

City of Hartford

Monthly Financial Report to the Municipal Accountability Review Board



Meeting Date – April 5, 2018

City of Hartford
Budget and Financial Report
to the Municipal Accountability Review Board
as of January 31, 2018

FY2018 General Fund Summary	1
Tax Collections	2
Revenue Summary - Major Category	3
Expenditure Summary - Departments	4
Expenditure Summary - Major Category	5

City of Hartford - FY2018 General Fund Financial Report & Projection

FY2018 Revenues - Quarter 3 (Period 7)

Revenue Category	FY2017 ACT	FY2018 ADP	FY2018 REV	FY2018 ACT	FY2018 PROJ	VARIANCE	% COLL.
41 General Property Taxes ¹	(258,987,305)	(280,165,161)	(280,165,161)	(241,365,185)	(282,884,161)	(2,719,000)	86%
42 Licenses And Permits ²	(5,376,215)	(5,971,406)	(5,971,406)	(3,493,393)	(5,400,000)	571,406	59%
43 Fines Forfeits & Penalties ³	(161,421)	(190,000)	(190,000)	(89,746)	(190,000)	-	47%
44 Revenue Money And Property ⁴	(2,364,183)	(1,313,149)	(1,313,149)	(1,156,628)	(1,313,149)	-	88%
45 Intergovernmental Revenues ⁵	(266,482,051)	(265,635,563)	(265,635,563)	(157,845,430)	(261,958,504)	3,677,059	59%
46 Charges For Services ⁶	(3,493,697)	(2,844,964)	(2,844,964)	(2,188,269)	(2,844,964)	-	77%
47 Reimbursements ⁷	(156,717)	(152,840)	(152,840)	(69,282)	(152,840)	-	45%
48 Other Revenues ⁸	(1,035,507)	(238,650)	(238,650)	(774,749)	(800,000)	(561,350)	325%
53 Other Financing Sources ⁹	(6,032,055)	(6,777,365)	(6,777,365)	(2,114,302)	(6,563,365)	214,000	31%
Total Revenues¹⁷	(544,089,150)	(563,289,098)	(563,289,098)	(409,096,983)	(562,106,983)	1,182,115	73%

FY2018 Expenditures - Quarter 3 (Period 7)

Expenditure Category	FY2017 ACT	FY2018 ADP	FY2018 REV	FY2018 ACT	FY2018 PROJ	VARIANCE	% EXP.
Payroll ¹⁰	102,643,044	106,762,441	106,586,931	58,894,573	104,886,240	1,876,201	55%
Benefits ¹¹	78,171,009	96,229,626	96,229,626	55,308,863	94,431,593	1,798,033	57%
Debt & Other Capital ¹²	32,017,824	58,591,375	58,591,375	28,087,184	51,996,728	6,594,647	48%
Library	7,860,851	8,100,000	8,100,000	4,725,000	8,100,000	-	58%
Metro Hartford Innovation Services	2,998,818	2,996,431	2,996,431	1,748,117	2,996,431	-	58%
Utilities ¹³	20,649,407	23,979,440	23,889,440	14,066,477	22,850,416	1,129,024	59%
Other Non-Personnel ¹⁴	25,112,242	32,256,057	32,521,567	14,202,524	31,036,262	1,219,795	44%
Education ¹⁵	284,008,065	284,008,188	284,008,188	151,512,288	284,008,188	-	53%
Total Expenditures	553,461,260	612,923,558	612,923,558	328,545,024	600,305,858	12,617,700	54%
Revenues and Expenditures, Net of Expend.	9,372,110	49,634,460	49,634,460	(80,551,959)	38,198,875		
Council Approved Use of Fund Balance	(8,394,000)						
Remaining Unallocated Lapse ¹⁶					(698,875)		
Net Surplus/(Deficit)	(978,110)	(49,634,460)	(49,634,460)	80,551,959	(37,500,000)		
Union Concessions Savings					1,600,000		
Projected Deficit					(35,900,000)		
Contract Assistance (Debt Service)					11,975,000		
Net Projected Deficit / Request for Municipal Restructuring Funds					(23,925,000)		

¹ The City's General Property Taxes revenue budget is comprised of \$266.7M in Current Year Tax Levy revenues and \$13.4M of Other Tax revenues (Prior Year, Interest, Lien Sales). General Property Tax revenues are projected to exceed the Adopted Budget by \$2.7M due to the increase in the Motor Vehicle mill rate to 39 mills.

² The Licenses and Permits revenue category is primarily comprised of building, electrical, mechanical and plumbing permits, food and milk dealer licenses and all other licenses and permits. The FY2018 budget was established with conservatism as compared to the historical trend/actuals of \$7.4M in FY2017, \$7.6M in FY2016 and \$6.4M in FY2015. The FY2018 projection is consistent with FY2017 actuals of \$5.4M. February receipts are trending favorable to budget. The projection for this revenue line item may improve.

³ The Fines, Forfeits and Penalties revenue line item is primarily comprised of false alarms fines. This revenue category is tracking slower than FY2017 receipts with the projection held at the established budget and will be monitored through Quarter 3.

⁴ Revenue from Money and Property contains lease/rental and short term investment income. The reduction in revenues from FY2017 Actuals to the FY2018 Budget is due to the final year of the Morgan Street Garage lease revenue in FY2017.

⁵ Intergovernmental Revenues, primarily comprised of municipal aid from the State of Connecticut, reflects a deficit of \$3.7M due to a reduction in state aid.

⁶ Charges for Services contains revenues associated with the conveyance tax, transcript/filing of records and special events. This revenue line item varies each year with historical actuals ranging from \$2.8M to \$3.5M. February receipts continue to trend favorable to budget and prior year. The projection for this revenue line item may improve in Quarter 3.

⁷ Reimbursements (primarily Section 8) occur at fiscal year end.

⁸ Other Revenues are projected to exceed the revenue budget by \$561K due to the sale of city property and an insurance settlement (unbudgeted).

⁹ Other Financing Sources reflects a revenue shortfall of \$214K due to loss of Stadium Admissions Tax revenues to the State of Connecticut.

¹⁰ Net favorable variance of \$1.9M in Payroll/Personal Services is due to a delay in refilling vacancies, offset by Public Safety Overtime.

¹¹ Benefits surplus of \$1.798M is primarily due to favorable healthcare projected expenditures.

¹² Debt and Other Capital was budgeted to meet all debt service payments for the City of Hartford, to fund any deficit in FY2017 and to cover any capital requirements as the City is currently on a pay-go CapEx plan. The projected surplus of \$6.6M reflects a reduced FY2017 shortfall and current capital critical needs for FY2018. The City has entered into a contract assistance agreement with the State of Connecticut which will provide payment of the \$11.975M in debt service requirements for April to June. This is reflected as a bottom-line adjustment.

¹³ Utilities are currently projected favorable at \$1.129M. The two primary contributors are the MDC updated ad valorem tax/assessment for sewer services (\$422K) and lower market rates for gasoline, diesel fuel and piped gas (\$707K). Approximately \$12M of the City's \$23.9M Utilities budget is for the annual MDC ad valorem tax/assessment for Hartford as a member municipality.

¹⁴ All Other Non-Personnel expenditures are currently projected favorable by approximately \$1.2M primarily in the areas of lease expenses, settlements and outside legal services.

¹⁵ Education YTD actuals reflect 7 months of the City's MBR requirement of approximately \$96M and the entire \$50M in ECS state aid received through January 2017.

¹⁶ The City's Contract Assistance agreement with the State requires the full payment of the MERF Pension ADEC with which the City will fully comply. An additional unallocated lapse of \$698K will be identified prior to fiscal year end.

¹⁷ The City's financial system (Munis) reflects revenues as negative values (credits) and expenditures as positive values. A negative variance for revenues is favorable. A positive variance for revenue is unfavorable.

