<h1 style="text-align:center">Summary of Hartford Education Support Personnel TA</h1>

This unit consists of approximately 260 employees covering a wide range of positions and salaries. The current contract expired on June 30, 2019. The parties reached a tentative agreement on May 23, 2023. The Union ratified the tentative agreement on June 6, 2023. The new contract will be effective retroactively from July 1, 2019 – June 30, 2026.

Background

The current contract expired June 30, 2019. The union previously agreed to a wage freeze for 2017-2018 and 2018-2019.

Wages

2019-2020	0% GWI, no step
2020-2021	0% GWI, no step
2021-2022	0% GWI, no step
2022-2023	2% GWI, All members not on top step move one step (retroactive to July 1, 2022 for all employees employed on the date of union ratification)
2023-2024	2.0% GWI, All members not on top step move one step
2024-2025	2.0% GWI, All members not on top step move one step
2025-2026	2.0% GWI, All members not on top step move one step

Top Step Payment – Effective July 1, 2023, in each year that there is step movement, employees who are already at the top step and therefore not eligible for step movement shall receive a lump sum payment equivalent to one percent of his/her base salary. Such top step payment shall be made in equal installments on the last payroll date in October and May. The employee must be employed on the payment date in order to be eligible for the payment. The payments to such eligible employees shall be pro-rated for any employee who commences an eligible position part-way through the year and/or exits the bargaining unit part-way through the year.

Other Economic Changes

- Established that the maximum reimbursement for up to six college credits per year will be $675 per credit.

- When an LPN substitutes or covers for a registered nurse's absence/vacancy, he/she shall receive his/her regular salary plus a stipend of $60.00 for each full day of such assignment or equivalent pro rata amount for any minutes of such substituting/coverage. Such stipend will be effective upon MARB approval of this Agreement.

Insurance

For the 2023-2024 school year:

- **It will become mandatory for all bargaining unit members to be on the High Deductible Health Plan(HDHP) with a Health Savings Account (HSA) as of July 1, 2023**

  - Premium Cost Share for the HDHP will be based on the Anthem allocation rate plus not more than 4%.

    Due to the wide range in salaries in this group, a tiered system of cost share percentages based on the employee's wage as of today was created for the length of the contract.

Base Salary:	Cost Share Percentage Eff 7/1/23	Cost Share Percentage Eff 7/1/24	Cost Share Percentage Eff 7/1/25
$43,999 or below	13.5%	13.5%	13.75%
$44,000 - $55,999	13.5%	14%	15%
$56,000 or higher	13.5%	14.5%	15.5%

Base salary is calculated prior to any retroactive pay increases arising from this TA.

For employees hired into the bargaining unit after June 30, 2023, the cost share premium contribution shall be in accordance with the above grid, and based upon his/her/their salary at date of hire.

For any member who receives a base salary increase as a result of promotion or upgrade while this Agreement is in effect, the cost share premium contribution shall be in accordance with the above grid, and based upon his/her/their new salary.

- 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.

For the 2023-2024 school year only, the Board shall contribute seventy-five percent (75%) of the applicable HDHP deductible amount for those members who were not enrolled in the HDHP for the 2022-2023 school year and are transitioning to the HDHP for the 2023-2024 school year ("transitioning members"). For the 2023-2024 school year for transitioning members, two-thirds of the Board's contribution toward the HDHP deductible will be deposited into the HSA account during the first week of July 2023, and one-third of the Board's contribution toward the HDHP deductible will be deposited into the HDHP during the first week of January 2024. For the 2023-2024 school year, the Board shall contribute fifty percent (50%) of the applicable HDHP deductible for all other members enrolled in the HDHP. The Board's contribution toward the HDHP deductible for non-transitioning members will be deposited into the HSA accounts in two equal installments, the first during the week of July 1, 2023 and the second during the week of January 1, 2024.

The Board's contribution will be pro-rated for members hired after July 1st in any year or for members who leave prior to June 30th.

Other Changes

- Updated the federation rights language to address the *Janus* decision and state legislation.

- Global replacement of "Chief Labor and Legal Officer" with "Executive Director of Human Resources" throughout the Agreement.

- Fixed some typographical errors in the contract, moved language from side letters to the proper section of the contract and updated terms to conform with current practice.

- For internal transfers/promotions the language was changed so that the employee will serve a "transition" period rather than a probationary period. If the employee is not successful at the end of the transition period, if possible the employee will be returned to the same or equivalent position as held prior to the transfer/promotion. If not possible, the employee may, with agreement, be placed in a lower position for which the employee is qualified at the lower position's salary.

- Amended the language regarding annual notification of arrest/conviction/DCF Substantiation

Hartford Board of Education Local 566

2018-2019 Salary Schedule

2022-2023 Salary Schedule

2023-2024 Salary Schedule

2024-2025 Salary Schedule

2025-2026 Salary Schedule

Hartford Board of Education Local 566

Grid	1	3	4	5	6	7	8	9	10	Totals
					2022-2023 FTE's					
70B	1									0
70Z	2						1			2
A459	3									0
A460	4	13	2							17
A481	5									0
A485	6	1	1							2
A490	7	1				1				3
A500	8	1								1
A506	9									0
A515	10	2	1	1						4
A525	11									0
B460	12	1			1					2
B463	13									0
B470	14									0
B472	15									0
B474	16	29	4	2	5	1				44
B480	17									0
B481	18	19	4	2	3	1				29
B485	19	2								2
B490	20									0
B495	21	6								6
B500	22	50	9	5	5	4		1	1	75
B505	23									0
B510	24									0
B535	25	1								1
B580	26	1								1
C436	27									0
C459	28									0
C460	29	1			1					2
C463	30									0
C465	31									0
C466	32									0
C467	33	1								1
C470	34	2							1	3
C474	35									0
C477	36					1				1
C480	37									1
C481	38									0
C484	39	3								3
C485	40	2	1			2				5
C490	41	2	2		1					6
C495	42									0
C500	43									0
C505	44	1		1	1					3
C510	45								1	2
C513	46	6	1	1	2					12
C515	47	3	1	1						5
C520	48	1								1
C525	49	3	1	1	1		2			12
C535	50				1					6
C560	51	2	2	1		1				6
S450	52									0
S454	53									0
S484	54									0
T1	55									0
75Z	56	2		2						4
T480	57	3	2							5
Totals		**157**	**35**	**17**	**19**	**9**	**6**	**2**	**17**	**262**

Grid	3	4	5	6	7	8	9	10	Totals
				2022-2023 FTE's					
Totals	**0**	**157**	**35**	**17**	**19**	**9**	**6**	**19**	**262**

Grid	3	4	5	6	7	8	9	10	Totals
				2023-2024 FTE's					
Totals		**157**	**35**	**17**	**19**	**9**	**25**		**262**

Grid	3	4	5	6	7	8	9	10	Totals
				2024-2025 FTE's					
Totals	**0**	**0**	**0**	**157**	**37**	**15**	**19**	**34**	**262**

Grid	3	4	5	6	7	8	9	10	Totals
				2025-2026 FTE's					
Totals	**0**	**0**	**0**	**0**	**159**	**35**	**15**	**53**	**262**

Hartford Board of Education Local 566

Hartford BOE HESP Salary Calculator Step Cost

Total Cost Summary: Agreement Between   HBOE and Hartford Education Support Personnel (HESP), Local 82

General Topic	Change	Fiscal Impact				
		FY 22-23	FY 23-24	FY 24-25	FY 25-26	Total
Wages	General Wage Increase %	2.00%	2.00%	2.00%	2.00%	
	Cost of General Wage Increase $	$ 268,401	$ 273,736	$ 279,225	$ 284,811	$ 1,106,173
	Cost of Step Change in $	$ 515,286	$ 360,748	$ 287,751	$ 291,605	$ 1,455,390
	1% for employees at top step	$ 11,797	$ 15,739	$ 22,331	$ 35,278	$ 85,145
Healthcare	Net change in benefit costs, including full shift to HDHP*	$ -	$ (200,000)	$ (200,000)	$ (200,000)	$ (600,000)
(Memo)	HPHP Employee Cost Share, salary $43,999 or less	13.5%	13.5%	13.5%	13.75%	
	HPHP Employee Cost Share, salary $44,000 to $55,999	13.5%	13.5%	14.0%	15.0%	
	HPHP Employee Cost Share, salary $56,000 or higher	13.5%	13.5%	14.5%	15.5%	
	Net Annual Impact	$ 795,484	$ 450,223	$ 389,307	$ 411,694	$ 2,046,708
Other Measures to Offset Costs of Contract						
Budgeted increase	2% increase budgeted in 2022-23 and 2023-24	$ (268,384)	$ (273,752)	$ -	$ -	$ (542,136)
	Net Annual Impact Each Year	$ 527,100	$ 176,471	$ 389,307	$ 411,694	$ 1,504,572
Notes:						

Estimated

General Wage Increase by Fiscal Year: Negotiated Settlements
The following are select summary statistics related to all negotiated settlements reported in the Data Reporter from July 1, 2016. Each month the data below will be updated to reflect new settlements received by CCM. For information regarding a particular municipal settlement, please contact CCM.

	FY17-18	FY18-19	FY19-20	FY20-21	FY 21-22	FY22-23	FY 23-24	FY 24-25	FY 25-26
Average	2.18%	2.14%	2.16%	2.14%	2.21%	2.38%	2.44%	2.53%	2.56%
Minimum	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.36%	2.00%
Maximum	3.50%	6.00%	8.00%	5.00%	4.00%	5.00%	5.00%	3.85%	3.85%
Mode	2.00%	2.00%	2.00%	2.00%	2.00%	2.50%	2.50%	2.50%	2.50%
Sample Size	368	413	437	442	423	356	208	105	19

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE HARTFORD BOARD OF EDUCATION

AND

HARTFORD EDUCATIONAL SUPPORT PERSONNEL

LOCAL 82, AFSA, AFL-CIO

~~July 1, 2017 — June 30, 2019~~
July 1, 2019 – June 30, 2026

TABLE OF CONTENTS

Table of Contents to be corrected in final version

AGREEMENT made and entered into as of this _____ between the HARTFORD BOARD OF EDUCATION, (hereinafter referred to as "the Board") and HARTFORD EDUCATIONAL SUPPORT PERSONNEL, LOCAL 82, AFSA, AFL-CIO, (hereinafter referred to as HESP or "the Union").

