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COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

HARTFORD BOARD OF EDUCATION

AND

**LOCAL 566 OF COUNCIL 4
AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, AFL-CIO**

The Hartford Board of Education ("HBOE") and the Local 566 of Council 4, American Federation of State, County and Municipal Employees, AFL-CIO ("Local 566") tentatively agree to a Collective Bargaining Agreement to be in full force and effect for the period commencing July 1, 2018 through June 30, 2021 subject to the ratification by Local 566, and approval by both the HBOE and the Municipal Accountability Review Board of the State of Connecticut ("MARB"). The July 1, 2012 through June 30, 2018 Collective Bargaining Agreement currently in effect shall remain unchanged except as specifically outlined in this Tentative Agreement provided further that the Collective Bargaining Agreement shall be modified to reflect these changes.

This Tentative Agreement represents concepts and not necessarily final contract language. Actual contract language will be drafted if the Tentative Agreement is ratified by Local 566 and approved by the Hartford Board of Education and the MARB.

HARTFORD BOARD OF EDUCATION

**LOCAL 566 OF COUNCIL 4
AMERICAN FEDERATION OF
STATE COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO**

BY: 
Melinda B. Kaufmann
Chief Negotiator

BY: 
Anthony Bento
Chief Negotiator

Date: 9/26/19

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Global Replacement of “Chief Talent Officer” with “Executive Director of Human Resources.”

Global deletion of Head Lunch Supervisors and Meal Coordinators.

ARTICLE III - UNION SECURITY

- 3.0** The Board agrees to deduct via payroll dues or a representation fee for all members of the bargaining unit who give express written permission to the unless an individual member gives notice to the Chief Talent Officer/Executive Director of Human Resources, in writing, that he or she wishes to have deducted the service fee only for such fee to be deducted via payroll.

ARTICLE IV - SENIORITY

4.2 (A) Transfers, Vacancies & Promotions

4.2(A-1) Transfers

2. Custodial and Maintenance Employees in non-entry level positions:

Qualified employees in the same classification in which a vacancy exists may apply to transfer into a posted vacant position whenever a vacancy exists. If there is a qualified existing employee who applies for the vacancy in the same classification in which the vacancy exists, he or she shall receive the position and no further action shall be required prior to filling the position. Qualifications shall include:

- a) an “above-average/exceeds requirements” rating or above on all categories of the applicant’s most recent evaluation;
- b) no more than seven authorized absences in the twelve (12) months immediately prior to the transfer request, except that for employees who meet all other criteria listed herein except the attendance requirement, employees who have no more than seven authorized absences in each of the two twelve month periods immediately prior to the twelve month period prior to the transfer request will be considered qualified for the transfer (for example, if a transfer was requested on August 31, 2019 and the employee had more than seven absences between September 1, 2018 and August 1, 2019, the employee could still qualify if the employee had less than seven absences in each twelve month period of September 1, 2017 through August 31, 2018 and September 1, 2016 through August 31, 2017);



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- c) no unauthorized absences in the twelve (12) months immediately prior to the transfer request;
- d) no more than three instances of tardiness in the twelve (12) months immediately prior to the transfer request; and
- e) no disciplinary actions in the twelve (12) months immediately prior to the transfer request.

If more than one qualified employee, as defined above, applies for a vacancy, the applicant with the greater amount of seniority shall receive the position.

If no employee who is qualified, as defined in 4.2(A-1)(2)(a-cd) above, applies for a lateral transfer into a vacant non-entry level custodial or maintenance position, the vacancy shall be filled by the promotional procedures described in section 4.2(A-2) below.