CITY OF HARTFORD
PROPERTY TAX COLLECTIONS REPORT FOR FY17 AND FY18
PROPERTY TAX COLLECTION REPORT THROUGH JANUARY 31, 2018

Month	Current Year Taxes		Prior Year Taxes		Interest		Liens Sales		Total Collections	
	Actual FY 17	Actual FY 18	Actual FY 17	Actual FY 18	Actual FY 17	Actual FY 18	Actual FY 17	Actual FY 18	FY 17	FY 18
July	\$74,215,275	\$72,052,947	\$227,828	\$563,438	\$253,672	\$164,879	\$0	\$0	\$74,696,775	\$72,781,264
August	49,992,974	63,826,289	646,488	840,437	352,972	345,654	-	-	50,992,434	65,012,380
September	2,605,393	2,808,259	611,098	561,471	228,540	298,264	-	-	3,445,031	3,667,993
October	1,138,430	1,796,685	634,577	433,128	324,434	257,399	-	-	2,097,441	2,487,212
November	1,040,948	1,178,908	366,391	431,214	169,677	250,517	-	-	1,577,015	1,860,639
December	8,818,343	12,652,433	443,016	607,524	174,600	328,728	-	-	9,435,959	13,588,686
January	58,528,860	81,413,149	334,930	335,485	257,850	180,300	-	-	59,121,639	81,928,934
February	43,429,694	-	598,388	-	419,212	-	-	-	44,447,294	-
March	3,314,168	-	765,115	-	520,506	-	-	-	4,599,788	-
April	1,668,606	-	341,970	-	277,340	-	-	-	2,287,916	-
May	1,836,510	- *	(218,522)	-	314,004	-	-	-	1,931,992	-
June	641,744	-	387,693	-	292,780	-	2,399,318	-	3,721,535	-
Total Collections	247,230,944	235,728,671	5,138,972	3,772,697	3,585,586	1,825,742	2,399,318	-	258,354,821	241,327,109
60 Day Collections (Year End entry)			528,984						528,984	0
Adjusted Total Collections	\$247,230,944	\$235,728,671 **	\$5,667,956	\$3,772,697	\$3,585,586	\$1,825,742	\$2,399,318	\$0	\$258,883,804	\$241,327,109

* Credit balance is due to the transfer of overpayments on the 2014 Grand list (Prior year levy revenue account) that were moved to the 2015 Grand list (Current year levy revenue account).

** Collections for prior year levy will pick up when intent to lien notices are mailed in March.

	Current Year Taxes		Prior Year Taxes		Interest		Liens Sales		Total Collections	
	FY 17	FY 18	FY 17	FY 18	FY 17	FY 18	FY 17	FY 18	FY 17	FY 18
Total Budget	\$ 244,734,896	\$ 266,698,436	\$ 7,116,725	\$ 7,416,725	\$ 4,350,000	\$ 4,450,000	\$ 4,000,000	\$ 1,500,000	\$ 260,201,621	\$ 280,065,161
Total Adjusted Levy	264,386,834	292,142,980	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Collections through January	\$196,340,223	235,728,671	\$3,264,328	3,772,697	\$1,761,744	1,825,742	-	-	\$201,366,295	241,327,109
Outstanding Receivable at 1/31/18	64,855,900	49,089,346	40,464,438	45,454,386	n/a	n/a	n/a	n/a	n/a	n/a
% of Budget Collected	80.23%	88.39%	45.87%	50.87%	40.50%	41.03%	0.00%	0.00%	77.39%	86.17%
% of Adjusted Levy Collected	74.26%	80.69%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Mill Rate Real Estate	74.29	74.29								
Mill Rate Personal Property	74.29	74.29								
Mill Rate Motor Vehicle	32	39								

Revenue Summary - Major Category

	FY2017 ACT	FY2018 ADP	FY2018 -P7
41-TAXES	(258,987,305)	(280,165,161)	(241,365,185)
CURRENT YEAR TAX LEVY	(247,230,944)	(266,698,436)	(235,728,671)
INTEREST AND LIENS	(3,585,586)	(4,450,000)	(1,825,742)
PRIOR YEAR LEVIES	(5,667,956)	(7,416,725)	(3,772,697)
TAX LIEN SALES	(2,399,318)	(1,500,000)	-
OTHER	(103,500)	(100,000)	(38,076)
42-LICENSES AND PERMITS	(5,376,215)	(5,971,406)	(3,493,393)
BUILDING PERMITS	(3,368,932)	(3,642,000)	(2,067,462)
ELECTRICAL PERMITS	(625,186)	(627,000)	(450,505)
FOOD & MILK DEALER LICENSES	(169,694)	(312,000)	(220,675)
MECHANICAL PERMITS	(529,055)	(689,000)	(242,525)
PLUMBING PERMITS	(286,326)	(315,000)	(170,584)
OTHER	(397,022)	(386,406)	(341,643)
43-FINES FORFEITS AND PENALTIES	(161,421)	(190,000)	(89,746)
44-INTEREST AND RENTAL INCOME	(2,364,183)	(1,313,149)	(1,156,628)
45-INTERGOVERNMENTAL	(266,482,051)	(265,635,563)	(157,845,430)
MUNICIPAL AID	(247,992,442)	(247,991,894)	(138,440,200)
CAR TAX SUPPL MRSF REV SHARING	(13,908,437)	(13,908,437)	(12,177,213)
EDUCATION COST SHARING	(187,921,492)	(187,974,890)	(95,492,864)
HIGHWAY GRANT	(1,198,978)	(1,201,712)	(597,412)
MASHANTUCKET PEQUOT FUND	(6,263,314)	(6,263,314)	-
MRSA BONDED DISTRIBUTION GRANT	(1,419,161)	(1,419,161)	-
PRIV TAX EXEMPT PROPERTY	(23,664,027)	(23,664,027)	(20,009,758)
STATE OWNED PROPERTY	(13,560,353)	(13,560,353)	(10,162,953)
OTHER STATE REVENUES	(2,330,433)	(1,453,175)	(1,002,620)
BOND INT SUB ON SCH PROJ	(72,003)	(46,613)	(45,043)
JUDICIAL BRANCH REV DISTRIB.	(65,938)	(76,000)	(33,388)
MANUFACTURERS' FACILITIES	(485,370)	(48,843)	-
SCH BUILD GRT-SERIAL	(1,316,806)	(886,096)	(885,056)
TAX EXEMP FOR THE ELDERLY	(343,016)	(348,907)	-
VETERANS EXEMPTIONS	(47,300)	(46,716)	(39,133)
PILOTS, MIRA & OTHER INTERGOVERNMENTAL	(4,273,972)	(4,302,289)	(2,061,720)
DISABIL EXEMPT-SOC SEC	(6,672)	(7,755)	(6,813)
GR REC TAX-PARI MUTUEL	(261,321)	(250,000)	(125,022)
HEALTH&WELFARE-PRIV SCH	(61,366)	(61,366)	(48,772)
MATERIALS INNOVATION RECYCLING	(1,500,000)	(1,500,000)	(1,000,000)
PHONE ACCESS LN TAX SH	(556,685)	(500,986)	-
PILOT CHURCH HOMES INC	(120,537)	(131,112)	(65,556)
PILOT FOR CT CTR FOR PERF	(355,464)	(330,447)	-
PILOT FOR HARTFORD 21	(500,000)	(500,000)	(250,000)
PILOT HARTFORD HILTON	(511,236)	(518,904)	(304,782)
PILOT HARTFORD MARRIOTT	(380,691)	(481,719)	(240,776)
PILOT TRINITY COLLEGE	(20,000)	(20,000)	(20,000)
OTHER	(11,885,205)	(11,888,205)	(16,340,890)
46-CHARGES FOR SERVICES	(3,493,697)	(2,844,964)	(2,188,269)
CONVEYANCE TAX	(1,375,348)	(1,100,000)	(737,883)
FILING RECORD-CERTIF FEES	(289,661)	(300,000)	(177,120)
OTHER	(1,828,688)	(1,444,964)	(1,273,266)
47-REIMBURSEMENTS	(156,717)	(152,840)	(69,282)
48-OTHER REVENUES	(1,035,507)	(238,650)	(774,749)
53-OTHER FINANCING SOURCES	(6,032,055)	(6,777,445)	(2,114,302)
DOWNTOWN NORTH (DONO)	(659,907)	(1,487,580)	(356,575)
REVENUE FROM HTFD PKG AUTHY	(1,832,626)	(2,424,865)	38,000
SPECIAL POLICE SERVICES	(3,210,691)	(2,750,000)	(1,716,804)
OTHER	(328,830)	(115,000)	(78,923)
Grand Total	(544,089,150)	(563,289,178)	(409,096,983)