ARTICLE I
RECOGNITION

The Board recognizes the Hartford Educational Support Personnel, Local 82, AFSA, AFL-CIO as the exclusive bargaining representative of all those non-supervisory, non-certified personnel 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 Educational Support Personnel 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. Effective July 1, ~~2017~~ 2019, all bargaining unit members shall be paid in accordance with the salary schedule annexed hereto and designated as Appendix A. ~~There shall be no step movement and no general wage increase during the life of this agreement.~~
All members not on the top step shall move one step on July 1, 2022. In order to receive retroactive step movement and/or retroactive gross wage increases, the bargaining unit member must be employed on June 6, 2023.

All members not on the top step, shall move one step on July 1, 2023. All members not on the top step, shall move one step on July 1, 2024. All members not on the top step, shall move one step on July 1, 2025.

B. Top Step Payment – Effective July 1, 2023, in each year that there is step movement, employees who are already at the top step, and therefore, not eligible for step movement shall receive a lump sum payment equivalent to one percent (1.0%) of his/her/their base salary. Such top step

payment shall be made in equal installments on the last payroll date in October and May. The employee must be employed on the payment date in order to be eligible for the payment. The payments to such eligible employees shall be pro-rated for any employee who commences an eligible position part-way through the year and/or exits the bargaining unit part-way through the year.

B.C.   In years when increments are negotiated, increments on the salary schedule are not to be considered as automatic, but will be based on satisfactory evaluations as determined by the Superintendent or his/her/their designee.

1.   Increments for satisfactory service shall be in accordance with the attached salary schedule (Appendix A) and shall be determined by the bargaining unit member's performance as designated by the final evaluation category in years when increments are granted by agreement between the Board and the Union.

2.   Only those bargaining unit members who have six (6) months or more full time continuous service within the bargaining unit and have completed their probationary period in the HESP position will be eligible for increment.

D.C.   If a bargaining unit member's position is reclassified or if the bargaining unit member takes a new position at a higher salary grid level, then the bargaining unit member shall be placed on that step of the new schedule which gives him/her/them at least the equivalent of one increment, which shall be defined for these purposes as the amount of an increase the member would have received if he/she/they moved to the next step on pre-reclassification/promotion grid. The Union agrees that the Board may place the member a higher step, at its sole discretion. Such decision shall not be subject to the grievance procedure. For example, on the 2007-2008 salary grid, if a member was a B474 on step 1 and the position was reclassified to a B480, he/she/they would be placed on Step 1, which is higher than Step 2 of B474. If the member was on the top step prior to the reclassification or promotion, he/she/they shall be placed on that step of the new schedule which gives him/her/them any increase.

E.D.   Salary Placement Upon Initial Employment

1.   Initial placement on the salary scale shall be at the discretion of the Superintendent or designee.

2.   In determining the initial placement on the salary schedule for bargaining unit members new to the Union, credit may be granted for similar experience and the bargaining unit member shall be placed on the appropriate step of the salary schedule.

F.E.   Summer Positions - any ten-month bargaining unit member who continues to work in his/her/their regular position beyond July 1 shall receive his/her/their regular salary increase as of July 1 on a per diem basis.

G.F.   When a position will be vacant for a period of at least ten (10) consecutive work days, the bargaining unit member temporarily assigned to work in a higher classification will be paid immediately on that step of the salary schedule which will give him/her/them an increase of

at least the amount of one (1) full increment on the new schedule over his/her/their present schedule; one increment shall be defined for the purposes of this provision as at least the next step on the salary schedule that that member would receive if he/she/they were given an increment. For example, on the 2007-2008 salary grid, if a member was a A490 on step 1 and the member was asked to work in a position which was classified as A500, he/she/they would be placed on Step 1, which is higher than step 2 of A490. If the member was on the top step, he/she/they shall be placed on that step of the new schedule which gives him/her/them any increase.

HG.   Acting Appointments:

Vacant positions may be filled with acting appointments. Said appointment shall not exceed two (2) months without discussion with the bargaining unit. Acting appointments are paid on the first step of the salary schedule for the job classification or, in the sole discretion of the Superintendent or his/her/their designee, at least at the step which provides for some increase over the employee's current salary placement.

I.   When an LPN substitutes or covers for a registered nurse's absence/vacancy, he/she/they shall receive his/her/their regular salary plus a stipend of $60.00 for each full day of such assignment or equivalent pro rata amount for any minutes of such substituting/coverage. Such stipend will be effective upon MARB approval of this Agreement.

J.   Fringe Benefits are set forth in Article XXVI.

K.   Bargaining unit members shall be paid on a bi-weekly basis, except if the Parties reach a mutual agreement in writing otherwise. All members shall be paid on a 26 pay plan, effective July 1, 2008. The Board may require direct deposit and provision of electronic notification of pay at its discretion.

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.   Definition:

A grievance shall mean a complaint by a bargaining unit member, that he/she/they has been subjected to arbitrary, capricious or discriminatory practice or that his/her/their rights have been violated under this Agreement or under the implementation of Board Policy based on the application or interpretation of administrative regulation or the directive of the Administration, contained in the Policy and Administrative Manual. For Purposes of this article, the term bargaining unit member shall include an individual bargaining unit member,

the union, or a group of bargaining unit members having the same grievance. Only grievances that are violations of specific contract language shall be arbitrable.

C.   Procedure:

Since it is important that grievances or disputes be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement, in writing.

Step 1: The Union, on its own behalf or at the request of the bargaining unit member, must submit any grievance in writing and such grievance must be received by the immediate supervisor within fifteen (15) work days of the date when the events giving rise to the grievance occurred or from when the bargaining member or the Union reasonably should have known of the events giving rise to the grievance. Such submission shall be made to the immediate supervisor for a satisfactory adjustment. The written grievance must indicate the specific nature of the grievance and the specific contract provision(s) alleged to be violated. Such immediate supervisor may request a meeting with the grievant and the union prior to making his/her/their decision, but in any event must render his/he/their r written decision to the union within five (5) workdays of the submission.

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

However, the time limits for filing the initial grievance may only be waived or extended by written agreement between the ~~Chief Labor or Legal Officer~~Executive Director of Human Resources (or specified designee) and the Union President (or designee).
Step 2: Failing satisfactory settlement at Step 1 the Union, at the request of the aggrieved bargaining unit member may within ten (10) work days of receipt of the supervisor's written decision at Step 1, or within fifteen (15) days if no written decision is rendered, appeal in writing to the Executive Director of Human Resources~~Chief Labor and Legal Services Officer~~ or his/her/their designee and set forth specifically the act or condition on which the grievance was based in the first step above and the grounds of the appeal.

The Executive Director of Human Resources~~Chief Labor and Legal Services Officer~~ or his/her/their designee shall meet with the bargaining unit member and a Union representative within twenty work days after receipt of the appeal and shall give a written decision to the employee and the Union within ten (10) work days of such meeting.

Step 3: Arbitration:

If the grievance arose from a violation of a specific section of the Agreement, and in the event that the Union is not in agreement with the disposition of the grievance at Step 2, within twenty (20) work days of the Union's receipt of the Executive Director of Human Resources~~Chief Labor and Legal Officer~~'s decision or in the event no decision has been rendered at Step 2, within thirty (30) work days of the meeting with the Executive Director of Human Resources~~Chief Labor and Legal Officer~~, the Union may submit the grievance to final and binding arbitration to the American Arbitration Association in accordance with its

respective rules. No bargaining unit member may file for arbitration except with the approval and participation of the Union.

Expenses shall be borne equally as described in this Article. Simultaneous notification of the appeal to arbitration shall be forwarded to the Executive Director of Human ResourcesChief Labor and Legal Services Officer. 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.

D.   General Provisions:

1.   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 Union agrees, in good faith, that it will present the grievance with as many facts as are available at that time.

2.   Meetings held under this procedure shall be conducted at a time and place, which will afford a fair and reasonable opportunity to attend for all persons proper to be present. When such meetings are held during work hours, all persons who participate shall be excused without loss of pay for that purpose. There shall be no compensation when such meetings are held or continued after working hours. Persons proper to be present for the purposes of this section are defined as an aggrieved bargaining unit member, their appropriate Union representatives and qualified witnesses.

3.   The parties shall share equally in the general cost of the arbitration, including the arbitrator's fee, but shall be responsible for bearing their own respective costs associated with the arbitration process. 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.

4.   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 Union, may proceed with the next step of the grievance procedure provided that the Union does so within the specific time limits set forth above.

5.   Any grievance, as defined in Section B above, not presented for disposition through the grievance procedure described under Section C above within fifteen (15) workdays of the time when either the Grievant or the Union first 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 a withdrawal of the grievance without prejudice to the position of the Union. The time limits specified at any step after Step 1 may be extended

in any particular instance by agreement between the Chief Labor and Legal Officer and the Union President.

6.   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.

7.   The Board shall permit the President of the Union or his/her/their designated representative, with the permission of the principal or the person in charge of the work location, to visit the work locations for any purpose relating to the terms and conditions of this Agreement. This permission shall not be unduly withheld.

ARTICLE VI
RESIDENCY

There shall be no residency requirements for bargaining unit members.

ARTICLE VII
UNION SECURITY/RIGHTS

A.   A.   The Office of Talent Management shall notify the Union in writing when any employee is hired into the bargaining unit in accordance with Section 31-40bb of the Connecticut General Statutes. The Board agrees to deduct via payroll dues for all members of the bargaining unit, unless an individual member gives notice to the Director of Human Resources, in writing, that he or she wishes to have deducted the service fee only. who authorize such payments in writing.

B.   The Board agrees that the proper deduction will be made from the employee's salary and forwarded to the Union in accordance with current practice. Effective with the date of the Union's notification to the Office of Talent Management of the employee's written and voluntary authorization for salary deduction, if same is not already on file with the Board, the proper deduction (based upon the amount certified by the Union as the annual dues) will be made each pay period in equal installments from the employee's pay and forwarded to the Union on a monthly basis. Upon the payment thereof to the Union, the Board shall be held free and harmless from any liability in handling such Union dues and may require a release from the Union. Employees on leave of absence must make suitable arrangements in advance of such leave to pay the Union dues directly to the Union.

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

All new members of the bargaining unit shall be informed by the Office of Talent Management that they are permitted to be released from work, if they so desire, for one (1) hour without loss

of pay, to attend a Union orientation. If the Board chooses, that orientation may be combined with a new hire orientation conducted by the Board. In such case, the Office of Talent Management will provide the Union with seven (7) days' notice of the time and location of such orientation. Management shall not be present during the Union's orientation. If the Board chooses not to schedule its orientation within thirty (30) days of an employee's hire, or not to add the Union orientation to the Board's orientation, the Union shall schedule the orientation at its discretion but consistent with the Board's operational needs.

C.   At least one bulletin board, or portion thereof of a shared bulletin board, shall be reserved at an accessible place in each work location for the exclusive use of the Union for the posting of Union notices and/or announcements.