4.2(A-2) Promotional Custodial and Maintenance Positions

1. Filling of Vacancies by Promotion:

All non-entry level custodial and maintenance vacancies that are not filled by the procedure set forth in Section 4.2(A-1)(2) above shall be filled as described in Sections 4.2(A-2) and (A-3). All custodial and maintenance promotional vacancies will be filled first by employees who have applied in the posting process and who possess sufficient skills and abilities to perform the work with a minimum of training, and are qualified as defined below. Qualifications shall include:

- a) an "above-average/exceeds requirements" rating in all categories of the applicant's most recent evaluation;
- b) no more than seven (7) authorized absences in the twelve (12) months immediately prior to the application, **except that for employees who meet all other criteria listed herein except the attendance requirement, employees who have no more than seven authorized absences in each of the two twelve month periods immediately prior to the twelve month period prior to the promotion request will be considered qualified for the promotion (for example, if a promotion was requested on August 31, 2019 and the employee had more than seven absences between September 1, 2018 and August 1, 2019, the employee could still qualify if the employee had less than seven absences in each twelve month period of September 1, 2017 through August 31, 2018 and September 1, 2016 through August 31, 2017);**
- c) no unauthorized absences in the twelve (12) months immediately prior to the application;



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- d) no disciplinary actions in the twelve (12) months immediately prior to the application;
- e) no more than three (3) instances of tardiness in the twelve (12) months immediately prior to the application; and,
- f) a passing score on the applicable test, as described in Section 4.2(A-2)(2) below.

Employees promoted under the provision of this article shall serve a probationary period not to exceed ninety (90) days. Should such employee fail his/her probationary period, then he/she shall be returned to his/her previous position, hours of work and work location, or to a comparable position.

4.3 (A) Layoffs

Layoffs shall take effect, within classification, based on reverse seniority, as follows:

- 1. Probationary Employees;
- 2. Rostered employees working less than forty (40) hours a week;
- 3. Full-time rostered employees.

~~Any employee who, on the basis of seniority, is to be laid off because of reduction of staff but who is qualified for another job in the bargaining unit due to previous Board experience may replace the least senior employee in the classification.~~
[NOTE – this is repetitive of 4.3(C)]

ARTICLE V - HOURS OF WORK, OVERTIME AND HOLIDAY PREMIUM PAY

5.0 (B) The shift schedules for the custodial staff shall be as follows:

First Shift: Eight (8) hours starting at the earliest 6:00 a.m. and the latest 8:30 a.m. with one (1) hour for an unpaid lunch, except that there will be no more than two (2) different schedules of hours per fiscal year. The Union will be furnished with the schedule of hours for each school.

Second Shift: Eight (8) hours to be scheduled anywhere between Noon to 12:00 midnight, with a three-quarter (3/4) hour paid lunch period included. Shifts available:

- 12:00 p.m. to 8:00 p.m.
- 1:00 p.m. to 9:00 p.m.
- 3:00 p.m. to 11:00 p.m.
- 4:00 p.m. to 12:00 midnight



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Third Shift: 11:00 p.m. to 7:00 a.m. with a three-quarter (3/4) hour paid lunch period included.

During the period from the Monday after school closes to the Friday before school reopens in the fall, the second and third shift employees will be assigned to first shift hours, except that in the Hartford Public High School and the Administration Building, the second and/or third shift employees may be assigned to hours which cut across shift schedules, but normally will not extend beyond 6:00 p.m. In case an employee works beyond 6:00 p.m., the employee(s) will be paid in addition to their regular pay minimum of the three (3) hours shift differential pay, as provided for in Article IX, 9.4 of this Agreement. During the summer months, the unpaid lunch period shall be one-half (1/2) hour.

During school vacation periods, second and third shift employees may be reassigned to first shift at the discretion of the Superintendent's designee.

~~The work year for Head Lunch Supervisors/Meal Coordinators shall consist of one hundred and eighty three (183) working days in accordance with the calendar prepared by the Superintendent's designee.~~

5.0(D) Food Service

The regular hours of employment for cafeteria employees in existing schools shall be as follows: Food Service Workers, ~~twenty (20)~~ twenty-five (25) or more hours per week; cook managers, elementary, at the discretion of administration but no less than ~~thirty (30)~~ thirty-five hours per week; ~~Head Lunch Supervisors, at the discretion of administration but no less than thirty hours per week;~~ all other employees forty (40) hours per week and in each case Monday through Friday. ~~Meal coordinators 4-6 hours daily based on the needs of the school.~~ Employees shall have an unpaid half hour and their hours will be reduced accordingly.