Expenditure Summary - Departments

	FY2017 ACT	FY2018 ADP	FY2018 REV	FY2018 ACT	FY2018 PROJ	VARIANCE
00111 MAYOR'S OFFICE	690,349	795,870	795,870	390,752	755,900	39,970
00112 COURT OF COMMON COUNCIL	564,932	506,047	506,047	278,106	505,511	536
00113 TREASURER	444,644	445,933	445,933	215,858	473,646	(27,713) ¹
00114 REGISTRARS OF VOTERS	669,710	378,390	479,552	267,937	487,128	(108,738) ²
00116 CORPORATION COUNSEL	1,653,425	1,539,609	1,539,609	801,889	1,451,355	88,254
00117 TOWN & CITY CLERK	768,740	777,269	777,269	377,178	750,380	26,889
00118 INTERNAL AUDIT	512,828	490,980	490,980	268,995	480,039	10,941
00119 CHIEF OPERATING OFFICER	295,268	806,865	806,865	444,585	815,242	(8,377) ³
00120 COMMUNICATIONS & NEW MEDIA	466,193	-	-	-	-	-
00122 METRO HARTFORD INNOVATION SERV	2,998,818	2,996,431	2,996,431	1,748,117	2,996,431	-
00123 FINANCE	3,468,779	3,737,413	3,737,413	1,818,852	3,661,245	76,168
00125 HUMAN RESOURCES	945,827	1,246,558	1,246,558	469,469	1,184,881	61,677
00128 OFFICE OF MANAGEMENT & BUDGET	635,636	763,786	763,786	351,436	732,615	31,171
00132 CHILDREN FAMILY RECREATION	3,115,727	3,258,979	3,258,979	2,155,038	3,224,323	34,656
00211 FIRE	36,871,567	37,901,180	37,901,180	21,858,534	38,893,439	(992,259) ⁴
00212 POLICE	40,106,139	43,967,277	43,967,277	22,102,120	40,624,632	3,342,645
00213 EMERGENCY SERVICES & TELECOMMU	3,710,371	3,682,721	3,682,721	2,145,331	3,738,001	(55,280) ⁵
00311 PUBLIC WORKS	12,657,178	12,265,601	12,265,601	7,059,537	12,821,121	(555,520) ⁶
00420 DEVELOPMENT SERVICES	2,917,517	3,157,225	3,157,225	1,926,826	3,414,635	(257,410) ¹
00520 HEALTH AND HUMAN SERVICES	4,789,149	4,767,293	4,767,293	2,149,138	4,737,840	29,453
00711 EDUCATION	284,008,065	284,008,188	284,008,188	151,512,288	284,008,188	-
00721 HARTFORD PUBLIC LIBRARY	7,860,851	8,100,000	8,100,000	4,725,000	8,100,000	-
00820 BENEFITS & INSURANCES	78,171,541	96,229,626	96,229,626	55,308,863	94,431,593	1,798,033
00821 DEBT SERVICE	32,017,824	58,591,375	58,591,375	28,087,184	51,996,728	6,594,647
00822 NON OP DEPT EXPENDITURES	33,120,182	42,508,942	42,407,780	22,081,991	40,020,984	2,487,958
Grand Total	553,461,260	612,923,558	612,923,558	328,545,024	600,305,857	12,617,701

¹ Projected shortfalls in Treasurer and Development Services are due to HMEA arbitration award which provided retroactive wage increases in Quarter 4 of FY2017 after the development of the City's salary budget. Funds were budgeted within the City's wage reserve and will be transferred in Quarter 4 of FY2018.

² Projected shortfall in the Registrar of Voter's office for part-time and seasonal election workers to be addressed from Elections Expense account funded within Sundry: Non-Operating Department.

³ Expenses associated with relocation program pending transfer at year end.

⁴ Projected deficit in the Fire Department reflects overtime net of attrition savings. This is due to minimum manning requirements per collective bargaining contract, timing required for civil service recruitment of fire classes to fill vacancies and the requisite overtime to meet manning requirements per shift. The GF impact of this shortfall will be more favorable in Quarter 4 due to delays in promotions to restore the ranks.

⁵ Projected deficit in the Emergency Services and Telecommunications department is due to a significant number of dispatcher vacancies and the time required to meet civil service recruitments and training requirements. The GF impact of this shortfall may be more favorable in Quarter 4 as availability of grant funds to offset the OT requirements is further evaluated.

⁶ Projected shortfall in the Department of Public Works is largely due to the impact of the HMEA arbitration award for retroactive wages, which will be transferred in Quarter 4 of FY2018.

Expenditure Summary - Major Expenditure Category

	FY2017 ACT	FY2018 ADP	FY2018 REV	FY2018 ACT	FY2018 PROJ	Variance
PAYROLL	102,643,044	106,762,441	106,586,931	58,894,573	104,886,240	1,876,201
FT	81,275,152	88,810,837	88,578,193	44,420,930	82,327,160	6,483,677
HOLIDAY	2,527,860	2,202,521	2,202,521	1,635,357	2,573,239	(370,718)
OT	17,257,394	14,569,320	14,569,320	11,639,622	18,465,266	(3,895,946)
PT	1,582,637	1,179,763	1,236,897	1,198,664	1,520,575	(340,812)
BENEFITS	78,171,009	96,229,626	96,229,626	55,308,863	94,431,593	1,798,033
HEALTH	34,521,758	38,352,436	38,352,436	22,332,226	33,350,004	5,002,432
MITIGATION	-	(500,000)	(500,000)	-	-	(500,000)
PENSION	35,505,668	47,099,064	47,099,064	25,302,614	46,807,642	291,422
INSURANCE	4,451,035	4,615,000	4,615,000	3,458,723	4,811,774	(196,774)
CONCESSIONS	-	(4,000,000)	(4,000,000)	-	-	(4,000,000)
FRINGE REIMBURSEMENTS	(6,141,158)	(2,600,000)	(2,600,000)	(1,399,490)	(3,000,000)	400,000
LIFE INSURANCE	251,282	315,652	315,652	146,005	270,000	45,652
OTHER BENEFITS	4,681,066	4,739,474	4,739,474	2,464,784	4,642,173	97,301
WAGE	-	2,650,000	2,650,000	-	2,650,000	-
WORKERS COMP	4,901,358	5,558,000	5,558,000	3,004,000	4,900,000	658,000
DEBT	32,017,824	58,591,375	58,591,375	28,087,184	51,996,728	6,594,647
DEBT	32,017,824	58,591,375	58,591,375	28,087,184	51,996,728	6,594,647
LIBRARY	7,860,851	8,100,000	8,100,000	4,725,000	8,100,000	0
LIBRARY	7,860,851	8,100,000	8,100,000	4,725,000	8,100,000	-
MHIS	2,998,818	2,996,431	2,996,431	1,748,117	2,996,431	0
MHIS	2,998,818	2,996,431	2,996,431	1,748,117	2,996,431	0
UTILITY	20,649,407	23,979,440	23,889,440	14,066,477	22,850,416	1,129,024
UTILITY	20,649,407	23,979,440	23,889,440	14,066,477	22,850,416	1,129,024
OTHER	25,112,242	32,256,057	32,521,567	14,202,524	31,036,262	1,219,795
COMMUNITY ACTIVITIES	2,925,362	2,566,975	2,816,975	1,556,196	2,816,975	(250,000)
CONTINGENCY	43,289	7,253,000	7,241,000	54,080	1,675,000	5,578,000
CONTRACTED SERVICES	2,947,602	3,683,837	3,812,046	1,259,547	3,684,096	(259)
ELECTIONS	-	308,612	207,450	-	170,000	138,612
GOVT AGENCY & OTHER	16,221	-	-	-	-	-
LEGAL EXPENSES & SETTLEMENTS	2,849,671	2,616,500	2,607,233	1,477,222	7,733,733	(5,117,233)
OTHER	4,169,034	3,963,151	3,887,638	1,843,070	3,884,997	78,154
OUT AGENCY	100,000	-	-	-	-	-
POSTAGE	211,754	236,219	226,219	130,000	226,219	10,000
SUPPLY	3,355,808	4,154,001	4,182,314	1,610,645	4,199,971	(45,970)
TECHNICAL, PROF. & COMM BASED SERVICES	1,750,242	2,019,170	2,006,100	651,388	1,812,291	206,879
VEHICLES & EQUIPMENT	3,840,644	3,467,680	3,467,680	3,467,680	3,467,680	0
LEASES - OFFICES, PARKING & COPIERS	2,902,614	1,986,912	2,066,912	2,152,695	1,365,300	621,612
EDUC	284,008,065	284,008,188	284,008,188	151,512,288	284,008,188	0
EDUC	284,008,065	284,008,188	284,008,188	151,512,288	284,008,188	-
Grand Total	553,461,260	612,923,558	612,923,558	328,545,024	600,305,857	12,617,701