D.   The Union may call meetings in each school before or after school or during the lunch hour upon request to and permission from the principal.

B.E.   The Union may request the equivalent of one (1) unpaid Union leave per year, upon mutual agreement.

C.F.   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.

D.G.   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. Unused Union leave days may be carried over to the following year to a maximum of fifteen (15).

E.H.   The President of the Union or designee will receive from the Executive Director of Human Resources, upon request no more than once a year every one hundred twenty days, 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.

F.I.   If any positions in the HESP Union are eliminated due to the Board of Education hiring a private contractor to perform that position's function then such plan and its impact shall be discussed in a meeting or meetings between representatives of the Board and representatives of the bargaining unit. The Board agrees to negotiate the impact of the reduction upon the individual.

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 purposes under this paragraph unless they elect a long-term leave under the provisions of paragraph B. Leave shall begin when, in the opinion of her doctor, she is no longer physically able to work, or upon confinement, whichever comes first. 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/their 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/their 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/their probationary period may request an unpaid leave of absence for the purpose of furthering his/her/their education. Application for such leave shall be made to the Superintendent, 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/their return. Employees 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. Effective July 1, 2008, sSuch absences shall be deducted from earned sick leave. An employee must make the necessary arrangements before taking leave and must file the Confidential Leave Request Form enter the leave into the automated absence management system prior to taking leave. An employee who has taken personal days on an emergency basis, must make the necessary arrangements to file the Confidential Leave Request Form enter the leave into the automated absence management system upon the date of his/her/their return to work, regardless if school is in session or not. Failure to file the Confidential Leave Request Formenter the leave into the automated absence management system will render the leave unauthorized and will mean loss of pay for that day.

Reasons:

1.   In the event of serious illness or death of wife, husband, father, mother, son, daughter, grandfather, grandmother, grandchild, father-in-law, mother-in-law, sister, brother, sister-in-law, brother-in-law, uncle, aunt, or child related by blood, by marriage or member of his/her/their immediate household (not to exceed five (5) days in any work year);

2.   Holy days (not to exceed three (3) in any work year);

3.   Quarantine;

4.   Absence of ~~father~~ partner for birth of child ~~to wife~~ (not to exceed two (2) days in any work year). Absence for parent for adoption of child not to exceed two (2) days in any work year.

5.   Temporary absence for personal reasons is limited to situations not under the control of the applicant, which make such absence from service necessary. Prior approval must be given by the appropriate supervisor. Such approval shall not be unreasonably withheld.

The Board retains the right to modify the procedures for requesting leave time and reporting absences in its sole discretion.

E.   Jury Duty:

Bargaining unit members shall be entitled to full pay at current base rate for absence due to jury duty provided that reimbursement for same and regular pay do not exceed the bargaining unit member's regular wage.

F.   Professional Days:

With the approval of the Superintendent or his/her/their 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/their position.

G.   Family Hardship:

A bargaining unit member may be granted a leave of absence by the Superintendent or his/her/their designee 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.

G.   Worker's Compensation:
Worker's Compensation shall be paid in accordance with law.

ARTICLE IX
TRANSPORTATION ALLOWANCE

All employees covered by this Agreement who are required to use their own personal transportation during the course of conducting Board business including, but not limited to, employees who, by the

nature of their assignment, make home visitations and/or travel between schools and/or HPS sites, shall be reimbursed at a rate in accordance with the IRS regulations. Bargaining unit employees approved to receive a flat rate will receive a flat rate of sixty dollars ($60.00) per month.

ARTICLE X
JOB DESCRIPTION

Before a present bargaining unit job description is changed, or one created for a new position, the superintendent or his/her/their designee shall provide a copy to the Union president. The Parties understand and agree that this Article regards actual changes in the job description document only.

ARTICLE XI
FAIR PRACTICES

A.   The Board and the Union agree to continue its policy of not discriminating against any member of the bargaining unit protected under state or federal discrimination laws, as 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/their file. 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/their 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/their personnel file with reference to evaluation of his/her/their performance. The cost of facsimile copies shall be borne by the Board. The cost of facsimile copies of materials other than those cited above (e.g. transcripts, recommendations other than employment recommendations, commendatory letters from outside, etc.) shall be borne by the bargaining unit member.

ARTICLE XIII
TRANSFERS, PROMOTIONS AND PROBATION

Vacancies and new positions within the Union, which are to be filled, shall be posted at each work location or electronically. The posting will set forth the qualifications, schedules, rates of pay and the application procedure.

Bargaining unit members shall have ten (10) working days from the date of the posting to apply, during which time the position shall be held open.

A.   Where applicable, the following criteria shall be applied to determine who shall be selected among the applicants for a position:

1.   Qualifications for the position
2.   Prior experience
3.   Interview results
4.   Job performance/Attendance
5.   Seniority with bargaining unit

B.   Preference shall be given to HESP bargaining union members in filling vacancies and promotions provided they meet the criteria listed for the position. Nothing in this Article shall be construed to require the Board to hire bargaining unit members to fill vacancies and promotions.

C.   The Board shall notify the Union as to its decision on whether or not a position shall be filled, frozen or eliminated.

D.   The Union shall receive notice of each appointment at the time the appointment is made.

E.   Any bargaining unit member who voluntarily transfers to a different position, whether a promotion or not, shall have a ~~six (6)~~three (3) month ~~probationary~~ transition period in such new position. An approved leave extends the probationary period by the length of the leave. During the ~~probationary~~ transition period, the bargaining unit member's supervisor will informally evaluate the bargaining unit member, in writing, at least once during the period and present a copy to the bargaining unit member. In addition, should a bargaining unit member remain in the ~~promotional opportunity~~position for the ~~probationary~~ three month transition period, the bargaining unit member shall be formally evaluated, in writing with a copy presented to the bargaining unit member, at the close of the ~~probationary~~ transition period. Based on these evaluations, the transition period may be extended by an additional three (3) months and the bargaining unit member will be so notified, in writing, of that extension and the reasons therefore. If at the end of either the original or the additional transition period~~six (6) month period~~, or at any earlier time it has been determined that the bargaining unit member is not satisfying the duties of the position ~~when the bargaining unit member is removed from the promotional opportunity~~, where possible, s~~he~~/he/they will be placed in a position equivalent to the former classification or if mutually agreed upon between the union, the bargaining unit member and the Board, to a lower classification/position with the appropriate salary for the lower classification/position with no loss of rights under this Agreement.

Nothing in this provision shall prohibit the Board from disciplining a bargaining unit member for just cause in accordance with Article XVII. Likewise, nothing in this provision

shall limit a bargaining unit member's just cause rights so long as s/he has passed her/his initial probationary period (the one hundred and twenty (120) working day period applicable to new employees as detailed in paragraph G, below).

F.   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. Bargaining unit members shall receive written notice of a transfer. Where possible, said notice shall be sent at least two (2) weeks prior to the effective transfer date. In the case of school redesign, prior consultation shall not be required.

   1.   During the summer, ten (10) and eleven (11) month bargaining unit members shall be notified, in writing, and by certified mail at the address on file with the Board, of any involuntary transfers and the reasons therefore.

G.   New employees shall be considered probationary during their first one hundred and twenty (120) working days (excluding any authorized or unauthorized leave). During the probationary period, the employee may be discharged at will, and in such event, the employee shall not have recourse to the grievance procedure. Furthermore, new employees will not attain seniority rights during the probationary period. However, upon completion of any employee's probationary period, his/her/their seniority shall date back to the date of his/her/their original employment.

H.   If a Board employee becomes a member of HESP, he/she/they shall be permitted to carry with him/her/them any accrued sick or vacation time in his/her/their bank. However, in no case may sick leave carried with an employee exceed the maximum accumulation permitted under this Agreement for new bargaining unit members, as stated in Article XXVI. Further, if the HESP position does not provide for vacation time, the new member shall not carry over vacation time. This provision shall not impact the accrual rates to which Board employees hired as HESP members shall be entitled.

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 bargaining unit members see themselves as professional employees. All professionals at grids 515 and above understand that the nature of their responsibilities 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. Only if they are required to work on non-work days shall they 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 shall be reimbursed for up to two (2) courses or six (6) credits per fiscal year provided said courses are approved by the Office of Talent Management prior to enrollment.

~~Reimbursement will only be provided if said courses are relevant to the bargaining unit member's position, and the bargaining unit member provides evidence to the Office of Talent Management that he/she passed the course(s). There shall be a $395 per credit limit on reimbursement for on-line courses.~~

The Board desires to encourage the professional improvement of its employees in areas directly related to their employment and/or opportunities for growth/promotion in the Hartford Public Schools. Bargaining unit members who have completed one year of satisfactory service in the Hartford Public Schools and have successfully completed the semester course shall be eligible for tuition reimbursement of up to $675 per credit, up to a maximum of six (6) credits per year provided said courses have relevancy to his/her/their job and/or opportunities for growth/promotion within the Hartford Public Schools and are approved in advance by the Superintendent or his/her/their designee. Courses shall be eligible for reimbursement only during the school year in which the employee took the course(s). Employees must submit any course for reimbursement within three (3) months of receipt of the final grade, or the claim for reimbursement shall be waived. For purposes of this article, successful completion means, at a minimum, receipt of a C or a Pass for the completed coursework.

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 employee represented hereunder.

C.   The Board of Education agrees that at no time will any members be locked out of his/her/their regular work place or from his/her/their regular work assignment by the Board in an effort to resolve a labor dispute.

ARTICLE XVII
DISCIPLINARY PROCEDURES

A.   No bargaining unit member shall be disciplined or discharged without just cause.

B.   When misconduct is charged the disciplinary actions shall include:

1.   Verbal warning
2.   Written warning
3.   Suspension without pay
4.   Discharge

and shall follow this order, except in serious cases of misconduct, in which case the immediate application of 2 or 3 or 4 is permissible. Verbal warnings shall not be subject to arbitration.

C.	All disciplinary actions (2-4) must be stated in writing with reasons given and a copy given to the bargaining unit member at the time of the action. The bargaining unit member has the right to reply in writing to any document placed in his/her/their personnel file.

D.	Written reprimands may be removed from the bargaining unit member's personnel file after two (2) years. This subparagraph, D., is not subject to the grievance procedure.