5.1 Time and one-half shall be paid for:

1. All work performed in excess of eight (8) hours in any one day, and forty (40) hours in one (1) week;
2. All overtime work performed on Saturday ~~as such excluding Head Lunch Supervisors/Meal Coordinators;~~ and,
3. All overtime work performed on a day other than an employee's regular work day ~~excluding Head Lunch Supervisors/Meal Coordinators.~~

5.3 A schedule of overtime assignments shall be prepared by the Head Custodian and posted on the bulletin board. A record of overtime shall be posted on the appropriate bulletin board for custodial, maintenance and cafeteria employees.

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1. Full-time employees and regular cafeteria employees shall be given preference on all overtime assignments.
2. Overtime shall be divided equally within classifications, except as provided for in this Article.
3. Except as provided for in this Article of this Agreement, overtime and work performed for outside groups ~~and the Adult School~~ in each school shall be divided equally among the qualified custodians regularly assigned to that school.
4. To the extent possible, night shift employees shall be given an opportunity to equalize their share of overtime and work performed for outside groups ~~and the Adult School~~ when school is not in session and/or when it does not interfere with their regular work schedule.

ARTICLE VI - HOLIDAYS

6.0 (A) The Superintendent shall identify the ten holidays per year for custodial and maintenance employees. The holidays shall be as follows:

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

The Superintendent can designate the date that a holiday shall be observed if the holiday is not observed on the identified date.

If it falls on a weekday, Veteran's Day is a holiday if all schools are closed. Veteran's Day is not a holiday if all schools are open (including if there is a professional development scheduled that day).

6.0 (B) Effective July 1, 2012, the following holidays shall be observed by cafeteria employees, excluding Head Lunch Supervisors/Meal Coordinators, as days off with full pay:

New Year's Day	Labor Day
Martin Luther King's Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Good Friday	Christmas Day
Memorial Day	

The Superintendent can designate the date that a holiday shall be observed if the holiday is not observed on the identified date.

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If it falls on a weekday, Veteran's Day is a holiday if all schools are closed. Veteran's Day is not a holiday if all schools are open (including if there is a professional development scheduled that day).

ARTICLE VII - VACATIONS

7.0 Custodial and maintenance employees shall be given vacations at their current average earnings on the following basis:

4. Employees shall be allowed to accumulate vacation time to a maximum of six (6) weeks subject to the provisions of ~~7.32~~.
7. Unless agreed to otherwise between the Superintendent's designee and the employee, up to ~~ten (10)~~ fifteen (15) vacation days may be used between the first and last student day of the school year ~~during the school year~~. The restrictions in this section shall not apply to maintenance employees.
8. 10-month Custodian I's, gym assistants, and cafeteria employees, ~~excluding Head Lunch Supervisors and Meal Coordinators~~ will receive a maximum of fifteen (15) vacation days per school year. These days shall be earned at the rate of 1.5 days per month. These days shall fall, whenever possible, during school vacation periods. No 10-month employee hired on or after July 1, 2005 shall receive vacation benefits.