CONSTITUTION PLAZA LEASE

INTRODUCTION



- Under the expired Constitution Plaza lease, the City incurred approximately \$2.6 million per year in leased space expenses for rent, operating costs and parking.
- In 2016, the City began a process to **reduce the cost of leased space** at Constitution Plaza for the lease expiring on 6/30/17 (15-year lease term)
- The City currently leases **80,346 square feet** of office space in 250 and 260 Constitution Plaza
 - Development Services
 - MHIS
 - Internal Audit
 - Treasurer's Office
 - Probate Court

PROCESS



- **Consulted** commercial real estate **expert** to assist in evaluating options
- Analyzed current space standards to identify opportunities to utilize space more efficiently
- Evaluated existing space in City-owned buildings
- Established criteria
 - 50,000 to 60,000 square feet of Class B office space in Hartford's Central Business District
- Reviewed a number of properties
 - Narrowed to two finalists

RESULTS: LEVERAGED SPACE & SAVINGS



- Relocated Internal Audit and MHIS data center to City-owned properties
- Reduced file storage and space requirements for Development Services, MHIS, and Internal Audit
- Negotiated lease terms with Constitution Plaza that reflect current competitive commercial real estate Class B lease terms

RESULTS



Building and Floor#	Occupants	Current Lease	Proposed Lease	% Change	Notes
250 Constitution Plaza					
2nd Floor	City Treasurer Office and Pension	7,232	7,232	(0.0%)	No change
3rd Floor	Probate Court	11,858	11,858	(0.0%)	No change
4th Floor	Development Services	11,858	0	(100.0%)	Development Services will move from this space to consolidated space on 1st floor of 260 CP.
Total, 250 Constitution Plaza		30,948	19,090	(38.3%)	
260 Constitution Plaza					
Lower Level	MHIS office space, MHIS data center, and storage	16,842	0	(100.0%)	MHIS moving to consolidated office space on 1st floor of 260 CP. MHIS data center moved to renovated data center space in 50 Jennings Road.
1st Floor	Internal Audit, Licenses and Inspections, MHIS, Rebuilding Hartford, and storage	28,864	28,864	(0.0%)	Internal Audit moved to renovated space on 3rd floor of City Hall. The vacated space is being occupied by MHIS and/or Development Services.
2nd Floor	Public Hearing Room (Planning and Zoning)	3,692	0	(100.0%)	This space will be vacated.
Total, 260 Constitution Plaza		49,398	28,864	(41.2%)	
Total, 250 and 260 Constitution Plaza		80,346	47,954	(40.3%)	

Source: Office of Management, Budget, and Grants.



SUMMARY

- 11-year term, ability to terminate at the 68th month
- Reduction of space leased to **47,954 square feet (40.3% reduction)**
- New lease terms will reduce annual rental cost (base rent and operating expenses) to the City, **providing approximately \$1.2 million in average annual savings, a 53% reduction**
- Provides 8 months of free rent to the City in FY2018.
- Provides the equivalent value of 3 months of rent to be paid over 5 years to the Business Improvement District to contribute to **economic activity at Constitution Plaza**
- Parking costs will move from a fixed number of spaces to paying only for spaces used

APPENDIX



Description	Current Lease	Proposed Lease	Change
Commencement Date	7/1/2002	7/1/2017	
Expiration Date	6/30/2017	6/30/2028	
Initial Term	15 years	11 years Ability to terminate at 68 month	
Rentable Square Footage	80,346	47,954	(32,392) (40%)
Total Rent Including Operating Costs	\$2,277,151 Last year of lease	\$1,073,717 Average over initial term ¹	(\$1,203,434) (53%)
\$/sq foot	\$28.34 Last year of lease	\$22.39 Average over initial term ¹	(\$5.95) (21%)

¹ Excluding operating costs, the average annual Rent costs are estimated to be \$961,260, or \$20.05 / sq. ft. The \$/sq. foot amount would be lower if including the additional 3 months free rent in lieu of the contribution to the Business Improvement District.

APPENDIX



- Landlord to provide lease improvements of approximately \$1.9 million one year after lease signing
 - Requires certification that the City is not intending to file bankruptcy
 - Otherwise, lease improvements will not commence until exit from bankruptcy
- Parking costs will move from a fixed number of spaces to paying only for spaces used
 - Current: annual cost of \$262,573 based on 144 spaces
 - Estimated: annual cost up to \$269,663 based on 141 spaces (still projecting usage)

APPENDIX



- City Council Approval of Lease to achieve the savings reflected in the FY2018 Adopted Budget (completed)
- Lease execution
- Execute relocation of Internal Audit and MHIS data center (completed)
- Consolidation of office space at Constitution Plaza
 - City will vacate lower level of 260 Constitution by May 1, 2018
 - City will vacate 4th floor of 250 Constitution and 2nd floor of 260 Constitution upon completion of lease improvements
 - Internal Audit move to City Hall (completed)
 - MHIS data center to move to Jennings Road (completed)

CONTRACT FOR FINANCIAL ASSISTANCE

This CONTRACT FOR FINANCIAL ASSISTANCE (this "Contract"), dated as of March 27, 2018, between the City of Hartford, Connecticut (the "Issuer") and the State of Connecticut (the "State"), acting by and through the Secretary of the Office of Policy and Management (the "Secretary") and the State Treasurer (the "State Treasurer" and, together with the Secretary, the "State Representatives"):

WITNESSETH

WHEREAS, Section 376 of Public Act 17-2 of the June Special Session (the "Act") provides that the State, acting by and through the State Representatives, may enter the State into a contract with any designated Tier III or Tier IV municipality (as such terms are used in the Act) for the provision of contract assistance to such municipality; and

WHEREAS, such contract assistance shall be limited to an amount equal to (1) the annual debt service on the outstanding amount of (A) refunding bonds to be issued by such municipality pursuant to section 7-370c of the general statutes, or (B) any other bonds or notes issued by such municipality, provided such refunding bonds or other bonds or notes are for payment, funding, refunding, redemption, replacement or substitutions of bonds, notes or other obligations previously issued by such municipality, plus (2) costs of issuance on any such refunding bonds and any other costs or expenses, including, but not limited to, any tax payments, that result directly from the refunding of debt; and

