	2,268.73	4,185.48	115,705	8	2,390.73	3,831.43	121,927
DPW SUPERINTENDENT	7	106,523	8	4,260.91	1,502.16	112,286	8	2,297.90	2,609.01	117,193	8	2,343.85	-	119,537	8	2,390.73	0.00	121,927
DPW SUPERINTENDENT	7	106,523	8	4,260.91	294.11	111,078	8	2,297.90	3,817.06	117,193	8	2,343.85	-	119,537	8	2,390.73	0.00	121,927
DPW SUPERVISOR	1	56,101	1	2,244.03	-	58,345	2	1,218.96	2,603.11	62,167	3	1,300.01	2,833.93	66,301	4	1,383.82	2,890.34	70,575
DPW SUPERVISOR	6	69,458	7	2,778.32	1,794.18	74,030	7	1,500.29	984.18	76,515	7	1,530.30	-	78,045	7	1,560.90	-	79,606
DPW SUPERVISOR	1	56,101	2	2,244.03	22.44	58,367	3	1,222.91	2,778.36	62,368	4	1,304.05	2,833.92	66,506	5	1,387.94	2,890.33	70,785
PUBLIC SAFETY COMM SUPERVISOR	2	83,211	2	3,328.43	-	86,539	2	1,730.78	-	88,270	2	1,765.40	-	90,035	2	1,800.71	(0.00)	91,836
PUBLIC SAFETY COMM SUPERVISOR	2	83,211	2	3,328.43	-	86,539	2	1,730.78	-	88,270	2	1,765.40	-	90,035	2	1,800.71	(0.00)	91,836
PUBLIC SAFETY COMM SUPERVISOR	0	78,501	1	3,140.02	686.74	82,327	2	1,695.53	2,449.28	86,472	2	1,765.40	1,797.79	90,035	2	1,800.71	(0.00)	91,836
PUBLIC SAFETY COMM SUPERVISOR	1	80,856	2	3,234.22	1,628.77	85,719	2	1,730.78	820.51	88,270	2	1,765.40						

Salary and Step Analysis: HMEA

			FY2024				FY2025				FY2026				FY2027						
Job Class Code Desc	Step/ Level	Current Annual Pay	Increase from		Increase from	Projected	Next Step	Increase from		Increase	Projected	Next Step	Increase from		Increase	Projected	Next Step	Increase from		Increase	Projected
			Next Step	GW	Step	Earnings		GW	from Step	from Step	Earnings		GW	from Step	from Step	Earnings		GW	from Step	from Step	Earnings
SCHOOL CROSSING GUARD SPVSR	4	46,783	4	1,871.30	-	48,654	4	973.08	(0.00)	49,627	4	992.54	-	50,620	4	1,012.39	-	51,632			
SEAL OF WEIGHTS/INSPECTOR II	2	81,299	3	5,687.76	350.53	94,044	4	1,966.06	4,258.80	100,269	5	2,092.26	4,343.98	106,705	5	2,215.43	4,066.16	112,987			
INSPECTOR II	4	96,007	5	3,840.26	4,113.70	103,961	5	2,080.14	46.40	106,087	5	2,121.74	-	108,209	5	2,164.18	(0.00)	110,373			
INSPECTOR II	4	96,007	5	3,840.26	113.60	99,960	5	2,080.14	4,046.50	106,087	5	2,121.74	-	108,209	5	2,164.18	(0.00)	110,373			
INSPECTOR II	3	92,006	4	3,680.25	2,331.41	98,018	5	2,043.56	4,160.22	104,222	5	2,121.74	1,865.42	108,209	5	2,164.18	(0.00)	110,373			
INSPECTOR II	1	85,566	2	3,422.63	13.66	89,002	3	1,830.97	2,546.44	93,379	4	1,952.46	4,243.58	99,575	5	2,078.08	4,328.45	105,982			
INSPECTOR II	4	96,007	5	3,840.26	1,806.45	101,653	5	2,080.14	2,353.66	106,087	5	2,121.74	-	108,209	5	2,164.18	(0.00)	110,373			
INSPECTOR II	4	96,007	5	3,840.26	1,806.45	101,653	5	2,080.14	2,353.66	106,087	5	2,121.74	-	108,209	5	2,164.18	(0.00)	110,373			
SOLID WASTE & RECYLING INSPTR	5	63,547	5	2,541.90	-	66,089	5	1,321.79	-	67,411	5	1,348.22	0.00	68,759	5	1,375.19	0.00	70,134			
SOLID WASTE & RECYLING INSPTR	1	53,380	2	2,135.19	326.36	55,841	3	1,169.70	2,643.46	59,655	4	1,247.02	2,696.54	63,598	5	1,326.97	2,750.26	67,675			
COMMUNITY REC COUNSELOR	3	64,415	4	2,576.61	2,368.29	69,360	5	1,445.46	2,912.75	73,718	6	1,533.79	2,971.00	78,223	7	1,625.07	3,030.42	82,879			
COMMUNITY REC COUNSELOR	3	64,415	4	2,576.61	2,320.12	69,312	5	1,444.49	2,912.75	73,669	6	1,532.80	2,971.00	78,173	7	1,624.07	3,030.42	82,828			
TOTALS - FILLED POSITIONS		11,629,648		463,726	116,081	12,216,163		249,375	252,567	12,718,105		258,148	189,293	13,165,547		266,120	140,454	13,572,120			

IMPACT OF VACANT POSITIONS	2,312,601	92,504	-	2,405,106	50,637	126,746	2,582,488	53,971	116,042	2,752,500	57,552	125,111	2,935,163
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TOTAL: FILLED AND VACANT POSITIONS	556,230	116,081	300,012	379,313	312,119	305,335	323,672	265,565
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CUMULATIVE TOTALS	556,230	116,081	856,242	495,394	1,168,361	800,729	1,492,033	1,066,294
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## TENTATIVE AGREEMENT BETWEEN THE CITY AND CHPEA

The CITY OF HARTFORD and the CITY OF HARTFORD PROFESSIONAL EMPLOYEES ASSOCIATION, SEIU, LOCAL 2001 CSEA ("CHPEA") agree that the provisions of the Collective Bargaining Agreement in effect July 1, 2020 through June 30, 2024 shall remain in full force and effect, except as otherwise modified by this Tentative Agreement.

**1. DURATION, SECTION 8.5 - Replace with the following language:**

The duration of this Agreement shall extend from July 1, 2020 through June 30, 2026 and shall continue in effect thereafter unless amended, modified or terminated in accordance with this Section. Either party wishing to amend, modify or terminate this Agreement must so advise the other party in writing no later than 150 days prior to the expiration of this Agreement.

**The Cover Page of the Collective Bargaining Agreement, as well as any and all other references to duration will be changed to July 1, 2020 through June 30, 2026.**

**2. WAGES (APPENDIX A-2) – The current language in Appendix A-2 will be updated to incorporate the following changes relating to wages and the salary tables also will be updated accordingly.**

**Please note that the placement of the incumbents will not be incorporated into the language of the successor collective bargaining agreement.**

**a. Replace the fourth Paragraph of Appendix A-2, which provides for 0% general wages increases effective July 3, 2022 through June 30, 2024, with the following:**

Effective July 3, 2022, the salaries in effect on July 2, 2022 shall remain in effect through the pay period of the final approval of this Tentative Agreement between the City and CHPEA.

Effective the first full pay period after the final approval of this Tentative Agreement, the salaries in effect will be increased by five percent (5%), except for those classifications outlined below, for which the salaries in effect will be increasing by varying amounts as set forth below.

**Junior Planner, Class Code 2016.** Effective the first full pay period after the final approval of this Tentative Agreement, the salary schedule for the Junior Planner classification (Class Code 2016) will be removed from its current salary band, and the new biweekly salary schedule will be as follows:

0	1	2	3	4
Base Rate	1 Year	2 Years	3 Years	4 Years
\$2115.00	\$2220.75	\$2326.50	\$2432.25	\$2538.00

The full-time incumbents employed in this classification will be placed on the new salary schedule as provided below. This change in step will not impact their regular growth increment eligibility.

Employee Number	New Step
#948806	2
#949138	1

**Senior Planner, Class Code 2017.** Effective the first full pay period after the final approval of this Tentative Agreement, the salary schedule for the Senior Planner classification (Class Code 2017) will be removed from its current salary band, and the new biweekly salary schedule will be as follows:

# **TENTATIVE AGREEMENT BETWEEN THE CITY AND CHPEA**

0	1	2	3	4
Base Rate	1 Year	2 Years	3 Years	4 Years
\$2600.00	\$2730.00	\$2860.00	\$2990.00	\$3120.00

The full-time incumbent employed in this classification, Employee # 947589, will be placed on Step 1 of the new salary schedule. This change in step will not impact her regular growth increment eligibility. If this Tentative Agreement is approved after October 1, 2023, the incumbent will be placed on Step 2 of the new salary schedule, as she is eligible for a growth increment on October 1, 2023.

**Assessment Technician (Class Code 0342)**. Effective the first full pay period after the final approval of this Tentative Agreement, the salary schedule for the Assessment Technician classification (Class Code 0342) will be removed from its current salary band, and the new biweekly salary schedule will be as follows:

0	1	2	3	4	5	6	7	8
Base Rate	½ Year	1 Year	1½ Years	2 Years	3 Years	4 Years	5 Years	6 Years
\$2325.00	\$2441.25	\$2557.50	\$2673.75	\$2790.00	\$2906.25	\$3022.50	\$3138.75	\$3255.00

Effective the first pay period after the final approval of this Tentative Agreement, the full-time incumbents employed in this classification will be placed on the new salary schedule as provided below. Their eligibility for future growth increments will be as provided below.

Employee Number	New Step	Next GI Eligibility
#946502	6	1 <sup>st</sup> Sunday in March 2024
#947331	6	1 <sup>st</sup> Sunday in October 2024

Effective the first pay period after the final approval of this Tentative Agreement, the hourly rate of pay of the temporary employee in this classification, Employee #949204, will be \$37.7813, the equivalent hourly rate of Step 6.

Any new employee hired in the classification of Assessment Technician before October 31, 2023 will be placed on Step 6 of the new salary schedule effective the first pay period after the final approval of this Tentative Agreement.

**Building Plans Examiner (Class Code 2070) and Mechanical Plans Examiner (Class Code 2009)**. Effective the first full pay period after the final approval of this Tentative Agreement, the biweekly salary schedule for the Building Plans Examiner and Mechanical Plans Examiner classifications (Class Codes 2070 and 2009, respectively) will be revised as follows:

0	1	2	3	4	5
Base Rate	1 Year	2 Years	3 Years	4 Years	5 Years
\$3200.22	\$3360.23	\$3520.24	\$3680.25	\$3840.26	\$4000.28

The full-time incumbent employed in the classification of Mechanical Plans Examiner, Employee # 948317, will be placed on Step 2 of the new salary schedule. This change in step will not impact his regular growth increment eligibility. If this Tentative Agreement is approved after October 1, 2023, the incumbent will be placed on Step 3 of the new salary schedule, as he is eligible for a growth increment on October 1, 2023.

## TENTATIVE AGREEMENT BETWEEN THE CITY AND CHPEA

**Environmental Health Sanitarian Trainee (Class Code 3508), Environmental Health Sanitarian (Class Codes 3509, Previously, Environmental Health Sanitarian 1), and Environmental Health Sanitarian 2 (Class Code 3510).** Effective the first full pay period after the final approval of this Tentative Agreement, the Environmental Health Sanitarian 2 classification (Class Code 3510) will no longer be included in the City's Classification Plan in accordance with the changes outlined in Paragraph 4.c of this Tentative Agreement, and the biweekly salary schedules for the remaining CHPEA Environmental Health Sanitarian classifications will be revised as follows:

Environmental Health Sanitarian Trainee, Class Code 3508			
0	1	2	3
Base Rate	½ Year	1 Year	1½ Years
\$2175.37	\$2284.14	\$2392.91	\$2501.68

Environmental Health Sanitarian, Class Code 3509*					
0	1	2	3	4	5
Base Rate	1 Year	2 Years	3 Years	4 Years	5 Years
\$2885.00	\$3029.25	\$3173.50	\$3317.75	\$3462.00	\$3606.25
*Classification title changed in accordance with Paragraph 4.c of this Tentative Agreement.					

Effective the first pay period after the final approval of this Tentative Agreement, the full-time incumbents employed in the current classifications of 3508, 3509 and 3510 will be placed on the new salary schedules as provided below. Their eligibility for future growth increments will be as provided below.

Employee Number	Classification #	New Step	Next GI Eligibility
#948353	3508	2	6 months after the effective date of this Step Change in accordance with current practice
#948688	3508	2	6 months after the effective date of this Step Change in accordance with current practice
#949147	3508	2	6 months after the effective date of this Step Change in accordance with current practice
#943090	3509	2	1 <sup>st</sup> Sunday in August 2024
#948394	3509	0 (Base)	1 <sup>st</sup> Sunday in September 2024
#946327	3509 (Previously 3510)	3	1 <sup>st</sup> Sunday in October 2024

If this Tentative Agreement is approved after October 1, 2023, Employee #946327 will be placed on Step 4 of the new salary schedule, as he is eligible for a growth increment on October 1, 2023.

- b. New fifth and sixth Paragraphs of Appendix A-2, which provides for general wage increases for FY2024-2025 and FY2025-2026.***

Effective to July 7, 2024, the salaries in effect on July 6, 2024 will be increased by two percent (2%).

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

### **3. SAFETY SHOES, SECTION 6.10 – Add the following new paragraph to the end of Section 6.10:**

Notwithstanding anything herein to the contrary, effective Fiscal Year 2023-24 and thereafter, employees in the job classifications of Environmental Health Sanitarian Trainee (#3508), Environmental Health Sanitarian (#3509), Public Health Sanitarian Inspector (#3501), and Zoning



## TENTATIVE AGREEMENT BETWEEN THE CITY AND CHPEA

Enforcement Officer (#4030) only, shall be provided with one (1) pair of safety shoes of a cost up to one hundred twenty dollars (\$120) dollars, inclusive of state sales tax, from an approved City vendor.

### 4. MINIMUM QUALIFICATION CHANGES FOR CERTAIN CHPEA CLASSIFICATIONS –

Effective the first full pay period after final approval of this Tentative Agreement, the minimum qualifications for the following classifications will be changed as described below. In addition to the revisions to minimum qualifications, the remainder of the job description will be updated to accurately reflect the current duties and responsibilities of the classification, as well as the necessary knowledge, skills and abilities. Without waiving its right “to determine the content of job classification” as set forth in Article I, Section 1.5 Management Rights of the current Collective Bargaining Agreement, the updated job descriptions, including the changes to minimum qualifications as outlined above, will be provided to CHPEA upon completion.

- a. **Junior Planner, Class Code 2016.** Effective upon the final approval of this Tentative Agreement, the *Minimum Qualifications* for the Junior Planner classification (Class Code 2016) will be as follows:

#### **Minimum Qualifications**

Graduation from an accredited college with major work in planning, Urban Studies, public or business administration, architecture, political science, sustainability, community development, law or a closely related field;

OR

An Associate’s degree and two (2) years of experience in land use planning.

- b. **Senior Planner, Class Code 2017.** Effective upon the final approval of this Tentative Agreement, the *Minimum Qualifications* for the Senior Planner classification (Class Code 2017) will be as follows:

#### **Minimum Qualifications**

Graduation from an accredited college with major work in planning, Urban Studies, public or business administration, architecture, political science, sustainability, community development, law or a closely related field AND two (2) years of responsible professional experience in urban development or planning.

OR

An Associate’s degree and four (4) years of experience in land use planning.

- c. **Environmental Health Sanitarian Series (Class Codes 3508, 3509 and 3510).** Effective the first full pay period after the final approval of this Tentative Agreement, the following changes will be implemented as it relates to the CHPEA Environmental Health Sanitarian classifications:

- i. The *Minimum Qualifications* and the *Licenses; Certifications; Special Requirements* for the Environmental Health Sanitarian Trainee classification (Class Code 3508) will be as follows:

## TENTATIVE AGREEMENT BETWEEN THE CITY AND CHPEA

### **Minimum Qualifications**

Bachelor's degree from an accredited college or university with a major in public health, environmental health, biological sciences, sanitary engineering or a closely related field.

### **Licenses; Certifications; Special Requirements**

Must possess and maintain a valid driver's license.

Must obtain Food Establishment Inspector Certification from the State of Connecticut within twenty-four (24) months.

Must obtain Lead Inspector Certification from the State of Connecticut within twenty-four (24) months.

Must obtain Phase I Subsurface Sewage Disposal Certification from the State of Connecticut within twenty-four (24) months.

Must obtain Pool Certification from the State of Connecticut within twenty-four (24) months.

May be required to obtain additional certification as a result of legislative requirements.

Shall serve a minimum of a twelve-month to a maximum of an eighteen-month probationary period.

The employee may not remain as an Environmental Health Sanitarian Trainee for more than two years. An employee who fails to obtain the specified State certifications within the two-year training period shall either return to his/her former or comparable position, if available, or be terminated.

- ii. Environmental Health Sanitarian 1 (Class Code 3509) and Environmental Health Sanitarian 2 (Class Code 3510) will be collapsed into one classification of Environmental Health Sanitarian and the Class Code will be 3509. The Environmental Health Sanitarian 2 (Class Code 3510) will be deleted from the City's Classification Plan effective the first full pay period after the final approval of this Tentative Agreement.

The *Minimum Qualifications* and the *Licenses; Certifications; Special Requirements* for the Environmental Health Sanitarian (Class Code 3509) will be as follows:

### **Minimum Qualifications**

Bachelor's degree from an accredited college or university with a major in public health, environmental health, biological sciences, sanitary engineering or a closely related field, **AND** two (2) years of experience in the field of environmental health.

Master's degree from an accredited college or university in public health, environmental health, or a closely related field preferred.

### **Licenses; Certifications; Special Requirements**

Must possess and maintain a valid driver's license.

Must obtain certification as a Connecticut Registered Sanitarian within twenty-four (24) months.

Must possess and maintain Food Establishment Inspector Certification from the State of Connecticut.

Must possess and maintain Lead Inspector Certification from the State of Connecticut.

## **TENTATIVE AGREEMENT BETWEEN THE CITY AND CHPEA**

Must possess and maintain Phase I Subsurface Sewage Disposal Certification from the State of Connecticut.

Must obtain Pool Certification from the State of Connecticut within six (6) months.

May be required to obtain additional certification as a result of legislative requirements.

The final approval date of this Tentative Agreement will be the start date to obtain the Registered Sanitarian and Pool Certifications for full-time employees currently employed in the classification of Environmental Health Sanitarian 1.

**TENTATIVE AGREEMENT  
BETWEEN THE CITY OF HARTFORD  
AND  
CHPEA, SEIU, LOCAL 2001 CSEA**

The City of Hartford and the City of Hartford Professional Employee Association, SEIU, Local 2001 CSEA (hereinafter, "CHPEA") tentatively agree to extend their current July 1, 2020 through June 30, 2024 Collective Bargaining Agreement through June 30, 2026, subject to the ratification of CHPEA and approval by the City of Hartford Court of Common Council and the Municipal Accountability Review Board (hereinafter, "MARB"). This extension changes the general wage increase previously approved for Fiscal Year 2023-2024, provides for additional salary adjustments to certain CHPEA classifications, changes to the safety shoe allowance and provides for general wage increases in the two years of the extension as outlined in further detail in this Tentative Agreement. The July 1, 2020 through June 30, 2024 Collective Bargaining Agreement currently in effect shall remain unchanged, except as specifically outlined in this Tentative Agreement provided further that the Collective Bargaining Agreement shall be modified to reflect these changes.

*This Tentative Agreement represents concepts and not necessarily final contract language.  
Actual contract language will be drafted if the Tentative Agreement is ratified by CHPEA and  
approved by the Court of Common Council and MARB.*

**CITY OF HARTFORD**



LUKE BRONIN, MAYOR

9/26/23

DATE

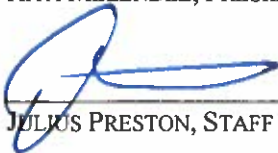
**CITY OF HARTFORD PROFESSIONAL EMPLOYEE ASSOCIATION, SEIU, LOCAL 2001 CSEA**



RITA MELENDEZ, PRESIDENT

9-25-23

DATE



JULIUS PRESTON, STAFF REPRESENTATIVE

9/25/23

DATE

## Summary of Cost Impact: City of Hartford Professional Employee Association (CHPEA)

General Topic	Change	Fiscal Impact		
		FY2024	FY2025	FY2026
Wages	General Wage Increase %	5.0%	2.0%	2.0%
	Cost of General Wage Increases	\$94,393	\$60,303	\$63,506
	Cost of Steps	\$0	\$113,450	\$99,867
	Cost of Salary Table Adjustments	\$160,379	\$265,383	\$292,802
Health Care				
Health premium cost share	No change			
Pension				
Employee contribution	No change			
Employer contribution	No change			
Net Annual Impact		\$254,771	\$439,135	\$456,176
Other Measures				
	Safety Shoes	\$1,080	\$1,080	\$1,080
Total Annual Impact		\$255,851	\$440,215	\$457,256
Total Cumulative Impact		\$255,851	\$696,066	\$1,153,322

### Note:

Based on contract approval date of 10/12/2023

Projections include estimated cost of vacant positions. Vacant positions assumed filled 12/1/2023.

# CHPEA Contract Salary and Steps Analysis

			FY2024 Without CBA		FY2024 With CBA			FY2025 With CBA					FY2026 With CBA			
Job Class Code Desc	Step/ Level	Current Annual Pay	Next Step	Projected Earnings	Increase from GWI	Increase from Step	Projected Earnings	Next Step	Increase from GWI	Increase from Step	Increase from full year on payroll	Projected Earnings	Next Step	Increase from GWI	Increase from Step	Projected Earnings
SYSTEMS ANALYST	6	69,879	7	70,417	2,531.82	-	72,949	8	1,535.38	3,819.74	-	78,304	8	1,611.94	2,292.79	82,209
ACCOUNTANT	0	49,775	0	38,978	1,784.24	-	40,762	1	1,086.34	2,212.23	11,342.94	55,403	2	1,161.38	2,665.42	59,230
MICROCOMPUTER TECHNICIAN	2	59,128	3	59,763	2,151.25	-	61,914	4	1,311.61	3,666.49	-	66,892	5	1,395.41	2,878.51	71,166
ASSESSMENT TECHNICIAN	8	71,591	8	71,591	2,566.25	-	74,157	8	1,503.41	1,013.28	-	76,674	8	1,533.47	(0.00)	78,207
ASSESSMENT TECHNICIAN	3	58,807	4	60,647	2,199.65	-	62,846	5	1,327.44	3,525.63	-	67,699	6	1,408.75	2,738.17	71,846
ASSESSMENT TECHNICIAN	8	71,591	8	71,591	2,566.25	-	74,157	8	1,503.41	1,013.28	-	76,674	8	1,533.47	(0.00)	78,207
MECHANICAL PLANS EXAMINER	2	76,648	3	79,118	2,871.02	-	81,989	4	1,734.83	4,752.91	-	88,476	5	1,844.15	3,731.36	94,052
JUNIOR PLANNER	2	44,121	3	44,556	1,603.33	-	46,160	4	977.91	2,736.02	-	49,874	5	1,040.43	2,147.82	53,062
JUNIOR PLANNER	1	42,116	2	43,179	1,562.06	-	44,742	3	949.00	2,708.37	-	48,399	4	1,010.94	2,147.89	51,558
SENIOR PLANNER	4	61,364	4	60,753	2,199.65	-	62,953	5	1,329.65	3,529.91	-	67,812	6	1,411.01	2,738.16	71,961
TRAFFIC OPERATIONS ENGINEER	7	84,041	7	83,647	3,012.55	-	86,660	8	1,822.16	4,447.98	-	92,930	8	1,866.83	411.55	95,208
PUBLIC HEALTH NURSE	0	62,667	0	50,278	2,246.36	-	52,524	1	1,368.97	2,908.70	13,015.40	69,817	2	1,463.47	3,355.95	74,637
ENVR HEALTH SANITARIAN TRAINEE	3	53,866	3	53,866	1,930.90	-	55,797	3	1,131.19	762.42	-	57,691	3	1,153.82	(0.00)	58,845
ENVR HEALTH SANITARIAN TRAINEE	1	49,182	2	50,785	1,842.18	-	52,627	3	1,115.80	3,162.68	-	56,906	3	1,153.82	785.22	58,845
ENVR HEALTH SANITARIAN TRAINEE	3	53,866	3	53,866	1,930.90	-	55,797	3	1,131.19	762.42	-	57,691	3	1,153.82	-	58,845
ENVR HLTH SANITARIAN 1	6	67,054	6	67,054	2,403.64	-	69,458	6	1,408.14	949.08	-	71,815	6	1,436.30	-	73,251
ENVR HLTH SANITARIAN 1	3	59,317	3	58,956	2,126.29	-	61,082	4	1,292.38	3,536.69	-	65,911	5	1,373.47	2,762.04	70,047
ENVR HEALTH SANITARIAN 2	6	71,671	7	73,716	2,667.95	-	76,384	7	1,562.99	1,764.83	-	79,712	7	1,594.24	0.00	81,306
BLIGHT REMEDIATION ENFORCEME	7	90,935	7	90,935	3,259.68	-	94,195	7	1,909.64	1,287.08	-	97,392	7	1,947.83	-	99,339
ZONING ENFORCEMENT OFFICER	2	74,096	2	67,997	2,656.04	-	70,653	3	1,621.10	3,989.89	6,412.12	82,676	4	1,725.66	3,607.15	88,009
ZONING ENFORCEMENT OFFICER	4	80,831	5	82,701	2,990.96	-	85,692	6	1,807.63	4,690.04	-	92,189	7	1,915.93	3,607.02	97,712
ZONING ENFORCEMENT OFFICER	4	80,831	4	80,239	2,897.49	-	83,137	5	1,755.95	4,660.44	-	89,553	6	1,863.21	3,607.17	95,024
CRIME ANALYST	5	73,584	5	73,584	2,637.70	-	76,222	5	1,545.26	1,041.50	-	78,808	5	1,576.17	(0.00)	80,385
CRIME ANALYST	4	70,640	5	72,266	2,612.28	-	74,878	5	1,545.26	2,384.68	-	78,808	5	1,576.17	-	80,385
CRIME ANALYST	0	58,867	1	58,940	2,113.78	-	61,053	2	1,299.71	3,932.14	-	66,285	3	1,388.75	3,152.17	70,826
CRIME ANALYST	0	58,867	1	58,940	2,113.78	-	61,053	2	1,299.71	3,932.14	-	66,285	3	1,388.75	3,152.17	70,826
CRIME ANALYST	0	58,867	0	58,211	2,110.16	-	60,321	1	1,297.52	3,876.23	679.24	66,174	2	1,386.52	3,152.17	70,712
CRIME ANALYST	0	58,867	1	58,940	2,113.78	-	61,053	2	1,299.71	3,932.14	-	66,285	3	1,388.75	3,152.17	70,826
CRIME ANALYST	0	58,867	1	58,940	2,113.78	-	61,053	2	1,299.71	3,932.14	-	66,285	3	1,388.75	3,152.17	70,826
CRIME ANALYST	0	58,867	0	48,203	2,110.16	-	50,313	1	1,286.99	2,828.88	11,207.39	65,637	2	1,375.78	3,152.22	70,165
Total Cost Impact: Filled Positions					69,926	-			42,060	87,760				44,069	58,389	
Impact of Vacant Positions					24,467	-			18,243	25,690				19,437	41,478	
Combined Impact: Filled and Vacant Positions					94,393	-			60,303	113,450				63,506	99,867	

## MUNICIPAL GENERAL WAGE INCREASE (GWI) COMPS

Hartford CHPEA Professionals	Actual GWIs			Proposed GWIs		
	7/1/2020	7/1/2021	7/1/2022	7/2023*	7/2024	7/2025
	2.00%	1.00%	0.00%	5.00%	2.00%	2.00%

\*Under the current CBA, the GWI for FY2023-24 is 0%. CHPEA had no GWIs in previous CBA, 2016-2020.

### Bridgeport

	7/2021	7/2022	7/2023	7/2024	7/2025	7/2026
Bridgeport City Spvr's Association, 2018-2023 Note: 7/2020 - 2%	2.00%	1.25%		NO NEW CONTRACT		
CALU, Nurses Note: 7/2020 - 2%	2.00%	2.00%	2.00%	2.00%		
NAGE, 2022-2026		3.00%	3.00%	3.00%	3.00%	
Local 1224, 2018-2022	1.00%	2.00%		NO NEW CONTRACT		

### East Hartford

	7/1/2021	7/1/2022	7/1/2023	7/1/2024
CSEA/SEIU Local 2001, 2021-2025	2.00%	2.00%	2.00%	2.00%

### Manchester

	7/1/2021	7/1/2022		
CSEA/SEIU Local 2001, Supervisory Unit, 2020-2023 Note: 7/2020 - 1%	1.00%	2.00%	No new contract	
CSEA/SEIU Local 2001, Residual Unit, 2022-2025		2.25%	2.25%	2.25%
MEU Local 991, Supervisory Unit, 2019-2023 Note: 7/1/2020 - 1% & 6/30/2021 - 1%	1.00%	2.00%		



**Meriden**

	<b>7/2021</b>	<b>7/2022</b>	<b>7/2023</b>	
UPSEU, Local 424, 2021-2024	2.00%	2.15%	2.25%	
		<b>7/2022</b>	<b>7/2023</b>	<b>7/2024</b>
PH Nurses, Unit #8, 2022-2025		2.25%	2.25%	2.25%
	<b>7/2021</b>	<b>7/2022</b>	<b>7/2023</b>	<b>7/2024</b>
Local #595, 2021-2025	2.00%	2.00%	2.05%	2.10%

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**Middletown**

	<b>7/2021</b>	<b>7/2022</b>	<b>7/2023</b>	<b>7/2024</b>
UPSEU, Local 6457, 2020-2025	2.50%	2.25%	2.25%	2.00%
Note: 7/2020 - 3%				
		<b>Ratification</b>	<b>7/2023</b>	<b>7/2024</b>
Local 466, 2022-2025		3.50%	3.00%	3.50%

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**New Britain**

			<b>1/1/2023</b>	<b>1/1/2024</b>	<b>1/1/2025</b>
Local 818, Jan. 2023-Dec. 2025			3.00%	2.75%	2.75%
			<b>7/2023</b>	<b>7/2024</b>	<b>7/2025</b>
Local 1303-332, 2023-2026			3.00%	2.75%	2.75%
	<b>7/2021</b>	<b>7/2022</b>	<b>7/2023</b>	<b>7/2024</b>	
Local 1186, 2020-2025	2.00%	2.00%	2.25%	2.25%	

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**New Haven**

	<b>7/2021</b>	<b>7/2022</b>	<b>7/2023</b>	<b>7/2024</b>	
Local 884, Mgmt & Professionals, 2020-2025	3.00%	3.00%	3.00%	3.00%	
	<b>7/2021</b>	<b>7/2022</b>	<b>7/2023</b>	<b>7/2024</b>	<b>7/2025</b>
Public Health Nurses Union, Local 1303-46, 2020-2026	0.00%	2.25%	2.25%	2.25%	2.25%
Note: 7/2020 - 3%	<b>7/1/2015</b>	<b>7/1/2016</b>	<b>7/1/2017</b>	<b>7/1/2018</b>	<b>7/1/2019</b>
Local 3144, 2015-2020	0.00%	3.00%	2.00%	2.25%	2.50%
					No New Contract

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**Waterbury, Local 2090**

	7/1/2021	7/1/2022	7/1/2023	7/1/2024
Supervisors/Mgrs, 2022-2025		3.50%	3.25%	3.00%

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## CITY OF HARTFORD ACCOUNTANTS SALARY ANALYSIS

### City's Positions:

	Current Max \$	Max if TA Approved
Junior Accountant (CHPEA)	\$56,154.28	\$58,962.28
Accountant (CHPEA)	\$69,684.94	\$73,164.00
Senior Accountant (HMEA)	\$75,618.14	4% GWI Pending in HMEA
Principal Accountant (HMEA)	\$83,251.48	4% GWI Pending in HMEA

Municipality	Position Title	Max Salary*	Year
Bridgeport (40 Hrs) Supervisors Association  NAGE	Accountant	\$ 91,339.00	7/2022
	Chief Accountant	\$ 97,868.00	7/2022
	Accounting Clerk I	\$ 61,878.00	2023/2024
		\$ 63,734.00	2024/2025
	Accounting Clerk II	\$ 76,475.00	2023/2024
		\$ 78,769.00	2024/2025
East Hartford (35 Hrs) CSEA, Local 2001	Accounts Clerk	\$ 53,546.27	2023/2024
		\$ 54,617.06	2024/2025
	Accounts Clerk II	\$ 56,915.46	2023/2024
		\$ 58,053.63	2024/2025
	Accounts Clerk III	\$ 60,562.32	2023/2024
		\$ 61,773.71	2024/2025
Manchester (37.5) MEU, Local 991 CSEA, Local 2001, Residual Unit <sup>1</sup>	Accounts Clerk III (PD)	\$ 64,498.30	2023/2024
		\$ 65,788.53	2024/2025
	Account Associate	\$ 57,367.44	2022/2023
	Senior Account Associate	\$ 66,608.46	2022/2023
	Accountant	\$ 98,220.10	2023/2024
		\$ 100,429.90	2024/2025
Meriden(40) <sup>2</sup> UPSUE, Local 424	Senior Accountant	\$ 103,548.40	2023/2024
		\$ 105,878.50	2024/2025
Middletown (40 Hrs) Local 466	Accountant	\$ 90,708.80	2023/2024
	Accountant II	\$ 99,008.00	2024/2025
	Accounts Clerk II	\$ 62,254.40	2023/2024
		\$ 64,438.40	2024/2025
New Britain (36.25 Hrs) Local 1186	Accounts Clerk III	\$ 74,193.60	2023/2024
		\$ 76,793.60	2024/2025
	Accounting Assistant	\$ 84,227.52	2023/2024
		\$ 86,122.40	2024/2025
New Haven (35 Hrs) Local 3144 (No new CBA)	Administrative Accountant	\$ 93,412.80	2023/2024
		\$ 95,992.00	2024/2025
	Accountant I	\$ 76,236.58	2019-2020
	Accountant II	\$ 81,137.06	2019-2020
Waterbury (35 Hrs) WCEA	Accountant IV	\$ 99,338.30	2019-2020
	Accountant I	\$ 60,424.00	2023/2024 & 2024/2025
	Accountant II	\$ 71,323.20	2023/2024 & 2024/2025

\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.

<sup>1</sup> Accountants hired before Jan. 1, 1999 may earn a max salary of \$100,920.80 in FY2023-24 & \$103,191.30 in FY2024-25.

<sup>2</sup> Accountants hired before July 1, 2003 may earn a max salary of \$94,369.60 in FY2023-24 & Accountant II's hired before July 1, 2003 may earn a max salary of \$102,980.80 in FY2023-24.

## CITY OF HARTFORD ASSESSMENT TECHNICIANS SALARY ANALYSIS

City's Positions:

	Current Max \$	Max if TA Approved
Assessment Tech (CHPEA)(0342)	\$71,590.74	\$84,630.00
Senior Assessment Tech (HMEA)(0343)	\$87,524.32	4% GWI Pending in HMEA
Chief Assessment Tech (HMEA)(0339)	\$96,448.04	4% GWI Pending in HMEA

Municipality	Position Title	Max Salary*	Year
Avon (37.5 Hrs) NonU	Assessment Technician	\$ 77,382.66	2023-2024
Bloomfield (35Hrs) UPSUE	Admin Clerk (Confirmed by Town)	\$ 85,238.40	2021-2022
Bridgeport (40 Hrs) NAGE	Property Appraiser I	\$ 64,968.00	2023-2024
East Hartford (35 Hrs) CSEA, Local 2001	Real & Personal Property Assistant	\$ 78,351.94	2023/2024
		\$ 79,918.80	2024/2025
Meriden(35) <sup>1</sup> Local 595	Assessment Technician	\$ 66,726.40	2023-2024
		\$ 68,120.00	2024-2025
	Property Technician	\$ 72,820.80	2023-2024
		\$ 74,360.00	2024-2025
Middletown (40 Hrs) Local 466	Assessment Inspector/Data & Map	\$ 80,059.20	2023-2024
	Coordinator	\$ 82,867.20	2024-2025
New Britain (36.25 Hrs) Local 1303	Assessment Technician	\$ 75,712.00	2023-2024
		\$ 77,792.00	2024-2025
	Assessment Analyst	\$ 84,468.80	2023-2024
		\$ 86,798.40	2024-2025
New Haven (35 Hrs) Local 884	Assessment Control Clerk	\$ 63,608.06	2023-2024
		\$ 65,516.67	2024-2025
	Assessment Information Clerk II	\$ 71,809.09	2023-2024
		\$ 73,963.34	2024-2025
Waterbury (35 Hrs) WCEA	Appraiser	\$ 85,363.20	2023/2024 & 2024/2025
West Hartford (35Hrs) CSEA - Prof & Mgmt	Property Appraiser I	\$ 95,531.49	2020/2021

\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.

<sup>1</sup> Assessment Technicians hired < July 1, 2003 may earn a max salary of \$70761.60 in FYE2024 & \$72,238.40 in FYE2025.

Property Technicians hired < July 1, 2003 may earn a max salary of \$77,334.40 in FYE2024 & \$78,956.80 in FYE2025.

**NOTE: These positions have been extremely difficult to recruit qualified applicants & retain them. Minimum qualifications also revised in an effort to obtain more applicants.**

CITY OF HARTFORD CRIME ANALYST SALARY ANALYSIS

City's Positions:	Current Max \$	Max if TA Approved
Crime Analyst	\$73,583.90	\$77,263.16

Municipality	Position Title	Max Salary*	Year
Bridgeport (40 Hrs) NAGE	Currently working on establishing this position. No salary as of yet.		
Meriden(35) <sup>1</sup> Local 595	Crime Analyst	\$ 72,820.80	2023/2024
		\$ 74,360.00	2024/2025
Waterbury (35 Hrs) WCEA	Crime Scene Technician	\$ 85,363.20	2023/2024 & 2024/2025

\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.

<sup>1</sup> Crime Analysts hired before July 1, 2003, may earn a max salary of \$77,334.40 in FY2023-24 & \$78,956.80 in FY2024-25.

**NOTE: This position has been extremely difficult to recruit qualified applicants & retain them. Minimum qualifications were revised, which has helped some in obtaining more applicants.**

## CITY OF HARTFORD PUBLIC HEALTH NURSE SALARY ANALYSIS

<b>City's Position:</b>	<b>Current Max \$</b>	<b>Max if TA Approved</b>
Public Health Nurse	\$81,466.84	\$85,540.00

Municipality	Position Title	Max Salary*	Year
Bridgeport (35 Hrs) CALU, Nurses	Public Health Nurse	\$ 87,321.10	2023/2024
		\$ 89,067.47	2024/2025
Meriden(35) <sup>2</sup> PH Nurses, Unit #8	Public Health Nurse 1	\$ 97,385.60	2023/2024
		\$ 99,486.40	2024/2025
	Public Health Nurse 2	\$ 103,417.60	2023/2024
		\$ 105,643.20	2024/2025
New Britain (36.25 Hrs) Local 1303-332	Public Health Nurse	\$ 93,412.80	2023/2024
		\$ 95,992.00	2024/2025
New Haven (35 Hrs) Local 884	Public Health Nurse	\$ 67,242.24	2023/2024
		\$ 69,260.67	2024/2025
Waterbury (35 Hrs) WCEA			2023/2024 & 2024/2025

*\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.*

<sup>1</sup> Comparable to our EHS 2, which requires the employee to be a Registered Sanitarian.

<sup>2</sup> Social Workers hired before July 1, 2003 may earn a max salary of \$83,740.80 in FY2023-24 & \$85,508.80 in FY2024-25.

## CITY OF HARTFORD PLANNER SALARY ANALYSIS

City's Positions:

	Current Max \$	Max if TA Approved
Jr Planner (CHPEA)(2016)	\$56,154.28	\$65,988.00
Sr Planner (CHPEA)(2017)	\$71,590.74	\$81,120.00
Principal Planner (HMEA)(2018)	\$86,997.04	4% GWI Pending in HMEA
Chief Planner (HMEA)(2022)	\$98,859.28	4% GWI Pending in HMEA

Municipality	Position Title	Max Salary*	Year
Avon (37.5 Hrs) NonU	Planning & Community Specialist	\$ 109,991.44	2023/2024
Bridgeport (35 Hrs)	Planner II (ONLY 1 salary rate)	\$ 74,194.28	Jan. 2022
Local 1224	Planner III (ONLY 1 salary rate)	\$ 84,839.04	Jan. 2022
Enfield (35 Hrs) CSEA	Assistant Town Planner (T455)	\$ 83,420.48	2023/2024
		\$ 86,365.00	2024/2025
	Assistant Town Planner (T456)	\$ 94,732.56	2023/2024
		\$ 97,811.38	2024/2025
Manchester (37.5 Hrs)	Senior Planner	\$ 88,179.73	2023/2024
CSEA, Local 2001, Residual Unit <sup>1</sup>		\$ 90,163.84	2024/2025
Meriden(40) <sup>2</sup>	Associate Planner	\$ 107,931.20	2023/2024
UPSUE, Local 424			
Middletown (40 Hrs)	Assistant Planner	\$ 88,608.00	2023/2024
Local 466		\$ 90,376.00	2024/2025
	Environmental Planner	\$ 106,995.20	2023/2024
		\$ 109,137.60	2024/2025
New Britain (36.25 Hrs)	Planner I	\$ 84,468.80	2023/2024
Local 1303-332		\$ 86,798.40	2024/2025
	City Planner II	\$ 134,727.80	2023/2024
		\$ 138,432.90	2024/2025
New Haven (35 Hrs)	Planner II & Planner II/CD	\$ 89,386.34	2019/2020
Local 3144 (No new CBA)			
State of CT (Provided by DDS) (40 Hrs)	Community Planner	\$ 69,107.00	2023/2024
	Transportation Planning Asst I	\$ 64,377.00	2023/2024
	Transportation Planning Asst II	\$ 72,485.00	2023/2024
	Urban Designer Community Planner	\$ 93,600.00	2023/2024
Waterbury (35 Hrs) WCEA		\$ 85,363.20	2023/2024 & 2024/2025
West Hartford (35Hrs)		\$ 95,531.49	2020/2021
CSEA - Prof & Mgmt			

\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.

<sup>1</sup> Senior Planners hired before Jan. 1, 1999 may earn a max salary of \$96,881.62 in FY2023-24 & \$99,061.46 in FY2024-25.

<sup>2</sup> Associate Planners hired before July 1, 2003 may earn a max salary of \$112,174.40.

**NOTE: These positions have been extremely difficult to recruit qualified applicants & retain them. Minimum qualifications also revised in an effort to obtain more applicants.**



## CITY OF HARTFORD SANITARIANS SALARY ANALYSIS

### City's Positions:

	Current Max \$	Max if TA Approved
Chief Environmental Sanitarian (3513)(HMEA)	\$101,121.80	4% GWI Pending in HMEA
EHS 2 (3510)(CHPEA)	\$74,427.86	Eliminated
EHS 1 (3509) (CHPEA)	\$67,054.26	\$93,762.50
EHS Trainee (3508)(CHPEA)	\$53,866.28	\$65,043.68

Municipality	Position Title	Max Salary*	Year
Bloomfield (35Hrs)	Public Health Sanitarian	\$ 103,436.50	2021-2022
Bridgeport (40 Hrs)	Registered Sanitarian	\$ 91,011.00	2023-2024
NAGE <sup>1</sup>		\$ 93,741.00	2024-2025
East Hartford (35 Hrs)	Public Health Sanitarian	\$ 89,617.22	2023/2024
CSEA, Local 2001		\$ 91,409.14	2024/2025
Manchester			
MEU, Local 991 (37.5 Hrs)	Environmental Health Inspector	\$ 75,032.05	2022/2023
CSEA, Local 2001, Spvrs (37.5 Hrs)	Chief Sanitarian	\$ 101,022.30	2022/2023
Meriden(40)	Sanitarian I	\$ 78,769.60	2023/2024
Local 595 <sup>2</sup>		\$ 80,433.60	2024/2025
	Sanitarian II	\$ 91,873.60	2023/2024
		\$ 93,808.00	2024/2025
Middletown (40 Hrs)	Public Health Sanitarian Enforcement Officer	\$ 86,112.00	2023/2024
Local 466		\$ 89,128.00	2024/2025
New Britain (36.25 Hrs)	Sanitarian	\$ 98,217.60	2023-2024
Local 1303-332		\$ 100,921.60	2024-2025
New Haven (35 Hrs)	Senior Sanitarian	\$ 91,140.61	2023/2024
Local 884		\$ 93,875.39	2024/2025
Waterbury (35 Hrs)	Sanitarian I	\$ 63,440.00	2023/2024 & 2024/2025
WCEA	Sanitarian II	\$ 77,417.60	2023/2024 & 2024/2025
	Lead Sanitarian I	\$ 66,601.60	2023/2024 & 2024/2025
	Lead Sanitarian II	\$ 81,286.40	2023/2024 & 2024/2025
West Hartford (35Hrs) <sup>3</sup>	Environmental Health Sanitarian II	\$ 90,971.50	Aug. 4, 2022
Health District			

\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.

<sup>1</sup> Comparable to our EHS 2, which requires the employee to be a Registered Sanitarian.

<sup>2</sup> Sanitarian I's hired before July 1, 2003, may earn a max salary of \$83,740.80 in FY2023-24 & \$85,58.80 in FY2024-25; and

Sanitarian II's hired before July 1, 2003, may earn a max salary of \$97,635.20 in FY2023-24 & \$99,694.40 in FY2024-25.

<sup>3</sup> Information obtained from a job posting. Employees are required to obtain Registered Sanitarian certification within 1 year.

**NOTE: These positions have been extremely difficult to recruit qualified applicants & retain them. Minimum qualifications also revised in an effort to obtain more applicants.**

## CITY OF HARTFORD SOCIAL WORKER SALARY ANALYSIS

City's Positions:	Current Max \$	Max if TA Approved
Social Worker I	\$56,896.06	\$59,740.72
Medical Social Worker	\$68,287.18	\$71,701.50
Senior Social Worker	\$69,155.32	\$72,612.80

Municipality	Position Title	Max Salary*	Year
Bridgeport (35 Hrs) NAGE	Social Worker	\$ 72,329.09	2023/2024
		\$ 74,499.36	2024/2025
Manchester (37.5) CSEA, Local 2001, Residual Unit <sup>1</sup>	Social Worker	\$ 76,787.57	2023/2024
		\$ 78,515.22	2024/2025
Meriden(35) <sup>2</sup> Local 595	Social Worker	\$ 72,820.80	2023/2024
		\$ 74,360.00	2024/2025
New Britain (36.25 Hrs) Local 1303-332	Social Worker	\$ 75,712.00	2023/2024
		\$ 77,792.00	2024/2025
New Haven (35 Hrs) Local 884	Social Worker	\$ 67,242.24	2023/2024
		\$ 69,260.67	2024/2025

\*Annual salary converted to equivalent of 40 hrs if work schedule less than 40.

<sup>1</sup> Social Workers hired before Jan. 1, 1999 may earn a max salary of \$78,900.85 in FY2023-24 & \$80,675.92 in FY2024-25.

<sup>2</sup> Social Workers hired before July 1, 2003 may earn a max salary of \$83,740.80 in FY2023-24 & \$85,508.80 in FY2024-25.

**NOTE: This position has been extremely difficult to recruit qualified applicants & retain them. Minimum qualifications were revised, which has helped some in obtaining more applicants.**

**7/1/2020 – 6/30/~~2024~~2026**

**AGREEMENT**

**BETWEEN**

**THE CITY OF HARTFORD, CONNECTICUT**

**AND**

**THE CITY OF HARTFORD**

**PROFESSIONAL EMPLOYEES ASSOCIATION,**

**SEIU, LOCAL 2001 CSEA**

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7/1/2020 – 6/30/~~2024~~2026

**AGREEMENT**

**BETWEEN**

**THE CITY OF HARTFORD, CONNECTICUT**

**AND**

**THE CITY OF HARTFORD**

**PROFESSIONAL EMPLOYEES ASSOCIATION,**

**SEIU, LOCAL 2001, CSEA**

**PREAMBLE**

The following Agreement between the City of Hartford, Connecticut, hereinafter referred to as the City, and the City of Hartford Professional Employees Association, Service Employees International Union (SEIU), Local 2001 CSEA, hereinafter referred to as the Union, is recorded in written form to meet the requirements as set forth in Section 7-470(c) in the Municipal Employees Relations Act of the General Statutes of the State of Connecticut.

**ARTICLE I**

**RIGHTS AND RECOGNITION**

**SECTION 1.1 RECOGNITION**

The City recognizes the City of Hartford Professional Employees Association, CSEA, Local 2001, SEIU, as the sole and exclusive bargaining agent pursuant to the certification issued by the Connecticut State Board of Labor Relations on August 18, 1982 (ME 6955) March 20, 1985 (ME 9060) July 15, 1987 (MER 10,693) February 3, 1988 (ME 11,037), November 6, 1991 (ME 14064) and January 24, 1995 (ME - 16,857) for the purpose of collective bargaining under the provisions of the Municipal Employee Relations Act of the state of Connecticut. The Union recognizes the Mayor and/or his or her designated representative or representatives as the sole and exclusive representative of the City of Hartford, Connecticut, for the purpose of collective bargaining.

## **SECTION 1.2    UNION SECURITY**

All employees in the unit who are Union members on the effective date of this Agreement shall remain members to the extent of paying monthly dues uniformly required of all members for the duration of this Agreement, except as required by law.

The Human Resources Department will provide notice to the Union President of all employees entering the bargaining unit, and said President, or a designee, shall have the opportunity to meet with the member to discuss union membership consistent with state law. New employees who provide written authorization shall have membership dues deducted from their pay by the City, per Section 1.3 below, unless and until they opt out or withdraw their deduction authorization.

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

## **SECTION 1.3    CHECK OFF**

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

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

## **SECTION 1.4    DUES DEDUCTION PERIOD**

The deduction period for any month shall be made during the 2<sup>nd</sup> payroll period of said month and shall be remitted to the Union, together with a list of names of employees from whose wages such deductions have been made, not later than the 15<sup>th</sup> day of the following month.



## **SECTION 1.5     MANAGEMENT RIGHTS**

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

## **SECTION 1.6     PRIOR RIGHTS OR BENEFITS**

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

## **SECTION 1.7     NO STRIKE NO LOCK-OUT**

The Union agrees that it will not call or support any strike, work stoppage, work slowdown or any other action against the City that would impede the proper functioning of the City government at any time. The City agrees that it will not lock out any employee at any time.

## **SECTION 1.8     NO DISCRIMINATION**

The provisions of the Agreement shall be applied equally to all employees in the bargaining unit without discrimination because of age, sex, marital status, race, religion, color, creed, national origin, political affiliation, residence, sexual orientation, gender identity or expression, disability, learning disability, past or present history of mental disorder, veteran status, genetic information, union membership or a protected classification under federal, state or local law that is not specifically identified herein. All references to employees in this Agreement designate both sexes, and whenever the male gender is used it shall be construed to include male and female employees.

## **SECTION 1.9    EXCLUSION**

Part-time, seasonal, temporary and Per Diem employees are excluded from this Agreement; provided, however, that part-time employees are included in this Agreement only to the extent that they will be paid in accordance with Appendix A of the Agreement on an hourly basis and provided further that eligible part-time employees as defined below shall be entitled to the following benefits:

- Part-time employees who work a minimum of six hundred and eighty (680) hours between June 1<sup>st</sup> and May 31<sup>st</sup> shall be credited with forty (40) hours (ten (10) half days) of vacation leave in July of each fiscal year for which they are eligible. This accrued vacation leave may be used for sick or vacation leave purposes and must be used in no less than one (1) hour intervals. In addition, eligible part-time employees will be allowed to carry over from one (1) fiscal year to the next fiscal year up to a maximum of forty (40) hours. At no time, can the vacation carryover be more than forty (40) hours.
- Part-time employees who work a minimum of nine hundred and ten (910) hours shall be paid twenty (20) hours of holiday pay (five (5) half days) in July of each fiscal year for which they are eligible.

Said part-time employees shall have the right to grieve any violation of this Section under the grievance procedure in the contract.

**Per Diem Employees.** Effective September 13, 2021 (approval of the 2020-2024 Agreement), the City will have the right to hire Per Diem employees in the classifications of: Clinic Nurse (Class Code 3055), Pediatric Nurse (Class Code 3054), and Public Health Nurse (Class Code 3061) under the following terms and conditions:

- Per Diem employees are not members of the CHPEA bargaining unit and are included in this Agreement only to the extent that they will be paid in accordance with Appendix A of the Agreement on an hourly basis and any general wage increases afforded to bargaining unit members shall be applied to the rates of pay of the Per Diem classifications.
- The duties and responsibilities of the Per Diem employees will be the same as those performed by full-time employees employed in these classifications.
- Per Diem employees will be utilized only when a permanent full-time employee in the same classification is not available.
- Any premium overtime or benefits afforded to Per Diem employees will be in accordance with applicable state and federal laws only.

- Per Diem employees will be required to satisfy the same minimum qualifications and secure and maintain any job-related certifications necessary to perform their work in the classification for which they were hired.
- The three (3) month limitation set forth in Rule VIII, Paragraph 6 of the City's Personnel Rules & Regulations will not apply to Per Diem employees.

## **SECTION 1.10 COPIES OF AGREEMENT**

As soon as practicable after the signing of this Agreement, the City will provide the Union with copies of the Agreement to distribute to each employee in the bargaining unit and fifty (50) additional copies to the Union President. The City will supply a copy of this Agreement to each new hire in the bargaining unit during the term of this Agreement. The parties will mutually decide the method of printing the Agreement; and the Union and the City will share equally the cost, provided however, the Union's share does not exceed five hundred dollars (\$500.00).

## **SECTION 1.11 HEALTH AND SAFETY**

The City is committed to providing a safe and healthy working environment in accordance with the provisions of OSHA.

# **ARTICLE II GRIEVANCE PROCEDURE**

## **SECTION 2.1 PROCEDURE**

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

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

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

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

The Department Head shall arrange a meeting with all parties concerned present, to review the facts and shall notify the employee and the Union representative of his or her decision in writing within fifteen (15) working days from the day the grievance was submitted to him or her.

**Step 3.** If the grievance is not resolved in Step 2, the employee or the Union representative shall present it to the Director of Human Resources within ten (10) working days after the decision of the Department Head is received.

If requested by the employee or the Union or if the Director of Human Resources or his or her designated representative determines that a meeting is required with the interested parties, such meeting will take place no later than ten (10) working days after the receipt of the grievance and in any case, the Director of Human Resources shall render his or her decision in writing within ten (10) working days of the meeting and if no meeting is to be held, his or her decision shall be rendered within twenty (20) working days of receipt of the grievance.

**Step 4.** If the Union is not satisfied with the decision rendered in Step 3, it shall notify, in writing, the Director of Human Resources within ten (10) working days after receipt of the decision that it intends to submit the grievance to arbitration; and shall simultaneously file notice of appeal with the Connecticut State Board of Mediation and Arbitration, which shall act on such request in accordance with its rules and procedures. Said arbitration panel shall be limited to the express terms of the contract and shall not have the power to modify, amend or delete any terms or provisions of the Agreement.

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

The decision rendered at Step 4 shall be final and binding on the parties.

It is mutually understood and agreed that no probationary employee at the entrance level shall have access to the grievance procedure where the issue is one of his or her discipline or discharge, and no probationary employee in any promotional classification shall have access to the grievance procedure where the issue is one of his or her demotion.

The City shall notify the Union within five (5) working days following the filing of a grievance at Step 3 by any employee in the bargaining unit when the submitted written grievance does not carry the signature of a Union official or its attorney.

In order to avoid the necessity of processing at one time numerous grievances originating with the same event, the Union may file a single grievance at the appropriate step.

When this occurs, all other grievances, on the same event shall be held in abeyance, and the Union grievance shall be processed as a precedent. When such grievance is resolved, the parties shall, within four (4) weeks of the date the precedent grievance is resolved, review the other grievances that were held in abeyance in an effort to resolve them. If any such grievance cannot be settled on the basis of the precedent grievance, it shall be processed in accordance with the grievance procedure, and once more in accordance with the time limitations established in this Agreement and as if initiated in a timely fashion.

If the Union fails to comply with the time limits at any step, the grievance will be considered to be dropped. If the City fails to comply with the time limits at Step 1 and Step 2 of the grievance procedure, the grievance shall automatically advance to the next step i.e. to Step 2 and Step 3 respectively. This provision shall not apply where the parties have mutually agreed to extend the time limits.

## **SECTION 2.2 DISCHARGE**

The City may discharge an employee for just cause. In doing so, the City must notify the employee and the Union in writing of the discharge. Any employee who is separated from the service of the City including but not limited to discharge who has completed his or her probationary period shall have the right to appeal his or her discharge and to have union representation provided that such appeal starts at the third step of the grievance procedure and provided further that such appeal must be made in writing within ten (10) working days of the effective date of such discharge.

## **SECTION 2.3 DISCIPLINE**

A. The City shall have the right to discipline employees for just cause. All disciplinary actions shall be applied in a fair manner and shall not be inconsistent with the infraction for which the disciplinary action is being taken.

B. No demotion shall be made as a disciplinary action unless the employee to be demoted is eligible for permanent employment in a lower class and no employee shall be demoted if a permanent employee in the lower class would be laid off by reason of this action.

C. Except for initial probationary employees, all suspensions and discharges must be stated in writing with reason given and a copy given to the employee and mailed to the President of the Union at the time of suspension or discharge.

D. An employee who has completed his or her probationary period may appeal any disciplinary action through the grievance procedure. Discharge shall be in accord with Section 2.2 of this Agreement.

E. Grievances involving suspensions shall be processed beginning at Step 2 of the grievance procedure.

## **SECTION 2.4 EXAMINATIONS AND APPOINTMENTS**

It is understood and agreed that the parties to this Agreement are subject to Section 7-474(g) of the Connecticut General Statutes and that the sole and exclusive remedy for any dispute or controversy arising out of or related to that Section shall be a complaint filed to the State Board of Labor Relations.

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

### **SECTION 3.1 CLASSIFICATION AND PAY**

The pay rates and pay ranges for job classes in the bargaining unit shall be as prescribed in Appendix A, attached.

All bargaining unit employees shall be paid on a bi-weekly schedule.

The parties agree that all pay-related checks will be direct deposited by the City of Hartford and bargaining unit members will receive all direct deposit advice via electronic notification.

### **SECTION 3.2 SHIFT DIFFERENTIAL**

Effective December 29, 2017 (the pay period following the approval of the 2016-2020 Agreement), bargaining unit members employed in the job classification of Crime Analyst who work 2<sup>nd</sup> or 3<sup>rd</sup> shift, as described below, will receive a shift differential of fifty cents (\$.50) per hour for the 2<sup>nd</sup> shift and sixty-five cents (\$.65) per hour for the 3<sup>rd</sup> shift. Notwithstanding anything herein to the contrary, effective September 26, 2021 (the first full pay period following the approval of the 2020-2024 Agreement), bargaining unit members employed in the job classification of Crime Analyst will receive a shift differential of one dollar (\$1.00) per hour for 2<sup>nd</sup> shift and one dollar and fifty cents (\$1.50) per hour for 3<sup>rd</sup> shift.

For purposes of this Section, 2<sup>nd</sup> shift begins at or after 2:00 p.m. and 3<sup>rd</sup> shift begins at or after 10:00 p.m. Any shift differential will be paid on actual hours worked only.

### **SECTION 3.3 LONGEVITY PAY**

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

<b><u>Total Annual Aggregate Years of Service</u></b>	<b><u>Longevity Payment</u></b>
6 years but less than 10	\$125
10 years but less than 15	\$175
15 years but less than 20	\$250
20 years or more	\$350

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

The date used to determine eligibility for longevity payment shall be July 1, of each and every year; provided, however, that the annual earned longevity payment shall be due and payable in one lump sum payment on December 1<sup>st</sup> of each and every year only to those employees who are in active service on said December 1<sup>st</sup> and to those employees who have retired or been laid off in the period between the determination of their eligibility on July 1 and the date of payment on December 1.

Said longevity payments shall not affect the annual increment to which an employee is entitled but are compensation for continued and faithful service to the City.

### **SECTION 3.4 PERSONNEL**

The City and the Union shall adhere to all provisions of ordinances, laws and the Personnel Rules and Regulations in effect December 27, 1993 which apply to collective bargaining matters, which are not otherwise superseded by the terms of this Agreement.

All Department Heads will have on file a copy of the Personnel Rules and Regulations in effect on December 27, 1993. Bargaining unit members in each department shall have reasonable access to the file copy.

The Union President will receive a copy of any proposed change in the Personnel Rules and Regulations prior to the public hearing on any such proposed change.

### **SECTION 3.5 INSURANCE**

A. **Medical and Prescription Drug Insurance.** The City will continue to provide benefits under the negotiated High Deductible Health (HDHP) plan as outlined in Appendix B.

Any non-standard benefits that were provided under the medical plans outlined in the July 1, 2012 through June 30, 2016 Collective Bargaining Agreement will not be provided under the HDHP.

Health Savings Account. The HDHP will include a Health Savings Account (HSA). The City will contribute fifty percent (50%) of the employee's In-Network deductible to the employee's HSA. The City's HSA contribution will be paid in equal installments on a quarterly basis.

Notwithstanding anything in the contract that may be to the contrary, the City will not contribute to the HSA of any retiring employee who is eligible to purchase retiree health insurance through the City by virtue of other provisions of this Agreement.

Prescription Drugs. If the City moves to the standard CVS formulary, CHPEA agrees to it without challenge.

**B. The Dental Plan.** The City will provide each employee and each employee's enrolled dependents under the full service dental plan outlined in Appendix B-1. Enrolled dependent children will be covered through age twenty-six (26).

Bargaining unit members shall contribute for dental coverage the same employee cost-sharing contributions as for medical coverage as set forth in Paragraph C. below.

**C. Employee Insurance Contributions.** Effective July 1, 2019, each employee enrolled in the health coverage described in this Section shall pay, via payroll deduction, eighteen and one-half percent (18.5%) of the carrier's determined rates for their health insurance based on single, two person or family coverage under the Plan.

Effective July 1, 2022, each employee enrolled in the health coverage described in this Section shall pay, via payroll deduction, nineteen percent (19%) of the carrier's determined rates for their health insurance based on single, two person or family coverage under the Plan.

The City shall maintain a Section 125 plan for health insurance contributions as approved by the IRS.

Healthy Hartford Program. The City will implement the Healthy Hartford Program which is modeled after the State of Connecticut Plan. Employees and eligible dependents shall have until June 30, 2019 to become compliant with all age appropriate health and dental assessments and screenings required by the program as set forth in Schedules 1 and 2 of Appendix B-2. Effective July 1, 2019, non-compliance will result in an additional one hundred dollars (\$100.00) per month supplemental charge to the employee until the month following compliance.

**D. Group Life Insurance.** Employees shall have the option to elect either fifty thousand dollars (\$50,000) or seventy thousand dollars (\$70,000) of City-paid group life insurance coverage at the time of hire or promotion into the bargaining unit only. Employees who were bargaining unit members before December 11, 2017 will be provided with a window period of thirty (30) days from December 11, 2017 to elect either fifty thousand



dollars (\$50,000) or seventy thousand dollars (\$70,000) of City-paid group life insurance. All elections shall be irrevocable, and elections of life insurance coverage in the amount of seventy thousand dollars (\$70,000) will be subject to imputed taxes.

E. **Coverage.** All insurance coverage shall become effective as follows:

For a person employed in the first twenty (20) days of the month, these insurances will become effective on the first of the month following one complete month of service.

For a person employed after the 20<sup>th</sup> of the month, they will become effective on the first of the month following two complete months of service.

F. **Survivor's Insurance.** The City will allow eligible survivors of an active or retired employee whose date of hire is before December 11, 2017, to purchase health insurance coverage through the City via pension deduction. The cost of the health insurance coverage shall be paid entirely by the survivor and shall be the same health insurance plan that is offered to active employees as that coverage may change from time to time through negotiations. This benefit shall apply only to a surviving spouse and/or those dependent children who were covered by the City's group insurance at the time of the employee's or pensioner's death and shall be available until the spouse dies, remarries, or attains age sixty-five (65), whichever occurs first; in the case of dependent children, this benefit shall be available until the dependent child reaches such age as outlined in state or federal law or to a minimum age of nineteen (19), or age twenty-four (24), if qualified.

Survivors of an active or retired employee whose date of hire is on or after December 11, 2017, shall not be eligible to receive or purchase any retiree health insurance coverage through the City, except as provided under COBRA.

G. **Insurance Benefits for Retirees.**

(1) Employees hired before December 11, 2017 hereinafter referred to in this Section as "Pre-2017 Employees".

Pre- 2017 Employees whose effective date of retirement is on or after April 22, 2013 shall be eligible to purchase health insurance coverage through the City. Said retiree health insurance coverage shall be the same health insurance coverage that is offered to active employees as that coverage may change from time to time through negotiations.

Pre-2017 Employees who retire after 20 years of service (or 25 years for those hired into the bargaining unit after October 1, 1997 as per Section 3.5D (6)) shall be eligible for the following retiree health benefits:

(1) Beginning when the retiree reaches his/her 55<sup>th</sup> birthday, the City will pay \$50.00 per month towards the cost of the health insurance until the retiree reaches age 62.

(2) Thereafter, beginning the first month following the retiree's 62<sup>nd</sup> birthday, the City will pay the full cost of the City Health Plan (excluding dental) until the retiree reaches age 65.

(3) Employees who wish to withdraw from the health insurance coverage available under Subsections A and B above may re-enroll at any time thereafter up to age 64 years and 6 months in the health insurance plan available at the date of re-enrollment provided they submit evidence of insurability for themselves and any qualified dependents and are found insurable by the insurance carriers. Retirees who re-enroll prior to age 62 will be required to pay the full costs of the health insurance plans from the date of re-enrollment to age 62. At age 62, the costs of the health insurance plans (but not dental) will be paid by the City as provided for in Subsection G (2) above.

Notwithstanding anything herein to the contrary, Pre-2017 Employees who retire on or after December 11, 2017 shall not be eligible to purchase or otherwise remain on the City's health insurance plan once the employee reaches age sixty-five (65). Any enrolled spouse may continue to purchase the plan until he or she reaches age sixty-five (65), and any eligible and enrolled dependents may continue to purchase the City's health insurance plan as provided under state and federal law.

(2) Employees hired on or after December 11, 2017.

Employees hired on or after December 11, 2017 (the approval of the 2016-2020 Agreement), shall not be eligible to receive or purchase any retiree health insurance coverage through the City, except as provided under COBRA.

**H. Substitution of Insurance Plans.** The City reserves the right to substitute alternative plans to the insurance plans outlined in this Section and the Appendices; provided, however, that any substitute plan provides a substantially comparable level of benefits and services as the plans in effect at that particular time.

**I. HMO Option.** The City and the Association agree that qualified Health Maintenance Organizations (HMO) may be offered to bargaining unit members and retirees on an individual option basis as such plans become available as an alternative to the City Health Insurance Plan and coverage described in this Agreement or such other substituted plan coverage that the City may choose in accordance with Subsection H above.

In addition to payments made pursuant to Subsections B and C above, the parties agree that any employee who enrolls in such a plan will pay, through payroll deduction, any and all costs for the selected HMO which are in excess of the rates paid by the City for the City Health Insurance Plan and coverage described in this Agreement or other coverage that the City may choose in accordance with Subsection H above.

It is understood that present federal law requires the option be made available on an annual basis to all employees in the bargaining unit.

**J. Supplemental Universal Life Insurance.** A supplemental Universal Life Insurance Plan is available to employees who may voluntarily participate in such plan at the employee cost. Employees may insure themselves, spouse, children and/or grandchildren through payroll deductions.

**K.** Effective July 1, 1992 the City shall make available the same Long-Term Disability Plan currently available to non-bargaining unit employees, provided the participating employee: (1) pays the full cost of such coverage by payroll deduction and (2) meets any individual and collective eligibility requirement imposed by the carrier.

**L. Withdrawal from Health Care Coverage.** Effective July 1 immediately following the approval of the 2012-2016 Agreement and each July 1 thereafter, bargaining unit members who are eligible for medical, prescription drug and dental insurance benefits through the City may voluntarily elect, subject to Section 125 of the Internal Revenue Code, to waive their City-provided medical, prescription drug and dental insurance coverage for a minimum of one (1) year, except as provided below. A bargaining unit member who opts not to accept medical, prescription drug and dental insurance through one of the City's medical and dental insurance plans, in lieu thereof, shall be paid an annual amount of two thousand five hundred dollars (\$2,500.00) at the end of that fiscal year, provided the bargaining unit member timely notifies the Benefits Administration Office before the close of the annual open enrollment period. In order to be eligible for this annual payment, the bargaining unit member shall be required to sign a waiver of insurance and must provide evidence of alternate coverage under another group health benefit program. This waiver, including the evidence of alternate coverage, must be renewed each year during the annual open enrollment period. Payment for the waiver will be paid only upon the completion of the entire plan year, payable in July of the new fiscal year.

Any bargaining unit member who subsequently becomes ineligible under some alternate medical insurance coverage during the one (1) year period due to an eligible qualifying event shall be entitled to re-enroll under the City's medical, prescription drug and dental insurance provisions provided that the bargaining unit member provides the City's Benefits Administrator with proof of the eligible qualifying event. No proof of insurability shall be required. If a bargaining unit member re-enrolls in one (1) of the City's medical insurance plans before the expiration of the one (1) year period, he or she shall receive a pro-rated amount for any full month that he or she has not received medical insurance from the City, provided, however, that a minimum of six (6) full months of non-participation in the City's medical insurance is required.

A bargaining unit member does not qualify for the payment of the voluntary waiver where the bargaining unit member declines City provided medical, prescription drug and dental insurance coverage because the bargaining unit member's spouse is employed by the City, Hartford Board of Education, Hartford Public Library or other City Agency ("City

Affiliates”); and as a result, the bargaining unit member remains insured through any of the City Affiliates.

## **SECTION 3.6 PENSION**

A. All present pension benefits for bargaining unit members will remain in effect except for the following changes:

(1) Effective July 1, 1987, an employee with at least 25 years of service and at least 55 years of age, or an employee with at least 10 years of service and at least 60 years of age will be eligible for a pension based on 2% of the employee’s final average pay per whole year of service until age 62. At age 62 the pension will be recomputed on the basis of 1% of 50% of that portion of the employee’s average earnings on which Social Security taxes were paid and said 50% of the average Social Security earnings, multiplied by the number of whole years of service.