ARTICLE VII - VACATIONS

7.5 ~~The Board shall make available access to the amount of vacation leave used in the past year and the amount accumulated and due as of July 1. Such information may be provided electronically. shall notify each employee, in writing, of the amount of vacation leave used in the past year and the amount accumulated and due as of July 1, upon request. Such notification will be provided within twenty (20) working days of receipt of the request, so long as the Board does not experience any manual or technical problems in obtaining and compiling the information.~~

ARTICLE VIII - LEAVE PROVISIONS

8.0 (B) ~~The Board shall make available access to the amount of sick leave used in the past year and the amount accumulated and due as of July 1. Such information may be provided electronically. The Board shall notify each employee, in writing, of the amount of sick leave used in the past year and the amount accumulated and due as of July 1, upon request. Such notification will be provided within twenty (20) working days of receipt of the request, so long as the Board does not experience any manual or technical problems in obtaining and compiling the information.~~

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8.1 (A) ~~An employee~~ Bargaining Unit members hired into the Bargaining Unit prior to the ratification of this Agreement, upon retirement shall receive, on the basis of his/her wages at the time of retirement, full compensation for up to the first fifty (50) days or fifty percent (50%), whichever is greater, of his/her unused accumulated sick leave provided for in 8.0(A). The following maximums will be in effect: Employees hired prior to March 30, 1984 shall have a cap of eight-five (85) days; Employees hired on or after March 30, 1984 shall have a cap of sixty (60) days.

New employees hired into the bargaining unit after the ratification of this Agreement shall receive, on the basis of his/her wages at the time of retirement, full compensation for up to the first forty (40) days or fifty percent (50%), whichever is greater, of his/her unused accumulated sick leave provided for in 8.0A.

8.2 (F) Personal Leave

Employees shall be allowed a total of not more than five (5) personal days a year, for any one of the following:

3. Absence for ~~husband-spouse~~ for birth or adoption of child to not to exceed two (2) days in any year;

ARTICLE IX - WAGES

9.0 Wages for the duration of the contract shall be computed on the following basis:

July 1, 2012	0%
July 1, 2013	0%
July 1, 2014	2%
July 1, 2015	2.5%
July 1, 2016	2%
July 1, 2017	1.5%

July 1, 2018 0% GWI, no step

July 1, 2019 2% GWI plus 1 step

July 1, 2020 2% GWI plus 1 step

9.2 ~~Employees assigned to work in a higher grid classification shall receive \$10 extra per day. Head Lunch Supervisors/Meal Coordinators assigned to work in a higher grid classification shall be paid immediately on that step of the salary grid of the higher classification, which will give him/her an increase of at least the amount of one full increment. Other employees will receive \$10 extra per day.~~

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9.3 Performance Incentive –

Employees hired after ratification shall not be entitled to longevity payments.

9.5 (A) Mileage

Employees shall be reimbursed at the current IRS rate, effective with the signing of this contract. Mileage will depend on actual odometer readings. Major fractions of a mile shall be considered a full mile for payment purposes. ~~Head Lunch Supervisor and Meal Coordinators shall receive bus~~

9.11 (B) Rotation

Custodial overtime shall be rotated among the available custodians men/women in the building. The Head Custodian is responsible for preparing and posting a schedule of assignments. Maintenance overtime shall be rotated among available employees in the department by trade and classification.

9.11 (D) Building Checks

If the ~~Director~~Manager of Buildings and Grounds or designee determines that a building or facility must be checked, the Head Custodian shall select the person to check the buildings on weekends, taking into consideration travel distance, reliability and responsibility, and the rate of pay shall be two (2) hour minimum at time and one-half.

9.11 (E) If an employee is scheduled overtime or to perform work for outside groups ~~and the Adult School~~ and does not avail him/herself of the opportunity to work, he/she will be charged with the scheduled overtime and assignment for outside groups as if he/she had worked.

9.12 Food Service Employees

9.12 (A) Cafeteria Employees: Rostered Food Service Employees, ~~excluding Head Lunch Supervisors/Meal Coordinators~~ work approximately thirty eight (38) to forty (40) weeks per year. Each employee receives lunch and cash wages. Incumbent rostered Food Service employees receive a thirty (30) minute paid lunch break. Rostered Food Service Workers employed after July 1, 1992 will be paid for their regularly scheduled day, excluding an unpaid lunch break. Payment is made for specified holidays and vacations. Employees are eligible for hospitalization and medical insurance, group life insurance, both types of pupil and staff insurance, and health and accident insurance. The same sick-leave allowances are provided as for other employees.