ARTICLE XVIII
RETIREMENT BENEFITS

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

A.	A pension becomes effective upon the conclusion of his/her/their earned vacation period. Normal retirement for all members shall be at age fifty-five (55) with at least twenty-five (25) years of service or age sixty (60) with at least five (5) years of service. The normal retirement allowance shall amount to two and one half (2.5) percent of final average pay for each year of service to a maximum of seventy (70) percent of final average pay. Final average pay will be computed on the basis of the employee's highest three (3) of the last five (5) years of his/her/their gross earnings, which includes severance paid upon retirement. Any employee who is age fifty-five (55) with at least ten (10) years of service but less than twenty-five (25) years of service shall be eligible to receive a pension based on the above formula but reduced by four (4) percent for each whole year the employee retires short of age sixty (60). Said reduced pension shall remain in effect for the duration of the pension. Any disability or disability allowance shall be computed as provided above and shall be subject to the limitations of Sections 3(e) and 3(f) of Chapter XVII of the City Charter.

B.	All bargaining unit members shall contribute to the fund a total of nine (9) percent of the employee's earnings on which Social Security taxes are paid and twelve (12) percent of the balance of the employee's earnings to be deducted at each pay period and credited to his/her/their account in the fund. As of July 1, 1980, all members will have credited to their employee's contributions to the pension fund three- (3) percent interest on such contributions as of June 30, 1979. As of July 1, 1981, employees represented by the Union will have credited to their employee's contributions to the pension fund three (3) percent interest on such contributions as of June 30,1980. Each July 1, thereafter, contributions and any interest credited as of the previous calendar year June 30 will be credited with three (3) percent interest. Once credited, the interest and contributions made by the employee to the pension fund shall be 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. A written report of total retirement contributions plus accumulated interest earned will be provided to each bargaining unit member annually.

C.	Any bargaining unit member who, prior to his/her/their date of employment with the City of Hartford served in any branch of the armed forces of the United States, during any part of the times set forth in Section 27-103 of the General Statutes of Connecticut, for which time he/she/they is neither receiving nor eligible to receive a pension, shall be credited with the length of such service to the extent that he/she/they makes contributions to said fund for all or any part of the period of such service, not to exceed four (4) years. Such contributions

shall be at the same rate as said employee was charged when he/she/they first became a member of MERF with interest at the rate of seven (7) percent per annum payable within one (1) year of employment. The period of such service for which the member receives credit shall be counted for the purpose of computing the amount of his/her/their retirement allowance, provided such member shall have completed ten (10) years of continuous service or fifteen (15) years of aggregate service with the City of Hartford or shall be retired prior thereto due to disability incurred in the course of his/her/their employment.

D.   Bargaining unit members will be fully vested after five (5) years of continuous service.

E.   If the bargaining unit member should die after receiving a pension, the surviving spouse will receive fifty (50) percent of the pension the member was receiving at the time of death. The surviving spouse had to be married to and living with the member at the time of his/her/their retirement. The surviving spouse will continue to receive the pension until he/she/they remarries, or dies. There are no provisions for surviving children. If the member dies while employed, the surviving spouse is entitled to fifty (50) percent of the pension the member would have received at early or normal retirement age. The same condition applies to vested rights the member is qualified for if the member dies while employed.

ARTICLE XIX
DURATION AND NEGOTIATIONS OVER SUCCESSOR AGREEMENT

1.   This Agreement shall be in full force and effect from the date of its signing through the 30th day of June, 2017. The parties shall enter into negotiations for a successor agreement by the first work day after January 1st of the year of expiration.

2.   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

A.   The Board shall establish the work day and the work year in the best interests of the school system. The work day shall include at least a half-hour duty free lunch for employees who work at least a seven (7) hour work day. 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.

B.   Twelve (12) month employees shall be entitled to the following thirteen paid holidays on the day the Board recognizes such holiday:

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
10.	Christmas Day	11.	Floating Holiday	12.	Floating Holiday
13.	Floating Holiday				

The Board reserves the right to designate the dates that floating holidays shall occur. Notification must be made to all twelve (12) month bargaining unit members and copied to the Union President in writing on or before June 30th for the succeeding contract year. Such communication may be through the Employee Work Year Quick Reference or other communication. In the event the Administration fails to designate the dates prior to July 1st for that contract year, the member may request to use the days. The floating holidays must be through the automated absence management system~~requested on a confidential leave form~~. Such floating holidays must be approved by the member's supervisor and must be taken between July 1st and June 30th of that contract year. There is no carryover of floating holidays.

C.   If school is in session on a holiday, or if there is a failure to observe said holiday, the employee shall be granted compensatory time or pay in lieu thereof. If the bargaining unit member is unable to attend his/her/their work location because such building is closed due to holiday, he/she/they shall report to a designated alternative worksite as determined by his/her/their supervisor. If the district requires members to participate in a winter break shutdown, floating holidays must be designated during the shutdown period. During such a shutdown, days not worked shall be treated as vacation (not to exceed one per contract year) unless the day is designated by the Board as a holiday, floating holiday or the member received approval to work from his/her/their 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/their most recent date of entry into the bargaining unit.

B.   Seniority shall continue to accrue during all authorized leaves of absence with pay and during sick leave. Seniority shall freeze during all leaves of absence over thirty (30) days that are authorized without pay or are unauthorized, in accordance with law.

C.   In case of a tie, seniority shall be determined by the last four digits of the employee's social security number. The higher number will have the seniority.

D.   A bargaining unit member shall lose his/her/their seniority rights under any of the following circumstances:

    1.   If he/she/they resigns;
    2.   If he/she/they is discharged for just cause:

3.   If he/she/they is laid-off for lack of work and such layoff continues for more than two (2) years, and;
4.   If he/she/they 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.
5.

ARTICLE XXIII
ELIMINATION OF POSITIONS AND TRANSFER PROCEDURE
FOLLOWING ELIMINATION OF POSITIONS

A bargaining unit member is laid-off when his/her/their position is eliminated. The person who is being laid off or whose position is being eliminated shall be notified in writing at least fourteen (14) calendar days prior to the termination date. When more than one bargaining unit member is in the 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 two (2) years after the date of layoff. They shall be recalled to available positions on the basis of seniority and qualifications. If a bargaining unit member is recalled within two years, he/she/they shall receive credit for the years of service in the bargaining unit. If a bargaining unit member is recalled, he/she/they shall earn vacation and sick time based on his/her/their hire date into the bargaining unit prior to the layoff. The member shall also be provided all unused sick time banked as of the date of layoff. If a bargaining unit member is recalled from the list and does not accept said position, he/she/they shall be removed from the list.

If a bargaining unit member is involuntarily transferred to a specially funded position and such position shares the same title and compensation and largely the same duties and job description as a general budget position, the specially funded position and general budget position shall be treated as the same position for the purposes of Article XXIII Elimination of the Positions and Transfer Procedure Following Elimination of Positions.

ARTICLE XXIV
GENERAL PROVISIONS

A.   It is understood that present Board policy remains in effect and is binding on both parties except as amended or eliminated therein. This provision shall not be subject to arbitration.

B.   Upon request, the Superintendent or his/her/their designated agent will meet with representatives of the Union to discuss matters such as, but not limited to, staffing, equipment and its use. An agenda will be provided by the Union 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.

C.   When grievance hearings are held during the workday, the grievant and one (1) 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 workday, all team members shall be allowed to attend such negotiations without loss of pay. However, the Union may not insist that negotiations occur during the work day. There shall be no compensation when such meetings (grievance hearings or negotiations) are held or continued after work hours. Witnesses who are required to testify shall be released without loss of pay for the course of their testimony during arbitration hearings.

D.	No other bargaining unit or non-bargaining employee shall be assigned work, which falls within the purview of this bargaining unit on a regular basis.

E.	Any reference in this Agreement to "day" shall also include the equivalent in hours.

F.	The President of the Union shall receive a timely copy of all official correspondence sent to any bargaining unit member by the Office of Talent Management, Labor Relations and/or Human Resources. He/she/they shall also receive a timely copy of all postings, retirement, and or hiring notices, etc. which pertain to positions within the unit.

G.	A copy of the public agenda of the regular Board of Education 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.

H.	Assumption of Liability for Damage Caused by Employee:

1.	Employees in the bargaining unit shall be protected in accordance with Section 7-46510-235 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 7-46510-235:

a.	The Board shall pay on behalf of any employee all sums which such employee becomes obligated to pay by reason of the liability imposed upon such employee by law for physical damages to person or property if the employee at the time of the occurrence, accident, physical injury or damages complained of, was acting in the performance of his/her/their duties and within the scope of his/her/their employment, and if such occurrence, accident, physical injury or damage was not the result of any willful or wanton act of such employee 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
FRINGE BENEFITS

A.	Health Insurance - The following coverage shall apply to members of the bargaining unit.

From July 1, 2023 forward, the only health insurance plan available will be the High Deductible Health Plan with a Health Savings Account

The Parties agree to the following changes in the benefits provided:

Effective July 1, 2014, the Board shall be able to implement the following:

> 1   Mandatory generic substitution (mandatory generic may be overridden by written explanation of medical necessity of brand name drug by patient's physician).
> 2.   State of Connecticut Maintenance Drug Network. If this plan is not available to the Board, it shall no longer be offered to the membership.

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

> ~~2017 2019:   19%~~

~~All employees hired on or after July 1, 2015 may only enroll in the HDHP with HSA and not have access to the PPO plan. Any employee already enrolled in the PPO who becomes a HESP member after July 1, 2015, shall be permitted to remain in the PPO plan. Any member who elects the High Deductible Health Plan with the HSA shall not thereafter return to the PPO.~~

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

> ~~$10 generic~~
> ~~$25 formulary brand~~
> ~~$40 non-formulary brand~~
>
> ~~Mail Order - 2X co-payments for a 90 day supply.~~

High Deductible Health Plan ("HDHP") 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 plus one or family coverage on the HDHP with HSA:

> ~~2017 2019:   16.5%~~

Effective July 1, 2023, cost share premium contributions shall be based upon the bargaining unit member's base salary, as of the day prior to the implementation of any raises or steps required by this Agreement[1] and shall be as follows:

Base Salary:	Cost Share Percentage Eff 7/1/23	Cost Share Percentage Eff 7/1/24	Cost Share Percentage Eff 7/1/25
$43,999 or below	13.5%	13.5%	13.75%
$44,000 - $55,999	13.5%	14%	15%
$56,000 or higher	13.5%	14.5%	15.5%

[1] For clarity, for bargaining unit members who were in the unit on June 30, 2022, the placement shall be based on their base salary on June 30, 2022. For bargaining unit members hired between July 1, 2022 and June 30, 2023, their placement shall be based on their base salary at the time of hire.

For employees hired into the bargaining unit after June 30, 2023, the cost share premium contribution shall be in accordance with the above grid, and based upon his/her/their base salary on his/her/their date of hire.