(2) Effective July 1, 1987, an employee who is at least 55 years of age and has at least 10 years of City service will be eligible to receive a pension based on the above formula reduced by 2% for each year the employee retires short of age 60 with prorations for fractions of a year. Said reduction formula shall apply for the duration of the pension benefit.

(3) Effective July 1, 1987, an employee may purchase up to four years of military service time for service in the armed forces of the United States for periods of service, any of which occurred during the periods set forth in Section 27-103 of the General Statutes of the State of Connecticut, at the rate payable at the time of entry into City service, with interest at the rate of 7% per annum payable on or before January 1, 1988 for those employed at the time this provision takes effect or within one year of the start of employment for those hired after July 1, 1987. The period of such service for which the employee receives credit shall be counted for the purpose of computing the amount of his or her retirement allowance provided such employee shall have completed 10 years of continuous service or 15 years of active aggregate service with the City of Hartford or shall be retired prior thereto, due to disability incurred in the course of his or her employment.

(4) Effective July 1, 1987, the employee contribution rate to the pension fund shall be increased to 3.5% on the Social Security covered portion of earnings. The City will continue to credit and pay 3% interest on employee contributions as provided in Subparagraph c of Section 3.5 of the Agreement terminating June 30, 1985. Upon attaining 50 years of age any employee in the bargaining unit will receive, upon written request directed to the Pension Commission, a projected pension benefit for that particular employee, as of such date as the employee may specify, but no more than once annually.

B. Notwithstanding any of the above pension provisions which became effective on or before July 1, 1987, the following pension provisions will become effective for any bargaining unit member who retires on or after July 1, 1989.

(1) Effective July 1, 1989, an employee with at least 25 years of service and at least 55 years of age, or an employee with at least 10 years of service and at least 60 years of age will be eligible for a pension based on 2.0% of the employee's final average pay per whole year of service. Final average pay is defined as the highest five years of pay out of the last ten years of service.

(2) Effective July 1, 1989, an employee who is at least 55 years of age and has at least 10 years of City service will be eligible to receive a pension based on the above formula reduced by 4.0% for each year the employee retires short of age 60 with prorations for fractions of a year. Said reduction formula shall apply for the duration of the pension benefit.

(3) Effective the first payroll period following July 1, 1989, the employee contribution rate to the pension fund shall be 4.0% on the Social Security covered portion of earnings and 7.0% on the excess.

(4) Effective July 1, 1989, an employee's maximum pension under this Agreement is 70.0% of the gross final average pay.

(5) Effective July 1, 1989, an employee who retires on or after July 1, 1989 pursuant to the City Charter Chapter XVII, Section 3(c) Mandatory Retirement or 3(e) Retirement for Disability, or is forced to retire for medical reasons, shall receive a pension calculated on 2% of the employee's final average pay per whole year of service.

C. Effective July 1, 1993:

(1) For purposes of the City Charter Chapter XVII Section 3, final average pay shall be based on the highest 2 of the last 5 years earnings.

(2) The employee contribution rate to the pension fund shall be 5% on the Social Security covered portion of earnings and 8% on the excess.

(3) There shall be no minimum age requirement for a normal (unreduced) pension after 25 years of City service.

(4) Upon IRS approval the City will implement a Section 414(h)(2) plan for pension contributions.

D. Effective October 1, 1997:

(1) Only bargaining unit employees hired into the bargaining unit before October 1, 1997, shall be eligible for normal retirement upon the completion of at least twenty (20) years of full-time service regardless of his or her age. The normal retirement allowance for such bargaining unit employees shall be based upon 2.5% of the employee's final average pay for each whole year of service to a maximum of 70% of final average pay. Final average pay is defined as the highest two (2) of the last five (5) years of his or her gross earnings.

(2) An employee hired into the bargaining unit before October 1, 1997 with at least 10 years of service and at least 60 years of age will be eligible for a pension based on 2.5% of the employee's final average pay for each whole year of service. An employee hired into the bargaining unit before October 1, 1997 who is at least 55 years of age and has at least 10 years of service will be eligible to receive a pension based on the above formula reduced by 4.0% for each year the employee retires short of age 60 with prorations for fractions of a year. Said reduction shall apply for the duration of the pension benefit.

(3) Effective the first payroll period following October 1, 1997, the employee contribution rate to the pension fund shall be 6.5% on the Social Security covered portion of earnings and 9.5% on the excess.

(4) Effective October 1, 1997 a bargaining unit member hired into the bargaining unit before October 1, 1997 who is eligible for retirement benefits as defined in Sections 3.5 D (1) and D (2) may, upon retirement and prior to any sick pay formula reduction, use a portion of his or her accumulated sick leave to purchase up to four (4) years of additional pension service time for the purpose of computing the amount of his or her retirement allowance. Additional pension service time may be purchased from accumulated sick leave at the rate of twenty (20) days of accumulated sick leave for each year of pension service time. The additional retirement allowance will be calculated in accordance with Section 3.5 D (1) above, provided however, that bargaining unit members eligible for the sick leave "exchange" shall not exceed a maximum benefit of 80% of final average pay for those employees who retire on or before July 1, 2001 and 70% for employees who retire subsequent to that date. Such additional purchased service time shall not be used for establishing eligibility for normal retirement benefits as provided in Section 3.5 D (1) and D (2) above. Any accumulated sick leave remaining after the exchange shall be subject to the provisions of Article V, Section 5.3. Employees who exchange accumulative sick leave for additional pension service time shall pay any and all Federal and State taxes resulting from such exchange as if such exchange were made pursuant to Article V, Section 5.3 of this Agreement. This sick leave exchange provision shall remain in effect until this Agreement is replaced by a successor agreement in accordance with Connecticut General Statute 7-474.

(5) Any employee hired into the bargaining unit prior to October 1, 1997 and who retires on or after October 1, 1997 pursuant to the City's Charter, Chapter XVII, Section 3(c), Mandatory Retirement, or 3(e), Retirement for Disability, or is forced to retire for medical reasons shall receive a pension calculated on 2.5% of the employee's final average pay per whole year of service.

(6) Notwithstanding any of the pension provisions above which become effective on October 1, 1997, any employee hired into the bargaining unit after October 1, 1997 shall have the pension provisions in effect on or before July 1, 1993, as set forth above.

(7) Any individual who becomes a member of the CHPEA bargaining unit after October 1, 1997, who, at all times between September 30, 1997 and the date immediately

prior to his/her employment as a CHPEA member, both dates inclusive, was a Qualified Member of HMEA and/or a member of the City of Hartford non-bargaining unit, and, as such, also was a member of the MERF, (herein, a "Transferring Employee"), shall be eligible to receive the same retirement benefits as are provided to CHPEA bargaining unit employees under this contract who were actively employed by the City as of October 1, 1997 (herein, "Current Employees") on and subject to the same terms and conditions as apply to said Current Employees when the Transferring Employee retires. For purposes of this paragraph, a "Qualified Member of HMEA" shall mean any employee who was a member of the City of Hartford Municipal Employees Association (HMEA) who was employed as such prior to December 1, 1998.

E. Notwithstanding anything to the contrary set forth in Section 3.5, no bargaining unit member shall be entitled to receive a pension benefit in excess of the amount which is permitted under Section 415 of the Internal Revenue Code of the United States as from time to time amended.

F. Effective July 1, 2003, bargaining unit members shall be vested in the City Pension Plan after five (5) years of continuous, uninterrupted service.

G. Eligibility for normal retirement for all bargaining unit members hired on or after June 23, 2003 shall be at age fifty-five (55) with twenty-five (25) years of service. The pension benefit for all bargaining unit members hired on or after June 23, 2003 shall be based on two percent (2%) of the employee's final average pay for each whole year of service to a maximum of 70% of final average pay. Final average pay is defined as the highest two (2) of the last five (5) years of earnings. Bargaining unit members hired on or after June 23, 2003 shall not be eligible for the sick leave exchange as provided in Section 3.5 D (4). The employee contribution rate to the pension fund for all bargaining unit members hired on or after June 23, 2003 shall be 5% on the Social Security covered portion of earnings and 8% on the excess.

H. Effective February 1, 2006, bargaining unit members who were hired into the bargaining unit on or after October 1, 1997 through June 22, 2003 and were members of the bargaining unit as of January 1, 2006 shall have the same pension benefits and employee contributions as those bargaining unit members who were hired before October 1, 1997 as described in Section 3.5 D.

**I. Retirement Benefits for Employees Hired into the Bargaining Unit On or After December 11, 2017.**

Employees hired into the bargaining unit on or after December 11, 2017 shall be eligible for normal retirement with at least five (5) years of service and at least sixty-five (65) years of age; and early retirement with at least fifteen (15) years of service and at least fifty-five (55) years of age.

The pension benefit for such normal or early retirement shall be based on one and three-quarter percent (1.75%) of the employee's base wages only, for each whole year of service to a maximum of seventy percent (70%). Employees who elect the early retirement provision shall have their pension benefit reduced an additional six percent (6%) for each year the employee retires short of age sixty-five (65).

If the employee was previously a member of another bargaining unit or a non-bargaining or unclassified employee group, he or she participated in the City's pension plan, and the pension multiplier was greater than one and three-quarter percent (1.75%), then the employee's pension multiplier will now be the lower of his or her previous pension multiplier or one and three-quarter percent (1.75%). The employee's original City hire date shall be used for purposes of determining whole years of service.

#### **J. Employee Pension Contributions.**

Notwithstanding anything herein to the contrary, bargaining unit members' contributions to the Pension Fund will be as outlined below.

- (1) Pre-2003 Bargaining Unit Members. Bargaining unit members who were hired into the bargaining unit before June 23, 2003 shall contribute to the Pension Fund as follows:

Effective the first pay period after December 11, 2017 (the approval of the 2016-2020 Agreement): Seven and one-half percent (7.5%) on the social security portion of earnings and ten and one-half percent (10.5%) on the excess earnings.

Effective July 1, 2018: Eight percent (8.0%) on the social security portion of earnings and eleven percent (11.0%) on the excess earnings.

Effective July 1, 2019: Nine percent (9.0%) on the social security portion of earnings and twelve percent (12.0%) on the excess earnings.

- (2) Post-2003 Bargaining Unit Members. Bargaining unit members who were hired into the bargaining unit on or after June 23, 2003 but before December 11, 2017 shall contribute to the Pension Fund as follows:

Effective the first pay period after December 11, 2017 (the approval of the 2016-2020 Agreement): Six percent (6.0%) on the social security portion of earnings and nine percent (9.0%) on the excess earnings.

Effective July 1, 2018: Six and one-half percent (6.5%) on the social security portion of earnings and nine and one-half percent (9.5%) on the excess earnings.



Effective July 1, 2019: Seven and one-half percent (7.5%) on the social security portion of earnings and ten and one-half percent (10.5%) on the excess earnings.

- (3) Post-2017 Bargaining Unit Members. Bargaining unit members who were hired into the bargaining unit on or after December 11, 2017 shall contribute to the Pension Fund as follows:

Effective the first pay period after December 11, 2017 (the approval of the 2016-2020 Agreement): Seven and one-half percent (7.5%) on the social security portion of earnings and ten and one-half percent (10.5%) on the excess earnings.

Effective July 1, 2018: Eight percent (8.0%) on the social security portion of earnings and eleven percent (11.0%) on the excess earnings.

### **SECTION 3.7 TRANSFERS**

A. Employees transferred to a position in the same class to another department will serve a maximum probationary period of three (3) months. The probationary period may be extended for up to three (3) additional months with written notice to the employee.

B. Each department shall establish an interdepartmental transfer list by classification. Employees wishing to transfer to a different unit or division within the department may place their name on the list. The Department Head or his or her designee shall consider the candidates on the list before appointing any candidate. There will be a three (3) month probationary period for all transfers made under this paragraph.

### **SECTION 3.8 EVALUATION OF PERFORMANCE**

During an employee's probationary period, the employee may respond in writing to any written evaluations of his or her performance and shall have such written response entered into his or her personnel file; provided, however, that such written evaluations shall not be subject to the grievance procedures.

In the event of a dispute concerning a Social Worker's quality control rating, the employee and the immediate supervisor shall meet to resolve the dispute. If the dispute is not resolved, the employee may submit the dispute to the Department Head and the employee may be represented by a Union official. The Department Head's decision shall be final and binding.

## **ARTICLE IV HOURS AND OVERTIME**

### **SECTION 4.1 HOURS OF WORK**

The work week for all bargaining unit employees shall increase to forty (40) hours per week. Except as provided in Section 3.2 and outlined below, normal hours for employees working a forty (40) hour work week shall be from 8:00 a.m. until 5:00 p.m. with one (1) hour for lunch.

**Crime Analysts.** Notwithstanding anything herein to the contrary and due to the nature of their work, the City has the flexibility to hire employees in the classification of Crime Analyst to work on first, second or third shift as outlined in this Agreement. If a vacancy occurs in a particular shift, current employees may request that they be reassigned to the vacant shift. All requests will be submitted to the Chief of Police, who will have sole discretion to approve or deny the request. Effective the first full pay period after the approval date of the 2020-2024 Agreement, bargaining unit members employed in the job classification of Crime Analyst will be provided with a thirty (30) minute unpaid lunch.

**Finance Department – Tax and Assessor’s Offices.** The hours of work for all bargaining unit members employed in the Tax and Assessor’s Offices of the Finance Department shall be as follows:

Monday: 8 am – 5 pm  
Tuesday: 8 am – 5 pm  
Wednesday: 8 am – 5 pm  
Thursday: 8 am – 7 pm  
Friday: 8 am – 2:30 pm

**Health and Human Services.** Bargaining unit members employed in the Environmental Health and Women, Infants and Children (WIC) Divisions may be required to work one (1) night a week and one (1) weekend a month. Weekend work will be scheduled on a rotational basis. Such hours will be paid as outlined in Section 4.2.

Employees may request, for reasons of hardship, a work schedule at variance with the standard hours. If requested, the Department Head and the employee will mutually agree regarding the variant work schedule. Final approval must be received from the Director of Human Resources; however, approval will not be unreasonably denied. Any dispute shall be subject to the grievance procedures; provided, however, the decision at the third step shall be final and binding.

## **SECTION 4.2 OVERTIME PAY**

A. Effective July 2, 1989 the 5% in lieu of overtime pay increment shall be converted to an additional annual step in Appendix A of this Agreement and employees will receive compensation for overtime work as provided for only in this Section and in Section 4.3 of this Agreement.

In no event will an employee who is employed as a bargaining unit member as of July 1, 1989 suffer a loss of pay as a result of this Section, provided, however, any employee who is appointed or promoted to a position in the bargaining unit on or after July 2, 1989 shall not receive an additional increment in lieu of overtime pay.

B. Bargaining unit employees in the Public Works Department or Health and Human Services Department shall, in lieu of compensatory time as described in Section 4.3, be entitled to their straight time hourly rate of pay for all work performed beyond the normal workday or week for snow or ice removal, emergency shelter coverage, or declared emergency.

C. Employees who participate in the WIC (Special Supplemental Programs for Women, Infants, and Children) Volunteer Program will have the option to receive overtime pay or compensatory time for all hours worked in excess of forty (40) hours in a work week. Overtime pay will be at the rate of time and one half the employee's regularly hourly rate of pay for all work performed in excess of forty (40) hours in any work week. Sick leave will not count towards the forty (40) hour work week for calculation of overtime pay. Compensatory time will be earned and used in accordance with Section 4.3.

D. Notwithstanding anything herein to the contrary, effective September 26, 2021 (the first full pay period after the approval date of the 2020-2024 Agreement), all bargaining unit members will have the option to receive premium overtime pay (defined as time and one-half their hourly rate of pay) or compensatory time for all hours worked in excess of forty (40) hours in any work week. Accrued leave and holiday pay will not count toward the forty (40) hour work week for calculation of premium overtime pay. Compensatory time will be earned and used in accordance with Section 4.3. All overtime assignments must have pre-approval from the Department Head or his or her designee. Overtime opportunities will be provided on a voluntary basis to the extent possible. In the event that no one signs up for an overtime assignment, then bargaining unit members will be ordered in through rotational assignment based on least seniority. Any stipends that were previously provided in lieu of premium overtime, included, but not limited to the "Special Events Stipend" as set forth in the 2007 Memorandum of Agreement, will no longer be provided.

## **SECTION 4.3 COMPENSATORY TIME**

Compensatory time means work performed by a bargaining unit employee above forty (40) hours in a work week, which involves work or assignments in addition to the employee's normal duties or to meet exceptional workload demands of the department which has been

authorized by the Department Head or designee. Compensatory time may be scheduled as time off at any time mutually agreeable to the employee and the Department Head. Requests for authorization of compensatory time or the taking of compensatory time may not be unreasonably withheld. Compensatory time may be accumulated in one (1) hour increments up to a maximum of ten (10) days (eighty (80) hours). Thereafter, overtime will be paid in accordance with Section 4.2.

Compensatory time may be carried forward into the next fiscal year to a maximum accumulation of ten (10) days (eighty (80) hours). Compensatory time accumulated shall be cashed out upon separation from City service.

In addition to the aforementioned compensatory time, an employee may request time off during the normal work week upon prior approval of the Department Head, such approval not to be unreasonably withheld, provided the employee nevertheless works a 40 hour work week, including any paid leave provided under this Agreement.

#### **SECTION 4.4 CALL BACK PAY**

Effective September 26, 2021 (the first full pay period after the approval date of the 2020-2024 Agreement), a bargaining unit member will be paid a minimum of two (2) hours at the applicable overtime rate when he or she is called in outside of his or her regularly scheduled work hours. This minimum call back pay only applies to mandatory overtime assignments.

### **ARTICLE V HOLIDAYS AND LEAVE**

#### **SECTION 5.1 HOLIDAYS**

The following holidays shall be observed in accordance with the Personnel Rules and Regulations:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day

## SECTION 5.2 VACATIONS

A. **Accruals Before Fiscal Year 2022-23.** Effective Fiscal Year 2012-13, each employee in the bargaining unit shall accumulate during and after his or her probationary period vacation leave with pay on May 1<sup>st</sup> according to the following schedule:

- Employees who have less than one (1) year of service on May 1<sup>st</sup> shall be entitled to vacation on the following basis:

One and one-half (1 ½) days per month of service up to a maximum of fifteen (15) working days.

- Employees who have completed one (1) year of service on May 1<sup>st</sup> shall be entitled to a vacation of three (3) weeks annually on the following basis:

Fifteen (15) work days annually.

- Employees who have completed five (5) years of service on May 1<sup>st</sup> shall be entitled to a vacation of four (4) weeks annually.

- Employees who have completed fifteen (15) years of service on May 1<sup>st</sup> shall be entitled to a vacation of five (5) weeks annually.

All bargaining unit members will accumulate vacation during the months of July through April each fiscal year.

B. **Accruals Effective Fiscal Year 2022-2023.** Notwithstanding anything herein to the contrary, effective Fiscal Year 2022-23, each employee in the bargaining unit shall accumulate during and after his or her probationary period vacation leave over a twelve (12) month period (July 1<sup>st</sup> through June 30<sup>th</sup>), which shall be credited to the bargaining unit member on July 1<sup>st</sup> of the fiscal year following the bargaining unit member's appointment and on July 1<sup>st</sup> of each subsequent year of creditable service in accordance with the following schedule:

- Employees who have less than one (1) year of service on July 1<sup>st</sup> shall be entitled to vacation on the following basis:

One and one quarter (1¼) days per month of service up to a maximum of fifteen (15) working days.

- Employees who have completed one (1) year of service on July 1<sup>st</sup> shall be entitled to a vacation of three (3) weeks annually.

- Employees who have completed five (5) years of service on July 1<sup>st</sup> shall be entitled to a vacation of four (4) weeks annually.

- Employees who have completed fifteen (15) years of service on July 1<sup>st</sup> shall be entitled to a vacation of five (5) weeks annually.

For the purpose of computing vacation leave, the calendar month shall be used, except that a person permanently appointed during the first fifteen (15) days of any month shall be considered as having been appointed on the first day of that month, and those appointed after the 15<sup>th</sup> of any month as having been appointed on the first day of the succeeding month.

Vacation leave is to be taken in units of not less than one (1) hour increments. Employees must take all vacation leave or one (1) week whichever is less during the fiscal year following the July 1<sup>st</sup> on which it is earned. Additional vacation leave may be carried over from one fiscal year to the next to permit a maximum accumulation of no more than forty (40) days. Any carry over in excess of thirty (30) days must be requested in writing and approved by the employee's Department Head.

Vacation leave shall be granted by mutual agreement between the employee and the Department Head; provided, however, that no Department Head shall withhold vacation leave of any employee in excess of twelve (12) months.

In computing vacation leave, legal holidays established by these rules are not to be considered as part of vacation allowance.

In the event of death of an employee, the salary equivalent of accrued vacation leave earned by the employee will be paid to the estate of the deceased employee.

Employees who are separated from the City and who have accrued vacation to their credit at the time of separation shall be paid the salary equivalent to the accrued vacation leave. Vacation leave accrued during the fiscal year in which the employee is separated will only be paid if the employee is in good standing at the time of separation. Effective September 13, 2021 (approval of the 2020-2024 Agreement), the pay-out of vacation upon separation will be the salary equivalent of accrued vacation leave up to a maximum of twelve (12) weeks regardless of the number of hours credited or earned at the time of separation, provided the bargaining unit employee was not denied vacation leave within the last six (6) months before separation. In those cases, bargaining unit employees also will be paid for any vacation leave that was denied and above the twelve (12) week maximum.

Employees who separate in good standing or retire after April 22, 2013 will not have their accrued vacation leave, if any, run-out beyond their last day of work, and any lump sum payment of accrued leave will not be counted toward years of service or final average pay for purposes of determining any pension benefit. No pension contributions will be deducted from the vacation lump sum payment.

### SECTION 5.3 SICK LEAVE

A. Each employee in the bargaining unit shall earn sick leave with pay up to a total of fifteen (15) days per year during and after his or her probationary period according to the following schedule:

<b><u>Length of Service In Months</u></b>	<b><u>Days of Sick Leave For Employees on 5-Day Week</u></b>
1	1 ¼
2	2 ½
3	3 ¾
4	5
5	6 ¼
6	7 ½
7	8 ¾
8	10
9	11 ¼
10	12 ½
11	13 ¾
12	15

It is the intent of this provision that each employee in the bargaining unit appointed on or before July 1<sup>st</sup> and who serves continuously until the following June 30<sup>th</sup> shall earn a total of three weeks' paid sick leave during the year. Sick leave is to be used only for purposes contained in this article. Any unauthorized use of sick leave shall be cause for disciplinary action.

Maximum Sick Leave Accumulation. Effective December 11, 2017, any unused portion of sick leave will accumulate from one fiscal year to another as follows:

- (1) Bargaining unit members hired before December 11, 2017 who have ten (10) or more years of service as of December 31, 2017, shall accumulate sick leave to a maximum of one hundred and fifty (150) days.
- (2) Bargaining unit members hired before December 11, 2017 who have less than ten (10) years of service as of December 31, 2017, shall accumulate sick leave to a maximum of one hundred (100) days plus four (4) additional days for each full year of completed service as of December 31, 2017.
- (3) Bargaining unit members hired on or after December 11, 2017 shall accumulate sick leave to a maximum of eighty (80) days.

Bargaining unit members who reach their maximum allowable number of days of accumulated sick leave shall not accumulate any additional sick leave until and unless their accumulated sick leaves fall below their maximum allowable number of days.

B. Except as provided below, sick leave cannot be advanced.

In cases of extreme emergency, employees with good records, who through serious and protracted illness, have used up all accumulated sick leave, compensatory time and vacation leave, an extension of sick leave beyond the maximums provided for in this Agreement may be granted on request of the Department Head and with the written approval of the Director of Human Resources. This provision shall be subject to the grievance procedure except that after Step 3, the matter shall be referred to the Mayor whose decision shall be final and binding.

No refund of vacation time shall be allowed due to illness incurred while on vacation leave.

Holidays and regular days off shall not be counted in computing sick leave taken.

In the event that a holiday falls while an employee is on sick leave due to a protracted illness which began prior to the holiday, the employee shall be granted an additional day off at a time mutually agreed upon between the employee and the Department Head provided that the illness is verified by a doctor's certificate.

Sick leave may be used for the following purposes:

- (1) Personal illness, incapacity, or non-compensable bodily injury or disease.
- (2) Enforced quarantine in accordance with community health regulations.

(3) For a limited time only for illness or physical incapacity in the employee's immediate family. Immediate family is defined for purpose of this provision to be father, mother, sister, brother, wife, husband, domestic partner (pursuant to the Hartford Municipal Code), or children related either by blood, marriage or adoption to the employee.

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

(5) Death of relatives or friends, marriage in the immediate family, celebration of religious holidays and christenings, graduations and similar ceremonies, where there is a clear family obligation to attend provided prior notification to the Department Head is submitted in writing giving full particulars in advance, subject to approval either before or after the absence. A maximum of three (3) days a year under this provision shall be granted except that it may be increased in situations beyond the employee's control upon approval by the Director of Human Resources.



(6) Employees shall be granted reasonable sick time to make adjustments in family living conditions due to pregnancy of their spouse or domestic partner.

(7) In accordance with the schedule below, bargaining unit members may use a certain number of sick days per fiscal year for any purpose not otherwise provided above provided that the request is made in writing and approved by the Appointing Authority. Such time shall not be unreasonably withheld. Any personal days taken shall be deducted from the bargaining unit member's sick leave accrual balance.

<u>Aggregate Years of Service</u>	<u>Total Number of Personal Days</u>
Up to five (5) years	Up to three (3) days
Six (6) years or more	Up to five (5) days

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

C. Proof of Illness or Other Uses of Sick Leave. Departments may require proof of illness or other uses of sick leave as provided in this rule. In the judgment of the Department Head or supervisor, proof of sick leave may include a doctor's certificate, personal affidavit or other reasonable verification available to the employee.

For absences of less than five (5) days, proof of sick leave will not normally be required, unless in the judgment of the Department Head or supervisor, there is a question of authorized usage. For absences of five (5) days or more, a doctor's certificate will normally be required. For absences exceeding one (1) week, a doctor's certificate indicating the nature and probable duration of the disability may be required, and additional certificates may be required for extended illnesses.

D. Compliance with Sick Leave Requirements. Sick leave provided above shall be granted only if the requirements of these provisions are complied with and the initial report of illness is made by the employee to his or her supervisor and/or the Department designee by City land-line telephone and/or City email at least one (1) hour before the employee's starting time on each day of absence. If the employee indicates the duration of his or her absence in the initial report of illness, he or she will not be required to call in on the subsequent days of the reported absence. Nothing in this paragraph shall preclude the payment of sick leave to an employee who cannot comply with the provisions of this paragraph due to extenuating circumstances.

E. Payment of Sick Leave.

(1) Employees hired before December 11, 2017.

For all full-time bargaining unit employees hired before December 11, 2017, the City will make payment for accumulated sick leave as follows:

- i. Full payment in case of death.
- ii. For bargaining unit members with ten (10) or more years or less of service as of December 31, 2017: Fifty percent (50%) at time of retirement.
- iii. For bargaining unit members with at least five (5) years of service, but less ten (10) years of service as of December 31, 2017: Thirty-five percent (35%) payment of accumulated sick leave at time of retirement, plus an additional two percent (2%) for each whole year of service above five (5) years as of December 31, 2017.
- iv. For bargaining unit members with less than five (5) years of service as of December 31, 2017: Thirty-five percent (35%) payment of accumulated sick leave at time of retirement.

(2) Employees hired on or after December 11, 2017.

Notwithstanding anything herein to the contrary, for bargaining unit members hired on or after December 11, 2017, the City will make no payment of accumulated and unused sick leave upon any separation, including retirement.

Payments in case of death will be made to the employee's spouse and/or minor children. In the event the employee has neither a spouse nor children, the payment will be made to the estate of the deceased employee.

F. Sick Leave Donations. A bargaining unit member who has accumulated at least thirty (30) days of sick leave may donate a portion of his or her accumulated sick leave to another bargaining unit member, who through their own or, effective December 11, 2017, their family member's serious and protracted illness has used up all his or her accumulated sick leave and vacation leave. The Mayor, or his or her designee, and the Director of Human Resources and Labor Relations shall authorize the donation and transfer of such sick leave provided the following conditions are met:

- a. The donating bargaining unit member shall have a minimum sick leave accumulation of thirty (30) days.
- b. No more than five (5) days of sick leave for every thirty (30) days of sick leave accumulated by the donating bargaining unit member to a total donation of thirty (30) days shall be permitted between any two (2) bargaining unit members.
- c. Sick leave, donated by one bargaining unit member to another, when used, shall be paid at the hourly rate of the donor or donee, whichever is less.
- d. No more than twenty (20) days of donated sick leave may be allowed to accumulate in any donee's name at any given time, provided if such donated sick

leave should be reduced below twenty (20) days, additional donations may be made to restore the level of accumulated sick leave to twenty (20) days.

- e. Any approved donation of sick leave shall not affect a donating employee's perfect attendance status.

#### **SECTION 5.4 MATERNITY LEAVE**

Disability related to pregnancy, childbirth and related medical conditions will be treated in the same manner as any other temporary disability. Sick leave for pregnancy, childbirth and related conditions will be granted on the same basis as other illnesses and disabilities. This clause does not affect any rights granted to bargaining unit members under federal or state Family and Medical Leave Acts.

#### **SECTION 5.5 FAMILY AND MEDICAL LEAVE**

Effective December 11, 2017 (the approval of the 2016-2020 Agreement), a bargaining unit member who is an "eligible employee" as defined under the Federal Family and Medical Leave Act ("FMLA"), 29 U.S.C. §2601 et seq., shall be granted up to twelve (12) weeks of unpaid leave during a twelve (12) month period in accordance with the applicable provisions of the FMLA. Any accumulated paid leave time must be substituted for unpaid FMLA leave and exhausted first, and said paid leave shall be included in, and shall not be in addition to, the aforementioned twelve (12) weeks of allowable leave as permitted by the FMLA. The twelve (12) month period shall commence on, and be measured from, the date the employee first takes FMLA. As set forth in the FMLA, a medical certificate shall be required for all FMLA leave requests and approvals. Employees on FMLA leave shall have the continuity of their employment preserved for seniority purposes. Employees on FMLA leave shall have their health insurance coverage maintained during such leave on the same terms as if they had continued to work, including that employees shall pay any required premium contributions toward the cost of such insurance. If the employee fails to return to work under circumstances described by the FMLA, the employee shall be liable for the retroactive premium payments in accordance with the FMLA.

#### **SECTION 5.6 COMPENSATION FOR INJURIES AND DISEASE**

A. Effective July 1, 2008, employees who are covered by Workers' Compensation for injuries or disease shall only be entitled to statutory Workers' Compensation payments. In the event a Workers' Compensation claim is contested by the City, the employee shall be entitled to use his or her sick time until the dispute is resolved. If the claim is found to be compensable, the sick leave time used by the employee will be restored to the employee's sick leave account.

B. No payments under Workers' Compensation shall be paid when the personal injury shall have been caused by the willful and serious misconduct of the injured employee or his or her intoxication or the improper or excessive use of drugs.

C. Injuries arising out of and in the course of employment shall be reported forthwith by the employee to the Department Head or his or her designee in accordance with the City's policies and procedures.

## **SECTION 5.7 PERSONAL LEAVE FOR PERFECT ATTENDANCE**

Employees shall earn one (1) day of personal leave for every three (3) months of perfect attendance during the period from July 1 through September 30, October 1 through December 31, January 1 through March 31, and April 1 through June 30. The employee may use such leave for any purpose subject to advance approval by the Department Head.

Employees must use all personal leave days earned within the fiscal year in which they are credited.

For the purpose of this Section, one (1) instance of tardiness per three (3) month period which does not exceed one (1) hour shall not affect an employee's perfect attendance status. However, more than one instance of tardiness in any three (3) month period regardless of the amount of time lost will break perfect attendance for that period.

Time off authorized under Section 4.3 of this Agreement shall not be considered tardiness. Perfect attendance is considered broken by any sick leave, paid or unpaid; leave without pay or absence without leave; provided, however, that an employee may use up to 3 hours of sick leave per period for the purpose of doctor's or dentist's appointments and further may take authorized time off under Section 4.3 or Section 5.3 B (7) of this Agreement without affecting perfect attendance for that period.

## **SECTION 5.8 BEREAVEMENT LEAVE**

Three (3) days of special leave with full pay shall be granted for death in the immediate family of an employee, or the immediate family of his or her spouse. Effective December 11, 2017 (the approval of the 2016-2020 Agreement), the number of days of special leave with full pay will increase to four (4) days. Immediate family for the purposes of this clause is defined as parents, grandparents, child, son-in-law, daughter-in-law, grandchild, spouse, brother, sister and any relation who is domiciled in the employee's household.

## **SECTION 5.9 MILITARY LEAVE**

Military leave and benefits will be provided in accordance with USERRA and the January 14, 2008 City of Hartford Court of Common Council Resolution regarding military leave (See Appendix G).

Upon reemployment from an approved military leave, the returning employee will have the option to purchase pension service credit for his or her qualified military service

within a prescribed time period in accordance with the May 13, 2002 City Ordinance concerning USERRA pension reemployment rights (See Appendix H). If the employee elects to repay the missed employee pension contributions while on military leave, he or she will receive pension service credit for the period of his or her qualified military service. If the employee elects not to repay the missed employee pension contributions while on military leave, the employee will not receive pension service credit for his or her qualified military service beyond the one (1) year period.

## **SECTION 5.10 LEAVE OF ABSENCE WITHOUT PAY**

A Department Head, with the approval of the Director of Human Resources, may grant a regular employee leave of absence without pay for a period not to exceed one (1) year for travel or study. Such leave shall be granted only when it will not result in undue prejudice to the interests of the City as an employer beyond any benefits to be realized.

No leave without pay shall be granted except upon written request of the employee and a guarantee by the employee that he will serve the City for at least one (1) year after return from such leave. Whenever granted, such leave shall be approved in writing and signed by the Department Head and a copy filed with the Director of Human Resources.

Upon expiration of a regularly approved leave without pay, the employee shall return to working the position held at the time leave was granted. Failure on the part of an employee on leave to report promptly at its expiration, without good cause, shall be considered as a resignation.

No such leave shall be granted primarily in the interests of the employee except in the case of one who has shown by his or her record of service or by other evidence to be of more than average value to the City and whose service it is desirable to retain even at such sacrifice.

Leave of absence without pay may also be granted to permanent employees in the classified service for a period of up to three (3) months upon written application to the Director of Human Resources stating reasons for request and with his or her prior approval.

## **SECTION 5.11 ABSENCE WITHOUT LEAVE**

An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of these rules shall be deemed to be an absence without leave. Any such absence shall be without pay and may be subject for disciplinary action. Any employee who absents himself for three (3) consecutive days, or on three (3) separate occasions for less than three (3) days without leave, shall be deemed to have resigned. Such action may be reconciled by the Director of Human Resources by a subsequent grant of leave if the conditions warrant.

## **SECTION 5.12 PROCEDURE IN REQUESTING LEAVES**

An employee requesting a leave of absence for any reason other than sick leave or vacation leave must fill out a request form. The requested leave shall be approved by the Department Head, by the employee's supervisor if the Department Head so desires, and by the Director of Human Resources.

## **SECTION 5.13 RESIGNATION**

To resign in good standing, an employee must give the appointing authority, at least ten (10) working days prior notice unless the appointing authority, because of extenuating circumstances, agrees to permit a shorter period of notice. Additional information on resignations can be found in Personnel Rule XII, Section 5.

# **ARTICLE VI GENERAL PROVISIONS**

## **SECTION 6.1 UNION ACTIVITIES**

Six (6) members of the Association negotiating committee will be allowed to attend meetings with the City for the purpose of negotiating a successor agreement with the City during their working hours without loss of pay.

Not more than two (2) union representatives shall be granted leave from duty with full pay for all meetings between the City and the Union for the purpose of processing grievances at Steps 3 or 4 when such meetings take place at any time during which such representative is scheduled to be on duty.

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

The internal business of the Union shall be conducted during the non-duty hours of the employees involved.

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

## **SECTION 6.2 VISITATION BY UNION REPRESENTATIVE**

Representatives of the Union shall have reasonable access to the premises of the employer provided that he or she notifies the supervisor in the work area of the reasons for his or her presence when he or she arrives. Representatives of the Union mean Union members as well as SEIU International Union staff people.

### **SECTION 6.3 BULLETIN BOARD**

The City will furnish and maintain ten (10) bulletin boards located in mutually convenient locations within the City. The bulletin boards are to be used by the Union and the Union agrees that material posted will not contain propaganda against or attacks upon the City, any department or agency, or any official thereof. All material posted shall be in good taste.

### **SECTION 6.4 CLASSIFICATION PLAN**

The City maintains a classification plan for the classification of positions in the unit. For the purposes of this Agreement, the classification plan shall be the one in effect on the effective date of this Agreement. The classification plan consists of class specifications, class relationship material and other related materials.

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

Requests for changes in classification, salary increases or title changes will be forwarded by the employee's Department Head to the Human Resources Department within fifteen (15) days of receipt. Such requests will be responded to in writing within six (6) months of the date of receipt by the Human Resources Department unless the time limit is extended by mutual agreement. No response will be made to such a request if the position has been studied within one (1) year of the date of request.

It is understood and agreed that the Health and Human Services Department will continue to review the assignments of caseloads to the Social Workers and that the Department will commit itself, as far as practicable, to an equal distribution of caseloads among employees.

Any differences concerning caseloads shall be resolved through consultation between the Department Head or his or her designee and Union representatives, and such issue will not be subject to the grievance procedure. The Department's caseload statistical reports will be forwarded to the Union President on a quarterly basis.

Postings of bargaining unit positions will identify the normal or usual career ladder within the bargaining unit; provided, however, that this provision will neither restrict employee's promotional opportunities nor require the promotion of employees.

## **SECTION 6.5 CONVENTION LEAVE**

A maximum of eight (8) days per year for Convention Leave and a maximum of five (5) days for seminars shall be granted during the term of this Agreement.

## **SECTION 6.6 SENIORITY LIST**

The City shall prepare a list of employees showing their seniority in length of service with the City and mailing addresses, and send it to the Union President on or about July 1<sup>st</sup> of each year.

## **SECTION 6.7 MILEAGE**

Effective July 1, 2000, the mileage allowance for authorized use of personal automobiles for City business will be the rate as established by the Internal Revenue Service.

## **SECTION 6.8 DEFERRED COMPENSATION**

The City shall continue to offer the following deferred compensation plan to all members of the bargaining unit:

(1) The City will make available to members of the Union, at the individual member's option, a deferred compensation plan.

(2) The City may, at its option, offer other deferred compensation plans to members of the Union in the future upon giving notice to the Union of such offering.

(3) The Union agrees that it will take no action against the City of Hartford for any loss or damage arising under the scope of the investment management agreement for all acts performed in good faith, pursuant to a fiduciary's reasonable man standards.

The City and the Union agree that neither the terms of this Section 6.8, nor any deferred compensation plan, shall be subject to the grievance procedure.

## **SECTION 6.9 MEAL ALLOWANCE**

Employees engaged in snow and ice removal activities or other emergencies declared by the Mayor on an overtime basis shall receive a meal allowance on the following basis:

(1) If an employee works more than one (1) hour before his or her regular shift, he or she shall receive a meal allowance of \$3.00. He or she shall also receive an additional meal allowance of \$3.00 for each additional period of four (4) hours before his regular shift, but in no event shall he or she receive two (2) meal allowances for the first two (2) periods if he or she works less than eight (8) hours of overtime.



(2) If an employee works more than two (2) hours beyond his or her regular shift, he shall receive a meal allowance of \$3.50. He or she shall also receive an additional allowance of \$3.50 for each additional period of four (4) hours after his or her regular shift, but in no event shall he or she receive two (2) meal allowances for the first two periods if he or she works less than eight (8) hours of overtime.

## **SECTION 6.10 SAFETY SHOES**

Effective Fiscal Year 2017-18 and thereafter, employees in the job classifications of Environmental Health Sanitarian 1 (#3509), Environmental Health Sanitarian 2 (#3410) and Public Health Sanitarian Inspector (#3501) only, shall be provided with one (1) pair of safety shoes of a cost up to eighty (80) dollars, inclusive of state sales tax, from an approved City vendor. The job classification of Environmental Health Sanitarian Trainee (#3508) is excluded from the provisions in Section 6.10.

Notwithstanding anything herein to the contrary, effective Fiscal Year 2023-24 and thereafter, employees in the job classifications of Environmental Health Sanitarian Trainee (#3508), Environmental Health Sanitarian (#3509), Public Health Sanitarian Inspector (#3501), and Zoning Enforcement Officer (#4030) only, shall be provided with one (1) pair of safety shoes of a cost up to one hundred twenty dollars (\$120) dollars, inclusive of state sales tax, from an approved City vendor.

## **SECTION 6.11 SALARY INCREMENTS**

Salary increments recognizing normal growth within established ranges shall be as provided for in the pay plan during the month on which the anniversary date of appointment of the employee to the class occurred. Employees appointed on or before the 15<sup>th</sup> of the month and who have displayed normal growth shall be paid approved growth increments effective on the first of that month.

Employees appointed after the 15<sup>th</sup> of the month and who have displayed normal growth shall receive the approved growth increment on the first of the succeeding month. Employees shall be granted growth increments unless the Department Head certifies that the employee has not demonstrated the growth normally expected for the class. Such recommendations shall be based upon standards of performance as indicated by service ratings or other pertinent data. Growth increments shall not be more often than provided for by the growth frequency.

## **SECTION 6.12 SALARY RATES IN TRANSFER, PROMOTION OR ASSIGNMENT**

Employees transferred from one position to another position in the same or different department shall retain the same rate of pay.

Employees promoted or assigned to a position in a higher class shall receive an increase in pay of at least one (1) full growth step unless the maximum salary of the higher

class is less than a full growth step above the employee's present salary. In such case the employee's salary shall be raised to the maximum.

In the case of assignments to a higher class, employees will receive the higher rate if the assignment is for one (1) week or more, or for a total period of forty (40) hours or more if required on a regular basis, and the payment will be retroactive to the beginning of such period.

Such payment will not be made: (1) when it is the normal responsibility of an employee to act for or perform the functions of an employee in another class because of absence (for example, when the class specification so provides, or when an assistant normally acts for a higher level supervisor); and (2) when it is not practical or possible for an employee to perform the full job of a higher class for a brief, temporary period of time.

These requirements will normally exclude assignments outside of certified bargaining units, since such assignments involve substantial technical, professional or supervisory skills which cannot normally be fully exercised on short-term assignments.

When assignments are excluded by the above requirements, employees may be given temporary appointments to the higher class when the assignment exceeds three (3) weeks and when the full job can be performed by an employee serving in a temporary capacity.

Employees shall not be rotated on assignments for the purpose of avoiding payments at the higher rates.

### **SECTION 6.13      SUBSTANCE ABUSE POLICY**

The City and the Union agree to a substance abuse policy for all bargaining unit employees as outlined in Appendix C, attached.

### **SECTION 6.14      LABOR MANAGEMENT COMMITTEE**

The City and the Union agree to meet quarterly to discuss matters of concern, if requested by either party.

## **ARTICLE VII LAYOFF PROCEDURES**

### **SECTION 7.1      ORDER OF LAYOFF**

When a layoff is necessary in a particular classification, layoff of permanent employees within a department shall be made in inverse order of length of full-time continuous service with the City. Such layoffs shall be made by classification within a department as determined by the Department Head involved. No probationary or permanent

employee shall be laid off from any position while any temporary employee is still employed in the same class in the department. In case of ties, the individual with the least seniority in the class shall be the first laid off. Within sixty (60) days of the signing of this Agreement, the Union shall designate six (6) officers and/or area representatives who shall have super-seniority for purposes of this provision and send written notification of such designation to the Director of Human Resources. The Union shall notify the Director of Human Resources of any change in said officers and/or area representatives. Super-seniority shall be effective thirty (30) calendar days after the City's receipt of such notice.

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

## **SECTION 7.2 NOTICE OF LAYOFF**

A Department Head shall give written notice to the Director of Human Resources, the President of the City of Hartford Professional Employees Association, and to the employee concerned at his or her last known address, of any proposed layoff, at least three (3) weeks before the effective date of the layoff and two (2) weeks in cases where positions are grant funded.

In the event of layoff, if an employee receives written notice of layoff and prior to the effective date of that layoff, a vacancy within the same job classification and department is authorized for filling, the layoff notice of the most senior employee within that classification and department shall be rescinded.

## **SECTION 7.3 RECALL FROM LAYOFF**

On recall from layoff, the last employee in the class laid off from the City, shall be the first employee recalled to the class within the City. No new employee shall be hired into that class within the City until all affected full-time and probationary employees have been recalled. Employees on the recall list shall have the recall rights for a period equal to their seniority at the time of layoff, not to exceed two (2) years and only to the class within the City from which the employee was laid off, provided that the employee is able to perform the duties of the job, and provided further that the employee returns to the job within three (3) weeks after the City sends a notice of recall by certified mail to the employee at his or her last known address with a copy to the Union President.

An employee recalled to his or her same position held at the time of layoff will not be required to complete a new probationary period provided the employee successfully completed the probationary period for the position held at the time of layoff. An employee recalled to a position other than that held at the time of layoff will be required to serve a three (3) month probationary period, provided that such employee had previously completed a probationary period for the class to which he or she had been recalled.

If the vacancy to be filled is federally funded and employees on the recall list do not meet the federal eligibility criteria of the position to be filled, the City may fill the position in any manner consistent with the City's Personnel Rules and Regulations.

## **ARTICLE VIII COVENANTS**

### **SECTION 8.1 LOCAL LEGISLATION**

The City and the Union agree that in the event local legislation is passed which would alter the terms of this Agreement, such legislation is inoperable, null and void during the term of this Agreement for those employees covered by the Agreement, unless otherwise mutually agreed.

### **SECTION 8.2 FEDERAL PROGRAMS**

It is understood and agreed that the Union and the City will adhere to the regulations and guidelines establishing the wages, hours, titles and other terms and conditions of employment under the Federal Public Service Employment Programs.

It is further understood and agreed that those regulations and guidelines, as they relate to wages, hours, titles and other terms and conditions of employment, may require further negotiations between the parties.

### **SECTION 8.3 SAVING CLAUSE**

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

### **SECTION 8.4 EFFECTIVE DATES**

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

### **SECTION 8.5 DURATION**

The duration of this Agreement shall extend from July 1, 2020 through June 30, ~~2024~~ 2026 and shall continue in effect thereafter unless amended, modified or terminated in accordance with this Section. Either party wishing to amend, modify or terminate this

Agreement must so advise the other party in writing no later than one-hundred fifty (150) days prior to the expiration of this Agreement.

## **SECTION 8.6 ENTIRE AGREEMENT**

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

**IN WITNESS WHEREOF**, the parties hereto have caused to be signed and sealed this Agreement and a like copy on this \_\_\_\_ day of \_\_\_\_\_ ~~2022~~2023.

**CITY OF HARTFORD**

**THE CITY OF HARTFORD PROFESSIONAL  
EMPLOYEES ASSOCIATION, SEIU, LOCAL  
2001 CSEA**

\_\_\_\_\_  
Luke Bronin, Mayor

\_\_\_\_\_  
Julius Preston, Staff Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marlene Fleeting, Director  
Human Resources & Labor Relations

\_\_\_\_\_  
~~Maria Del Pilar Botero~~Rita Melendez  
Union President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**As to form and legality**

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

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

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## APPENDIX A-2 SALARY RATES

Any negotiated percentage increases are applied to the base rate rounded to the nearest penny.

Effective and retroactive to July 5, 2020, the salaries in effect on July 4, 2020 will be increased by two percent (2%).

Effective and retroactive to July 4, 2021, the salaries in effect on July 3, 2021 will be increased by one percent (1%).

Effective July 4, 2021, the salary ranges will be modified to add one step to the end of each salary band, creating a new max step for each classification, with the exception of the Public Health Nurse (Class Code 3061), Crime Analyst (Class Code 5071) and Cyber Information Forensic Specialist (Class Code 0326) classifications. The percentage increase of the new max step will be consistent with current practice. The new max step will be one (1) year from the current max step (e.g., if the current max step is “5 Years,” the new max step will be “6 Years.”) Bargaining unit members who are at the max step of their classification as of July 3, 2021 will not be automatically moved to the new max step upon approval of this Agreement, but rather they will be eligible to receive a growth increment in the month of their anniversary date of appointment to their current classification. Bargaining unit members appointed on or before the fifteenth (15<sup>th</sup>) of the month and who have displayed normal growth will be moved to the new max step on the first Sunday of their anniversary month. Bargaining unit members appointed after the fifteenth (15<sup>th</sup>) of the month and who have displayed normal growth will be moved to the new max step on the first Sunday of the month following their anniversary date.

Effective July 3, 2022, the salaries in effect on July 2, 2022 shall remain in effect through ~~June 30, 2024~~ the pay period of the final approval of the September 2023 Tentative Agreement between the City and CHPEA.

Effective the first full pay period after the final approval of the September 2023 Tentative Agreement, the salaries in effect will be increased by five percent (5%), except for those classifications listed below, for which the salaries are increasing by varying amounts as set forth in the salary tables in Appendix A-2.

- Junior Planner, Class Code 2016
- Senior Planner, Class Code 2017
- Assessment Technician, Class Code 0342
- Building Plans Examiner, Class Code 2070
- Mechanical Plans Examiner, Class Code 2009
- Environmental Health Sanitarian Trainee, Class Code 3508
- Environmental Health Sanitarian, Class Code 3509, Previously Environmental Health Sanitarian 1)



- Environmental Health Sanitarian, Class Code 3510 – Classification will no longer be included in the City’s Classification Plan effective the first full pay period after the final approval of the September 2023 Tentative Agreement.

Effective July 7, 2024, the salaries in effect on July 6, 2024 will be increased by two percent (2%).

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

**DATA PROCESSING SERIES – BI-WEEKLY RATES [TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED]**

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
0121	Junior Computer Programmer	June 30, 2020		1497.48	1572.35	1647.23	1722.10	1796.98	1871.85	1946.72	2021.60	NA
		July 5, 2020	2.00%	1527.43	1603.80	1680.17	1756.54	1832.92	1909.29	1985.66	2062.03	NA
		July 4, 2021	1.00%	1542.70	1619.84	1696.97	1774.11	1851.24	1928.38	2005.51	2082.65	2159.78
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
0120	Computer Programmer	June 30, 2020		1821.03	1912.08	2003.13	2094.18	2185.24	2276.29	2367.34	2458.39	NA
		July 5, 2020	2.00%	1857.45	1950.32	2043.20	2136.07	2228.94	2321.81	2414.69	2507.56	NA
		July 4, 2021	1.00%	1876.02	1969.82	2063.62	2157.42	2251.22	2345.03	2438.83	2532.63	2626.43
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
0328 0126	Microcomputer Technician Systems Analyst	June 30, 2020		2006.81	2107.15	2207.49	2307.83	2408.17	2508.51	2608.85	2709.19	NA
		July 5, 2020	2.00%	2046.95	2149.30	2251.65	2353.99	2456.34	2558.69	2661.04	2763.38	NA
		July 4, 2021	1.00%	2067.42	2170.79	2274.16	2377.53	2480.90	2584.28	2687.65	2791.02	2894.39
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

## ENGINEERING SERIES – BI-WEEKLY RATES

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
2005	Civil Engineer I	June 30,2020		1821.03	1912.08	2003.13	2094.18	2185.24	2276.29	2367.34	2458.39	NA
		July 5, 2020	2.00%	1857.45	1950.32	2043.20	2136.07	2228.94	2321.81	2414.69	2507.56	NA
		July 4, 2021	1.00%	1876.02	1969.82	2063.62	2157.42	2251.22	2345.03	2438.83	2532.63	2626.43
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
2041	Architect I	June 30,2020		2006.81	2107.15	2207.49	2307.83	2408.17	2508.51	2608.85	2709.19	NA
2006	Civil Engineer II	July 5, 2020	2.00%	2046.95	2149.30	2251.65	2353.99	2456.34	2558.69	2661.04	2763.38	NA
		July 4, 2021	1.00%	2067.42	2170.79	2274.16	2377.53	2480.90	2584.28	2687.65	2791.02	2894.39
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1 Year	2 2 Years	3 3 Years	4 4 Years	5 5 Years	6 6 Years	7 7 Years	8 8 Years
2060	Traffic Operation Engineer	June 30,2020		2324.14	2440.35	2556.55	2672.76	2788.97	2905.18	3021.38	3137.59	NA
		July 5, 2020	2.00%	2370.62	2489.15	2607.68	2726.21	2844.74	2963.28	3081.81	3200.34	NA
		July 4, 2021	1.00%	2394.33	2514.05	2633.76	2753.48	2873.20	2992.91	3112.63	3232.35	3352.06
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1 Year	2 2 Years	3 3 Years	4 4 Years	5 5 Years	6 6 Years
2009	Mechanical Plans Examiner	June 30,2020		2154.25	2261.96	2369.68	2477.39	2585.10	2692.81	NA
2070	Building Plans Examiner (Per 5/2023 MOA, salary Schedule adjusted)	July 5, 2020	2.00%	2197.34	2307.21	2417.07	2526.94	2636.81	2746.68	NA
		July 4, 2021	1.00%	2219.31	2330.28	2441.24	2552.21	2663.17	2774.14	2885.10
		May 21,2023	NA	2680.00	2814.00	2948.00	3082.00	3216.00	3350.00	NA
		TBD	NA	3200.22	3360.22	3520.24	3680.25	3840.26	4000.28	NA
		July 7, 2024	2.00%							
		July 6, 2025	2.00%							

## ENGINEERING SERIES – BI-WEEKLY RATES

Code	Class	Date	% Incr.	0 Base Rate	1 1 Year	2 2 Years	3 3 Years	4 4 Years	5 5 Years	6 6 Years	7 7 Years	8 8 Years
2042	Architect II	June 30,2020		2566.94	2695.29	2823.63	2951.98	3080.33	3208.68	3337.02	3465.37	NA
2010	Electrical Engineer	July 5, 2020	2.00%	2618.28	2749.19	2880.11	3011.02	3141.94	3272.85	3403.76	3534.68	NA
6014	Landscape Architect	July 4, 2021	1.00%	2644.46	2776.68	2908.91	3041.13	3173.35	3305.58	3437.80	3570.02	3702.24
2011	Structural Engineer	TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

## NURSING AND MEDICAL SERIES – BI-WEEKLY RATES

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
3055	Clinic Nurse	June 30,2020		1654.46	1737.18	1819.91	1902.63	1985.35	2068.08	2150.80	2233.52	NA
3315	Microbiologist	July 5, 2020	2.00%	1687.55	1771.93	1856.31	1940.68	2025.06	2109.44	2193.82	2278.19	NA
3054	Pediatric Nurse	July 4, 2021 to	1.00%	1704.43	1789.65	1874.87	1960.09	2045.32	2130.54	2215.76	2300.98	2386.20
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years
3061	Public Health Nurse	June 30,2020		1996.08	2095.88	2195.69	2295.49	2395.30	2495.10	2594.90	2694.71
	(through July 3, 2021)	July 5, 2020	2.00%	2036.00	2137.80	2239.60	2341.40	2443.20	2545.00	2646.80	2748.60

Code	Class	Date	% Incr.	0 Base Rate		1 1 Year	3 2 Years	4 3 Years	5 4 Years	6 5 Years	7 5 Years
3061	Public Health Nurse ( <i>Eff July 4, 2021</i> )	July 4, 2021	NA	2410.26		2530.77	2651.29	2771.80	2892.31	3012.83	3133.34
		TBD	5.00%								
		July 7, 2024	2.00%								
		July 6, 2025	2.00%								

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
3316	Senior Microbiologist	June 30,2020		1821.03	1912.08	2003.13	2094.18	2185.24	2276.29	2367.34	2458.39	NA
		July 5, 2020	2.00%	1857.45	1950.32	2043.20	2136.07	2228.94	2321.81	2414.69	2507.56	NA
		July 4, 2021 to	1.00%	1876.02	1969.82	2063.62	2157.42	2251.22	2345.03	2438.83	2532.63	2626.43
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

### PROFESSIONAL SERIES – BI-WEEKLY RATES

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
3501	Public Health Sanitarian Inspector	June 30,2020		1386.80	1456.14	1525.48	1594.82	1664.16	1733.50	1802.84	1872.18	NA
		July 5, 2020	2.00%	1414.54	1485.27	1555.99	1626.72	1697.45	1768.18	1838.90	1909.63	NA
		July 4, 2021 to	1.00%	1428.69	1500.12	1571.56	1642.99	1714.43	1785.86	1857.30	1928.73	2000.17
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
0525	Administrative Analyst	June 30,2020		1497.48	1572.35	1647.23	1722.10	1796.98	1871.85	1946.72	2021.60	NA
0128	Employment and Training Analyst	July 5, 2020	2.00%	1527.43	1603.80	1680.17	1756.54	1832.92	1909.29	1985.66	2062.03	NA
		July 4, 2021 to	1.00%	1542.70	1619.84	1696.97	1774.11	1851.24	1928.38	2005.51	2082.65	2159.78
0312	Junior Accountant	TBD	5.00%									
2016	Junior Planner (through TBD)	July 7, 2024	2.00%									
3419	Nutritionist I	July 6, 2025	2.00%									
0220	Property Control Officer											

Code	Class	Date	% Incr.	0 Base Rate	1 1 Year	3 2 Years	4 3 Years	5 4 Years
2016	Junior Planner (Eff TBD)	TBD	NA	2115.00	2220.75	2326.50	2432.25	2538.00
		July 7, 2024	5.00%					
		July 6, 2025	2.00%					

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
3620	Social Worker I	June 30,2020		1517.25	1593.11	1668.98	1744.84	1820.70	1896.56	1972.43	2048.29	NA
		July 5, 2020	2.00%	1547.60	1624.98	1702.36	1779.74	1857.12	1934.50	2011.88	2089.26	NA
		July 4, 2021	1.00%	1563.08	1641.23	1719.39	1797.54	1875.70	1953.85	2032.00	2110.16	2188.31
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

### PROFESSIONAL SERIES – BI-WEEKLY RATES

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
3640	Crisis Intervention Specialist (Police)	June 30,2020		1599.69	1679.67	1759.66	1839.64	1919.63	1999.61	2079.60	2159.58	NA
		July 5, 2020	2.00%	1631.68	1713.26	1794.85	1876.43	1958.02	2039.60	2121.18	2202.77	NA
3639	Early Childhood Monitor	July 4, 2021	1.00%	1648.00	1730.40	1812.80	1895.20	1977.60	2060.00	2142.40	2224.80	2307.20
0040	Housing Counselor	TBD	5.00%									
0015	Loan Specialist	July 7, 2024	2.00%									
0016	Rental Examiner	July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1 Year	2 2 Years	3 3 Years	4 4 Years	5 5 Years	6 6 Years	7 7 Years
0356	Tax Investigator	June 30,2020		2058.29	2161.20	2264.12	2367.03	2469.95	2572.86	2675.78	NA
		July 5, 2020	2.00%	2099.46	2204.43	2309.41	2414.38	2519.35	2624.33	2729.30	NA
		July 4, 2021	1.00%	2120.45	2226.47	2332.50	2438.52	2544.54	2650.56	2756.59	2862.61
		TBD	5.00%								
		July 7, 2024	2.00%								
		July 6, 2025	2.00%								

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
3626	Field Representative	June 30,2020		1660.11	1743.12	1826.12	1909.13	1992.13	2075.14	2158.14	2241.15	NA
		July 5, 2020	2.00%	1693.31	1777.98	1862.64	1947.31	2031.97	2116.64	2201.30	2285.97	NA
		July 4, 2021	1.00%	1710.24	1795.75	1881.26	1966.78	2052.29	2137.80	2223.31	2308.82	2394.34
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years
0027	Zoning Assistant	June 30,2020		1734.08	1820.78	1907.49	1994.19	2080.90	2167.60	NA
		July 5, 2020	2.00%	1768.76	1857.20	1945.64	2034.07	2122.51	2210.95	NA
		July 4, 2021	1.00%	1786.45	1875.77	1965.10	2054.42	2143.74	2233.06	2322.39
		TBD	5.00%							
		July 7, 2024	2.00%							
		July 6, 2025	2.00%							

### PROFESSIONAL SERIES – BI-WEEKLY RATES

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
0211	Buyer	June 30,2020		1734.08	1820.78	1907.49	1994.19	2080.90	2167.60	2254.30	2341.01	NA
		July 5, 2020	2.00%	1768.76	1857.20	1945.64	2034.07	2122.51	2210.95	2299.39	2387.83	NA
		July 4, 2021	1.00%	1786.45	1875.77	1965.10	2054.42	2143.74	2233.06	2322.39	2411.71	2501.03
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
0358	Training Assistant	June 30,2020		1754.97	1842.72	1930.47	2018.22	2105.96	2193.71	2281.46	2369.21	NA
		July 5, 2020	2.00%	1790.07	1879.57	1969.08	2058.58	2148.08	2237.59	2327.09	2416.59	NA
		July 4, 2021	1.00%	1807.97	1898.37	1988.77	2079.17	2169.56	2259.96	2350.36	2440.76	2531.16
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years
3508	Environmental Health Sanitarian Trainee	June 30,2020		1748.74	1836.18	1923.61	2011.05
		July 5, 2020	2.00%	1783.71	1872.90	1962.08	2051.27
		July 4, 2021 to	1.00%	1801.55	1891.63	1981.71	2071.78
		TBD	NA	2175.37	2284.14	2392.91	2501.68
		July 7, 2024	2.00%				
		July 6, 2025	2.00%				

Code	Class	Date	% Incr.	0 Base Rate	1 1 Year	2 2 Year	3 3 Years	4 4 Years	5 5 Years	6 6 Years
3509	Environmental Health Sanitarian <del>1</del> <i>(Title change eff TBD; previously Environmental Health Sanitarian 1)</i>	June 30,2020		1925.70	2021.99	2118.27	2214.56	2310.84	2407.13	NA
		July 5, 2020	2.00%	1964.21	2062.42	2160.63	2258.84	2357.05	2455.26	NA
		July 4, 2021 to	1.00%	1983.85	2083.04	2182.24	2281.43	2380.62	2479.81	2579.01
		TBD	NA	2885.00	3029.25	3173.50	3317.75	3462.00	3606.25	NA
		July 7, 2024	2.00%							
		July 6, 2025	2.00%							



### PROFESSIONAL SERIES – BI-WEEKLY RATES

Code	Class	Date	% Incr.	0 Base Rate	1 1 Year	2 2 Year	3 3 Years	4 4 Years	5 5 Years	6 6 Years	7 7 Years
3510	Environmental Health Sanitarian 2 <i>(Classification eliminated eff 10/X/23)</i>	June 30,2020		2058.29	2161.20	2264.12	2367.03	2469.95	2572.86	2675.78	NA
		July 5, 2020	2.00%	2099.46	2204.43	2309.41	2414.38	2519.35	2624.33	2729.30	NA
		July 4, 2021	1.00%	2120.45	2226.47	2332.50	2438.52	2544.54	2650.56	2756.59	2862.61

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
3511	Public Health Preparedness Coordinator	June 30,2020		1762.87	1851.01	1939.16	2027.30	2115.44	2203.59	2291.73	2379.87	NA
		July 5, 2020	2.00%	1798.13	1888.04	1977.94	2067.85	2157.76	2247.66	2337.57	2427.48	NA
		July 4, 2021	1.00%	1816.11	1906.92	1997.72	2088.53	2179.33	2270.14	2360.94	2451.75	2542.55
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
3724	Child Development Specialist	June 30,2020		1821.03	1912.08	2003.13	2094.18	2185.24	2276.29	2367.34	2458.39	NA
0352	Elderly Services Employment Specialist	July 5, 2020	2.00%	1857.45	1950.32	2043.20	2136.07	2228.94	2321.81	2414.69	2507.56	NA
0348	Employment & Training Specialist	July 4, 2021 to	1.00%	1876.02	1969.82	2063.62	2157.42	2251.22	2345.03	2438.83	2532.63	2626.43
3606	Medical Social Worker	TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
3605	Senior Social Worker	June 30,2020		1844.18	1936.39	2028.60	2120.81	2213.02	2305.23	2397.43	2489.64	NA
		July 5, 2020	2.00%	1881.06	1975.11	2069.17	2163.22	2257.27	2351.33	2445.38	2539.43	NA
		July 4, 2021 to	1.00%	1899.87	1994.86	2089.86	2184.85	2279.84	2374.84	2469.83	2564.82	2659.82
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

### PROFESSIONAL SERIES – BI-WEEKLY RATES

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
0313	Accountant	June 30,2020		1858.30	1951.22	2044.13	2137.05	2229.96	2322.88	2415.79	2508.71	NA
		July 5, 2020	2.00%	1895.47	1990.24	2085.02	2179.79	2274.56	2369.34	2464.11	2558.88	NA
		July 4, 2021	1.00%	1914.42	2010.14	2105.86	2201.58	2297.30	2393.03	2488.75	2584.47	2680.19
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
0342	Assessment Technician <i>(through TBD)</i>	June 30,2020		1909.13	2004.59	2100.04	2195.50	2290.96	2386.41	2481.87	2577.33	NA
3535	Biostatistician	July 5, 2020	2.00%	1947.31	2044.68	2142.04	2239.41	2336.77	2434.14	2531.50	2628.87	NA
0527	Senior Admin. Analyst	July 4, 2021	1.00%	1966.78	2065.12	2163.46	2261.80	2360.14	2458.48	2556.81	2655.15	2753.49
0349	Senior Employment & Training Specialist	TBD	5.00%									
		July 7, 2024	2.00%									
2017	Senior Planner <i>(through TBD)</i>	July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
0342	Assessment Technician <i>(Eff TBD)</i>	TBD	NA	2325.00	2441.25	2557.50	2673.75	2790.00	2906.25	3022.50	3138.75	3255.00
		July 7, 2024	5.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1 Year	3 2 Years	4 3 Years	5 4 Years
2017	Senior Planner <i>(Eff TBD)</i>	TBD	NA	2600.00	2730.00	2860.00	2990.00	3120.00
		July 7, 2024	5.00%					
		July 6, 2025	2.00%					

### PROFESSIONAL SERIES – BI-WEEKLY RATES

Code	Class	Date	% Incr.	0 Base Rate	1 1 Year	2 2 Years	3 3 Years	4 4 Years	5 5 Years	6 6 Years
5071	Crime Analyst <i>(through 7/3/21)</i>	June 30, 2020		2058.29	2161.20	2264.12	2367.03	2469.95	2572.86	2675.78
0326	Cyber Information Forensic Specialist <i>(through 7/3/21)</i>	July 5, 2020	2.00%	2099.46	2204.43	2309.41	2414.38	2519.35	2624.33	2729.30

Code	Class	Date	% Incr.	0 Base Rate	1 1 Year	2 2 Years	3 3 Years	4 4 Years	5 5 Years
5071	Crime Analyst <i>(Eff 7/4/21)</i>	July 4, 2021	1%	2264.12	2377.33	2490.53	2603.74	2716.94	2830.15
0326	Cyber Information Forensic Specialist <i>(Eff 7/4/21)</i>	TBD	5.00%						
		July 7, 2024	2.00%						
		July 6, 2025	2.00%						

Code	Class	Date	% Incr.	0 Base Rate	1 1/2 Year	2 1 Year	3 1 1/2 Years	4 2 Years	5 3 Years	6 4 Years	7 5 Years	8 6 Years
5090	Juvenile Specialist	June 30, 2020		2006.81	2107.15	2207.49	2307.83	2408.17	2508.51	2608.85	2709.19	NA
5089	Re-Entry Services Specialist	July 5, 2020	2.00%	2046.95	2149.30	2251.65	2353.99	2456.34	2558.69	2661.04	2763.38	NA
		July 4, 2021 to	1.00%	2067.42	2170.79	2274.16	2377.53	2480.90	2584.28	2687.65	2791.02	2894.39
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1 Year	2 2 Years	3 3 Years	4 4 Years	5 5 Years	6 6 Years	7 7 Years	8 8 Years
0574	Neighborhood Development Specialist	June 30, 2020		2070.62	2174.15	2277.68	2381.21	2484.74	2588.28	2691.81	2795.34	NA
		July 5, 2020	2.00%	2112.03	2217.63	2323.23	2428.83	2534.44	2640.04	2745.64	2851.24	NA
		July 4, 2021 to	1.00%	2133.15	2239.81	2346.47	2453.12	2559.78	2666.44	2773.10	2879.75	2986.41
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

### PROFESSIONAL SERIES – BI-WEEKLY RATES

Code	Class	Date	% Incr.	0 Base Rate	1 1 Year	2 2 Years	3 3 Years	4 4 Years	5 5 Years	6 6 Years	7 7 Years	8 8 Years
2028	Project Manager I	June 30,2020		2476.62	2600.45	2724.28	2848.11	2971.94	3095.78	3219.61	3343.44	NA
0576	Neighborhood Development Specialist II	July 5, 2020	2.00%	2526.15	2652.46	2778.77	2905.07	3031.38	3157.69	3284.00	3410.30	NA
		July 4, 2021 to	1.00%	2551.41	2678.98	2806.55	2934.12	3061.69	3189.26	3316.83	3444.40	3571.97
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1 Year	2 2 Years	3 3 Years	4 4 Years	5 5 Years	6 6 Years	7 7 Years	8 8 Years
2021	Urban Planner	June 30,2020		2566.94	2695.29	2823.63	2951.98	3080.33	3208.68	3337.02	3465.37	NA
		July 5, 2020	2.00%	2618.28	2749.19	2880.11	3011.02	3141.94	3272.85	3403.76	3534.68	NA
		July 4, 2021 to	1.00%	2644.46	2776.68	2908.91	3041.13	3173.35	3305.58	3437.80	3570.02	3702.24
		TBD	5.00%									
		July 7, 2024	2.00%									
		July 6, 2025	2.00%									

Code	Class	Date	% Incr.	0 Base Rate	1 1 Year	2 2 Years	3 3 Years	4 4 Years	5 5 Years	6 6 Years	7 7 Years
4030	Zoning Enforcement Officer	June 30,2020		2514.80	2640.54	2766.28	2892.02	3017.76	3143.50	3269.24	NA
4029	Blight Remediation Enforcement Official	July 5, 2020	2.00%	2565.10	2693.36	2821.61	2949.87	3078.12	3206.38	3334.63	NA
		July 4, 2021 to	1.00%	2590.75	2720.29	2849.83	2979.36	3108.90	3238.44	3367.98	3497.51
		TBD	5.00%								
		July 7, 2024	2.00%								
		July 6, 2025	2.00%								

## APPENDIX B

EFFECTIVE JULY 1, 2019 – CIGNA HDHP 2000/4000 PLAN

### SUMMARY OF BENEFITS

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



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

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

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

**Employer Contribution**

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

Plan Highlights	In-Network	Out-of-Network
<b>Lifetime Maximum</b>	Unlimited	Unlimited
<b>Plan Coinsurance</b>	Your plan pays 90%	Your plan pays 70%
<b>Maximum Reimbursable Charge</b>	Not Applicable	250%
<b>Contract Year Deductible</b>	Individual: \$2,000 Family: \$4,000	Individual: \$4,000 Family: \$8,000
<ul style="list-style-type: none"> <li>The amount you pay for all covered expenses counts towards both your in-network and out-of-network deductibles.</li> <li>Plan deductible always applies before any copay or coinsurance.</li> <li>All eligible family members contribute towards the family plan deductible. Once the family deductible has been met, the plan will pay each eligible family member's covered expenses based on the coinsurance level specified by the plan.</li> <li>This plan includes a combined Medical/Pharmacy plan deductible.</li> </ul>		
<b>Note:</b> Services where plan deductible applies are noted with a caret (^).		