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~~9.12 (B) — Head Lunch Supervisors/Meal Coordinators who work 183 days a year are paid an annualized basis for hourly work performed. They receive no free lunch, no paid lunch period, holidays or vacation.~~

ARTICLE X - RETIREMENT PLAN

10.0 Bargaining unit employees are covered under the State MERF "B" plan. This Article is for informational purposes only and is not subject to the grievance procedure.

The Hartford Board of Education recommends that employees covered under this Agreement be allowed to change their Retirement Plan to the State MERF "B" plan. Whereby any amendments to the pension provisions contained in this agreement require approval by the Court of Common Council, the Hartford Board of Education requests that the Council take all necessary steps to allow the enrollment of bargaining unit members in the Connecticut Municipal Employee Fund B (State MERF B). All necessary documents shall be processed by April 1, 1988, in order that the unit members be eligible for benefits under State MERF B no later than July 1, 1988.

It is understood and agreed that, should the employer contribution for subsequent service on behalf of bargaining unit members to the State MERF B plan be assessed at a rate higher than the rate the City currently pays to its MERF plan on behalf of bargaining unit employees during the term of this agreement, the Union, upon request of the City, agrees to meet to negotiate concerning such excess contributions.

Pension matters shall not be subject to the grievance procedure, but shall be subject to appeal to the courts.

~~Until such change occurs the present retirement benefits shall remain in effect as follows:~~

~~10.0 (A) — The Board will provide survivorship benefits in the Municipal Employees Retirement Fund without reduction of the employee benefits, so that a surviving spouse will receive fifty percent (50%) of the employee's pension. The employee will pay an additional one percent (1 %) of salary, and the City will bear the remaining costs.~~

~~10.0 (B) — Employees in the Retirement Allowance Fund will be transferred to the MERF with a guarantee of no reduction in benefits.~~

~~10.0 (C) — The Board will limit membership in the MERF to full time permanent employees including probationary employees.~~

~~10.0 (D) — The Board will provide minimum pensions for retired employees and dependents equal to Social Security benefits.~~



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- ~~10.0 (E) In computing pension benefits, the amount of average earnings covered by Social Security shall be the amount of the employee's earnings on which Social Security taxes were paid by the City for the full number of years included in the computation of his/her primary Social Security benefit.~~
- ~~10.0 (F) Pension matters shall not be subject to the grievance procedure, but shall be subject to appeal to the courts.~~
- ~~10.0 (G) Vesting Rights will be after ten (10) years of continuous employment or five years at age forty.~~
- ~~10.0 (H) An employee who served in the military prior to his/her employment by the Board shall have the option to buy into the Retirement Plan for up to four (4) years of military service. Payments shall be based on the employee's salary at the time of hire.~~
- ~~10.0 (I) The computation of benefits on the amount of final average earnings above the amount covered by Social Security shall be based on two percent (2%) for each year of service. This shall apply to employees whether they are covered by Social Security or not.~~
- ~~10.0 (J) Vacation Days and Group Life Insurance~~
- ~~Upon retirement employees shall receive payment for unused earned vacation days. Group Life Insurance may be converted according to the conversion schedule in effect at the time of the retirement. If the employee is a member of City retirement plan, the Group Life Insurance may be continued in reduced amount.~~
- ~~10.0 (K) Members of the bargaining unit will have credited to their employee contributions to the pension fund 3 percent interest on such contributions on July 1 of each year. Once credited the interest and the contributions made by the employee to the pension fund are payable to the employee upon separation from City employment except that no such payment will be made to an employee granted a pension in accordance with Chapter XVII, Section 3 of the Charter of the City of Hartford.~~
- ~~10.0 (L) Normal retirement will be at age 65 with ten (10) years of continuous employment or age 60 with twenty five (25) years of continuous employment.~~
- ~~10.0 (M) Early retirement will continue to be at age 55. Twenty five (25) years of continuous employment with no reduction factor; those with less than twenty five (25) years and a minimum of ten (10) years continuous employment shall have a reduction factor of two percent (2%) per year.~~
- ~~10.0 (N) The final average pay will be based on the highest five (5) years of the last ten (10) years.~~