For any member who receives a base salary increase as a result of promotion or upgrade while this Agreement is in effect, the cost share premium contribution shall be in accordance with the above grid, and based upon his/her/their new salary.

In-Network visits shall be subject to a $2,000 deductible coinsurance for an individual plan. In-Network visits shall be subject to a $4,000 deductible coinsurance for a family plan.

Out-of-Network visits shall be subject to a 20% coinsurance for an individual plan up to a yearly maximum of $2,000. Out-of-Network visits shall be subject to a 20% coinsurance for a family plan up to a yearly maximum of $4,000.

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 for an individual and $2,000 per family

Effective July 1, ~~2015~~ 2023, the Board shall contribute ~~fifty five percent (55%) of the applicable HSA deductible amount. The Board's contribution toward the HSA deductible will be deposited into the BSA accounts in two equal installments, the first on July 1, 2015 and the second on January 1, 2016. Effective July 1, 2016, the Board shall contribute~~ fifty percent (50%) of the applicable HDHP deductible amount. The Board's contribution toward the HDHP deductible will be deposited into the HSA accounts in two equal installments, the first ~~on July 1, 2016~~ during the week of July 1st and the second ~~on January 1, 2017~~ during the week of January 1st.

For the 2023-2024 school year only, the Board shall contribute seventy-five percent (75%) of the applicable HDHP deductible amount for those members who were not enrolled in the HDHP for the 2022-2023 school year and are transitioning to the HDHP for the 2023-2024 school year ("transitioning members"). For the 2023-2024 school year for transitioning members, two-thirds of the Board's contribution toward the HDHP deductible will be deposited into the HSA account during the first week of July 2023, and one-third of the Board's contribution toward the HDHP deductible will be deposited into the HDHP during the first week of January 2024. For the 2023-2024 school year, the Board shall contribute fifty percent (50%) of the applicable HDHP deductible for all other members enrolled in the HDHP. The Board's contribution toward the HDHP deductible for non-transitioning members will be deposited into the HSA accounts in two equal installments, the first during the week of July 1, 2023 and the second during the week of January 1, 2024.

The parties acknowledge that the Board's contribution toward the funding of the HDHP is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded

for active employees. The Board shall have no obligation to fund any portion of the HDHP deductible for individuals upon their separation from employment on departure from the Union.

As of July 1, 2023, the dental plan is the dental plan included with the HDHP and is subject to the cost-sharing specified for the HDHP.

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

Employee payroll deductions shall be made in accordance with the Board's Section 125 Premium Conversion Plan.

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

Effective upon the later of either July 1, 2023 or MARB approval of this Agreement and each July 1 thereafter, bargaining unit members who are eligible for medical and dental insurance benefits through the Board may voluntarily elect, subject to Section 125 of the Internal Revenue Code, to waive their Board-provided medical and dental insurance coverage for a minimum of one (1) year, except as provided below. A bargaining unit member who opts not to accept medical and dental insurance through the Board's medical and dental insurance plans, in lieu thereof, shall be paid an annual amount of One Thousand Dollars ($1,000.00) at the end of that fiscal year, provided the bargaining unit member timely notifies the Office of Talent Management before the close of the annual enrollment period. In order to be eligible for this annual payment, the bargaining unit member must provide evidence that the bargaining unit member and his/her/their expected tax family are or will be enrolled in minimum essential health care coverage through another source (other than coverage in the individual market, whether or not obtained through the Exchange) (the "alternate coverage"). This waiver, including the evidence of alternate coverage, must be renewed each year during the annual open enrollment period. Payment for the waiver will be paid only upon the completion of the entire plan year, payable during the month of July of the subsequent year.

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

CB.   The Board reserves the right to study alternative insurance plans to the plans outline in this section provided the following steps are followed:

- The plan suggested as an alternative must contain at least a comparable benefit level as the present plan at no additional cost to the employee; and such alternate plans must be subject to the jurisdiction of the State Insurance Department.

- The Union will have the opportunity to study the plan for a period of twenty (20) working days.

- At the end of the twenty 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.

- If the proposed plan is comparable, portable through the United States, the Board may substitute as soon as possible.

- Proposed changes are limited to no more than one proposed change for each type of insurance during the life of the contract.

D.   HESP agrees that any portion of 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.

E.   Terminated or Laid-Off Bargaining Unit Members and Survivors

The Board will follow all applicable law, including COBRA. The following description of the law is included for informational purposes only: the current law entitles any member who is on an unpaid leave or who is separated from employment to purchase group medical insurance benefits at his/her/their own expense for the period specified by law (currently 18 months). This provision shall not be subject to the grievance procedure.

FE.   Sick Leave

1.   All ten- (10) month bargaining unit members hired prior to November 7, 2001 shall be entitled to twenty (20) days of sick leave per year, which shall be earned at the rate of two (2) sick days per month for ten months.

2.   All ten- (10) month bargaining unit members hired on or after November 7, 2001 shall be entitled to fifteen (15) days of sick leave per year, which shall be earned at the rate of 1.5 sick days per month for ten months.

3.   All eleven- (11) month bargaining unit members hired prior to November 7, 2001 shall be entitled to twenty-two (22) days of sick leave per year, which shall be earned at the rate of two (2) sick days per month for eleven months.

4.   Effective July 1, 2008, all eleven- (11) month bargaining unit members hired on or after November 7, 2001 shall be entitled to sixteen and a half (16.5) days of sick leave per year, which shall be earned at the rate of 1.5 sick days per month for eleven months.

5.   All twelve- (12) month bargaining unit members hired prior to November 7, 2001 shall be entitled to twenty-four (24) days of sick leave per year, which shall be earned at the rate of two (2) sick days per month for twelve months.

6.   Effective July 1, 2008, all twelve- (12) month bargaining unit members hired on or after November 7, 2001 shall be entitled to eighteen (18) days of sick leave per

year, which shall be earned at the rate of 1.5 sick days per month for twelve months.

7.   All bargaining unit members hired on or after November 7, 2001, shall be entitled to accumulate up to one-hundred-fifty (150) sick days. All bargaining unit members hired prior to November 7, 2001 shall be entitled to accumulate up to two hundred fifty (250) sick days.

8.   In the event of a bargaining unit member's death, his/her/their spouse and/or minor children shall receive, on the basis of his/her/their current wages, the bargaining unit member"'s full compensation for any of employee"'s unused accumulated sick leave days. In the event the bargaining unit member has neither a spouse nor children then compensation for the unused sick leave shall be given to the estate of the deceased bargaining unit member.

9.   If a bargaining unit member who is on an approved leave of absence with pay returns to employment, he/she/they shall receive credit for accrued seniority and all benefits.

GF.   Vacations

11.   1.——All twelve- (12) month bargaining unit members hired prior to November 7, 2001 will receive two (2) days for each month of active service (or major fraction of the working days of a month) to a maximum of twenty-four (24) vacation days.

Effective July 1, 2012, members who were new to the bargaining unit on or after November 7, 2001, but who were continuously employed by the Board without a break in service effective prior to November 7, 2001, shall use the Board of Education hire date for vacation accrual purposes. Prior to July 1, 2012, the accrual rate was based on the hire date into the unit.

Effective January 1, 2005, twelve month bargaining unit members hired on or after November 7, 2001, will accrue vacation time on a monthly basis as described below:

Years of service	Allotment	Per Month
0-3	12 days	1.0 days
4-10	18 days	1.5 days
11 or more	24 days	2.0 days

3.   Pro rata accumulated vacation days shall be granted to a bargaining unit member in the event he/she/they terminates his/her/their services with the Board. In no case, shall the bargaining unit member be paid for more than twenty-four (24) vacation days.

4.   In the event of the death of a bargaining unit member, his/her/their spouse and/or minor children shall receive the employee's pro rata vacation pay. In the event the bargaining unit member has neither spouse nor children, the pay shall be given to the bargaining member's estate.

5.   A written or electronic report of vacation accumulation will be provided to each bargaining unit member upon request no more than once per year.

HG.   Longevity

Longevity payment shall be earned on the bargaining unit member's anniversary date in recognition of his/her/their length of service in accordance with the table below and payment will be made annually in one (1) lump sum on or about July 1st. Evaluations must be submitted annually by the appropriate supervisor by June 15. If the supervisor does not submit the evaluation timely, the employee will receive a longevity payment equal to that of the category of "Exceeds Requirements." Pro rata longevity payments will be granted a bargaining unit member in the event said bargaining unit member terminates his/her/their service with the Hartford Board of Education.

YEARS	MEETS REQUIREMENTS	EXCEEDS REQUIREMENTS	OUTSTANDING
6-9	$275	$325	$375
10-14	$325	$375	$425
15-19	$400	$450	$500
20+	$500	$550	$650

For purposes of said longevity payments, bargaining unit members on paid sick leave shall be included under the longevity payment schedule.

In the event of a bargaining unit member's death, pro-rata longevity payments will be made to the employee's spouse or dependent children, or in the absence of survivors, to the estate of the deceased.

Longevity payments will continue only for bargaining unit members hired prior to November 7, 2001.

I.   Severance

A bargaining unit member, upon retirement, shall receive on the basis of his/her/their wages at the time of retirement, compensation for up to sixty (60) days or twenty percent (20%) of his/her/their unused accumulated sick leave, whichever is greater. For the 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 benefits at the same rate of current working bargaining unit members.

J.   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 employees on Grids 514 and below and fifteen thousand dollars ($15,000) for Grids 515 and above.

ARTICLE XXVII
WORK INCENTIVE

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

ARTICLE XXVIII
ANNUAL CERTIFICATION/NOTIFICATION OF ARREST/CONVICTION/DCF SUBSTANTIATION

All bargaining unit members understand and agree that they are required to notify the Executive Director of Human Resources in writing immediately if they have been convicted of a felony or if the Department of Children and Families has substantiated abuse or neglect against him/her/them. Members must permit the Department of Children and Families to release outcomes of investigations of abuse or neglect, related to conduct occurring in the course of employment with the Hartford Public Schools. In the event that DCF releases anything other than the outcome in the case of non-substantiation, and/or program concern the information from DCF shall not be used in any proceedings and shall be purged from the member's personnel file.

If an employee is arrested for a crime against a person, sexual assault, child abuse or a violent felonyfamily violence, he/she/they shall immediately notify the Department of Human Resources, in writing. The Board agrees to keep the information regarding the arrest as confidential as is practical under the law and circumstances.