WHEREAS, the Issuer has been designated a Tier III or Tier IV municipality by the Secretary and is currently under the supervision of the Municipal Accountability Review Board of the State ("MARB"), established under and as provided in the Act; and

WHEREAS, the Issuer has prior to the date hereof issued the bonds, notes or other obligations set forth on Exhibit A hereto ("Eligible Bonds"); and

WHEREAS, the Act provides that in lieu of contract assistance the State Representatives may agree to provide other forms of credit support to any designated Tier III or Tier IV municipality, including, but not limited to, an assumption of all or any part of any bonds, notes or other obligations of such municipality or issuance of new State obligations in replacement of such bonds, notes or other obligations, provided such credit support shall not exceed the amount of contract assistance that could otherwise be provided by the State to such municipality in accordance with the second WHEREAS clause of this Contract; and

WHEREAS, the Issuer has certified to the State Representatives the amount of debt service to be paid on Eligible Bonds, and the timing thereof, as set forth on Exhibits A and C hereto; and

WHEREAS, the State Treasurer has engaged financial advisors to assist and advise the State Representatives in evaluating the debt service obligations of the Issuer with respect to the Eligible Bonds, and alternatives for refinancing such obligations, and the State Representatives have relied on such assistance and advice with respect to the decision to enter into this Contract; and

WHEREAS, the State, acting by and through the State Representatives, desires to enter into an agreement providing such contract assistance in respect of such Eligible Bonds or Refunding Bonds as may be provided for pursuant to this Contract; and

NOW, THEREFORE, in consideration of the premises and of the mutual agreements herein contained, the State, acting by and through the State Representatives, and the Issuer agree as follows:

SECTION 1. Definitions. In addition to the words defined in the preamble to this Contract, all other undefined capitalized words and phrases used herein shall have the meaning given such words and phrases in the Indenture. Except where the context otherwise requires, words importing the singular number shall include the plural number and vice versa, words importing persons shall include firms, associations and corporations and words of the masculine gender shall include correlative words of the feminine and neuter genders. The following additional terms shall have the following meaning:

Contract Assistance Payments shall mean the payments to be made by the State pursuant to this Contract.

CPI-U shall mean the Consumer Price Index, All Urban Consumers, Current Series (1982-1984=100), published by the U.S. Bureau of Labor Statistics, or any successor thereto.

Exit Date shall mean the date that is after the latest of (i) the date the Issuer last ceased to be a Tier III or Tier IV municipality under the Act and (ii), if a Triggering Event shall have occurred which has been terminated in accordance with Section 10(c), the date of the last such termination.

Indenture shall mean the Indenture of Trust established by the Issuer in accordance with Section 8 hereof.

Interest Payment Date shall have the meaning set forth in the Indenture.

MARB shall mean the Municipal Accountability Review Board established pursuant to Section 363 of the Act, and any successor thereto

Permitted Indebtedness Cap shall mean, as of any date (i) which is at least five years but less than six years after the most recent Exit Date, \$50 million, (ii) which is at least six years but less than seven years after the most recent Exit Date, \$60 million, (iii) which is at least seven years but less than eight years after the most recent Exit Date, \$70 million, (iv) which is at least eight years but less than nine years after the most recent Exit Date, \$80 million, (v) which is at least nine years but less than ten years after the most recent Exit Date, \$90 million, and (vi) which is at least ten years after the most recent Exit Date, \$100 million, in each case multiplied by a factor, the numerator of which is the CPI-U most recently determined by the Bureau of Labor Statistics, and the denominator of which is 248.991, representing the CIP-U as of February, 2018.

Principal Installment Date shall have the meaning set forth in the Indenture.

Refunding Bonds shall mean bonds issued under the Indenture for the purpose of refunding Eligible Bonds.

Triggering Event. Each of the following shall constitute a Triggering Event:

(a) The Issuer requests permission of the Governor to file a petition under Chapter 9 of Title 11 of the Federal Bankruptcy Code under Section 7-566 of the General Statutes, or any successor provision.

(b) The Issuer shall fail to pay when due any payment required under any indebtedness for borrowed money, including any capitalized lease obligation or any guarantee of the indebtedness for borrowed money of another, after any applicable grace period or cure period.

(c) The Issuer shall certify any amount as necessary to restore any special capital reserve fund securing any indebtedness of the Issuer to an amount equal to the minimum required capital reserve, whether under Section 7-571 of the General Statutes or another provision.

(d) The Issuer shall have a cumulative negative unassigned fund balance in its general fund of 1.5% or more of its general fund revenues and operating transfers into the general fund as of and for the most recently completed fiscal year, as set forth in its financial statements audited by an independent auditing firm, except to the extent such negative unassigned fund balance results from a change in financial accounting standards after the date of this Contract.

(e) The Issuer shall have (i) an annual operating budgetary deficit in the general fund of the Issuer in any one year of 1% or more of its general fund revenues for the most recently completed fiscal year, as set forth in its financial statements for such year audited by an independent auditing firm, and the adopted budget for the fiscal year next beginning after the delivery of such financial statement shall fail to make adequate provision for eliminating such deficit, either through a transfer of a general fund balance surplus or through a budgeted surplus for such fiscal year equal to such deficit, or (ii) an operating budgetary deficit in the general fund of the Issuer over any two consecutive fiscal years, the sum of which is 1.5% or more of its average general fund revenues over such two consecutive fiscal years, and whether or not addressed in any future fiscal year. For this purpose, "deficit" means the excess of expenditures, encumbrances, or other uses of funds for such fiscal year or years, over revenues of the municipality for such period or periods. Revenues shall not include the proceeds of tax anticipation notes, and expenditures shall not include any principal payment of tax anticipation notes.

(f) The Issuer shall have failed in any fiscal year to make in full its actuarially determined employer contribution (ADEC) to any pension program maintained by the Issuer for its employees, or it shall determine the ADEC otherwise than in accordance with assumptions set forth by the independent actuarial consultant for such pension program in accordance with actuarial standards of practice.

(g) The Issuer shall fail to meet any covenant set forth in this Contract, and such failure shall continue for 30 days after notice shall have been given to the Issuer by either State Representative.

(h) The Issuer shall fail to submit its budget for the year ended June 30, 2019 for approval by MARB, and MARB shall have failed to approve such budget by July 1, 2018.

SECTION 2. Contract Assistance Payments on Refunding Bonds. (a) If the Issuer shall determine to issue bonds pursuant to the Indenture ("Refunding Bonds") to refund debt service obligations on Eligible Bonds, and the State, acting by and through the State Representatives, shall determine to agree to pay contract assistance in respect of such Refunding Bonds, the Issuer and the State may enter into a supplement to this Contract setting forth on Exhibit B the amounts to be paid, the time or times such amounts shall be paid, and the terms and conditions, if any, upon which such amounts shall be paid, and except as otherwise provided in such supplement, the terms of this Contract shall apply to such contract assistance. No such supplement shall reduce, delay or eliminate any payment obligation theretofore agreed to be paid by the State except as set forth in this Contract.

(b) At the direction of the State Representatives the Issuer shall issue Refunding Bonds to refund the obligation to pay principal and interest payments stated to be owing on outstanding Refunding Bonds. If the State Representatives shall have so directed the Issuer to issue such Refunding Bonds, Exhibit B shall be supplemented to state the obligation of the State to make principal and interest payments on such Refunding Bonds and eliminate the obligation of the State to make principal and interest payments on the bonds refunded.

(c) If Refunding Bonds are to be issued in an underwritten offering, the State Representatives shall select the underwriters, in consultation with the Treasurer of the Issuer.