Plan Highlights		In-Network	Out-of-Network
<b>Contract Year Out-of-Pocket Maximum</b>		Individual: \$3,000 Individual – In a Family: \$3,000 Family: \$6,000	Individual: \$7,350 Individual – In a Family: \$7,350 Family: \$14,700
<ul style="list-style-type: none"> <li>The amount you pay for all covered expenses counts towards both your in-network and out-of-network out-of-pocket maximums.</li> <li>Plan deductible contributes towards your out-of-pocket maximum.</li> <li>All copays and benefit deductibles contribute towards your out-of-pocket maximum.</li> <li>Mental Health and Substance Use Disorder covered expenses contribute towards your out-of-pocket maximum.</li> <li>After each eligible family member meets his or her individual out-of-pocket maximum, the plan will pay 100% of their covered expenses. Or, after the family out-of-pocket maximum has been met, the plan will pay 100% of each eligible family member's covered expenses.</li> <li>This plan includes a combined Medical/Pharmacy out-of-pocket maximum.</li> </ul>			
Benefit		In-Network	Out-of-Network
<b>Physician Services - Office Visits</b>			
<b>Physician Office Visit – Primary Care Physician (PCP)/Specialist</b>		After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>NOTE:</b> Obstetrician and Gynecologist (OB/GYN) visits are subject to either the PCP or Specialist cost share depending on how the provider contracts with Cigna (i.e. as PCP or as Specialist).			
<b>Surgery Performed in Physician's Office</b>		After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Allergy Treatment/Injections Performed in Physician's Office</b>		After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Allergy Serum</b>		After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<ul style="list-style-type: none"> <li>Dispensed by the physician in the office</li> </ul>			
<b>Cigna Telehealth Connection Services</b>		After the plan deductible is met, your plan pays 90%	Not Covered
<ul style="list-style-type: none"> <li>Includes charges for the delivery of medical and health-related consultations via secure telecommunications technologies, telephones and internet only when delivered by contracted medical telehealth providers (see details on myCigna.com)</li> </ul>			

Benefit	In-Network	Out-of-Network
<b>Preventive Care</b>		
<b>Preventive Care</b> <ul style="list-style-type: none"> <li>Includes coverage of additional services, such as urinalysis, EKG, and other laboratory tests, supplementing the standard Preventive Care benefit when billed as part of office visit.</li> </ul>	Plan pays 100%	After the plan deductible is met, your plan pays 70%
<b>Immunizations</b>	Plan pays 100%	After the plan deductible is met, your plan pays 70%
<b>Mammogram, PAP, and PSA Tests</b> <ul style="list-style-type: none"> <li>Coverage includes the associated Preventive Outpatient Professional Services.</li> <li>Diagnostic-related services are covered at the same level of benefits as other x-ray and lab services, based on place of service.</li> </ul>	Plan pays 100%	Plan pays based on place of service.
<b>Inpatient</b>		
<b>Inpatient Hospital Facility Services</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Semi-Private Room:</b> In-Network: Limited to the semi-private negotiated rate / Out-of-Network: Limited to semi-private rate <b>Private Room:</b> In-Network: Limited to the semi-private negotiated rate / Out-of-Network: Limited to semi-private rate <b>Special Care Units (Intensive Care Unit (ICU), Critical Care Unit (CCU)):</b> In-Network: Limited to the negotiated rate / Out-of-Network: Limited to ICU/CCU daily room rate		
<b>Inpatient Hospital Physician's Visit/Consultation</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Inpatient Professional Services</b> <ul style="list-style-type: none"> <li>For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists</li> </ul>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%

Benefit	In-Network	Out-of-Network
<b>Outpatient</b>		
<b>Outpatient Facility Services</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Outpatient Professional Services</b> <ul style="list-style-type: none"> <li>For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists</li> </ul>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Short-Term Rehabilitation - PCP</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Short-Term Rehabilitation - Specialist</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
Contract Year Maximums: <ul style="list-style-type: none"> <li>Pulmonary Rehabilitation &amp; Cognitive Therapy - Unlimited days</li> <li>Physical Therapy, Speech Therapy, Occupational Therapy and Chiropractic Care – 100 days</li> <li>Limits are not applicable to mental health conditions for Physical, Speech and Occupational Therapies.</li> </ul>		
<b>Note:</b> Therapy days, provided as part of an approved Home Health Care plan, accumulate to the applicable outpatient short term rehab therapy maximum.		
<b>Cardiac Rehabilitation - PCP</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Cardiac Rehabilitation - Specialist</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
Contract Year Maximum: <ul style="list-style-type: none"> <li>Cardiac Rehabilitation – 36 days</li> </ul>		
<b>Note:</b> Therapy days, provided as part of an approved Home Health Care plan, accumulate to the applicable outpatient short term rehab therapy maximum.		
<b>Other Health Care Facilities/Services</b>		
<b>Home Health Care</b> <ul style="list-style-type: none"> <li>Unlimited days maximum per Contract Year</li> </ul>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Home Health Aide - 80 days per Contract Year</b>		
<b>Outpatient Private Duty Nursing</b> <ul style="list-style-type: none"> <li>\$15,000 maximum per Contract Year</li> </ul>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Skilled Nursing Facility, Rehabilitation Hospital, Sub-Acute Facilities</b> <ul style="list-style-type: none"> <li>120 days maximum per Contract Year</li> </ul>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Durable Medical Equipment</b> <ul style="list-style-type: none"> <li>Unlimited maximum per Contract Year</li> </ul>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%



Benefit	In-Network	Out-of-Network
<b>Breast Feeding Equipment and Supplies</b> <ul style="list-style-type: none"> <li>Limited to the rental of one breast pump per birth as ordered or prescribed by a physician</li> <li>Includes related supplies</li> </ul>	Your plan pays 100%	After the plan deductible is met, your plan pays 70%
<b>Routine Hearing Exams</b> <ul style="list-style-type: none"> <li>One exam per Contract Year</li> </ul>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Routine Eye Care</b> <ul style="list-style-type: none"> <li>One exam and refraction every Contract Year</li> </ul>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>External Prosthetic Appliances (EPA)</b> <ul style="list-style-type: none"> <li>Unlimited maximum per Contract Year</li> </ul>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Routine Foot Disorders</b> Note: Services associated with foot care for diabetes and peripheral vascular disease are covered when approved as medically necessary.	Not Covered	Not Covered
<b>Hearing Aid</b> <ul style="list-style-type: none"> <li>Includes testing and fitting of hearing aid devices at Physician Office Visit cost share.</li> </ul>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Wigs</b> <ul style="list-style-type: none"> <li>One per Contract Year</li> </ul>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Medical Specialty Drugs</b>		
<b>Inpatient</b> <ul style="list-style-type: none"> <li>This benefit applies to the cost of the Infusion Therapy drugs administered in an Inpatient Facility. This benefit does not cover the related Facility or Professional charges.</li> </ul>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Outpatient Facility Services</b> <ul style="list-style-type: none"> <li>This benefit applies to the cost of the Infusion Therapy drugs administered in an Outpatient Facility. This benefit does not cover the related Facility or Professional charges.</li> </ul>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Physician's Office</b> <ul style="list-style-type: none"> <li>This benefit applies to the cost of targeted Infusion Therapy drugs administered in the Physician's Office. This benefit does not cover the related Office Visit or Professional charges.</li> </ul>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Home</b> <ul style="list-style-type: none"> <li>This benefit applies to the cost of targeted Infusion Therapy drugs administered in the patient's home. This benefit does not cover the related Professional charges.</li> </ul>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%

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

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

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

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

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

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

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

Benefit	Inpatient Hospital and Other Health Care Facilities		Outpatient Services	
	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Hospice</b>	Plan pays 90% ^	Plan pays 70% ^	Plan pays 90% ^	Plan pays 70% ^
<b>Bereavement Counseling</b>	Plan pays 90% ^	Plan pays 70% ^	Plan pays 90% ^	Plan pays 70% ^

Note: Services provided as part of Hospice Care Program

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

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

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

Benefit	Physician's Office		Inpatient Facility		Outpatient Facility		Inpatient Professional Services		Outpatient Professional Services	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Abortion</b> (Elective and non-elective procedures)	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Plan pays 90% ^	Plan pays 70% ^	Plan pays 90% ^	Plan pays 70% ^	Covered same as plan's Inpatient Professional Services	Covered same as plan's Inpatient Professional Services	Covered same as plan's Outpatient Professional Services	Covered same as plan's Outpatient Professional Services
<b>Family Planning - Men's Services</b>	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Plan pays 90% ^	Plan pays 70% ^	Plan pays 90% ^	Plan pays 70% ^	Covered same as plan's Inpatient Professional Services	Covered same as plan's Inpatient Professional Services	Covered same as plan's Outpatient Professional Services	Covered same as plan's Outpatient Professional Services

Includes surgical services, such as vasectomy

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

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

**Surgeon Charges Lifetime Maximum: Unlimited**

Treatment of clinically severe obesity, as defined by the body mass index (BMI) is covered.

The following are excluded:

- medical and surgical services to alter appearances or physical changes that are the result of any surgery performed for the management of obesity or clinically severe (morbid) obesity.

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

Benefit	Inpatient Hospital Facility			Inpatient Professional Services		
	Cigna LifeSOURCE Transplant Network <sup>®</sup> Facility In-Network	Non-Lifefsource Facility In-Network	Out-of-Network	Cigna LifeSOURCE Transplant Network <sup>®</sup> Facility In-Network	Non-Lifefsource Facility In-Network	Out-of-Network
<b>Organ Transplants</b>	Plan pays 100%	Plan pays 90% <sup>^</sup>	Plan pays 70% <sup>^</sup>	Plan pays 100%	Covered same as plan's Inpatient Professional Services	Covered same as plan's Inpatient Professional Services

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

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

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

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

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

**Notes:**

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

## Mental Health and Substance Use Disorder Services

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

Cigna Total Behavioral Health - Inpatient and Outpatient Management

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

## Pharmacy

Pharmacy benefits not provided by Cigna

## Additional Information

### Case Management

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

### Comprehensive Oncology Program

- Care Management outreach
- Case Management

Included

### eVisits

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

### Health Advisor - A

Support for healthy and at-risk individuals to help them stay healthy

- Health Assessments
- Health and Wellness Coaching
- Gaps in Care Coaching
- Treatment Decision Support
- Educate and Refer

Included

### Maximum Reimbursable Charge

The allowable covered expense for non-network services is based on the lesser of the health care professional's normal charge for a similar service or a percentage of a fee schedule (250%) developed by Cigna that is based on a methodology similar to one used by Medicare to determine the allowable fee for the same or similar service in a geographic area. In some cases, the Medicare based fee schedule will not be used and the maximum reimbursable charge for covered services is based on the lesser of the health care professional's normal charge for a similar service or a percentile (80th) of charges made by health care professionals of such service or supply in the geographic area where it is received. If sufficient charge data is unavailable in the database for that geographic area to determine the Maximum Reimbursable Charge, then data in the database for similar services may be used. Out-of-network services are subject to a Contract Year deductible and maximum reimbursable charge limitations.

### Out-of-Network Emergency Services Charges

1. Emergency Services are covered at the In-Network cost-sharing level if services are received from a non-participating (Out-of-Network) provider.
2. The allowable amount used to determine the Plan's benefit payment for covered Emergency Services rendered in an Out-of-Network Hospital, or by an Out-of-Network provider in an In-Network Hospital, is the amount agreed to by the Out-of-Network provider and Cigna, or if no amount is agreed to, the greater of the following: (i) the median amount negotiated with In-Network providers for the Emergency Service, excluding any In-Network copay or coinsurance; (ii) the Maximum Reimbursable Charge; or (iii) the amount payable under the Medicare program, not to exceed the provider's billed charges.

The member is responsible for applicable In-Network cost-sharing amounts (any deductible, copay or coinsurance). The member is also responsible for all charges that may be made in excess of the allowable amount. If the Out-of-Network provider bills you for an amount higher than the amount you owe as indicated on the Explanation of Benefits (EOB), contact Cigna Customer Service at the phone number on your ID card.

## Additional Information

### Multiple Surgical Reduction

Multiple surgeries performed during one operating session result in payment reduction of 50% to the surgery of lesser charge. The most expensive procedure is paid as any other surgery.

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

Network: Coordinated by your physician

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

- The lesser of 50% of covered expenses or \$500 penalty applied to hospital inpatient charges for failure to contact Cigna Healthcare to precertify admission.
- Benefits are denied for any admission reviewed by Cigna Healthcare and not certified.
- Benefits are denied for any additional days not certified by Cigna Healthcare.

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

### Your Health First - 200

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

- (a) Condition Management
- (b) Medication adherence
- (c) Risk factor management
- (d) Lifestyle issues
- (e) Health & Wellness issues
- (f) Pre/post-admission
- (g) Treatment decision support
- (h) Gaps in care

Holistic health support for the following chronic health conditions:

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

## Definitions

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

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

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

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

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

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

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



## Exclusions

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

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

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

## Exclusions

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

## Exclusions

- Cosmetics, dietary supplements and health and beauty aids.
- All nutritional supplements and formulae except for infant formula needed for the treatment of inborn errors of metabolism.
- Medical treatment for a person age 65 or older, who is covered under this plan as a retiree, or their Dependent, when payment is denied by the Medicare plan because treatment was received from a non-Participating Provider.
- Medical treatment when payment is denied by a Primary Plan because treatment was received from a non-Participating Provider.
- For or in connection with an Injury or Sickness arising out of, or in the course of, any employment for wage or profit.
- Charges for the delivery of medical and health-related services via telecommunications technologies, including telephone and internet, unless provided as specifically described under the benefit section.
- Massage therapy.
- Lasik Surgery and Radial Keratotomy
- Orthotics, surgical stocking, compression socks, and support leotards.
- Vision Therapy/Orthoptic training.
- Over the Counter medications.
- Weight Control Drugs
- Oral Surgery to remove impacted teeth
- Periodontal and Osseous procedures

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

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

# Your Personal Prescription Benefit Program

## Option 39 - CHPEA HSA Plan

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

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

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

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

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

NUBAAG

**CVS/caremark™**

# Frequently Asked Questions

## ABOUT THE CVS CAREMARK RETAIL NETWORK

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

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

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

### Where can I fill maintenance prescriptions?

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

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

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

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

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

Please allow 7-10 days for delivery from the time the order is placed. You can check your refill status on-line or by calling toll-free at 1-877-461-0101. **Please note:** Mail order packaging accommodates all temperature sensitive drugs.

### How should I ask my doctor or other prescriber to write my prescription in order to receive the maximum benefit for my maintenance medication?

Remind your doctor or other prescriber to write a "90-day supply plus refills," when clinically appropriate, for maintenance medications. CVS Caremark must fill your prescription for the exact quantity of medication that your doctor or healthcare provider prescribes, up to your plan design limit. When you need to take your maintenance medication right away, ask your doctor or other prescriber for two prescriptions:

- The **first** for up to a 30-day supply
- The **second** for up to a 90-day supply, with refills when clinically appropriate

Have the short-term supply filled immediately at any CVS Caremark participating retail pharmacy. Then you have the choice to fill your maintenance medication using Mail Service Pharmacy, CVS Pharmacy, or a pharmacy participating in the State of Connecticut Maintenance Drug Network.

## ABOUT THE CVS CAREMARK DRUG LIST

### What is a drug list?

It is a list of preferred prescription medications that have been chosen because of their clinical effectiveness and safety. This list is typically updated every three months. The drug list promotes the use of preferred brand-name medications and generic medications whenever possible. Generic medications are therapeutically equivalent to brand-name medications and must be approved by the U.S. Food and Drug Administration (FDA) for safety and effectiveness. Generally, generic medications cost less than brand-name medications. You can get a drug list by either visiting [www.caremark.com](http://www.caremark.com) or by calling Customer Care toll-free at 1-877-461-0101.

### Where can I get a drug list brochure?

You can get a drug list brochure by visiting [Caremark.com](http://Caremark.com) or by calling a Customer Care Representative toll-free at 1-877-461-0101. To save money, have your doctor or other prescriber choose a generic or preferred brand-name medication from the CVS Caremark Drug List, if appropriate. You may want to take the list with you when you visit your doctor or other prescriber.

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## APPENDIX B-1

### CIGNA Dental Benefit Summary

This material is for informational purposes only and is designed to highlight some of the benefits available under this plan. Consult the plan documents to determine specific terms of coverage relating to your plan. Terms include covered procedures, applicable waiting periods, exclusions and limitations.

<b>Cigna Dental PPO</b>				
<b>Network Options</b>	<b>In-Network: Total Cigna DPPO Network</b>		<b>Non-Network: See Non-Network Reimbursement</b>	
<b>Reimbursement Levels</b>	Based on Contracted Fees		Maximum Reimbursable Charge	
<b>Calendar Year Benefits Maximum</b> Applies to: Class I, II & III expenses	Unlimited		Unlimited	
<b>Calendar Year Deductible</b>				
Individual	\$0		\$0	
Family	\$0		\$0	
<b>Benefit Highlights</b>	<b>Plan Pays</b>	<b>You Pay</b>	<b>Plan Pays</b>	<b>You Pay</b>
<b>Class I: Diagnostic &amp; Preventive</b> Oral Evaluations Prophylaxis: routine cleanings X-rays: routine X-rays: non-routine Fluoride Application Sealants: per tooth Emergency Care to Relieve Pain	100% No Deductible	No Charge	100% No Deductible	No Charge
<b>Class II: Basic Restorative</b> Restorative: fillings Endodontics: minor and major Oral Surgery: minor Repairs: Bridges, Crowns and Inlays Repairs: Dentures Denture Relines, Rebases and Adjustments Crowns: prefabricated stainless steel / resin	100% No Deductible	0% No Deductible	100% No Deductible	0% No Deductible
<b>Class III: Major Restorative</b> Inlays and Onlays Prosthesis Over Implant Crowns: permanent cast and porcelain Bridges and Dentures Oral Surgery: major Space Maintainers: non-orthodontic	50% No Deductible	50% No Deductible	50% No Deductible	50% No Deductible
<b>Class IV: Orthodontia</b> Coverage for Dependent Children to age 19  Lifetime Benefits Maximum: \$600	60% No Deductible	40% No Deductible	60% No Deductible	40% No Deductible
<b>Class VI: Periodontics</b> Periodontics: minor and major  Calendar Year Benefits Maximum: \$500	50% No Deductible	50% No Deductible	50% No Deductible	50% No Deductible
<b>Benefit Plan Provisions:</b>				
<b>In-Network Reimbursement</b>	For services provided by a Cigna Dental PPO network dentist, Cigna Dental will reimburse the dentist according to a Fee Schedule or Discount Schedule.			
<b>Non-Network Reimbursement</b>	For services provided by a non-network dentist, Cigna Dental will reimburse according to the Maximum Reimbursable Charge. The MRC is calculated at the 85th percentile of all provider charges in the geographic area. The dentist may balance bill up to their usual fees.			
<b>Cross Accumulation</b>	All deductibles, plan maximums, and service specific maximums cross accumulate between in and out of network. Benefit frequency limitations are based on the date of service and cross accumulate between in and out of network.			

<b>Calendar Year Benefits Maximum</b>	The plan will only pay for covered charges up to the yearly Benefits Maximum, when applicable. Benefit-specific Maximums may also apply.
<b>Calendar Year Deductible</b>	This is the amount you must pay before the plan begins to pay for covered charges, when applicable. Benefit-specific deductibles may also apply.
<b>Late Entrant Limitation Provision</b>	No coverage until the next open enrollment period. This provision does not apply to new hires.
<b>Pretreatment Review</b>	Pretreatment review is available on a voluntary basis when dental work in excess of \$200 is proposed.
<b>Oral Health Integration Program (OHIP)</b>	Cigna Dental Oral Health Integration Program offers enhanced dental coverage for customers with the following medical conditions: diabetes, heart disease, stroke, maternity, head and neck cancer radiation, organ transplants and chronic kidney disease. There's no additional charge for the program, those who qualify get reimbursed 100% of coinsurance for certain related dental procedures. Eligible customers can also receive guidance on behavioral issues related to oral health and discounts on prescription and non-prescription dental products. Reimbursements under this program are not subject to the annual deductible, but will be applied to and are subject to the plan annual maximum. Discounts on certain prescription and non-prescription dental products are available through Cigna Home Delivery Pharmacy only, and you are required to pay the entire discounted charge. For more information including how to enroll in this program and a complete list of program terms and eligible medical conditions, go to <a href="http://www.mycigna.com">www.mycigna.com</a> or call customer service 24/7 at 1.800.CIGNA24.
<b>Timely Filing</b>	Out of network claims submitted to Cigna after 365 days from date of service will be denied.
<b>Benefit Limitations:</b>	
Oral Evaluations	2 per calendar year
X-rays (routine)	Bitewings: 1 per calendar year
X-rays (non-routine)	Complete series of radiographic images and panoramic radiographic images: Limited to a combined total of 1 per 36 months
Diagnostic Casts	Payable only in conjunction with orthodontic workup
Cleanings	2 per calendar year, including periodontal maintenance procedures following active therapy
Fluoride Application	2 per calendar year for children under age 19
Sealants (per tooth)	Limited to posterior tooth. 1 treatment per tooth every 36 months for children under age 14
Space Maintainers	Limited to non-orthodontic treatment for children under age 19
Inlays, Crowns, Bridges, Dentures and Partial	Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges.
Denture and Bridge Repairs	Reviewed if more than once
Denture Relines, Rebases and Adjustments	Covered if more than 6 months after installation
Prosthesis Over Implant	Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges.
<b>Benefit Exclusions:</b>	
Covered Expenses will not include, and no payment will be made for the following:	
Procedures and services not included in the list of covered dental expenses;	
Diagnostic: cone beam imaging; Preventive Services: instruction for plaque control, oral hygiene and diet; Anesthesia: general and IV sedation;	
Restorative: veneers of porcelain, ceramic, resin, or acrylic materials on crowns or pontics on or replacing the upper and or lower first, second and/or third molars; Crown Build-Up;	
Periodontics: bite registrations; splinting;	
Prosthodontic: precision or semi-precision attachments; initial placement of a complete or partial denture per plan guidelines;	
Implants: implants or implant related services; Occlusal Guards and Adjustments;	
Procedures, appliances or restorations, except full dentures, whose main purpose is to: change vertical dimension; diagnose or treat conditions or dysfunction of the temporomandibular joint (TMJ); stabilize periodontally involved teeth; or restore occlusion;	
Athletic mouth guards; services performed primarily for cosmetic reasons; personalization; replacement of an appliance per benefit guidelines;	
Services that are deemed to be medical in nature; services and supplies received from a hospital; Drugs: prescription drugs	
Charges in excess of the Maximum Reimbursable Charge.	

This document provides a summary only. It is not a contract. If there are any differences between this summary and the official plan documents, the terms of the official plan documents will prevail.



## APPENDIX B-2 HEALTHY HARTFORD PROGRAM

### Schedule 1 - Healthy Hartford Prevention Program Requirements

Preventive Service	Birth – Age 5	Age 6-17	Age 18-24	Age 25-29	Age 30-39	Age 40-49	Age 50+
<b>Preventive Visit</b>	Every year	Every 2 years	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
<b>Cholesterol Screening</b>	N/A	N/A	N/A	Every 5 years	Every 3 years	Every 2 years	Every year
<b>Vision Exam</b>	N/A	N/A	Every 2 years	Every 2 years	Every 2 years	Every 2 years	Every 2 years
<b>Dental Cleanings</b>	N/A	2 Per year	2 Per year	2 Per year	2 Per year	2 Per year	2 Per year
<b>Colorectal Cancer Screening</b>	N/A	N/A	N/A	N/A	N/A	N/A	Annual FIT/FOBT or Colonoscopy every 10 years
<b>Women's Health – Cervical Cancer Screening (Pap Smear) and Clinical Breast Exam</b>	N/A	N/A	Every 3 years Starting at age 21	Every 3 years	Every 3 years	Every 3 years	Every 3 years
<b>Breast Cancer Screening (Mammogram)</b>	N/A	N/A	N/A	N/A	One screening between the ages of 35 & 39	As recommended by physician	As recommended by physician

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

### Schedule 2 - Healthy Hartford Prevention Program

The chronic conditions managed under the Healthy Hartford Prevention Program (HHP Program) are: Diabetes, Asthma, Chronic Obstructive Pulmonary Disorder (COPD), Coronary Artery Disease (CAD) and Heart Failure. If you are identified with one of these conditions, you must complete your educational requirement by taking a survey, reading a fact sheet about your condition(s), or speaking to a nurse before the end of your compliance period to be compliant with the HHP program.

When these conditions have other diseases associated with them, such as hypertension (high blood pressure) and hyperlipidemia (high cholesterol) these conditions will be included in the educational requirement.

If a nurse should call you, you are required to accept the call to remain compliant with the Program.



## **APPENDIX C**

### **SUBSTANCE ABUSE POLICY**

It is a vital interest in maintaining a safe work environment. The City has a commitment to its employees, residents, visitors, and the community in which it operates and where our employees and families live. It is unlawful to manufacture and dispense controlled substances; and the illegal use, possession, distribution, purchase, or sale of controlled substances on City premises or while on City business is prohibited. Violation of this policy may subject employees to discipline, which may include termination. The matter may also be reported to the appropriate law enforcement agencies. Employees will notify the Director of Human Resources within five (5) working days of conviction for a criminal drug law offense occurring in the workplace, if possible. If not, as soon as possible after the five (5) working days.

To protect the vast majority of employees who do not misuse controlled substances and to ensure that the City's interests are properly safeguarded, a program which includes detection, awareness training, communication, and employee assistance will be utilized. The basis of the program will be:

A. Drugs for which employees may be tested are: Amphetamines, Cannabinoids, Opiates, Cocaine and Phencyclidine (PCP).

B. Definitions:

Specimen/sample – Urine shall be the sample.

Reasonable Suspicion – The reasonable suspicion standard for drug testing will be based upon specific objective facts and reasonable inferences drawn from those facts that a particular bargaining unit member may be involved in the use of a drug prohibited by this program.

Laboratory – Must be certified by the Federal Department of Health and Human Services under the mandatory guidelines for federal workplace drug testing programs. Prior to soliciting bids for a laboratory, the department and the Union will meet to prepare the bid document to ensure conformity to the program outlined herein.

C. Reasonable Suspicion Testing Standard.

An employee will be subjected to a drug test if reasonable suspicion is determined by the Department Director or his or her designees.

Determining reasonable suspicion may consist of observable phenomena such as direct observation of illegal use or possession of drugs prohibited by this program and/or the physical symptoms of being under the influence of a drug prohibited by this program.

Reasonable suspicion may also be found if a documentable pattern of abnormal or erratic behavior is observed while the employee is working.

Reasonable suspicion may also be shown by repeated violations of City of Hartford rules and procedures determined by a Department Director or his or her designees to pose a substantial risk of injury or property damage and which are not attributable to other factors and appear to be related to drug abuse.

#### D. Procedure for Testing

The Department Director or his or her designees shall make the initial determination of reasonable suspicion and shall document, in writing, all circumstances, information and facts leading to and supporting his or her suspicion. The report will include appropriate dates and times of the suspected behavior, reliable/credible sources of information, rationale leading to referral for testing and actions(s) taken.

The Union shall be notified immediately by the Department Director or his or her designees when a determination of reasonable suspicion is made and will be provided all documentation regarding that determination. The Department Director or his or her designees shall advise the employee of such decision and escort the employee to the collection facility.

An employee's refusal to submit to a test when directed to by a Department Director or his or her designees will constitute insubordination and the employee will be subject to discipline. In addition, an employee will be required to read and sign a consent-and-release form authorizing the collection analysis of the specimen and the release of the test results to the City. Refusal to sign this form will constitute insubordination and the employee will be subject to discipline.

In those cases where the immediate supervisor determines that the employee's condition or behavior causes a potential threat of harm to himself/herself or others, the employee will be immediately placed on paid administrative leave and immediately escorted by the immediate supervisor to the collection facility.

The Department Director or his or her designees will remain with the employee at the collection site until testing is concluded except in situations that require the immediate action of the immediate supervisor. If the employee so desires, a Union official shall be notified and accompany the employee to the collection site, provided the procedures are not unreasonably delayed or interfered with in any way. Once the collection procedures are over, the Department Director or his or her designees shall transport the employee to his or her normal job site and arrange for transportation for the employee to be brought home. The Department Director or his or her designees shall also notify the employee that he or she is not to return to work pending receipt of the test results, or until a determination is made that reasonable suspicion was not substantiated.

At the time of the drug test, the employee's urine sample will be divided into two (2) collection bottles.

At the time the employee provides a urine sample, the employee shall also provide a confidential, written statement as to whether he or she is using any prescription drugs. If the test is positive, the employee must present evidence of the use of prescription drugs which shall include all written confirmation from the employee's prescribing physician and copies of the prescriptions.

#### E. Role of Medical Review Officer

All urinalysis drug test results will be communicated by the laboratory to a specially trained physician serving as Medical Review Officer. The Medical Review Officer will notify the Director of Human Resources or designee directly if an employee's test result is negative or positive. If the test result is positive, the Medical Review Officer will contact the employee to discuss the test, to determine if the positive result is valid and to notify the employee that he or she has seventy-two (72) hours to request a test of the split specimen. If, after making reasonable efforts and documenting those efforts, the Medical Review Officer is unable to reach the employee, the Medical Review Officer shall direct the employee to contact the Medical Review Officer within twenty-four (24) hours. The Director of Human Resources or designee will be informed that the individual has tested positive or negative. If the test is positive, the identity of the specific drugs(s) involved as well as other information regarding the test, will be disclosed to the Director of Human Resources or designee by the Medical Review Officer. A positive drug test is one which reveals a prohibited level of a drug covered by the program. All initial tests shall have a confirming test known as the gas chromatography and mass spectrometry test, commonly known as GC/MS test.

#### F. Post – Incident Drug Testing

An employee may be subject to an immediate post-incident drug test when involved in:

1. Any incident while on-duty at work which results in the death of a person;
2. Any incident in which the employee causes any physical injury or property damages in excess of three thousand dollars (\$3,000.00).

G. The procedures for testing of the samples will be performed under the Federal Department of Health and Human Services Mandatory Guidelines for federal workplace testing.

#### H. Consequences of a positive test:

Any test which indicates a positive presence of any prohibited substance under this program may result in the decision to take disciplinary action.

- I. The provisions of this policy are subject to review under the grievance procedure contained in the CHPEA Collective Bargaining Agreement.
- J. The City will provide a mandatory two (2) hours of training in the area of substance abuse for supervisors, managers and the Department Director and his or her designees who employ CHPEA employees.

**APPENDIX D**  
**STATE / NATIONAL HEALTH INSURANCE PLAN(S)**

It is understood and agreed that if any state and/or national health insurance plan is enacted during the term of this Agreement, such plan or plans shall not alter any term or condition of this Agreement without the mutual consent of the parties.

It is further understood and agreed that the City shall not be required to fund both the insurance coverage authorized under this Agreement and that which may be authorized under any state and/or national health insurance plan.

It is also understood and agreed that if such state and/or national health insurance plan(s) offer an option to the City or to bargaining unit employees, the election of such option will not require the City to fund such option at a rate which is higher than that the City is paying (for existing health insurance coverage) at the time of the election of the option.

**APPENDIX E**  
**MEMORANDUM OF UNDERSTANDING**

This is to acknowledge the parties' mutual interest in promoting the City's Affirmative Action program. In the pursuit of this interest, the Union may request and shall be granted periodic meetings with the Director of Human Resources or his or her designee. Such meetings are intended to allow the Union a forum in which it can make recommendations concerning the City's Affirmative Action program and ways to further implementation of its goals.

**APPENDIX F**  
**Memorandum of Understanding**  
**Between**  
**The City of Hartford**  
**and**  
**The City of Hartford Professional Employees Association**

Employee Development

Effective October 1, 1997, the City will make available to members of the bargaining unit, course slots which remain available each semester after selection by non-bargaining unit and MLA personnel under the present educational program offered to the City by Trinity College.

Such courses will be available provided the course content is job related. Such courses will be offered provided that the City maintains this program and Trinity College continues to provide these courses to the City under the present terms of the Program.

Prospective students must follow and meet the Trinity application, acceptance, enrollment or other policies and guidelines required by the College. The employee is responsible for all registration, transcription or other charges or fees. This program and its administration are not subject to the grievance procedure or to a complaint filed with the State Board of Labor Relations.

APPENDIX G

16  
Court of Common Council



CITY OF HARTFORD  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103

Callisto Torres, Council President  
Jo Winch, Majority Leader  
James M. Boucher, Assistant Majority Leader  
Larry Deutsch, Minority Leader

Daniel M. Carey, Town and City Clerk

January 14, 2008

Veronica Afrey-Wilson, Councilwoman  
Luis B. Cotto, Councilperson  
Kenneth H. Kennedy, Jr., Councilman  
Matthew D. Ritter, Councilman  
Pedro E. Sogano, Councilman

This is to certify that at a meeting of the Court of Common Council, January 14, 2008, the following RESOLUTION was passed.

WHEREAS, The City of Hartford acknowledges the contributions and sacrifices made by members of the uniformed services; and

WHEREAS, The City of Hartford supports our employees who are also members of the uniformed services; and

WHEREAS, The City of Hartford affirms its commitment to administer employment and reemployment rights in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994; and

WHEREAS, The City of Hartford recognizes that activation to military duty can have significant impact on an individual and his/her family; now, therefore, be it

RESOLVED, That the Court of Common Council authorizes the Director of Human Resources and Labor Relations to revise the existing military leave policy and procedures for qualified full-time employees who are members of the uniformed services and who are called to active duty. Each employee shall receive, if his/her military pay is less than his/her base salary, the difference between his/her base salary and his/her military salary for up to a total of one (1) year during his/her employment with the City of Hartford. Additionally, any existing health insurance coverage provided by the City of Hartford shall continue for up to a total of one (1) year while such individual is on an approved military leave.

Attest:

Daniel M. Carey,  
City Clerk.



## APPENDIX H

Introduced by	ALBERT G. ILC, City Manager
Holding And Purpose	AN ORDINANCE AMENDING CHAPTER XVII, SECTION 3 OF THE CHARTER OF THE CITY OF HARTFORD
	<p style="text-align: right;">Court of Common Council, City of Hartford, May 13, 2002</p>
	Be It Ordered by the Court of Common Council of the City of Hartford:
	That Section 3 of Chapter XVII of the Charter of the city of Hartford is hereby amended by adding the following subparagraph at the end thereof:
	(cc) <u>Pension Rights upon Reemployment by the City after Periods of Service in the Uniformed Services.</u>
	(i) <u>For purposes of this subparagraph (cc), the following terms shall have the meaning ascribed thereto below:</u>
	(1) <u>"Service in the uniformed services" has the same meaning ascribed to that phrase in the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended ("USERRA"), 38 U.S.C. Section 4301 et seq., and means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes (without expansion or limitation) active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.</u>
	InteasidpdrdndScs 3 (cc) 5/13/02

- (2) The term "uniformed services" has the same meaning ascribed to that phrase in USERRA and includes (without expansion or limitation) service in: any branch of the Armed Forces of the United States; the Army National Guard and the Air National Guard; the commissioned corps of the Public Health Service; and any other category of service designated as uniformed service by the President of the United States in the time of war or national emergency.
- (3) "Qualified USERRA Service" consists of any service in the uniformed services by any member for or by reason of which the city is required under USERRA to permit said member to provide pension service credit or other rights with the fund upon his or her reemployment with the city. In no event shall Qualified USERRA Service include Disqualified USERRA Service.
- (4) "Disqualified USERRA Service" means any service in the uniformed services from or for which a member (A) left on other than honorable conditions (including, but not limited to, under or with a dishonorable or bad conduct discharge), or (B) was dismissed or dropped from the rolls pursuant to 10 U.S.C. Sections 1161 (a) or (b).
- (5) A member's "Effective USERRA Earnings" shall be (A) the total earnings (including, but not limited to, overtime pay, private duty pay, holiday pay, sick leave and vacation pay, and shift differential pay) the member would have received but for his or her being absent during the period of his or her Qualified USERRA Service, or (B) in the event that the pension commission cannot determine that amount with reasonable certainty, the product of (i) such member's USERRA Effective Weekly Rate of Pay, times (ii) the number of weeks and parts thereof during which said member was absent performing Qualified USERRA Service.
- (6) A member's "USERRA Effective Weekly Rate of Pay" shall equal the quotient of (A) the member's total earnings during his or her USERRA Measuring Period, divided by (B) the number of weeks and parts thereof in the member's USERRA Measuring Period.
- (7) A member's "USERRA Measuring Period" shall mean that period of time, expressed in weeks, but not exceeding fifty-two (52) weeks in length, during which the member was employed by the city immediately prior to his or her USERRA Commencement Date.
- (8) A member's "USERRA Commencement Date" is that day following his or her last day of employment with the city before he or she began his or her Qualified USERRA Service.
- (9) "USERRA Reemployment Date" means that date on which a member is first reemployed by the city pursuant to or otherwise in accordance with USERRA after having performed any Qualified USERRA Service.
- (i) Effective December 12, 1994, any member who leaves the service of the city in order to serve in any of the uniformed services shall have the opportunity to purchase pension service credit with the fund for his or her Qualified USERRA Service upon reemployment by the city pursuant to, or otherwise in accordance with, USERRA. A member's eligibility to obtain pension service credit and/or any other rights under this subparagraph (e) shall be established by such documentary and/or other evidence as is reasonably required for that purpose by the pension commission consistent with the requirements of 38 U.S.C. Section 4312(f).
- (ii) Upon approval by the commission, any member seeking to obtain pension service credit with the fund for his or her Qualified USERRA Service shall pay the fund such amounts as are equivalent to those which the member would have contributed in the form of employee contributions during the period of his or her Qualified USERRA Service had the member, during that period of time, been employed by the City and paid his or her Effective USERRA Earnings as herein defined.
- (iv) Any contributions required to be made by any member pursuant to this subparagraph (e) may be paid in a lump sum, or, at the option of the member, in various increments, prior to the expiration of the Prescribed Time Period. For purposes of this provision, the "Prescribed Time Period" in which any contributions must be paid shall equal the lesser of (A) three (3) times the period of the member's Qualified USERRA Service, or (B) five (5) years, commencing, in either case, with the member's USERRA Reemployment Date. No contributions which are required to be made by any member pursuant to this subparagraph (e) will be "picked up" and paid by the city of Hartford pursuant to the provisions of Section 3(v) of this Chapter.

(v) The period of any Qualified USBERRA Service for which pension service credit is purchased by any member pursuant to this subparagraph (cc) shall be combined with those periods of the member's continuous service occurring immediately before and after the member's Qualified USBERRA Service, and, as combined, deemed to constitute one (1) period of continuous city service for all purposes under this chapter. Additionally, and regardless of whether any member has purchased pension service credit under this subparagraph (cc), any period of absence during which any member has provided Qualified USBERRA Service (A) shall not cause any member to suffer any "break" in his or her continuity of service, and (B) shall be included in the computation of the member's continuous city service for the purpose of establishing any vested (i.e., nonforfeitable) rights to any benefits, as well as his or her eligibility to receive any benefits, which the member otherwise has accrued (or thereafter accrues) under this chapter. Except as otherwise provided in the preceding sentence, no member shall receive pension service credit or other rights under or in connection with the fund for any period of his or her Qualified USBERRA Service (and no period of such service shall therefore be included in the computation of any member's city service) unless, and then only if and to the extent, he or she purchases pension service credit therefor in accordance

with this subparagraph (cc). Without limiting the generality of the foregoing, no member shall be entitled to purchase or otherwise be given pension service credit for any period before or after his or her Qualified USBERRA Service during which he or she has, but fails to exercise or delays in exercising, his or her reemployment rights under USBERRA.

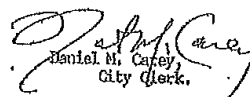
(vi) The provisions of this subparagraph are intended to implement, and only implement, the requirements of USBERRA. Accordingly, no right or benefit not otherwise required to be provided to any member with regard to his or her rights and/or benefits in or with respect to the fund shall be deemed to be conferred hereby. Likewise, in the event any provision of this subparagraph (cc) conflicts with or is otherwise in contravention of the requirements of USBERRA, the provisions of USBERRA shall control. The rights and benefits conferred by this subparagraph (cc) shall be in addition to any other rights or benefits any member has or may obtain to purchase pension service credit for the period of any military service under any other provision governing the accrual or payment of benefits of or from the fund, providing, however, that no member shall be entitled to obtain pension service credit (expressed in terms of partial or whole years of service) under any of said provisions for any period of military or other service to the extent he or she has purchased and been awarded pension service credit for such service under this subparagraph (cc).

(vii) Nothing in this subparagraph (cc) shall be deemed to entitle any member to receive a retirement allowance in excess of that amount which may be specified to be, or which operates as, a maximum limit on the amount of any benefit which may be paid to such member pursuant to any other provisions of this chapter. In the event that any such member's retirement allowance would exceed any such limit if he or she was given credit for any Qualified USBERRA Service purchased thereby, the fund shall refund such member the amount of his or her contributions applicable to thereto with interest at the rate of three (3) percent per annum from the date such contributions were fully paid until they are refunded by the pension commission.

This ordinance shall take effect upon adoption and be retroactive to December 12, 1994.

Adopted by the Court of Common Council at a regular meeting held June 10, 2002 by roll-call vote 9 to 0 and approved by the Mayor, June 11, 2002.

Attest:

  
Daniel M. Carey  
City Clerk.

Copies to: City Manager, Corporation Counsel, Director of Finance, Director of Management and Budget, and City Treasurer, and Municipal Code.

**Robert Fazzino**, President  
**Joseph D'Amato**, Vice President  
**Craig Thompson**, Secretary  
**William Maruottolo**, Treasurer  
**Christopher Nolan**, Executive  
**Jay Masi**, Trustee



October 4<sup>th</sup>, 2023

To Members of the Marb,

On September 14, 2023 at the monthly MARB meeting the presentation of the tentative agreement (TA) for the West Haven Police Pension contract was on the agenda. During the presentation of this TA there was a great deal of critical information that was not mentioned, misrepresented or explained. This letter stands to clarify the majority of those items. To start, The West Haven Police Department has two contracts, our working contract and our pension contract. Our working contract was settled last year with the mentioned wage increase.

The Local 895 Police Union pension contract expired on December 31, 2016 and has been open since. So, this TA was done in collective bargaining. The union body has had a couple of offers to close the contract over the last 6 plus years with no changes to the contract and not adding the 401k members to the pension but has refused in hopes of negotiating the 401k members back into the document. Throughout those years the Union made repeated attempts to negotiate with the city but was stalled. In November of 2022, the Union board met with the city attorney, Chris Hodgson, and other City Hall staff, including the mayor to begin negotiations. The push for these negotiations was for retention and hiring purposes as the Police Department is having difficulty recruiting officers due to the lack of a pension and low salaries compared to other departments in the State. The wage increase that was negotiated last year to make the Police Department's wages across all ranks to make West Haven PD comparable to the median salary of surrounding departments, this has helped but more needs to be done to be competitive with hiring.

Since the Police Department has converted to a 401k back in 2010 (retroactive to November of 2009) there have been 112 people hired and the PD has lost 49 of those 401k members, 46 of which had left for other policing jobs with the primary reason for leaving being wages and/or lack of pension. Of the remaining three, one left on an injury and unable to work as a Police Officer any longer. He was given 19 months of disability pay and had to find a new job because there is no long term disability for 401k members. The lack of disability should a member get injured is also a major concern for officers and would be a moot point should this pension be reinstated. This officer was in his mid 20s when he sustained this injury while in an altercation with a combative suspect. The public safety field is not an office job. Given the cost to get an officer hired, through academy and on the road only to have them leave for other agencies has been proven to be a cost that well exceeds a million dollars since the inception of the 401k.

Continuing with retention, there is a need to keep the members employed with the department on the top end. As of today, there are 27 members that are eligible to retire and an additional five in under two years. The department is having difficulty getting people to apply let alone replace people who are leaving on the top end. Given each pension member a 5% bump at 25



years of service is an incentive to get people to stay past 20 years. A point that was misunderstood was that this 5% bump changed the multiplier for the remaining years, that is not the case. The 5% is a one time bump at the completion of 25 years, making the 25 year mark 65% instead of 60. Should the member remain with the department the multiplier would remain at 3% each year after, making 30 years and 80% pension. The medical was even more an incentive to stay to complete 30 years. In speaking with the union body, the majority of those 32 people were now strongly considering staying at the department for a 30 year career. The members currently have a 20% cap on their medical contributions after completing 20 years of service. This is an added benefit that can be negotiated on in the pension contract with and MOU to the working contract. The experience and knowledge that the department is and will be losing on the veteran members is irreplaceable. All that being said, the TA did its job with the theory of retaining existing members and getting 401k members back on the pension should it be approved.

In the last five years 12 members have retired, all having more than 20 and less than 30 years on the job to go to other agencies to continue their career. The reason for them leaving was financial. They shared that it would be better off financially by leaving after 20 years of service and doing 10 years somewhere else than staying at the Police Department for 30 years based on the current pension language. The current pension document has not been modified in 30 years.

There was a comment made at the meeting about each existing pension member getting a bump in rank after 25 years, this is no longer the case and was stopped back in 1999. There are only 8 members of the pension, excluding the chiefs, that will still receive this benefit.

On August 15th, the union body held a vote for this TA and it was approved 95-2 in favor of the agreement. In the weeks leading up to the vote the union board had the union attorneys and representatives from the pension company attend the union meetings and explain and answer any questions anyone had. In addition to that, the union board created a spreadsheet that was sent out to the body so that everyone could have a rough estimate as to the cost of purchasing their years of service would be. In addition to all of the above, the board sat with individuals to go over the TA and costs. All members were encouraged to seek the advice of a financial planner since everyone's financial situation is different.

Members of the union board did research through the IRS website, consulted with Empower, who manages the 401k, as well as consulted with financial planners who were all in agreeance that there is no tax consequences with the use of 401k monies to purchase time back so long as their payments are made "trustee to trustee." This means that the money would not be withdrawn but rather rolled over from one qualified retirement plan to another. The 401k was not mandatory until several years ago and the percentage is the minimum unless changed by the employee. The current 401k plan allows for an 8% match of the members gross pay, including overtime. Given that this has overtime included the math was convoluted because some work more than others. This is the reason for the flat 8% per year at that year's salary for each individual officer. Ther overwhelming majority of the members participated in the 401k, however there are several who did not.

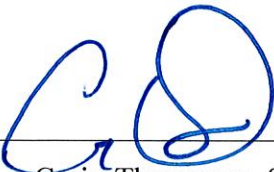
I thank everyone for their time and hopefully this has addressed the majority if not all of our questions. Should there be any further questions the union is available for questions.



Robert Fazzino, President



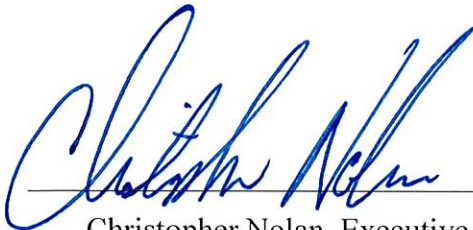
Joseph D'Amato, Vice President



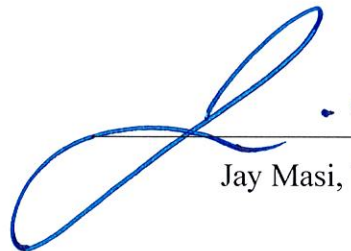
Craig Thompson, Secretary



William Maruottolo, Treasurer



Christopher Nolan, Executive



Jay Masi, Trustee



United Public Service Employees Union



Tentative Agreement  
between  
THE CITY OF WEST HAVEN  
and  
WEST HAVEN POLICE, LOCAL #895, UPSEU-C.O.P.S.

July 21, 2023

The City of West Haven and West Haven Police Local #895, UPSEU-C.O.P.S. hereby reach a Tentative Agreement relative to the City of West Haven Police Pension Plan. The negotiating committee for the City agrees to recommend that the Tentative Agreement be ratified by the City Council and by the State of Connecticut's Municipal Accountability Review Board ("MARB") as required by MARB's Policies and Procedures. The negotiating committee for the Union agrees to recommend that the Tentative Agreement be ratified by its members.

1. Add as **APPENDIX A** [new] to the City of West Haven Police Pension Plan.

Effective as soon as practicable and retroactive to July 1, 2023, all members hired after November 1, 2009 will transfer to the City of West Haven Police Defined Benefit (DB) Plan, except as provided in Section 1(e) below, with the following plan provisions:

Employee contributions to DB plan	9% (on ratification)
Normal retirement eligibility	age 55 with 25 years of service; max age 65
Benefit multiplier	2.00%
Final Salary	Participant's annual compensation on final day of Participant's employment
Normal form of annuity	single life annuity
COLA	0.00%


- a) Affected Employees shall retain their vested Defined Contribution (DC) employer match balance and may use those DC funds, or other funds, to purchase past service back to the date of hire by contributing 8% of their base salary for each year of service purchased.
- b) All other DB plan provisions will be the same as those for employees hired prior to November 1, 2009.
- c) Purchased service from November 1, 2009 until implementation of the proposed plan changes will be included for purposes of benefit eligibility, benefit accrual, and vesting.
- d) No additional contributions for prior service will be necessary for service prior to the date of transfer to the DB plan.
- e) Current employees hired since November 1, 2009 who are over age forty (40) as of July 1, 2023, can elect to remain in the DC plan. Election must be made by October 1, 2023. Employees hired after July 1, 2023, who are at or over age forty (40), can elect the Defined Contribution plan or Defined Benefit plan when hired.
- f) Term of the Defined Benefit Plan shall be July 1, 2023 through June 30, 2028.

2. Effective as soon as practicable and retroactive to July 1, 2023, eligible employees hired prior to 11/1/09, shall be entitled to a Deferred Retirement Option Plan (DROP) as described below:
- Participants must have 25 years of continuous service and be eligible for normal retirement under the Police Defined Benefit Plan.
    - i. Participants with 25 years of service may elect to be in the DROP for up to 60 months.
    - ii. Participants with 26 – 29 years of service can elect a DROP period up to 36 months.
    - iii. Participants with 30 years of service can elect a DROP period of up to 12 months.
  - Percentage of accrued benefit credited to DROP account annually 100%
  - Interest credited on DROP account 0%
  - Employee contribution rate during DROP period 0%
3. Officers hired prior to November 1, 2009, shall, upon completion of 25 years of service receive a 5% increase in their pension calculation from 60% to 65%.
4. Officers hired prior to November 1, 2009 shall contribute 9.5% of base pay for their pension contribution, effective on ratification.
5. Officers who retire with thirty (30) years of service or more, will receive the retiree medical benefits provided for in the Collective Bargaining Agreement with no premium cost share obligation.

FOR THE CITY

  
Nancy R. Rossi, Mayor 9/12/23

FOR THE UNION

  
9/12/23



MILLIMAN'S SUMMARY OF PENSION COSTS FOR JULY 21, 2023  
TENTATIVE AGREEMENT WITH LOCAL #985, UPSU-C.O.P.S.

August 15, 2023

1. It will cost the City approximately One Million Dollars (\$1,000,000) over 20 years to transfer employees hired after November 1, 2009, into the Defined Benefit Plan with a 2% benefit multiplier based on their annual compensation on their last day of employment, age 55 with 25 years of service; maximum age 65.
2. Providing the Deferred Retirement Option Plan ("DROP") for employees hired prior to November 1, 2009, is cost neutral on average to the City.
3. It will cost the City approximately Two Million Six Hundred Thousand Dollars (\$2,600,000) over 20 years to provide that officers hired prior to November 1, 2009, shall upon completion of 25 years of service, receive a 5% increase in their pension calculation from 60% to 65%.
4. The City will save approximately Three Hundred Thousand Dollars (\$300,000) over 20 years if officers hired prior to November 1, 2009, contribute 9.5% of base pay for their pension contribution.
5. It will cost the City approximately One and One Half Million Dollars (\$1,500,000) over 20 years to allow officers who retire with 30 years of service or more to receive retiree medical with no premium cost share.
6. Milliman believes the total package will cost the City Four Million and Eight Hundred Thousand Dollars (\$4,800,000) over 20 years.

## RE: Pension Plan presentations for approval



Joseph Perno <jperno@whpd.com>

To David Taylor

You replied to this message on 8/7/2023 12:06 PM.

Reply Reply All Forward

Mon 8/7/2023 10:45 AM

David,

The agreed upon cost for recruitment and training of a new Officer is \$120,000.00 for the first year. This cost is incurred from the following: approx. 46 weeks of salary (academy and O.I.T.), academy cost, recruitment costs, Officer's salary and OT for both recruitment and the 12 weeks of O.I.T. as well as the benefits provided by CBA.

The Department has averaged 4-5 Officers per year for the last 8 years leaving for the purpose of "no pension". This does not reflect the number of potential recruits that did not choose to be considered by WHPD during the recruitment process.

The main focus of offering a pension is to have stability in the ranks. With the anticipated adopting of a pension this should, in all practicality, stop the "revolving door of Officers" which we have been experiencing since (2009-2010) after the pension was no longer offered.

Hope this helps.

Joe

Cost	\$	120,000	per Officer
Average		4.50	per year
	\$	540,000	Cost per year

**From:** Jenn Castelhana

**Sent:** Thursday, August 10, 2023 1:54 PM

**To:** Chris Hodgson <[chodgson@berchemmoses.com](mailto:chodgson@berchemmoses.com)>; Chief Joseph Perno (WHPD) <[jperno@whpd.com](mailto:jperno@whpd.com)>; Deputy Chief Flemmig <[cflemmig@whpd.com](mailto:cflemmig@whpd.com)>; Tom McCarthy <[TMccarthy@westhaven-ct.gov](mailto:TMccarthy@westhaven-ct.gov)>; Nancy R. Rossi <[nrossi@westhaven-ct.gov](mailto:nrossi@westhaven-ct.gov)>; Pamela A. Alvino <[palvino@westhaven-ct.gov](mailto:palvino@westhaven-ct.gov)>

**Subject:** RE: Pension Plan presentations for approval

The approximate cost of each item in the final tentative agreement (attached) is as follows:

1. \$1 million cost to the City over 20 years
2. Cost neutral
3. \$2.6 million cost to the City over 20 years
4. \$300,000 saving to the City over 20 years
5. \$1.5 million cost to the City of 20 years

Approximate overall cost to the City over 20 years is \$4.8 million.

**Jennifer M. Castelhana, FSA, EA, MAAA**  
Principal and Consulting Actuary  
Pronouns: She/Her/Hers

Milliman  
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+1 860 748 8646 Mobile

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Total Cost	\$	4,800,000
Time Frame	\$	20 years
	\$	240,000



August 28, 2023

**PERSONAL & CONFIDENTIAL**

Mr. David Taylor  
Acting Director of Finance  
City of West Haven  
355 Main Street  
West Haven, CT 06516

Re: City of West Haven Police Pension Plan  
Retirement Plan Analysis for Police Employees

Dear David:

At the City's request, we have analyzed the impact of the proposed changes to the Police pension plan as outlined in the Tentative Agreement between the City of West Haven and the West Haven Police, Local #895, UPSEU-C.O.P.S. The attached exhibit shows the results of our analysis.

The baseline results in the attached exhibit reflect the changes adopted by the City that were effective July 1, 2022. The details of those changes are outlined below.

All active employees received an increase in base compensation equal to \$10,000, plus an additional 2.5% of compensation. Because Cost of Living Adjustments (COLAs) for retirees are directly tied to salary increases for current employees, this change also impacted the benefits currently being paid to members in pay status.

The resulting COLAs for members in pay status were as follows:

- Members in pay status hired prior to July 1, 1993 received a COLA equal to 50% of the dollar amount of annual compensation increase granted to active employees holding a rank equivalent to the rank held by the retired member. Since rank information was not readily available at the time of this analysis we assumed that the COLA would equal 50% of the average dollar amount of annual compensation increase for all active employees. The average dollar increase for all active employees was approximately \$12,200, resulting in a COLA of approximately \$6,100 for each member in this group. All future COLAs remained unchanged.
- Members in pay status hired on or after July 1, 1993 receive a COLA equal to 50% of the percentage compensation increase granted to active employees. Therefore, the COLA was equal to 50% of 2.50%, or 1.25%. All future COLAs remained unchanged.

In addition, the City elected to reset the amortization period to 15 years and lower the interest rate assumption to 6.90% as of July 1, 2022. Our projections reflect actual asset performance through July 1, 2022. **If the attached exhibit is distributed, please include a copy of this cover letter in its entirety.**

The results included herein were developed using models intended for valuations that use standard actuarial techniques as well as a model to develop long term funding projections. We have reviewed the models, including their inputs, calculations, and outputs for consistency, reasonableness, and appropriateness to the intended purpose and in compliance with generally accepted actuarial practice and relevant actuarial standards of practice. The models, including all input, calculations, and output may not be appropriate for any other purpose.

We have not explored any legal issues with respect to the proposed plan changes. We are not attorneys and cannot give legal advice on such issues. The consultants who worked on this assignment are pension actuaries. Milliman's advice is not intended to be a substitute for qualified legal or accounting counsel.

Except as noted above, our calculations are based on the actuarial methods and assumptions we used for our July 1, 2020 valuation and assume the plan changes were made effective on that date. In addition, our calculations are based on the census data that we used in our July 1, 2020 actuarial valuation except we have reflected the \$10,000 increase in base compensation plus an additional 2.5% of compensation and resulting Cost of Living Adjustments granted to retirees as of July 1, 2022. The actual cost will depend on the final form of the plan changes, the effective date, and the eligible members at that time.

The long range forecasts assume that the City will pay the Actuarially Determined Contribution each year, the assets will return 6.90% on a market value basis each year, and there are no future changes in the plan provisions, actuarial methods, or assumptions. Terminating and retiring active members are assumed to be replaced by new hires with the same age / pay / gender characteristics as those hired in the past few years.

The proposed plan change materially impacts the analysis of risks faced by the plan that was presented in our most recent actuarial valuation report. By allowing newer hires to enter the plan, the ratio of market value of assets to payroll will decrease and reduce the maturity risk of the plan. The other risks that were identified in our most recent actuarial valuation report are not materially impacted by this proposed change.

It is certain that actual experience will not conform exactly to the assumptions used in this analysis. To the extent future experience deviates from those assumptions, the results of this analysis could vary from the results presented here. Actual results at each point in time will yield different values, reflecting the actual experience of the plan membership and assets.

Mr. David Taylor  
August 28, 2023  
Page 3

We performed a limited review of the data used directly in our analysis for reasonableness and consistency and have not found material defects in the data. If there are material defects in the data, it is possible that they would be uncovered by a detailed, systematic review and comparison of the data to search for data values that are questionable or for relationships that are materially inconsistent. Such a review was beyond the scope of our assignment. If the underlying data or information is inaccurate or incomplete, the results of our analysis may likewise be inaccurate or incomplete and our calculations may need to be revised.

Milliman's work is prepared solely for the internal business use of the City of West Haven. To the extent that Milliman's work is not subject to disclosure under applicable public records laws, Milliman's work may not be provided to third parties without Milliman's prior written consent. Milliman does not intend to benefit or create a legal duty to any third party recipient of its work product, and Milliman may include a legend on its reports so stating. Milliman's consent to release its work product to any third party may be conditioned on the third party signing a Release, subject to the following exceptions: (a) the City may provide a copy of Milliman's work, in its entirety, to the City's professional service advisors who are subject to a duty of confidentiality and who agree to not use Milliman's work for any purpose other than to benefit the City; and (b) the City may provide a copy of Milliman's work, in its entirety, to other governmental entities, as required by law. No third party recipient of Milliman's work product should rely upon Milliman's work product. Such recipients should engage qualified professionals for advice appropriate to their own specific needs.

I am a member of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Please let me know if you have any questions.

Sincerely,



Jennifer M. Castelhana, FSA  
Consulting Actuary

# City of West Haven Police Pension Plan

## Cost Impact of Proposed Pension Plan Changes

### Based on July 1, 2020 Valuation

**Proposed Change 1** Employees hired after 11/1/2009 will enter the DB plan with the following provisions and have the option to purchase service back to date of hire by contributing 8.0% of their base salary for each year of service purchased. For purposes of this analysis, we have assumed that all employees will purchase all service back to date of hire.

Employee contributions to DB plan	9.00%
Normal retirement eligibility	age 55 with 25 years; max 65
Benefit multiplier	2.00%
Salary averaging period	1 year
Normal form of annuity	single life annuity
COLA	none

All other DB plan provisions are the same as those for employees hired prior to 11/1/2009. Purchased service is included for purposes of benefit eligibility, benefit accrual, and vesting.

**Proposed Change 2** Eligible employees hired prior to 11/1/09, shall be entitled to a Deferred Retirement Option Plan (DROP) as described below

Participants must have 25 years of continuous service and be eligible for normal retirement under the Police Defined Benefit Plan.

Participants with 25 years of service may elect to be in the DROP for up to 60 months.

Participants with 26 – 29 years of service can elect a DROP period up to 36 months.

Participants with 30 years of service can elect a DROP period of up to 12 months.

Percentage of accrued benefit credited to DROP account annually	100%
Interest credit on DROP account	0%
Employee contribution rate during DROP period	0%

**Proposed Change 3** Employees hired prior to November 1, 2009 shall receive a 5% increase in their pension calculation from 60% to 65% upon completion of 25 years of service.

**Proposed Change 4** Officers hired prior to November 1, 2009 will increase their pension contributions from 9.0% to 9.5% of base pay.

Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29
Baseline Actuarially Determined Contribution	\$4,771,000	\$5,418,000	\$5,857,000	\$6,749,000	\$6,937,000
Cost/(savings) to City - Change 1	16,000	34,000	56,000	71,000	96,000
Cost/(savings) to City - Change 2*	0	0	0	0	0
Cost/(savings) to City - Change 3	0	119,000	152,000	329,000	390,000
Cost/(savings) to City - Change 4	(24,000)	(24,000)	(24,000)	(22,000)	(21,000)
Actuarially Determined Contribution after changes	4,763,000	5,547,000	6,041,000	7,127,000	7,402,000
<b>Total Cost/(Savings) to City</b>	<b>(8,000)</b>	<b>129,000</b>	<b>184,000</b>	<b>378,000</b>	<b>465,000</b>

\* The actual cost of the DROP plan cannot be determined until the utilization of the DROP is known. However, the DROP was designed to be cost neutral to the City on average.

The results above reflect the changes outlined in Scenario 1 of our analysis dated May 31, 2022 with the amortization period reset to 15 years as of July 1, 2022. In addition, we have updated our analysis to reflect an interest rate of 6.90% for all scenarios. The City granted all active employees a \$10,000 increase in base compensation plus an additional 2.5% of compensation and granted retirees Cost of Living Adjustments as they are directly tied to salary increases for active employees. The City adopted these changes effective July 1, 2022.

This projection is based on the results of the July 1, 2020 actuarial valuation and assumes that there are no future changes in the actuarial methods or assumptions or in the plan provisions unless otherwise noted above. Our projections reflect actual asset performance through July 1, 2022. Actual results at each point in time will yield different values, reflecting the actual experience of the plan membership and assets. Terminating and retiring active members are assumed to be replaced by new hires with the same age / pay / gender characteristics as those hired in the past few years. For purposes of this analysis, the amortization period declines to 1 year to illustrate the progress of the plan towards becoming fully funded; in actual practice the amortization period will not be less than 10 year to shield the City from contribution volatility.

This work product was prepared solely for the City for the purposes described herein and may not be appropriate to use for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing the Milliman work product.

Summary of Cost Impact of Pension Plan Agreement with the Police Department

General Topic	Change	Fiscal Impact				
		FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
Wages	General Wage Increases %	NA	NA	NA	NA	NA
	Cost of General Wage Increase in \$	\$ -	\$ -	\$ -	\$ -	\$ -
	Cost of Step Yearly Increment Changes in \$ (Yr 1 budget at top step)	\$ -	\$ -	\$ -	\$ -	\$ -
Healthcare		NA	NA	NA	NA	NA
Pension - provided by Actuary, see note and Actuarial report	Employees hired after 11/1/2009 will enter the DB plan with the following provisions and have the option to purchase service back to date of hire by contributing 8.0% of their base salary for each year of service purchased. For purposes of this analysis, we have assumed that all employees will purchase all service back to date of hire.	16,000	34,000	56,000	71,000	96,000
	Eligible employees hired prior to 11/1/09, shall be entitled to a Deferred Retirement Option Plan (DROP)	-	-	-	-	-
	Employees hired prior to November 1, 2009 shall receive a 5% increase in their pension calculation from 60% to 65% upon completion of 25 years of service.	-	119,000	152,000	329,000	390,000
	Officers hired prior to November 1, 2009 will increase their pension contribuitons from 9.0% to 9.5% of base pay.	(24,000)	(24,000)	(24,000)	(22,000)	(21,000)
	Net Annual Cost (Savings) Impact on ADC for 5-year plan	\$ (8,000)	\$ 129,000	\$ 184,000	\$ 378,000	\$ 465,000
Sick Leave	Current provisions: ____ New provisions: ____ Cost/(Savings)	NA	NA	NA	NA	NA
Vacation Leave	Current provisions: ____ New provisions: ____ Cost/(Savings)					
Other Measures						
Decreased Turnover	Cost Avoidance of recruitment and training due to officer resignations.	\$ (240,000)	\$ (240,000)	\$ (240,000)	\$ (240,000)	\$ (240,000)
	Total Savings anticipated	\$ (240,000)	\$ (240,000)	\$ (240,000)	\$ (240,000)	\$ (240,000)
	Net Expected Cost (Savings) Impact on 5-Year Plan	\$ (248,000)	\$ (111,000)	\$ (56,000)	\$ 138,000	\$ 225,000

Notes:

Actuarial impact provided by Milliman. These numbers require context. Please refer to analysis and cover letter provided by Milliman for important details and notes regarding their calculations.

The City of West Haven has experienced turnover of 4 - 5 officers per year for the last 8 years with the reason of "no pension plan" given by the officer. Although this is a cost of \$540K annually, this presentation conservatively considers reducing that number by 2 officers per year.

The net result is cost-neutral over this horizon.



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**THE CITY OF WEST HAVEN POLICE DEPARTMENT  
PENSION PLAN**

|

~~January~~ July 1, ~~2009~~ 2023 – December 31, ~~2016~~ 2028

08/16/2010

**THE CITY OF WEST HAVEN POLICE DEPARTMENT**

**PENSION PLAN**

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## PREAMBLE

This plan contains provisions which have previously been governed by the West Haven City Charter (1980), an ordinance of the City of West Haven on Police Disability Benefits, and the Collective Bargaining Agreements between the City of West Haven and West Haven Police, Local #895 of Connecticut Council of Police Unions #15, AFSCME, AFL-CIO. Pursuant to negotiations between the City and Local #895 and a resolution of the City Council, the Police Relief Fund is being amended and restated in its entirety, and is being renamed The City of West Haven Police Department Pension Plan (the "Plan"). This Plan does not modify the benefits, rights or obligations of Participants who commenced receiving benefits under the Police Relief Fund prior to its adoption, and such benefits, rights and obligations shall be determined exclusively under the plan in effect prior thereto.

**ARTICLE 1**  
**DEFINITIONS**

Section 1.01    **Accrued Benefit.** A Participant's Accrued Benefit, at any given point in time, shall be as set forth in Section 5.01.

Section 1.02    **Bargaining Agreement.** The Bargaining Agreement in effect from time to time between West Haven Police Local #895 and the City.

Section 1.03    **Beneficiary.** Any person or persons designated by the Participant, or otherwise entitled, to receive any benefit hereunder not received by the Participant or the Participant's Surviving Spouse.

Section 1.04    **Board.** The City of West Haven Board of Police Commissioners.

Section 1.05    **City.** The City of West Haven.

Section 1.06    **Compensation.** The Participant's base salary rate, excluding all additional payments such as extra duty, overtime, longevity or shift premiums.

Section 1.07    **Domestic Relations Order.** Any judgment, decree or order (including approval of a property settlement agreement) which relates to the provision of child support, alimony payments, or marital property rights to a spouse, former spouse, child, or other dependent of a Participant and is made pursuant to a State domestic relations law.

Section 1.08 Effective Date. ~~January 1, 2009-July 1, 2023~~ – December 31, ~~2016~~2028.

Section 1.09 Employee. Any regular, full-time, permanent, investigatory and uniformed member of the City of West Haven Police Department who is duly sworn and vested with police powers. ~~hired before November 1, 2009.~~

Section 1.10 Employee Contributions. Contributions described in Section 3.03(a) and (b).

Section 1.11 Final Salary. The Participant's annual Compensation on the final day of the Participant's employment.

Section 1.12 Final Adjusted Salary. For a Participant employed prior to January 1, 1999, who has completed twenty-five (25) or more Years of Service, the Participant's Final Adjusted Salary shall be the annual Compensation of an Employee holding the next higher rank to that held by the Participant prior to retirement. A Participant holding the rank of Chief prior to retirement shall not be entitled to a Final Adjusted Salary regardless of the Participant's Years of Service. For any Participant who commences employment on or after January 1, 1999, there shall be no Final Adjusted Salary and the Participant's benefits shall be determined by reference to Final Salary only.

Section 1.13 Fund. The funds held by the Funding Agent derived from contributions made pursuant to the Plan, any property into which the same or any part thereof may be converted, and any increment thereto or income thereon.