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

HESP Salary Schedule 07/01/17 - 06/30/19
HESP Salary Schedule 7/1/2019 – 6/30/2022

Grid		3	4	5	6	7	8	9	10
70B	1	25,195	26,620	27,018	27,561	28,112	28,675	29,247	29,832
70Z	2	25,845	27,350	27,761	28,317	28,882	29,460	30,050	30,650
A459	3	29,679	31,411	31,882	32,522	33,167	33,832	34,509	35,199
A460	4	30,182	31,941	32,422	33,068	33,731	34,407	35,094	35,796
A481	5	40,749	43,122	43,769	44,642	45,534	46,445	47,374	48,322
A485	6	42,001	44,669	45,116	46,017	46,937	47,874	48,832	49,809
A490	7	45,276	47,916	48,633	49,605	50,598	51,611	52,644	53,697
A500	8	48,494	50,700	52,902	53,959	55,038	56,141	57,264	58,410
A506	9	51,403	53,741	56,076	57,197	58,341	59,507	60,698	61,912
A515	10	56,159	58,712	61,265	62,488	63,740	65,014	66,314	67,640
A525	11	59,958	62,682	65,410	66,717	68,049	69,410	70,797	72,215
B460	12	33,323	35,266	35,794	36,512	37,238	37,986	38,746	39,521
B463	13	34,988	37,029	37,584	38,334	39,101	39,882	40,680	41,494
B470	14	38,879	41,144	41,763	42,594	43,445	44,317	45,202	46,108
B472	15	39,987	42,318	42,953	43,810	44,690	45,582	46,496	47,424
B474	16	41,098	43,494	44,146	45,030	45,929	46,848	47,785	48,741
B480	17	44,432	47,021	47,725	48,680	49,651	50,646	51,659	52,692
B481	18	44,986	47,611	48,323	49,290	50,277	51,281	52,307	53,354
B485	19	46,370	49,072	49,808	50,803	51,821	52,856	53,914	54,991
B490	20	49,986	52,898	53,690	54,763	55,861	56,976	58,116	59,279
B495	21	52,759	55,833	56,674	57,820	58,955	60,141	61,347	62,575
B500	22	53,347	55,775	58,199	59,360	60,550	61,760	62,996	64,256
B505	23	55,929	58,472	61,016	62,236	63,482	64,749	66,045	67,365
B510	24	58,682	61,349	64,015	65,296	66,602	67,932	69,290	70,678
B535	25	72,524	75,823	79,118	80,699	82,314	83,961	85,639	87,352
B580	26	96,700	101,096	105,491	107,600	109,752	111,948	114,189	116,472
C436	27	20,884	22,103	22,431	22,881	23,338	23,806	24,281	24,768
C459	28	34,229	36,224	36,766	37,499	38,250	39,016	39,795	40,592
C460	29	34,806	36,837	37,389	38,137	38,899	39,678	40,470	41,279
C463	30	36,548	38,680	39,259	40,042	40,843	41,661	42,494	43,343
C465	31	37,708	39,906	40,506	41,314	42,025	42,867	43,725	44,599
C466	32	38,286	40,520	41,127	41,952	42,788	43,646	44,520	45,411
C467	33	38,865	41,135	41,749	42,585	43,436	44,304	45,191	46,094
C470	34	40,607	42,977	43,621	44,492	45,383	46,292	47,216	48,160
C474	35	42,928	43,787	44,662	45,555	46,467	47,397	48,345	49,311
C477	36	44,669	47,274	47,982	48,941	49,919	50,920	51,938	52,976

C480	37	46,410	49,115	49,854	50,849	51,865	52,902	53,961	55,041
C481	38	46,989	49,731	50,474	51,486	52,514	53,565	54,639	55,732
C484	39	48,732	51,572	52,343	53,389	54,457	55,548	56,660	57,792
C485	40	49,312	52,185	52,968	54,027	55,109	56,209	57,333	58,480
C490	41	51,283	54,274	55,087	56,190	57,313	58,458	59,627	60,820
C495	42	55,111	58,322	59,198	60,383	61,590	62,821	64,078	65,359
C500	43	55,764	58,302	60,834	62,051	63,293	64,559	65,850	67,168
C505	44	58,557	61,218	63,882	65,158	66,464	67,789	69,147	70,529
C510	45	61,344	64,132	66,920	68,259	69,624	71,017	72,437	73,886
C513	46	63,018	65,881	68,745	70,121	71,522	72,953	74,413	75,900
C515	47	64,584	67,517	70,456	71,864	73,303	74,767	76,263	77,788
C520	48	67,392	70,453	73,520	74,990	76,491	78,019	79,579	81,170
C525	49	70,202	73,390	76,581	78,112	79,676	81,270	82,896	84,553
C535	50	75,813	79,263	82,705	84,357	86,045	87,769	89,523	91,314
C560	51	89,855	93,940	98,025	99,983	101,985	104,023	106,103	108,225
S450	52	23,928	25,324	25,706	26,219	26,745	27,279	27,825	28,381
S454	53	25,845	27,350	27,761	28,317	28,882	29,460	30,050	30,650
S484	54	40,199	42,544	43,183	44,046	44,928	45,828	46,743	47,679
T1	55	33,241	34,603	35,964	37,326	38,688			
75Z	56	28,232	29,341	30,453	31,563	32,674			

2022-2023 Salary Schedule

Grid		3	4	5	6	7	8	9	10
70B	1	25,699	27,152	27,558	28,112	28,674	29,249	29,832	30,429
70Z	2	26,362	27,897	28,316	28,883	29,460	30,049	30,651	31,263
A459	3	30,273	32,039	32,520	33,172	33,830	34,509	35,199	35,903
A460	4	30,786	32,580	33,070	33,729	34,406	35,095	35,796	36,512
A481	5	41,564	43,984	44,644	45,535	46,445	47,374	48,321	49,288
A485	6	42,841	45,562	46,018	46,937	47,876	48,831	49,809	50,805
A490	7	46,182	48,874	49,606	50,597	51,610	52,643	53,697	54,771
A500	8	49,464	51,714	53,960	55,038	56,139	57,264	58,409	59,578
A506	9	52,431	54,816	57,198	58,341	59,508	60,697	61,912	63,150
A515	10	57,282	59,886	62,490	63,738	65,015	66,314	67,640	68,993
A525	11	61,157	63,936	66,718	68,051	69,410	70,798	72,213	73,659
B460	12	33,989	35,971	36,510	37,242	37,983	38,746	39,521	40,311
B463	13	35,688	37,770	38,336	39,101	39,883	40,680	41,494	42,324
B470	14	39,657	41,967	42,598	43,446	44,314	45,203	46,106	47,030
B472	15	40,787	43,164	43,812	44,686	45,584	46,494	47,426	48,372
B474	16	41,920	44,364	45,029	45,931	46,848	47,785	48,741	49,716
B480	17	45,321	47,961	48,680	49,654	50,644	51,659	52,692	53,746

B481	18	45,886	48,563	49,289	50,276	51,283	52,307	53,353	54,421
B485	19	47,297	50,053	50,804	51,819	52,857	53,913	54,992	56,091
B490	20	50,986	53,956	54,764	55,858	56,978	58,116	59,278	60,465
B495	21	53,814	56,950	57,807	58,976	60,134	61,344	62,574	63,827
B500	22	54,414	56,891	59,363	60,547	61,761	62,995	64,256	65,541
B505	23	57,048	59,641	62,236	63,481	64,752	66,044	67,366	68,712
B510	24	59,856	62,576	65,295	66,602	67,934	69,291	70,676	72,092
B535	25	73,974	77,339	80,700	82,313	83,960	85,640	87,352	89,099
B580	26	98,634	103,118	107,601	109,752	111,947	114,187	116,473	118,801
C436	27	21,302	22,545	22,880	23,339	23,805	24,282	24,767	25,263
C459	28	34,914	36,948	37,501	38,249	39,015	39,796	40,591	41,404
C460	29	35,502	37,574	38,137	38,900	39,677	40,472	41,279	42,105
C463	30	37,279	39,454	40,044	40,843	41,660	42,494	43,344	44,210
C465	31	38,462	40,704	41,316	42,140	42,866	43,724	44,600	45,491
C466	32	39,052	41,330	41,950	42,791	43,644	44,519	45,410	46,319
C467	33	39,642	41,958	42,584	43,437	44,305	45,190	46,095	47,016
C470	34	41,419	43,837	44,493	45,382	46,291	47,218	48,160	49,123
C474	35	43,787	44,663	45,555	46,466	47,396	48,345	49,312	50,297
C477	36	45,562	48,219	48,942	49,920	50,917	51,938	52,977	54,036
C480	37	47,338	50,097	50,851	51,866	52,902	53,960	55,040	56,142
C481	38	47,929	50,726	51,483	52,516	53,564	54,636	55,732	56,847
C484	39	49,707	52,603	53,390	54,457	55,546	56,659	57,793	58,948
C485	40	50,298	53,229	54,027	55,108	56,211	57,333	58,480	59,650
C490	41	52,309	55,359	56,189	57,314	58,459	59,627	60,820	62,036
C495	42	56,213	59,488	60,382	61,591	62,822	64,077	65,360	66,666
C500	43	56,879	59,468	62,051	63,292	64,559	65,850	67,167	68,511
C505	44	59,728	62,442	65,160	66,461	67,793	69,145	70,530	71,940
C510	45	62,571	65,415	68,258	69,624	71,016	72,437	73,886	75,364
C513	46	64,278	67,199	70,120	71,523	72,952	74,412	75,901	77,418
C515	47	65,876	68,867	71,865	73,301	74,769	76,262	77,788	79,344
C520	48	68,740	71,862	74,990	76,490	78,021	79,579	81,171	82,793
C525	49	71,606	74,858	78,113	79,674	81,270	82,895	84,554	86,244
C535	50	77,329	80,848	84,359	86,044	87,766	89,524	91,313	93,140
C560	51	91,652	95,819	99,986	101,983	104,025	106,103	108,225	110,390
S450	52	24,407	25,830	26,220	26,743	27,280	27,825	28,382	28,949
S454	53	26,362	27,897	28,316	28,883	29,460	30,049	30,651	31,263
S484	54	41,003	43,395	44,047	44,927	45,827	46,745	47,678	48,633
Tl	55	33,906	35,295	36,683	38,073	39,462			
75Z	56	28,797	29,928	31,062	32,194	33,327			