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~~10.0 (O) The member's contribution rate will be based on three percent (3%) on earnings taxed for Social Security and six percent (6%) on the excess.~~

ARTICLE XIV - WORK YEAR

14.0 Cafeteria Workers & Custodians

The normal work year for all employees in the bargaining unit, except those listed below, shall be a twelve (12) month work year. The following employees shall work a ten (10) month work year:

1. Gym Assistants;
2. Cafeteria Employees;
- ~~3. Head Lunch Supervisors/Meal Coordinators work 183 days a year.~~
3. Food Service Truck Drivers

Nothing herein shall be construed as a guaranteed minimum work day or work year for any member of the bargaining unit.

ARTICLE XVII - NON-DISCRIMINATION CLAUSE

17.0 The employer and Union agree that they shall not discriminate against any person because of race, color, creed, sex, age, national origin, ancestry, disability, religious belief, sexual orientation, gender identity or expression or political affiliation and that the provisions of this Agreement shall be applied equally to all employees in the bargaining unit. This section is for information purposes only and shall not be subject to the grievance procedure.

ARTICLE XX - FRINGE BENEFITS

20.1 (1) Health Insurance

20.1(1)(A) PPO

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

July 1, 2012: 10%
July 1, 2013: 10%
July 1, 2014: 10%
July 1, 2015: 10%
July 1, 2016: 14%
July 1, 2017: 15%
July 1, 2019: 15%



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All employees starting work in the Local 566 bargaining unit on or after July 1, 2016, may only enroll in the HDHP with HSA and not have access to the PPO plan. If an employee is hired into the unit while already enrolled in the district PPO plan, he/she shall be permitted to remain in such plan. Any member who elects the High Deductible Health Plan with the HSA shall not thereafter return to the PPO.

As of July 1, 2020, the only plan available to members will be the HDHP with HSA.

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

- \$5 generic
- \$25 formulary brand
- \$40 non-formulary brand

Mail Order - 2X co-payments for a 90-day supply.

20.1(1)(B) (1)

The Union 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.

20.1(1)(C) High Deductible Health Plan with a Health Savings Account ("HSA"):

Members shall contribute the following percentages toward the annual premium or fully insured premium equivalent costs for individual or family coverage on the HDHP with HSA:

2020-2021 12%

~~2016-2017: 11%~~

~~2017-2018: 12%~~

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



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

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

Effective July 1, 2020~~16~~, the Board shall contribute fifty percent (50%) of the applicable HSA deductible amount. For the 2020-2021 school year, The the Board's contribution toward the HSA deductible will be deposited into the HSA account during the first week of July 1, 2020. In subsequent years, the payment will be made in two equal installments in two equal installments, the first during the week of July 1, 2016 and the second during the week of January 1, 2017. The Board's contribution will be pro-rated for members hired after July 1st in any year.

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

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

20.1(2) Dental Plan

Current benefits will remain in effect unless modified in accordance with Article XX, §20.5 of the contract or by agreement. Dental plan is subject to premium cost sharing specified for the PPO-HDHP above.

Section 20.1(6) If the total cost of a group health insurance option offered under this Agreement triggers an excise tax under the Patient Protection and Affordable Care Act (Internal Revenue Code Section 4980I), or any local, state or federal statute or regulation, or the Board reasonably anticipates that such a tax will apply for a future coverage period, either party shall have the right to initiate mid-term negotiations in accordance with the Municipal Employees Relations Act. During such mid-term negotiations, the parties will reopen Article XX, Section 20.1 Health Insurance (including the related Side Letters relative to health insurance) of the collective bargaining agreement for the purpose of addressing the impact of the excise tax. Such negotiations shall be limited solely to medical insurance issues only, and no other provision of the collective bargaining agreement shall be reopened during such mid-term negotiations.