Section 1.14 Funding Agent. The City Finance Director or any other trustee, insurance company or other person, or any combination of the foregoing, which is maintaining custody of the funds which derive from contributions made pursuant to the Plan and from which benefits shall be paid, or any successor to such person.

Section 1.15 Funding Agreement. The agreement of trust and/or group annuity contract pursuant to which the Funding Agent maintains custody of the Fund.

Section 1.16 Leave of Absence. Any one of the following:

- (a) paid leave granted by the City;
- (b) leave for jury duty;
- (c) service in the Armed Forces of the United States under circumstances which entitle the Participant to reemployment upon completion of military service under the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994, so long as reemployment occurs within ninety (90) days following the completion of said military service (except if the period is extended due to a disability incurred in the course of such service);
- (d) leave pursuant to the Family and Medical Leave Act.

Section 1.17 Local #895. West Haven Police Local #895 of Connecticut Council of Police Unions #15, AFSCME, AFL-CIO.

Section 1.18 Participant. An Active Participant is an Employee participating in the Plan pursuant to Article 2 hereof. A Retired Participant is a former Employee who has retired and is receiving benefits pursuant to the Plan.

Section 1.19 Plan. The City of West Haven Police Department Pension Plan as set forth herein and as hereafter amended.

Section 1.20 Plan Administrator. The Plan Administrator shall be the Trustees of the Plan as defined in Section 1.24.

Section 1.21 Plan Year. The twelve-month period commencing July 1 and ending June 30.

Section 1.22 Prior Plan. The City of West Haven Police Relief Fund, as set forth in the City Charter, various Collective Bargaining Agreements existing from time to time, the Manual of the Department of Police Service (the “Blue Book”) and past practice prior to the Effective Date.

Section 1.23 Spouse or Surviving Spouse. The Spouse or Surviving Spouse of the Participant at the time of the Participant's retirement, provided that a former spouse will be treated as the Spouse or Surviving Spouse to the extent provided under a Domestic Relations Order.

Section 1.24 Trustees. The Commissioners of the Board and the President of Local #895 or his designee, which designee shall be a member of the Executive Board of Local #895.

Section 1.25 Year of Service. An annual period during which a Participant performs active service with the City. The first such annual period shall begin on the date on which a Participant commences employment with the City, and subsequent annual periods shall begin on each anniversary thereof. Credit will be given for partial Years of Service, expressed in months



and rounded to the nearest completed whole month. Time spent on a disability retirement shall not be included for purposes of calculating Years of Service. Time spent on Leave of Absence shall be included for purposes of calculating Years of Service.

Section 1.26 Other Definitions. The following words and phrases, when capitalized, shall have the meaning described elsewhere in the Plan unless a different meaning is plainly implied by the context:

	<u>Section</u>
Death Benefit	9.01
Retirement Benefit	5.02
Retirement Date	4.01
Normal Retirement Date	4.02
Late Retirement Date	4.03
Disability Retirement Date	4.04
Permanent and Total Disability	6.01
Service Connected Disability	6.01
Service Connected Death Benefit	9.02
Terminated Vested Participant	8.01

## **ARTICLE 2** **ELIGIBILITY**

Section 2.01 Eligibility to Participate. Each Employee who was a Participant in the Prior Plan shall continue as a Participant. Any other Employee shall become a Participant on the date that the Employee commences employment. ~~Regular, full-time, permanent, investigatory and uniformed members hired after November 1, 2009 shall not be eligible to participate in the City of West Haven Police Department Pension Plan and shall participate in the City of West Haven Pension Plan (defined contribution 401(k) plan).~~

Section 2.02 Termination of Participation. A person shall cease to be an Active Participant upon ceasing to be an Employee.

Section 2.03 Reemployment. If an individual leaves the service of the West Haven Police Department and is later reemployed, said individual shall become a Participant in the Plan effective as of the date of reemployment.

**ARTICLE 3**  
**FUNDING POLICY AND CONTRIBUTIONS**

Section 3.01 The Fund. The City shall maintain a fund pursuant to one or more Funding Agreements with one or more Funding Agents for the purpose of receiving, administering, investing and reinvesting contributions made hereunder, and the proceeds thereof, and for the purpose of providing for the payment of the benefits provided under the Plan.

Section 3.02 Contributions by the City. The City shall contribute to the cost of the Plan by making periodic contributions to the Funding Agent taking into consideration actuarial calculations. An actuarial valuation of the Plan shall be conducted at least once in every five (5) years as required by Conn. Gen. Stat. § 7-450a.

Section 3.03 Employee Contributions.

- (a) Prior to January 1, 1999, each Participant shall contribute to the Plan the annual amount of seven percent (7%) of Compensation for the Plan Year.
- (b) On and after January 1, 1999, each Participant shall contribute to the Plan the annual amount of seven and one-half percent (7.5%) of Compensation for the Plan Year.
- (c) Effective July 1, 2010, each Participant shall contribute to the Plan the annual amount of eight percent (8%) of Compensation for the Plan Year.
- (d) Effective July 1, 2012, each Participant shall contribute to the Plan the annual amount of eight and one-half percent (8.5%) of Compensation for the Plan Year.
- (e) Effective July 1, 2014, each Participant shall contribute to the Plan the annual amount of nine percent (9%) of Compensation for the Plan Year.

(f) Effective July 1, 2016, each Participant shall contribute to the Plan the annual amount of nine and one-half percent (9.5%) of Compensation for the Plan Year.

(g) Effective on ratification, Participants hired prior to November 1, 2009, shall contribute to the Plan the annual amount of ten percent (10%) of Compensation for the Plan Year.

(h) Effective on ratification, Participants hired on or after November 1, 2009, shall contribute to the Plan the annual amount of nine percent (9%) of Compensation for the Plan Year.

Section 3.04 Liability for Pensions. Except as may be provided by law, the City shall not be liable to pay any pension except such pension as shall be payable in accordance with the terms of the Plan.

Section 3.05 Expenses of Administration. All expenses of the administration of the Plan, as well as the expenses of administration of the Fund, shall be paid from the Fund.

**ARTICLE 4**  
**RETIREMENT DATES**

Section 4.01 Retirement Date. A Participant's Retirement Date shall be the Participant's Normal Retirement Date (as defined in Section 4.02), Late Retirement Date (as defined in Section 4.03), or Disability Retirement Date (as defined in Section 4.04), whichever is applicable to the particular Participant.

Section 4.02 Normal Retirement Date. ~~A~~For Participant's hired prior to November 1, 2009, the Normal Retirement Date shall be the earlier of:

- (a) A Participant's sixty-fifth (65<sup>th</sup>) birthday; or
- (b) The date on which the Participant completes twenty (20) Years of Service.
- (d) For Participants hired on or after November 1, 2009, the Normal Retirement Date shall be the earlier of:
  - i) A Participant's sixty-fifth (65<sup>th</sup>) birthday, or
  - ii) Participants reaching age fifty-five (55) with twenty-five (25) years of service.

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Section 4.03 Late Retirement Date. A Participant may remain in the service of the City after the Participant's Normal Retirement Date. In such event, the Participant's Late Retirement Date shall be the final day of Participant's employment.

Section 4.04 Disability Retirement Date. A Participant's Disability Retirement Date shall be the date on which a Participant is placed on Disability Retirement due to a Service Connected Disability, pursuant to Article 6 of this Plan.

**ARTICLE 5**  
**CALCULATION OF RETIREMENT BENEFIT**

Section 5.01 Accrued Benefit. The Accrued Benefit of a Participant, at any date of determination, shall be a monthly annuity commencing at the Participant's Normal Retirement Date in a monthly amount equal to one-twelfth of the sum of

- (a) two and one-quarter percent (2.25%) of such Participant's Final Salary, or Final Adjusted Salary, if applicable, multiplied by Years of Service, provided the Participant has at least ten (10) Years of Service, plus
- (b) three percent (3.0%) of such Participant's Final Salary, or Final Adjusted Salary, if applicable, multiplied by Years of Service in excess of twenty (20), provided that in no event shall the Accrued Benefit be less than \$2,000/year, nor more than seventy five percent (75%) of a Participant's Final Salary, or Final Adjusted Salary if applicable, and at twenty-five (25) years of service up to sixty-five percent (65%) of Final Salary or Adjusted salary, if applicable.

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For the purpose of this Section, Year of Service shall be as defined in Section 1.25 and shall include credit for partial Years of Service pursuant to said Section.

For Participants hired on or after November 1, 2009, two percent (2%) of such Participant's Final Salary multiplied by years of service, provided the Participant has at least ten (10) years of service. Additional terms for including Participants hired on or after November 1, 2009, are attached as Appendix A.

Section 5.02 Retirement Benefit. The Retirement Benefit shall be the Participant's Normal Retirement Benefit (as calculated in accordance with Section 5.03), Late Retirement Benefit (as calculated in accordance with Section 5.04), Service Connected Disability Retirement Benefit (as calculated in accordance with Section 5.05) or Retirement Benefit for Terminated

Vested Participants (as calculated in accordance with Section 8.06); whichever is applicable to the particular Participant.

Section 5.03 Calculation of Normal Retirement Benefit. A Participant's Normal Retirement Benefit shall be the Accrued Benefit calculated as of the Participant's Normal Retirement Date.

Section 5.04 Calculation of Late Retirement Benefit. A Participant who continues to be an Employee of the City after the Participant's Normal Retirement Date shall receive a Late Retirement Benefit, payable commencing on the Participant's Late Retirement Date, which shall be the Accrued Benefit calculated in accordance with Section 5.01 as of the Participant's Late Retirement Date.

Section 5.05 Calculation of Service Connected Disability Retirement Benefit. A Participant who is eligible for a Service Connected Disability, pursuant to Article 6, shall receive a Service Connected Disability Retirement, payable commencing on the Participant's Disability Retirement Date, which shall be the greater of the following:

- (a) fifty-five percent (55%) of the Participant's Final or Final Adjusted Salary prior to the disability retirement date; or
- (b) if the Participant retired with a Permanent and Total Disability, seventy-five percent (75%) of such Participant's Final Salary or Final Adjusted Salary prior to the disability retirement date; or
- (c) the amount of the non-disability retirement benefit that the Participant is eligible to receive pursuant to Section 5.01.

The minimum Service Connected Disability Retirement Benefit shall be \$2,000/year and the maximum Service Connected Disability Retirement Benefit shall be seventy-five percent (75%) of the Participant's Final Salary or Final Adjusted Salary.

Section 5.06 Escalation Clause Adjustment for Retirement Benefit.

- (a) The provisions of this Section shall not apply to the Retirement Benefit of a Terminated Vested Participant.
- (b) For Employees who were hired prior to July 1, 1993, the following escalation provision shall apply. In the event that the annual salary paid to active Employees holding a rank equivalent to the rank held by the Retired Participant is increased, the Retirement Benefit payable to said retired Participant shall be increased in an amount equal to fifty percent (50%) of the actual dollar amount of the increase that the active Employee receives. Said increased Retirement Benefit shall be payable over the same period of time that said active Employee receives the increased annual wage.
- (c) For employees who are hired on or after July 1, 1993, and who retire thereafter, the following escalation provision shall apply. In the event that the annual salaries paid to active Employees are increased by a general wage increase through collective bargaining, the Retirement Benefit payable to retired Participants shall be increased by one-half of the percentage general wage increase. For example, if there is a general wage increase of four percent (4%), Retirement Benefits shall increase by two percent (2%).

(d) There is no escalation benefit for employees hired on or after November 1, 2009.



**ARTICLE 6**  
**DISABILITY RETIREMENT**

Section 6.01 Service Connected Disability. A Participant who sustains a permanent disability while in the regular performance of police duties, without willful cause or wanton misconduct by the Participant, that renders the Participant physically or mentally unable to perform the regular duties of a police officer, is eligible to retire with a Service Connected Disability. The determination of whether a Service Connected Disability exists and, if applicable, whether the Participant has a Permanent and Total Disability, shall be made in accordance with Section 6.03. Permanent and Total Disability shall mean a disability that renders the Participant unable to engage in any gainful employment. The definitions and standards of the Connecticut Workers' Compensation Act and the Social Security Act shall apply in determining whether a Participant has a Permanent and Total Disability.

Under no circumstances shall a disability resulting from the following causes be considered a Service Connected Disability:

- (a) use of alcohol;
- (b) use of or addiction to narcotics;
- (c) the commission of a felony that results in a conviction, a plea of nolo contendere, or the granting of an application for accelerated rehabilitation.

Section 6.02 Application. An application for a Service Connected Disability Retirement Benefit shall be submitted to the Board. An application shall not be complete until there has been a determination of disability as set forth in Section 6.03. An application for Service Connected Disability Retirement Benefit may be initiated by the Participant or by the

City. An application for Service Connected Disability Retirement shall not be considered complete until there has been a determination of Service Connected Disability in accordance with Section 6.03. The application shall be submitted in writing on the form provided by the City.

Section 6.03 Determination of Disability. An applicant for a Service Connected Disability Retirement Benefit shall be examined by two reputable physicians, one to be selected by the Participant and one to be selected by the City. If these two physicians should disagree as to the capacity of the Participant to perform further police duty, the two shall mutually agree on a third physician to examine the Participant. If, after examining such Participant, two or more of the physicians certify in writing that such Participant is incapacitated to perform further police duty, and the disability is service connected as defined in Section 6.01, the Board shall grant such Participant a Service Connected Disability Retirement. If the applicant claims to suffer from a Permanent and Total Disability, the examining physicians shall also certify whether the participant suffers from such Permanent and Total Disability.

Section 6.04 Annual Medical Examination. For ten (10) years subsequent to the Disability Retirement Date, the Board may require a disability retiree to submit to an annual medical examination, not more than once in any calendar year, by a physician selected by the City and at the City's expense. If the medical examination reveals that the Participant is capable of returning to active duty consistent with standards established by the Police Officer Standards in Training Counsel ("POST") or its successor, the Board may, in its sole discretion, reinstate the Participant and the Participant's Service Connected Disability Retirement Benefit shall cease. If the Participant refuses to submit to a medical examination, or fails to return to duty if so ordered

by the Board, the Board may withhold the Participant's Disability Retirement Benefit until the Participant has complied with the Board's order.

Section 6.05 Reinstatement. A Participant reinstated pursuant to Section 6.04 shall be reinstated at the rank held prior to retirement. None of the time spent on disability retirement shall be counted in determining Years of Service under the Plan. A reinstated Participant shall be subject to the same probationary period as a newly hired employee.

Section 6.06 Offsets. A disability retirement benefit shall be subject to the following offsets:

- (a) A Participant's disability retirement benefit shall be reduced by any payments received under the Workers' Compensation Act and/or Heart and Hypertension Act; provided, however, that there shall be no offset for specific indemnity awards in accordance with Section 31-308 (b) of the Workers' Compensation Act.
- (b) No benefits shall be paid to a surviving spouse or dependents so long or for such period as such surviving spouse or dependents are receiving or are eligible to receive compensation under the Workers' Compensation Act and/or Heart and Hypertension Act.

**ARTICLE 7**  
**FORMS OF PAYMENT OF RETIREMENT BENEFIT**

Section 7.01 Unmarried Participants - Standard Form of Benefit. The standard form of Retirement Benefit for a Participant who is not married on the Participant's Retirement Date shall be a monthly amount equal to the amount determined in the applicable Section of Article 5, payable as a monthly annuity commencing on said applicable Retirement Date and payable on the first day of each month thereafter during the life of the Retired Participant.

Section 7.02 Married Participants - Standard Form of Benefit - Joint and Survivor Annuity. ~~For Participants hired prior to November 1, 2009, a~~ Participant who is married upon the Participant's Retirement Date shall receive a monthly amount equal to the amount determined in the applicable section of Article 5, in the form of a joint annuity for the life of the Participant commencing on the Participant's Retirement Date and payable monthly thereafter during the life of the Participant, with a survivor annuity for the life of the Participant's Spouse payable monthly commencing after the Retired Participant's death and equal to one hundred percent (100%) of the joint annuity. The Surviving Spouse shall receive the survivor annuity only if the Surviving Spouse was married to the Participant: (a) on the Participant's Retirement Date; and (b) for at least one year immediately preceding the Participant's death. Payment to the Surviving Spouse under this provision shall cease upon the death or remarriage of the Surviving Spouse.

Participants hired on or after November 1, 2009, shall have a single life annuity.

Section 7.03 Children under the Age of Eighteen. After the death of a Retired Participant, and the death or remarriage of a Surviving Spouse who was eligible to receive a benefit pursuant to Section 7.02, if applicable, the Retirement Benefit shall be paid to children of

the Participant until they attain the age of eighteen (18). The Retirement Benefit shall be apportioned equally among any eligible children. The Retirement Benefit shall cease when the youngest eligible child reaches eighteen (18) and ceases to be eligible.

Section 7.04 Latest Date for Commencement of Payment. The Retirement Benefit of a Participant must be distributed, or commence to be distributed, no later than the first day of April following the calendar year in which such individual attains age 70 1/2, or in which he or she retires, if later.

**ARTICLE 8**  
**RETIREMENT BENEFIT FOR**  
**TERMINATED VESTED PARTICIPANTS**

Section 8.01 Retirement Benefit for Terminated Vested Participants. A Participant who terminates employment with the City prior to the Participant's Normal Retirement Date and who is vested in a benefit, is a Terminated Vested Participant and shall receive a Retirement Benefit for Terminated Vested Participants as defined in Section 8.06.

Section 8.02 Vesting of Benefit, Attributable to City Contribution. A Participant shall be vested in a benefit attributable to City Contributions upon the occurrence of one of the following events:

- (a) Upon completing ten (10) Years of Service; or
- (b) Upon the termination of the Plan as provided in Article 11 hereof.

Until the occurrence of one of such events, the Participant's vested percentage shall be zero percent (0%).

Section 8.03 Vested Percentage in Employee Contribution. A Participant shall always be one hundred percent (100%) vested in the Employee Contributions that a Participant makes to the Plan.

Section 8.04 Computation of Years of Service. For purposes of this Article, all Years of Service shall be included subject to the Break in Continuity of Service rule set forth in Section 8.05.

Section 8.05 Break in Continuity of Service Rule. The following Break in Continuity of Service rule shall apply to the computation of Years of Service pursuant to Section 8.04: If a Participant shall have a period of absence from employment of ninety (90) days or more, which is not an authorized Leave of Absence, then service performed for the City for said calendar year shall not be included in determining the Vested Percentage under 8.02(a).

Section 8.06 Calculation of Retirement Benefit for Terminated Vested Participants. The Retirement Benefit for a Terminated Vested Participant who is vested in a benefit as provided in Section 8.02 shall be a monthly annuity in an amount equal to one-twelfth of two and one quarter percent (2.25%) of such Participant's Final Salary multiplied by Years of Service, two percent (2%) of Final Salary for Participants hired on or after November 1, 2009, calculated as of the date of the Participant's termination of employment. Such benefit shall be determined under Plan provisions in effect on the date of the Participant's termination of employment.

Section 8.07 Time of Commencement and Manner of Payment of Benefit for Terminated Vested Participants. A Terminated Vested Participant may apply, in writing, to the Board to receive a Retirement Benefit upon completion of what would have been the Participant's twentieth (20th) Year of Service. The form of benefit shall be a life annuity and said benefit shall not be subject to escalation pursuant to Section 5.06.

Section 8.08 Return of Employee Contributions. A Participant who terminates without a vested benefit shall receive a refund of the Participant's Employee Contributions to the Plan with interest at the rate of three percent (3%) per annum.

A Participant who terminated with a vested benefit may elect to receive a refund of the Participant's Employee Contributions to the Plan with interest at the rate of three percent (3%)

per annum. Election of such a refund shall cause the Participant to forfeit his or her right to receive a Retirement Benefit.

Section 8.09 Forfeitures. Any forfeitures of contributions shall be used to reduce the amount of contributions by the City. No part of any forfeitures resulting from the application of any provision of the Plan shall be applied to increase the benefit payable to any Participant.



**ARTICLE 9**  
**DEATH BENEFITS**

Section 9.01 Death Benefit for Participant with Normal Retirement Date. If at the time of a Participant's death the Participant had reached the Participant's Normal Retirement Date, a Death Benefit shall be payable to the Surviving Spouse or children of the Participant until they attain the age of eighteen (18). The amount of such benefit shall be equal to the amount of the Retirement Benefit the Participant would have received if the Participant had retired immediately prior to the Participant's death. The Death Benefit will be payable monthly:

- (a) to the Surviving Spouse of such Participant until the Surviving Spouse's death or remarriage; or
- (b) if no Surviving Spouse qualifies under paragraph (a), the Board shall apportion the Death Benefit among the children of the Participant until they attain the age of eighteen (18).

If no dependent qualifies under paragraph (a) or paragraph (b) to receive the Death Benefit at the time of the Participant's death, the Death Benefit will be payable monthly to the parents of the Participant who were the Participant's dependents until the deaths of the parents.

Section 9.02 Service Connected Death Benefit. When a Participant shall have been killed while in the actual performance of duty, or shall have died from the proximate effects of any injury or ailment sustained while in the actual discharge of such duty, a Service Connected Death Benefit shall be payable to the Surviving Spouse or children of the Participant until they attain the age of twenty-one (21). The amount of such benefit shall be equal to one-twelfth (1/12) of ninety percent (90%) of the Participant's Final Salary or Final Adjusted Salary, if applicable, in effect prior to the Participant's death. Such benefit will be payable monthly:

- (a) to the Surviving Spouse of such Participant until the Surviving Spouse's death or remarriage; or
- (b) if no Surviving Spouse qualifies under paragraph (a), the Board shall apportion the Death Benefit equally among the children of the Participant who are under the age of twenty-one (21).

If no dependent qualifies under paragraph (a) or paragraph (b) to receive the Death Benefit at the time of the Participant's death, the Death Benefit will be payable monthly to the parents of the Participant who were the Participant's dependents until the deaths of the parents.

Section 9.03 Death Benefit for Vested Participant. If at the time of a Participant's death, the Participant would have been eligible for a Retirement Benefit as a Terminated Vested Participant, the Surviving Spouse of the deceased Participant shall be eligible to receive whatever benefit the Participant would have received as a Terminated Vested Participant, under Section 8.06, at such time as the Participant would have been eligible to receive it pursuant to Section 8.07 of this Plan. The Surviving Spouse shall receive this benefit if the Surviving Spouse was married to the Participant for at least one year immediately preceding the Participant's death. Payment to the Surviving Spouse under this provision shall cease upon the death or remarriage of the Surviving Spouse.

Section 9.04 Return of Employee Contributions To Surviving Spouse or Beneficiary. Upon the death of a Participant who has not qualified for a Death Benefit pursuant to Section 9.01, Section 9.02 or Section 9.03 herein, a lump sum equal to the total of Employee Contributions to the Plan made by the Participant shall be paid, with interest at the rate of three percent (3%) per annum, to the Surviving Spouse, or if there is no Surviving Spouse to the

Beneficiary designated by the Participant, or if no Beneficiary has been designated then to the estate of the Participant.

Section 9.05 No Duplication of Benefits. The Death Benefit payable with respect to any particular Participant shall be a benefit described in Section 9.01 or 9.02. In no event will a death benefit be payable under more than one of the above sections on behalf of any one Participant.

Section 9.06 Escalation Clause Adjustment for Death Benefit. The provisions of Section 5.6(a) and (b) shall be applied to increase the Death Benefits provided under Sections 9.01 and 9.02 of this Article.

**ARTICLE 10**  
**ADMINISTRATION**

Section 10.01 Responsibilities of the Plan Administrator. The Trustees shall be the Plan Administrator of the Plan, and shall have the following powers and responsibilities as Plan Administrator of the Plan:

- (a) To determine benefit rights;
- (b) To adopt such method for the computation of periods of service and participation as shall be permitted by law;
- (c) To instruct the Funding Agent in the disbursement of benefits;
- (d) To make such rules and regulations as it may deem necessary to carry out the provisions of the Plan;
- (e) To employ, where necessary or desirable in the administration of the Plan, actuaries, attorneys, accountants and other individuals, who shall not be fiduciaries merely as a result of their employment hereunder, and to delegate to such individual such powers and responsibilities as it shall determine;
- (f) To determine, in accordance with uniform standards, any question arising in the administration, interpretation and application of the Plan, such determination to be conclusive and binding to the extent the same shall not be plainly inconsistent with the terms of the Plan or any applicable law;
- (g) To decide any disputes which may arise;
- (h) To give instructions and directions to the Funding Agent as necessary;
- (i) To designate, consistent with sound standards, the actuarial bases to be used for all actuarial calculations;

- (j) To keep record of all allocations and designations of fiduciary duties made in accordance with the provisions of this Article; and
- (k) To periodically review the performance of all entities to which the Trustees allocate or delegate responsibilities under this Section and under Section 10.05.

The Trustees may allocate some or all of their powers and responsibilities as Plan Administrator, as enumerated above, to such individuals, committees of individuals, firms or corporations as it shall determine, in which case such individuals, committees of individuals, firms or corporations shall be named fiduciaries. Such allocations shall be made in writing and shall name the entity to whom the allocation has been made and describe the fiduciary duties allocated to it.

Section 10.02 Responsibilities of the City. The City shall have the following powers and responsibilities:

- (a) To amend or terminate the Plan;
- (b) To determine the funding policy of the Plan; and
- (c) To appoint and change the Funding Agent;

The City may allocate some or all of its powers and responsibilities under this Section to such individuals, committees of individuals, firms or corporations as it shall determine. Such allocations shall be made in writing and shall name the entity to whom the allocation has been made and describe the duties allocated to it.

The City shall hire an outside firm to advise the City on the investment of pension funds.

Section 10.03 Responsibilities of the Funding Agent. The Funding Agent shall have the following powers and responsibilities:

- (a) To maintain custody of the Fund;

- (b) To manage and control the investment of the Fund;
- (c) To disburse benefits as instructed by the Plan Administrator or their agent under Section 10.01;
- (d) To perform any other functions which are specifically allocated to it in its agreement with the City.

The City shall hire an outside firm to advise the City on the investment of pension funds.

Section 10.04 Limitation of Responsibilities. The responsibility of the City, Plan Administrator, and Funding Agent, or any individuals, committees of individuals, firms or corporations, to which responsibilities are allocated, or who are designated to perform fiduciary responsibilities, as provided herein, shall be limited to that expressly granted and neither the City, Plan Administrator, and Funding Agent, nor any such individuals, committees of individuals, firms or corporations shall be responsible except for his, her, its or their own acts or omissions.

Section 10.05 Finality of Plan Administrator's Determinations and Authority. In exercising its powers and responsibilities as the Plan Administrator, the Trustees, or, when appropriate, the individuals, committees of individuals, firms or corporations to whom any power and responsibility is allocated, shall have full and uncontrolled discretion to make any determination or decision and, when made, such determination and decision shall be final, conclusive and binding.

Section 10.06 City to Act by City Council. Whenever the City is required to make any appointment or allocate or delegate any responsibilities, such action may be taken by the City Council. Without limiting the generality of the foregoing, the City Council may confer upon any

individual, committee of individuals, firm or corporation further power to delegate responsibilities.

**ARTICLE 11**  
**AMENDMENT OR TERMINATION OF PLAN**

Section 11.01 Right to Amend Plan. The City reserves the right at any time and from time to time, subject to the approval of the City Council, to amend, in whole or in part, any or all of the provisions of the Plan by notice thereof in writing delivered to the Funding Agent, provided that (a) no amendment that affects Participants who are employed in the bargaining unit represented by Local #895 shall be made which conflicts with the Bargaining Agreement in effect on the effective date of such amendment, and (b) no such amendment shall authorize or permit, at any time prior to the satisfaction of all liabilities with respect to the Plan, any part of the Fund to be used for or diverted to purposes other than for the exclusive benefit of the persons covered by the Plan.

No such amendment shall have the effect of retroactively changing, or depriving Participants, Beneficiaries and contingent annuitants of, rights already accrued under the Plan, provided that any amendment may be made retroactively which is necessary to bring the Plan into conformity with governmental regulations in order to qualify or maintain the qualification of the Plan for tax exemptions.

Section 11.02 Right to Terminate Plan. The City reserves the right to terminate the Plan with respect to its Employees and Participants at any time, subject to the approval of the City Council, provided that no such termination that affects Participants who are employed in positions represented by Local #895 shall be made which conflicts with the Bargaining Agreement in effect on the effective date of such termination. Any such termination shall be set out in an instrument in writing executed on behalf of the City, by action of the City Council, and this Plan shall be deemed to have been terminated with respect to the City in the manner and to



the extent set forth in such instrument, accompanied by a duly certified copy of a resolution of the City Council.

**ARTICLE 12**  
**ALLOCATION OF ASSETS**

Section 12.01 Allocation of Assets. In the event of termination of the Plan, each Participant's Accrued Benefit, or in the event of the termination of the Plan with respect to a group of Participants which constitutes a partial termination of the Plan, the Accrued Benefit of each Participant affected by such partial termination, calculated as of the date of such event, shall become fully vested and nonforfeitable to the extent funded by plan assets. To the extent that the Plan is not sufficiently funded to pay all Accrued Benefits that are due Participants under this Section, the Plan shall allocate plan assets in accordance with section 4044 of ERISA.

Section 12.02 Impossibility of Diversion of Assets. Notwithstanding anything in this Plan which might be construed to the contrary, it shall be impossible at any time prior to the satisfaction of all liabilities with respect to Participants for any part of the corpus or income of the Fund to be used for, or diverted to, purposes other than for the purposes herein stated.

Section 12.03 Permanent Discontinuance of Contributions. In the event contributions hereto are permanently discontinued, the provisions of Section 12.01 shall apply as of the date of discontinuance.

**ARTICLE 13**  
**MERGER OR CONSOLIDATION OF PLANS**

Section 13.01 Successor Employer. In the event of the dissolution, merger, consolidation or reorganization of the City, provision may be made by which the Plan will be continued by the successor, and, in that event, such successor shall be substituted for the City under the Plan. The substitution of the successor shall constitute an assumption of Plan liabilities by the successor, and the successor shall have all the powers, duties and responsibilities of the City under the Plan.

**ARTICLE 14**  
**FUND**

Section 14.01 Appointment and Transfer of Funds. To carry out the provisions of the Plan, the City will provide for the custody and investment of the funds which arise from contributions pursuant to the Plan and for the payment of benefits under the Plan by agreement with such Funding Agent as it may from time to time determine, which agreement shall constitute a part of the Plan.

Section 14.02 Successor Funding Agent; Miscellaneous. The City in its sole and absolute discretion reserves the right at any time and from time to time to designate a successor Funding Agent; to enter into and make amendments to such contracts or agreements with the Funding Agent as it may deem desirable to accomplish the objectives of the Plan; to provide for the payment thereafter of the contributions hereunder to another Funding Agent; and to require a Funding Agent to transfer funds arising from contributions pursuant to the Plan to another Funding Agent, provided that the City shall have no power to perform any of such actions in such manner as will cause or permit any part of the funds accumulated pursuant to the Plan to be diverted to purposes other than for the exclusive benefit of Participants or their Beneficiaries, survivors or estates, retired employees or their Beneficiaries or as will cause or permit any portion of such funds to revert to or become the property of the City prior to the satisfaction of the liabilities under the Plan.

**ARTICLE 15**  
**LIMITATION ON BENEFITS**

Section 15.01 Limitation on Benefits. No benefit provided in the Plan may exceed the maximum permissible amount as defined and required by section 415 of the Internal Revenue Code and the Regulations thereunder, the terms of which are specifically incorporated herein by reference. The definitions contained in section 415 of the Code and Regulations shall apply in determining the maximum permissible amount of a Participant's allowable benefit regardless of any different definitions contained elsewhere in the Plan. The basic limitation on benefits required by the Code and Regulations applies regardless of whether any Participant is or ever has been a Participant in another qualified plan maintained by the City. If any Participant is or ever has been a Participant in another qualified plan or a welfare benefit fund, as defined in section 419(e) of the Code, or an individual medical account, as defined in section 415(l)(2) of the Code, the overall limitation on benefits required by the Code and Regulations is also applicable to that Participant's benefits.

**ARTICLE 16**  
**MISCELLANEOUS PROVISIONS**

Section 16.01 Exclusive Benefit. This Plan shall be for the exclusive benefit of Participants and their Beneficiaries and all of the funds held by the Funding Agent shall be exclusively devoted to such purpose. No portion of any such funds shall revert to or become the property of the City prior to the termination of the Plan and the satisfaction of all liabilities with respect to Participants and their Beneficiaries.

Section 16.02 Nonalienation of Benefits. No benefit at any time under the Plan shall be subject in any manner to alienation, sale, transfer, assignment, pledge, attachment, or encumbrances of any kind. Any attempt to alienate, sell, transfer, assign, pledge or otherwise encumber any such benefits, whether presently or thereafter payable, shall be void. No retirement benefit or the Fund shall in any manner be liable for or subject to the debts or liability of any Employee, Terminated Vested Participant, Participant, Beneficiary or pensioner entitled to any retirement benefit. If the Employee, Participant, former Participant, Beneficiary or pensioner shall attempt to or shall alienate, sell, transfer, assign, pledge or otherwise encumber his/her benefit under the Plan or any part thereof, or if by reason of bankruptcy or other event happening at any time, such benefits would devolve upon anyone else or would not be enjoyed by him/her, then the City, in its discretion, may terminate his/her interest in any such benefit, and hold or apply it to or for the benefit of such person, his/her Spouse, children, or other dependent or any of them, in such manner as the City may deem proper.

The preceding paragraph shall not apply to the creation, assignment or recognition of a right to any benefit payable with respect to a Participant pursuant to a domestic relations order.

Section 16.03 Facility of Payment. If the City shall receive evidence satisfactory to it that any person entitled to receive any benefit hereunder is, at the time when such benefit becomes payable, physically, mentally or legally incompetent to receive such benefit and to give a valid receipt therefor and that another individual or institution is then maintaining or has custody of such person and that no guardian, committee or other representative of the estate of such person shall have been duly appointed, the City may cause payment of such benefit to such individual or institution maintaining or having the custody of such person, and the receipt of such individual or institution shall be a valid and complete discharge for the payment of such benefit. If a person dies before cashing any or all of the checks representing a payment or payments due to him/her under the Plan, such payment or payments so payable to such deceased person shall be made in the discretion of the City either to:

- (a) The person or persons who would be entitled to the deceased person's personal property under the laws of the State of Connecticut (which shall also fix the proportionate interest of such persons) if the Participant had died intestate a resident of Connecticut at the time for such payment under the provisions of the Plan; or
- (b) Such relative or relatives of the deceased person by blood, marriage, or adoption as the City may select; or
- (c) The estate of the deceased person.

Section 16.04 No Right to Continued Employment. Nothing in this Plan shall be construed as giving any Employee of the City the right to be retained in the City's employ or the right to any payment whatsoever except to the extent of the benefits provided for in the Plan. The City expressly reserves the right to dismiss any Employee at any time without liability for the effect which such dismissal might have upon the Employee as a Participant in this Plan.

Section 16.05 Sufficiency of Fund. All benefits payable under this Plan shall be paid or provided for solely from the Fund or from accounts segregated from the Fund in accordance with the Plan. The City shall not be liable for the payment thereof.

Section 16.06 Claims Procedure. Any denial of a claim for benefits under the Plan shall be stated in writing by the Trustees and delivered or mailed to the Participant or Beneficiary whose claim for benefits has been denied. Within sixty (60) days after receiving the notification of such denial, any such Participant or Beneficiary may notify the Trustees in writing of his/her desire for a review of such decision. Upon such notification, the Trustees shall schedule a review proceeding at which the Participant shall restate his/her arguments for such claim to a representative of the Trustee, and at which the Corporation Counsel for the City or his designee and the Funding Agent shall be heard. The Trustees' decision following such hearing shall be made within ninety (90) days and shall be communicated in writing to the Participant or Beneficiary. Said ninety-day period may be extended by the Trustees in the event that additional time is required for investigation of the claim.

Section 16.07 Qualified Plan. The Plan is intended to be a governmental plan under section 414(d) of the Internal Revenue Code, and "qualified" as such under section 401(a) of the Internal Revenue Code. Any associated trust to the Plan is intended to comply with all provisions of the Internal Revenue Code and Employee Retirement Income Security Act of 1974 relating to such plans and trusts. All questions shall be resolved to be consistent with such intent.



Section 16.08 Return of City Contributions Under Special Circumstances. Any City contribution made under a mistake of fact may be returned to the City within one year of such contribution.

Section 16.09 Governing Law. The provisions of the Plan shall be construed, administered and enforced according to the laws of the State of Connecticut.

Section 16.10 Gender and Number. Words used in the masculine include the feminine gender. Words used in the singular or plural shall be construed as if plural or singular, respectively, where they would so apply.

Section 16.11 Titles. Titles of articles and notes in margins are inserted for convenience and shall not affect the meaning or construction of the Plan.

**SIGNATURES**

IN WITNESS WHEREOF, the parties have caused their names to be signed this \_\_\_\_\_  
day of \_\_\_\_\_, ~~2011~~2023.

**CITY OF WEST HAVEN**

**WEST HAVEN POLICE LOCAL #895,  
COUNCIL #15, AFSCME, AFL-CIO**

By: \_\_\_\_\_  
~~John M. Picard~~Nancy R. Rossi  
Mayor

By: \_\_\_\_\_  
~~Walter S. Casey~~  
President

By: \_\_\_\_\_  
~~Henry Szadkowski~~Lee K. Tiernan  
~~Assistant~~ Corporation Counsel

By: \_\_\_\_\_  
~~Robert Urrata~~

By: \_\_\_\_\_  
~~John Karajanis~~Joseph S. Perno  
Chief of Police

By: \_\_\_\_\_  
~~Richard Gudi~~Ronald Suraci  
~~AFSCME Council 15~~UPSEU-COPS

By: \_\_\_\_\_  
~~Anne Marie Paone Mullin~~Pamela A. Alvino  
Director of Personnel &  
Labor Relations

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

**APPENDIX A**  
**POST NOVEMBER 1, 2009 HIRES**

Effective as soon as practicable after ratification, all participants hired on or after November 1, 2009, will transfer to the City of West Haven Police Defined Benefit (DB) Plan as set forth in the Police Pension Plan. In addition, the parties agree as follows:

- a) Affected Employees shall retain their vested Defined Contribution (DC) employer match balance and may use those DC funds, or other funds, to purchase past service back to the date of hire by contributing 8% of their base salary for each year of service purchased.
- b) All other DB plan provisions will be the same as those for employees hired prior to November 1, 2009.
- c) Purchased service from November 1, 2009, until implementation of the proposed plan changes will be included for purposes of benefit eligibility, benefit accrual, and vesting.
- d) No additional contributions for prior service will be necessary for service prior to the date of transfer to the DB plan.
- e) Current employees hired since November 1, 2009, who are over age forty (40) as of July 1, 2023, can elect to remain in the DC plan. Election must be made by December 31, 2023. Employees hired after July 1, 2023, who are at or over age forty (40), can elect the Defined Contribution plan or Defined Benefit plan when hired.

## MEMORANDUM OF UNDERSTANDING

The City of West Haven and West Haven Police Local #895, UPSEU-C.O.P.S. hereby enter into a Memorandum of Understanding to modify the Collective Bargaining Agreement with a term of July 1, 2018 – June 30, 2025, subject to the approval of MARB, the parties agree as follows:

1. The parties agree to modify Article 24, Section 24.1 as follows:

24.1 Pension Plan:

- A. The Pension Plan restatement of January 1, 1999, as negotiated and updated from time to time by the City and the Union shall govern all retirement benefits and pension matters for current full-time, permanent uniformed and investigatory employees of the West Haven Police Department. Retirement benefits and pension matters for individuals who are already retired shall be governed by the policies and procedures in effect at the time of their retirement. ~~Any employee hired after November 1, 2009, will be enrolled into the City of West Haven's 401k plan, not the pension plan mentioned above. The City will provide disability insurance to members hired after November 1, 2009.~~

2. The parties agree to add a new section Article 24, Section 24.2 (F):

- F. Officers who retire with thirty (30) years of service or more, will receive the retiree medical benefits provided for in the Collective Bargaining Agreement with no premium cost share obligation.

FOR THE CITY

FOR THE UNION

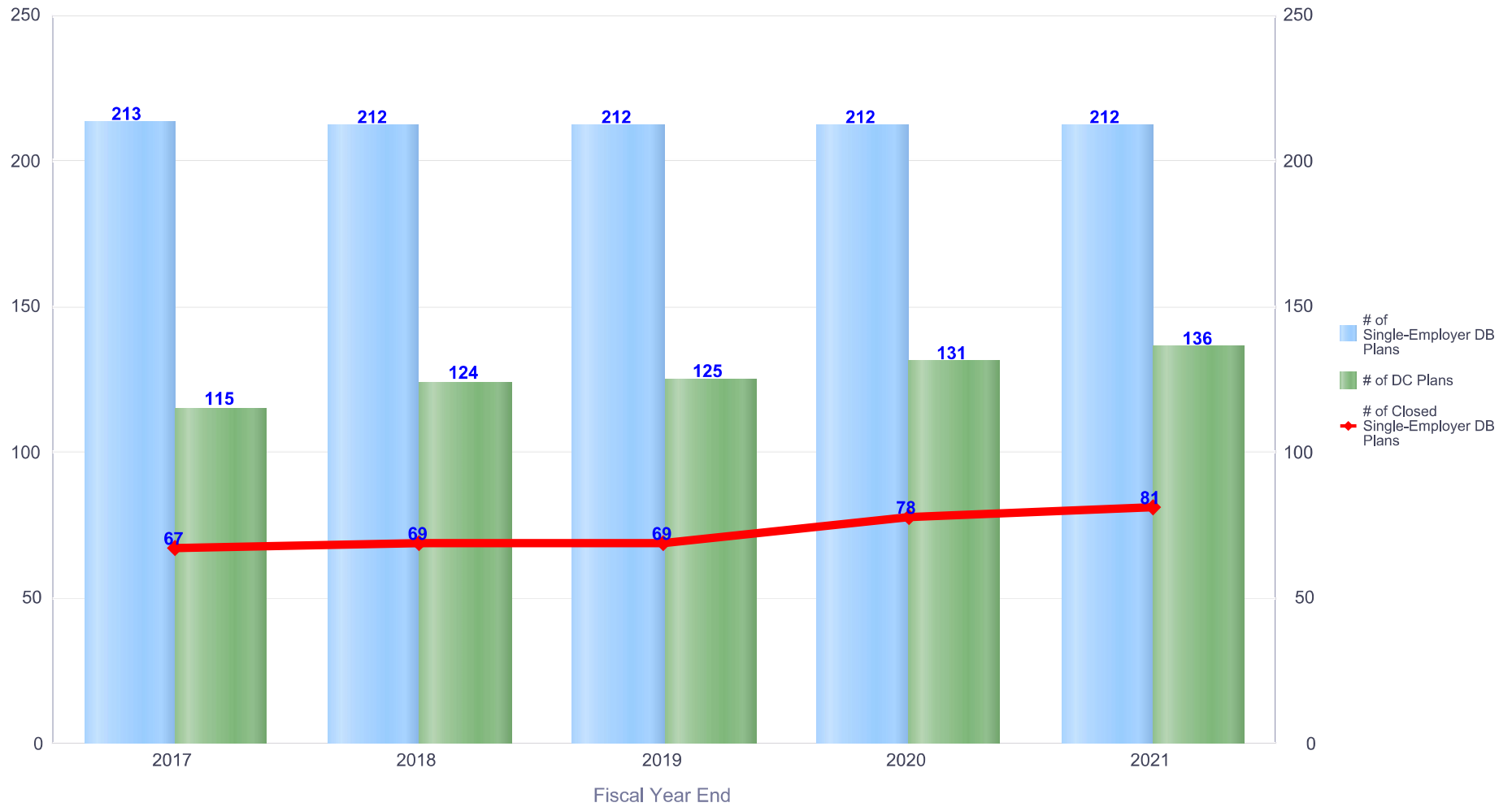
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Nancy R. Rossi, Mayor

	State of CT Municipalities							
	Town / Police Pension Plans							
	Based on Either July 1, 2019, 2020, or 2021 Valuations							
			<b>Police</b>			<b>All Town EE's</b>		
			Defined	Defined		Defined	Defined	
		Total Defined	Benefit	Benefit		Benefit	Contribution	
	<b>Town</b>	Benefit Plan(s)	Plans	Closed		Plans	Plans	CMERS
	<b>TOTAL</b>	212	35	44		69	123	47
			DB Plans	Closed	Open			
1	<b>Police with DB Plans</b>		35	11	24			
	<b>Closed DB Plan to DC Plans</b>			8				
	<b>Closed DB Plan to MERS plan</b>			3				
			DB Plans	Closed	Open			
2	<b>All EE's with DB Plans</b>		69	27	42			
	<b>Closed DB Plan to DC Plans</b>			22				
	<b>Closed DB Plan to MERS plan</b>			5				
3	<b>Towns with Pension Plans:</b>		Pension Plans					
	<b>All EE's - DC Plan or MERS</b>		14					
	<b>Pension Plan with DC Plan</b>		6					
	<b>Pension Plan with MERS Plan</b>		8					

	City of West Haven						
	Neighboring Towns - Police Pension Plans						
	Based on Either July 1, 2019, 2020, or 2021 Valuations						
		Defined	Defined		Defined		
		Total Defined	Benefit	Benefit	Number	Contribution	
	<b>Town</b>	Benefit Plan(s)	Plans	Closed	of Members	Plans	CMERS
	Branford	2					
	Police		1	no	106		
	Volunteer Fire		1	no	237		
	Clinton	3					X
	Police		1	no	54		
	BOE Non Certified		1	no	130		
	Volunteer Fire		1	yes	39		
	East Haven	0					X
	Guilford	4					
	Police		1	no	71		
	Town Employees		1	no	131		
	BOE Non Certified		1	no	176		
	Volunteer Fire		1	no	98		
	Madison	3				2	
	Police		1	no	62		
	Retirement Plan for Employees		1	no	All Groups - 389		
	Volunteer Fire		1	yes	104		
	Milford	1					
	City Retirement System		1	no	All Groups - 1,527		
	North Branford	3				2	
	Police		1	yes	31		
	Town Employees		1	yes	83		
	Volunteer Fire		1	no	169		
	North Haven	5					
	Police		1	no	107		
	Town Employees		1	no	340		
	Firefighters		1	yes	66		
	Elected Officials		1	no	5		
	Volunteer Fire		1	76	76		
	Orange	2				1	
	Police		1	yes	48		
	Town Employees		1	yes	70		
	Stratford	1				1	
	All Employees		1	no	All Groups - 848		
	Shelton	0				1	X
	Wallingford	2					
	Consolidated Pension Plan		1	no	All Groups - 1,303		
	Volunteer Fire		1	no	128		
	Woodbridge	0					X
	West Haven	2				1	
	Police		1	yes	221		
	Firefighters		1	yes	45		

### Number of Defined Benefit and Defined Contribution Pension Plans for CT Municipalities



DB = Defined Benefit, DC = Defined Contribution

## PENSIONS: Type and Number of Plans \*

	Defined Benefit	Defined Contribution	Cost Sharing (CMERS)*
ANDOVER			✓
ANSONIA	2		✓
ASHFORD		1	
AVON	2	2	
BARKHAMSTED		1	
BEACON FALLS			✓
BERLIN	1	1	
BETHANY	1	2	✓
BETHEL	2	1	
BETHLEHEM	1		✓
BLOOMFIELD	2		
BOLTON		1	
BOZRAH			✓
BRANFORD	2		✓
BRIDGEPORT	4		✓
BRIDGEWATER		1	
BRISTOL	1		
BROOKFIELD	2	1	
BROOKLYN	2		
BURLINGTON	2	1	
CANAAN		2	
CANTERBURY			✓
CANTON	2	2	
CHAPLIN		1	
CHESHIRE	3	3	
CHESTER	2		
CLINTON	3		✓
COLCHESTER	1	1	
COLEBROOK		1	
COLUMBIA		1	
CORNWALL		2	
COVENTRY	1		
CROMWELL	1		
DANBURY	7	1	
DARIEN	2	1	

	Defined Benefit	Defined Contribution	Cost Sharing (CMERS)*
DEEP RIVER	2	1	✓
DERBY	1		✓
DURHAM	1	1	
EAST GRANBY		2	
EAST HADDAM	1	2	✓
EAST HAMPTON	1	1	
EAST HARTFORD	1	1	
EAST HAVEN			✓
EAST LYME	1	1	
EAST WINDSOR	1		
EASTFORD		1	
EASTON	1	1	✓
ELLINGTON	1	1	✓
ENFIELD	2		
ESSEX	3		✓
FAIRFIELD	2	1	
FARMINGTON	1	1	
FRANKLIN		1	
GLASTONBURY	1	1	
GOSHEN	1	1	
GRANBY	1		
GREENWICH	1	1	
GRISWOLD			✓
GROTON	1		
GUILFORD	4		
HADDAM	2	1	
HAMDEN	1		✓
HAMPTON		1	
HARTFORD	2	1	✓
HARTLAND		1	
HARWINTON	1		
HEBRON		1	
KENT		1	
KILLINGLY	1		
KILLINGWORTH	2	1	

	Defined Benefit	Defined Contribution	Cost Sharing (CMERS)*
LEBANON			✓
LEDYARD	1	1	
LISBON			✓
LITCHFIELD	2	1	
LYME		2	
MADISON	3	2	
MANCHESTER	1	1	✓
MANSFIELD			✓
MARLBOROUGH			
MERIDEN	3	1	
MIDDLEBURY	1	1	
MIDDLEFIELD			✓
MIDDLETOWN	1		
MILFORD	1		
MONROE	2	1	✓
MONTVILLE			✓
MORRIS	2		
NAUGATUCK	2	4	
NEW BRITAIN	2		✓
NEW CANAAN	1	1	
NEW FAIRFIELD	2		✓
NEW HARTFORD	1	1	
NEW HAVEN	2		
NEW LONDON	2	1	✓
NEW MILFORD	1		
NEWINGTON	4	1	
NEWTOWN	1	2	
NORFOLK	1	1	
NORTH BRANFORD	3	2	
NORTH CANAAN		1	
NORTH HAVEN	5		
NORTH STONINGTON		3	
NORWALK	4	1	
NORWICH	2		
OLD LYME		2	



# **PENSIONS: Type and Number of Plans \***

	Defined Benefit	Defined Contribution	Cost Sharing (CMERS)*
OLD SAYBROOK	2	1	
ORANGE	2	1	
OXFORD			
PLAINFIELD	1		
PLAINVILLE	2	1	
PLYMOUTH	2		✓
POMFRET		1	
PORTLAND	2	1	
PRESTON			
PROSPECT		1	✓
PUTNAM	1		
REDDING		1	✓
RIDGEFIELD	3	1	
ROCKY HILL	4	1	
ROXBURY		2	
SALEM		1	
SALISBURY	1	1	
SCOTLAND			
SEYMOUR			✓
SHARON		1	
SHELTON		1	✓
SHERMAN	1	1	
SIMSBURY	3		
SOMERS	3		
SOUTH WINDSOR	2	1	
SOUTHBURY	1	1	
SOUTHINGTON			✓
SPRAGUE			
STAFFORD	1	2	
STAMFORD	4	1	
STERLING		1	
STONINGTON	1		✓
STRATFORD	1	1	
SUFFIELD	1	1	
THOMASTON	1		

	Defined Benefit	Defined Contribution	Cost Sharing (CMERS)*
THOMPSON	1		✓
TOLLAND		1	
TORRINGTON	2	1	
TRUMBULL	2	2	
UNION		1	
VERNON	3	14	
VOLUNTOWN		1	
WALLINGFORD	2		
WARREN	1	1	
WASHINGTON	1	1	
WATERBURY	1		
WATERFORD	1		✓
WATERTOWN	2		✓
WEST HARTFORD	1		
WEST HAVEN	2	1	
WESTBROOK	3		
WESTON			✓
WESTPORT	5	2	
WETHERSFIELD	1	1	
WILLINGTON	1		
WILTON	1	1	
WINCHESTER	1	1	✓
WINDHAM	4		✓
WINDSOR	1	1	✓
WINDSOR LOCKS			✓
WOLCOTT	2	1	
WOODBIDGE			✓
WOODBURY	1		
WOODSTOCK			✓

	Defined Benefit	Defined Contribution	Cost Sharing (CMERS)*
<b>** Total **</b>	<b>212</b>	<b>136</b>	<b>47</b>

## Pension Funding Information For Defined Benefit Pension Plans of Connecticut Municipalities

Sponsoring Entity	Plan Name	Closed Plan *	# of Members	Group(s) Covered **					Date of Last Valuation	Total Pension Liability (TPL)	% of Pension Liability Funded	FYE 2021 Municipal Actuarially Determined Contribution (ADEC)	Municipal Contribution Made as a % of ADEC
				All	T	Police	Fire	O					
ANSONIA	City Employees' Retirement Plan	✓	22	✓					7/1/2019	5,878,317	59.9%	311,296	194.5%
	Police Retirement Plan	✓	20			✓			7/1/2019	3,920,374	15.5%	279,465	105.3%
AVON	Retirement Plan for Town Employees	✓	92	✓					7/1/2020	42,980,721	59.1%	3,718,708	100.0%
	Retirement Plan For Board of Education of Town of Avon	✓	185					✓	7/1/2020	16,767,188	101.0%	797,132	100.0%
BERLIN	Town of Berlin Defined Benefit Plan	✓	30	✓					7/1/2020	10,030,139	19.1%	1,762,733	124.0%
BETHANY	Bethany Volunteer Fire Association Plan						✓		7/1/2020	497,451	57.4%	47,160	87.7%
BETHEL	Town of Bethel Town Retirement Plan	✓	224	✓					7/1/2020	42,312,113	94.2%	1,385,784	91.1%
	Town of Bethel Police Retirement Plan	✓	59			✓			7/1/2020	20,684,320	84.3%	907,506	118.1%
BETHLEHEM	Town of Bethlehem LOSAP		116				✓		7/1/2020	3,038,745	0.0%	0	
BLOOMFIELD	The Town of Bloomfield Retirement Income Plan		524	✓					1/1/2020	77,964,120	86.5%	3,204,805	100.0%
	The Town of Bloomfield Police Retirement Income Plan		81			✓			1/1/2020	45,035,860	68.7%	2,023,800	100.0%
BRANFORD	Branford Police Employees Retirement Plan		106			✓			7/1/2019	37,281,216	80.9%	1,178,590	132.4%
	Branford Volunteer Fire Plan		237				✓		1/1/2021	1,552,746	96.3%	65,330	133.2%
BRIDGEPORT	Public Safety Plan A	✓	573			✓	✓		6/30/2021	262,916,170	64.1%	8,879,528	100.7%
	Police Retirement Plan B - post 6/3/81 employees	✓	135			✓			6/30/2021	75,907,152	96.6%	1,552,459	100.0%
	Firefighters' Retirement Plan B - post 12/31/83 employees	✓	74				✓		6/30/2021	35,446,852	123.4%	0	
	Janitors And Engineers Retirement Fund	✓	15					✓	6/30/2021	5,483,098	0.0%	1,200,266	34.2%
BRISTOL	City of Bristol Retirement System		1,927	✓					7/1/2020	516,832,011	156.2%	0	
BROOKFIELD	Town of Brookfield Pension Plan		309	✓					1/1/2020	60,821,729	123.5%	1,381,793	100.0%
	Length of Service Award for the Volunteer Fire Department		201				✓		1/1/2020	2,844,791	0.0%	0	
BROOKLYN	Retirement Plan For Town of Brooklyn		130	✓					7/1/2020	7,894,060	88.7%	400,294	100.0%
	Fire Department Service Award Program For Town of Brooklyn		80				✓		1/1/2020	1,571,621	0.0%	123,607	49.5%
BURLINGTON	Town of Burlington Employees Pension Plan		24		✓				7/1/2020	3,519,224	115.6%	214,187	127.3%
	Town of Burlington Constables Plan		7			✓			7/1/2020	1,304,363	111.2%	66,846	170.4%
CANTON	Town of Canton Employee Retirement Plan	✓	111	✓					1/1/2021	23,217,863	92.0%	1,222,927	100.0%

**Note:** For Municipalities with multiple defined benefit plans, the data is sorted by TPL (highest to lowest).  
 \* A checkmark for "closed plan" indicate that the pension plan is closed and does not accept new entrants.  
 \*\* All = All Eligible, T = Town Employees, PS = Public Safety (Police or Fire, etc.)

## Pension Funding Information For Defined Benefit Pension Plans of Connecticut Municipalities

Sponsoring Entity	Plan Name	Closed Plan *	# of Members	Group(s) Covered **					Date of Last Valuation	Total Pension Liability (TPL)	% of Pension Liability Funded	FYE 2021 Municipal Actuarially Determined Contribution (ADEC)	Municipal Contribution Made as a % of ADEC
				All	T	Police	Fire	O					
CANTON	Town of Canton Volunteer Firefighters and Ambulance Retirement Plan	✓	26				✓		1/1/2021	482,801	91.1%	26,348	100.0%
CHESHIRE	Town of Cheshire Pension Plan	✓	483	✓					7/1/2020	70,353,504	77.5%	2,167,287	93.2%
	Town of Cheshire Pension Plan For Police Personnel	✓	86			✓			7/1/2020	58,266,793	56.7%	2,008,256	100.0%
	Town of Cheshire Volunteer Fire Plan		161				✓		7/1/2020	4,777,352	60.4%	265,069	100.0%
CHESTER	Town of Chester Employee Retirement Plan		32	✓					1/1/2021	2,828,452	90.8%	146,394	100.0%
	Town of Chester Volunteer Firefighter Retirement Plan		70				✓		7/1/2019	832,528	117.4%	20,717	147.6%
CLINTON	Police Employees' Retirement Plan		54			✓			7/1/2020	23,643,116	73.4%	1,032,780	100.0%
	Board of Education Noncertified Personnel Pension Plan		130					✓	7/1/2020	8,515,444	88.9%	491,221	100.0%
	Town of Clinton Volunteer Firefighters' Pension	✓	39				✓		7/1/2020	973,547	17.0%	78,002	100.0%
COLCHESTER	Town of Colchester Police Pension Plan	✓	9			✓			7/1/2020	4,163,943	93.5%	150,425	100.3%
COVENTRY	Retirement Plan For Employees of The Town of Coventry		217	✓					7/1/2020	21,706,341	83.9%	724,037	100.0%
CROMWELL	Town of Cromwell Pension Plan		361	✓					7/1/2020	31,301,119	101.3%	905,856	100.0%
DANBURY	General Employees' Pension Plan		1,094	✓					7/1/2020	161,238,356	83.8%	5,115,000	100.0%
	Post 1967 Fire Pension Plan	✓	186				✓		7/1/2019	115,902,079	82.2%	2,749,000	100.0%
	Post 1983 Police Pension Plan		203			✓			7/1/2019	82,383,209	76.5%	3,213,000	100.0%
	Post 1967 Police Pension Plan	✓	94			✓			7/1/2019	61,636,145	70.4%	1,170,000	100.0%
	Pre 1967 Fire Pension Plan	✓	15				✓		7/1/2019	5,100,316	38.4%	644,000	100.0%
	Pre 1967 Police Pension Plan	✓	16			✓			7/1/2019	3,754,341	53.0%	822,000	100.0%
	Post 2011 Fire Pension Plan		31				✓		7/1/2020	1,854,692	94.2%	105,000	262.7%
DARIEN	Town of Darien Town Pension Fund		667	✓					7/1/2019	93,463,708	111.1%	2,306,412	100.0%
	Town of Darien Police Pension Fund		108	✓					7/1/2019	53,721,748	114.1%	645,987	100.0%
DEEP RIVER	Town of Deep River Employee's Retirement Plan	✓		✓					7/1/2020	2,968,437	31.7%	153,049	100.0%
	Firefighters' Merit Plan		55				✓		7/1/2020	927,147	70.2%	48,559	100.0%
DERBY	City of Derby Public Employee Retirement System		234	✓					7/1/2019	22,380,757	83.9%	994,770	19.1%
DURHAM	Retirement Plan For Employees of The Town of Durham	✓	39	✓					7/1/2020	5,166,558	87.9%	157,795	100.0%

**Note:** For Municipalities with multiple defined benefit plans, the data is sorted by TPL (highest to lowest).  
 \* A checkmark for "closed plan" indicate that the pension plan is closed and does not accept new entrants.  
 \*\* All = All Eligible, T = Town Employees, PS = Public Safety (Police or Fire, etc.)