(d) The proceeds of Refunding Bonds shall be used solely to refund (A) refunding bonds issued by the Issuer pursuant to section 7-370c of the general statutes, or (B) any other bonds or notes issued by the Issuer, provided such refunding bonds or other bonds or notes are for payment, funding, refunding, redemption, replacement or substitutions of Eligible Bonds or Refunding Bonds, plus (2) costs of issuance on any such Refunding Bonds and any other costs or expenses, including, but not limited to, any tax payments, that result directly from the refunding of debt. Such costs and expenses shall include a reimbursement of the out of pocket expenses incurred by the MARB and the State Representatives for consultants and advisors, and for oversight costs, and may include a reserve for such costs to be incurred in the future, if it is consistent with the tax status of Refunding Bonds. Any expenses of the Issuer included in costs of issuance shall be subject to the approval of the State Representatives and limited to and consistent with the comparable terms and rate or rates at which such expenses are payable by the State with respect to its own issuances of general obligation bonds.

SECTION 3. Contract Assistance on Outstanding Indebtedness. (a) The State Representatives have determined, based on reports and the advice of the financial advisors to the State engaged by the State Treasurer, that in lieu of providing contract assistance to the Issuer in respect of Refunding Bonds issued to refund certain principal and interest payment obligations of the Issuer with respect to Eligible Bonds, the State would expend less funds by assuming the

obligation to pay such principal and interest obligations through contract assistance payments directly. Attached hereto as Exhibit C is a schedule of the principal and interest payable on Eligible Bonds, the payment of which the State Representatives have determined to pay directly through contract assistance, and the dates on which such principal and interest is payable. No later than 11 a.m. on each such payment date, the State shall pay to the paying agent appointed by the Issuer in respect of such Eligible Bonds, as and for a contract assistance payment for the account of the Issuer, an amount in immediately available funds equal to the full amount of principal or interest, as the case may be, payable on such date. The Issuer shall cause such payment to be applied by such paying agent to the principal or interest, as the case may be, payable on such Eligible Bonds. The out of pocket expenses incurred by the MARB and the State Representatives for consultants and advisors in connection with this Contract, and for oversight costs, shall be reimbursed by the Issuer upon request from available funds.

(b) At the direction of the State Representatives the Issuer shall issue Refunding Bonds to refund the obligation to pay principal and interest payments stated to be owing with respect to Eligible Bonds on Exhibit C. If the State Representatives shall have so directed the Issuer to issue such Refunding Bonds, Exhibit B shall be supplemented to state the obligation of the State to make principal and interest payments on such Refunding Bonds in the same manner as if such Refunding Bonds had been issued directly to refund the Eligible Bonds in respect of which the obligation to pay principal and interest payments arose, and Exhibit C shall be supplemented to eliminate Contract Assistance Payments on principal and interest obligations so refunded.

SECTION 4. Contract Assistance with respect to Alternate Credit Support. (a) If the State Representatives shall have determined, based on reports of financial advisors to the State, that in lieu of providing contract assistance to the Issuer in respect of Refunding Bonds issued to refund certain principal and interest payment obligations of the Issuer with respect to Eligible Bonds, the State would expend less funds by assuming the obligation to pay principal and interest payable by the Issuer with respect to a credit facility established by the Issuer to finance or refinance the Issuer's obligation to pay principal and interest on Eligible Bonds, or to purchase such Eligible Bonds in the open market, the State Representatives shall supplement this Contract in an Exhibit D setting forth such obligation. Any such credit facility may be established to refund principal and interest with respect to Eligible Bonds, or may provide for the purchase of Eligible Bonds by the provider of such credit facility, and the refunding of such Eligible Bonds through principal and interest payments stated to be owing as provided in such credit facility. The out of pocket expenses incurred by the MARB and the State Representatives for consultants and advisors in connection with such a credit facility, and for oversight costs, shall be reimbursed by the Issuer upon request from available funds.

(b) At the direction of the State Representatives the Issuer shall issue Refunding Bonds to refund the obligation to pay principal and interest payments stated to be owing as provided in such credit facility. If the State Representatives shall have so directed the Issuer to issue such Refunding Bonds, Exhibit B shall be supplemented to state the obligation of the State to make principal and interest payments on such Refunding Bonds in the same manner as if such Refunding Bonds had been issued directly to refund the Eligible Bonds in respect of which the obligation to pay principal and interest payments under such credit facility arose, and Exhibit C shall be supplemented to eliminate Contract Assistance Payments so refunded.

SECTION 5. Pledge of Credit of the State; Obligation Unconditional. This Contract and the obligation of the State to pay contract assistance payments hereunder at the times and in the amounts provided herein or in any supplement shall constitute an irrevocable general obligation of the State for which the full faith and credit of the State are pledged for the benefit of the Issuer and the Owners of the Refunding Bonds. As part of the contractual obligation of the State to the Issuer appropriation of all amounts necessary to meet the terms of such contractual obligation has been made by Section 376(e) of the Act, and the State Treasurer shall pay such amounts as the same become due to such Issuer as provided herein. The obligation of the State to pay Contract Assistance Payments hereunder shall be absolute and unconditional, and shall be paid regardless of any counterclaim or any failure by the Issuer to adhere to the requirements of this agreement. Without limiting the generality of the foregoing, the State shall have no power to set off Contract Assistance Payments against any obligation due it from the Issuer or any other person, and the State shall have no power to impose conditions on payment of Contract Assistance Payments hereunder except as expressly provided herein.

SECTION 6. Pledge of Contract and Contract Assistance Payments by the Issuer. The Issuer may pledge this Contract and Contract Assistance Payments payable pursuant Section 2 hereof to the Trustee as security for the payment of Refunding Bonds. The Issuer may pledge this Contract and Contract Assistance Payments payable pursuant to Section 4 hereof to any provider of a credit facility under such section. The State Representatives shall, if they consider it appropriate, enter into an intercreditor agreement acceptable to the State Representatives to coordinate the relationship of the parties relying on the payment obligations of the State hereunder. In lieu of such an intercreditor arrangement, the State Representatives may restate the State's obligations hereunder in the form of separate Contracts setting forth such obligations.

SECTION 7. Tax Exemption of Refunding Bonds. The State covenants with respect to any Refunding Bonds secured by this Contract, the interest paid on which is excluded from gross income for federal income tax purposes, that it will not take or fail to take any action, or cause or permit any circumstance within its control to arise or continue, if such action, inaction or circumstance, or its expectation on the date of issue of the Refunding Bonds, would cause the interest on such Bonds to be included in gross income of the Owners of the Refunding Bonds for federal income tax purposes. The State covenants that it will at all times comply with all requirements of the Code that must be satisfied subsequent to the issuance of such Refunding Bonds to ensure that interest on such Refunding Bonds will be excluded from gross income of the Owners of the Bonds for federal income tax purposes.

SECTION 8. Indenture. The Issuer shall adopt an Indenture of Trust, in form and substance satisfactory to the State Representatives, providing for the issuance of Refunding Bonds, not later than the time any such Refunding Bonds are contracted to be issued.

SECTION 9. Protective Provisions. (a) While any obligations of the State are outstanding under this Contract, the Issuer shall provide the State Representatives with copies of all information submitted to the MARB. If for any reason the Issuer is not required to submit information to the MARB, the information set forth in subsection (b) shall be provided to the State Representatives.

(b)(1) Three Year Financial Plan

(A) Not later than forty-five days after its designation as a Tier III municipality and, thereafter, at the time the Mayor submits to the City Council his or her recommended annual budget, the Mayor shall submit to the State Representatives a three-year financial plan, the first year of which shall be for the fiscal year commencing on the upcoming July 1 date. The plan shall also include the budget and projected revenues and expenditures for the current fiscal year.

(B) Each three-year financial plan shall provide for the:

(i) elimination of any fund balance deficits in the general fund;

(ii) elimination of deficits in all funds, including any capital, internal service, special revenue and enterprise funds;

(iii) balancing of the operating funds for each year of the plan;

(iv) estimation of the amount of bonds or notes to be issued by the city and debt service requirements;

(v) projected impacts on long-term liabilities, including those associated with employee pensions, other post-employment benefits and debt; and

(vi) assumptions on which revenue and expenditure projections in the plan are based.