Grid		**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
70B	1	26,213	27,695	28,109	28,674	29,247	29,834	30,429	31,038
70Z	2	26,889	28,455	28,882	29,461	30,049	30,650	31,264	31,888
A459	3	30,878	32,680	33,170	33,835	34,507	35,199	35,903	36,621
A460	4	31,402	33,232	33,731	34,404	35,094	35,797	36,512	37,242
A481	5	42,395	44,864	45,537	46,446	47,374	48,321	49,287	50,274
A485	6	43,698	46,473	46,938	47,876	48,834	49,808	50,805	51,821
A490	7	47,106	49,851	50,598	51,609	52,642	53,696	54,771	55,866
A500	8	50,453	52,748	55,039	56,139	57,262	58,409	59,577	60,770
A506	9	53,480	55,912	58,342	59,508	60,698	61,911	63,150	64,413
A515	10	58,428	61,084	63,740	65,013	66,315	67,640	68,993	70,373
A525	11	62,380	65,215	68,052	69,412	70,798	72,214	73,657	75,132
B460	12	34,669	36,690	37,240	37,987	38,743	39,521	40,311	41,117
B463	13	36,402	38,525	39,103	39,883	40,681	41,494	42,324	43,170
B470	14	40,450	42,806	43,450	44,315	45,200	46,107	47,028	47,971
B472	15	41,603	44,027	44,688	45,580	46,496	47,424	48,375	49,339
B474	16	42,758	45,251	45,930	46,850	47,785	48,741	49,716	50,710
B480	17	46,227	48,920	49,654	50,647	51,657	52,692	53,746	54,821
B481	18	46,804	49,534	50,275	51,282	52,309	53,353	54,420	55,509
B485	19	48,243	51,054	51,820	52,855	53,914	54,991	56,092	57,213
B490	20	52,006	55,035	55,859	56,975	58,118	59,278	60,464	61,674
B495	21	54,890	58,089	58,963	60,156	61,337	62,571	63,825	65,104
B500	22	55,502	58,029	60,550	61,758	62,996	64,255	65,541	66,852
B505	23	58,189	60,834	63,481	64,751	66,047	67,365	68,713	70,086
B510	24	61,053	63,828	66,601	67,934	69,293	70,677	72,090	73,534
B535	25	75,453	78,886	82,314	83,959	85,639	87,353	89,099	90,881
B580	26	100,607	105,180	109,753	111,947	114,186	116,471	118,802	121,177
C436	27	21,728	22,996	23,338	23,806	24,281	24,768	25,262	25,768
C459	28	35,612	37,687	38,251	39,014	39,795	40,592	41,403	42,232
C460	29	36,212	38,325	38,900	39,678	40,471	41,281	42,105	42,947
C463	30	38,025	40,243	40,845	41,660	42,493	43,344	44,211	45,094
C465	31	39,231	41,518	42,142	42,983	43,723	44,598	45,492	46,401
C466	32	39,833	42,157	42,789	43,647	44,517	45,409	46,318	47,245
C467	33	40,435	42,797	43,436	44,306	45,191	46,094	47,017	47,956
C470	34	42,247	44,714	45,383	46,290	47,217	48,162	49,123	50,105
C474	35	44,663	45,556	46,466	47,395	48,344	49,312	50,298	51,303
C477	36	46,473	49,183	49,921	50,918	51,935	52,977	54,037	55,117
C480	37	48,285	51,099	51,868	52,903	53,960	55,039	56,141	57,265
C481	38	48,888	51,741	52,513	53,566	54,635	55,729	56,847	57,984
C484	39	50,701	53,655	54,458	55,546	56,657	57,792	58,949	60,127

Grid		3	4	5	6	7	8	9	10
C485	40	51,304	54,294	55,108	56,210	57,335	58,480	59,650	60,843
C490	41	53,355	56,466	57,313	58,460	59,628	60,820	62,036	63,277
C495	42	57,337	60,678	61,590	62,823	64,078	65,359	66,667	67,999
C500	43	58,017	60,657	63,292	64,558	65,850	67,167	68,510	69,881
C505	44	60,923	63,691	66,463	67,790	69,149	70,528	71,941	73,379
C510	45	63,822	66,723	69,623	71,016	72,436	73,886	75,364	76,871
C513	46	65,564	68,543	71,522	72,953	74,411	75,900	77,419	78,966
C515	47	67,194	70,244	73,302	74,767	76,264	77,787	79,344	80,931
C520	48	70,115	73,299	76,490	78,020	79,581	81,171	82,794	84,449
C525	49	73,038	76,355	79,675	81,267	82,895	84,553	86,245	87,969
C535	50	78,876	82,465	86,046	87,765	89,521	91,314	93,139	95,003
C560	51	93,485	97,735	101,986	104,023	106,106	108,225	110,390	112,598
S450	52	24,895	26,347	26,744	27,278	27,826	28,382	28,950	29,528
S454	53	26,889	28,455	28,882	29,461	30,049	30,650	31,264	31,888
S484	54	41,823	44,263	44,928	45,826	46,744	47,680	48,632	49,606
Tl	55	34,584	36,001	37,417	38,834	40,251			
75Z	56	29,373	30,527	31,683	32,838	33,994			

** For the 2023-2024 school year, the steps will be renumbered so that they begin with Step 1 rather than Step 3. Steps currently run from Step 3 to Step 10. As of July 1, 2023 the steps will run from Step 1 to Step 8. This will result in bargaining unit members moving down two steps in number without a loss in salary. For example, an employee on Step 3 of Grid A459 on June 30, 2023 will be placed on Step 1 of Grid A459 as of July 1, 2023 prior to any determination of eligibility for step movement pursuant to Article IV(A) and (C).

2024-2025 Salary Schedule

Grid		3	4	5	6	7	8	9	10
70B	1	26,737	28,249	28,671	29,247	29,832	30,431	31,038	31,659
70Z	2	27,427	29,024	29,460	30,050	30,650	31,263	31,889	32,526
A459	3	31,496	33,334	33,833	34,512	35,197	35,903	36,621	37,353
A460	4	32,030	33,897	34,406	35,092	35,796	36,513	37,242	37,987
A481	5	43,243	45,761	46,448	47,375	48,321	49,287	50,273	51,279
A485	6	44,572	47,402	47,877	48,834	49,811	50,804	51,821	52,857
A490	7	48,048	50,848	51,610	52,641	53,695	54,770	55,866	56,983
A500	8	51,462	53,803	56,140	57,262	58,407	59,577	60,769	61,985
A506	9	54,550	57,030	59,509	60,698	61,912	63,149	64,413	65,701
A515	10	59,597	62,306	65,015	66,313	67,641	68,993	70,373	71,780
A525	11	63,628	66,519	69,413	70,800	72,214	73,658	75,130	76,635
B460	12	35,362	37,424	37,985	38,747	39,518	40,311	41,117	41,939
B463	13	37,130	39,296	39,885	40,681	41,495	42,324	43,170	44,033
B470	14	41,259	43,662	44,319	45,201	46,104	47,029	47,969	48,930

B472	15	42,435	44,908	45,582	46,492	47,426	48,372	49,343	50,326
B474	16	43,613	46,156	46,849	47,787	48,741	49,716	50,710	51,724
B480	17	47,152	49,898	50,647	51,660	52,690	53,746	54,821	55,917
B481	18	47,740	50,525	51,281	52,308	53,355	54,420	55,508	56,619
B485	19	49,208	52,075	52,856	53,912	54,992	56,091	57,214	58,357
B490	20	53,046	56,136	56,976	58,115	59,280	60,464	61,673	62,907
B495	21	55,988	59,251	60,142	61,359	62,564	63,822	65,102	66,406
B500	22	56,612	59,190	61,761	62,993	64,256	65,540	66,852	68,189
B505	23	59,353	62,051	64,751	66,046	67,368	68,712	70,087	71,488
B510	24	62,274	65,105	67,933	69,293	70,679	72,091	73,532	75,005
B535	25	76,962	80,464	83,960	85,638	87,352	89,100	90,881	92,699
B580	26	102,619	107,284	111,948	114,186	116,470	118,800	121,178	123,601
C436	27	22,163	23,456	23,805	24,282	24,767	25,263	25,767	26,283
C459	28	36,324	38,441	39,016	39,794	40,591	41,404	42,231	43,077
C460	29	36,936	39,092	39,678	40,472	41,280	42,107	42,947	43,806
C463	30	38,786	41,048	41,662	42,493	43,343	44,211	45,095	45,996
C465	31	40,016	42,348	42,985	43,843	44,597	45,490	46,402	47,329
C466	32	40,630	43,000	43,645	44,520	45,407	46,317	47,244	48,190
C467	33	41,244	43,653	44,305	45,192	46,095	47,016	47,957	48,915
C470	34	43,092	45,608	46,291	47,216	48,161	49,125	50,105	51,107
C474	35	45,556	46,467	47,395	48,343	49,311	50,298	51,304	52,329
C477	36	47,402	50,167	50,919	51,936	52,974	54,037	55,118	56,219
C480	37	49,251	52,121	52,905	53,961	55,039	56,140	57,264	58,410
C481	38	49,866	52,776	53,563	54,637	55,728	56,844	57,984	59,144
C484	39	51,715	54,728	55,547	56,657	57,790	58,948	60,128	61,330
C485	40	52,330	55,380	56,210	57,334	58,482	59,650	60,843	62,060
C490	41	54,422	57,595	58,459	59,629	60,821	62,036	63,277	64,543
C495	42	58,484	61,892	62,822	64,079	65,360	66,666	68,000	69,359
C500	43	59,177	61,870	64,558	65,849	67,167	68,510	69,880	71,279
C505	44	62,141	64,965	67,792	69,146	70,532	71,939	73,380	74,847
C510	45	65,098	68,057	71,015	72,436	73,885	75,364	76,871	78,408
C513	46	66,875	69,914	72,952	74,412	75,899	77,418	78,967	80,545
C515	47	68,538	71,649	74,768	76,262	77,789	79,343	80,931	82,550
C520	48	71,517	74,765	78,020	79,580	81,173	82,794	84,450	86,138
C525	49	74,499	77,882	81,269	82,892	84,553	86,244	87,970	89,728
C535	50	80,454	84,114	87,767	89,520	91,311	93,140	95,002	96,903
C560	51	95,355	99,690	104,026	106,103	108,228	110,390	112,598	114,850
S450	52	25,393	26,874	27,279	27,824	28,383	28,950	29,529	30,119
S454	53	27,427	29,024	29,460	30,050	30,650	31,263	31,889	32,526
S484	54	42,659	45,148	45,827	46,743	47,679	48,634	49,605	50,598
Tl	55	35,276	36,721	38,165	39,611	41,056			