## Pension Funding Information For Defined Benefit Pension Plans of Connecticut Municipalities

Sponsoring Entity	Plan Name	Closed Plan *	# of Members	Group(s) Covered **					Date of Last Valuation	Total Pension Liability (TPL)	% of Pension Liability Funded	FYE 2021 Municipal Actuarially Determined Contribution (ADEC)	Municipal Contribution Made as a % of ADEC
				All	T	Police	Fire	O					
EAST HADDAM	East Haddam Volunteer Fire Plan		57				✓		6/30/2021	761,886	126.7%	13,849	428.0%
EAST HAMPTON	East Hampton Employees' Retirement Plan		353	✓					7/1/2020	47,216,047	83.6%	1,252,872	101.3%
EAST HARTFORD	East Hartford Employees' Retirement Plan		1,186	✓					7/1/2020	487,188,000	55.0%	17,509,000	100.0%
EAST LYME	Employee Pension Plan Ga-1006		275	✓					1/1/2021	30,850,331	103.2%	1,401,531	91.3%
EAST WINDSOR	Town of East Windsor Pension Plan		432		✓	✓		✓	7/1/2020	39,302,721	93.5%	1,413,241	100.0%
EASTON	Town of Easton Retirement Plans I and II	✓	157		✓			✓	7/1/2020	22,549,104	107.1%	467,000	107.1%
ELLINGTON	Town of Ellington Length of Service Award Program		224				✓		8/1/2020	2,187,720	59.0%	86,968	247.2%
ENFIELD	Town of Enfield Pension Plan Gr-1663		1,102	✓					7/1/2020	90,221,410	111.7%	2,171,190	100.0%
	Town of Enfield Police Department Pension Plan - Gr2299		180			✓			7/1/2020	77,189,000	108.5%	1,946,492	100.0%
ESSEX	Town of Essex Employees' Retirement Plan		73		✓			✓	7/1/2020	5,323,539	94.0%	273,467	128.2%
	Town of Essex Police Retirement Plan		8			✓			7/1/2020	2,218,581	95.9%	146,598	202.3%
	Town of Essex Merit Service Plan		75				✓		7/1/2020	1,537,710	98.2%	67,372	174.2%
FAIRFIELD	Town of Fairfield Town Employees Retirement Plan	✓	1,015		✓			✓	7/1/2020	256,353,000	96.4%	5,717,000	99.9%
	Town of Fairfield Police and Fire Retirement Plan		416			✓	✓		7/1/2020	229,469,000	98.4%	6,223,000	100.0%
FARMINGTON	Town of Farmington Retirement Income Plan		697	✓					7/1/2020	137,163,808	78.1%	4,190,387	100.0%
GLASTONBURY	Town of Glastonbury Pension Plan		923	✓					7/1/2020	252,780,014	82.1%	9,832,273	110.7%
GOSHEN	Town of Goshen Pension Plan	✓	3	✓					7/1/2020	65,655	0.0%	0	
GRANBY	Town of Granby Pension Plan		118	✓					7/1/2020	24,532,056	98.8%	700,257	95.4%
GREENWICH	Retirement System of The Town of Greenwich	✓	2,153	✓					7/1/2020	678,384,856	93.7%	26,100,000	100.0%
GROTON	Town of Groton - Retirement System		659	✓					7/1/2020	145,420,521	95.2%	3,773,000	100.0%
GROTON (CITY)	City of Groton Retirement Plan		390	✓					7/1/2019	101,275,697	102.9%	1,936,300	97.5%
GUILFORD	Town of Guilford Employees Pension Plan		131		✓		✓		7/1/2020	38,851,707	96.7%	1,142,823	100.0%
	Town of Guilford Police Retirement Fund		71			✓			7/1/2020	32,118,825	93.4%	808,481	100.0%
	Town of Guilford Public School Employees (Non-Certified) Pension Plan		176					✓	7/1/2020	18,151,930	88.6%	860,000	100.0%
	Guilford Volunteer Fire Dept. Plan		98				✓		7/1/2020	3,563,144	0.0%	0	

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## Pension Funding Information For Defined Benefit Pension Plans of Connecticut Municipalities

Sponsoring Entity	Plan Name	Closed Plan *	# of Members	Group(s) Covered **					Date of Last Valuation	Total Pension Liability (TPL)	% of Pension Liability Funded	FYE 2021 Municipal Actuarially Determined Contribution (ADEC)	Municipal Contribution Made as a % of ADEC
				All	T	Police	Fire	O					
HADDAM	Town of Haddam Employee Pension Plan	✓	45	✓					6/30/2021	5,104,453	114.4%	358,931	100.0%
	Town of Haddam Volunteer Firefighter's Plan		139				✓		6/30/2021	2,509,256	87.7%	124,277	69.3%
HAMDEN	Retirement Plan of The Town of Hamden	✓	1,095	✓					7/1/2020	474,264,812	42.9%	23,427,618	100.7%
HARTFORD	City MERF		5,576	✓					7/1/2020	1,601,358,000	74.9%	51,040,000	100.0%
	RAF/PBF/FRF pre 5/1/1947 PLAN	✓	32	✓					7/1/2020	1,542,000	0.0%	202,000	100.0%
HARWINTON	Town of Harwinton Pension Trust		17	✓					7/1/2020	2,295,408	112.4%	152,611	114.5%
KILLINGLY	Town of Killingly Retirement Income Plan		202	✓					7/1/2020	6,702,317	125.0%	199,506	100.0%
KILLINGWORTH	Town of Killingworth Defined Benefit Plan		20	✓					7/1/2019	2,808,998	100.3%	104,421	100.0%
	Town of Killingworth Defined Benefit Plan- Volunteer Fire Company		97				✓		7/1/2019	2,134,916	73.3%	89,177	100.0%
LEDYARD	Town of Ledyard Pension Plan		243	✓					7/1/2020	31,904,254	100.3%	1,098,284	100.0%
LITCHFIELD	Town of Litchfield Municipal Employees Retirement Plan	✓	164	✓					7/1/2020	19,360,202	98.8%	559,267	100.0%
	Volunteer Fire Dept. Supplemental Retirement Plan		284				✓		7/1/2020	4,912,035	102.6%	120,000	100.0%
MADISON	Retirement Plan For The Employees of The Town of Madison		389	✓					7/1/2020	33,263,700	77.5%	1,511,805	100.0%
	Town of Madison Police Department Retirement Plan		62			✓			7/1/2020	20,842,966	80.8%	755,497	100.0%
	Volunteer Fire Dept. Supplemental Retirement Program	✓	104				✓		7/1/2020	1,956,643	92.1%	83,799	100.0%
MANCHESTER	Town of Manchester Retirement Plan		1,274		✓	✓		✓	7/1/2020	254,280,377	79.7%	6,568,677	100.0%
MERIDEN	Meriden Employees' Retirement Plan	✓	1,072	✓					7/1/2020	240,240,757	75.7%	5,698,548	100.4%
	Meriden Police Pension Plan	✓	179			✓			7/1/2020	123,267,689	61.0%	5,025,146	100.0%
	Meriden Firemen's Pension Plan	✓	158						7/1/2020	90,947,221	61.4%	3,514,375	100.0%
MIDDLEBURY	Town of Middlebury Retirement Plan	✓	81	✓					6/30/2021	23,193,087	96.3%	679,401	100.0%
MIDDLETOWN	City of Middletown Retirement System		1,099	✓					7/1/2020	442,908,000	123.4%	4,271,000	100.0%
MILFORD	City of Milford Retirement System		1,527	✓					7/1/2020	448,053,000	97.1%	12,787,000	71.2%
MONROE	Town of Monroe Board of Education Plan		172					✓	7/1/2020	15,110,052	103.1%	345,033	100.0%
	Town of Monroe Retirement Income Plan	✓	133		✓				7/1/2020	14,665,772	107.7%	297,075	100.0%
MORRIS	Town of Morris Pension Plan		22	✓					7/1/2020	2,015,058	85.4%	84,523	196.6%

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MORRIS	Volunteer Fire Plan	✓	27				✓		7/1/2020	130,802	101.9%	3,648	505.8%
NAUGATUCK	The Borough of Naugatuck Employee Pension Plan	✓	748	✓					7/1/2020	148,895,330	94.9%	4,920,900	100.7%
	The Borough of Naugatuck Fire Plan	✓	68				✓		7/1/2020	46,562,121	99.5%	1,032,700	100.0%
NEW BRITAIN	New Britain Firemen's Pension Fund	✓	191				✓		7/1/2020	115,519,000	78.7%	2,231,000	76.2%
	New Britain Policemen's Pension Fund	✓	236			✓			7/1/2020	103,076,000	68.1%	2,378,000	71.5%
NEW CANAAN	Town of New Canaan Retirement Plan		780	✓					7/1/2020	144,196,065	124.9%	1,543,662	100.0%
NEW FAIRFIELD	Town of New Fairfield Town Employees Retirement Plan		90	✓					7/1/2020	12,412,553	99.3%	390,232	100.0%
	New Fairfield Board of Education Retirement Income Plan		213					✓	7/1/2020	11,493,917	97.5%	407,582	100.0%
NEW HARTFORD	Town of New Hartford Pension Plan	✓	100	✓					7/1/2019	5,987,317	95.0%	252,265	100.0%
NEW HAVEN	Pension Fund For New Haven Policemen And Firemen		2,067			✓	✓		7/20/2018	986,532,771	39.8%	39,595,014	100.0%
	City Employees' Retirement Fund of New Haven		2,085	✓					7/1/2020	505,540,316	46.1%	22,665,766	100.1%
NEW LONDON	City of New London Contributory Pension Program		284	✓					7/1/2020	43,641,028	84.2%	1,318,000	165.7%
	City of New London Noncontributory Pension Program	✓	25	✓					7/1/2019	5,285,783	0.0%	968,000	63.6%
NEW MILFORD	Town of New Milford Pension Plan		793	✓					6/30/2021	84,246,568	86.0%	2,757,783	100.0%
NEWINGTON	Town of Newington Police Officers' Pension Plan		139			✓			7/1/2020	77,176,000	84.3%	3,304,000	100.0%
	Town of Newington Municipal Employees' Pension Plan	✓	256	✓					7/1/2020	51,964,000	61.5%	2,413,000	100.0%
	Town of Newington Administrative Employees' Pension Plan	✓	38	✓					7/1/2020	12,481,000	49.5%	652,000	100.0%
	Town of Newington Volunteer Firefighters' Pension Plan	✓	102				✓		7/1/2019	1,359,000	53.4%	102,000	100.0%
NEWTOWN	Town of Newtown Retirement System		518	✓					7/1/2020	68,341,637	87.7%	2,474,344	100.0%
NORFOLK	Town of Norfolk Pension Plan	✓	10	✓					7/1/2021	623,016	309.8%	14,200	1,126.8%
NORTH BRANFORD	Retirement Plan For Employees of The Town of North Branford - Police	✓	31			✓			7/1/2020	11,930,909	57.2%	866,502	100.0%
	Retirement Plan For Employees of The Town of North Branford - Municipal Employees	✓	83	✓					7/1/2020	9,518,525	48.7%	474,637	100.0%
	Retirement Plan For Employees of North Branford - Firefighters		169				✓		7/1/2020	5,414,663	60.0%	322,512	100.0%

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Sponsoring Entity	Plan Name	Closed Plan *	# of Members	Group(s) Covered **					Date of Last Valuation	Total Pension Liability (TPL)	% of Pension Liability Funded	FYE 2021 Municipal Actuarially Determined Contribution (ADEC)	Municipal Contribution Made as a % of ADEC
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NORTH HAVEN	Pension Plan For General Employees of The Town of North Haven		340		✓			✓	7/1/2021	71,720,461	93.7%	2,241,383	84.1%
	Town of North Haven Police Department Pension Plan		107			✓			7/1/2021	39,086,151	84.8%	1,586,586	88.1%
	Town of North Haven Firefighters' Pension Plan	✓	66				✓		7/1/2021	24,389,902	95.7%	962,841	99.0%
	Town of North Haven Pension Plan - Elected Officials		5						7/1/2021	2,709,004	0.0%		
	Town of North Haven Volunteer Firefighters' Pension Plan		76				✓		7/1/2021	1,689,482	72.0%	28,773	100.0%
NORWALK	Employees' Pension Plan		1,162	✓					7/1/2020	272,031,098	89.2%	5,582,196	100.0%
	Police Benefit Fund		385			✓			7/1/2020	172,641,245	89.2%	4,436,790	100.0%
	Fire Benefit Fund		295				✓		7/1/2020	139,041,285	95.3%	2,791,766	100.0%
	Food Service Employees' Plan		110						7/1/2020	4,540,731	79.2%	267,840	100.0%
NORWICH	City of Norwich Employees' Retirement Fund		1,265	✓					7/1/2019	325,019,000	69.1%	12,759,000	100.1%
	City of Norwich Volunteer Firefighters' Relief Plan		183				✓		1/1/2020	7,039,000	55.9%	335,000	100.0%
OLD SAYBROOK	Town of Old Saybrook Retirement Plan		196		✓	✓		✓	7/1/2020	29,161,349	100.0%	786,169	95.6%
	Town of Old Saybrook Fire Company #1 Retirement Plan		118				✓		7/1/2020	2,755,452	66.3%	160,226	114.8%
ORANGE	Retirement Plan For Police Officers of Town of Orange	✓	48			✓			1/1/2021	33,754,462	60.4%	1,505,002	100.0%
	Town of Orange Employee Pension And Retirement Income Plan	✓	70	✓					1/1/2021	11,217,372	74.5%	475,355	100.0%
PLAINFIELD	Town of Plainfield Employees' Retirement Plan		400	✓					7/1/2019	29,467,226	110.0%	1,365,794	128.7%
PLAINVILLE	Town of Plainville Retirement Plan For Policemen		76			✓			7/1/2020	21,315,763	96.5%	623,374	100.0%
	Town of Plainville Retirement Plan - Municipal Employees	✓	105	✓					7/1/2020	17,006,816	92.5%	445,424	100.0%
PLYMOUTH	Town of Plymouth Pension Plan	✓	77	✓					7/1/2020	11,964,698	34.9%	772,087	110.5%
	Town of Plymouth Board of Education Pension Plan	✓	66					✓	7/1/2020	8,632,749	60.4%	338,430	99.3%
PORTLAND	Town of Portland Defined Benefit Plan		148	✓					7/1/2020	31,344,783	76.4%	1,189,199	92.3%
	Portland Volunteer Fire Department Plan		57				✓		7/1/2020	1,320,194	34.4%	74,286	105.9%
PUTNAM	Town of Putnam Pension Plan		258	✓					7/1/2020	13,711,592	139.6%	113,901	0.0%
RIDGEFIELD	Retirement Plan of Ridgefield-Town		646		✓			✓	7/1/2020	70,675,135	116.9%	1,232,190	96.6%

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RIDGEFIELD	Retirement Plan of Ridgefield-Police Plan	✓	71			✓			7/1/2020	37,965,227	113.0%	528,949	92.3%
	Retirement Plan of Ridgefield-Fire Plan	✓	47				✓		7/1/2020	22,486,062	115.4%	147,041	106.2%
ROCKY HILL	Town of Rocky Hill General Employees Pension Plan				✓			✓	9/1/2020	48,301,058	108.4%	458,990	93.7%
	Town of Rocky Hill: Police Officer Pension Plan					✓			9/1/2020	32,853,506	100.2%	787,467	26.1%
	Town of Rocky Hill Firefighters Pension Plan						✓		7/1/2020	2,711,175	68.7%	167,283	16.8%
	Town of Rocky Hill: Ambulance Pension Plan								7/1/2020	1,160,367	85.2%	72,542	4.6%
SALISBURY	Town of Salisbury Pension Plan	✓	5	✓					1/1/2020	1,588,205	84.7%	123,668	100.0%
SHERMAN	Town of Sherman Pension Plan	✓	32	✓					7/1/2021	984,722	134.8%	-26,897	
SIMSBURY	General Government Retirement Income Plan		236		✓				7/1/2020	38,887,402	78.1%	1,272,157	100.0%
	Board of Education Retirement Income Plan	✓	341					✓	7/1/2020	37,497,789	81.0%	1,296,230	100.0%
	Police Retirement Income Plan		73			✓			7/1/2020	24,588,644	90.5%	809,664	100.0%
SOMERS	Town of Somers Board of Education Plan	✓	89					✓	7/1/2020	6,501,455	103.5%	210,321	100.0%
	Town of Somers Town Plan		55		✓	✓			7/1/2019	5,103,237	120.0%	132,085	100.0%
	Town of Somers Firefighters' Plan		103				✓		7/1/2020	346,877	128.6%	5,921	100.0%
SOUTH WINDSOR	South Windsor Town Plan		174	✓					7/1/2020	48,426,833	86.8%	1,602,021	184.3%
	South Windsor Board of Education Plan		156	✓					7/1/2020	19,595,133	100.4%	570,615	100.0%
SOUTHBURY	Town of Southbury Retirement Income Plan		196	✓					7/1/2020	29,798,225	93.8%	1,046,562	108.2%
STAFFORD	Town of Stafford Pension Plan	✓	288	✓					1/1/2020	29,865,052	68.2%	1,336,734	100.0%
STAMFORD	Police Pension Trust Fund		628			✓			7/1/2020	309,600,755	75.4%	11,190,000	100.0%
	Classified Employees Retirement Trust Fund		1,418	✓					7/1/2020	302,863,254	99.6%	8,064,000	100.0%
	Firefighter's Pension Trust Fund		479				✓		7/1/2020	235,352,289	79.2%	10,569,000	100.0%
	Custodian And Mechanics Retirement Trust Fund		881						7/1/2020	96,063,277	108.0%	2,505,000	100.0%
STONINGTON	Town of Stonington Retirement Plan	✓	324	✓					7/1/2021	40,873,765	104.0%	951,997	100.0%
STRATFORD	Town of Stratford Employees' Retirement Plan		848	✓					7/1/2020	334,208,067	90.3%	6,610,201	100.0%
SUFFIELD	Town of Suffield Retirement Plan	✓	324	✓					7/1/2019	47,451,680	91.8%	1,670,344	100.0%
THOMASTON	Town of Thomaston Retirement Plan	✓	147	✓					1/1/2021	22,447,857	100.2%	522,281	122.5%

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THOMPSON	Town of Thompson Board of Education Retirement System		87					✓	7/1/2020	7,320,424	116.3%	124,944	100.0%
TORRINGTON	City of Torrington Police And Firemen's Retirement Fund	✓	260			✓	✓		7/1/2020	108,775,754	71.7%	4,279,729	100.3%
	City of Torrington Municipal Employees' Retirement Fund	✓	225		✓				7/1/2020	53,621,536	91.4%	1,241,462	101.0%
TRUMBULL	Town of Trumbull Police Benefit Retirement Plan	✓	125			✓			7/1/2020	94,915,950	95.2%	2,999,000	100.0%
	Town of Trumbull Retirement Plan		781		✓			✓	7/1/2020	93,129,210	52.6%	5,322,000	100.0%
VERNON	Town Pension Plan		722		✓			✓	1/1/2020	86,063,561	63.3%	2,733,202	100.0%
	Police Pension Plan		113			✓			1/1/2020	47,574,207	54.0%	1,993,154	100.0%
	Volunteer Fire Dept. Retirement Plan		166				✓		1/1/2020	2,365,584	109.9%	106,269	100.0%
WALLINGFORD	Town of Wallingford Consolidated Pension Plan		1,303	✓					7/1/2019	307,758,000	87.0%	9,194,000	100.0%
	Town of Wallingford Volunteer Firefighters Plan		128				✓		7/1/2019	1,453,000	128.9%	13,000	100.0%
WARREN	Town of Warren Pension Plan	✓	10	✓					6/30/2021	749,510	95.9%	81,513	76.1%
WASHINGTON	Town of Washington Retirement Plan	✓	47	✓					1/1/2020	4,155,745	111.0%	63,302	197.5%
WATERBURY	City of Waterbury Retirement Fund		4,051	✓					7/1/2020	668,907,000	72.3%	21,829,000	100.0%
WATERFORD	Town of Waterford Pension Trust Fund Plan	✓	10	✓					7/1/2019	931,582	68.6%	59,870	137.0%
WATERTOWN	Town of Watertown-Police Employees		68			✓			1/1/2020	34,079,900	84.9%	1,165,983	100.0%
	Town of Watertown-General Town Employees		236	✓					1/1/2020	30,140,345	94.9%	721,026	100.0%
WEST HARTFORD	Town of West Hartford Pension Fund		2,103	✓					7/1/2019	538,229,000	50.1%	25,439,000	100.0%
WEST HAVEN	City of West Haven Police Pension Fund	✓	221			✓			7/1/2020	151,850,643	92.3%	2,411,601	100.0%
	City of West Haven Allingtown Fire District Plan	✓	45				✓		7/1/2019	33,457,698	35.1%	2,404,702	130.5%
WESTBROOK	Westbrook Retirement Plan		166	✓					7/1/2021	11,533,383	125.7%	283,477	100.0%
	Westbrook Volunteer Firefighters' Pension Fund		69				✓		7/1/2021	2,111,603	103.3%	127,010	100.0%
	Town of Westbrook - Police Pension Plan		11			✓			7/1/2021	361,995	80.8%	23,360	100.0%
WESTPORT	Town of Westport - Police Pension Plan		160			✓			7/1/2020	118,064,469	107.1%	3,267,889	100.0%
	Town of Westport Fire Pension Fund		139				✓		7/1/2020	97,194,176	110.2%	2,386,794	100.0%
	Town of Westport Municipal Interim Pension Fund		551		✓			✓	7/1/2020	79,626,245	127.2%	1,286,345	100.0%
	Town of Westport - Non Union Pension Plan	✓	163						7/1/2020	73,023,221	68.4%	1,689,358	100.0%

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WESTPORT	Town of Westport Public Works Pension Plan	✓	48						7/1/2020	20,183,939	132.5%	38,378	100.0%
WETHERSFIELD	Town of Wethersfield Pension Plan	✓	547	✓					7/1/2020	143,058,258	86.0%	3,631,285	100.3%
WILLINGTON	Town of Willington Pension Fund		2	✓					6/30/2021	578,283	94.9%	10,920	188.6%
WILTON	Wilton Employees' Retirement Plan	✓	528	✓					7/1/2020	134,050,203	113.2%	1,957,101	0.2%
WINCHESTER	Town of Winchester Employees' Retirement Plan	✓	89	✓					1/1/2020	14,063,414	75.3%	651,693	100.2%
WINDHAM	Town of Windham Retirement Income Plan-Police		89			✓			7/1/2019	29,291,152	96.8%	1,346,549	100.0%
	Town of Windham Retirement Income Plan-Municipal		204		✓				1/1/2020	28,353,547	80.8%	1,087,197	100.0%
	Town of Windham Retirement Income Plan-Fire		61				✓		7/1/2019	16,810,518	98.1%	691,420	100.0%
	Town of Windham Retirement Income Plan-Board of Education		274					✓	7/1/2020	13,877,978	85.5%	528,128	100.0%
WINDSOR	Town of Windsor Connecticut Retirement Plan	✓	473	✓					7/1/2020	100,958,994	83.7%	2,089,210	100.0%
WOLCOTT	Town of Wolcott Town and Police Plan	✓	149		✓	✓			1/1/2021	35,136,798	77.6%	1,287,726	100.0%
	Town of Wolcott Board of Education		184					✓	9/1/2020	16,737,055	128.2%	583,536	100.0%
WOODBURY	Town of Woodbury Pension Plan		104	✓					7/1/2021	13,296,925	72.2%	581,649	108.3%
<b>Grand Total</b>										<b>17,520,237,901</b>	<b>81.9%</b>	<b>553,513,569</b>	<b>99.4%</b>

**Note:** For Municipalities with multiple defined benefit plans, the data is sorted by TPL (highest to lowest).  
 \* A checkmark for "closed plan" indicate that the pension plan is closed and does not accept new entrants.  
 \*\* All = All Eligible, T = Town Employees, PS = Public Safety (Police or Fire, etc.)

## Pension Funding Information For Defined Benefit Pension Plans of Connecticut Municipalities

Below is a list of municipalities and their related pension plans for which pension bonds have been issued as of June 30, 2021

Municipality	Name of Plan	Date Issued	Amount Issued
Bridgeport	Public Safety Plan A	August-2000	\$350,000,000
		October-2019	\$125,405,000
Hamden	Hamden Employee Retirement Plan	February-2015	\$125,000,000
Naugatuck	Employee Plan, Fire Plan	October-2003	\$49,000,000
Stratford	Stratford Employees Retirement Plan	August-1998	\$95,000,000
		October-2013	\$161,000,000
Waterbury	Waterbury Retirement Fund	September-2009	\$313,000,000
West Haven	West Haven Police Pension Fund	September-2002	\$67,000,000

Note: The municipalities listed above reported outstanding pension obligation bonds as of June 30, 2021

## Other Post-Employment Benefits (OPEB) Data

Sponsoring Entity	Plan Name	Pay-As-You-Go Funding	Types of Benefits Provided*			# of Participants	Group(s) Covered **					Date of Last Valuation	Total OPEB Liability	% of OPEB Liability Funded	Notes
			Health	Insurance	Other		All	T	PS	Bd of Ed	O				
ANDOVER	Town of Andover OPEB Plan	✔	✔			46				✔		7/1/2020	\$476,821	0.0%	
ANSONIA	City of Ansonia OPEB Plan	✔	✔	✔		469	✔					7/1/2019	\$61,773,140	0.0%	
ASHFORD	Town of Ashford Post Retirement Healthcare Plan	✔	✔	✔		34				✔		6/30/2021	\$894,977	0.0%	
AVON	Avon Board of Education OPEB Plan		✔			487				✔		7/1/2020	\$8,138,956	61.0%	
	Town of Avon OPEB Plan		✔			216	✔					7/1/2020	\$32,289,742	32.5%	
BEACON FALLS	Town of Beacon Falls OPEB Plan	✔	✔			31	✔					6/30/2021	\$909,693	0.0%	
BERLIN	Town of Berlin Post-Retirement Medical Program		✔			684	✔					7/1/2020	\$10,159,544	0.0%	
BETHANY	Bethany Public Schools OPEB Plan	✔	✔			51				✔		7/1/2020	\$1,986,827	0.0%	
BETHEL	Town of Bethel OPEB Plan-Town	✔	✔	✔		427	✔					7/1/2019	\$18,724,474	0.0%	
BLOOMFIELD	Town of Bloomfield OPEB Plan		✔	✔		895	✔					7/1/2020	\$104,439,389	15.0%	
BOLTON	Town of Bolton OPEB Plan	✔	✔			146	✔					7/1/2019	\$1,855,131	0.0%	
BOZRAH	Bozrah Public Schools OPEB Program	✔	✔			48				✔		6/30/2021	\$707,558	0.0%	
BRANFORD	Town of Branford Retirement Health Plan		✔			642	✔					7/1/2020	\$27,172,063	138.0%	
BRIDGEPORT	City of Bridgeport OPEB Plan		✔			6,561		✔	✔			6/30/2021	\$875,222,480	0.0%	
BRISTOL	Bristol Retiree Health Plan		✔			2,086	✔					7/1/2020	\$81,994,973	23.4%	
BROOKFIELD	Town of Brookfield OPEB Plan	✔	✔	✔		404	✔					7/1/2020	\$12,432,983	12.9%	
BROOKLYN	Brooklyn Public Schools OPEB Plan	✔	✔			78				✔		7/1/2020	\$1,995,794	0.0%	
BURLINGTON	Town of Burlington Post-Retirement Medical Insurance Program	✔	✔			36		✔	✔			6/30/2021	\$112,454	0.0%	
CANAAN	Town of Canaan OPEB Plan	✔	✔			5					✔	7/1/2019	\$109,213	0.0%	
CANTON	Town of Canton OPEB Plan		✔			144				✔		7/1/2020	\$897,749	157.8%	
CHAPLIN	Chaplin Public Schools OPEB Program	✔	✔			22				✔		6/30/2021	\$332,021	0.0%	
CHESHIRE	Town of Cheshire OPEB Plan - Police		✔			88			✔			7/1/2019	\$10,901,841	6.6%	
	Town of Cheshire OPEB Plan - Town		✔	✔		680	✔					7/1/2019	\$20,601,068	3.9%	
CHESTER	Chester Public Schools OPEB Program	✔	✔	✔		31				✔		6/30/2020	\$125,978	0.0%	
	Town of Chester OPEB Program	✔	✔			6	✔					6/30/2019	\$16,799	0.0%	
CLINTON	Town of Clinton Post-Retirement Medical Program - Bd. of Ed	✔	✔	✔		293				✔		7/1/2019	\$6,713,421	1.4%	
	Town of Clinton Post-Retirement Medical Program - Town Employees	✔	✔	✔		126	✔					7/1/2020	\$2,926,380	1.4%	
COLCHESTER	Town of Colchester OPEB Plan	✔	✔	✔		483	✔					7/1/2019	\$9,020,608	0.0%	
COLEBROOK	Town of Colebrook Volunteer Fire Dept. Tax Abatement Program	✔			✔	36						6/30/2020	\$289,359	0.0%	
COLUMBIA	Town of Columbia Post-Retirement Medical Insurance Program	✔	✔			100	✔					6/30/2021	\$478,509	0.0%	
CONVENTRY	Town of Conventry OPEB Plan	✔	✔	✔		113	✔					7/1/2020	\$7,388,967	0.0%	

## Other Post-Employment Benefits (OPEB) Data

Sponsoring Entity	Plan Name	Pay-As-You-Go Funding	Types of Benefits Provided*			# of Participants	Group(s) Covered **					Date of Last Valuation	Total OPEB Liability	% of OPEB Liability Funded
			Health	Insurance	Other		All	T	PS	Bd of Ed	O			
DARIEN	Town OF Darien OPEB Plan - Police		✔			65			✔			7/1/2019	\$8,065,630	75.5%
	Town of Darien OPEB Plan - Non-Police		✔			607	✔					7/1/2019	\$4,525,615	109.4%
DEEP RIVER	Town of Deep River OPEB Plan	✔	✔			54				✔		7/1/2021	\$211,292	0.0%
DERBY	City of Derby OPEB Plan	✔	✔	✔		316	✔					7/1/2020	\$31,505,139	0.0%
DURHAM	Town of Durham Medical Benefit Plan	✔	✔			28	✔					7/1/2019	\$32,505	0.0%
EAST GRANBY	East Granby Retirees OPEB Plan	✔	✔	✔		131				✔	✔	7/1/2020	\$2,091,452	0.0%
EAST HADDAM	Town of East Haddam Post-Retirement Medical Program	✔	✔			204	✔					6/30/2021	\$1,690,494	0.0%
EAST HAMPTON	Town of East Hampton OPEB Plan-Board of Education	✔	✔			177				✔		7/1/2019	\$4,467,236	0.0%
EAST HARTFORD	Town of East Hartford OPEB Plan	✔	✔	✔		2,339	✔					7/1/2019	\$160,646,000	10.0%
EAST HAVEN	Town of East Haven Board of Education Post Retirement Healthcare Plan	✔	✔			497				✔		7/1/2019	\$31,281,121	0.0%
	Town of East Haven Town Post Retirement Healthcare Plan	✔	✔	✔		403	✔					7/1/2019	\$88,222,527	0.0%
EAST LYME	Town of East Lyme OPEB Plan	✔	✔	✔		570	✔					7/1/2020	\$4,033,419	0.0%
EAST WINDSOR	Town of East Windsor Post-Retirement Medical Program		✔			310		✔	✔	✔	✔	7/1/2020	\$2,413,296	75.2%
EASTFORD	Eastford Public Schools OPEB Program	✔	✔			20				✔		7/1/2020	\$356,519	0.0%
EASTON	Town of Easton OPEB Plan	✔	✔	✔		167	✔					7/1/2020	\$1,937,875	0.0%
ELLINGTON	Town of Ellington Retirement Healthcare Plan	✔	✔	✔		519	✔					7/1/2020	\$6,512,352	0.0%
ENFIELD	Town of Enfield OPEB Plan		✔	✔		1,256	✔					7/1/2019	\$46,738,000	17.2%
ESSEX	Town of Essex Employees' OPEB Plan	✔	✔			72	✔					7/1/2020	\$1,135,388	9.1%
FAIRFIELD	Town of Fairfield OPEB Plan-Board of Education	✔	✔			1,585				✔		7/1/2020	\$20,410,000	0.0%
	Town of Fairfield OPEB Plan-Police & Fire		✔	✔		387		✔	✔			7/1/2020	\$84,206,000	45.7%
	Town of Fairfield OPEB Plan-Town		✔	✔		485		✔				7/1/2020	\$66,387,000	55.0%
FARMINGTON	Town of Farmington Post-Retirement Medical Program (RMP)		✔	✔		1,024	✔					7/1/2019	\$56,695,758	0.0%
FRANKLIN	Franklin Bd. of Education OPEB Plan	✔	✔			22				✔		6/30/2020	\$618,165	0.0%
GLASTONBURY	Town of Glastonbury OPEB Plan		✔	✔		1,081	✔					7/1/2019	\$22,253,737	42.2%
GRANBY	Town of Granby OPEB Plan - Town & Board of Education		✔			342	✔					7/1/2019	\$11,695,367	29.7%
GREENWICH	Retiree Medical and Life Plan ( RMLI Plan)		✔	✔		2,426	✔					7/1/2020	\$62,602,461	62.9%
GRISWOLD	Town of Griswold OPEB Plan	✔	✔	✔		348	✔					7/1/2020	\$4,180,137	0.0%
GROTON	Groton Retired Employees Healthcare Plan		✔			1,200	✔					7/1/2020	\$66,155,356	43.6%
GROTON (CITY)	City of Groton OPEB Plan		✔	✔		268	✔					7/1/2019	\$16,352,345	63.4%
GUILFORD	Town of Guilford Retiree Benefit Program	✔	✔	✔		753	✔					7/1/2020	\$25,422,087	0.0%
HAMDEN	Town of Hamden OPEB Plan	✔	✔	✔		2,346	✔					7/1/2019	\$634,811,944	8.2%

## Other Post-Employment Benefits (OPEB) Data

Sponsoring Entity	Plan Name	Pay-As-You-Go Funding	Types of Benefits Provided*			# of Participants	Group(s) Covered **					Date of Last Valuation	Total OPEB Liability	% of OPEB Liability Funded
			Health	Insurance	Other		All	T	PS	Bd of Ed	O			
HARTFORD	Hartford OPEB Plan - City Employees		✔	✔		3,120	✔					7/1/2019	\$402,859,000	0.7%
HEBRON	Town of Hebron OPEB Plan		✔	✔		105	✔					7/1/2019	\$1,282,590	0.0%
KILLINGLY	Town of Killingly OPEB Plan		✔	✔		332	✔					7/1/2019	\$7,694,863	13.3%
KILLINGWORTH	Killingworth OPEB Plan	✔	✔			8	✔					7/1/2021	\$168,473	0.0%
LEBANON	Lebanon Board of Education OPEB Plan	✔	✔			147				✔		7/1/2020	\$3,727,345	0.0%
LEDYARD	Town of Ledyard OPEB Plan	✔	✔			278				✔		7/1/2020	\$16,267,950	0.0%
LISBON	Lisbon Public Schools OPEB Program	✔	✔			41				✔		7/1/2019	\$1,698,283	0.0%
LITCHFIELD	Town of Litchfield OPEB Plan - Teacher and Administrators		✔			109	✔					7/1/2020	\$1,405,426	139.7%
MADISON	Town of Madison OPEB Plan	✔	✔			469	✔					7/1/2019	\$27,010,475	0.0%
MANCHESTER	Town of Manchester - OPEB Plan		✔	✔		2,715	✔					7/1/2020	\$210,628,000	2.0%
MANSFIELD	Town of Mansfield Postemployment Healthcare Plan		✔	✔		352	✔					7/1/2020	\$2,970,091	55.4%
MARLBOROUGH	Town of Marlborough OPEB Plan	✔	✔			44	✔					7/1/2019	\$469,909	0.0%
MERIDEN	Meriden Postemployment Healthcare Plan		✔			2,187	✔					7/1/2020	\$90,763,221	49.6%
MIDDLEBURY	Town of Middlebury OPEB Plan	✔	✔			64	✔					7/1/2020	\$9,564,405	0.0%
MIDDLETOWN	The City of Middletown BOE Plan	✔	✔			537				✔		7/1/2020	\$20,168,000	0.0%
	The City of Middletown Plan	✔	✔			1,033	✔					7/1/2020	\$257,588,000	9.9%
MILFORD	Board of Education Retiree Medical Benefit -City of Milford OPEB	✔	✔	✔		1,791				✔		7/1/2020	\$171,682,000	0.0%
	City of Milford Retiree Medical OPEB Plan-		✔	✔		1,411	✔					7/1/2020	\$194,226,000	5.8%
MONROE	Town of Monroe - Police OPEB Plan		✔	✔		48			✔			7/1/2020	\$2,762,677	65.2%
	Town of Monroe Board of Education OPEB Plan	✔	✔			528				✔		7/1/2020	\$15,101,413	0.0%
MONTVILLE	Town of Montville OPEB Plan	✔	✔	✔		286				✔		7/1/2020	\$1,906,947	0.0%
NAUGATUCK	Naugatuck OPEB Plan		✔	✔		1,367	✔					7/1/2020	\$250,145,569	5.3%
NEW BRITAIN	The City of New Britain OPEB Plan		✔			2,413	✔					7/1/2020	\$57,356,000	17.5%
NEW CANAAN	Town of New Canaan OPEB Plan		✔			733	✔					7/1/2020	\$23,994,553	83.5%
NEW FAIRFIELD	Town of New Fairfield OPEB Plan		✔			292	✔					7/1/2019	\$5,387,893	80.3%
NEW HAVEN	City of New Haven OPEB Plan		✔	✔		5,627	✔					7/1/2019	\$834,937,876	0.7%
NEW LONDON	City of New London OPEB Plan		✔			854	✔					7/1/2020	\$27,036,096	4.9%
NEW MILFORD	Town of New Milford OPEB Plan		✔	✔		419	✔					7/1/2020	\$21,138,282	3.8%
NEWINGTON	Town of Newington OPEB Plan		✔	✔		788	✔					7/1/2019	\$22,128,000	50.5%
NEWTOWN	Town of Newtown OPEB Plan		✔			494		✔	✔	✔		7/1/2020	\$8,446,732	48.5%
NORTH BRANFORD	Town of North Branford OPEB Plan		✔	✔		319	✔					6/30/2020	\$4,794,833	105.1%
NORTH HAVEN	Town of North Haven OPEB Plan		✔			963	✔					7/1/2019	\$92,433,591	0.5%



## Other Post-Employment Benefits (OPEB) Data

Sponsoring Entity	Plan Name	Pay-As-You-Go Funding	Types of Benefits Provided*			# of Participants	Group(s) Covered **					Date of Last Valuation	Total OPEB Liability	% of OPEB Liability Funded
			Health	Insurance	Other		All	T	PS	Bd of Ed	O			
NORWICH	The City of Norwich, Retiree Health Plan		✔	✔		1,437	✔					7/1/2019	\$65,390,000	50.0%
OLD SAYBROOK	Town of Old Saybrook OPEB Plan	✔	✔	✔		291	✔					7/1/2020	\$10,943,231	0.0%
ORANGE	Town of Orange OPEB Plan-Retirees	✔	✔			351	✔					7/1/2020	\$53,146,347	0.0%
OXFORD	Town of Oxford OPEB Plan	✔	✔	✔		318	✔					7/1/2020	\$3,510,140	0.0%
PLAINFIELD	Town of Plainfield OPEB Plan - Board of Education		✔			295				✔		7/1/2020	\$7,365,120	15.1%
PLAINVILLE	Town of Plainville Healthcare Plan	✔	✔			498	✔					7/1/2020	\$8,964,111	0.0%
PLYMOUTH	Town of Plymouth OPEB Plan	✔	✔			332	✔					7/1/2020	\$14,884,458	0.0%
POMFRET	Town of Pomfret Public Schools OPEB Program	✔	✔			48				✔		6/30/2021	\$8,920,410	0.0%
PORTLAND	Town of Portland OPEB Plan	✔	✔	✔		257	✔					7/1/2020	\$4,541,637	0.0%
PRESTON	Town of Preston OPEB Plan - Public Schools		✔			46				✔		7/1/2020	\$563,850	0.0%
PROSPECT	Town of Prospect-OPEB		✔			22	✔					6/30/2021	\$2,737,352	0.0%
PUTNAM	Town of Putnam Medical Benefit Plan	✔	✔	✔		126						7/1/2019	\$3,936,622	0.0%
REDDING	Town of Redding OPEB Plan		✔	✔		188			✔	✔	✔	7/1/2020	\$3,552,197	14.2%
RIDGEFIELD	Town of Ridgefield OPEB Plan		✔			1,034	✔					7/1/2019	\$32,116,418	24.8%
ROCKY HILL	Town of Rocky Hill OPEB Plan - Board of Education	✔	✔			377				✔		7/1/2020	\$1,184,390	0.0%
	Town of Rocky Hill OPEB Plan - Town		✔			126		✔				7/1/2020	\$21,605,137	14.0%
ROXBURY	Town of Roxbury Post Retirement Health Plan	✔	✔			3	✔					6/30/2021	\$224,901	0.0%
SALEM	Town of Salem Public Schools OPEB Program		✔			43				✔		6/30/2021	\$769,428	0.0%
SCOTLAND	Town of Scotland Board of Education OPEB Plan	✔	✔							✔		6/30/2021	\$102,739	0.0%
SEYMOUR	Town of Seymour Medical Benefit Plan		✔	✔		493	✔					7/1/2019	\$59,880,061	0.3%
SIMSBURY	Town of Simsbury OPEB Plan		✔	✔		1,077	✔					7/1/2019	\$27,660,817	81.9%
SOMERS	Town of Somers OPEB Plan - Town and Board of Education		✔			242				✔		7/1/2020	\$3,017,169	40.7%
SOUTH WINDSOR	Town of South Windsor OPEB Plan		✔			882	✔					7/1/2019	\$12,918,083	34.3%
SOUTHINGTON	Town of Southington OPEB Plan	✔	✔			1,296	✔					7/1/2019	\$49,877,000	0.0%
SPRAGUE	Sprague Public Schools OPEB Plan	✔	✔			27				✔		7/1/2019	\$277,715	0.0%
STAFFORD	Stafford Board of Education OPEB Plan	✔	✔			289				✔		6/30/2021	\$2,645,390	0.0%
STAMFORD	City of Stamford OPEB Plan		✔			4,587	✔					7/1/2020	\$443,258,307	55.7%
STERLING	Sterling Public Schools OPEB Program	✔	✔			27				✔		6/30/2021	\$464,969	0.0%
STONINGTON	Town of Stonington OPEB Plan		✔			431	✔					7/1/2019	\$4,974,784	46.3%
STRATFORD	Stratford OPEB Plan		✔	✔		2,522	✔					7/1/2020	\$288,762,665	2.9%
SUFFIELD	Town of Suffield OPEB Plan		✔			491	✔					7/1/2020	\$18,702,435	88.5%
THOMASTON	Town of Thomaston OPEB Plan - Board of Education	✔	✔	✔		157				✔		7/1/2019	\$7,132,199	0.0%
	Town of Thomaston OPEB Plan - Town		✔			61	✔					7/1/2019	\$14,922,243	3.4%

## Other Post-Employment Benefits (OPEB) Data

Sponsoring Entity	Plan Name	Pay-As-You-Go Funding	Types of Benefits Provided*			# of Participants	Group(s) Covered **					Date of Last Valuation	Total OPEB Liability	% of OPEB Liability Funded
			Health	Insurance	Other		All	T	PS	Bd of Ed	O			
TRUMBULL	Town of Trumbull OPEB Plan		✓	✓		1,019	✓					7/1/2020	\$22,239,311	2.9%
UNION	Union Public School OPEB Program	✓	✓			6				✓				
VERNON	Town of Vernon OPEB Plan - Town		✓			841	✓					7/1/2020	\$9,179,797	22.7%
WALLINGFORD	WALLINGFORD OPEB PLAN	✓	✓			1,249	✓					7/1/2019	\$44,924,000	0.0%
WATERBURY	City of Waterbury OPEB Plan	✓	✓	✓		7,342	✓					7/1/2020	\$1,146,822,000	0.0%
WATERFORD	Town of Waterford OPEB Plan		✓	✓		492	✓					7/1/2020	\$25,755,778	35.2%
WATERTOWN	Town of Watertown OPEB Plan		✓	✓		673	✓					7/1/2020	\$94,087,249	0.0%
WEST HARTFORD	Town of West Hartford OPEB Plan		✓			2,881	✓					7/1/2019	\$226,944,000	5.9%
WEST HAVEN	City of West Haven Allingtown Fire District Plan	✓	✓	✓		78						7/1/2019	\$30,727,026	0.0%
	City of West Haven OPEB Plan	✓	✓	✓		1,680	✓					7/1/2019	\$321,172,844	0.0%
WESTBROOK	Town of Westbrook OPEB Plan - Board of Education	✓	✓			143				✓		6/30/2019	\$3,871,942	0.0%
	Town of Westbrook OPEB Plan - Town	✓	✓			53	✓					6/30/2019	\$1,045,948	0.0%
WESTON	Town of Weston OPEB Plan		✓	✓		451	✓					7/1/2019	\$9,883,957	124.9%
WESTPORT	Town of Westport OPEB Plan	✓	✓	✓		1,460	✓					7/1/2019	\$129,666,058	80.5%
WETHERSFIELD	Town of Wethersfield OPEB Plan					944	✓					7/1/2019	\$52,180,897	55.9%
WILLINGTON	Town of Willington OPEB Plan - Teachers	✓	✓			61				✓		6/30/2019	\$2,211,111	0.0%
WILTON	Town of Wilton OPEB Plan		✓	✓		767	✓					7/1/2020	\$6,521,220	166.1%
WINCHESTER	Town of Winchester OPEB Plan	✓	✓			130	✓					7/1/2020	\$3,256,148	0.0%
WINDHAM	Town of Windham OPEB Plan	✓	✓	✓		635	✓					7/1/2020	\$13,454,109	0.0%
WINDSOR	Town of Windsor OPEB Plan		✓	✓		851	✓					7/1/2019	\$64,626,468	8.4%
WINDSOR LOCKS	Town of Windsor Locks OPEB Plan		✓			367	✓					7/1/2019	\$3,750,893	125.6%
WOLCOTT	Town of Wolcott OPEB Plan	✓	✓	✓		443	✓					7/1/2020	\$32,718,613	0.0%
WOODBIDGE	Town of Woodbridge OPEB Plan		✓			294	✓					7/1/2020	\$20,731,763	32.7%
WOODBURY	Town of Woodbury OPEB Plan	✓	✓			74	✓					7/1/2020	\$9,308,851	0.0%
WOODSTOCK	Town of Woodstock OPEB Plan - Public Schools	✓	✓			78				✓		6/30/2021	\$172,340	0.0%
<b>Totals</b>													<b>\$9,611,536,909</b>	<b>12.5%</b>

**Note:** Data based upon information provided in the June 30, 2021 financial audit reports of municipalities.

\* Health benefits = medical, dental, vision, prescriptions, etc.; Insurance = Insurance other than health, including life, disability, etc.

\*\* Groups covered: All = All Eligible Participants; T =Town; PS = Public Safety (Police and/or Fire, etc); Bd. of Ed = Board of Education (certified and/or noncertified); O = Other





# 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*

September 26, 2023

Secretary Jeffrey R. Beckham  
Office of Policy and Management  
450 Capitol Ave  
Hartford, CT 06106

Dear Secretary Beckham,

At its regular meeting held on Monday, September 25, 2023, the West Haven City Council unanimously approved an agreement between the Board and the West Haven Federation of Teachers. The Board of Education had previously approved the contract by a unanimous vote on September 18, 2023. I have attached the following for the MARB's review:

- The signed settlement agreement
- A redlined contract
- A signature ready contract
- Impact of the settlement
- Funding the increase
- DRG H listing
- Adjusted Equalized Net Grand List per Capita - 164 to 154
- Degree salary comparisons

Both I and the Board's attorney will be available to meet with the Board when it takes up this matter. In the meantime, if any member has questions, concerns, or comments, they shouldn't hesitate to contact me.

Thank you for your consideration of this matter.

Very truly yours,

Neil C. Cavallaro  
Superintendent of Schools

cc: Cebi Waterfield, Chairwoman, West Haven Board of Education  
Floyd Dugas, Esq., Board Attorney  
Nancy Rossi, Mayor  
Peter Massaro, Chairman, City Council  
Board of Education Members  
Kristen Scanlon, President WHFT

Attachment

## SETTLEMENT AGREEMENT

In full settlement of a successor collective bargaining agreement to that covering the period September 1, 2021 to August 31, 2024, the undersigned Parties agree as follows:

1. Duration

September 1, 2024 – August 31, 2027

2. Wages

September 1, 2024      Delete Step 1, add new Step 11 at 4% above Step 10; employees who are not already at the top step shall advance one step.

September 1, 2025      4% GWI to top step (Step 11) only; employees who are not already at the top step shall advance one step.

September 1, 2026      4% GWI to top step (Step 11) only; employees who are not already at the top step shall advance one step.

Activity Pay Schedule - increase certain stipends e.g. High School Sports, band, chorus, drama, cheerleading.

Increase hourly rates – currently \$30 to \$35 eff. 9/1/24; \$40 eff. 9/1/25; \$45 eff. 9/1/26

3. Insurance

(a) Change Health Plan (Section 52):

Board to provide insurance through the Connecticut State Partnership Plan (CPP 2.0). Delete obsolete language regarding prior HDHP plan. Parties agree to meet and confer if Plan becomes cost prohibitive.

(b) Cost-share Contributions:

The cost-share contribution shall be 20.5% year one, 21.0% year 2 and 22.0% year 3.

(c) Dental

Full service dental plan – delete “paid by the board”

(d) Insurance Waiver

Increase waiver from \$2,000 to \$2,500; eff. 8/31/24 employees receiving Board or City insurance through a family member shall not be entitled to stipend, unless they were receiving stipend as of 8/31/24.

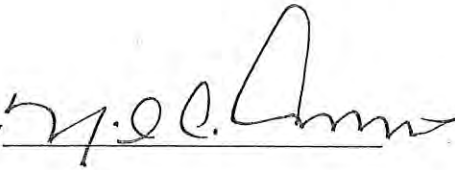
4. Article VI. Working Conditions


- (a) Section 1A: increase school year from 184 days to 186 days, 180 instructional and 6 non-instructional days, one non-instructional day for setup and collaboration; eliminate extra two (2) hours after school on PD days.
- (b) Section 3A and B: remove language pertaining to Class Size Review Board.
- (c) Section 10A delete the following: "Kindergarten sessions shall be shortened during an extra day of the week this conference day is held so that teachers can meet with all the pupil's parents." Leave the rest of Section 10A.
- (d) Section 27: Delete Section Medical Examinations, A. No Professional Staff Member shall be required to have routine medical examinations as previously required. Mark as reserved.
- (e) Section 40: Delete Section "Sabbatical Leave" Mark as reserved.
- (f) Section 42: Personal Days add "and is approved by the Superintendent, which request will not be denied, arbitrarily or capriciously."
- (g) Section 43A: eff. 8/31/24: remove domestic partner from bereavement leave grandfather domestic partners as of 8/31/24.
- (h) Section 48A: School Counselor can be required to work five (5) additional days; paid at the summer hourly rate. (replaced practice of paying per diem amount)
- (i) Section 49B.4: Delete "In addition, these positions will be advertised in the New Haven Register on the same day the postings are mailed out."
- (j) Section 49D.F.G.: delete obsolete language regarding minority applicants, 11% minority representation; etc. Expand language on protected classes and add this may be grieved through Step 4, but may not be submitted to arbitration (Step 5).
- (k) Section 50A. B.: Department Heads to carry a full teaching load, stipend of \$9,800, to be present at new teacher interviews including during the summer months. Special Education and Related Services department heads paid \$4800 stipend for serving as PPT Coordinator.
- (l) Section 56: Create of a Professional Development and Evaluation Committee

5. Other  
Replace "special area itinerants" with "special area teachers" throughout the contract.

West Haven Board of Education

West Haven Federation of Teachers  
Local 1547, AFT, AFL-CIO

By 

By 

Draft #4  
9/8/23

Style Definition: TOC 1
Style Definition: TOC 2
Style Definition: TOC 3

WEST HAVEN BOARD OF EDUCATION  
and the  
WEST HAVEN FEDERATION OF TEACHERS  
LOCAL 1547, AFT, AFL-CIO



SEPTEMBER 1, 2024 - AUGUST 31, 2027

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## **PREAMBLE**

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Whereas, the West Haven Federation of Teachers and the West Haven Board of Education believe in the importance of education for the preservation and extension of our democracy and reaffirm our common goal and mutual responsibility of providing the best education for the children of West Haven and whereas the West Haven Federation of Teachers and the West Haven Board of Education hereby declare our mutual interest in working together through the collective bargaining process to achieve our common goal of educational excellence and true professionalism, for the best interests of children, community, educational system and teachers;

Whereas, Connecticut Public Law 298, as amended, recognizes the procedure of collective bargaining as a peaceful, fair, and orderly way of conducting relations between boards of education and teacher organizations:

Thereby, in a special referendum conducted by the American Arbitration Association among the certified personnel of the West Haven School System on November 22, 1968, a majority of those voting elected as their sole representative the West Haven Federation of Teachers, and it thereby became the exclusive collective bargaining representative for all classroom teachers and other professional staff members in the unit; and

Whereas, the Board and its designated representatives have met with representatives of the Federation, and fully considered and discussed with them, as representatives of the professional staff in the bargaining unit, conditions relative to employment as required by law, it is agreed as follows:

## **AGREEMENT**

---

AGREEMENT MADE AND ENTERED INTO BY and between the School Board of the City of West Haven (hereinafter referred to as the "Board") and the West Haven Federation of Teachers, Local 1547, AFTCT, AFT, AFL-CIO (hereinafter referred to as the "Federation").

## **ARTICLE I. FEDERATION RECOGNITION AND RIGHTS**

---

### **SECTION 1. RECOGNITION**

---

- A. The Board recognizes the Federation as the exclusive bargaining representative of all those employed in the following positions: certified classroom teachers, master teachers, special class teachers, special area teachers, evening school teachers, homebound teachers, certified nurses, basic adult education directors, summer school directors, long-term substitutes and part-time teachers. All certified teachers, excluding adult education and coaches, will be entitled to all the rights of this Agreement whether they are full or part time. There will be a separate scale for union dues for persons working less than full time.

- B. The Federation recognizes that its members, those in the public school setting and those in the non-public school setting are professionals trained to provide classroom instruction to the pupils of the city, and to implement the educational program as determined by the Board, subject to the provisions of this agreement and Connecticut State Statutes.

## SECTION 2. RIGHTS

---

- A. Whereas in a democratic society it is not the goal of a school system to indoctrinate students in any particular political, religious or social points of view and in order for the teacher to present a complete spectrum of viewpoints: No religious, political or social activities of any staff member (provided such activities do not take place during his/her working day) or lack thereof will be grounds for any discipline or discrimination with respect to the professional status of such staff member.
- B. No consideration of race, color, sex, marital status, nationality, religion, creed, sexual orientation, physical disability, or any other class protected by applicable law, political or social beliefs shall be used in decisions to hire or fire any staff member. This provision may be grieved up through Step 4, but may not be submitted to arbitration (Step 5).
- C. The Board and the Federation recognize it is the responsibility of teachers to utilize varied and meaningful materials in order to successfully implement the school curriculum. Should any dispute arise regarding the use of materials related to the curriculum by any Professional Staff Member, such Professional Staff Member may request a conference to be held with the Assistant Superintendent and such Professional Staff Member's immediate supervisor. Upon request, a representative of the Federation shall be allowed to participate in such meeting.
- D. No teacher shall be disciplined except for just cause.

## ARTICLE II. BOARD'S RIGHTS

---

- A. The Federation recognizes that the Board has the full authority of the law to manage, control and direct the operations of the school system, subject to the provisions of this agreement and Connecticut State Statutes; including, but not limited to, the rights to assign, reassign and transfer teachers in the best interest of the school district, subject to prior notification to the Federation stating the specific reasons for the transfer and after discussion and receiving consent from the Federation for the transfer.
- B. This agreement shall be applicable to all Board-sponsored educational programs; day school sessions, evening school, summer school, homebound programs, and extracurricular activities.



### ARTICLE III. NO STRIKE CLAUSE

---

- A. During the duration of the Agreement, no member of the bargaining unit or representative of the Federation shall engage in, participate in, sponsor or promote any refusal to work, mass resignation, slowdown or strike.
- B. Nothing in this Agreement shall limit or contravene the authority of the Board as provided in the Connecticut General Statutes and the charter of the City of West Haven. The Board shall not, however, exercise any of its authority to contravene a specific provision of this agreement.

### ARTICLE IV. DEFINITION OF TERMS

---

#### SECTION 1. TEACHING PERIODS

---

Teaching periods are those periods in which the teacher is actively involved with the pupil in the act of teaching and has participated in the planning of the instruction to be conducted. It shall not include any advisory or similar periods.

#### SECTION 2. PREPARATION PERIODS

---

Preparation periods are those periods in which the teacher is free to utilize the time as he/she deems best.

#### SECTION 3. SPECIAL AREA TEACHERS

---

The term special area teacher in the regular day school instructional program comprises the following categories: teachers of music, art, physical education, industrial arts, science facilitator, technology, home economics, remedial reading, and library science.

#### SECTION 4. SPECIAL CLASS TEACHER

---

The term Special Class Teacher in the regular day school instructional program comprises the following categories: teachers of the emotionally disturbed, perceptually handicapped, speech and hearing impaired, physically handicapped, developmentally challenged and aphasic and the educational adjustment program.

#### SECTION 5. LONG TERM SUBSTITUTE

---

A teacher employed for more than forty (40) consecutive school days in the same position to substitute for a teacher absent from class or duties.

## SECTION 6. SENIORITY

Seniority is the length of service of a Professional Staff Member within the school system. Length shall be measured from the date of the signing of his/her contract.

## SECTION 7. SECONDARY SCHOOLS

Secondary schools shall be middle schools, intermediate schools and senior high schools.

## SECTION 8. SPECIALISTS

Specialists are those teachers whose general conditions of employment vary from those of the regular classroom teacher in that their position is affected by physical limitations or requires a different atmosphere within which they are required to do their jobs, further specialized certification mobility or skills specific to their particular area of instruction.

## SECTION 9. TEACHER

The term teacher as used in the agreement, except where otherwise indicated, is considered to apply to the regular professional certified employees referred to in the recognition provision hereof, and the pronoun "his" also indicates the use of the pronoun "her".

## SECTION 10. FEDERATION

The Federation is the sole certified collective bargaining representative of Teachers as defined above, and for the purpose of interpreting the Grievance Procedure is any elected or appointed official or representative of the West Haven Federation of Teachers, including but not limited to, the staff and elected, retained or appointed representatives of the Connecticut State Federation of Teachers, ( AFTCT, AFL-CIO), and the American Federation of Teachers, (AFT, AFL-CIO), and/or any other party officially designated by the West Haven Federation of Teachers as its representative.

## SECTION 11. SCHOOL DAY

Any day that school is in session for the minimum number of hours required by the State Statute.

## **ARTICLE V. GRIEVANCE PROCEDURE**

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### **SECTION 1. PURPOSE**

---

- A. The purpose of this procedure is to secure, at the lowest possible level of employee-employer relationship, equitable solutions to problems which may arise affecting the welfare or working conditions of any teachers covered by this contract.

Accordingly, the Federation and the Board agree that during the life of this Agreement, all disputes between the Federation and the Administration, shall be settled in accordance with the provisions of this grievance procedure and that all such proceedings shall be kept as confidential as is appropriate.

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### **SECTION 2. DEFINITIONS**

---

- A. "Grievance" shall mean any claim by any Teacher, or group of Teachers, or the Federation (each category of which shall be hereinafter referred to as "The Grievant") that:
1. A Teacher has been treated unfairly or inequitably; or
  2. There has been a violation, misinterpretation, or misapplication of any provisions of this Agreement, or any of the rules, regulations, administrative directives, policies and established practices of the Board of Education.
- B. "Federation" - See Definition of Terms.
- C. "Teachers" - See Definition of Terms.

### **SECTION 3. STRUCTURE**

---

- A. The Federation may select a Teacher who shall have one additional free period daily for the purpose of investigating and processing grievances and for other Federation business.

### **SECTION 4. TIME LIMITS**

---

- A. Since it is important that grievances be processed as rapidly as possible, all grievances shall be processed in accordance with the time limits specified in each step herein, and the number of days indicated at such step shall be considered as a maximum. (Such time limits, however, may be extended by written agreement between the Federation and the Board and/or the Administration) provided that no such agreement or extensions shall be made after the expiration of such time limits.
- B. If the involved teacher or the Federation does not file a grievance typewritten within thirty (30) school days after the grievant knew of the act or conditions on which the grievance is based, then the grievance shall be considered as waived. However, this time limitation shall not apply to any grievance concerning financial compensation.



- C. Failure of the Grievant at any step to appeal a grievance to the next step within the specified time periods shall be deemed to be acceptance by the Grievant of the disposition of such grievance.
- D. Failure of the Board or Administration to respond to any grievance within the specified time limits shall result in the grievance automatically being moved to the next step. The parties agree to process grievances in a prompt and expeditious manner.

#### SECTION 5. REPRESENTATION RIGHTS OF TEACHERS AND THE FEDERATION

- A. No reprisals of any kind shall be taken by either party or by any member of the Administration against any participant in the grievance procedures by reason of such participation.
- B. No Grievant or other Teacher shall meet with any Board or Administrative representative without Federation representation on any matter pertaining to a formal grievance.
- C. Any meeting held pursuant to the Grievance Procedure shall be conducted in the Board Room at a time which will afford a fair and reasonable opportunity for the parties in interest to be present. Such parties to be present shall be designated by the Federation and the Board independently of each other.

#### SECTION 6. PROCESSING OF GRIEVANCES

- A. Since grievances are charges or claims which originate with the filing of same by the Teacher in order to facilitate the processing of such grievance, a standard grievance form shall be prepared by the Federation with the approval of the Superintendent. Such forms may be obtained through Federation Representatives and members of the Grievance Committee.

#### SECTION 7. ADMINISTRATIVE RECORD KEEPING OF GRIEVANCES

- A. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

#### SECTION 8. DISPOSITION OF GRIEVANCES - SAVINGS CLAUSE

- A. No disposition of any grievance at any step below arbitration shall be contrary to any provisions of this Agreement, applicable law, or of any rules, regulations, administrative directives, policies, and/or established practices of the Board of Education or arbitration award.

## SECTION 9. PROCEDURE

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### A. Step 1 (informal procedure).

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Any Grievant of Teacher who feels that he has a grievance and/or the Federation, shall first discuss the problem with the school official serving as the immediate administrative superior of the Grievant or Teacher concerned.

### B. Step 2 (formal procedure)

---

1. If the grievance is not resolved to the satisfaction of the Grievant and/or the Federation within two (2) school days after such discussion, the Grievant and/or the Federation may submit the grievance in writing to his immediate administrative superior who will immediately notify the Federation President of the filing of the grievance and the details thereof.
2. The Principal of the school or his designee shall be considered the immediate administrative superior if the source of the grievance originated below the level of Assistant Superintendent. Such immediate administrative superior shall submit his decision in writing and provide one copy to the Grievant and one copy to the Federation within five (5) school days after receipt of such grievance.

### C. Step 3

---

If the grievance is not resolved to the satisfaction of the Grievant and/or the Federation within the time limit specified at the end of Step 2, the Grievant and/or the Federation may within seven (7) school days submit such grievance in writing to the Superintendent or his designee. Any grievance arising from the action of an official above the rank of Principal may be submitted directly to the Superintendent or his designee and processed in accordance with Step 3. Upon receipt of the grievance, the Federation and the Superintendent or his designee shall meet within ten (10) school days for the purpose of discussing the grievance. The Superintendent or his designee shall, within ten (10) school days of this grievance meeting render his decision in writing to the Grievant and to the Federation. The same process of meeting and decision making will be followed with the Board of Education.

### D. Step 4

---

If the grievance is not resolved to the satisfaction of the Grievant and/or the Federation within the time limit specified at the end of Step 3, the Grievant with Federation approval and/or the Federation may, within seven (7) school days, submit such grievance to the Board. When such grievance is received by the Superintendent more than five (5) school days prior to a regularly scheduled Board meeting, the Board shall submit its disposition of such grievance in writing to the Grievant and the Federation within five (5) school days after such Board meeting. Written notice of the disposition of such grievance received five (5) school days or less before a regularly scheduled Board meeting, shall be made no later than three (3) school days after the second regularly scheduled Board meeting following receipt of such grievance. The Grievant and/or Federation may attend this Board meeting and shall have the right to state their case for the grievance.



#### E. Step 5 Arbitration

1. If the grievance is not resolved under the above grievance procedure, the Grievant with Federation approval and/or the Federation may proceed within fifteen (15) school days to arbitration, which shall be final and binding upon both parties, subject to the limitations of applicable statutes and the terms of this Agreement, which shall not be added to, deleted from, or modified in any way by the arbitrator.
2. Notice of submission to arbitration by the American Arbitration Association held pursuant to the Association's rules and regulation, (hereinafter called the A.A.A.) shall be sent by the Federation to the Board of Education through the Superintendent, by registered or certified mail with return receipt requested.
3. The A.A.A. shall hear and decide only one grievance in each case and shall make appropriate compensatory awards at its discretion. The A.A.A. shall render its decision and/or award in writing to the Federation, the Grievant, and the Board within thirty (30) days from the date of the inception of the arbitration.
4. Any charges by the A.A.A. shall be shared equally by the Federation and the Board of Education.
5. When A.A.A. arbitration hearings are held during Board of Education working hours, a single Federation Representative shall be excused without loss of pay.

### ARTICLE VI. WORKING CONDITIONS

#### SECTION 1. SCHOOL YEAR

- A. The teacher's calendar shall not exceed 180 instructional days and 6 non-instructional days (one of which shall be prior to the first student day and reserved for teacher collaboration and set up) for a total of 186 days. Special area teachers will be scheduled on the first and last day of the school year. Non-instructional days, other than the first teacher workday and Parent Conference day, shall be utilized for professional development activities for teachers. During the course of the school year, six days shall be shortened school days for the purpose of professional development. In addition to the foregoing, new teachers shall be required to attend a three (3) day new teacher orientation prior to the first day of work for returning teachers without additional compensation. The Board may require new teachers to report two (2) additional days for a total of five (5) for which additional days new teachers shall be paid their per diem rate.
- B. Prior to the first student day, the professional staff will report for a day of general staff and department meetings and will be dismissed at the discretion of the principal, but not later than 12:30 pm.
- C. The Board shall have the right to add up to five (5) days following the close of the regular school calendar and up to five (5) days before the start of the regular school year for some or all of the professional staff provided each such staff member is notified in writing at least thirty (30) days prior to such change at the staff member's address which shall be on file in the central office. A copy of such

notice shall be sent to the Federation. Compensation for such days shall be at a pro-rata of 1/186<sup>4</sup> of the teacher's salary.

- D. All teachers new to the school system shall meet with the building principals on a day in the week preceding the opening of school in September. The purpose of this meeting shall be to orient new staff members to the school and school system.
- E. This in no way shall excuse new teachers from the general staff meeting that is held the day before the opening of school. However, this will give principals an opportunity to acquaint new staff to the minute details and routine not generally discussed at the general meeting.
- F. In secondary schools all Department Heads may be requested to assist with this meeting.
- G. The Federation shall have the right to have its representative at this meeting.

## SECTION 2. LENGTH OF SCHOOL DAY (TEACHERS)

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- A. The start and close of the school day shall be set annually by the Board of Education prior to the opening day of school and shall not thereafter be altered without consultation with the Federation.
- B. The Board may alter the day at its discretion in the best interest of the school children but such prerogative shall not be exercised arbitrarily.
- C. Length of School Day (Miscellaneous)
  - 1. Required office hours will be conducted per individual school policy.
  - 2. Elementary teachers shall continue, in the interest of safety and order, to supervise corridor traffic, supervise student lines to point of bus embarkation, debarkation, or school crossings, except where such duties shall be performed by Teacher Aides.
  - 3. Intermediate teachers shall continue, in the interest of safety and order, to supervise corridor traffic, supervise student lines to point of bus embarkation, debarkation, or school crossings, except where such duties shall be performed by Teacher Aides.

## SECTION 3. CLASS SIZE

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### A. High School and Middle School/Intermediate School

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- 1. No class size shall exceed 30 students per class and the average class size throughout the school system shall not exceed 27. (Special Education classes shall not be included when computing average class size).
- 2.
- 3.2. Physical education classes shall not exceed an average of 30 students per period.
- 4.3. One aide shall work in fifth and sixth grade classes when enrollment reaches 29 students.

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## B. Elementary Schools

1. No class size shall exceed 30 students per class and the average class size throughout the school system shall not exceed 27 except that the average class size for Kindergarten and grades 1, 2 and 3 shall average 26 students with no individual class for grades 1, 2 and 3 exceeding 26 and no Kindergarten class exceeding 26. (Special Education classes shall not be included when computing average class size.)
2. One aide shall work in fourth grade classes when enrollment reaches 29 students.
3. In those few instances where the Superintendent of Schools determines that a classroom is NOT available to effect compliance with the above, a fully certified teacher shall be employed to work in the affected grade.
4. The Board shall make its best effort to continue to decrease the number of combination classes.

## SECTION 4. RELIEF FROM NON-TEACHING DUTIES

- A. No teacher shall be required to prepare report cards. They shall, however, continue to input grades and other information used to generate report cards.
- B. No teacher shall be assigned to the office to perform administrative or other tasks except that he/she may undertake the same voluntarily.
- C. No teacher shall be required to correct standardized tests which can be machine scored.
- D. No teacher shall be required to perform medical duties unless warranted by an emergency condition.
- E. No teacher shall perform lavatory duty in the High School or Middle School. Once the number of teachers required for hall duty is determined by the administration, it shall be filled first by volunteers. If and only if there are insufficient volunteers, shall hall duty be assigned. No teacher shall perform custodial duties. (Custodial duties shall be defined as transporting furniture, emptying trash, sweeping floors, polishing furniture, carrying cartons of books or supplies and cleaning school property).
- F. Teachers shall be responsible for supervision in the corridors outside their classrooms during period changes in the Middle and High Schools.
- G. Teachers shall not be responsible for collecting money for any purpose with the exception of school insurance and field trips.
- H. No teacher shall be assigned to supervise central detention.

## SECTION 5. LUNCH PERIODS



- A. All elementary and elementary special education teachers shall have a duty-free lunch for forty minutes.
- B. All secondary teachers, secondary special education teachers, Intermediate Schools and middle school teachers shall have a duty-free lunch period equal in time to that of the students.
- C. All elementary teachers shall be free to leave the building during their lunch period. Secondary, middle school and Intermediate teachers shall be free to leave the building during their lunch period after verbal notification to the instructional leader, assistant instructional leader, secretary, clerk or other employee designated by the instructional leader. In the absence of any of the aforementioned staff, the teacher shall leave written notice.

#### SECTION 6. HARASSMENT

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- A. No administrative criticism and/or information of personal nature shall be divulged to anyone but the teacher involved except in cases involving the grievance procedure or dismissal procedures, except as may be required by law.
- B. No electronic or mechanical surveillance devices shall be used for the observation or evaluation of any teacher.
- C. No Department Head, Supervisor or Administrator shall observe and/or listen to a teacher's class outside the classroom. Furthermore, he shall not embarrass, reprimand or interfere with the authority of the teacher in the classroom. If the class is clearly in disorder the Administrator will consult with the teacher outside the classroom. In an emergency situation the teacher will accept any assistance offered by the Administrator.
- D. No teacher shall be put in a position where he must defend any of his policies in front of another person without prior consultation with the Administrator involved. Any teacher shall have representation at his discretion at any such meeting.
- E. Any teacher required to meet central office administrator(s) or Board members shall be told in advance the subject matter of the meeting.

#### SECTION 7. INTERRUPTIONS

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- A. Interruptions in the public address system will be limited to the first four (4) minutes of each period. Paging may take place only in extreme emergencies.
- B. All messages of a routine nature shall be slipped under or affixed to the window of the classroom door.
- C. The calling of rooms to the auditorium shall proceed according to the posted time schedule.
- D. There shall be no interruptions by phone, or directly to the class except in those cases involving the checking of truants, assigning of students to class, students suspected of cutting classes, contacting teachers who fail to respond to notes and similar matters to insure the proper administration of a school building. Such interruptions shall be limited to the first four (4) minutes for each period.

- E. No construction, remodeling or routine repairs may be made at a teacher's station during school hours if the teacher and/or department heads find it disruptive.

## SECTION 8. MEETINGS

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- A. Before school meetings shall be limited to those which can be held at no other time during the day.
- B. The number of administrator-initiated general faculty meetings shall not exceed ten (10) per year. Their duration shall be a maximum of one (1) hour from beginning of the meeting exclusive for time devoted to Federation Business. Five of such meetings may be used for Professional Development.
- C. Routine professional staff meetings shall be scheduled in advance, at the beginning of the school year, after consultation with the Federation.
- D. An agenda pursuant to "B" shall be prepared by the administrator with input from a staff member of the school designated by the Federation at least 48 hours prior to the meeting.
- E. The number of Department meetings shall not exceed ten (10) per year; their duration a maximum of forty-five (45) minutes exclusive of time devoted to Federation business.
- F. School meetings shall be conducted in a democratic manner and all teachers shall have the right to take an active part in the discussion of the agenda.
- G. Agendas for routine staff meetings (general or department) shall be distributed no later than one day prior to the meeting day.
- H. No more than one general staff or administratively directed meeting shall be held in a building on the same day.
- I. Special Class teachers shall be required to attend eight (8) after school general Special Education staff meetings and eight (8) after school Special Education department meetings. Special Class teachers shall not be required to attend staff meetings at the schools in which their programs are housed.
- J. Part time staff will not be required to attend meetings that are scheduled after school unless they are scheduled to teach during the second half of the day.

## SECTION 9. PERSONNEL FILES

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- A. Upon request by the teacher, he/she shall be permitted to examine his/her file.
- B. Access to others shall be in accordance with applicable law.
- C. The Board shall agree to continue its policy of treating these files with the highest degree of confidence permitted by law.
- D. Upon written request a teacher shall be given a copy of his/her evaluation.

- E. A copy of any information concerning the employment of any teacher, his/her conduct, or efficiency (with exception of Grievance Documents), shall be included in the personnel file. A teacher may include a written reply to such information whenever it may exist.
- F. The teacher shall have the right to answer any material filed in his/her personnel file except placement papers and recommendations, and his answer attached to the file copy. Such teacher may authorize the Federation, in writing, with a copy to the Superintendent, to review his answer.
- G. No documents pertaining to a grievance procedure shall be included in a teacher's personnel file or presented as evidence to support a decision regarding reemployment, promotion, assignment or transfer. All matters pertaining to a grievance shall be treated as confidential material by the Board and Federation, to the extent permitted by law.
- H. All teachers shall be notified, in writing, when material is to be filed in their personnel files. Exceptions shall include the "Supplement to Instructional Personnel Record," "Teacher's Annual Salary Agreement," routine evaluations, transcripts, carbon copies of letters, forms and similar items the original of which has been sent to the teacher, "Advanced Professional Study Approval" forms, retirement applications and professional certificates or copies.

#### SECTION 10. CONFERENCE

- A. Two conference days shall be scheduled at which time teachers shall meet with parents. The first of these shall be scheduled from the hours of 9:00 - 12:00 noon and 6:00 - 8:30 p.m. with no school scheduled for this day. The second shall be scheduled from 6:00 p.m. - 8:00 p.m. with school in session for four hours. The second date shall be set when the school calendar is adopted so that there is uniform scheduling of parent conferences. The Board shall schedule such conference days to insure that conference days at the High School, Middle Schools, Intermediate Schools and Elementary Schools do not occur on the same day.
- B. No teacher shall be called out of class to talk with a parent, salesman, or other visitor.
- C. No teacher shall be required to join or participate in Parent Teacher Student Associations (P.T.S.A.) and/or Parent Teacher Associations (P.T.A.).
- D. No specialist shall be required to be in the school building on conference days unless scheduled for a conference provided, however, that the specialists notify the parents that he/she is available for a scheduled conference in advance.
- E. Special Education and Elementary School teachers shall schedule conference with parents on conference day. However, Special Education and Elementary Teachers shall not be required to remain in the school building or report to their buildings if no parent conferences are scheduled for any session of such conference days.
- F. Intermediate School Teachers shall schedule conference with parents on conference day. However, Intermediate Teachers shall not be required to remain in the school building or report to their buildings if no parent conferences are scheduled for any session of such conference days.

#### SECTION 11. INTRA-SCHOOL SCHEDULING AND ASSIGNMENT



- A. No later than March 1, programming preference sheets shall be distributed to all teachers. The teacher may indicate his preference and level, subject, grade, and other particulars. All preference sheets shall be returned no later than March 15th to the principal who shall consider the teacher's preparation, experience and seniority in preparing the master schedule.
- B. Prior to the first posting of job openings for the next school year, teachers shall be given their tentative program for the following year. It shall include the subject, grade to be taught, level and room number. The Federation recognizes that the Board cannot be held responsible for errors or delays in Data Processing.

#### SECTION 12. HOLIDAY DISMISSALS

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Four-hour sessions on the day preceding Thanksgiving and Christmas holiday shall be scheduled.

#### SECTION 13. RELEASED TIME

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- A. Released time shall be provided when teachers are required by the administration to visit other schools, conventions, and workshops within and without the system.
- B. Teachers may request released time for purposes enumerated above subject to approval of the Superintendent.

#### SECTION 14. HEALTH AND SAFETY STANDARDS

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- A. All teachers and children shall be relocated or sent home by the principal, subject to Superintendent's approval, when the Federation and school administration, by mutual agreement, deem that room temperature, ventilation, or other conditions become incompatible with health and/or safety. In the event the Federation and the administration disagree the West Haven Department of Health shall be consulted immediately and that department's recommendation made binding. Days not satisfying the minimum requirements of State Statutes shall be made up to satisfy the 180 day requirement of the law.
- B. Every reasonable effort shall be made to keep stairs, sidewalks, and parking areas free of snow, ice and other unsafe conditions prior to the opening of school. In the event of a conflict in definition of "unsafe conditions" the steps outlined in Part "A" above shall be followed.

#### SECTION 15. CLOSING OF SCHOOLS

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- A. Television stations and district phone notifications shall be notified no later than 6:30 a.m. if school is to be closed due to inclement weather or other emergency conditions.

- B. When school is closed during the day due to emergency conditions, elementary school teachers may leave the building as soon as all of the children from the classroom have been transported home. In middle and high schools, teachers may leave when duties, as determined by principals, are accomplished.

#### SECTION 16. HIRING OF PROFESSIONAL STAFF

- A. Only those teachers who have received a Bachelor's Degree and are Certified or approved by the State of Connecticut upon the request of the Superintendent shall be hired as permanent staff by the West Haven Board of Education to teach in that City.
- B. Upon the completion of forty (40) consecutive school days of teaching in the same position, a long term substitute shall be placed on "step one" of this B.S. teacher salary schedule and accumulate 1 1/2 paid sick days for each month's employment thereafter. Upon the completion of ninety (90) consecutive school days of teaching in the same position, a long term substitute shall receive all benefits provided for in Article VI, Section 52 ("Health and Other Benefits") Paragraphs A, B, C, D, E, G, H, and I. All non-economic provisions of the contract shall apply to long term substitutes except layoff, recall and transfer positions.

All teachers shall be hired at step one of the wage scale in the appropriate degree classification; provided, however, the Superintendent may, in his discretion, credit new hires up to one step for each year of teaching experience and/or other comparable related experience.

#### SECTION 17. IMMUNIZATION SHOTS\*

- A. The Board shall provide immunization shots to each teacher annually, without cost to the staff member. Notification of such shots shall be sent to each teacher at least two (2) days prior to the administering of the shots, stating the times and locations of their distribution.
- B. Participation in this program shall be entirely voluntary.

\*(Cold shots, Flu shots, and any other necessitated by a prevailing epidemic).

#### SECTION 18. STUDENT GRADES

- A. The grade entered into any pupil's record by his teacher shall not be changed by anyone except the teacher.
- B. A student's grade level may be changed upon consultation with the following: psychological staff, guidance counselors, social workers, and teacher(s) involved.

#### SECTION 19. STUDENT TEACHERS

- A. Each teacher shall have the right to accept or reject a student teacher or student observer.