(C) Expenditure and revenue projections in the plan shall be in a format determined by the State Representatives in consultation with the Issuer. Expenditures shall be presented at no higher than the department level, with major expenditures for items such as pensions, debt service, active and retiree health insurance and other areas to be broken out separately. Revenues shall be provided by line-item, with appropriate consolidations for smaller and like line-items.

(2) Other Information

(A) Monthly Financial Report and Cash Flow Projections. The plan submittals shall also include (a) the most recent monthly financial report related to the general fund reflecting budgeted amounts, year to date expenditures and revenues, and projected year end expenditures and revenues and (b) monthly cash flow projections for the balance of the current fiscal year and the first six months of the following fiscal year.

(B) Other Documentation. The Issuer shall submit such other information (e.g. debt service schedules, actuarial reports) as may be needed to document or explain its plans and projections. The State Representatives may request such information or seek clarifications as reasonably needed to understand both the plan and projections provided.

(c) The Issuer shall provide to the State Representatives, not later than the time first given or published to any third parties, copies of all notices, financial information or additional information disseminated by the Issuer pursuant to the Indenture, the Act, any swap facility,

swap or bond facility, or credit facility and shall forward to the State Representatives promptly any notice received under such agreements from any other party thereto.

- (d) Without the consent of the State Representatives, the Issuer shall not:
- (1) enter into any indenture amending or supplementing the Indenture in any respect;
 - (2) remove the Trustee or appoint a successor Trustee;
 - (3) incur, create, assume or permit to exist any pledge, security interest or other encumbrance on the Trust Estate, other than that of the Indenture;
 - (4) release any security or any portion of the Trust Estate from the lien of the Indenture;
 - (5) replace any paying agent with respect to Contract Assistance Payments;
 - (6) issue bonds to refund outstanding indebtedness of the Issuer;
 - (7) issue bonds, notes or other obligations (including capitalized leases) for capital or operating purposes, provided, however, that if the Issuer is not then a Tier III or Tier IV municipality under the Act and no Triggering Event shall have occurred which has not been terminated in accordance with Section 10(c), bonds, notes or other obligations (including capitalized leases) may be issued without the approval of the State Representatives if (i) the Issuer has no bond rating lower than "A", (ii) the issuance is for nonrecurring capital purposes, (iii) the bonds, notes or other obligations shall mature not later than 20 years after issuance, (iv) the Issuer has submitted to the State Representatives for comment a plan of finance describing the issuance at least 45 days prior to mailing a preliminary official statement (in the case of a public offering), or 60 days prior to issuance (in the case of a private placement or other offering not made pursuant to an official statement), and (v) the aggregate debt to be outstanding after the issuance does not exceed the Permitted Indebtedness Cap. Any bonds, notes or other obligations issued in compliance with this provision shall continue to be valid, notwithstanding that at a later date the issuance of any such bonds, notes or other obligations would not be in compliance with this provision;
 - (8) guarantee any indebtedness of any third party; or
 - (9) pledge any tax revenues to secure any obligation.

SECTION 10. Triggered Provisions. If any Triggering Event shall occur, the additional provisions set forth in this section shall apply, until their application shall have been terminated in accordance with subsection (c).

(a) The execution of this Contract by the chief elected official of the Issuer, and the approval of this Contract by the City Council shall be deemed to be an irrevocable election to apply to the Secretary for designation as a Tier IV municipality under the provisions of the Act, provided however, that if no Triggering Event shall have occurred which has not been terminated in accordance with subsection (c), no such application will be considered to have been made. If a Triggering Event shall occur which has not been terminated in accordance with subsection (c), at the discretion of the State Representatives and if the Secretary shall approve, the Issuer shall be designated a Tier IV municipality operating under the supervision of the MARB as provided in the Act.

(b) If, for any reason, including, without limitation, that the MARB shall not then be constituted under the general statutes with the powers given it as of the date hereof, or a designation as a Tier IV municipality shall then be contested, the following additional provisions shall apply, until their application shall have been terminated in accordance with subsection (c):

(i) The State Representatives shall have the right to review and approve or disapprove the Issuer's annual budget, including, but not limited to, the general fund, other governmental funds, enterprise funds and internal service funds. No annual budget, annual tax levy or user fee for the Issuer shall become operative if it shall be disapproved by the State Representatives. The State Representatives may disapprove any annual budget, but only for quantitative considerations and not because of policy priorities reflected in such budget, not later than the May twenty-first prior to the beginning of the new fiscal year. The State Representatives shall specify the reasons for such disapproval and shall permit the City Council until the June fifteenth prior to the beginning of the new fiscal year to resubmit the annual budget in accordance with this section. If the legislative body has not adopted a budget by such June fifteenth date or its resubmitted annual budget is not approved by the State Representatives, the State Representatives shall set forth an interim budget and establish a tax rate and user fees, which shall be deemed adopted by the legislative body. Such interim budget shall take effect at the commencement of the fiscal year and shall remain in effect until the Issuer submits and the State Representatives approve a modified budget.

(ii) The chief executive officer of the Issuer shall not agree to a collective bargaining agreement or amendment negotiated pursuant to sections 7-467 to 7-477 inclusive, of the general statutes, nor shall the superintendent of schools agree to a collective bargaining agreement pursuant to section 10-153d of the general statutes, except with the approval of the State Representatives. If the State Representatives disapprove an agreement, the State Representatives shall indicate the specific provisions of the proposed agreement present or missing which caused the rejection, as well as its rationale for the rejection.

(iii) The State Representatives may require that the Issuer or its board of education notify and submit to the State Representatives any or all municipal or board of education contracts that exceed (A) fifty thousand dollars if the Issuer has a resident population under seventy thousand, or (B) one hundred thousand dollars if the Issuer has a resident

population of seventy thousand or more, not less than thirty days prior to execution of such contract, for the purpose of the State Representatives' review and approval of such contracts. The State Representatives shall establish policies and procedures, in consultation with the Issuer and the Issuer's board of education, to implement the provisions of this subdivision.

(c) At any time, the State Representatives may terminate application of the additional provisions set forth in this Section, in their discretion, but subject to reapplication of these additional provisions if a Triggering Event shall thereafter occur. The factors to be considered by the State Representatives in terminating application of these additional provisions shall include, but not be limited to, the following:

(i) In the case of a Triggering Event set forth in clause (a) of the definition thereof, the withdrawal by the Issuer of the request.

(ii) In the case of a Triggering Event set forth in clause (b) of the definition thereof, the Issuer shall have cured the default in payment.

(iii) In the case of a Triggering Event set forth in clause (c) of the definition thereof, the Issuer shall have repaid to the State any funds provided by the State to restore the special capital reserve fund.

(iv) In the case of a Triggering Event set forth in clause (d) and (e) of the definition thereof, the Issuer's most recently completed annual financial statements, audited by an independent auditing firm, shall show that the Issuer no longer has a cumulative unreserved negative fund balance in its general fund, or actions have been taken which in the discretion of the State Representatives, are adequate to address previous operating deficits.

(v) In the case of a Triggering Event set forth in clause (f) of the definition thereof, the Issuer shall have taken adequate steps, as shown in the most recent actuarial evaluation of the pension fund in question, to restore the value of the pension fund to the value it would have had had the full contribution been made when required.

(vi) In the case of a Triggering Event set forth in clause (g) of the definition thereof, the failure to observe such covenant shall have been cured.

(d) The State Representatives in their discretion may adopt waivers of the application of all or any of the foregoing provisions, or exemptions from any of the foregoing provisions.

SECTION 11. Termination. This Contract shall terminate at such time as there are no longer any obligations of the State to pay contract assistance under Sections 2, 3 or 4 of this Contract with respect to Eligible Bonds, Refunding Bonds, or credit facility.