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21.0 (A) Early Closing

If pupils, having reported to school, are dismissed early, the following personnel procedures are to be followed:

1. Ten-month Employees: Cafeteria employees, on a ten-month basis, shall be released by the Principal as soon as their necessary work has been completed. ~~Head Lunch Supervisors and Meal Coordinators will call Food Services for instructions/reassignment.~~

21.0 (B) All Day Closing

If schools are closed all day, in which case a public announcement is made before schools are scheduled to open in the morning, employees will be notified as follows:

1. Ten-month Employees: Cafeteria employees on a ten (10) month basis are not required to report for work. Such employees shall work on the day(s) upon which school is rescheduled. ~~Head Lunch Supervisors/Meal Coordinators shall call the Food Service Office for further instructions and/or reassignment.~~

21.0 (C) Late Openings

If schools are open late on bad weather days, in which case a public announcement is made, the following personnel procedures are followed:

1. Ten-month Employees: Ten-month Custodian I's and rostered food service employees will report at the regular time. ~~Head Lunch Supervisors/Meal Coordinators shall contact the Food Service Office for further instructions and/or reassignment.~~

ARTICLE XXI - MISCELLANEOUS

21.3 Termination of Employment

21.3 (A) Resignation

Notice of resignation should be submitted in writing to the Superintendent for transmission to the Board as early as possible in the school year. Upon resignation, an employee may receive payment for unused earned vacation days up to a maximum of 24 days and arrange to convert his group life insurance policy.

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21.3 (B) Dismissal

Upon dismissal, an employee may receive payment for unused earned vacation days up to a maximum of 24 days and arrange to convert his group life insurance policy.

21.3 (C) Death

Upon the decease of an employee, his spouse and/or minor children may receive payment for unused earned vacation days up to a maximum of 24 days, and if the employee was a member of the group life insurance plan, arrange with the Insurance Division of the City of Hartford for settlement of claims. If the deceased employee has no spouse or minor children, all monies will be left to his/her estate.

21.4 (B) Reporting Absences

3. Return from Absence: Unless the employee is on an approved absence of five or more days, the employee is expected to follow the reporting procedures set forth in Section 21.4(b)(1) on a daily basis. For an employee who has an approved absence of five or more days, it is assumed that an employee who is absent will continue to be absent, unless he/she informs the responsible administrative officer on the day before his/her return of his intention to return the next work day. Failure to comply with notification of intent to return may result in the employee being required to take an additional sick leave day if a substitute has been engaged. The department head may require that an employee present a medical statement certifying his/her readiness to return to work.

~~4. Employees leaving work due to personal illness after less than half a day shall be charged a half day illness.~~

21.5 (B) Special Allowances

Custodians: Head custodians, or custodians designated by the head custodian who check their buildings over the weekends and holiday period, are entitled to mileage for the distance from their homes to the school and back home up to a maximum of thirty miles per day.

ARTICLE XXII - DURATION

22.0 This Agreement shall be in effect from be retroactive from July 1, 2018~~12~~ and shall remain in full force and effect until June 30, 2021~~18~~, and thereafter and shall continue in effect from year to year, if both parties so agree. It may be amended at any time by mutual agreement or upon the anniversary date of said Agreement by giving it to the other party not less than one hundred fifty (150) days written notice of intention to propose amendments. This Article shall be subject to the provisions of the Municipal Employee Relations Act (MERA).

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**APPENDIX B
566 POSITIONS AND GRIDS**

~~32a — Head Lunch Supervisor (elementary)~~
~~32b — Head Lunch Supervisor (elementary)~~
~~40a — Head Lunch Supervisor (middle/high)~~
~~40b — Head Lunch Supervisor (middle/high)~~

83 Skilled Tradesman (Painter, Carpenter, Locksmith, Floor Mechanic)