- B. No student teacher shall be assigned to a teacher who does not have permanent certification in his field.
- C. Each student teacher shall be assigned to cooperating teachers in an equitable manner according to qualifications, experience and seniority of the master teacher, in that order. Where qualifications and experience are approximately equal, seniority shall prevail.
- D. Each cooperating teacher and the sending institution shall determine when a student teacher is able to conduct the class without the continuous presence of the cooperating teacher.
- E. Each cooperating teacher shall be informed of his remuneration and the other particulars of his assignment no later than ten (10) days after this information has been received by the administration.

#### SECTION 20. FINAL EXAMINATIONS

- A. Final examinations may be required. The school principal, the guidance department and the teaching staff shall cooperatively determine the subject areas in which final examinations will be given, the "weight" of the exam, and the schedule for giving exams, subject to the final approval of the Superintendent or his delegate.
- B. In all West Haven Schools, the last 4 days of the school year for the High School and the last 3 days of the school year for the middle, intermediate Schools and elementary schools consist of 4 hours each day for students. All teachers shall have a full work day except that they shall be free to leave school one hour early on such days in lieu of taking a lunch period, provided that the exercise of this option is by the entire staff of any one school.

#### SECTION 21. TEACHER PROTECTION

If a teacher is absent from school as a result of personal injury arising out of his employment, (provided the teacher is not negligent), he shall be paid his full salary (less workmen's compensation award when such award goes into effect) for the period not to exceed one calendar year from the date of injury. Such absence shall not be charged to his annual or accumulated sick leave.

#### SECTION 22. ADDITIONAL SCHOOL FACILITIES

- A. A copy machine, in good working order and well supplied available to all professional staff members to use any time that the school is in session.
- B. A lunch room and faculty lounge, appropriately furnished, comfortable and clean, where possible restricted from student use, and with vending machines for soft drinks, and coffee, unless otherwise provided. Vending machines shall be provided with the concurrence of vending companies.
- C. The Board shall continue to maintain refrigerators and cooking facilities in each professional staff room in buildings where there is no cafeteria or other kitchen facilities.

- D. An individual mailbox shall be provided for each teacher. Special area teachers shall have the right to determine at which school their permanent mailbox shall be located.
- E. Chalkboards/whiteboards shall be provided for band and chorus rooms and other rooms where no chalkboard/whiteboard is presently available.

#### SECTION 23. SUMMER SCHOOL

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- A. Professional Staff Members from previous summer school shall be given preference in summer school positions in their area of certification.
- B. Professional Staff Members from the previous year's regularly appointed professional staff shall be given first opportunity to fill any vacancy in their certified areas which exists in the faculty of the summer school.
- C. Professional Staff Members employed by the West Haven Board of Education shall be given first opportunity to fill any vacancy in the summer school program.

#### SECTION 24. ADULT EDUCATION

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- A. Conditions set forth above for the summer school program shall also apply for the Adult Education program.

#### SECTION 25. CLASSROOM KEYS

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- A. Each teacher shall have the right to possess a key to his classroom and shall not be required to turn in same except at the end of the school year. Lost keys will be replaced at the teacher's expense.
- B. However, the following rooms may be designated as maximum security rooms: shops, science rooms and rooms with business equipment. Teachers who use these rooms during the school day shall pick up their room keys at the start of the school day and return them before they leave for the day.

#### SECTION 26. STUDENT PHYSICAL AND EMOTIONAL PROBLEM-NOTIFICATION TO TEACHER

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- A. Any classroom or special area teacher who has been assigned students with physical or extreme emotional problems shall be notified of their names at the beginning of each school year when that information is available to the school administrator. They shall also be informed of measures to be taken in cases of extreme emergency.

#### SECTION 27. [RESERVED]

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#### SECTION 28. PROHIBITION ON USE OF STUDENTS

- A. No person or group of persons covered by this agreement will organize, incite, or otherwise use student groups as advocates or conduits to promote, support or otherwise endorse matters pertaining to, but not limited to, teacher disputes, negotiations, or grievances.

#### SECTION 29. TEACHER RELIEF BY SPECIAL AREA TEACHERS

- A. Teachers shall be free to leave their classroom when special area teachers are working with their pupils. These periods shall be considered preparation time.
- B. The Special Area teachers shall be assigned to duties in accordance with the following order of priorities:
  - 1. To increase elementary school preparation time to nine (9) preparation periods per ten day cycle, one of which, per twenty day cycle may at the principal's direction be used for administrative duties including meeting with administrators and/or other staff or for PPTs.
  - 2. To provide preparation time for the special area teachers themselves.
- C. Part time teachers (working less than a .5 FTE) shall receive one-half of the preparation periods as full time teachers at the same grade level receive.

#### SECTION 30. TEACHING WORK LOAD

- A. No teacher shall teach outside his area of certification except with special approval by the State Department Office of Teacher Certification.
- B. Each Department Head shall teach at least one lower ability grouping.
- C. Each Special Class Teacher shall have at least one (1) preparation period per day.
- D. Each teacher employed in the Intermediate School, Middle School, or High School shall be scheduled at least one (1) preparation period per day. Where possible those shall be equal in length among the teachers in each school. Each classroom teacher employed in the Elementary Schools shall have at least nine (9) preparation periods, of forty (40) minutes, during each ten (10) day cycle. All special area teachers shall be scheduled and the Board shall use its best efforts to obtain substitute teachers for special area. (See Article VI, Section 36). Part time teachers (working less than a .5FTE) shall receive one-half of the preparation periods as full time teachers at the same grade level receive.
- E. An advisory policy regarding the purchase of consumable supplies will be established by a joint committee consisting of two (2) members approved by the Board and two (2) members approved by the Federation prior to September 1, 1982, which policy shall, however, not be binding upon the Board.



## SECTION 31. TEACHING A NON-SCHEDULED CLASS

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### High School and Middle Schools

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Thirty-five dollars (\$35.00) per period will be paid to teachers who teach non-scheduled classes when scheduled either for hall duty or a free period. The aforementioned rate of pay for all schools shall increase to forty dollars (\$40.00) effective September 1, 2025 and shall increase to forty-five dollars (\$45.00) effective September 1, 2026.

### Elementary Schools

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Thirty-five dollars (\$35.00) will be paid to any teacher who must teach non-scheduled students for any part of the morning. Thirty-five dollars (\$35.00) will be paid to teachers who must teach non-scheduled pupils for any part of the afternoon session notwithstanding the number of extra pupils assigned. The aforementioned rate of pay for all schools shall increase to forty dollars (\$40.00) effective September 1, 2025 and shall increase to forty-five dollars (\$45.00) effective September 1, 2026.

### Intermediate School

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Thirty-five dollars (\$35.00) will be paid to any teacher who must teach non-scheduled students for any part of the morning. Thirty-five dollars (\$35.00) will be paid to teachers who must teach non-scheduled pupils for any part of the afternoon session notwithstanding the number of extra pupils assigned. The aforementioned rate of pay for all schools shall increase to forty dollars (\$40.00) effective September 1, 2025 and shall increase to forty-five dollars (\$45.00) effective September 1, 2026.

## SECTION 32. LEAVING THE BUILDING

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- A. Each teacher shall be free to leave the building during his scheduled preparation periods or preparation periods provided he/she signs out and then back upon return in a log kept for such reasons. In the absence of any of the aforementioned staff members the teacher shall leave written notice. Should his free period or preparation period be the last period of the day, he shall return to the school at the end of said period.

## SECTION 33. HOMEROOM ASSIGNMENTS

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- A. Inverse seniority shall be the primary consideration in assigning homerooms to each teacher. Homeroom assignments shall be on a rotating basis so that each teacher will have the opportunity to have a homeroom.

## SECTION 34. SPECIAL EDUCATION

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- A. Special education classes shall be provided all special services of the elementary schools by the Supervisor of Special Education. The Supervisor of Special Education and the Special Services teachers shall schedule conferences to discuss each special class so as to familiarize the teachers with the specific needs of the exceptional children.
- B. Special Education classes shall be held with no more than four (4) classes of the same nature in a particular building.
- C. There shall be provided a minimum of one (1) full-time homebound teacher for Special Education.
- D. No person without certification in Special Education supervision shall be allowed to evaluate or supervise a Special Class unless otherwise agreed upon by the Supervisor of Special Education.
- E. Special Education teachers shall be permitted to set up their classes as they see fit according to the nature and needs of the student, subject to approval by the Supervisor of Special Education.
- F. The students of high school and middle school Special Education Classes shall be assigned to a regular homeroom unless otherwise recommended by the Special Education teacher and the Supervisor of Special Education.

#### SECTION 35. SICK LEAVE AND SICK LEAVE BANK

- A. Each teacher shall be granted annually fifteen (15) days of sick leave with full pay. The accumulation of unused sick leave shall be one hundred and sixty-seven (167) days. Part time teachers working less than five (5) days per week, shall be granted seven and one-half (7.5) sick days per year cumulative to eighty-three and one-half (83.5) days. Part time teachers working five (5) days per week shall be granted the full number of sick days, however a sick day shall be based upon the number of hours in the employees usual work day.
- B. Each teacher shall be permitted to participate, on a voluntary basis, in the sick leave bank (See Section 67).
- C. The Superintendent of Schools, or his duly authorized designee, may require at any time, the submission of medical proof of illness and recovery either by the staff member's own physician or by a physician named by the Board at its own expense.

#### SECTION 36. SUBSTITUTE PROCUREMENT

- A. The policy of reporting absence from school will be to call the sub-finder (or any replacement system) as soon as possible but no later than 7:00 a.m. the day of the absence in the case of elementary or intermediate school and by 6:30 a.m. in the case of middle and high school.
- B. Teachers may request a specific substitute be hired for their replacement if that substitute is available.
- C. Any Professional Staff Member on leave may be hired as a substitute upon his request. Such substitute service shall not constitute a termination of leave.

## SECTION 37. QUARANTINE

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- A. No Professional Staff Member shall lose salary and/or other rights when subject to quarantine by a competent medical authority, subject to review of the individual case by the school medical advisor and/or the Health Department of the Staff member's town residence.

## SECTION 38. LEAVES WITHOUT PAY AND RECALL PROCEDURES

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- A. Leaves of absence, without pay, shall be granted for advanced study, Peace Corps service, teacher corps service, child rearing (natural or adoptive), extended sick leave and exigent circumstances. Such leaves shall be limited to one school year.

- 1. Upon the expiration of said leave, teachers shall:

- a. Retain accumulated sick days, seniority and other benefits earned prior to the commencement of the leave.

- b. With respect to all leaves, except child rearing leaves, have recall rights as set forth in Section 53; C hereof, except that said rights shall be for a period of one (1) year only.

(1) Teachers on pregnancy disability will notify the Superintendent of Schools or his designee within thirty (30) days after the birth of her child as to whether she is returning to her position after the period of disability or is taking a child rearing leave.

(2) Teachers on child rearing leave shall be reinstated to a position in the bargaining unit within grade classification as follows: K-4, 5-6, 7-12

(3) Reinstatement shall occur only on either the first day of the school year or the first day of the third marking period, between which the one year child rearing leave terminates. The teacher's return date shall be determined by the teacher by notifying the Superintendent of Schools or his designee no later than two months before the first of their two possible return dates of their intent to return to a teaching position and the date on which they intend to return.

(4) Other teachers who qualify for child rearing leave will notify the Superintendent of Schools or his designee within 30 days of the birth or adoption of the child if the teacher is taking child rearing leave.

(5) Failure to notify the Superintendent of Schools or his/her designee within the prescribed time shall result in the waiver of the teacher's reinstatement.

- 2. During said leaves of absence, teachers shall be allowed to maintain all insurance coverage provided in Article VI, Section 52, by paying group rates directly to the Board for a period not to exceed two (2) years.



#### SECTION 39. MILITARY LEAVES

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- A. The Board upon prior notification, shall grant a leave for military service without pay for the duration of that service. Each Professional Staff Member shall be granted such leave and upon his/her return, receive full service credit toward seniority, longevity, appropriate annual salary increment (maximum of two) and all privileges and benefits.
- B. Nothing contained in Paragraph 39 and 40A above shall operate as a limitation upon or derogation of reemployment rights and incidents thereto guaranteed by law.

#### SECTION 40. [RESERVED]

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#### SECTION 41. MATERNITY LEAVE

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- A. The Board agrees to follow the Federal Guidelines on Maternity Leave for School Employees.
- B. Any period of disability arising during a maternity leave shall be treated as a temporary disability and the teacher shall be entitled to retain fringe benefit coverage and to use accumulated sick leave which shall be paid as follows:
  - 1. For teachers not receiving child rearing leave pursuant to Article VI, Section 38, maternity (sick) leave shall be payable in accordance with the teacher's regular payroll schedule.
- C. For the duration of the maternity leave, teachers shall receive all insurance coverages provided for in Article VI, Section 52 "Health and Other Benefits." (See, also, Section 38; A;1;c hereof)

#### SECTION 42. PERSONAL DAYS

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- A. Each Professional Staff Member shall receive three (3) strictly personal days per year, two of which may be taken without providing reasons and one of which shall be for personal business which cannot be concluded outside of the school day and is approved by the Superintendent, which request will not be denied, arbitrarily or capriciously. Part time teachers working less than five(5) days per week shall receive one (1) strictly personal day per year.
- B. Notice shall be given forty-eight (48) hours in advance when such leave is taken, except in cases of emergency.
- C. These days shall not be taken for vacation purposes.
- D. Personal day forms shall not have to be notarized.

#### SECTION 43. OTHER LEAVE PROVISIONS

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A. The following leave days shall be granted with no loss of pay:

1. Compulsory court appearances. Such leaves shall be defined as those appearances required by subpoena bond, summons, or personal recognizance. (5 days per year).
2. Compulsory Jury Duty. Such leave shall be unlimited with full pay (less amount paid for jury service). Whenever teachers are summoned for jury duty:
  - a. The teacher will send copies of the complete original summons form to the Superintendent's office;
  - b. The teacher will send to the Superintendent's office a copy of the final postponement notice, disqualification notice or standby notice, whichever determines the final date of appearance, to verify the court's decision.
  - c. Compensation paid by the court for jury service during the work year will be submitted promptly to the Superintendent as these amounts are paid to the teacher.
3. Death of spouse, child, sibling, parent, \_domestic partner, mother-in-law, father-in-law, stepmother, stepfather, stepsister, stepbrother, stepson, stepdaughter, grandparents and grandchildren. (5 days per year).
4. Death of aunt, uncle, brother-in-law, sister-in-law, niece or nephew. (1 day per year). For purposes of this section the term "domestic partner" refers to an individual who has executed an affidavit in accordance with this provision, certifying, under the penalty of perjury, that he or she:
  - (a) Is in a relationship of mutual support, caring and commitment, and intends to remain in such relationship for the indefinite future.
  - (b) Is not married to anyone else.
  - (c) Is his/her domestic partner's sole domestic partner, and vice versa.
  - (d) Is not related by blood to the domestic partner closer than would bar marriage in the State of Connecticut..
  - (e) Is at least 18 years of age and competent to contract..
  - (f) Shares a legal residence with his/her domestic partner, and has shared a common legal residence for at least 12 months prior to the execution of the affidavit.
  - (g) Is jointly responsible with his/her domestic partner for maintaining common household.

The evidence of mutual dependence shall be any two of the following:

- Ownership of a joint bank account
- Ownership of joint credit card



- Evidence of a joint obligation on a loan
- Evidence of a common household (household expenses, e.g., utility bills, telephone bills, joint public assistant budget, etc.)
- Joint ownership of a motor vehicle
- Execution of wills naming each other as executor and/or beneficiary
- Granting each other durable power of attorney
- Granting each other powers of attorney
- Designation by one or other as beneficiary under a retirement benefits account
- Evidence of other joint responsibility

And shall provide either

- A joint mortgage or lease, or
- Joint ownership of a residence, or
- Comparable evidence of a permanent intent to cohabitate

This provision shall only apply to employees in a domestic partnership as of August 31, 2024.

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5. Other funerals. (2 days per year without pay).
6. Religious Holidays. One (1) day per year only for the observation of a recognized religious holiday which requires absence during the work day.
7. Compulsory Military Duty of no more than two weeks.
8. Teachers who are members of the Military Reserve and who are required by military authorities to undergo their annual two-week field training during the school year shall be paid the difference between their teacher's salary and that salary received from the Military Reserve for the period engaged in field training. A voucher attesting to the salary paid by the Military Reserve must be presented to the Superintendent of Schools before the differential in salary will be paid. The teacher will use his/her best efforts to have his/her military field training scheduled during the summer months when school is not in session.

#### SECTION 44. FEDERATION LEAVE

- A. Any officer of the Federation shall upon written application be given a leave of absence without pay, not to exceed one (1) school year, for the purpose of performing duties for the Federation. Such officers shall receive one (1) salary increment on schedule appropriate to his rank.

#### SECTION 45. UNION LEAVE

- A. The Federation shall receive four (4) paid leave days per year for the purpose of Union Business.

## SECTION 46. FEDERATION RIGHTS

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- A. The Federation may use existing bulletin boards.
- B. Any Professional Staff Member has the right to put any communication, book, leaflet, or newspaper into any and all staff members' mailboxes. Teachers who elect not to receive communications other than those generated by the Administration or the Federation, or which are official school business, shall sign a waiver indicating such. Upon the election of said waiver, a sticker shall be placed on the mailbox indicating that they do not wish to receive any other mail.
- C. The Federation shall be given a place at the end of all administrator-initiated meetings for announcements. No administrator shall remain present during this portion of the meeting.
- D. The recruitment of Professional Staff membership in any teachers' organization shall be the sole right and responsibility of the Professional Staff Member. No Administrator shall participate in the distribution of recruitment materials or in the collection of funds for any teacher organization.
- E. The Federation, the Board of Education, and administrators, shall not engage in any unfair labor practice.
- F. The Federation shall have the right to call meetings of their membership at any time (other than during school hours) it deems necessary.
- G. The negotiation team of the Federation shall be excused from duty with no loss of pay for school time when required by the Board or its representatives to be present for negotiations or other meetings.
- H.
  - 1. The Federation shall have the right and responsibility to act with the City Comptroller in setting up all procedures and policies in regard to payroll deductions for the Federation. The Federation shall secure authorizations from its members for the withheld sums due the Federation.
  - 2. The Board of Education agrees to provide payroll deduction benefits to the Federation for professional organization dues and for one Federation insurance program. The insurance program may be either an accident and health or a life insurance program.
- I.
  - 1. The Federation shall provide the Board of Education with a list of those teachers desiring to pay Federation dues and executing a written authorization. Payments for new employees shall commence, within thirty (30) days following the effective date of employment.
  - 2. Employees on leaves of absence must make suitable arrangements in advance of such leave to pay the representation fee or Federation dues directly to the Federation.
  - 3. The Federation shall indemnify and save the Board and/or the town harmless against all claims, demands, suits or other forms of liability, which may arise by reason of any action taken in making deductions and remitting the same to the Federation pursuant to the Article.
  - 4. The Federation may add or subtract from any such list so long as notice is provided prior to or on the first school day of each month. Such changes should be effected on the paycheck next following.

5. The Federation will receive its payroll deduction check on the same day as the regular issuance of paychecks.
6. The Board shall cooperate with the Federation in securing from the City Comptroller as many deduction categories as may be requested by the Federation. This provision, however, does not extend the Board's responsibility for providing to the Federation at least two payroll deduction categories.
7. At the beginning of each school year, the Board shall provide the Federation with an alphabetized list of Federation members or payroll deductions. To the extent, as provided by the City Comptroller, the Board shall send to the Federation its payroll deduction sheets in alphabetized form.
- J. The Federation shall have the right to address any meeting of new or beginning staff members prior to the opening of school for the express purpose of explaining the aims and activities of the Federation.
- K. The Federation shall have the right to address the general orientation meeting for all Professional Staff Members.

#### SECTION 47. INFORMATION TO FEDERATION

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- A. The Board shall make available to the Federation upon request all information, statistics and records which are pertinent to negotiations, grievances, or necessary for the enforcement of this agreement. If, in the opinion of the Board, the information requested is privileged, the Board shall release such information only after receiving a written release from the teachers(s) involved.
- B. The President of the Federation shall be furnished a copy of the agenda for every Board meeting two calendar days in advance of each regular meeting. If any additions to the agenda are made at the last moment the Federation shall be given a copy of such additions.
- C. The Board of Education shall publish and provide for each school building one copy of its current policies and by-laws. Upon a revision of said policies and by-laws, the Board shall provide, as soon as conveniently possible, for each school building a copy of any such revision. The copy and revisions thereto, so provided, shall be maintained in the library room of each school. One copy shall also be sent to the Federation.

#### SECTION 48. SCHOOL COUNSELORS

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- A. School Counselors, shall be required to work up to five (5) days after the end of the school year, which days shall be agreed upon with the Principal. School Counselors shall be paid at the summer school rate provided in Section 72D in addition to the stipend in Section 72L for work performed during the five (5) days. If a School Counselor is asked to work more than five (5) days beyond the work year, they shall be paid at the summer school rate provided in Section 72D for such additional days. The additional five (5) days shall be agreed upon by the School Counselor and the Superintendent or his/her designee.



- B. The School Counselor's work day shall be the same as that of the classroom teacher unless the principal directs otherwise. In such instances, the schedule shall be consistent with recent past practice.
- C. Each School Counselor shall be provided with his/her own telephone extension and with adequate storage space, file cabinets and book cases.

#### SECTION 49. PROMOTIONAL POLICIES

- A. No person shall be hired for any position unless he/she meets all listed specifications.
- B.
  - 1. Administrative positions or any other positions calling for a differential or ratio payment above that of a classroom teacher's salary shall be posted for a period of seven (7) school days, if the opening occurs prior to seven (7) school days of the closing of schools in June.
  - 2. Should such openings occur after the closing of schools in June, the posting will be open for a period of twelve (12) calendar days. Notice of such openings will be sent out with the most recent of three (3) pay checks beginning with the second paycheck in July. Notices of such openings will be mailed one time for each position.
  - 3. Any teacher who receives a lump sum payment in July must supply the Board of Education with three (3) stamped self-addressed envelopes if they wish to receive these postings.
  - 4. Any candidate shall be allowed to apply for more than one position.
- C. First preference shall be given to candidates within the school system.
- D. All appointments shall be made without discrimination in regard to age, race, creed, religion, nationality, sex, marital status, other legally protected class or political beliefs.
- E. The Board agrees to establish and maintain similar promotional qualifications for similar positions.
- F. It is understood by the parties that race, color, sex, marital status, nationality, religion, creed, sexual orientation, physical disability, or other legally protected class or political beliefs shall not be used in determining the order of staff layoff or recall from layoff.
- G. The provisions in D and F above may be grieved through Step 4 of the grievance procedure but may not be submitted to arbitration (Step 5).

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#### SECTION 50. DEPARTMENT HEADS

- A. Department Heads shall carry a full teaching load. They shall be paid a stipend of \$9,800 for responsibilities which they must carry out outside the regular work day and work year. The parties agree that there are some duties Department Heads need to carry out during the regular work day, including but not limited to, classroom/teacher observation, collaborative meetings and evaluations.

- B. Department Heads shall be present during interviews of new teachers, including during the summer months, except when it conflicts with their teaching periods or when they are unavailable.
- C. The Special Education and Related Services Department Head will be paid a stipend of \$4,800 for serving as the PPT Coordinator.

**SECTION 51. SOCIAL WORKERS**

- A. The work load shall not exceed that which would necessitate working more than seven (7) hours per day.
- B. Recruitment policy shall be directed toward the employment of additional social workers.

**SECTION 52. HEALTH AND OTHER BENEFITS**

- A. Employees and eligible dependents (if the employee works .5 FTE or more) shall be eligible to participate in the medical insurance plan summarized below.
- B. The Board shall provide health insurance benefits through the Connecticut Partnership Plan 2.0. In the event the CPP becomes cost prohibitive, more costly than HDHP plan previously in effect, the Board shall have the right to provide a plan similar to the HDHP plan previously in effect. The parties further agree to meet and confer and explore other more cost effective options.
- C. Employees shall contribute towards the cost of health and dental insurance as follows:

2024-25	20.5%
2025-26	21.0%
2026-27	22.0%

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In addition to the cost-share contribution set forth above, any additional costs incurred by the Plan for a members or spouses non-compliance with the HEP requirement of the Plan shall be borne by the member.

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- D. Full Service dental plan, dependent child rider, Riders A, B, C and D.
- E. Vision Care Endorsement 98.
- F. Group Life insurance coverage - \$50,000.00 for permanent full time staff members and \$25,000.00 for permanent half-time staff members. Employees may purchase, at their expense, however at group rates, up to \$25,000 of additional life insurance for full time employees and up to \$12,500 of additional life insurance for half-time employees, provided the Board's insurer allows.
- G. Tax Shelter Annuity Programs - The Board shall continue its present policy of making the Tax Shelter Annuity program available to all professional staff members.

- H. A teacher who resigns to accept a new position is entitled to appropriate medical benefits through August if he fully performed his contractual obligations to the school system.
- I. If required by law the board shall pay into the State's Unemployment Insurance Fund the statutory amount for each professional staff member.
- J. Teachers who retire after twenty (20) years of teaching in West Haven shall continue to receive, for a period of five (5) years after their retirement, all of the "Health and Other Benefits" provided to active teachers, provided they pay a cost share equal to that paid by active teachers; for which they are acceptable to the carrier on an individual basis. Such teachers, however, shall be allowed to continue family coverage for which they are acceptable to the carrier by paying the additional group rate directly to the Board. Teachers retiring on or after September 1, 2004, shall be eligible for up to an additional five (5) years of such coverage. For each year, up to five, of additional coverage, the teacher shall forfeit 20% of the severance benefit to which she/he is entitled under Section 60 of this article. When such Board paid benefits cease, the teacher shall be allowed to continue individual or family coverage, for which they are acceptable to the carrier, by paying the group rate to the Board.
- K. The Board agrees to pay each teacher who agrees to waive all of the medical insurance benefits provided in Sections A, B & C the amount of \$2,500 annually. Where there is a change in a teacher's status, such as, but not limited to, a change in the spouse's employment or changes in the spouse's benefits program, the waiver may, by written notice to the Board of Education, be revoked. Upon receipt of revocation of the waiver, coverage shall be reinstated subject to any regulations or restrictions including waiting periods which may be in effect. Depending upon the effective date of coverage a pro-rata adjustment shall be made between the teacher and the Board. In the event the teacher resigns prior to the end of the school year, a pro-rata adjustment shall be made. Pro-rata payment based on date of waiver. Teachers who receive insurance from the Board or the City through a family member shall not be entitled to the stipend, provided, however, those employees receiving the stipend as of August 31, 2024 shall not be subject to this restriction.
- L. The West Haven Board of Education may provide insurance programs as described in this Article for bargaining unit members through alternate carriers or through self-insurance. In no case shall the programs (meaning coverages, benefits and administration, i.e., timeliness of payments and claims processing) provided through alternate insurance carriers, through self-insurance or through a combination of such alternatives be less than the programs available to teachers under the group health insurance policies described above. Should the Board of Education desire to change insurance carriers, prior to any such change the Federation shall be notified and given forty-five calendar days to review the proposed changes. Should the Federation and the Board disagree that the coverage, benefits and administration to those provided by the programs described elsewhere in this agreement, arbitration as set forth under Article V of this agreement may be implemented at the request of the Federation. Such arbitration shall take place before an impartial arbitrator with expertise in insurance.

There shall be no change in carriers prior to the decision by the arbitrator.
- M. Teachers working part time (less than a .5 full time equivalent position, shall be eligible for single insurance coverage only.

#### SECTION 53. REDUCTION IN FORCE



A. **Definition:** As used herein the term "teacher" shall apply to any employee of the Board of Education who holds a certificate issued by the Connecticut State Board of Education and is employed in a teaching or administrative position below the rank of superintendent.

B. **Procedure:**

1. The determination of which teachers' contract shall be terminated due to elimination of position shall be made on the basis of system wide seniority. For example:
  - a) If a position is eliminated at the elementary level, the least senior teacher at the elementary level shall be the displaced teacher.
  - b) If a position is eliminated at the intermediate school level, the least senior teacher in the intermediate school level who is certified in the eliminated position shall be the displaced teacher.
  - c) If a position is eliminated at the middle school level, the least senior teacher in the middle school level who is certified in the eliminated position shall be the displaced teacher.
  - d) If a position is eliminated at the high school, the least senior teacher in the department in which the position is eliminated shall be the displaced teacher.
  - e) If a position is eliminated in an area that receives extra compensation (i.e. guidance counselors, psychological examiners, social workers, speech therapists), and reading consultants, the least senior teacher in the area that receives extra compensation shall be the displaced teacher.
  - f) If there is a vacancy available within the displaced teacher's area(s) of certification, the displaced teacher will be transferred into that vacancy. If more than one vacancy exists, the displaced teacher(s) will have first choice of those positions for which he/she is certified, unless such choice results in any other displaced teacher being laid-off.
  - g) When no vacancies for which the teacher is certified exist, the teacher will bump the least senior teacher within his/her area(s) of certification.
  - h) In those rare instances where the removal of the least senior teacher leaves a vacancy for which the senior teacher is unsuitable, in the opinion of the Superintendent of Schools, the Superintendent will assign the senior teacher to another position to which he or she is certified.
  - i) Nothing herein shall require the promotion of a teacher to a position of higher rank, authority or compensation, although the teacher whose contract is to be terminated is qualified and/or certified for the promoted position.

C. **Recall Procedure:**

1. The name of any teacher who has been laid off because elimination of position or reduction of staff shall be placed upon a reappointment list and shall remain on such list for a period of two (2) years.
2. If a position becomes available during such period the teacher with the most seniority and the proper certification shall be recalled first.

3. Any teacher on the reappointment list shall receive a written offer of reappointment by registered mail to his/her last known address. The teacher then shall accept or reject the appointment within ten (10) calendar days by registered mail.
  - a. If the teacher accepts the appointment, the teacher shall receive a written contract effective the date of recall.
  - b. If the teacher declines the appointment, the teacher's name shall be removed from the recall list.
  - c. It is the responsibility of the teacher to advise the Superintendent of a change in address as changes occur.
4. Upon return from layoff, a teacher shall receive all sick days, seniority and other benefits accumulated prior to layoff, provided that notice of recall is affected within two (2) calendar years.
5. No new teachers shall be hired in a subject area or grade level before teachers who have been laid off and who may possess the necessary qualifications are recalled or decline the opening.
- D. **Tie Breaker:** In the event of a tie in seniority, then the time stamp on the teacher's contracts shall be determined with the earlier time of day having the most seniority. In the event there is no time stamp on the teachers' contracts, then the date of hire shall be determined with the earlier date of hire having the most seniority. In the event a tie in seniority still exists, the date that the Board of Education voted to approve teachers' contracts shall be determined with the earlier date having the most seniority still. In the event a tie in seniority still exists, the teachers involved shall participate in a coin toss with the winner being the most senior. Effective September 1, 2004, teachers who have the same seniority date shall have their seniority determined by the order in which their names are drawn in a lottery. The Federation President or his/her designee shall be present for such lottery.

#### SECTION 54. VOLUNTARY TRANSFER

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- A. Vacant positions will be filled first by teachers forced to involuntarily transfer due to job eliminations in their schools.
- B. A vacancy which occurs after the first day of school and prior to June 1st may be filled during that school year by a new teacher with the understanding that the specific assignment is only for the duration of that school year, if said position has been requested by a teacher presently on the active voluntary transfer list. If removal from the temporary assignment will result in the layoff of the new teacher in said position, then the teacher will remain in their position.
- C. The district shall post openings by May first for the next school year. Teachers wishing to do so must apply for said openings within five (5) school days of the posting. Teachers will be notified of the results as to whether they have been selected on or before June 1<sup>st</sup>. Vacancies shall be filled from the list of teacher applicants for voluntary transfer on the basis of: certification, seniority, evaluation(s), and background of the applicant with respect to experience and education as it related to the position, unless no member of the bargaining unit is qualified for the vacancy based on these items.
- D. After determining which vacant positions are to be filled by teachers involuntarily transferred due to job elimination in their schools or by voluntary transfer as provided in Section C above, the Superintendent or



his/her designee shall post remaining vacant positions for five (5) school days during which time teachers interested in said positions shall apply. These vacant positions shall be filled based on the criteria stated in Section C. Selection for voluntary transfer shall be made by the Superintendent of schools or his/her designee. Unsuccessful applicants for either position shall remain on the transfer list for one year. Any other teacher wishing to be on the transfer list shall apply, within ten (10) school days after the second posting, for potential openings for which they wish to be considered.

- E. Positions which become vacant after the posting but before the beginning of the school year shall also be filled on the basis of the criteria stated in C above.
- F. Any teacher who applies for and is awarded a transfer must accept by the close of the second school/business day after notification, otherwise it is deemed rejected. All notices shall be in writing.
- G. Teachers who are granted transfers will not be permitted similar consideration for another transfer for a period of two years after the transfer.
- H. Notice of voluntary transfers shall be available to teachers in June and at the end of September.

#### SECTION 55. FAIR DISMISSAL POLICY

- A. The West Haven Board agrees that no member of the professional staff shall be discharged, or suspended, except as provided by State Statutes and/or the pertinent provision of this agreement.

#### SECTION 56. TEACHER EVALUATION

- A. Professional Development and Evaluation Committee, composed of equal numbers of teachers and administrators, will meet at least three times a year to review and update the district's evaluation and professional development plans. The Federation will notify the district of the names of its member who will serve on the committee prior to November 1 of each year. The committee is charged with reviewing the district's current evaluation and professional development plans, soliciting input from teachers and administrators, and amending the plans as need in accordance with statute 10-220a.

#### SECTION 57. EXPENSE OF PRINTING AND DISTRIBUTING AGREEMENT

- A. The Board agrees to equally share the cost of printing and distributing this agreement and the Federation agrees to distribute a copy of this agreement to each professional staff member hired by the Board.
- B. Such printing shall be done in a union printing shop mutually agreed upon by the Board and the Federation.

#### SECTION 58. SAVINGS CLAUSE

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- A. If any provision of this agreement is or shall at any time be contrary to law, then such provisions shall not be applicable or performed or enforced, except to the extent permitted by law.
- B. In the event that any provision of this agreement is or shall at any time be contrary to law, all other provisions of the agreement shall continue in effect.
- C. There will be no waiver or modification of any of the agreement terms or provisions contained in this agreement by any teacher with the Board.
- D. The terms and conditions of this agreement shall not be modified, amended, or altered in any way unless in writing and signed by both parties.
- E. The rights and benefits of any and all professional staff members provided in this agreement are in addition to those provided by the City of West Haven, State of Connecticut, and Federal laws, rules, ordinances, or regulations including, but not by way of limitation, all applicable tenure, pension, and education laws and regulations.

#### SECTION 59. PAY DAYS

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- A. Teachers shall continue to be paid via direct deposit in 26 installments, bi-weekly, beginning September 13, 1989, provided, however, that individual teachers 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 in July.

#### SECTION 60. SICK LEAVE PAYOUT (ON RETIREMENT OR DEATH)

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- A. Professional Staff Members upon retirement from public school teaching in Connecticut, or death, after twenty-five (25) years of public school service in the West Haven School System shall receive a payment equal to 25% of the value of any accumulated and unused sick days at the time of retirement.

#### SECTION 61. LONGEVITY

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- A. After ten (10) years of employment, a teacher shall receive an increment of \$520.00. After fifteen (15) years of employment, a teacher shall receive an additional increment of \$650.00. After twenty (20) years of employment, a teacher shall receive an additional increment of \$520.00. After twenty-five (25) years of employment, a teacher shall receive an additional increment of \$520.00.
- B. Effective September 1, 1988, after thirty (30) years of employment, a teacher shall receive an additional increment of \$520.00.
- C. Effective September 1, 1987, years of employment for the purpose of longevity shall mean years of service in West Haven. This provision shall only apply to teachers hired after August 31, 1987.

- D. Effective September 1, 1987, years of employment for the purpose of longevity for twenty-five (25) and thirty (30) years shall mean years of service in West Haven.

#### SECTION 62. TUITION CLAUSE

- A. For each graduate credit course completed by a teacher, beyond the bachelor plus 30 step, the Board shall reimburse the teacher the sum of \$300.00 to a maximum of \$900.00 per school year.
- B. Application for reimbursement must be submitted no later than 60 calendar days following the close of the semester in which the course(s) were taken.

#### SECTION 63. FEDERATION RESPONSIBILITY

- A. The Federation shall discourage absenteeism, tardiness and any action by its members individually or collectively which shall not conform to the provisions herein, which will detract from the professional status of one or more of its members and further the Federation shall take action it deems necessary to fulfill their individual and collective professional obligation and commitment to the pupils and the community.

#### SECTION 64. ACTIVITIES--NON-ATHLETIC

- A. Any teacher who is faculty advisor for any extra-curricular non-athletic activity, as approved by the administration, not listed in the activities pay schedule, infra, shall receive an annual recompense of \$305.00 in 1991-92 and 1992-93; \$314.00 in 1993-94 and \$325.00 in 1994-95.
- B. If the state provides a grant for Future Homemaker advisors or other club members that is greater than the amount listed in 64-A, the advisor shall be paid the full grant as his or her recompense.

#### SECTION 65. TRAVEL EXPENSES

- A. Employees shall be reimbursed for travel at the IRS rate published from time to time, subject to appropriate documentation.

#### SECTION 66. HIRING OF TEACHERS FOR SPORTS EVENTS, DANCES, ETC.

- A. The current practice for hiring teachers for sports events, dances, etc., shall continue during the life of this contract.



## SECTION 67. SICK LEAVE BANK

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- A. 1. 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.
  2. The Board of Education will cooperate in the establishment of a sick leave bank on a voluntary basis.
  3. 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 1500 days. No more days will be added to this maximum until the bank is depleted to approximately 1000 days. The bank will then be built up to approximately 1500 days again and the process repeated.
  4. Additions will be made to the bank in September or October of each school year according to the above limitation.
  5. A person withdrawing from membership in the bank will not be able to withdraw the contributed days.
  6. Additions will be made to the bank in September or October of each school year according to the following:
    - a. 0-3 years, inclusively, a person is not eligible.
    - b. After the beginning of the 4th-6th year a person must be sick fifty-five (55) consecutive days before he/she can draw.
    - c. After the beginning of the 7th year a person must be out forty (40) consecutive days.
  7. A person will not be able to withdraw days from the bank until his/her own sick leave is depleted.
  8. Persons withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member to the bank.
  9. Maximum withdrawal per occurrence is 75 days.
  10. Sick leave means the leave the teacher has for that year plus his/her accumulation.
- B. Hold Harmless Clause
1. 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 teacher who has received benefits hereunder shall refund to the City of West Haven 1/186<sup>4</sup> 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 Federation, then and in that event the Federation 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.

#### SECTION 68. TEACHER INCENTIVE PLAN

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- A. The Board shall implement the Teacher Incentive Plan developed by the Teacher Incentive Committee (EEA) and approved by the Board on June 19, 1989, as revised in 1995 and 2003.

#### SECTION 69. HOMEBOUND INSTRUCTIONAL ASSIGNMENTS

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- A. For the continuity of the education process and to facilitate learning, homebound instructional opportunities shall be assigned in the following manner:
1. Offered first to the teacher who currently has the student in his/her class.
  2. Offered next to volunteers for homebound instruction from the student's building on the basis of seniority and appropriate certification.
  3. Offered next to volunteers from among the bargaining unit members on the basis of seniority and appropriate certification.
  4. Notice of opportunities will be sent to staff through email.
  5. Any principal who is unable to secure homebound instruction through steps 1-3 and is requesting a non-union member must have the applicant cleared through the personnel office.
- B. The district may group up to three (3) students in homebound instruction which is conducted offsite before 5:00 p.m., provided students are grouped appropriately based upon age, grade and other relevant factors. The rate for homebound instruction provided under this Section E shall be two times the homebound hourly rate.

SECTION 70.      TEACHER'S SALARY

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~~2023~~~~2024~~~~2025~~

	BS	BS+30	BS+60
<del>4</del>			
2	\$45,111	\$50,948	\$53,071
3	\$47,764	\$53,071	\$55,194
4	\$50,417	\$54,910	\$59,970
5	\$53,071	\$59,970	\$66,339
6	\$55,449	\$65,482	\$71,819
7	\$59,145	\$71,292	\$74,143
8	\$65,482	\$74,987	\$78,156
9	\$69,707	\$78,156	\$81,324
10	\$80,123	\$85,538	\$90,950
11	\$83,328	\$88,960	\$94,588

PhD stipend: \$3,500

Employees not already at the top ~~step~~ shall advance one step.



2025-2026

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	BS	BS+30	BS+60
2	\$45,111	\$50,948	\$53,071
3	\$47,764	\$53,071	\$55,194
4	\$50,417	\$54,910	\$59,970
5	\$53,071	\$59,970	\$66,339
6	\$55,449	\$65,482	\$71,819
7	\$59,145	\$71,292	\$74,143
8	\$65,482	\$74,987	\$78,156
9	\$69,707	\$78,156	\$81,324
10	\$80,123	\$85,538	\$90,950
11	\$86,661	\$92,518	\$98,372

PhD stipend: \$3,500

Employees not already at the top step shall advance one step.

2026-2027

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	BS	BS+30	BS+60
2	\$45,111	\$50,948	\$53,071
3	\$47,764	\$53,071	\$55,194
4	\$50,417	\$54,910	\$59,970
5	\$53,071	\$59,970	\$66,339
6	\$55,449	\$65,482	\$71,819
7	\$59,145	\$71,292	\$74,143
8	\$65,482	\$74,987	\$78,156
9	\$69,707	\$78,156	\$81,324
10	\$80,123	\$85,538	\$90,950
11	\$90,127	\$96,219	\$102,306

PhD stipend: \$3,500

Employees not already at the top step shall advance one step.

## SECTION 71. ACTIVITIES PAY SCHEDULE

### A. HIGH SCHOOL COACHES

Head Coach - Football	<del>\$4,900</del> <u>\$6,000</u>
Asst. Coach - Football	<del>\$3,500</del> <u>\$4,500</u>
Head Coach - Basketball	<del>\$4,500</del> <u>\$5,500</u>
Asst. Coach - Basketball	<del>\$3,350</del> <u>\$4,000</u>
Head Coach - Hockey	<del>\$4,500</del> <u>\$5,500</u>
Asst. Coach - Hockey	<del>\$3,350</del> <u>\$4,000</u>
Head Coach - Baseball	<del>\$4,500</del> <u>\$5,500</u>
Asst. Coach - Baseball	<del>\$3,350</del> <u>\$4,000</u>
Head Coach - Softball	<del>\$4,500</del> <u>\$5,500</u>
Asst. Coach - Softball	<del>\$3,350</del> <u>\$4,000</u>
Head Coach - Track	<del>\$3,500</del> <u>\$4,000</u>
Asst. Coach - Track	<del>\$2,500</del> <u>\$3,000</u>
Head Coach - Soccer	<del>\$3,300</del> <u>\$4,500</u>
Asst. Coach - Soccer	<del>\$2,100</del> <u>\$3,000</u>
Head Coach - Swimming	<del>\$3,300</del> <u>\$4,000</u>
Asst. Coach - Swimming	<del>\$2,100</del> <u>\$3,000</u>
Head Coach - Lacrosse	<del>\$3,000</del> <u>\$4,000</u>
<del>Asst. Coach - Lacrosse</del>	<del>\$3,000</del>
Head Coach - Volleyball	<del>\$3,000</del> <u>\$4,000</u>
Asst. Coach - Volleyball	<del>\$1,800</del> <u>\$3,000</u>
Head Coach - Tennis	<del>\$3,000</del> <u>\$4,000</u>
Head Coach - Cross Country	<del>\$1,500</del> <u>\$2,000</u>

### B. HIGH SCHOOL ADVISORS

Band	<del>\$2,800</del> <u>\$3,500</u>
Chorus	<del>\$2,800</del> <u>\$3,500</u>
Drama	<del>\$2,800</del> <u>\$3,500</u>
Classbook	\$2,800
Mock Trial	\$2,800
Rostrum	\$2,487
West Whims	\$2,487
Cheerleaders	<del>\$2,487</del> <u>\$4,000</u>
<del>Dance Team</del>	<del>\$3,200</del>
Rostrum Assistant	\$2,014
West Whims Assistant	\$2,014
Year Book Assistant	\$2,014
Junior Class	\$2,014
Senior Class	\$2,014
Student Council	\$2,014

#### C. MIDDLE SCHOOL COACHES

Head Coach - Soccer	<del>\$1,950</del> <u>\$2,450</u>
Head Coach - Basketball	<del>\$1,950</del> <u>\$2,450</u>
Head Coach - Baseball	<del>\$1,950</del> <u>\$2,450</u>
Head Coach - Softball	<del>\$1,950</del> <u>\$2,450</u>

#### D. MIDDLE SCHOOL ADVISORS

Drama	<del>\$2,172</del> <u>\$2,672</u>
Newspaper	\$2,014
Student Council	\$2,014
Yearbook	\$2,014
<u>Band</u>	<u>\$2,672</u>

#### E. Intermediate Schools

Drama	<del>\$2,172</del> <u>\$2,672</u>
Student Council	\$2,014
Yearbook	\$2,014
<u>Band</u>	<u>\$2,672</u>

### SECTION 72. SPECIAL OR EXTRA COMPENSATION

A. Summer School Director	<del>\$4,573.00</del> <u>\$5,000</u>
B. Homebound Instructors	<del>30.00</del> <u>\$35.00 (\$40.00 effective 9/1/25; \$45.00 effective 9/1/26)</u>
C. Evening School Instructors	<del>30.00</del> <u>\$35.00 (40.00 effective 9/1/25; 45.00 effective 9/1/26)</u>
D. Summer School Instructors	<del>30.00</del> <u>\$35.00 (40.00 effective 9/1/25; 45.00 effective 9/1/26)</u>
E. Adult Basic Ed. Instructors	<del>30.00</del> <u>\$35.00 (40.00 effective 9/1/25; 45.00 effective 9/1/26)</u>
F. In Service Presenter	<del>30.00</del> <u>\$35.00 (40.00 effective 9/1/25; 45.00 effective 9/1/26)</u>
G. Director of Evening School	6,127.79
H. Adult Basic Ed. Director	15,083.88
I. Head Nurse - 1st 5 years	<del>3,752.58</del> <u>4,000</u>
6th year+	<del>4,045.34</del> <u>4,500</u>
J. Psychological Examiners	
1st. 5 steps	5,761.34
6th step+	6,207.76
K. Social Workers	
1st. 5 steps	5,761.34
6th step+	6,207.76
L. Guidance Counselors	
1st. 5 steps	2,063.94
6th step+	2,216.90
M. Speech Therapists	
1st. 5 steps	1,876.94
6th step+	2,016.04
N. Reading Consultants	
1st. 5 steps	1,876.94

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6th step+	2,016.04
O. Department Heads	4,800.00
P. Athletic Director	
1st 5 steps	4,470.44
6th step+	4,814.94
Q. Team Leaders	829.98
R. Unit Leaders (Includes Intermediate Schools)	272.71

SECTION 73. DURATION OF AGREEMENT

This agreement shall be in full force and effect from September 1, 2024 - August 31, 2027.

The Federation and The Board agree to exchange all proposals for a successor Agreement and to commence negotiations in conformance with State Statutes.

West Haven Board of Education                      West Haven Federation of Teachers

By: _____ Cebi Waterfield Chairperson	By: _____ Kristen Malloy-Scanlon President
By: _____ Neil Cavallaro Superintendent	By: _____

## APPENDIX A

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### CAREER INCENTIVE PLAN

#### STATEMENT OF PURPOSE

The purpose of the career incentive program shall be to attract and retain outstanding teachers and thus strengthen and improve the quality of instruction in the schools.

#### MISSION STATEMENT

Teacher Incentive Programs present various strategies to attract, reward and retain good teachers, and to motivate them to strive for excellence in their profession.

In order to retain teachers, there should be opportunity for continual professional growth, public esteem for teachers, opportunities for recognition, and a sense of collegiality among educators.

Incentives such as career options, enhanced professional responsibilities, monetary and non-monetary recognitions, and improved working conditions are some factors that may contribute significantly to enhancement of teacher performance and improvement of instruction in schools.

#### GOALS

1. To provide recognition for teacher achievement and performance.
2. To provide incentives to encourage teachers to plan and implement innovative activities in their classrooms, and to pursue training for the purpose of improving instruction and enhancing the teacher/learning environment.
3. To encourage participation by teachers in district-wide planning activities designed to improve curriculum, and to provide for district staff development activities.
4. To provide leadership opportunities for teachers within the district.

#### CAREER INCENTIVE COMMITTEE

The selection of the original Career Incentive Committee (1987-1995) was made by a seven member committee composed of members of the West Haven Federation of Teachers (AFL-CIO Local #1547), and administrator and the Assistant Superintendent of Schools.



The Career Incentive Committee consist of five teachers, one each from the K-3, 4-6, 7-8, 9-12 and special areas units. At least one of these members would have less than five years experience and at least one member with more than fifteen years of experience, and an administrator.

#### MONITORING AND EVALUATION

A permanent Career Incentive Committee will be formed to monitor and evaluate the implementation of the incentive and procedures.

#### CAREER INCENTIVE OBJECTIVES & PROCEDURES

##### 1. CONFERENCE ATTENDANCE

A commitment to encourage teachers in their efforts to enhance their professional knowledge through attendance of various conferences and workshops.

#### PROCEDURE

Applicant will complete Career Incentive Application Form Parts A, B, C, D, E and F. Submit application form to the Assistant Superintendent of Schools. More than one request per year may be submitted.

##### 2. TEACHER PRESENTER

Provide opportunities for full time tenured staff to develop and present courses, workshops and activities which meet the Continuous Education Units criteria as defined by the West Haven School System.

#### PROCEDURE

Applicant will complete Career Incentive Application Form Parts: A, C, D, E and F. Submit Application Form to the Assistant Superintendent of Schools. More than one request per year may be submitted.

##### 3. CLASSROOM MINI-GRANTS

This program is designed to provide small mini-grants for individual classroom teachers to develop, implement, or enrich a specific program unit or class' offering. This is open to all full time classroom teachers.

#### PROCEDURE

Applicant will complete Career Incentive Application Form Parts: A, C, D, E and F. Submit Application Form to the Assistant Superintendent of Schools more than one mini-grant per year may be submitted.

#### 4. COMMUNITY SERVICE AND AWARENESS

In an effort to promote mutual awareness between the certified staff and the West Haven Community, the Board will provide a teacher liaison with the press and provide the release time necessary to increase positive public awareness relative to activities and achievements of the West Haven School system.

#### PROCEDURE

Applicant will complete Career Incentive Application Form Parts: A, C, D, E and F. Submit Application Form along with a letter describing your project and how it will demonstrate to our community a greater awareness of the children that will be involved. Media releases or plans for such should also be attached. All Applications are to be submitted to the Assistant Superintendent of schools.

#### 5. RECREATIONAL WELL BEING

Recreational activities to ensure the physical and mental well being of all certified staff will be scheduled at no cost to the Board of Education.

#### PROCEDURE

The school administration will provide a person to co-ordinate the use of school facilities for those groups of teachers wanting to use gyms, pools, rinks, fields and activity areas for recreational purposes. Teachers desiring to use an activity area shall have a representative contact the Blake Building to reserve that area.

#### 6. YEARS OF SERVICE AWARD

The Board of Education shall provide a letter of congratulations and appreciation to staff members attaining significant years of service in West Haven:

- A. On attaining tenure.
- B. At the conclusion of the following years of service: 10, 20, 25, 30, 35 years.
- C. Upon having perfect attendance for each ranking period.
- D. On retirement from the school system.



#### PROCEDURE

The Administration shall be responsible for all record keeping. Final determination of all honorees will be done in consultation with the Presentation of a suitably framed certificate (s) will occur at the annual retirement dinner or other special event agreed upon by the Board of Education and West Haven Federation of Teachers no later than May 1, or each school year. Every effort will be made by the Federation and Board of Education to provide media coverage and suitable pre and post publicity for this event.

#### 7. CHILD CARE FOR DEPENDENT CHILDREN

Children of certified staff members employed by the West Haven School System will be eligible to participate in an approved system wide day care program at the staff member's cost.

#### PROCEDURE

Applicant will complete Career Incentive Application Form Parts: A and H. Submit application to the Assistant Superintendent of schools a minimum of four weeks prior to the need for child care. The Assistant Superintendent or his/her designee will maintain a list of suitable day care facilities in the City of West Haven, and will furnish the list to interested staff members.

#### 8. COMMITTEE WORK

Committee work incorporates time spent on development of programs, curricular needs and activities that promote positive growth within the West Haven School District.

#### PROCEDURE

The chairperson of any administrative approved committee meeting on a system wide (District) basis will submit to the Assistant Superintendent of schools no later than May 15 a request that the members of that committee receive recognition for the work they have done in the form of either (1) CEUs or (2) stipend (but not *both*). Committees meeting during released time or as an individual school are not eligible for a stipend. They may apply for CEUs. The amount of a stipend will be determined by the Assistant Superintendent according to (a) budgeted amount and (b) number of people receiving a stipend.

#### 9. JOB SHARING PROGRAM

Certified staff will be given the opportunity to share one full-time position for the duration of an academic year. The Career Incentive Committee will establish and develop specific criteria.

Any exiting position may be split (one-half salary and one-half benefits) to accommodate two half-time teachers. No additional full time jobs will be created for this program.

#### PROCEDURE

The attached job sharing guidelines will be followed and remain in effect for the 1995-1996 school year or until a school year that a job sharing has occurred. Recommendation for deletion or addition to any of the attached guidelines will be developed by the Career Incentive Committee and submitted to the Superintendent and West Haven Federation of Teachers for approval by April 15, 1996 with final approval of both groups made by June 1 of that year, or the year in which the job sharing has occurred.

If no recommendations are made or necessary, the attached job sharing guidelines, as written, will remain in effect.

Those teachers wanting to "Job Share" must make an application by May 1 of each school year to the Career Incentive Committee in care of the West Haven Federation of Teachers. The Career Incentive Committee will follow the agreed upon date guidelines. (See Form attached)

#### 10. MINI-SABBATICAL

A mini-sabbatical will be granted for a period of more than ten school days but not more than two consecutive marking periods. During this time, a participant will be released from~ all duties and a substitute will be hired to conduct the teacher's classes. Requests will be submitted to the Superintendent.

#### PROCEDURE

Applicant will complete Career Incentive Application Form Parts: A, C, D, E, F and G. Submit your completed form to the Superintendent of Schools in sufficient time to receive approval and make arrangements for a substitute.

## 11. TEACHER EXCHANGE

To promote a keen understanding and mutual respect for a colleague's position, tenured staff members will be given the opportunity to exchange teaching stations with another for not more than five (5) school days. All requests will be approved by the Superintendent.

### PROCEDURE

Applicants will complete the Teacher Exchange Application Form. Applicants will submit their completed form to the Superintendent of Schools of 45 days prior to the requested time.

## 12. JOB SHARING GUIDELINES

1. Job sharing option is open to any two certified bargaining unit members, \*both of whom shall remain within the bargaining unit during the time they are participating in this job share.
2. Job share is strictly voluntary.
3. Job sharing opportunities would be open after the Board had determined the staffing level necessary for the following year. Both positions of teachers volunteering to job share would, therefore, be filled.
4. The proportion of time and responsibilities of the shared job each sharing partner would fill will be determined by the teachers with input from their instructional leader.
5. The salary each would receive would be determined by the proportion of the job each teacher works. Said salary will be that proportion of the sharing teacher's anticipated total salary (including longevity, doctoral, etc.) had he/she not chosen to job share.

Example:  $40\% \times \$50,000 = \$20,000$  and  $60\% \times \$30,000 = \$18,000$  for those two job sharing teachers.

6. Cost of medical benefits would be split in the same way. Each teacher would receive the proportion of benefits which represents his/her proportion of the job share paid by the Board.

Examples: Teacher A's health benefit package would cost \$10,000 (family). Teacher A is handling 50% of a job share situation. The Board of Education will therefore budget \$5,000 for teacher A's benefits. Teacher A will have the following choices:

- 1) Apply \$5,000 toward Family Plan and pay the additional cost.
- 2) Choose to take individual only. If the coverage costs less than the amount budgeted.
- 3) Waive all medical benefits, as per Article VI, Section 52N of the contract.

7. Other benefits - same as contract.

- a. Each teacher would receive one (1) personal day. (Article VI, Sec. 42, Par. A.1.)

- b. Each teacher would split the eighteen sick days in the same proportion as the job in whole or half day amounts.
- 8. Each teacher shall advance one year in seniority and longevity for the first year they job share. In any subsequent year, seniority and longevity would be prorated.
- 9. Job sharing may be combined with a Sabbatical Leave in which case the teacher would receive full salary, provided the staff member meets all requirements for a sabbatical leave, pursuant to Article VI, Section 40.
- 10. At the conclusion of the first year of job sharing, the teacher(s) shall have the following options:
  - a. Return to original assignment
  - b. Request to renew the job share for one additional year.

At the conclusion of the second year, the teacher(s) shall have the following options:

  - a. Return to original assignment
  - b. Apply for another job share situation, which if granted, would require that they forfeit their right to their original assignment(s).
- 11. All other contract clauses, except those modified here, shall remain the same.
- \* In some instances, when a bargaining member wishes to job share, but cannot find another bargaining unit member, the Administration and the Federation may mutually agree to opening the job share opportunity to include certified teachers not presently on staff. In this case, the details will be worked out on an individual case basis involving the Federation, the Administration, and the individuals involved
- \*\* If only one teacher wants to renew, the teacher cannot simply renew, but must reapply.

Proposed procedure:

- 1. Teachers involved must make application to the Career Incentive Committee by the date specified.
- 2. Within 12 days, the Career Incentive Committee shall meet with all applicants. If the Committee has some reservations about accepting the plan, subsequent meetings- shall be planned to resolve the differences.
- 3. Within 10 days of the final meeting, the Career Incentive Committee shall recommend acceptance or rejection of the proposal to the Superintendent or his/her designee and send the same to the applicants.
- 4. Within 10 days, the Superintendent shall approve, reject or modify the recommendation of the Career Incentive Committee.

**APPENDIX B**  
**Memorandum of Understanding**

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**MEMORANDUM OF UNDERSTANDING**  
**WEST HAVEN TEACHERS EARLY RETIREMENT INCENTIVE**

**EARLY RETIREMENT INCENTIVE**

The Board will offer an early retirement package for those teachers who are eligible to retire under TRB as of June 30, 2017:

- 1) 2 years of spousal insurance coverage up to 65, or if the spouse is already Medicare eligible, 5 years of Medicare Supplemental coverage.
- 2) Contribution – same as actives.
- 3) Applications must be submitted by May 31, 2017 and shall be irrevocable.
- 4) A minimum of eight teachers must apply (Superintendent can waive his requirement if he deems there is sufficient participation).
- 5) For the duration of this early retirement incentive the Board shall continue to contribute to the retirees' HRA/HSA account(s) the same as active employees.

For the Board \_\_\_\_\_ /s/ \_\_\_\_\_ Date \_\_\_\_\_

For the Board \_\_\_\_\_ /s/ \_\_\_\_\_ Date \_\_\_\_\_



**WEST HAVEN BOARD OF EDUCATION**  
**and the**  
**WEST HAVEN FEDERATION OF TEACHERS**  
**LOCAL 1547, AFT, AFL-CIO**



**SEPTEMBER 1, 2024 - AUGUST 31, 2027**

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## **PREAMBLE**

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Whereas, the West Haven Federation of Teachers and the West Haven Board of Education believe in the importance of education for the preservation and extension of our democracy and reaffirm our common goal and mutual responsibility of providing the best education for the children of West Haven and whereas the West Haven Federation of Teachers and the West Haven Board of Education hereby declare our mutual interest in working together through the collective bargaining process to achieve our common goal of educational excellence and true professionalism, for the best interests of children, community, educational system and teachers;

Whereas, Connecticut Public Law 298, as amended, recognizes the procedure of collective bargaining as a peaceful, fair, and orderly way of conducting relations between boards of education and teacher organizations:

Thereby, in a special referendum conducted by the American Arbitration Association among the certified personnel of the West Haven School System on November 22, 1968, a majority of those voting elected as their sole representative the West Haven Federation of Teachers, and it thereby became the exclusive collective bargaining representative for all classroom teachers and other professional staff members in the unit; and

Whereas, the Board and its designated representatives have met with representatives of the Federation, and fully considered and discussed with them, as representatives of the professional staff in the bargaining unit, conditions relative to employment as required by law, it is agreed as follows:

## **AGREEMENT**

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AGREEMENT MADE AND ENTERED INTO BY and between the School Board of the City of West Haven (hereinafter referred to as the "Board") and the West Haven Federation of Teachers, Local 1547, AFTCT, AFT, AFL-CIO (hereinafter referred to as the "Federation").

## **ARTICLE I. FEDERATION RECOGNITION AND RIGHTS**

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### **SECTION 1. RECOGNITION**

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- A. The Board recognizes the Federation as the exclusive bargaining representative of all those employed in the following positions: certified classroom teachers, master teachers, special class teachers, special area teachers, evening school teachers, homebound teachers, certified nurses, basic adult education directors, summer school directors, long-term substitutes and part-time teachers. All certified teachers, excluding adult education and coaches, will be entitled to all the rights of this Agreement whether they are full or part time. There will be a separate scale for union dues for persons working less than full time.
- B. The Federation recognizes that its members, those in the public school setting and those in the non-public school setting are professionals trained to provide classroom instruction to the pupils of the city,



and to implement the educational program as determined by the Board, subject to the provisions of this agreement and Connecticut State Statutes.

## SECTION 2. RIGHTS

- A. Whereas in a democratic society it is not the goal of a school system to indoctrinate students in any particular political, religious or social points of view and in order for the teacher to present a complete spectrum of viewpoints: No religious, political or social activities of any staff member (provided such activities do not take place during his/her working day) or lack thereof will be grounds for any discipline or discrimination with respect to the professional status of such staff member.
- B. No consideration of race, color, sex, marital status, nationality, religion, creed, sexual orientation, physical disability, or any other class protected by applicable law, political or social beliefs shall be used in decisions to hire or fire any staff member. This provision may be grieved up through Step 4, but may not be submitted to arbitration (Step 5).
- C. The Board and the Federation recognize it is the responsibility of teachers to utilize varied and meaningful materials in order to successfully implement the school curriculum. Should any dispute arise regarding the use of materials related to the curriculum by any Professional Staff Member, such Professional Staff Member may request a conference to be held with the Assistant Superintendent and such Professional Staff Member's immediate supervisor. Upon request, a representative of the Federation shall be allowed to participate in such meeting.
- D. No teacher shall be disciplined except for just cause.

## ARTICLE II. BOARD'S RIGHTS

- A. The Federation recognizes that the Board has the full authority of the law to manage, control and direct the operations of the school system, subject to the provisions of this agreement and Connecticut State Statutes; including, but not limited to, the rights to assign, reassign and transfer teachers in the best interest of the school district, subject to prior notification to the Federation stating the specific reasons for the transfer and after discussion and receiving consent from the Federation for the transfer.
- B. This agreement shall be applicable to all Board-sponsored educational programs; day school sessions, evening school, summer school, homebound programs, and extracurricular activities.

## ARTICLE III. NO STRIKE CLAUSE

- A. During the duration of the Agreement, no member of the bargaining unit or representative of the Federation shall engage in, participate in, sponsor or promote any refusal to work, mass resignation, slowdown or strike.

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

## ARTICLE IV. DEFINITION OF TERMS

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### SECTION 1. TEACHING PERIODS

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Teaching periods are those periods in which the teacher is actively involved with the pupil in the act of teaching and has participated in the planning of the instruction to be conducted. It shall not include any advisory or similar periods.

### SECTION 2. PREPARATION PERIODS

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Preparation periods are those periods in which the teacher is free to utilize the time as he/she deems best.

### SECTION 3. SPECIAL AREA TEACHERS

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The term special area teacher in the regular day school instructional program comprises the following categories: teachers of music, art, physical education, industrial arts, science facilitator, technology, home economics, remedial reading, and library science.

### SECTION 4. SPECIAL CLASS TEACHER

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The term Special Class Teacher in the regular day school instructional program comprises the following categories: teachers of the emotionally disturbed, perceptually handicapped, speech and hearing impaired, physically handicapped, developmentally challenged and aphasic and the educational adjustment program.

### SECTION 5. LONG TERM SUBSTITUTE

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A teacher employed for more than forty (40) consecutive school days in the same position to substitute for a teacher absent from class or duties.

### SECTION 6. SENIORITY

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Seniority is the length of service of a Professional Staff Member within the school system. Length shall be measured from the date of the signing of his/her contract.



## SECTION 7. SECONDARY SCHOOLS

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Secondary schools shall be middle schools, intermediate schools and senior high schools.

## SECTION 8. SPECIALISTS

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Specialists are those teachers whose general conditions of employment vary from those of the regular classroom teacher in that their position is affected by physical limitations or requires a different atmosphere within which they are required to do their jobs, further specialized certification mobility or skills specific to their particular area of instruction.

## SECTION 9. TEACHER

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The term teacher as used in the agreement, except where otherwise indicated, is considered to apply to the regular professional certified employees referred to in the recognition provision hereof, and the pronoun "his" also indicates the use of the pronoun "her".

## SECTION 10. FEDERATION

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The Federation is the sole certified collective bargaining representative of Teachers as defined above, and for the purpose of interpreting the Grievance Procedure is any elected or appointed official or representative of the West Haven Federation of Teachers, including but not limited to, the staff and elected, retained or appointed representatives of the Connecticut State Federation of Teachers, ( AFTCT, AFL-CIO), and the American Federation of Teachers, (AFT, AFL-CIO), and/or any other party officially designated by the West Haven Federation of Teachers as its representative.

## SECTION 11. SCHOOL DAY

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Any day that school is in session for the minimum number of hours required by the State Statute.

# ARTICLE V. GRIEVANCE PROCEDURE

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## SECTION 1. PURPOSE

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- A. The purpose of this procedure is to secure, at the lowest possible level of employee-employer relationship, equitable solutions to problems which may arise affecting the welfare or working conditions of any teachers covered by this contract.

Accordingly, the Federation and the Board agree that during the life of this Agreement, all disputes between the Federation and the Administration, shall be settled in accordance with the provisions of this grievance procedure and that all such proceedings shall be kept as confidential as is appropriate.

## SECTION 2. DEFINITIONS

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- A. "Grievance" shall mean any claim by any Teacher, or group of Teachers, or the Federation (each category of which shall be hereinafter referred to as "The Grievant") that:
  - 1. A Teacher has been treated unfairly or inequitably; or
  - 2. There has been a violation, misinterpretation, or misapplication of any provisions of this Agreement, or any of the rules, regulations, administrative directives, policies and established practices of the Board of Education.
- B. "Federation" - See Definition of Terms.
- C. "Teachers" - See Definition of Terms.

## SECTION 3. STRUCTURE

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- A. The Federation may select a Teacher who shall have one additional free period daily for the purpose of investigating and processing grievances and for other Federation business.

## SECTION 4. TIME LIMITS

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- A. Since it is important that grievances be processed as rapidly as possible, all grievances shall be processed in accordance with the time limits specified in each step herein, and the number of days indicated at such step shall be considered as a maximum. (Such time limits, however, may be extended by written agreement between the Federation and the Board and/or the Administration) provided that no such agreement or extensions shall be made after the expiration of such time limits.
- B. If the involved teacher or the Federation does not file a grievance typewritten within thirty (30) school days after the grievant knew of the act or conditions on which the grievance is based, then the grievance shall be considered as waived. However, this time limitation shall not apply to any grievance concerning financial compensation.
- C. Failure of the Grievant at any step to appeal a grievance to the next step within the specified time periods shall be deemed to be acceptance by the Grievant of the disposition of such grievance.
- D. Failure of the Board or Administration to respond to any grievance within the specified time limits shall result in the grievance automatically being moved to the next step. The parties agree to process grievances in a prompt and expeditious manner.



## SECTION 5. REPRESENTATION RIGHTS OF TEACHERS AND THE FEDERATION

- A. No reprisals of any kind shall be taken by either party or by any member of the Administration against any participant in the grievance procedures by reason of such participation.
- B. No Grievant or other Teacher shall meet with any Board or Administrative representative without Federation representation on any matter pertaining to a formal grievance.
- C. Any meeting held pursuant to the Grievance Procedure shall be conducted in the Board Room at a time which will afford a fair and reasonable opportunity for the parties in interest to be present. Such parties to be present shall be designated by the Federation and the Board independently of each other.

## SECTION 6. PROCESSING OF GRIEVANCES

- A. Since grievances are charges or claims which originate with the filing of same by the Teacher in order to facilitate the processing of such grievance, a standard grievance form shall be prepared by the Federation with the approval of the Superintendent. Such forms may be obtained through Federation Representatives and members of the Grievance Committee.

## SECTION 7. ADMINISTRATIVE RECORD KEEPING OF GRIEVANCES

- A. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

## SECTION 8. DISPOSITION OF GRIEVANCES - SAVINGS CLAUSE

- A. No disposition of any grievance at any step below arbitration shall be contrary to any provisions of this Agreement, applicable law, or of any rules, regulations, administrative directives, policies, and/or established practices of the Board of Education or arbitration award.

## SECTION 9. PROCEDURE

### A. Step 1 (informal procedure).

Any Grievant or Teacher who feels that he has a grievance and/or the Federation, shall first discuss the problem with the school official serving as the immediate administrative superior of the Grievant or Teacher concerned.

## B. Step 2 (formal procedure)

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1. If the grievance is not resolved to the satisfaction of the Grievant and/or the Federation within two (2) school days after such discussion, the Grievant and/or the Federation may submit the grievance in writing to his immediate administrative superior who will immediately notify the Federation President of the filing of the grievance and the details thereof.
2. The Principal of the school or his designee shall be considered the immediate administrative superior if the source of the grievance originated below the level of Assistant Superintendent. Such immediate administrative superior shall submit his decision in writing and provide one copy to the Grievant and one copy to the Federation within five (5) school days after receipt of such grievance.

## C. Step 3

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If the grievance is not resolved to the satisfaction of the Grievant and/or the Federation within the time limit specified at the end of Step 2, the Grievant and/or the Federation may within seven (7) school days submit such grievance in writing to the Superintendent or his designee. Any grievance arising from the action of an official above the rank of Principal may be submitted directly to the Superintendent or his designee and processed in accordance with Step 3. Upon receipt of the grievance, the Federation and the Superintendent or his designee shall meet within ten (10) school days for the purpose of discussing the grievance. The Superintendent or his designee shall, within ten (10) school days of this grievance meeting render his decision in writing to the Grievant and to the Federation. The same process of meeting and decision making will be followed with the Board of Education.