| 75Z | 56 | 29,960 | 31,138 | 32,317 | 33,495 | 34,674 | | | |

2025-2026 Salary Schedule

Grid		**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
70B	1	27,272	28,814	29,244	29,832	30,429	31,040	31,659	32,292
70Z	2	27,976	29,604	30,049	30,651	31,263	31,888	32,527	33,177
A459	3	32,126	34,001	34,510	35,202	35,901	36,621	37,353	38,100
A460	4	32,671	34,575	35,094	35,794	36,512	37,243	37,987	38,747
A481	5	44,108	46,676	47,377	48,323	49,287	50,273	51,278	52,305
A485	6	45,463	48,350	48,835	49,811	50,807	51,820	52,857	53,914
A490	7	49,009	51,865	52,642	53,694	54,769	55,865	56,983	58,123
A500	8	52,491	54,879	57,263	58,407	59,575	60,769	61,984	63,225
A506	9	55,641	58,171	60,699	61,912	63,150	64,412	65,701	67,015
A515	10	60,789	63,552	66,315	67,639	68,994	70,373	71,780	73,216
A525	11	64,901	67,849	70,801	72,216	73,658	75,131	76,633	78,168
B460	12	36,069	38,172	38,745	39,522	40,308	41,117	41,939	42,778
B463	13	37,873	40,082	40,683	41,495	42,325	43,170	44,033	44,914
B470	14	42,084	44,535	45,205	46,105	47,026	47,970	48,928	49,909
B472	15	43,284	45,806	46,494	47,422	48,375	49,339	50,330	51,333
B474	16	44,485	47,079	47,786	48,743	49,716	50,710	51,724	52,758
B480	17	48,095	50,896	51,660	52,693	53,744	54,821	55,917	57,035
B481	18	48,695	51,536	52,307	53,354	54,422	55,508	56,618	57,751
B485	19	50,192	53,117	53,913	54,990	56,092	57,213	58,358	59,524
B490	20	54,107	57,259	58,116	59,277	60,466	61,673	62,906	64,165
B495	21	57,108	60,436	61,345	62,586	63,815	65,098	66,404	67,734
B500	22	57,744	60,374	62,996	64,253	65,541	66,851	68,189	69,553
B505	23	60,540	63,292	66,046	67,367	68,715	70,086	71,489	72,918
B510	24	63,519	66,407	69,292	70,679	72,093	73,533	75,003	76,505
B535	25	78,501	82,073	85,639	87,351	89,099	90,882	92,699	94,553
B580	26	104,671	109,430	114,187	116,470	118,799	121,176	123,602	126,073
C436	27	22,606	23,925	24,281	24,768	25,262	25,768	26,282	26,809
C459	28	37,050	39,210	39,796	40,590	41,403	42,232	43,076	43,939
C460	29	37,675	39,874	40,472	41,281	42,106	42,949	43,806	44,682
C463	30	39,562	41,869	42,495	43,343	44,210	45,095	45,997	46,916
C465	31	40,816	43,195	43,845	44,720	45,489	46,400	47,330	48,276
C466	32	41,443	43,860	44,518	45,410	46,315	47,243	48,189	49,154
C467	33	42,069	44,526	45,191	46,096	47,017	47,956	48,916	49,893
C470	34	43,954	46,520	47,217	48,160	49,124	50,108	51,107	52,129
C474	35	46,467	47,396	48,343	49,310	50,297	51,304	52,330	53,376
C477	36	48,350	51,170	51,937	52,975	54,033	55,118	56,220	57,343
C480	37	50,236	53,163	53,963	55,040	56,140	57,263	58,409	59,578

C481	38	50,863	53,832	54,634	55,730	56,843	57,981	59,144	60,327
C484	39	52,749	55,823	56,658	57,790	58,946	60,127	61,331	62,557
C485	40	53,377	56,488	57,334	58,481	59,652	60,843	62,060	63,301
C490	41	55,510	58,747	59,628	60,822	62,037	63,277	64,543	65,834
C495	42	59,654	63,130	64,078	65,361	66,667	67,999	69,360	70,746
C500	43	60,361	63,107	65,849	67,166	68,510	69,880	71,278	72,705
C505	44	63,384	66,264	69,148	70,529	71,943	73,378	74,848	76,344
C510	45	66,400	69,418	72,435	73,885	75,363	76,871	78,408	79,976
C513	46	68,213	71,312	74,411	75,900	77,417	78,966	80,546	82,156
C515	47	69,909	73,082	76,263	77,787	79,345	80,930	82,550	84,201
C520	48	72,947	76,260	79,580	81,172	82,796	84,450	86,139	87,861
C525	49	75,989	79,440	82,894	84,550	86,244	87,969	89,729	91,523
C535	50	82,063	85,796	89,522	91,310	93,137	95,003	96,902	98,841
C560	51	97,262	101,684	106,107	108,225	110,393	112,598	114,850	117,147
S450	52	25,901	27,411	27,825	28,380	28,951	29,529	30,120	30,721
S454	53	27,976	29,604	30,049	30,651	31,263	31,888	32,527	33,177
S484	54	43,512	46,051	46,744	47,678	48,633	49,607	50,597	51,610
Tl	55	35,982	37,455	38,928	40,403	41,877			
75Z	56	30,559	31,761	32,963	34,165	35,367			

Effective July 1997, a bargaining unit member holding a Bachelors or Masters degree will receive a stipend, as listed below, in addition to their regular salary:
Bachelors Degree = $500
Masters Degree = $750

APPENDIX A
HARTFORD EDUCATIONAL SUPPORT PERSONNEL

The Parties understand that the salary grid represents bargaining unit members' compensation based on an annualized rate. As of January 1, 2004, the formula to determine the hourly rate by which members are paid is as follows:

For 10 month employees —
(S) - Annualized Salary / 183 days / 7 hours
(T) - Annualized Salary / 184 / 7 hours
(A) - Annualized Salary / 193 days / 7 hours
(Z) - Annualized Salary / 187 days / 7 hours

For 11 month employees
(B) - Annualized Salary / 213 days / 7 hours

For 12 month employees —
Annualized Salary / 260 days / 7 hours

APPENDIX B
HESP POSITIONS AND GRIDS

The provisions of this Appendix are included in the Agreement for informational purposes only and shall not be subject to the grievance procedure. Nothing here shall be construed to limit the Board's right to create or eliminate positions.

Dental Assistant	70Z
Medical Assistant	75Z
Responsible Thinking Intervention Specialist	A460
Technology Support	A460
Intervention Specialist - Bilingual Department	A481
Program Specialist	A485
Career and Technical Education Specialist	A490
Technology Facilitator Alternative/Adult Education	A490
College Career Specialist	A490
Prevention School Liaison	A505
Elementary Prevention Specialist	A506
Mental Health Clinician	A506
Program Leader, School Based Mentoring Program	A506
Student Assistance Center - Site manager	A506
504 Compliance Specialist	A515
Bilingual Intervention Resource Services (West Indian)	B460
Eligibility Verification Specialist, Migratory	B460
Family Advocate Early Intervention Specialist	B460
Health Liaison, Migratory	B460
Project & Support Facilitator	B460
Parent as Teacher Assistants, Migratory	B463
Intervention Specialist - Middle School	B474
Intervention Specialist, Migratory	B474
School & Family Service Provider	B474
Bilingual Program Liaison, Migratory	B480
Standardized Assessment Monitor	B480
Child Development Specialist, Migratory	B481
Case Manager, Intervention Prevention Resource Specialist	B481
Program Assistant, Primary Mental Health	B481
Support Technician - Adult and Alternative Education	B490
Graduation Specialist	B495
Special Education Job Developer - School Based	B500
Behavior Technician	B500
Career Development Coordinator, Sport & Medical Sciences Academy	B510
District Intervention Specialist	B535
Neuropsychologist	B580
Program Assistant/Special Education Compliance (HTLA)	C459
Program Assistant, Health Services and Health Education Dept.	C460

Project & Support Facilitator	C460
Program Assistant, Coordinator of Media Communications	C463
Printing and Duplicating Tech	C467
Dispatcher/Expeditor, Office of the Chief of Staff, Bldgs. & Grounds Dept.	C470
Application Development - Student Information	C470
PreK Program Assistant	C470
Program Assistant, Adult Ed	C470
Program Assistant, Office of the Chief of Staff, Repts to Coord of Hftd Adult Ed	C470
Community Partnership Specialist	C470
School & Family Service Provider	C474
Audio Visual Tech	C477
Accounting Assistant - General Budget	C480
Assistant Scheduler	C480
Case Manager - Adult and Alternative Education	C480
Program Assistant, Literacy & Professional Development	C480
Program Assistant, Parental Services	C480
Program Assistant, Sport and Medical Sciences Academy	C480
Program Assistant, Student and Family Assistant Centers	C480
Project Specialist and Coordinator - Science & Math	C480
Special Funds Accounting Assistant	C480
Educational Case Manager, Family & Community Alliance Team HTLA	C481
Account Analyst	C485
Help Desk Facilitator, Information Technologies	C485
Jr. Accountant	C485
Jr. Budget Analyst	C485
Program Assistant, Literacy	C485
Program Assistant, Office of the Deputy Superintendent	C485
School Based Support Technician, Level C	C485
Transportation Specialist	C485
Program Specialist	C485
Grants Specialist	C495
Research Assistant II	C495
Elementary Prevention Specialist	C500
Grants Monitor	C500
Research Analyst	C500
Support Specialist, Director of Adult Ed	C500
Technology Program Coordinator	C500
Finance Specialist	C500
Student Information Systems End User Support Specialist	C500
Worker's Compensation Specialist	C505
Prevention Specialist	C505
Time and Attendance Specialist	C505
Accountant	C510

Accountant for Special Funds	C510
Budget Analyst	C510
Grants Monitor	C510
Magnet Program Development Specialist	C513
Desktop Computer Specialist	C513
Program Development Specialist	C513
Program Manager	C515
3rd Party Reimbursement Specialist	C515
Budge Advisor H	C520
Adult Literacy Project Coordinator	C525
Application Development - Student Information	C525
Application Development Specialist - Clarity Special Education	C525
Application Development Specialist - Health Services	C525
Facilitator of Strategic Alliances - Central Office	C525
Family & Community Engagement Facilitator	C525
Parent Advocate and Training Specialist	C525
PC/LAN Technician	C525
Senior Budget Analyst	C525
Telecommunication Specialist	C525
Senior Accountant	C525
Community Liaison For Prevention and Parent Empowerment	C535
Senior Server Administrator	C535
Senior Budget Advisor	C535
Active Directory Administrator	C560
Applications Development Coordinator	C560
Coordinator of Media and Communications	C560
Career Readiness Assistant, Migratory	S484
School Based Support Technician	S484
Technology Support	S484
LPN	T480

In witness whereof, the parties hereto set their hands:

HARTFORD BOARD OF EDUCATION   HARTFORD EDUCATIONAL SUPPORT PERSONNEL

Negotiating Team: Negotiating Team:

_____   _____
               date   date

37