## D. Step 4

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If the grievance is not resolved to the satisfaction of the Grievant and/or the Federation within the time limit specified at the end of Step 3, the Grievant with Federation approval and/or the Federation may, within seven (7) school days, submit such grievance to the Board. When such grievance is received by the Superintendent more than five (5) school days prior to a regularly scheduled Board meeting, the Board shall submit its disposition of such grievance in writing to the Grievant and the Federation within five (5) school days after such Board meeting. Written notice of the disposition of such grievance received five (5) school days or less before a regularly scheduled Board meeting, shall be made no later than three (3) school days after the second regularly scheduled Board meeting following receipt of such grievance. The Grievant and/or Federation may attend this Board meeting and shall have the right to state their case for the grievance.

## E. Step 5 Arbitration

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1. If the grievance is not resolved under the above grievance procedure, the Grievant with Federation approval and/or the Federation may proceed within fifteen (15) school days to arbitration, which shall be final and binding upon both parties, subject to the limitations of applicable statutes and the terms of this Agreement, which shall not be added to, deleted from, or modified in any way by the arbitrator.



2. Notice of submission to arbitration by the American Arbitration Association held pursuant to the Association's rules and regulation, (hereinafter called the A.A.A.) shall be sent by the Federation to the Board of Education through the Superintendent, by registered or certified mail with return receipt requested.
3. The A.A.A. shall hear and decide only one grievance in each case and shall make appropriate compensatory awards at its discretion. The A.A.A. shall render its decision and/or award in writing to the Federation, the Grievant, and the Board within thirty (30) days from the date of the inception of the arbitration.
4. Any charges by the A.A.A. shall be shared equally by the Federation and the Board of Education.
5. When A.A.A. arbitration hearings are held during Board of Education working hours, a single Federation Representative shall be excused without loss of pay.

## **ARTICLE VI. WORKING CONDITIONS**

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### **SECTION 1. SCHOOL YEAR**

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- A. The teacher's calendar shall not exceed 180 instructional days and 6 non-instructional days (one of which shall be prior to the first student day and reserved for teacher collaboration and set up) for a total of 186 days. Special area teachers will be scheduled on the first and last day of the school year. Non-instructional days, other than the first teacher workday and Parent Conference day, shall be utilized for professional development activities for teachers. During the course of the school year, six days shall be shortened school days for the purpose of professional development. In addition to the foregoing, new teachers shall be required to attend a three (3) day new teacher orientation prior to the first day of work for returning teachers without additional compensation. The Board may require new teachers to report two (2) additional days for a total of five (5) for which additional days new teachers shall be paid their per diem rate.
- B. Prior to the first student day, the professional staff will report for a day of general staff and department meetings and will be dismissed at the discretion of the principal, but not later than 12:30 pm.
- C. The Board shall have the right to add up to five (5) days following the close of the regular school calendar and up to five (5) days before the start of the regular school year for some or all of the professional staff provided each such staff member is notified in writing at least thirty (30) days prior to such change at the staff member's address which shall be on file in the central office. A copy of such notice shall be sent to the Federation. Compensation for such days shall be at a pro-rata of 1/186 of the teacher's salary.
- D. All teachers new to the school system shall meet with the building principals on a day in the week preceding the opening of school in September. The purpose of this meeting shall be to orient new staff members to the school and school system.

- E. This in no way shall excuse new teachers from the general staff meeting that is held the day before the opening of school. However, this will give principals an opportunity to acquaint new staff to the minute details and routine not generally discussed at the general meeting.
- F. In secondary schools all Department Heads may be requested to assist with this meeting.
- G. The Federation shall have the right to have its representative at this meeting.

## SECTION 2. LENGTH OF SCHOOL DAY (TEACHERS)

- A. The start and close of the school day shall be set annually by the Board of Education prior to the opening day of school and shall not thereafter be altered without consultation with the Federation.
- B. The Board may alter the day at its discretion in the best interest of the school children but such prerogative shall not be exercised arbitrarily.
- C. Length of School Day (Miscellaneous)
  - 1. Required office hours will be conducted per individual school policy.
  - 2. Elementary teachers shall continue, in the interest of safety and order, to supervise corridor traffic, supervise student lines to point of bus embarkation, debarkation, or school crossings, except where such duties shall be performed by Teacher Aides.
  - 3. Intermediate teachers shall continue, in the interest of safety and order, to supervise corridor traffic, supervise student lines to point of bus embarkation, debarkation, or school crossings, except where such duties shall be performed by Teacher Aides.

## SECTION 3. CLASS SIZE

### A. High School and Middle School/Intermediate School

- 1. No class size shall exceed 30 students per class and the average class size throughout the school system shall not exceed 27. (Special Education classes shall not be included when computing average class size).
- 2. Physical education classes shall not exceed an average of 30 students per period.
- 3. One aide shall work in fifth and sixth grade classes when enrollment reaches 29 students.



## B. Elementary Schools

1. No class size shall exceed 30 students per class and the average class size throughout the school system shall not exceed 27 except that the average class size for Kindergarten and grades 1, 2 and 3 shall average 26 students with no individual class for grades 1, 2 and 3 exceeding 26 and no Kindergarten class exceeding 26. (Special Education classes shall not be included when computing average class size.)
2. One aide shall work in fourth grade classes when enrollment reaches 29 students.
3. In those few instances where the Superintendent of Schools determines that a classroom is NOT available to effect compliance with the above, a fully certified teacher shall be employed to work in the affected grade.
4. The Board shall make its best effort to continue to decrease the number of combination classes.

## SECTION 4. RELIEF FROM NON-TEACHING DUTIES

- A. No teacher shall be required to prepare report cards. They shall, however, continue to input grades and other information used to generate report cards.
- B. No teacher shall be assigned to the office to perform administrative or other tasks except that he/she may undertake the same voluntarily.
- C. No teacher shall be required to correct standardized tests which can be machine scored.
- D. No teacher shall be required to perform medical duties unless warranted by an emergency condition.
- E. No teacher shall perform lavatory duty in the High School or Middle School. Once the number of teachers required for hall duty is determined by the administration, it shall be filled first by volunteers. If and only if there are insufficient volunteers, shall hall duty be assigned. No teacher shall perform custodial duties. (Custodial duties shall be defined as transporting furniture, emptying trash, sweeping floors, polishing furniture, carrying cartons of books or supplies and cleaning school property).
- F. Teachers shall be responsible for supervision in the corridors outside their classrooms during period changes in the Middle and High Schools.
- G. Teachers shall not be responsible for collecting money for any purpose with the exception of school insurance and field trips.
- H. No teacher shall be assigned to supervise central detention.

## SECTION 5. LUNCH PERIODS

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- A. All elementary and elementary special education teachers shall have a duty-free lunch for forty minutes.
- B. All secondary teachers, secondary special education teachers, Intermediate Schools and middle school teachers shall have a duty-free lunch period equal in time to that of the students.
- C. All elementary teachers shall be free to leave the building during their lunch period. Secondary, middle school and Intermediate teachers shall be free to leave the building during their lunch period after verbal notification to the instructional leader, assistant instructional leader, secretary, clerk or other employee designated by the instructional leader. In the absence of any of the aforementioned staff, the teacher shall leave written notice.

## SECTION 6. HARASSMENT

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- A. No administrative criticism and/or information of personal nature shall be divulged to anyone but the teacher involved except in cases involving the grievance procedure or dismissal procedures, except as may be required by law.
- B. No electronic or mechanical surveillance devices shall be used for the observation or evaluation of any teacher.
- C. No Department Head, Supervisor or Administrator shall observe and/or listen to a teacher's class outside the classroom. Furthermore, he shall not embarrass, reprimand or interfere with the authority of the teacher in the classroom. If the class is clearly in disorder the Administrator will consult with the teacher outside the classroom. In an emergency situation the teacher will accept any assistance offered by the Administrator.
- D. No teacher shall be put in a position where he must defend any of his policies in front of another person without prior consultation with the Administrator involved. Any teacher shall have representation at his discretion at any such meeting.
- E. Any teacher required to meet central office administrator(s) or Board members shall be told in advance the subject matter of the meeting.

## SECTION 7. INTERRUPTIONS

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- A. Interruptions in the public address system will be limited to the first four (4) minutes of each period. Paging may take place only in extreme emergencies.
- B. All messages of a routine nature shall be slipped under or affixed to the window of the classroom door.
- C. The calling of rooms to the auditorium shall proceed according to the posted time schedule.
- D. There shall be no interruptions by phone, or directly to the class except in those cases involving the checking of truants, assigning of students to class, students suspected of cutting classes, contacting



teachers who fail to respond to notes and similar matters to insure the proper administration of a school building. Such interruptions shall be limited to the first four (4) minutes for each period.

- E. No construction, remodeling or routine repairs may be made at a teacher's station during school hours if the teacher and/or department heads find it disruptive.

## SECTION 8. MEETINGS

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- A. Before school meetings shall be limited to those which can be held at no other time during the day.
- B. The number of administrator-initiated general faculty meetings shall not exceed ten (10) per year. Their duration shall be a maximum of one (1) hour from beginning of the meeting exclusive for time devoted to Federation Business. Five of such meetings may be used for Professional Development.
- C. Routine professional staff meetings shall be scheduled in advance, at the beginning of the school year, after consultation with the Federation.
- D. An agenda pursuant to "B" shall be prepared by the administrator with input from a staff member of the school designated by the Federation at least 48 hours prior to the meeting.
- E. The number of Department meetings shall not exceed ten (10) per year; their duration a maximum of forty-five (45) minutes exclusive of time devoted to Federation business.
- F. School meetings shall be conducted in a democratic manner and all teachers shall have the right to take an active part in the discussion of the agenda.
- G. Agendas for routine staff meetings (general or department) shall be distributed no later than one day prior to the meeting day.
- H. No more than one general staff or administratively directed meeting shall be held in a building on the same day.
- I. Special Class teachers shall be required to attend eight (8) after school general Special Education staff meetings and eight (8) after school Special Education department meetings. Special Class teachers shall not be required to attend staff meetings at the schools in which their programs are housed.
- J. Part time staff will not be required to attend meetings that are scheduled after school unless they are scheduled to teach during the second half of the day.

## SECTION 9. PERSONNEL FILES

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- A. Upon request by the teacher, he/she shall be permitted to examine his/her file.
- B. Access to others shall be in accordance with applicable law.

- C. The Board shall agree to continue its policy of treating these files with the highest degree of confidence permitted by law.
- D. Upon written request a teacher shall be given a copy of his/her evaluation.
- E. A copy of any information concerning the employment of any teacher, his/her conduct, or efficiency (with exception of Grievance Documents), shall be included in the personnel file. A teacher may include a written reply to such information whenever it may exist.
- F. The teacher shall have the right to answer any material filed in his/her personnel file except placement papers and recommendations, and his answer attached to the file copy. Such teacher may authorize the Federation, in writing, with a copy to the Superintendent, to review his answer.
- G. No documents pertaining to a grievance procedure shall be included in a teacher's personnel file or presented as evidence to support a decision regarding reemployment, promotion, assignment or transfer. All matters pertaining to a grievance shall be treated as confidential material by the Board and Federation, to the extent permitted by law.
- H. All teachers shall be notified, in writing, when material is to be filed in their personnel files. Exceptions shall include the "Supplement to Instructional Personnel Record," "Teacher's Annual Salary Agreement," routine evaluations, transcripts, carbon copies of letters, forms and similar items the original of which has been sent to the teacher, "Advanced Professional Study Approval" forms, retirement applications and professional certificates or copies.

## SECTION 10. CONFERENCE

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- A. Two conference days shall be scheduled at which time teachers shall meet with parents. The first of these shall be scheduled from the hours of 9:00 - 12:00 noon and 6:00 - 8:30 p.m. with no school scheduled for this day. The second shall be scheduled from 6:00 p.m. - 8:00 p.m. with school in session for four hours. The second date shall be set when the school calendar is adopted so that there is uniform scheduling of parent conferences. The Board shall schedule such conference days to insure that conference days at the High School, Middle Schools, Intermediate Schools and Elementary Schools do not occur on the same day.
- B. No teacher shall be called out of class to talk with a parent, salesman, or other visitor.
- C. No teacher shall be required to join or participate in Parent Teacher Student Associations (P.T.S.A.) and/or Parent Teacher Associations (P.T.A.).
- D. No specialist shall be required to be in the school building on conference days unless scheduled for a conference provided, however, that the specialists notify the parents that he/she is available for a scheduled conference in advance.
- E. Special Education and Elementary School teachers shall schedule conference with parents on conference day. However, Special Education and Elementary Teachers shall not be required to remain in the school building or report to their buildings if no parent conferences are scheduled for any session of such conference days.



- F. Intermediate School Teachers shall schedule conference with parents on conference day. However, Intermediate Teachers shall not be required to remain in the school building or report to their buildings if no parent conferences are scheduled for any session of such conference days.

#### SECTION 11. INTRA-SCHOOL SCHEDULING AND ASSIGNMENT

- A. No later than March 1, programming preference sheets shall be distributed to all teachers. The teacher may indicate his preference and level, subject, grade, and other particulars. All preference sheets shall be returned no later than March 15th to the principal who shall consider the teacher's preparation, experience and seniority in preparing the master schedule.
- B. Prior to the first posting of job openings for the next school year, teachers shall be given their tentative program for the following year. It shall include the subject, grade to be taught, level and room number. The Federation recognizes that the Board cannot be held responsible for errors or delays in Data Processing.

#### SECTION 12. HOLIDAY DISMISSALS

Four-hour sessions on the day preceding Thanksgiving and Christmas holiday shall be scheduled.

#### SECTION 13. RELEASED TIME

- A. Released time shall be provided when teachers are required by the administration to visit other schools, conventions, and workshops within and without the system.
- B. Teachers may request released time for purposes enumerated above subject to approval of the Superintendent.

#### SECTION 14. HEALTH AND SAFETY STANDARDS

- A. All teachers and children shall be relocated or sent home by the principal, subject to Superintendent's approval, when the Federation and school administration, by mutual agreement, deem that room temperature, ventilation, or other conditions become incompatible with health and/or safety. In the event the Federation and the administration disagree the West Haven Department of Health shall be consulted immediately and that department's recommendation made binding. Days not satisfying the minimum requirements of State Statutes shall be made up to satisfy the 180 day requirement of the law.
- B. Every reasonable effort shall be made to keep stairs, sidewalks, and parking areas free of snow, ice and other unsafe conditions prior to the opening of school. In the event of a conflict in definition of "unsafe conditions" the steps outlined in Part "A" above shall be followed.



## SECTION 15. CLOSING OF SCHOOLS

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- A. Television stations and district phone notifications shall be notified no later than 6:30 a.m. if school is to be closed due to inclement weather or other emergency conditions.
- B. When school is closed during the day due to emergency conditions, elementary school teachers may leave the building as soon as all of the children from the classroom have been transported home. In middle and high schools, teachers may leave when duties, as determined by principals, are accomplished.

## SECTION 16. HIRING OF PROFESSIONAL STAFF

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- A. Only those teachers who have received a Bachelor's Degree and are Certified or approved by the State of Connecticut upon the request of the Superintendent shall be hired as permanent staff by the West Haven Board of Education to teach in that City.
- B. Upon the completion of forty (40) consecutive school days of teaching in the same position, a long term substitute shall be placed on "step one" of this B.S. teacher salary schedule and accumulate 1 1/2 paid sick days for each month's employment thereafter. Upon the completion of ninety (90) consecutive school days of teaching in the same position, a long term substitute shall receive all benefits provided for in Article VI, Section 52 ("Health and Other Benefits") Paragraphs A, B, C, D, E, G, H, and I. All non-economic provisions of the contract shall apply to long term substitutes except layoff, recall and transfer positions.

All teachers shall be hired at step one of the wage scale in the appropriate degree classification; provided, however, the Superintendent may, in his discretion, credit new hires up to one step for each year of teaching experience and/or other comparable related experience.

## SECTION 17. IMMUNIZATION SHOTS\*

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- A. The Board shall provide immunization shots to each teacher annually, without cost to the staff member. Notification of such shots shall be sent to each teacher at least two (2) days prior to the administering of the shots, stating the times and locations of their distribution.
- B. Participation in this program shall be entirely voluntary.

\*(Cold shots, Flu shots, and any other necessitated by a prevailing epidemic).

## SECTION 18. STUDENT GRADES

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- A. The grade entered into any pupil's record by his teacher shall not be changed by anyone except the teacher.
- B. A student's grade level may be changed upon consultation with the following: psychological staff, guidance counselors, social workers, and teacher(s) involved.

## SECTION 19. STUDENT TEACHERS

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- A. Each teacher shall have the right to accept or reject a student teacher or student observer.
- B. No student teacher shall be assigned to a teacher who does not have permanent certification in his field.
- C. Each student teacher shall be assigned to cooperating teachers in an equitable manner according to qualifications, experience and seniority of the master teacher, in that order. Where qualifications and experience are approximately equal, seniority shall prevail.
- D. Each cooperating teacher and the sending institution shall determine when a student teacher is able to conduct the class without the continuous presence of the cooperating teacher.
- E. Each cooperating teacher shall be informed of his remuneration and the other particulars of his assignment no later than ten (10) days after this information has been received by the administration.

## SECTION 20. FINAL EXAMINATIONS

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- A. Final examinations may be required. The school principal, the guidance department and the teaching staff shall cooperatively determine the subject areas in which final examinations will be given, the "weight" of the exam, and the schedule for giving exams, subject to the final approval of the Superintendent or his delegate.
- B. In all West Haven Schools, the last 4 days of the school year for the High School and the last 3 days of the school year for the middle, intermediate Schools and elementary schools consist of 4 hours each day for students. All teachers shall have a full work day except that they shall be free to leave school one hour early on such days in lieu of taking a lunch period, provided that the exercise of this option is by the entire staff of any one school.

## SECTION 21. TEACHER PROTECTION

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If a teacher is absent from school as a result of personal injury arising out of his employment, (provided the teacher is not negligent), he shall be paid his full salary (less workmen's compensation award when such award goes into effect) for the period not to exceed one calendar year from the date of injury. Such absence shall not be charged to his annual or accumulated sick leave.

## SECTION 22. ADDITIONAL SCHOOL FACILITIES

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- A. A copy machine, in good working order and well supplied available to all professional staff members to use any time that the school is in session.
- B. A lunch room and faculty lounge, appropriately furnished, comfortable and clean, where possible restricted from student use, and with vending machines for soft drinks, and coffee, unless otherwise provided. Vending machines shall be provided with the concurrence of vending companies.



- C. The Board shall continue to maintain refrigerators and cooking facilities in each professional staff room in buildings where there is no cafeteria or other kitchen facilities.
- D. An individual mailbox shall be provided for each teacher. Special area teachers shall have the right to determine at which school their permanent mailbox shall be located.
- E. Chalkboards/whiteboards shall be provided for band and chorus rooms and other rooms where no chalkboard/whiteboard is presently available.

#### SECTION 23. SUMMER SCHOOL

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- A. Professional Staff Members from previous summer school shall be given preference in summer school positions in their area of certification.
- B. Professional Staff Members from the previous year's regularly appointed professional staff shall be given first opportunity to fill any vacancy in their certified areas which exists in the faculty of the summer school.
- C. Professional Staff Members employed by the West Haven Board of Education shall be given first opportunity to fill any vacancy in the summer school program.

#### SECTION 24. ADULT EDUCATION

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- A. Conditions set forth above for the summer school program shall also apply for the Adult Education program.

#### SECTION 25. CLASSROOM KEYS

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- A. Each teacher shall have the right to possess a key to his classroom and shall not be required to turn in same except at the end of the school year. Lost keys will be replaced at the teacher's expense.
- B. However, the following rooms may be designated as maximum security rooms: shops, science rooms and rooms with business equipment. Teachers who use these rooms during the school day shall pick up their room keys at the start of the school day and return them before they leave for the day.

#### SECTION 26. STUDENT PHYSICAL AND EMOTIONAL PROBLEM-NOTIFICATION TO TEACHER

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- A. Any classroom or special area teacher who has been assigned students with physical or extreme emotional problems shall be notified of their names at the beginning of each school year when that information is available to the school administrator. They shall also be informed of measures to be taken in cases of extreme emergency.

#### SECTION 27. [RESERVED]

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## SECTION 28. PROHIBITION ON USE OF STUDENTS

- A. No person or group of persons covered by this agreement will organize, incite, or otherwise use student groups as advocates or conduits to promote, support or otherwise endorse matters pertaining to, but not limited to, teacher disputes, negotiations, or grievances.

## SECTION 29. TEACHER RELIEF BY SPECIAL AREA TEACHERS

- A. Teachers shall be free to leave their classroom when special area teachers are working with their pupils. These periods shall be considered preparation time.
- B. The Special Area teachers shall be assigned to duties in accordance with the following order of priorities:
  - 1. To increase elementary school preparation time to nine (9) preparation periods per ten day cycle, one of which, per twenty day cycle may at the principal's direction be used for administrative duties including meeting with administrators and/or other staff or for PPTs.
  - 2. To provide preparation time for the special area teachers themselves.
- C. Part time teachers (working less than a .5 FTE) shall receive one-half of the preparation periods as full time teachers at the same grade level receive.

## SECTION 30. TEACHING WORK LOAD

- A. No teacher shall teach outside his area of certification except with special approval by the State Department Office of Teacher Certification.
- B. Each Department Head shall teach at least one lower ability grouping.
- C. Each Special Class Teacher shall have at least one (1) preparation period per day.
- D. Each teacher employed in the Intermediate School, Middle School, or High School shall be scheduled at least one (1) preparation period per day. Where possible those shall be equal in length among the teachers in each school. Each classroom teacher employed in the Elementary Schools shall have at least nine (9) preparation periods, of forty (40) minutes, during each ten (10) day cycle. All special area teachers shall be scheduled and the Board shall use its best efforts to obtain substitute teachers for special area. (See Article VI, Section 36). Part time teachers (working less than a .5FTE) shall receive one-half of the preparation periods as full time teachers at the same grade level receive.
- E. An advisory policy regarding the purchase of consumable supplies will be established by a joint committee consisting of two (2) members approved by the Board and two (2) members approved by



the Federation prior to September 1, 1982, which policy shall, however, not be binding upon the Board.

## SECTION 31. TEACHING A NON-SCHEDULED CLASS

### High School and Middle Schools

Thirty-five dollars (\$35.00) per period will be paid to teachers who teach non-scheduled classes when scheduled either for hall duty or a free period. The aforementioned rate of pay for all schools shall increase to forty dollars (\$40.00) effective September 1, 2025 and shall increase to forty-five dollars (\$45.00) effective September 1, 2026.

### Elementary Schools

Thirty-five dollars (\$35.00) will be paid to any teacher who must teach non-scheduled students for any part of the morning. Thirty-five dollars (\$35.00) will be paid to teachers who must teach non-scheduled pupils for any part of the afternoon session notwithstanding the number of extra pupils assigned. The aforementioned rate of pay for all schools shall increase to forty dollars (\$40.00) effective September 1, 2025 and shall increase to forty-five dollars (\$45.00) effective September 1, 2026.

### Intermediate School

Thirty-five dollars (\$35.00) will be paid to any teacher who must teach non-scheduled students for any part of the morning. Thirty-five dollars (\$35.00) will be paid to teachers who must teach non-scheduled pupils for any part of the afternoon session notwithstanding the number of extra pupils assigned. The aforementioned rate of pay for all schools shall increase to forty dollars (\$40.00) effective September 1, 2025 and shall increase to forty-five dollars (\$45.00) effective September 1, 2026.

## SECTION 32. LEAVING THE BUILDING

- A. Each teacher shall be free to leave the building during his scheduled preparation periods or preparation periods provided he/she signs out and then back upon return in a log kept for such reasons. In the absence of any of the aforementioned staff members the teacher shall leave written notice. Should his free period or preparation period be the last period of the day, he shall return to the school at the end of said period.

## SECTION 33. HOMEROOM ASSIGNMENTS

- A. Inverse seniority shall be the primary consideration in assigning homerooms to each teacher. Homeroom assignments shall be on a rotating basis so that each teacher will have the opportunity to have a homeroom.

## SECTION 34. SPECIAL EDUCATION

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- A. Special education classes shall be provided all special services of the elementary schools by the Supervisor of Special Education. The Supervisor of Special Education and the Special Services teachers shall schedule conferences to discuss each special class so as to familiarize the teachers with the specific needs of the exceptional children.
- B. Special Education classes shall be held with no more than four (4) classes of the same nature in a particular building.
- C. There shall be provided a minimum of one (1) full-time homebound teacher for Special Education.
- D. No person without certification in Special Education supervision shall be allowed to evaluate or supervise a Special Class unless otherwise agreed upon by the Supervisor of Special Education.
- E. Special Education teachers shall be permitted to set up their classes as they see fit according to the nature and needs of the student, subject to approval by the Supervisor of Special Education.
- F. The students of high school and middle school Special Education Classes shall be assigned to a regular homeroom unless otherwise recommended by the Special Education teacher and the Supervisor of Special Education.

## SECTION 35. SICK LEAVE AND SICK LEAVE BANK

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- A. Each teacher shall be granted annually fifteen (15) days of sick leave with full pay. The accumulation of unused sick leave shall be one hundred and sixty-seven (167) days. Part time teachers working less than five (5) days per week, shall be granted seven and one-half (7.5) sick days per year cumulative to eighty-three and one-half (83.5) days. Part time teachers working five (5) days per week shall be granted the full number of sick days, however a sick day shall be based upon the number of hours in the employees usual work day.
- B. Each teacher shall be permitted to participate, on a voluntary basis, in the sick leave bank (See Section 67).
- C. The Superintendent of Schools, or his duly authorized designee, may require at any time, the submission of medical proof of illness and recovery either by the staff member's own physician or by a physician named by the Board at its own expense.

## SECTION 36. SUBSTITUTE PROCUREMENT

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- A. The policy of reporting absence from school will be to call the sub-finder (or any replacement system) as soon as possible but no later than 7:00 a.m. the day of the absence in the case of elementary or intermediate school and by 6:30 a.m. in the case of middle and high school.



- B. Teachers may request a specific substitute be hired for their replacement if that substitute is available.
- C. Any Professional Staff Member on leave may be hired as a substitute upon his request. Such substitute service shall not constitute a termination of leave.

## SECTION 37. QUARANTINE

- A. No Professional Staff Member shall lose salary and/or other rights when subject to quarantine by a competent medical authority, subject to review of the individual case by the school medical advisor and/or the Health Department of the Staff member's town residence.

## SECTION 38. LEAVES WITHOUT PAY AND RECALL PROCEDURES

- A. Leaves of absence, without pay, shall be granted for advanced study, Peace Corps service, teacher corps service, child rearing (natural or adoptive), extended sick leave and exigent circumstances. Such leaves shall be limited to one school year.

- 1. Upon the expiration of said leave, teachers shall:

- a. Retain accumulated sick days, seniority and other benefits earned prior to the commencement of the leave.
- b. With respect to all leaves, except child rearing leaves, have recall rights as set forth in Section 53; C hereof, except that said rights shall be for a period of one (1) year only.

(1) Teachers on pregnancy disability will notify the Superintendent of Schools or his designee within thirty (30) days after the birth of her child as to whether she is returning to her position after the period of disability or is taking a child rearing leave.

(2) Teachers on child rearing leave shall be reinstated to a position in the bargaining unit within grade classification as follows: K-4, 5-6, 7-12

(3) Reinstatement shall occur only on either the first day of the school year or the first day of the third marking period, between which the one year child rearing leave terminates. The teacher's return date shall be determined by the teacher by notifying the Superintendent of Schools or his designee no later than two months before the first of their two possible return dates of their intent to return to a teaching position and the date on which they intend to return.

(4) Other teachers who qualify for child rearing leave will notify the Superintendent of Schools or his designee within 30 days of the birth or adoption of the child if the teacher is taking child rearing leave.

(5) Failure to notify the Superintendent of Schools or his/her designee within the prescribed time shall result in the waiver of the teacher's reinstatement.



2. During said leaves of absence, teachers shall be allowed to maintain all insurance coverage provided in Article VI, Section 52, by paying group rates directly to the Board for a period not to exceed two (2) years.

#### SECTION 39. MILITARY LEAVES

- A. The Board upon prior notification, shall grant a leave for military service without pay for the duration of that service. Each Professional Staff Member shall be granted such leave and upon his/her return, receive full service credit toward seniority, longevity, appropriate annual salary increment (maximum of two) and all privileges and benefits.
- B. Nothing contained in Paragraph 39 and 40A above shall operate as a limitation upon or derogation of reemployment rights and incidents thereto guaranteed by law.

#### SECTION 40. [RESERVED]

#### SECTION 41. MATERNITY LEAVE

- A. The Board agrees to follow the Federal Guidelines on Maternity Leave for School Employees.
- B. Any period of disability arising during a maternity leave shall be treated as a temporary disability and the teacher shall be entitled to retain fringe benefit coverage and to use accumulated sick leave which shall be paid as follows:
  1. For teachers not receiving child rearing leave pursuant to Article VI, Section 38, maternity (sick) leave shall be payable in accordance with the teacher's regular payroll schedule.
- C. For the duration of the maternity leave, teachers shall receive all insurance coverages provided for in Article VI, Section 52 "Health and Other Benefits." (See, also, Section 38; A;1;c hereof)

#### SECTION 42. PERSONAL DAYS

- A. Each Professional Staff Member shall receive three (3) strictly personal days per year, two of which may be taken without providing reasons and one of which shall be for personal business which cannot be concluded outside of the school day and is approved by the Superintendent, which request will not be denied, arbitrarily or capriciously. Part time teachers working less than five(5) days per week shall receive one (1) strictly personal day per year.
- B. Notice shall be given forty-eight (48) hours in advance when such leave is taken, except in cases of emergency.
- C. These days shall not be taken for vacation purposes.

- D. Personal day forms shall not have to be notarized.

#### SECTION 43. OTHER LEAVE PROVISIONS

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- A. The following leave days shall be granted with no loss of pay:

1. Compulsory court appearances. Such leaves shall be defined as those appearances required by subpoena bond, summons, or personal recognizance. (5 days per year).
2. Compulsory Jury Duty. Such leave shall be unlimited with full pay (less amount paid for jury service). Whenever teachers are summoned for jury duty:
  - a. The teacher will send copies of the complete original summons form to the Superintendent's office;
  - b. The teacher will send to the Superintendent's office a copy of the final postponement notice, disqualification notice or standby notice, whichever determines the final date of appearance, to verify the court's decision.
  - c. Compensation paid by the court for jury service during the work year will be submitted promptly to the Superintendent as these amounts are paid to the teacher.
3. Death of spouse, child, sibling, parent, domestic partner, mother-in-law, father-in-law, stepmother, stepfather, stepsister, stepbrother, stepson, stepdaughter, grandparents and grandchildren. (5 days per year).
4. Death of aunt, uncle, brother-in-law, sister-in-law, niece or nephew. (1 day per year). For purposes of this section the term "domestic partner" refers to an individual who has executed an affidavit in accordance with this provision, certifying, under the penalty of perjury, that he or she:
  - (a) Is in a relationship of mutual support, caring and commitment, and intends to remain in such relationship for the indefinite future.
  - (b) Is not married to anyone else.
  - (c) Is his/her domestic partner's sole domestic partner, and vice versa.
  - (d) Is not related by blood to the domestic partner closer than would bar marriage in the State of Connecticut..
  - (e) Is at least 18 years of age and competent to contract..
  - (f) Shares a legal residence with his/her domestic partner, and has shared a common legal residence for at least 12 months prior to the execution of the affidavit.



- (g) Is jointly responsible with his/her domestic partner for maintaining common household.

The evidence of mutual dependence shall be any two of the following:

- Ownership of a joint bank account
- Ownership of joint credit card
- Evidence of a joint obligation on a loan
- Evidence of a common household (household expenses, e.g., utility bills, telephone bills, joint public assistant budget, etc.)
- Joint ownership of a motor vehicle
- Execution of wills naming each other as executor and/or beneficiary
- Granting each other durable power of attorney
- Granting each other powers of attorney
- Designation by one or other as beneficiary under a retirement benefits account
- Evidence of other joint responsibility

And shall provide either

- A joint mortgage or lease, or
- Joint ownership of a residence, or
- Comparable evidence of a permanent intent to cohabitate

This provision shall only apply to employees in a domestic partnership as of August 31, 2024.

5. Other funerals. (2 days per year without pay).
6. Religious Holidays. One (1) day per year only for the observation of a recognized religious holiday which requires absence during the work day.
7. Compulsory Military Duty of no more than two weeks.
8. Teachers who are members of the Military Reserve and who are required by military authorities to undergo their annual two-week field training during the school year shall be paid the difference between their teacher's salary and that salary received from the Military Reserve for the period engaged in field training. A voucher attesting to the salary paid by the Military Reserve must be presented to the Superintendent of Schools before the differential in salary will be paid. The teacher will use his/her best efforts to have his/her military field training scheduled during the summer months when school is not in session.

#### SECTION 44. FEDERATION LEAVE

- A. Any officer of the Federation shall upon written application be given a leave of absence without pay, not to exceed one (1) school year, for the purpose of performing duties for the Federation. Such officers shall receive one (1) salary increment on schedule appropriate to his rank.

## SECTION 45. UNION LEAVE

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- A. The Federation shall receive four (4) paid leave days per year for the purpose of Union Business.

## SECTION 46. FEDERATION RIGHTS

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- A. The Federation may use existing bulletin boards.
- B. Any Professional Staff Member has the right to put any communication, book, leaflet, or newspaper into any and all staff members' mailboxes. Teachers who elect not to receive communications other than those generated by the Administration or the Federation, or which are official school business, shall sign a waiver indicating such. Upon the election of said waiver, a sticker shall be placed on the mailbox indicating that they do not wish to receive any other mail.
- C. The Federation shall be given a place at the end of all administrator-initiated meetings for announcements. No administrator shall remain present during this portion of the meeting.
- D. The recruitment of Professional Staff membership in any teachers' organization shall be the sole right and responsibility of the Professional Staff Member. No Administrator shall participate in the distribution of recruitment materials or in the collection of funds for any teacher organization.
- E. The Federation, the Board of Education, and administrators, shall not engage in any unfair labor practice.
- F. The Federation shall have the right to call meetings of their membership at any time (other than during school hours) it deems necessary.
- G. The negotiation team of the Federation shall be excused from duty with no loss of pay for school time when required by the Board or its representatives to be present for negotiations or other meetings.
- H.
  - 1. The Federation shall have the right and responsibility to act with the City Comptroller in setting up all procedures and policies in regard to payroll deductions for the Federation. The Federation shall secure authorizations from its members for the withheld sums due the Federation.
  - 2. The Board of Education agrees to provide payroll deduction benefits to the Federation for professional organization dues and for one Federation insurance program. The insurance program may be either an accident and health or a life insurance program.
- I.
  - 1. The Federation shall provide the Board of Education with a list of those teachers desiring to pay Federation dues and executing a written authorization. Payments for new employees shall commence, within thirty (30) days following the effective date of employment.
  - 2. Employees on leaves of absence must make suitable arrangements in advance of such leave to pay the representation fee or Federation dues directly to the Federation.
  - 3. The Federation shall indemnify and save the Board and/or the town harmless against all claims, demands, suits or other forms of liability, which may arise by reason of any action taken in making deductions and remitting the same to the Federation pursuant to the Article.



4. The Federation may add or subtract from any such list so long as notice is provided prior to or on the first school day of each month. Such changes should be effected on the paycheck next following.
  5. The Federation will receive its payroll deduction check on the same day as the regular issuance of paychecks.
  6. The Board shall cooperate with the Federation in securing from the City Comptroller as many deduction categories as may be requested by the Federation. This provision, however, does not extend the Board's responsibility for providing to the Federation at least two payroll deduction categories.
  7. At the beginning of each school year, the Board shall provide the Federation with an alphabetized list of Federation members or payroll deductions. To the extent, as provided by the City Comptroller, the Board shall send to the Federation its payroll deduction sheets in alphabetized form.
- J. The Federation shall have the right to address any meeting of new or beginning staff members prior to the opening of school for the express purpose of explaining the aims and activities of the Federation.
  - K. The Federation shall have the right to address the general orientation meeting for all Professional Staff Members.

#### SECTION 47. INFORMATION TO FEDERATION

- A. The Board shall make available to the Federation upon request all information, statistics and records which are pertinent to negotiations, grievances, or necessary for the enforcement of this agreement. If, in the opinion of the Board, the information requested is privileged, the Board shall release such information only after receiving a written release from the teachers(s) involved.
- B. The President of the Federation shall be furnished a copy of the agenda for every Board meeting two calendar days in advance of each regular meeting. If any additions to the agenda are made at the last moment the Federation shall be given a copy of such additions.
- C. The Board of Education shall publish and provide for each school building one copy of its current policies and by-laws. Upon a revision of said policies and by-laws, the Board shall provide, as soon as conveniently possible, for each school building a copy of any such revision. The copy and revisions thereto, so provided, shall be maintained in the library room of each school. One copy shall also be sent to the Federation.

#### SECTION 48. SCHOOL COUNSELORS

- A. School Counselors, shall be required to work up to five (5) days after the end of the school year, which days shall be agreed upon with the Principal. School Counselors shall be paid at the summer school rate provided in Section 72D in addition to the stipend in Section 72L for work performed during the five (5) days. If a School Counselor is asked to work more than five (5) days beyond the work year,, they shall be paid at the summer school rate provided in Section 72D for such additional

days. The additional five (5) days shall be agreed upon by the School Counselor and the Superintendent or his/her designee.

- B. The School Counselor's work day shall be the same as that of the classroom teacher unless the principal directs otherwise. In such instances, the schedule shall be consistent with recent past practice.
- C. Each School Counselor shall be provided with his/her own telephone extension and with adequate storage space, file cabinets and book cases.

## SECTION 49. PROMOTIONAL POLICIES

- A. No person shall be hired for any position unless he/she meets all listed specifications.
- B.
  - 1. Administrative positions or any other positions calling for a differential or ratio payment above that of a classroom teacher's salary shall be posted for a period of seven (7) school days, if the opening occurs prior to seven (7) school days of the closing of schools in June.
  - 2. Should such openings occur after the closing of schools in June, the posting will be open for a period of twelve (12) calendar days. Notice of such openings will be sent out with the most recent of three (3) pay checks beginning with the second paycheck in July. Notices of such openings will be mailed one time for each position.
  - 3. Any teacher who receives a lump sum payment in July must supply the Board of Education with three (3) stamped self-addressed envelopes if they wish to receive these postings.
  - 4. Any candidate shall be allowed to apply for more than one position.
- C. First preference shall be given to candidates within the school system.
- D. All appointments shall be made without discrimination in regard to age, race, creed, religion, nationality, sex, marital status, other legally protected class or political beliefs.
- E. The Board agrees to establish and maintain similar promotional qualifications for similar positions.
- F. It is understood by the parties that race, color, sex, marital status, nationality, religion, creed, sexual orientation, physical disability, or other legally protected class or political beliefs shall not be used in determining the order of staff layoff or recall from layoff.
- G. The provisions in D and F above may be grieved through Step 4 of the grievance procedure but may not be submitted to arbitration (Step 5).

## SECTION 50. DEPARTMENT HEADS

- A. Department Heads shall carry a full teaching load. They shall be paid a stipend of \$9,800 for responsibilities which they must carry out outside the regular work day and work year. The parties agree that there are some duties Department Heads need to carry out during the regular work day, including but not limited to, classroom/teacher observation, collaborative meetings and evaluations.



- B. Department Heads shall be present during interviews of new teachers, including during the summer months, except when it conflicts with their teaching periods or when they are unavailable.
- C. The Special Education and Related Services Department Head will be paid a stipend of \$4,800 for serving as the PPT Coordinator.

## SECTION 51. SOCIAL WORKERS

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- A. The work load shall not exceed that which would necessitate working more than seven (7) hours per day.
- B. Recruitment policy shall be directed toward the employment of additional social workers.

## SECTION 52. HEALTH AND OTHER BENEFITS

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- A. Employees and eligible dependents (if the employee works .5 FTE or more) shall be eligible to participate in the medical insurance plan summarized below.
- B. The Board shall provide health insurance benefits through the Connecticut Partnership Plan 2.0. In the event the CPP becomes cost prohibitive, the parties further agree to meet and confer and explore other more cost effective options.
- C. Employees shall contribute towards the cost of health and dental insurance as follows:

2024-25	20.5%
2025-26	21.0%
2026-27	22.0%

In addition to the cost-share contribution set forth above, any additional costs incurred by the Plan for a members or spouses non-compliance with the HEP requirement of the Plan shall be borne by the member.

- D. Full Service dental plan, dependent child rider, Riders A, B, C and D.
- E. Vision Care Endorsement 98.
- F. Group Life insurance coverage - \$50,000.00 for permanent full time staff members and \$25,000.00 for permanent half-time staff members. Employees may purchase, at their expense, however at group rates, up to \$25,000 of additional life insurance for full time employees and up to \$12,500 of additional life insurance for half-time employees, provided the Board's insurer allows.
- G. Tax Shelter Annuity Programs - The Board shall continue its present policy of making the Tax Shelter Annuity program available to all professional staff members.



- H. A teacher who resigns to accept a new position is entitled to appropriate medical benefits through August if he fully performed his contractual obligations to the school system.
- I. If required by law the board shall pay into the State's Unemployment Insurance Fund the statutory amount for each professional staff member.
- J. Teachers who retire after twenty (20) years of teaching in West Haven shall continue to receive, for a period of five (5) years after their retirement, all of the "Health and Other Benefits" provided to active teachers, provided they pay a cost share equal to that paid by active teachers; for which they are acceptable to the carrier on an individual basis. Such teachers, however, shall be allowed to continue family coverage for which they are acceptable to the carrier by paying the additional group rate directly to the Board. Teachers retiring on or after September 1, 2004, shall be eligible for up to an additional five (5) years of such coverage. For each year, up to five, of additional coverage, the teacher shall forfeit 20% of the severance benefit to which she/he is entitled under Section 60 of this article. When such Board paid benefits cease, the teacher shall be allowed to continue individual or family coverage, for which they are acceptable to the carrier, by paying the group rate to the Board.
- K. The Board agrees to pay each teacher who agrees to waive all of the medical insurance benefits provided in Sections A, B & C the amount of \$2,500 annually. Where there is a change in a teacher's status, such as, but not limited to, a change in the spouse's employment or changes in the spouse's benefits program, the waiver may, by written notice to the Board of Education, be revoked. Upon receipt of revocation of the waiver, coverage shall be reinstated subject to any regulations or restrictions including waiting periods which may be in effect. Depending upon the effective date of coverage a pro-rata adjustment shall be made between the teacher and the Board. In the event the teacher resigns prior to the end of the school year, a pro-rata adjustment shall be made. Pro-rata payment based on date of waiver. Teachers who receive insurance from the Board or the City through a family member shall not be entitled to the stipend, provided, however, those employees receiving the stipend as of August 31, 2024 shall not be subject to this restriction.
- L. The West Haven Board of Education may provide insurance programs as described in this Article for bargaining unit members through alternate carriers or through self-insurance. In no case shall the programs (meaning coverages, benefits and administration, i.e., timeliness of payments and claims processing) provided through alternate insurance carriers, through self-insurance or through a combination of such alternatives be less than the programs available to teachers under the group health insurance policies described above. Should the Board of Education desire to change insurance carriers, prior to any such change the Federation shall be notified and given forty-five calendar days to review the proposed changes. Should the Federation and the Board disagree that the coverage, benefits and administration to those provided by the programs described elsewhere in this agreement, arbitration as set forth under Article V of this agreement may be implemented at the request of the Federation. Such arbitration shall take place before an impartial arbitrator with expertise in insurance.

There shall be no change in carriers prior to the decision by the arbitrator.

- M. Teachers working part time (less than a .5 full time equivalent position, shall be eligible for single insurance coverage only.

## SECTION 53. REDUCTION IN FORCE

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A. **Definition:** As used herein the term "teacher" shall apply to any employee of the Board of Education who holds a certificate issued by the Connecticut State Board of Education and is employed in a teaching or administrative position below the rank of superintendent.

B. **Procedure:**

1. The determination of which teachers' contract shall be terminated due to elimination of position shall be made on the basis of system wide seniority. For example:
  - a) If a position is eliminated at the elementary level, the least senior teacher at the elementary level shall be the displaced teacher.
  - b) If a position is eliminated at the intermediate school level, the least senior teacher in the intermediate school level who is certified in the eliminated position shall be the displaced teacher.
  - c) If a position is eliminated at the middle school level, the least senior teacher in the middle school level who is certified in the eliminated position shall be the displaced teacher.
  - d) If a position is eliminated at the high school, the least senior teacher in the department in which the position is eliminated shall be the displaced teacher.
  - e) If a position is eliminated in an area that receives extra compensation (i.e. guidance counselors, psychological examiners, social workers, speech therapists), and reading consultants, the least senior teacher in the area that receives extra compensation shall be the displaced teacher.
  - f) If there is a vacancy available within the displaced teacher's area(s) of certification, the displaced teacher will be transferred into that vacancy. If more than one vacancy exists, the displaced teacher(s) will have first choice of those positions for which he/she is certified, unless such choice results in any other displaced teacher being laid-off.
  - g) When no vacancies for which the teacher is certified exist, the teacher will bump the least senior teacher within his/her area(s) of certification.
  - h) In those rare instances where the removal of the least senior teacher leaves a vacancy for which the senior teacher is unsuitable, in the opinion of the Superintendent of Schools, the Superintendent will assign the senior teacher to another position to which he or she is certified.
  - i) Nothing herein shall require the promotion of a teacher to a position of higher rank, authority or compensation, although the teacher whose contract is to be terminated is qualified and/or certified for the promoted position.



**C. Recall Procedure:**

1. The name of any teacher who has been laid off because elimination of position or reduction of staff shall be placed upon a reappointment list and shall remain on such list for a period of two (2) years.
  2. If a position becomes available during such period the teacher with the most seniority and the proper certification shall be recalled first.
  3. Any teacher on the reappointment list shall receive a written offer of reappointment by registered mail to his/her last known address. The teacher then shall accept or reject the appointment within ten (10) calendar days by registered mail.
    - a. If the teacher accepts the appointment, the teacher shall receive a written contract effective the date of recall.
    - b. If the teacher declines the appointment, the teacher's name shall be removed from the recall list.
    - c. It is the responsibility of the teacher to advise the Superintendent of a change in address as changes occur.
  4. Upon return from layoff, a teacher shall receive all sick days, seniority and other benefits accumulated prior to layoff, provided that notice of recall is affected within two (2) calendar years.
  5. No new teachers shall be hired in a subject area or grade level before teachers who have been laid off and who may possess the necessary qualifications are recalled or decline the opening.
- D. Tie Breaker:** In the event of a tie in seniority, then the time stamp on the teacher's contracts shall be determined with the earlier time of day having the most seniority. In the event there is no time stamp on the teachers' contracts, then the date of hire shall be determined with the earlier date of hire having the most seniority. In the event a tie in seniority still exists, the date that the Board of Education voted to approve teachers' contracts shall be determined with the earlier date having the most seniority still. In the event a tie in seniority still exists, the teachers involved shall participate in a coin toss with the winner being the most senior. Effective September 1, 2004, teachers who have the same seniority date shall have their seniority determined by the order in which their names are drawn in a lottery. The Federation President or his/her designee shall be present for such lottery.

## SECTION 54. VOLUNTARY TRANSFER

- A. Vacant positions will be filled first by teachers forced to involuntarily transfer due to job eliminations in their schools.
- B. A vacancy which occurs after the first day of school and prior to June 1st may be filled during that school year by a new teacher with the understanding that the specific assignment is only for the duration of that school year, if said position has been requested by a teacher presently on the active voluntary transfer list. If removal from the temporary assignment will result in the layoff of the new teacher in said position, then the teacher will remain in their position.



- C. The district shall post openings by May first for the next school year. Teachers wishing to do so must apply for said openings within five (5) school days of the posting. Teachers will be notified of the results as to whether they have been selected on or before June 1<sup>st</sup>. Vacancies shall be filled from the list of teacher applicants for voluntary transfer on the basis of: certification, seniority, evaluation(s), and background of the applicant with respect to experience and education as it related to the position, unless no member of the bargaining unit is qualified for the vacancy based on these items.
- D. After determining which vacant positions are to be filled by teachers involuntarily transferred due to job elimination in their schools or by voluntary transfer as provided in Section C above, the Superintendent or his/her designee shall post remaining vacant positions for five (5) school days during which time teachers interested in said positions shall apply. These vacant positions shall be filled based on the criteria stated in Section C. Selection for voluntary transfer shall be made by the Superintendent of schools or his/her designee. Unsuccessful applicants for either position shall remain on the transfer list for one year. Any other teacher wishing to be on the transfer list shall apply, within ten (10) school days after the second posting, for potential openings for which they wish to be considered.
- E. Positions which become vacant after the posting but before the beginning of the school year shall also be filled on the basis of the criteria stated in C above.
- F. Any teacher who applies for and is awarded a transfer must accept by the close of the second school/business day after notification, otherwise it is deemed rejected. All notices shall be in writing.
- G. Teachers who are granted transfers will not be permitted similar consideration for another transfer for a period of two years after the transfer.
- H. Notice of voluntary transfers shall be available to teachers in June and at the end of September.

## SECTION 55. FAIR DISMISSAL POLICY

- A. The West Haven Board agrees that no member of the professional staff shall be discharged, or suspended, except as provided by State Statutes and/or the pertinent provision of this agreement.

## SECTION 56. TEACHER EVALUATION

- A Professional Development and Evaluation Committee, composed of equal numbers of teachers and administrators, will meet at least three times a year to review and update the district's evaluation and professional development plans. The Federation will notify the district of the names of its member who will serve on the committee prior to November 1 of each year. The committee is charged with reviewing the district's current evaluation and professional development plans, soliciting input from teachers and administrators, and amending the plans as need in accordance with statute 10-220a.

## SECTION 57. EXPENSE OF PRINTING AND DISTRIBUTING AGREEMENT

- A. The Board agrees to equally share the cost of printing and distributing this agreement and the Federation agrees to distribute a copy of this agreement to each professional staff member hired by the Board.



- B. Such printing shall be done in a union printing shop mutually agreed upon by the Board and the Federation.

#### SECTION 58. SAVINGS CLAUSE

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- A. If any provision of this agreement is or shall at any time be contrary to law, then such provisions shall not be applicable or performed or enforced, except to the extent permitted by law.
- B. In the event that any provision of this agreement is or shall at any time be contrary to law, all other provisions of the agreement shall continue in effect.
- C. There will be no waiver or modification of any of the agreement terms or provisions contained in this agreement by any teacher with the Board.
- D. The terms and conditions of this agreement shall not be modified, amended, or altered in any way unless in writing and signed by both parties.
- E. The rights and benefits of any and all professional staff members provided in this agreement are in addition to those provided by the City of West Haven, State of Connecticut, and Federal laws, rules, ordinances, or regulations including, but not by way of limitation, all applicable tenure, pension, and education laws and regulations.

#### SECTION 59. PAY DAYS

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- A. Teachers shall continue to be paid via direct deposit in 26 installments, bi-weekly, beginning September 13, 1989, provided, however, that individual teachers 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 in July.

#### SECTION 60. SICK LEAVE PAYOUT (ON RETIREMENT OR DEATH)

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- A. Professional Staff Members upon retirement from public school teaching in Connecticut, or death, after twenty-five (25) years of public school service in the West Haven School System shall receive a payment equal to 25% of the value of any accumulated and unused sick days at the time of retirement.

#### SECTION 61. LONGEVITY

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- A. After ten (10) years of employment, a teacher shall receive an increment of \$520.00. After fifteen (15) years of employment, a teacher shall receive an additional increment of \$650.00. After twenty (20) years of employment, a teacher shall receive an additional increment of \$520.00. After twenty-five (25) years of employment, a teacher shall receive an additional increment of \$520.00.
- B. Effective September 1, 1988, after thirty (30) years of employment, a teacher shall receive an additional increment of \$520.00.

- C. Effective September 1, 1987, years of employment for the purpose of longevity shall mean years of service in West Haven. This provision shall only apply to teachers hired after August 31, 1987.
- D. Effective September 1, 1987, years of employment for the purpose of longevity for twenty-five (25) and thirty (30) years shall mean years of service in West Haven.

#### SECTION 62. TUITION CLAUSE

- A. For each graduate credit course completed by a teacher, beyond the bachelor plus 30 step, the Board shall reimburse the teacher the sum of \$300.00 to a maximum of \$900.00 per school year.
- B. Application for reimbursement must be submitted no later than 60 calendar days following the close of the semester in which the course(s) were taken.

#### SECTION 63. FEDERATION RESPONSIBILITY

- A. The Federation shall discourage absenteeism, tardiness and any action by its members individually or collectively which shall not conform to the provisions herein, which will detract from the professional status of one or more of its members and further the Federation shall take action it deems necessary to fulfill their individual and collective professional obligation and commitment to the pupils and the community.

#### SECTION 64. ACTIVITIES--NON-ATHLETIC

- A. Any teacher who is faculty advisor for any extra-curricular non-athletic activity, as approved by the administration, not listed in the activities pay schedule, infra, shall receive an annual recompense of \$305.00 in 1991-92 and 1992-93; \$314.00 in 1993-94 and \$325.00 in 1994-95.
- B. If the state provides a grant for Future Homemaker advisors or other club members that is greater than the amount listed in 64-A, the advisor shall be paid the full grant as his or her recompense.

#### SECTION 65. TRAVEL EXPENSES

- A. Employees shall be reimbursed for travel at the IRS rate published from time to time, subject to appropriate documentation.

#### SECTION 66. HIRING OF TEACHERS FOR SPORTS EVENTS, DANCES, ETC.

- A. The current practice for hiring teachers for sports events, dances, etc., shall continue during the life of this contract.



## SECTION 67. SICK LEAVE BANK

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- A. 1. 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.
  2. The Board of Education will cooperate in the establishment of a sick leave bank on a voluntary basis.
  3. 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 1500 days. No more days will be added to this maximum until the bank is depleted to approximately 1000 days. The bank will then be built up to approximately 1500 days again and the process repeated.
  4. Additions will be made to the bank in September or October of each school year according to the above limitation.
  5. A person withdrawing from membership in the bank will not be able to withdraw the contributed days.
  6. Additions will be made to the bank in September or October of each school year according to the following:
    - a. 0-3 years, inclusively, a person is not eligible.
    - b. After the beginning of the 4th-6th year a person must be sick fifty-five (55) consecutive days before he/she can draw.
    - c. After the beginning of the 7th year a person must be out forty (40) consecutive days.
  7. A person will not be able to withdraw days from the bank until his/her own sick leave is depleted.
  8. Persons withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member to the bank.
  9. Maximum withdrawal per occurrence is 75 days.
  10. Sick leave means the leave the teacher has for that year plus his/her accumulation.
- B. Hold Harmless Clause
1. 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 teacher who has received benefits hereunder shall refund to the City of West Haven 1/186<sup>th</sup> 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 Federation, then and in that event the Federation 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.

## SECTION 68. TEACHER INCENTIVE PLAN

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- A. The Board shall implement the Teacher Incentive Plan developed by the Teacher Incentive Committee (EEA) and approved by the Board on June 19, 1989, as revised in 1995 and 2003.

## SECTION 69. HOMEBOUND INSTRUCTIONAL ASSIGNMENTS

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- A. For the continuity of the education process and to facilitate learning, homebound instructional opportunities shall be assigned in the following manner:
1. Offered first to the teacher who currently has the student in his/her class.
  2. Offered next to volunteers for homebound instruction from the student's building on the basis of seniority and appropriate certification.
  3. Offered next to volunteers from among the bargaining unit members on the basis of seniority and appropriate certification.
  4. Notice of opportunities will be sent to staff through email.
  5. Any principal who is unable to secure homebound instruction through steps 1-3 and is requesting a non-union member must have the applicant cleared through the personnel office.
- B. The district may group up to three (3) students in homebound instruction which is conducted offsite before 5:00 p.m., provided students are grouped appropriately based upon age, grade and other relevant factors. The rate for homebound instruction provided under this Section E shall be two times the homebound hourly rate.

SECTION 70. TEACHER'S SALARY

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2024-2025

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	BS	BS+30	BS+60
2	\$45,111	\$50,948	\$53,071
3	\$47,764	\$53,071	\$55,194
4	\$50,417	\$54,910	\$59,970
5	\$53,071	\$59,970	\$66,339
6	\$55,449	\$65,482	\$71,819
7	\$59,145	\$71,292	\$74,143
8	\$65,482	\$74,987	\$78,156
9	\$69,707	\$78,156	\$81,324
10	\$80,123	\$85,538	\$90,950
11	\$83,328	\$88,960	\$94,588

PhD stipend: \$3,500

Employees not already at the top step shall advance one step.

	BS	BS+30	BS+60
2	\$45,111	\$50,948	\$53,071
3	\$47,764	\$53,071	\$55,194
4	\$50,417	\$54,910	\$59,970
5	\$53,071	\$59,970	\$66,339
6	\$55,449	\$65,482	\$71,819
7	\$59,145	\$71,292	\$74,143
8	\$65,482	\$74,987	\$78,156
9	\$69,707	\$78,156	\$81,324
10	\$80,123	\$85,538	\$90,950
11	\$86,661	\$92,518	\$98,372

PhD stipend: \$3,500

Employees not already at the top step shall advance one step.



	BS	BS+30	BS+60
2	\$45,111	\$50,948	\$53,071
3	\$47,764	\$53,071	\$55,194
4	\$50,417	\$54,910	\$59,970
5	\$53,071	\$59,970	\$66,339
6	\$55,449	\$65,482	\$71,819
7	\$59,145	\$71,292	\$74,143
8	\$65,482	\$74,987	\$78,156
9	\$69,707	\$78,156	\$81,324
10	\$80,123	\$85,538	\$90,950
11	\$90,127	\$96,219	\$102,306

PhD stipend: \$3,500

Employees not already at the top step shall advance one step.

## SECTION 71. ACTIVITIES PAY SCHEDULE

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### A. HIGH SCHOOL COACHES

Head Coach - Football	\$6,000
Asst. Coach - Football	\$4,500
Head Coach - Basketball	\$5,500
Asst. Coach - Basketball	\$4,000
Head Coach - Hockey	\$5,500
Asst. Coach - Hockey	\$4,000
Head Coach - Baseball	\$5,500
Asst. Coach - Baseball	\$4,000
Head Coach - Softball	\$5,500
Asst. Coach - Softball	\$4,000
Head Coach - Track	\$4,000
Asst. Coach - Track	\$3,000
Head Coach - Soccer	\$4,500
Asst. Coach - Soccer	\$3,000
Head Coach - Swimming	\$4,000
Asst. Coach - Swimming	\$3,000
Head Coach - Lacrosse	\$4,000
Asst. Coach - Lacrosse	\$3,000
Head Coach - Volleyball	\$4,000
Asst. Coach - Volleyball	\$3,000
Head Coach - Tennis	\$4,000
Head Coach - Cross Country	\$2,000

### B. HIGH SCHOOL ADVISORS

Band	\$3,500
Chorus	\$3,500
Drama	\$3,500
Classbook	\$2,800
Mock Trial	\$2,800
Rostrum	\$2,487
West Whims	\$2,487
Cheerleaders	\$4,000
Dance Team	\$3,200
Rostrum Assistant	\$2,014
West Whims Assistant	\$2,014
Year Book Assistant	\$2,014
Junior Class	\$2,014
Senior Class	\$2,014
Student Council	\$2,014



### C.MIDDLE SCHOOL COACHES

Head Coach - Soccer	\$2,450
Head Coach - Basketball	\$2,450
Head Coach - Baseball	\$2,450
Head Coach - Softball	\$2,450

### D.MIDDLE SCHOOL ADVISORS

Drama	\$2,672
Newspaper	\$2,014
Student Council	\$2,014
Yearbook	\$2,014
Band	\$2,672

### E. Intermediate Schools

Drama	\$2,672
Student Council	\$2,014
Yearbook	\$2,014
Band	\$2,672

## SECTION 72. SPECIAL OR EXTRA COMPENSATION

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A. Summer School Director	\$5,000
B. Homebound Instructors	\$35.00 (\$40.00 effective 9/1/25; \$45.00 effective 9/1/26)
C. Evening School Instructors	\$35.00 (40.00 effective 9/1/25; 45.00 effective 9/1/26)
D. Summer School Instructors	\$35.00 (40.00 effective 9/1/25; 45.00 effective 9/1/26)
E. Adult Basic Ed. Instructors	\$35.00 (40.00 effective 9/1/25; 45.00 effective 9/1/26)
F. In Service Presenter	\$35.00 (40.00 effective 9/1/25; 45.00 effective 9/1/26)
G. Director of Evening School	\$6,127.79
H. Adult Basic Ed. Director	\$15,083.88
I. Head Nurse - 1st 5 years	\$4,000
6th year+	\$4,500
J. Psychological Examiners	
1st. 5 steps	\$5,761.34
6th step+	\$6,207.76
K. Social Workers	
1st. 5 steps	\$5,761.34
6th step+	\$6,207.76
L. Guidance Counselors	
1st. 5 steps	\$2,063.94
6th step+	\$2,216.90
M. Speech Therapists	
1st. 5 steps	\$1,876.94
6th step+	\$2,016.04
N. Reading Consultants	
1st. 5 steps	\$1,876.94

6th step+	\$2,016.04
O. Department Heads	\$4,800.00
P. Athletic Director	
1st 5 steps	\$4,470.44
6th step+	\$4,814.94
Q. Team Leaders	\$829.98
R. Unit Leaders (Includes Intermediate Schools)	\$272.71

## SECTION 73. DURATION OF AGREEMENT

This agreement shall be in full force and effect from September 1, 2024 - August 31, 2027.

The Federation and The Board agree to exchange all proposals for a successor Agreement and to commence negotiations in conformance with State Statutes.

West Haven Board of Education

West Haven Federation of Teachers

By: \_\_\_\_\_  
Cebi Waterfield  
Chairperson

By: \_\_\_\_\_  
Kristen Malloy-Scanlon  
President

By: \_\_\_\_\_  
Neil Cavallaro  
Superintendent

By: \_\_\_\_\_

## APPENDIX A

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### CAREER INCENTIVE PLAN

#### STATEMENT OF PURPOSE

The purpose of the career incentive program shall be to attract and retain outstanding teachers and thus strengthen and improve the quality of instruction in the schools.

#### MISSION STATEMENT

Teacher Incentive Programs present various strategies to attract, reward and retain good teachers, and to motivate them to strive for excellence in their profession.

In order to retain teachers, there should be opportunity for continual professional growth, public esteem for teachers, opportunities for recognition, and a sense of collegiality among educators.

Incentives such as career options, enhanced professional responsibilities, monetary and non-monetary recognitions, and improved working conditions are some factors that may contribute significantly to enhancement of teacher performance and improvement of instruction in schools.

#### GOALS

1. To provide recognition for teacher achievement and performance.
2. To provide incentives to encourage teachers to plan and implement innovative activities in their classrooms, and to pursue training for the purpose of improving instruction and enhancing the teacher/learning environment.
3. To encourage participation by teachers in district-wide planning activities designed to improve curriculum, and to provide for district staff development activities.
4. To provide leadership opportunities for teachers within the district.

#### CAREER INCENTIVE COMMITTEE

The selection of the original Career Incentive Committee (1987-1995) was made by a seven member committee composed of members of the West Haven Federation of Teachers (AFL-CIO Local #1547), and administrator and the Assistant Superintendent of Schools.



The Career Incentive Committee consist of five teachers, one each from the K-3, 4-6, 7-8, 9-12 and special areas units. At least one of these members would have less than five years experience and at least one member with more than fifteen years of experience, and an administrator.

## **MONITORING AND EVALUATION**

A permanent Career Incentive Committee will be formed to monitor and evaluate the implementation of the incentive and procedures.

## **CAREER INCENTIVE OBJECTIVES & PROCEDURES**

### **1. CONFERENCE ATTENDANCE**

A commitment to encourage teachers in their efforts to enhance their professional knowledge through attendance of various conferences and workshops.

#### **PROCEDURE**

Applicant will complete Career Incentive Application Form Parts A, B, C, D, E and F. Submit application form to the Assistant Superintendent of Schools. More than one request per year may be submitted.

### **2. TEACHER PRESENTER**

Provide opportunities for full time tenured staff to develop and present courses, workshops and activities which meet the Continuous Education Units criteria as defined by the West Haven School System.

#### **PROCEDURE**

Applicant will complete Career Incentive Application Form Parts: A, C, D, E and F. Submit Application Form to the Assistant Superintendent of Schools. More than one request per year may be submitted.

### **3. CLASSROOM MINI-GRANTS**

This program is designed to provide small mini-grants for individual classroom teachers to develop, implement, or enrich a specific program unit or class' offering. This is open to all full time classroom teachers.

## **PROCEDURE**

Applicant will complete Career Incentive Application Form Parts: A, C, D, E and F. Submit Application Form to the Assistant Superintendent of Schools more than one mini-grant per year may be submitted.

### **4. COMMUNITY SERVICE AND AWARENESS**

In an effort to promote mutual awareness between the certified staff and the West Haven Community, the Board will provide a teacher liaison with the press and provide the release time necessary to increase positive public awareness relative to activities and achievements of the West Haven School system.

## **PROCEDURE**

Applicant will complete Career Incentive Application Form Parts: A, C, D, E and F. Submit Application Form along with a letter describing your project and how it will demonstrate to our community a greater awareness of the children that will be involved. Media releases or plans for such should also be attached. All Applications are to be submitted to the Assistant Superintendent of schools.

### **5. RECREATIONAL WELL BEING**

Recreational activities to ensure the physical and mental well being of all certified staff will be scheduled at no cost to the Board of Education.

## **PROCEDURE**

The school administration will provide a person to co-ordinate the use of school facilities for those groups of teachers wanting to use gyms, pools, rinks, fields and activity areas for recreational purposes. Teachers desiring to use an activity area shall have a representative contact the Blake Building to reserve that area.

### **6. YEARS OF SERVICE AWARD**

The Board of Education shall provide a letter of congratulations and appreciation to staff members attaining significant years of service in West Haven:

- A. On attaining tenure.
- B. At the conclusion of the following years of service: 10, 20, 25, 30, 35 years.
- C. Upon having perfect attendance for each ranking period.
- D. On retirement from the school system.



## PROCEDURE

The Administration shall be responsible for all record keeping. Final determination of all honorees will be done in consultation with the Presentation of a suitably framed certificate (s) will occur at the annual retirement dinner or other special event agreed upon by the Board of Education and West Haven Federation of Teachers no later than May 1, or each school year. Every effort will be made by the Federation and Board of Education to provide media coverage and suitable pre and post publicity for this event.

## 7. CHILD CARE FOR DEPENDENT CHILDREN

Children of certified staff members employed by the West Haven School System will be eligible to participate in an approved system wide day care program at the staff member's cost.

## PROCEDURE

Applicant will complete Career Incentive Application Form Parts: A and H. Submit application to the Assistant Superintendent of schools a minimum of four weeks prior to the need for child care. The Assistant Superintendent or his/her designee will maintain a list of suitable day care facilities in the City of West Haven, and will furnish the list to interested staff members.

## 8. COMMITTEE WORK

Committee work incorporates time spent on development of programs, curricular needs and activities that promote positive growth within the West Haven School District.

## PROCEDURE

The chairperson of any administrative approved committee meeting on a system wide (District) basis will submit to the Assistant Superintendent of schools no later than May 15 a request that the members of that committee receive recognition for the work they have done in the form of either (1) CEUs or (2) stipend (but not *both*). Committees meeting during released time or as an individual school are not eligible for a stipend. They may apply for CEUs. The amount of a stipend will be determined by the Assistant Superintendent according to (a) budgeted amount and (b) number of people receiving a stipend.



## **9. JOB SHARING PROGRAM**

Certified staff will be given the opportunity to share one full-time position for the duration of an academic year. The Career Incentive Committee will establish and develop specific criteria.

Any exiting position may be split (one-half salary and one-half benefits) to accommodate two half-time teachers. No additional full time jobs will be created for this program.

### **PROCEDURE**

The attached job sharing guidelines will be followed and remain in effect for the 1995-1996 school year or until a school year that a job sharing has occurred. Recommendation for deletion or addition to any of the attached guidelines will be developed by the Career Incentive Committee and submitted to the Superintendent and West Haven Federation of Teachers for approval by April 15, 1996 with final approval of both groups made by June 1 of that year, or the year in which the job sharing has occurred.

If no recommendations are made or necessary, the attached job sharing guidelines, as written, will remain in effect.

Those teachers wanting to "Job Share" must make an application by May 1 of each school year to the Career Incentive Committee in care of the West Haven Federation of Teachers. The Career Incentive Committee will follow the agreed upon date guidelines. (See Form attached)

## **10. MINI-SABBATICAL**

A mini-sabbatical will be granted for a period of more than ten school days but not more than two consecutive marking periods. During this time, a participant will be released from~ all duties and a substitute will be hired to conduct the teacher's classes. Requests will be submitted to the Superintendent.

### **PROCEDURE**

Applicant will complete Career Incentive Application Form Parts: A, C, D, E, F and G. Submit your completed form to the Superintendent of Schools in sufficient time to receive approval and make arrangements for a substitute.

## 11. TEACHER EXCHANGE

To promote a keen understanding and mutual respect for a colleague's position, tenured staff members will be given the opportunity to exchange teaching stations with another for not more than five (5) school days. All requests will be approved by the Superintendent.

### PROCEDURE

Applicants will complete the Teacher Exchange Application Form. Applicants will submit their completed form to the Superintendent of Schools of 45 days prior to the requested time.

## 12. JOB SHARING GUIDELINES

1. Job sharing option is open to any two certified bargaining unit members, \*both of whom shall remain within the bargaining unit during the time they are participating in this job share.
2. Job share is strictly voluntary.
3. Job sharing opportunities would be open after the Board had determined the staffing level necessary for the following year. Both positions of teachers volunteering to job share would, therefore, be filled.
4. The proportion of time and responsibilities of the shared job each sharing partner would fill will be determined by the teachers with input from their instructional leader.
5. The salary each would receive would be determined by the proportion of the job each teacher works. Said salary will be that proportion of the sharing teacher's anticipated total salary (including longevity, doctoral, etc.) had he/she not chosen to job share.

Example:  $40\% \times \$50,000 = \$20,000$  and  $60\% \times \$30,000 = \$18,000$  for those two job sharing teachers.

6. Cost of medical benefits would be split in the same way. Each teacher would receive the proportion of benefits which represents his/her proportion of the job share paid by the Board.

Examples: Teacher A's health benefit package would cost \$10,000 (family). Teacher A is handling 50% of a job share situation. The Board of Education will therefore budget \$5,000 for teacher A's benefits. Teacher A will have the following choices:

- 1) Apply \$5,000 toward Family Plan and pay the additional cost.
  - 2) Choose to take individual only. If the coverage costs less than the amount budgeted.
  - 3) Waive all medical benefits, as per Article VI, Section 52N of the contract.
7. Other benefits - same as contract.
    - a. Each teacher would receive one (1) personal day. (Article VI, Sec. 42, Par. A.1.)

- b. Each teacher would split the eighteen sick days in the same proportion as the job in whole or half day amounts.
8. Each teacher shall advance one year in seniority and longevity for the first year they job share. In any subsequent year, seniority and longevity would be prorated.
9. Job sharing may be combined with a Sabbatical Leave in which case the teacher would receive full salary, provided the staff member meets all requirements for a sabbatical leave, pursuant to Article VI, Section 40.
10. At the conclusion of the first year of job sharing, the teacher(s) shall have the following options:
- a. Return to original assignment
  - b. Request to renew the job share for one additional year.
- At the conclusion of the second year, the teacher(s) shall have the following options:
- a. Return to original assignment
  - b. Apply for another job share situation, which if granted, would require that they forfeit their right to their original assignment(s).
11. All other contract clauses, except those modified here, shall remain the same.
- \* In some instances, when a bargaining member wishes to job share, but cannot find another bargaining unit member, the Administration and the Federation may mutually agree to opening the job share opportunity to include certified teachers not presently on staff. In this case, the details will be worked out on an individual case basis involving the Federation, the Administration, and the individuals involved
- \*\* If only one teacher wants to renew, the teacher cannot simply renew, but must reapply.

Proposed procedure:

1. Teachers involved must make application to the Career Incentive Committee by the date specified.
2. Within 12 days, the Career Incentive Committee shall meet with all applicants. If the Committee has some reservations about accepting the plan, subsequent meetings- shall be planned to resolve the differences.
3. Within 10 days of the final meeting, the Career Incentive Committee shall recommend acceptance or rejection of the proposal to the Superintendent or his/her designee and send the same to the applicants.
4. Within 10 days, the Superintendent shall approve, reject or modify the recommendation of the Career Incentive Committee.



**APPENDIX B**  
**Memorandum of Understanding**

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**MEMORANDUM OF UNDERSTANDING**  
**WEST HAVEN TEACHERS EARLY RETIREMENT INCENTIVE**

**EARLY RETIREMENT INCENTIVE**

The Board will offer an early retirement package for those teachers who are eligible to retire under TRB as of June 30, 2017:

- 1) 2 years of spousal insurance coverage up to 65, or if the spouse is already Medicare eligible, 5 years of Medicare Supplemental coverage.
- 2) Contribution – same as actives.
- 3) Applications must be submitted by May 31, 2017 and shall be irrevocable.
- 4) A minimum of eight teachers must apply (Superintendent can waive his requirement if he deems there is sufficient participation).
- 5) For the duration of this early retirement incentive the Board shall continue to contribute to the retirees' HRA/HSA account(s) the same as active employees.

For the Board \_\_\_\_\_ /s/ \_\_\_\_\_ Date \_\_\_\_\_

For the Board \_\_\_\_\_ /s/ \_\_\_\_\_ Date \_\_\_\_\_

# Impact of Settlement

<b><u>2024-2025</u></b>	
Dollar Amount Increase	\$2,379,951.60
Percentage Increase	5.46%
Increase Related to Step Movement	\$2,379,951.60
Percentage Increase of Step Movement	5.46%
Increase Related to GWI	-
Percentage increase of GWI	-
<b><u>2025-2026</u></b>	
Dollar Amount Increase	\$2,530,229.34
Percentage Increase	5.50%
Increase Related to Step Movement	\$1,098,878.60
Percentage Increase of Step Movement	2.39%
Increase Related to GWI	\$1,431,350.74
Percentage increase of GWI	3.11%
<b><u>2026-2027</u></b>	
Dollar Amount Increase	\$2,527,983.52
Percentage Increase	5.21%
Increase Related to Step Movement	\$ 808,954.73
Percentage Increase of Step Movement	1.67%
Increase Related to GWI	\$1,719,028.79
Percentage increase of GWI	3.54%



# Funding the Increase

	FY24-25	FY25-26	FY26-27
ECS Increase	\$ 3,264,243.00	\$ 2,513,178.00	\$ -
2% Carry Over	\$ 1,120,145.56	\$ 1,170,409.12	\$ 1,170,409.12
Potential City Increase*	\$ 1,500,000.00	\$ 1,650,000.00	\$ 1,800,000.00
Total Increase	\$ 5,884,388.56	\$ 5,333,587.12	\$ 2,970,409.12
Teachers Raise in \$**	\$ 2,379,391.60	\$ 2,530,229.34	\$ 2,527,983.52
Remaining Funds	\$ 3,504,996.96	\$ 2,803,357.78	\$ 442,425.60

\*City increases are based on the City's 5 year plan that is currently before the Municipal Accountability Review Board for approval

\*\*Teacher raise amounts are based on current staffing levels



**DRG H**  
**BA Minimum 2023-24**

<b>TOWN</b>	<b>2023-24</b>	<b>Rank</b>
ANSONIA	\$55,175	1
EAST HARTFORD	\$52,837	2
DANBURY	\$51,288	3
NORWICH	\$51,118	4
NORWALK	\$50,948	5
MERIDEN	\$50,500	6
STAMFORD	\$50,184	7
DERBY	\$50,168	8
<b>WEST HAVEN</b>	<b>\$42,477</b>	<b>9</b>

*Average:* **\$50,522**

*Source: CEA Research*  
*6/22/2023*

**DRG H 2021-22**  
**BA Minimum 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>
ANSONIA	\$42,976	\$42,976	\$43,492	\$45,615	\$48,573	\$55,175	28.39%
EAST HARTFORD	\$50,162	\$51,165	\$51,165	\$51,165	\$52,444	\$52,837	5.33%
DANBURY	\$50,159	\$50,159	\$50,159	\$50,159	\$50,159	\$51,288	2.25%
NORWICH	\$48,243	\$48,243	\$48,918	\$48,918	\$48,918	\$51,118	5.96%
NORWALK	\$50,597	\$50,698	\$50,948	\$50,948	\$50,948	\$50,948	0.69%
MERIDEN	\$47,969	\$48,209	\$48,209	\$48,209	\$48,209	\$50,500	5.28%
STAMFORD	\$48,695	\$48,831	\$48,939	\$49,184	\$49,684	\$50,184	3.06%
DERBY	\$47,089	\$47,183	\$47,277	\$47,277	\$48,707	\$50,168	6.54%
<b>WEST HAVEN</b>	<b>\$41,232</b>	<b>\$41,232</b>	<b>\$41,644</b>	<b>\$41,644</b>	<b>\$41,644</b>	<b>\$42,477</b>	<b>3.02%</b>
<i>Average:</i>	<i>\$47,458</i>	<i>\$47,633</i>	<i>\$47,861</i>	<i>\$48,124</i>	<i>\$48,810</i>	<i>\$50,522</i>	<i>6.72%</i>

Source: CEA Research

6/22/2023

**DRG H**  
**BA Minimum 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>
ANSONIA	\$42,976	\$42,976	\$43,492	\$45,615	\$48,573	\$55,175	28.39%
DERBY	\$47,089	\$47,183	\$47,277	\$47,277	\$48,707	\$50,168	6.54%
NORWICH	\$48,243	\$48,243	\$48,918	\$48,918	\$48,918	\$51,118	5.96%
EAST HARTFORD	\$50,162	\$51,165	\$51,165	\$51,165	\$52,444	\$52,837	5.33%
MERIDEN	\$47,969	\$48,209	\$48,209	\$48,209	\$48,209	\$50,500	5.28%
STAMFORD	\$48,695	\$48,831	\$48,939	\$49,184	\$49,684	\$50,184	3.06%
<b>WEST HAVEN</b>	<b>\$41,232</b>	<b>\$41,232</b>	<b>\$41,644</b>	<b>\$41,644</b>	<b>\$41,644</b>	<b>\$42,477</b>	<b>3.02%</b>
DANBURY	\$50,159	\$50,159	\$50,159	\$50,159	\$50,159	\$51,288	2.25%
NORWALK	\$50,597	\$50,698	\$50,948	\$50,948	\$50,948	\$50,948	0.69%
<i>Average:</i>	<i>\$47,458</i>	<i>\$47,633</i>	<i>\$47,861</i>	<i>\$48,124</i>	<i>\$48,810</i>	<i>\$50,522</i>	<i>6.72%</i>

Source: CEA Research

6/22/2023

**DRG H****BA Minimum 2023-24 to 2025-26**

<b>TOWN</b>	<b>2023-24</b>	<b>% Increase</b>	<b>2024-25</b>	<b>% Increase</b>	<b>2025-26</b>	<b>% Increase</b>
ANSONIA	\$55,175	13.59%	\$57,967	5.06%	\$60,900	5.06%
EAST HARTFORD	\$52,837	0.75%	\$56,283	6.52%		
DANBURY	\$51,288	2.25%	\$52,186	1.75%	\$53,099	1.75%
NORWICH	\$51,118	4.50%	\$51,885	1.50%	\$52,663	1.50%
NORWALK	\$50,948	0.00%	\$50,948	0.00%	\$50,948	0.00%
MERIDEN	\$50,500	4.75%	\$52,025	3.02%	\$54,503	4.76%
STAMFORD	\$50,184	1.01%	\$50,684	1.00%		
DERBY	\$50,168	3.00%	\$51,673	3.00%	\$51,673	0.00%
WEST HAVEN	\$42,477	2.00%				
<b>Averages:</b>	<b>\$50,522</b>	<b>3.54%</b>	<b>\$52,956</b>	<b>2.73%</b>	<b>\$53,964</b>	<b>2.18%</b>

Thursday, June 22, 2023

**DRG H**  
**MA Maximum 2023-24**

<b>TOWN</b>	<b>2023-24</b>	<b>Rank</b>
NORWALK	\$105,900	1
STAMFORD	\$105,511	2
DANBURY	\$99,613	3
DERBY	\$97,354	4
EAST HARTFORD	\$96,378	5
MERIDEN	\$93,930	6
NORWICH	\$91,960	7
ANSONIA	\$91,337	8
<b>WEST HAVEN</b>	<b>\$85,538</b>	<b>9</b>
<i>Average:</i>	<i>\$96,391</i>	

6/22/2023      *Source: CEA Research*

**DRG H**  
**MA Maximum 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>
NORWALK	\$99,524	\$101,016	\$102,279	\$103,302	\$104,335	\$105,900	6.41%
STAMFORD	\$98,982	\$100,264	\$101,276	\$102,416	\$103,952	\$105,511	6.60%
DANBURY	\$93,157	\$94,555	\$95,501	\$96,456	\$97,421	\$99,613	6.93%
DERBY	\$88,707	\$90,481	\$92,291	\$93,574	\$95,445	\$97,354	9.75%
EAST HARTFORD	\$87,510	\$89,260	\$90,599	\$92,184	\$94,489	\$96,378	10.13%
MERIDEN	\$83,862	\$85,120	\$88,818	\$90,266	\$91,467	\$93,930	12.01%
NORWICH	\$85,956	\$86,386	\$88,425	\$89,088	\$90,157	\$91,960	6.98%
ANSONIA	\$83,633	\$85,307	\$86,331	\$86,978	\$89,109	\$91,337	9.21%
<b>WEST HAVEN</b>	<b>\$81,394</b>	<b>\$81,394</b>	<b>\$82,208</b>	<b>\$83,030</b>	<b>\$83,860</b>	<b>\$85,538</b>	<b>5.09%</b>
<i>Average:</i>	<i>\$89,192</i>	<i>\$90,420</i>	<i>\$91,970</i>	<i>\$93,033</i>	<i>\$94,471</i>	<i>\$96,391</i>	<i>8.12%</i>

6/22/2023

Source: CEA Research



**DRG H**  
**MA Maximum 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>
MERIDEN	\$83,862	\$85,120	\$88,818	\$90,266	\$91,467	\$93,930	12.01%
EAST HARTFORD	\$87,510	\$89,260	\$90,599	\$92,184	\$94,489	\$96,378	10.13%
DERBY	\$88,707	\$90,481	\$92,291	\$93,574	\$95,445	\$97,354	9.75%
ANSONIA	\$83,633	\$85,307	\$86,331	\$86,978	\$89,109	\$91,337	9.21%
NORWICH	\$85,956	\$86,386	\$88,425	\$89,088	\$90,157	\$91,960	6.98%
DANBURY	\$93,157	\$94,555	\$95,501	\$96,456	\$97,421	\$99,613	6.93%
STAMFORD	\$98,982	\$100,264	\$101,276	\$102,416	\$103,952	\$105,511	6.60%
NORWALK	\$99,524	\$101,016	\$102,279	\$103,302	\$104,335	\$105,900	6.41%
<b>WEST HAVEN</b>	<b>\$81,394</b>	<b>\$81,394</b>	<b>\$82,208</b>	<b>\$83,030</b>	<b>\$83,860</b>	<b>\$85,538</b>	<b>5.09%</b>
<i>Average:</i>	<i>\$89,192</i>	<i>\$90,420</i>	<i>\$91,970</i>	<i>\$93,033</i>	<i>\$94,471</i>	<i>\$96,391</i>	<i>8.12%</i>

*Source: CEA Research*  
*6/22/2023*

**DRG H****MA Maximum 2023-24 to 2025-26**

<b>TOWN</b>	<b>2023-24</b>	<b>% Increase</b>	<b>2024-25</b>	<b>% Increase</b>	<b>2025-26</b>	<b>% Increase</b>
NORWALK	\$105,900	1.50%	\$107,489	1.50%	\$109,101	1.50%
STAMFORD	\$105,511	1.50%	\$107,094	1.50%		
DANBURY	\$99,613	2.25%	\$101,356	1.75%	\$103,130	1.75%
DERBY	\$97,354	2.00%	\$99,301	2.00%	\$101,287	2.00%
EAST HARTFORD	\$96,378	2.00%	\$97,824	1.50%		
MERIDEN	\$93,930	2.69%	\$95,889	2.09%	\$97,363	1.54%
NORWICH	\$91,960	2.00%	\$93,799	2.00%	\$95,675	2.00%
ANSONIA	\$91,337	2.50%	\$93,164	2.00%	\$95,027	2.00%
<b>WEST HAVEN</b>	<b>\$85,538</b>	<b>2.00%</b>				
<b>Averages:</b>	<b>\$96,391</b>	<b>2.05%</b>	<b>\$99,490</b>	<b>1.79%</b>	<b>\$100,264</b>	<b>1.80%</b>

Source: CEA Research

6/22/2023

**DRG H**  
**Sixth Year Maximum 2023-24**

<b>TOWN</b>	<b>2023-24</b>	<b>Rank</b>
STAMFORD	\$117,791	1
NORWALK	\$115,106	2
DANBURY	\$108,315	3
EAST HARTFORD	\$103,971	4
DERBY	\$102,419	5
MERIDEN	\$99,687	6
ANSONIA	\$98,752	7
NORWICH	\$94,853	8
WEST HAVEN	\$90,950	9
<i>Average:</i>	<i>\$103,538</i>	

*Source: CEA Research*  
*6/22/2023*

**DRG H**  
**Sixth Year 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>
STAMFORD	\$110,501	\$111,932	\$113,063	\$114,335	\$116,050	\$117,791	6.60%
NORWALK	\$108,197	\$109,819	\$111,170	\$112,282	\$113,405	\$115,106	6.39%
DANBURY	\$101,298	\$102,817	\$103,845	\$104,883	\$105,932	\$108,315	6.93%
EAST HARTFORD	\$94,404	\$96,292	\$97,736	\$99,446	\$101,932	\$103,971	10.13%
DERBY	\$93,322	\$95,188	\$97,092	\$98,442	\$100,411	\$102,419	9.75%
MERIDEN	\$89,210	\$90,548	\$94,330	\$95,868	\$97,143	\$99,687	11.74%
ANSONIA	\$90,424	\$92,232	\$93,339	\$94,039	\$96,343	\$98,752	9.21%
NORWICH	\$88,660	\$89,103	\$91,206	\$91,890	\$92,993	\$94,853	6.99%
<b>WEST HAVEN</b>	<b>\$86,545</b>	<b>\$86,545</b>	<b>\$87,410</b>	<b>\$88,284</b>	<b>\$89,167</b>	<b>\$90,950</b>	<b>5.09%</b>
<i>Average:</i>	<i>\$95,840</i>	<i>\$97,164</i>	<i>\$98,799</i>	<i>\$99,941</i>	<i>\$101,486</i>	<i>\$103,538</i>	<i>8.09%</i>

Source: CEA Research  
6/22/2023

**DRG H**  
**Sixth Year 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>
MERIDEN	\$89,210	\$90,548	\$94,330	\$95,868	\$97,143	\$99,687	11.74%
EAST HARTFORD	\$94,404	\$96,292	\$97,736	\$99,446	\$101,932	\$103,971	10.13%
DERBY	\$93,322	\$95,188	\$97,092	\$98,442	\$100,411	\$102,419	9.75%
ANSONIA	\$90,424	\$92,232	\$93,339	\$94,039	\$96,343	\$98,752	9.21%
NORWICH	\$88,660	\$89,103	\$91,206	\$91,890	\$92,993	\$94,853	6.99%
DANBURY	\$101,298	\$102,817	\$103,845	\$104,883	\$105,932	\$108,315	6.93%
STAMFORD	\$110,501	\$111,932	\$113,063	\$114,335	\$116,050	\$117,791	6.60%
NORWALK	\$108,197	\$109,819	\$111,170	\$112,282	\$113,405	\$115,106	6.39%
<b>WEST HAVEN</b>	<b>\$86,545</b>	<b>\$86,545</b>	<b>\$87,410</b>	<b>\$88,284</b>	<b>\$89,167</b>	<b>\$90,950</b>	<b>5.09%</b>
<i>Average:</i>	<i>\$95,840</i>	<i>\$97,164</i>	<i>\$98,799</i>	<i>\$99,941</i>	<i>\$101,486</i>	<i>\$103,538</i>	<i>8.09%</i>

Source: CEA Research      6/22/2023

**DRG H****Sixth Year Maximum 2023-24 to 2025-26**

<b>TOWN</b>	<b>2023-24</b>	<b>% Increase</b>	<b>2024-25</b>	<b>% Increase</b>	<b>2025-26</b>	<b>% Increase</b>
STAMFORD	\$117,791	1.50%	\$119,558	1.50%		
NORWALK	\$115,106	1.50%	\$116,833	1.50%	\$118,585	1.50%
DANBURY	\$108,315	2.25%	\$110,211	1.75%	\$112,140	1.75%
EAST HARTFORD	\$103,971	2.00%	\$105,530	1.50%		
DERBY	\$102,419	2.00%	\$104,467	2.00%	\$106,556	2.00%
MERIDEN	\$99,687	2.62%	\$101,704	2.02%	\$103,236	1.51%
ANSONIA	\$98,752	2.50%	\$100,727	2.00%	\$102,742	2.00%
NORWICH	\$94,853	2.00%	\$96,750	2.00%	\$98,685	2.00%
<b>WEST HAVEN</b>	<b>\$90,950</b>	<b>2.00%</b>				
<b>Averages:</b>	<b>\$103,538</b>	<b>2.04%</b>	<b>\$106,973</b>	<b>1.78%</b>	<b>\$106,991</b>	<b>1.79%</b>

*Source: CEA Research*  
*Thursday, June 22, 2023*



**AENGLC RANK 164 to 154**  
**BA Minimum 2023-24**

<b>TOWN</b>	<b>2023-24</b>	<b>Rank</b>	<b>AENGLC Rank</b>
MANSFIELD	\$55,799	1	163
ANSONIA	\$55,175	2	158
EAST HARTFORD	\$52,837	3	160
NORWICH	\$51,118	4	161
MERIDEN	\$50,500	5	156
NEW HAVEN	\$48,708	6	162
NAUGATUCK	\$48,557	7	155
PLAINFIELD	\$44,880	8	154
NEW LONDON	\$44,544	9	164
TORRINGTON	\$44,529	10	157
<b>WEST HAVEN</b>	<b>\$42,477</b>	<b>11</b>	<b>159</b>

***Average:*** **\$49,011**

Source: CEA Research  
6/22/2023

**AENGLC RANK 164 to 154**  
**BA Minimum 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>	<b>AENGLC Rank</b>
MANSFIELD	\$50,416	\$51,424	\$52,710	\$53,632	\$54,705	55,799	10.68%	163
ANSONIA	\$42,976	\$42,976	\$43,492	\$45,615	\$48,573	55,175	28.39%	158
EAST HARTFORD	\$50,162	\$51,165	\$51,165	\$51,165	\$52,444	52,837	5.33%	160
NORWICH	\$48,243	\$48,243	\$48,918	\$48,918	\$48,918	51,118	5.96%	161
MERIDEN	\$47,969	\$48,209	\$48,209	\$48,209	\$48,209	50,500	5.28%	156
NEW HAVEN	\$45,357	\$45,357	\$45,357	\$45,357	\$45,357	48,708	7.39%	162
NAUGATUCK	\$45,429	\$47,399	\$47,128	\$47,364	\$48,311	48,557	6.89%	155
PLAINFIELD	\$40,961	\$40,961	\$40,961	\$44,000	\$44,000	44,880	9.57%	154
NEW LONDON	\$43,450	\$44,102	\$44,102	\$44,102	\$44,323	44,544	2.52%	164
TORRINGTON	\$43,011	\$43,656	\$43,656	\$44,529	\$44,529	44,529	3.53%	157
<b>WEST HAVEN</b>	<b>\$41,232</b>	<b>\$41,232</b>	<b>\$41,644</b>	<b>\$41,644</b>	<b>\$41,644</b>	42,477	<b>3.02%</b>	<b>159</b>
<i>Average:</i>	<i>\$45,382</i>	<i>\$45,884</i>	<i>\$46,122</i>	<i>\$46,776</i>	<i>\$47,365</i>	<i>\$49,011</i>	<i>8.05%</i>	

Source: CEA Research  
6/22/2023

# AENGLC RANK 164 to 154

## BA Minimum 5 Year History

TOWN	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Increase	AENGLC RANK
ANSONIA	\$42,976	\$42,976	\$43,492	\$45,615	\$48,573	\$55,175	28.39%	158
MANSFIELD	\$50,416	\$51,424	\$52,710	\$53,632	\$54,705	\$55,799	10.68%	163
PLAINFIELD	\$40,961	\$40,961	\$40,961	\$44,000	\$44,000	\$44,880	9.57%	154
NEW HAVEN	\$45,357	\$45,357	\$45,357	\$45,357	\$45,357	\$48,708	7.39%	162
NAUGATUCK	\$45,429	\$47,399	\$47,128	\$47,364	\$48,311	\$48,557	6.89%	155
NORWICH	\$48,243	\$48,243	\$48,918	\$48,918	\$48,918	\$51,118	5.96%	161
EAST HARTFORD	\$50,162	\$51,165	\$51,165	\$51,165	\$52,444	\$52,837	5.33%	160
MERIDEN	\$47,969	\$48,209	\$48,209	\$48,209	\$48,209	\$50,500	5.28%	156
TORRINGTON	\$43,011	\$43,656	\$43,656	\$44,529	\$44,529	\$44,529	3.53%	157
<b>WEST HAVEN</b>	<b>\$41,232</b>	<b>\$41,232</b>	<b>\$41,644</b>	<b>\$41,644</b>	<b>\$41,644</b>	<b>\$42,477</b>	<b>3.02%</b>	159
NEW LONDON	\$43,450	\$44,102	\$44,102	\$44,102	\$44,323	\$44,544	2.52%	164
<b>Average:</b>	<b>\$45,382</b>	<b>\$45,884</b>	<b>\$46,122</b>	<b>\$46,776</b>	<b>\$47,365</b>	<b>\$49,011</b>	<b>4.55%</b>	

Source: CEA Research

6/22/2023

**AENGLC RANK 164 to 154**  
**BA Minimum 2023-24 to 2025-26**

<b>TOWN</b>	<b>2023-24</b>	<b>% Increase</b>	<b>2024-25</b>	<b>% Increase</b>	<b>2025-26</b>	<b>% Increase</b>	<b>AENGL C Rank</b>
MANSFIELD	\$55,799	2.00%					163
ANSONIA	\$55,175	13.59%	\$57,967	5.06%	\$60,900	5.06%	158
EAST HARTFORD	\$52,837	0.75%	\$56,283	6.52%			160
NORWICH	\$51,118	4.50%	\$51,885	1.50%	\$52,663	1.50%	161
MERIDEN	\$50,500	4.75%	\$52,025	3.02%	\$54,503	4.76%	156
NEW HAVEN	\$48,708	7.39%	\$49,283	1.18%	\$51,421	4.34%	162
NAUGATUCK	\$48,557	0.51%					155
PLAINFIELD	\$44,880	2.00%	\$45,733	1.90%	\$46,707	2.13%	154
NEW LONDON	\$44,544	0.50%	\$44,544	0.00%			164
TORRINGTON	\$44,529	0.00%					157
WEST HAVEN	\$42,477	2.00%					159
<b>Averages</b>	<b>\$49,011</b>	<b>3.45%</b>	<b>\$51,103</b>	<b>2.74%</b>	<b>\$53,239</b>	<b>3.56%</b>	

Source: CEA Research  
Thursday, June 22, 2023

**AENGLC RANK 164 to 154  
MA Maximum 2023-2024**

<b>TOWN</b>	<b>2023-24</b>	<b>Rank</b>	<b>AENGLC Rank</b>
MANSFIELD	\$98,581	1	163
NAUGATUCK	\$96,543	2	155
EAST HARTFORD	\$96,378	3	160
NEW HAVEN	\$94,356	4	162
MERIDEN	\$93,930	5	156
TORRINGTON	\$92,275	6	157
NORWICH	\$91,960	7	161
ANSONIA	\$91,337	8	158
NEW LONDON	\$89,116	9	164
<b>WEST HAVEN</b>	<b>\$85,538</b>	<b>10</b>	<b>159</b>
PLAINFIELD	\$84,966	11	154
<i>Average:</i>	<i>\$92,271</i>		

*Source: CEA Research  
6/22/2023*

**AENGLC RANK 164 to 154  
MA Maximum 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>	<b>AENGLC Rank</b>
MANSFIELD	\$89,071	\$90,852	\$93,123	\$94,753	\$96,648	\$98,581	10.68%	163
NAUGATUCK	\$89,575	\$90,694	\$91,873	\$93,251	\$95,116	\$96,543	7.78%	155
EAST HARTFORD	\$87,510	\$89,260	\$90,599	\$92,184	\$94,489	\$96,378	10.13%	160
NEW HAVEN	\$89,856	\$89,856	\$90,356	\$91,856	\$92,856	\$94,356	5.01%	162
MERIDEN	\$83,862	\$85,120	\$88,818	\$90,266	\$91,467	\$93,930	12.01%	156
TORRINGTON	\$85,717	\$87,003	\$88,421	\$90,189	\$91,361	\$92,275	7.65%	157
NORWICH	\$85,956	\$86,386	\$88,425	\$89,088	\$90,157	\$91,960	6.98%	161
ANSONIA	\$83,633	\$85,307	\$86,331	\$86,978	\$89,109	\$91,337	9.21%	158
NEW LONDON	\$81,633	\$82,857	\$84,100	\$85,446	\$87,369	\$89,116	9.17%	164
<b>WEST HAVEN</b>	<b>\$81,394</b>	<b>\$81,394</b>	<b>\$82,208</b>	<b>\$83,030</b>	<b>\$83,860</b>	<b>\$85,538</b>	<b>5.09%</b>	159
PLAINFIELD	\$77,472	\$79,316	\$81,138	\$82,300	\$83,300	\$84,966	9.67%	154
<i>Average:</i>	<i>\$85,062</i>	<i>\$86,186</i>	<i>\$87,763</i>	<i>\$89,031</i>	<i>\$90,521</i>	<i>\$92,271</i>	<i>8.49%</i>	

Source: CEA Research  
6/22/2023



**AENGLC RANK 164 to 154**  
**MA Maximum 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>	<b>AENGLC Rank</b>
MERIDEN	\$83,862	\$85,120	\$88,818	\$90,266	\$91,467	\$93,930	12.01%	156
MANSFIELD	\$89,071	\$90,852	\$93,123	\$94,753	\$96,648	\$98,581	10.68%	163
EAST HARTFORD	\$87,510	\$89,260	\$90,599	\$92,184	\$94,489	\$96,378	10.13%	160
PLAINFIELD	\$77,472	\$79,316	\$81,138	\$82,300	\$83,300	\$84,966	9.67%	154
ANSONIA	\$83,633	\$85,307	\$86,331	\$86,978	\$89,109	\$91,337	9.21%	158
NEW LONDON	\$81,633	\$82,857	\$84,100	\$85,446	\$87,369	\$89,116	9.17%	164
NAUGATUCK	\$89,575	\$90,694	\$91,873	\$93,251	\$95,116	\$96,543	7.78%	155
TORRINGTON	\$85,717	\$87,003	\$88,421	\$90,189	\$91,361	\$92,275	7.65%	157
NORWICH	\$85,956	\$86,386	\$88,425	\$89,088	\$90,157	\$91,960	6.98%	161
<b>WEST HAVEN</b>	<b>\$81,394</b>	<b>\$81,394</b>	<b>\$82,208</b>	<b>\$83,030</b>	<b>\$83,860</b>	<b>\$85,538</b>	<b>5.09%</b>	159
NEW HAVEN	\$89,856	\$89,856	\$90,356	\$91,856	\$92,856	\$94,356	5.01%	162
<i><b>Average:</b></i>	<i><b>\$85,062</b></i>	<i><b>\$86,186</b></i>	<i><b>\$87,763</b></i>	<i><b>\$89,031</b></i>	<i><b>\$90,521</b></i>	<i><b>\$92,271</b></i>	<i><b>8.49%</b></i>	

*Source: CEA Research*  
6/22/2023

**AENGLC RANK 164 to 154**  
**MA Maximum 2023-24 to 2025-26**

<b>TOWN</b>	<b>2023-24</b>	<b>% Increase</b>	<b>2024-25</b>	<b>% Increase</b>	<b>2025-26</b>	<b>% Increase</b>	<b>AENGLC Rank</b>
MANSFIELD	\$98,581	2.00%					163
NAUGATUCK	\$96,543	1.50%					155
EAST HARTFORD	\$96,378	2.00%	\$97,824	1.50%			160
NEW HAVEN	\$94,356	1.62%	\$95,856	1.59%	\$97,356	1.56%	162
MERIDEN	\$93,930	2.69%	\$95,889	2.09%	\$97,363	1.54%	156
TORRINGTON	\$92,275	1.00%					157
NORWICH	\$91,960	2.00%	\$93,799	2.00%	\$95,675	2.00%	161
ANSONIA	\$91,337	2.50%	\$93,164	2.00%	\$95,027	2.00%	158
NEW LONDON	\$89,116	2.00%	\$90,007	1.00%			164
<b>WEST HAVEN</b>	<b>\$85,538</b>	<b>2.00%</b>					159
PLAINFIELD	\$84,966	2.00%	\$86,580	1.90%	\$88,424	2.13%	154
<i>Averages</i>	<b>\$90,521</b>	<b>1.67%</b>	<b>\$92,271</b>	<b>1.94%</b>	<b>\$93,303</b>	<b>1.73%</b>	

*Source: CEA Research*  
*Thursday, June 22, 2023*

**AENGLC RANK 164 to 154  
Sixth Year Maximum 2023-24**

<b>TOWN</b>	<b>2023-24</b>	<b>Rank</b>	<b>AENGLC Rank</b>
EAST HARTFORD	\$103,971	1	160
MANSFIELD	\$103,515	2	163
NAUGATUCK	\$102,857	3	155
MERIDEN	\$99,687	4	156
ANSONIA	\$98,752	5	158
TORRINGTON	\$98,624	6	157
NEW HAVEN	\$97,069	7	162
NORWICH	\$94,853	8	161
NEW LONDON	\$92,162	9	164
<del>WEST HAVEN</del>	<del>\$90,950</del>	<del>10</del>	159
PLAINFIELD	\$88,026	11	154

***Average: \$97,315***

*Source: CEA Research  
6/22/2023*

**AENGLC RANK 164 to 154**  
**Sixth Year Maximum 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>	<b>AENGLC Rank</b>
EAST HARTFOR	\$94,404	\$96,292	\$97,736	\$99,446	\$101,932	\$103,971	10.13%	160
MANSFIELD	\$93,528	\$95,399	\$97,784	\$99,495	\$101,485	\$103,515	10.68%	163
NAUGATUCK	\$95,433	\$96,626	\$97,882	\$99,350	\$101,337	\$102,857	7.78%	155
MERIDEN	\$89,210	\$90,548	\$94,330	\$95,868	\$97,143	\$99,687	11.74%	156
ANSONIA	\$90,424	\$92,232	\$93,339	\$94,039	\$96,343	\$98,752	9.21%	158
TORRINGTON	\$91,615	\$92,989	\$94,505	\$96,395	\$97,648	\$98,624	7.65%	157
NEW HAVEN	\$92,569	\$92,569	\$93,069	\$94,569	\$95,569	\$97,069	4.86%	162
NORWICH	\$88,660	\$89,103	\$91,206	\$91,890	\$92,993	\$94,853	6.99%	161
NEW LONDON	\$84,424	\$85,690	\$86,976	\$88,367	\$90,355	\$92,162	9.17%	164
<b>WEST HAVEN</b>	<b>\$86,545</b>	<b>\$86,545</b>	<b>\$87,410</b>	<b>\$88,284</b>	<b>\$89,167</b>	<b>\$90,950</b>	<b>5.09%</b>	<b>159</b>
PLAINFIELD	\$80,025	\$81,930	\$83,812	\$85,300	\$86,300	\$88,026	10.00%	154
<b>Average:</b>	<b>\$89,712</b>	<b>\$90,902</b>	<b>\$92,550</b>	<b>\$93,909</b>	<b>\$95,479</b>	<b>\$97,315</b>	<b>8.48%</b>	

Source: CEA Research  
6/22/2023

**AENGLC RANK 164 to 154**  
**Sixth Year Maximum 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>	<b>AENGLC Rank</b>
MERIDEN	\$89,210	\$90,548	\$94,330	\$95,868	\$97,143	\$99,687	11.74%	156
MANSFIELD	\$93,528	\$95,399	\$97,784	\$99,495	\$101,485	\$103,515	10.68%	163
EAST HARTFORD	\$94,404	\$96,292	\$97,736	\$99,446	\$101,932	\$103,971	10.13%	160
PLAINFIELD	\$80,025	\$81,930	\$83,812	\$85,300	\$86,300	\$88,026	10.00%	154
ANSONIA	\$90,424	\$92,232	\$93,339	\$94,039	\$96,343	\$98,752	9.21%	158
NEW LONDON	\$84,424	\$85,690	\$86,976	\$88,367	\$90,355	\$92,162	9.17%	164
NAUGATUCK	\$95,433	\$96,626	\$97,882	\$99,350	\$101,337	\$102,857	7.78%	155
TORRINGTON	\$91,615	\$92,989	\$94,505	\$96,395	\$97,648	\$98,624	7.65%	157
NORWICH	\$88,660	\$89,103	\$91,206	\$91,890	\$92,993	\$94,853	6.99%	161
<b>WEST HAVEN</b>	<b>\$86,545</b>	<b>\$86,545</b>	<b>\$87,410</b>	<b>\$88,284</b>	<b>\$89,167</b>	<b>\$90,950</b>	<b>5.09%</b>	<b>159</b>
NEW HAVEN	\$92,569	\$92,569	\$93,069	\$94,569	\$95,569	\$97,069	4.86%	162
<i>Average:</i>	<b>\$89,712</b>	<b>\$90,902</b>	<b>\$92,550</b>	<b>\$93,909</b>	<b>\$95,479</b>	<b>\$97,315</b>	<b>8.48%</b>	

Source: CEA Research  
6/22/2023

# **AENGLC RANK 164 to 154**

**Sixth Year Maximum 2023-24 to 2025-26**

<b>TOWN</b>	<b>2023-24</b>	<b>% Increase</b>	<b>2024-25</b>	<b>% Increase</b>	<b>2025-26</b>	<b>% Increase</b>	<b>AENGL C Rank</b>
EAST HARTFORD	\$103,971	2.00%	\$105,530	1.50%			160
MANSFIELD	\$103,515	2.00%					163
NAUGATUCK	\$102,857	1.50%					155
MERIDEN	\$99,687	2.62%	\$101,704	2.02%	\$103,236	1.51%	156
ANSONIA	\$98,752	2.50%	\$100,727	2.00%	\$102,742	2.00%	158
TORRINGTON	\$98,624	1.00%					157
NEW HAVEN	\$97,069	1.57%	\$98,569	1.55%	\$100,069	1.52%	162
NORWICH	\$94,853	2.00%	\$96,750	2.00%	\$98,685	2.00%	161
NEW LONDON	\$92,162	2.00%	\$93,084	1.00%			164
WEST HAVEN	\$90,950	2.00%					159
PLAINFIELD	\$88,026	2.00%	\$89,698	1.90%	\$91,609	2.13%	154
<b>Averages</b>	<b>\$97,315</b>	<b>1.93%</b>	<b>\$98,009</b>	<b>1.71%</b>	<b>\$99,268</b>	<b>1.83%</b>	

Source: CEA Research  
Thursday, June 22, 2023



**NEW HAVEN COUNTY  
BA Minimum 2023-24**

<b>TOWN</b>	<b>2023-24</b>	<b>Rank</b>
WATERBURY	\$55,188	1
ANSONIA	\$55,175	2
BRANFORD	\$54,244	3
WALLINGFORD	\$53,148	4
MADISON	\$52,873	5
BETHANY	\$52,693	6
WOODBIDGE	\$52,016	7
MILFORD	\$52,006	8
GUILFORD	\$51,480	9
EAST HAVEN	\$50,709	10
ORANGE	\$50,642	11
SEYMOUR	\$50,558	12
MERIDEN	\$50,500	13
REGION 16	\$50,419	14
DERBY	\$50,168	15
CHESHIRE	\$49,948	16
NORTH BRANFORD	\$49,840	17
ACES	\$49,733	18
OXFORD	\$49,409	19
REGION 15	\$49,367	20
NEW HAVEN	\$48,708	21
NAUGATUCK	\$48,557	22
HAMDEN	\$48,397	23
AMITY	\$46,968	24
NORTH HAVEN	\$46,954	25
WOLCOTT	\$46,486	26
<b>WEST HAVEN</b>	<b>\$42,477</b>	<b>27</b>

*Average:* **\$50,321**

*Source: CEA Research  
6/22/2023*

**NEW HAVEN COUNTY**  
**BA Minimum 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>
WATERBURY	\$43,110	\$43,110	\$48,058	\$49,672	\$51,341	\$55,188	28.02%
ANSONIA	\$42,976	\$42,976	\$43,492	\$45,615	\$48,573	\$55,175	28.39%
BRANFORD	\$50,073	\$50,073	\$50,073	\$52,076	\$54,028	\$54,244	8.33%
WALLINGFORD	\$48,938	\$49,731	\$50,552	\$51,386	\$52,234	\$53,148	8.60%
MADISON	\$45,150	\$46,849	\$46,849	\$46,849	\$52,373	\$52,873	17.11%
BETHANY	\$50,057	\$50,057	\$50,057	\$50,057	\$51,358	\$52,693	5.27%
WOODBIDGE	\$49,456	\$50,322	\$50,951	\$50,951	\$51,588	\$52,016	5.18%
MILFORD	\$45,788	\$45,788	\$47,374	\$49,390	\$49,390	\$52,006	13.58%
GUILFORD	\$45,000	\$47,100	\$49,200	\$49,200	\$49,200	\$51,480	14.40%
EAST HAVEN	\$46,254	\$46,254	\$48,254	\$48,504	\$49,054	\$50,709	9.63%
ORANGE	\$50,642	\$50,642	\$50,642	\$50,642	\$50,642	\$50,642	0.00%
SEYMOUR	\$48,088	\$49,757	\$49,857	\$49,957	\$50,307	\$50,558	5.14%
MERIDEN	\$47,969	\$48,209	\$48,209	\$48,209	\$48,209	\$50,500	5.28%
REGION 16	\$49,532	\$49,532	\$50,419	\$50,419	\$50,419	\$50,419	1.79%
DERBY	\$47,089	\$47,183	\$47,277	\$47,277	\$48,707	\$50,168	6.54%
CHESHIRE	\$46,079	\$46,876	\$47,776	\$48,612	\$49,210	\$49,948	8.40%
NORTH BRANFOR	\$46,000	\$46,000	\$47,840	\$47,840	\$47,840	\$49,840	8.35%
ACES	\$47,558	\$48,034	\$48,274	\$48,516	\$48,758	\$49,733	4.57%
OXFORD	\$46,232	\$46,482	\$46,482	\$47,041	\$47,744	\$49,409	6.87%
REGION 15	\$45,185	\$45,388	\$46,953	\$47,310	\$47,423	\$49,367	9.26%
NEW HAVEN	\$45,357	\$45,357	\$45,357	\$45,357	\$45,357	\$48,708	7.39%
NAUGATUCK	\$45,429	\$47,399	\$47,128	\$47,364	\$48,311	\$48,557	6.89%
HAMDEN	\$43,856	\$43,856	\$43,856	\$43,856	\$46,421	\$48,397	10.35%
AMITY	\$45,928	\$45,928	\$45,928	\$46,387	\$46,851	\$46,968	2.26%
NORTH HAVEN	\$44,854	\$46,623	\$46,623	\$46,954	\$46,954	\$46,954	4.68%
WOLCOTT	\$43,468	\$43,468	\$43,468	\$43,468	\$46,486	\$46,486	6.94%
<b>WEST HAVEN</b>	<b>\$41,232</b>	<b>\$41,232</b>	<b>\$41,644</b>	<b>\$41,644</b>	<b>\$41,644</b>	<b>\$42,477</b>	<b>3.02%</b>
<i>Average:</i>	<i>\$46,344</i>	<i>\$46,823</i>	<i>\$47,503</i>	<i>\$47,946</i>	<i>\$48,905</i>	<i>\$50,321</i>	<i>8.75%</i>

Source: CEA Research  
6/22/2023

**NEW HAVEN COUNTY  
BA Minimum 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>
ANSONIA	\$42,976	\$42,976	\$43,492	\$45,615	\$48,573	\$55,175	28.39%
WATERBURY	\$43,110	\$43,110	\$48,058	\$49,672	\$51,341	\$55,188	28.02%
MADISON	\$45,150	\$46,849	\$46,849	\$46,849	\$52,373	\$52,873	17.11%
GUILFORD	\$45,000	\$47,100	\$49,200	\$49,200	\$49,200	\$51,480	14.40%
MILFORD	\$45,788	\$45,788	\$47,374	\$49,390	\$49,390	\$52,006	13.58%
HAMDEN	\$43,856	\$43,856	\$43,856	\$43,856	\$46,421	\$48,397	10.35%
EAST HAVEN	\$46,254	\$46,254	\$48,254	\$48,504	\$49,054	\$50,709	9.63%
REGION 15	\$45,185	\$45,388	\$46,953	\$47,310	\$47,423	\$49,367	9.26%
WALLINGFORD	\$48,938	\$49,731	\$50,552	\$51,386	\$52,234	\$53,148	8.60%
CHESHIRE	\$46,079	\$46,876	\$47,776	\$48,612	\$49,210	\$49,948	8.40%
NORTH BRANFORD	\$46,000	\$46,000	\$47,840	\$47,840	\$47,840	\$49,840	8.35%
BRANFORD	\$50,073	\$50,073	\$50,073	\$52,076	\$54,028	\$54,244	8.33%
NEW HAVEN	\$45,357	\$45,357	\$45,357	\$45,357	\$45,357	\$48,708	7.39%
WOLCOTT	\$43,468	\$43,468	\$43,468	\$43,468	\$46,486	\$46,486	6.94%
NAUGATUCK	\$45,429	\$47,399	\$47,128	\$47,364	\$48,311	\$48,557	6.89%
OXFORD	\$46,232	\$46,482	\$46,482	\$47,041	\$47,744	\$49,409	6.87%
DERBY	\$47,089	\$47,183	\$47,277	\$47,277	\$48,707	\$50,168	6.54%
MERIDEN	\$47,969	\$48,209	\$48,209	\$48,209	\$48,209	\$50,500	5.28%
BETHANY	\$50,057	\$50,057	\$50,057	\$50,057	\$51,358	\$52,693	5.27%
WOODBIDGE	\$49,456	\$50,322	\$50,951	\$50,951	\$51,588	\$52,016	5.18%
SEYMOUR	\$48,088	\$49,757	\$49,857	\$49,957	\$50,307	\$50,558	5.14%
NORTH HAVEN	\$44,854	\$46,623	\$46,623	\$46,954	\$46,954	\$46,954	4.68%
ACES	\$47,558	\$48,034	\$48,274	\$48,516	\$48,758	\$49,733	4.57%
<b>WEST HAVEN</b>	<b>\$41,232</b>	<b>\$41,232</b>	<b>\$41,644</b>	<b>\$41,644</b>	<b>\$41,644</b>	<b>\$42,477</b>	<b>3.02%</b>
AMITY	\$45,928	\$45,928	\$45,928	\$46,387	\$46,851	\$46,968	2.26%
REGION 16	\$49,532	\$49,532	\$50,419	\$50,419	\$50,419	\$50,419	1.79%
ORANGE	\$50,642	\$50,642	\$50,642	\$50,642	\$50,642	\$50,642	0.00%
<i>Average:</i>	<i>\$46,344</i>	<i>\$46,823</i>	<i>\$47,503</i>	<i>\$47,946</i>	<i>\$48,905</i>	<i>\$50,321</i>	<i>8.75%</i>

Source: CEA Research  
6/22/2023

**NEW HAVEN COUNTY**  
**BA Minimum 2023-24 to 2025-26**

<b>TOWN</b>	<b>2023-24</b>	<b>% Increase</b>	<b>2024-25</b>	<b>% Increase</b>	<b>2025-26</b>	<b>% Increase</b>
WATERBURY	\$55,188	7.49%	\$58,183	5.43%	\$60,738	4.39%
ANSONIA	\$55,175	13.59%	\$57,967	5.06%	\$60,900	5.06%
BRANFORD	\$54,244	0.40%				
WALLINGFORD	\$53,148	1.75%	\$54,078	1.75%	\$55,024	1.75%
MADISON	\$52,873	0.95%	\$54,873	3.78%		
BETHANY	\$52,693	2.60%				
WOODBIDGE	\$52,016	0.83%	\$52,796	1.50%	\$53,947	2.18%
MILFORD	\$52,006	5.30%	\$52,006	0.00%	\$52,006	0.00%
GUILFORD	\$51,480	4.63%	\$51,994	1.00%	\$53,071	2.07%
EAST HAVEN	\$50,709	3.37%	\$52,551	3.63%	\$52,551	0.00%
ORANGE	\$50,642	0.00%	\$50,642	0.00%		
SEYMOUR	\$50,558	0.50%	\$50,710	0.30%		
MERIDEN	\$50,500	4.75%	\$52,025	3.02%	\$54,503	4.76%
REGION 16	\$50,419	0.00%	\$50,419	0.00%		
DERBY	\$50,168	3.00%	\$51,673	3.00%	\$51,673	0.00%
CHESHIRE	\$49,948	1.50%	\$50,822	1.75%		
NORTH BRANFORD	\$49,840	4.18%	\$54,000	8.35%	\$55,600	2.96%
ACES	\$49,733	2.00%	\$52,589	5.74%	\$53,641	2.00%
OXFORD	\$49,409	3.49%				
REGION 15	\$49,367	4.10%	\$49,433	0.13%		
NEW HAVEN	\$48,708	7.39%	\$49,283	1.18%	\$51,421	4.34%
NAUGATUCK	\$48,557	0.51%				
HAMDEN	\$48,397	4.26%	\$48,397	0.00%		
AMITY	\$46,968	0.25%				
NORTH HAVEN	\$46,954	0.00%	\$46,954	0.00%		
WOLCOTT	\$46,486	0.00%	\$47,532	2.25%	\$47,532	0.00%
<b>WEST HAVEN</b>	<b>\$42,477</b>	<b>2.00%</b>				
<b>Averages:</b>	<b>\$50,321</b>	<b>2.92%</b>	<b>\$51,854</b>	<b>2.28%</b>	<b>\$54,047</b>	<b>2.27%</b>

Thursday, June 22, 2023

**NEW HAVEN COUNTY  
MA Maximum 2023-24**

<b>TOWN</b>	<b>2023-24</b>	<b>Rank</b>
DERBY	\$97,354	1
REGION 15	\$96,992	2
AMITY	\$96,909	3
NAUGATUCK	\$96,543	4
BRANFORD	\$96,531	5
ACES	\$96,506	6
WOODBIDGE	\$96,129	7
OXFORD	\$95,967	8
CHESHIRE	\$95,870	9
SEYMOUR	\$95,425	10
HAMDEN	\$95,380	11
WOLCOTT	\$95,261	12
MILFORD	\$95,102	13
EAST HAVEN	\$94,692	14
MADISON	\$94,383	15
NEW HAVEN	\$94,356	16
ORANGE	\$94,298	17
MERIDEN	\$93,930	18
GUILFORD	\$93,874	19
REGION 16	\$92,051	20
ANSONIA	\$91,337	21
NORTH HAVEN	\$91,303	22
WALLINGFORD	\$91,062	23
NORTH BRANFORD	\$90,340	24
WATERBURY	\$89,033	25
BETHANY	\$88,584	26
<b>WEST HAVEN</b>	<b>\$85,538</b>	<b>27</b>
<i>Average:</i>	<i>\$93,880</i>	

6/22/2023      *Source: CEA Research*

**NEW HAVEN COUNTY**  
**MA Maximum 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>
DERBY	\$88,707	\$90,481	\$92,291	\$93,574	\$95,445	\$97,354	9.75%
REGION 15	\$88,908	\$89,882	\$92,034	\$93,134	\$95,090	\$96,992	9.09%
AMITY	\$90,163	\$91,291	\$92,203	\$93,604	\$95,477	\$96,909	7.48%
NAUGATUCK	\$89,575	\$90,694	\$91,873	\$93,251	\$95,116	\$96,543	7.78%
BRANFORD	\$90,211	\$91,293	\$92,462	\$94,311	\$95,575	\$96,531	7.01%
ACES	\$87,578	\$88,944	\$90,278	\$91,858	\$93,695	\$96,506	10.19%
WOODBIDGE	\$90,394	\$91,931	\$93,080	\$93,080	\$94,244	\$96,129	6.34%
OXFORD	\$89,570	\$90,914	\$92,114	\$93,381	\$94,665	\$95,967	7.14%
CHESHIRE	\$88,444	\$89,974	\$91,701	\$93,306	\$94,453	\$95,870	8.40%
SEYMOUR	\$88,340	\$89,540	\$90,540	\$91,540	\$93,554	\$95,425	8.02%
HAMDEN	\$88,880	\$89,947	\$91,026	\$92,127	\$93,970	\$95,380	7.31%
WOLCOTT	\$89,086	\$90,199	\$91,327	\$92,468	\$94,317	\$95,261	6.93%
MILFORD	\$88,313	\$90,001	\$91,360	\$92,584	\$94,011	\$95,102	7.69%
EAST HAVEN	\$88,693	\$88,693	\$90,693	\$92,293	\$93,293	\$94,692	6.76%
MADISON	\$89,889	\$90,563	\$91,469	\$92,383	\$93,383	\$94,383	5.00%
NEW HAVEN	\$89,856	\$89,856	\$90,356	\$91,856	\$92,856	\$94,356	5.01%
ORANGE	\$88,751	\$89,905	\$90,804	\$91,712	\$92,996	\$94,298	6.25%
MERIDEN	\$83,862	\$85,120	\$88,818	\$90,266	\$91,467	\$93,930	12.01%
GUILFORD	\$84,734	\$87,445	\$88,660	\$90,113	\$91,140	\$93,874	10.79%
REGION 16	\$84,215	\$85,647	\$86,700	\$88,044	\$90,025	\$92,051	9.30%
ANSONIA	\$83,633	\$85,307	\$86,331	\$86,978	\$89,109	\$91,337	9.21%
NORTH HAVEN	\$85,010	\$86,389	\$87,685	\$89,009	\$90,122	\$91,303	7.40%
WALLINGFORD	\$81,976	\$83,304	\$84,679	\$86,076	\$87,496	\$91,062	11.08%
NORTH BRANFORD	\$86,700	\$86,700	\$88,540	\$88,540	\$88,540	\$90,340	4.20%
WATERBURY	\$82,682	\$82,682	\$83,922	\$84,761	\$85,609	\$89,033	7.68%
BETHANY	\$86,220	\$86,651	\$87,084	\$87,584	\$88,084	\$88,584	2.74%
<b>WEST HAVEN</b>	<b>\$81,394</b>	<b>\$81,394</b>	<b>\$82,208</b>	<b>\$83,030</b>	<b>\$83,860</b>	<b>\$85,538</b>	<b>5.09%</b>
<i>Average:</i>	<i>\$87,251</i>	<i>\$88,324</i>	<i>\$89,638</i>	<i>\$90,773</i>	<i>\$92,133</i>	<i>\$93,880</i>	<i>7.62%</i>

6/22/2023

Source: CEA Research



**NEW HAVEN COUNTY**  
**MA Maximum 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>
MERIDEN	\$83,862	\$85,120	\$88,818	\$90,266	\$91,467	\$93,930	12.01%
WALLINGFORD	\$81,976	\$83,304	\$84,679	\$86,076	\$87,496	\$91,062	11.08%
GUILFORD	\$84,734	\$87,445	\$88,660	\$90,113	\$91,140	\$93,874	10.79%
ACES	\$87,578	\$88,944	\$90,278	\$91,858	\$93,695	\$96,506	10.19%
DERBY	\$88,707	\$90,481	\$92,291	\$93,574	\$95,445	\$97,354	9.75%
REGION 16	\$84,215	\$85,647	\$86,700	\$88,044	\$90,025	\$92,051	9.30%
ANSONIA	\$83,633	\$85,307	\$86,331	\$86,978	\$89,109	\$91,337	9.21%
REGION 15	\$88,908	\$89,882	\$92,034	\$93,134	\$95,090	\$96,992	9.09%
CHESHIRE	\$88,444	\$89,974	\$91,701	\$93,306	\$94,453	\$95,870	8.40%
SEYMOUR	\$88,340	\$89,540	\$90,540	\$91,540	\$93,554	\$95,425	8.02%
NAUGATUCK	\$89,575	\$90,694	\$91,873	\$93,251	\$95,116	\$96,543	7.78%
MILFORD	\$88,313	\$90,001	\$91,360	\$92,584	\$94,011	\$95,102	7.69%
WATERBURY	\$82,682	\$82,682	\$83,922	\$84,761	\$85,609	\$89,033	7.68%
AMITY	\$90,163	\$91,291	\$92,203	\$93,604	\$95,477	\$96,909	7.48%
NORTH HAVEN	\$85,010	\$86,389	\$87,685	\$89,009	\$90,122	\$91,303	7.40%
HAMDEN	\$88,880	\$89,947	\$91,026	\$92,127	\$93,970	\$95,380	7.31%
OXFORD	\$89,570	\$90,914	\$92,114	\$93,381	\$94,665	\$95,967	7.14%
BRANFORD	\$90,211	\$91,293	\$92,462	\$94,311	\$95,575	\$96,531	7.01%
WOLCOTT	\$89,086	\$90,199	\$91,327	\$92,468	\$94,317	\$95,261	6.93%
EAST HAVEN	\$88,693	\$88,693	\$90,693	\$92,293	\$93,293	\$94,692	6.76%
WOODBIDGE	\$90,394	\$91,931	\$93,080	\$93,080	\$94,244	\$96,129	6.34%
ORANGE	\$88,751	\$89,905	\$90,804	\$91,712	\$92,996	\$94,298	6.25%
<b>WEST HAVEN</b>	<b>\$81,394</b>	<b>\$81,394</b>	<b>\$82,208</b>	<b>\$83,030</b>	<b>\$83,860</b>	<b>\$85,538</b>	<b>5.09%</b>
NEW HAVEN	\$89,856	\$89,856	\$90,356	\$91,856	\$92,856	\$94,356	5.01%
MADISON	\$89,889	\$90,563	\$91,469	\$92,383	\$93,383	\$94,383	5.00%
NORTH BRANFORD	\$86,700	\$86,700	\$88,540	\$88,540	\$88,540	\$90,340	4.20%
BETHANY	\$86,220	\$86,651	\$87,084	\$87,584	\$88,084	\$88,584	2.74%
<b>Average:</b>	<b>\$87,251</b>	<b>\$88,324</b>	<b>\$89,638</b>	<b>\$90,773</b>	<b>\$92,133</b>	<b>\$93,880</b>	<b>7.62%</b>

Source: CEA Research  
6/22/2023

**NEW HAVEN COUNTY**  
**MA Maximum 2023-24 to 2025-26**

<b>TOWN</b>	<b>2023-24</b>	<b>% Increase</b>	<b>2024-25</b>	<b>% Increase</b>	<b>2025-26</b>	<b>% Increase</b>
DERBY	\$97,354	2.00%	\$99,301	2.00%	\$101,287	2.00%
REGION 15	\$96,992	2.00%	\$98,835	1.90%		
AMITY	\$96,909	1.50%				
NAUGATUCK	\$96,543	1.50%				
BRANFORD	\$96,531	1.00%				
ACES	\$96,506	3.00%	\$99,160	2.75%	\$101,887	2.75%
WOODBIDGE	\$96,129	2.00%	\$98,244	2.20%	\$100,209	2.00%
OXFORD	\$95,967	1.38%				
CHESHIRE	\$95,870	1.50%	\$97,548	1.75%		
SEYMOUR	\$95,425	2.00%	\$97,333	2.00%		
HAMDEN	\$95,380	1.50%	\$96,620	1.30%		
WOLCOTT	\$95,261	1.00%	\$97,166	2.00%	\$98,137	1.00%
MILFORD	\$95,102	1.16%	\$97,023	2.02%	\$99,206	2.25%
EAST HAVEN	\$94,692	1.50%	\$96,112	1.50%	\$97,554	1.50%
MADISON	\$94,383	1.07%	\$95,385	1.06%		
NEW HAVEN	\$94,356	1.62%	\$95,856	1.59%	\$97,356	1.56%
ORANGE	\$94,298	1.40%	\$95,618	1.40%		
MERIDEN	\$93,930	2.69%	\$95,889	2.09%	\$97,363	1.54%
GUILFORD	\$93,874	3.00%	\$96,221	2.50%	\$98,213	2.07%
REGION 16	\$92,051	2.25%	\$94,122	2.25%		
ANSONIA	\$91,337	2.50%	\$93,164	2.00%	\$95,027	2.00%
NORTH HAVEN	\$91,303	1.31%	\$92,673	1.50%		
WALLINGFORD	\$91,062	4.08%	\$93,419	2.59%	\$95,817	2.57%
NORTH BRANFORD	\$90,340	2.03%	\$92,000	1.84%	\$92,600	0.65%
WATERBURY	\$89,033	4.00%	\$93,799	5.35%	\$96,144	2.50%
BETHANY	\$88,584	0.57%				
<b>WEST HAVEN</b>	<b>\$85,538</b>	<b>2.00%</b>				
<b>Averages:</b>	<b>\$93,880</b>	<b>1.91%</b>	<b>\$95,976</b>	<b>2.08%</b>	<b>\$97,754</b>	<b>1.88%</b>

Source: CEA Research

6/22/2023

**NEW HAVEN COUNTY**  
**Sixth Year Maximum 2023-24**

<b>TOWN</b>	<b>2023-24</b>	<b>Rank</b>
WALLINGFORD	\$104,072	1
MILFORD	\$103,950	2
REGION 15	\$103,186	3
SEYMOUR	\$102,927	4
NAUGATUCK	\$102,857	5
CHESHIRE	\$102,469	6
DERBY	\$102,419	7
OXFORD	\$101,553	8
WOODBIDGE	\$101,545	9
HAMDEN	\$101,429	10
MADISON	\$100,956	11
WOLCOTT	\$100,886	12
BRANFORD	\$100,739	13
GUILFORD	\$100,666	14
ACES	\$99,976	15
MERIDEN	\$99,687	16
AMITY	\$99,500	17
ORANGE	\$99,001	18
NORTH HAVEN	\$98,785	19
ANSONIA	\$98,752	20
EAST HAVEN	\$98,672	21
REGION 16	\$97,600	22
NEW HAVEN	\$97,069	23
WATERBURY	\$94,786	24
NORTH BRANFORD	\$94,540	25
BETHANY	\$93,466	26
<b>WEST HAVEN</b>	<b>\$90,950</b>	<b>27</b>
<b>Average:</b>	<b>\$99,720</b>	

*Source: CEA Research*  
6/22/2023

**NEW HAVEN COUNTY**  
**Sixth Year 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>
WALLINGFORD	\$95,129	\$96,670	\$98,265	\$99,886	\$101,534	\$104,072	9.40%
MILFORD	\$96,531	\$98,375	\$99,861	\$101,199	\$102,758	\$103,950	7.69%
REGION 15	\$94,586	\$95,622	\$97,912	\$99,082	\$101,163	\$103,186	9.09%
SEYMOUR	\$95,537	\$96,737	\$97,737	\$98,737	\$100,909	\$102,927	7.74%
NAUGATUCK	\$95,433	\$96,626	\$97,882	\$99,350	\$101,337	\$102,857	7.78%
CHESHIRE	\$94,531	\$96,166	\$98,013	\$99,728	\$100,955	\$102,469	8.40%
DERBY	\$93,322	\$95,188	\$97,092	\$98,442	\$100,411	\$102,419	9.75%
OXFORD	\$94,785	\$96,207	\$97,477	\$98,817	\$100,176	\$101,553	7.14%
WOODBIDGE	\$95,544	\$97,111	\$98,325	\$98,325	\$99,554	\$101,545	6.28%
HAMDEN	\$94,518	\$95,652	\$96,800	\$97,971	\$99,930	\$101,429	7.31%
MADISON	\$96,148	\$96,869	\$97,837	\$98,816	\$99,886	\$100,956	5.00%
WOLCOTT	\$94,347	\$95,526	\$96,720	\$97,929	\$99,888	\$100,886	6.93%
BRANFORD	\$94,144	\$95,274	\$96,493	\$98,423	\$99,742	\$100,739	7.01%
GUILFORD	\$90,864	\$93,771	\$95,074	\$96,632	\$97,734	\$100,666	10.79%
ACES	\$90,727	\$92,142	\$93,524	\$95,161	\$97,064	\$99,976	10.19%
MERIDEN	\$89,210	\$90,548	\$94,330	\$95,868	\$97,143	\$99,687	11.74%
AMITY	\$92,573	\$93,730	\$94,668	\$96,107	\$98,029	\$99,500	7.48%
ORANGE	\$93,178	\$94,389	\$95,333	\$96,286	\$97,634	\$99,001	6.25%
NORTH HAVEN	\$91,977	\$93,469	\$94,871	\$96,304	\$97,508	\$98,785	7.40%
ANSONIA	\$90,424	\$92,232	\$93,339	\$94,039	\$96,343	\$98,752	9.21%
EAST HAVEN	\$92,614	\$92,614	\$94,614	\$96,214	\$97,214	\$98,672	6.54%
REGION 16	\$89,292	\$90,810	\$91,927	\$93,352	\$95,452	\$97,600	9.30%
NEW HAVEN	\$92,569	\$92,569	\$93,069	\$94,569	\$95,569	\$97,069	4.86%
WATERBURY	\$88,024	\$88,024	\$89,344	\$90,238	\$91,140	\$94,786	7.68%
NORTH BRANFORD	\$90,900	\$90,900	\$92,740	\$92,740	\$92,740	\$94,540	4.00%
BETHANY	\$91,053	\$91,508	\$91,966	\$92,466	\$92,966	\$93,466	2.65%
<b>WEST HAVEN</b>	<b>\$86,545</b>	<b>\$86,545</b>	<b>\$87,410</b>	<b>\$88,284</b>	<b>\$89,167</b>	<b>\$90,950</b>	<b>5.09%</b>
<i>Average:</i>	<i>\$92,759</i>	<i>\$93,899</i>	<i>\$95,282</i>	<i>\$96,480</i>	<i>\$97,924</i>	<i>\$99,720</i>	<i>7.51%</i>

Source: CEA Research  
6/22/2023

**NEW HAVEN COUNTY**  
**Sixth Year 5 Year History**

<b>TOWN</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Increase</b>
MERIDEN	\$89,210	\$90,548	\$94,330	\$95,868	\$97,143	\$99,687	11.74%
GUILFORD	\$90,864	\$93,771	\$95,074	\$96,632	\$97,734	\$100,666	10.79%
ACES	\$90,727	\$92,142	\$93,524	\$95,161	\$97,064	\$99,976	10.19%
DERBY	\$93,322	\$95,188	\$97,092	\$98,442	\$100,411	\$102,419	9.75%
WALLINGFORD	\$95,129	\$96,670	\$98,265	\$99,886	\$101,534	\$104,072	9.40%
REGION 16	\$89,292	\$90,810	\$91,927	\$93,352	\$95,452	\$97,600	9.30%
ANSONIA	\$90,424	\$92,232	\$93,339	\$94,039	\$96,343	\$98,752	9.21%
REGION 15	\$94,586	\$95,622	\$97,912	\$99,082	\$101,163	\$103,186	9.09%
CHESHIRE	\$94,531	\$96,166	\$98,013	\$99,728	\$100,955	\$102,469	8.40%
NAUGATUCK	\$95,433	\$96,626	\$97,882	\$99,350	\$101,337	\$102,857	7.78%
SEYMOUR	\$95,537	\$96,737	\$97,737	\$98,737	\$100,909	\$102,927	7.74%
MILFORD	\$96,531	\$98,375	\$99,861	\$101,199	\$102,758	\$103,950	7.69%
WATERBURY	\$88,024	\$88,024	\$89,344	\$90,238	\$91,140	\$94,786	7.68%
AMITY	\$92,573	\$93,730	\$94,668	\$96,107	\$98,029	\$99,500	7.48%
NORTH HAVEN	\$91,977	\$93,469	\$94,871	\$96,304	\$97,508	\$98,785	7.40%
HAMDEN	\$94,518	\$95,652	\$96,800	\$97,971	\$99,930	\$101,429	7.31%
OXFORD	\$94,785	\$96,207	\$97,477	\$98,817	\$100,176	\$101,553	7.14%
BRANFORD	\$94,144	\$95,274	\$96,493	\$98,423	\$99,742	\$100,739	7.01%
WOLCOTT	\$94,347	\$95,526	\$96,720	\$97,929	\$99,888	\$100,886	6.93%
EAST HAVEN	\$92,614	\$92,614	\$94,614	\$96,214	\$97,214	\$98,672	6.54%
WOODBIDGE	\$95,544	\$97,111	\$98,325	\$98,325	\$99,554	\$101,545	6.28%
ORANGE	\$93,178	\$94,389	\$95,333	\$96,286	\$97,634	\$99,001	6.25%
<b>WEST HAVEN</b>	<b>\$86,545</b>	<b>\$86,545</b>	<b>\$87,410</b>	<b>\$88,284</b>	<b>\$89,167</b>	<b>\$90,950</b>	<b>5.09%</b>
MADISON	\$96,148	\$96,869	\$97,837	\$98,816	\$99,886	\$100,956	5.00%
NEW HAVEN	\$92,569	\$92,569	\$93,069	\$94,569	\$95,569	\$97,069	4.86%
NORTH BRANFOR	\$90,900	\$90,900	\$92,740	\$92,740	\$92,740	\$94,540	4.00%
BETHANY	\$91,053	\$91,508	\$91,966	\$92,466	\$92,966	\$93,466	2.65%
<b>Average:</b>	<b>\$92,759</b>	<b>\$93,899</b>	<b>\$95,282</b>	<b>\$96,480</b>	<b>\$97,924</b>	<b>\$99,720</b>	<b>7.51%</b>

Source: CEA Research

6/22/2023

# NEW HAVEN COUNTY

## Sixth Year Maximum 2023-24 to 2025-26

TOWN	2023-24	% Increase	2024-25	% Increase	2025-26	% Increase
WALLINGFORD	\$104,072	2.50%	\$106,674	2.50%	\$109,341	2.50%
MILFORD	\$103,950	1.16%	\$106,050	2.02%	\$108,436	2.25%
REGION 15	\$103,186	2.00%	\$105,147	1.90%		
SEYMOUR	\$102,927	2.00%	\$104,986	2.00%		
NAUGATUCK	\$102,857	1.50%				
CHESHIRE	\$102,469	1.50%	\$104,262	1.75%		
DERBY	\$102,419	2.00%	\$104,467	2.00%	\$106,556	2.00%
OXFORD	\$101,553	1.37%				
WOODBRIIDGE	\$101,545	2.00%	\$103,779	2.20%	\$105,855	2.00%
HAMDEN	\$101,429	1.50%	\$102,748	1.30%		
MADISON	\$100,956	1.07%	\$102,027	1.06%		
WOLCOTT	\$100,886	1.00%	\$102,904	2.00%	\$103,933	1.00%
BRANFORD	\$100,739	1.00%				
GUILFORD	\$100,666	3.00%	\$103,183	2.50%	\$105,319	2.07%
ACES	\$99,976	3.00%	\$102,725	2.75%	\$105,550	2.75%
MERIDEN	\$99,687	2.62%	\$101,704	2.02%	\$103,236	1.51%
AMITY	\$99,500	1.50%				
ORANGE	\$99,001	1.40%	\$100,387	1.40%		
NORTH HAVEN	\$98,785	1.31%	\$100,267	1.50%		
ANSONIA	\$98,752	2.50%	\$100,727	2.00%	\$102,742	2.00%
EAST HAVEN	\$98,672	1.50%	\$100,152	1.50%	\$101,654	1.50%
REGION 16	\$97,600	2.25%	\$99,796	2.25%		
NEW HAVEN	\$97,069	1.57%	\$98,569	1.55%	\$100,069	1.52%
WATERBURY	\$94,786	4.00%	\$96,681	2.00%	\$99,098	2.50%
NORTH BRANFORD	\$94,540	1.94%	\$96,200	1.76%	\$96,800	0.62%
BETHANY	\$93,466	0.54%				
<b>WEST HAVEN</b>	<b>\$90,950</b>	<b>2.00%</b>				
<b>Averages:</b>	<b>\$99,720</b>	<b>1.84%</b>	<b>\$102,068</b>	<b>1.90%</b>	<b>\$103,738</b>	<b>1.86%</b>

Source: CEA Research

Thursday, June 22, 2023