SECTION 12. Amendment. (a) The provisions of this Contract may be amended or supplemented by written agreement of the parties hereto, provided that if any Contract Assistance Payments are pledged pursuant to Section 6 hereof with respect to the Trustee, no such amendment or supplement shall be effective except upon the terms and conditions provided

in the Indenture, and provided that no such amendment or supplement shall negate any prior obligation of the State to pay contract assistance in respect of Eligible Bonds.

(b) If any Eligible Bonds or Refunding Bonds shall be redeemed in whole or in part, at the request of the State Representatives, the State and the Issuer shall amend Exhibit C in the case of the Eligible Bonds and Exhibit B with respect to any Refunding Bonds secured by this Contract to reflect any reduction in debt service attributable to such redemption.

SECTION 13. Miscellaneous (a) The State shall have the right at all times to enforce the provisions of this Contract, and all other agreements, documents and instruments required hereunder or contemplated hereby in strict accordance with their terms, notwithstanding any conduct or custom on the part of the State in refraining from doing so at any time or times. The failure of the State at any time to enforce any rights under such provisions strictly in accordance with the same shall not be construed as having created a custom in any way or manner contrary to the specific provisions of this Contract or as having in any way or manner modified or waived the same. All rights and remedies of the State are cumulative, and the exercise of any one right or remedy shall not be deemed to waive or release any other right or remedy.

(b) No amendment, modification, termination, or waiver of any provision of this Contract or any agreement, instrument or other document contemplated hereby, nor consent to any departure by the Issuer therefrom, shall in any event be effective unless the same shall be in writing and signed by the Secretary and the State Treasurer, and then such waiver or consent shall be effective only in the specific instance and for the specific purpose for which given. No notice to or demand on the Issuer in any case shall entitle the Issuer to any other or further notice or demand in similar or other circumstances.

(c) This Contract shall, and all other agreements, documents and instruments executed in connection herewith or contemplated hereby, be governed by and construed in accordance with the laws of the State of Connecticut.

(d) In case any one or more of the provisions contained in this Contract, or any of the documents or agreements contemplated hereby, should be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.

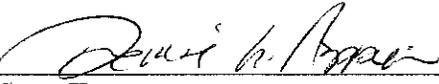
(e) This Contract may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one and the same agreement.

(f) The articles and section captions are inserted herein only as a matter of convenience and for reference, and in no way define, limit or describe the scope or intent of any such article or section, nor in any way affect this Contract.

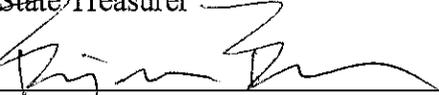
(The next page is the signature page)

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their respective officers thereunto duly authorized, as of the date first above written.

STATE OF CONNECTICUT

By 

State Treasurer

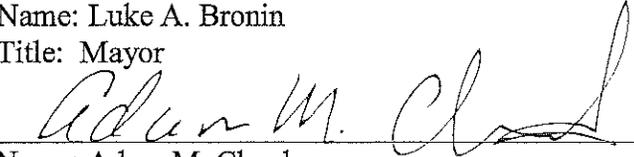
By 

Secretary of the Office of Policy and Management

THE CITY OF HARTFORD, CONNECTICUT

By 

Name: Luke A. Bronin
Title: Mayor

By 

Name: Adam M. Cloud
Title: City Treasurer

CERTIFICATION
(Contract for Financial Assistance)

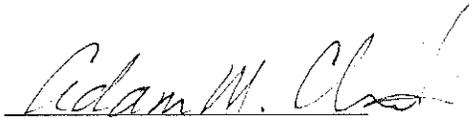
We, **LUKE A. BRONIN** and **ADAM M. CLOUD**, Mayor and City Treasurer, respectively, of the City of Hartford, Connecticut (the "City"), **HEREBY CERTIFY** that to the best of our knowledge and belief, (i) the list of outstanding general obligation bonds of the City set forth in **Exhibit A** is true and accurate, and (ii) the schedules of principal and interest payments due on such bonds set forth in **Exhibit B** are true and accurate.

IN WITNESS WHEREOF, we have hereunto set our hands this 27th day of March, 2018.

CITY OF HARTFORD, CONNECTICUT



Luke A. Bronin
Mayor



Adam M. Cloud
City Treasurer

Exhibit A—Eligible Bonds

City of Hartford, CT
Outstanding General Obligation Debt

\$26,805,000 General Obligation Refunding Bonds, Series 2016A
\$125,000,000 General Obligation Bonds, Series 2015C
\$57,215,000 General Obligation Refunding Bonds, Series 2015A
\$20,845,000 General Obligation Refunding Bonds, Series 2015B (Taxable)
\$36,385,000 General Obligation Refunding Bonds, Series 2014C
\$82,000,000 General Obligation Bonds, Series 2014B
\$48,160,000 General Obligation Bonds, Series 2013B
\$124,605,000 General Obligation Refunding Bonds, Series 2013A
\$50,000,000 General Obligation Bonds, Series 2012A
\$21,280,000 General Obligation Bonds, Series 2012B
\$25,000,000 General Obligation Bonds, Series 2011A
\$14,000,000 General Obligation Bonds, Series 2010A
\$40,225,000 General Obligation Bonds, Series 2009A
\$12,150,000 General Obligation Refunding Bonds, Series 2009
\$29,510,000 General Obligation Refunding Bonds, Series 2005C
\$34,340,000 General Obligation Refunding Bonds, Series 2005B (Taxable)

Exhibit B—Contract Assistance with respect to Refunding Bonds

None

Exhibit C—Contract Assistance with respect to Eligible Bonds

BOND DEBT SERVICE

Aggregate Outstanding GO Debt

Period Ending	Principal	Interest	Debt Service
06/30/2018	5,365,000	6,523,916.88	11,888,916.88
06/30/2019	24,440,000	24,126,230.61	48,566,230.61
06/30/2020	22,620,000	23,046,625.48	45,666,625.48
06/30/2021	34,470,000	21,844,629.31	56,314,629.31
06/30/2022	34,410,000	20,267,709.72	54,677,709.72
06/30/2023	35,470,000	18,628,048.79	54,098,048.79
06/30/2024	34,275,000	16,976,706.15	51,251,706.15
06/30/2025	32,555,000	15,355,458.52	47,910,458.52
06/30/2026	33,820,000	13,694,278.52	47,514,278.52
06/30/2027	37,160,000	12,007,682.89	49,167,682.89
06/30/2028	34,815,000	10,401,609.76	45,216,609.76
06/30/2029	35,370,000	8,808,642.26	44,178,642.26
06/30/2030	34,360,000	7,416,674.76	41,776,674.76
06/30/2031	34,950,000	5,986,342.38	40,936,342.38
06/30/2032	35,115,000	4,338,812.50	39,453,812.50
06/30/2033	24,075,000	2,699,437.50	26,774,437.50
06/30/2034	21,210,000	1,547,512.50	22,757,512.50
06/30/2035	15,835,000	729,637.50	16,564,637.50
06/30/2036	9,765,000	183,093.75	9,948,093.75
	540,080,000	214,583,049.78	754,663,049.78

BOND DEBT SERVICE

**Outstanding General Obligation Debt
\$26,805,000 General Obligation Refunding Bonds, Series 2016A**

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
06/01/2018		555,150	555,150	
06/30/2018				555,150
12/01/2018	1,825,000	555,150	2,380,150	
06/01/2019		509,525	509,525	
06/30/2019				2,889,675
12/01/2019	1,035,000	509,525	1,544,525	
06/01/2020		483,650	483,650	
06/30/2020				2,028,175
12/01/2020	1,095,000	483,650	1,578,650	
06/01/2021		456,275	456,275	
06/30/2021				2,034,925
12/01/2021	1,150,000	456,275	1,606,275	
06/01/2022		427,525	427,525	
06/30/2022				2,033,800
12/01/2022	2,565,000	427,525	2,992,525	
06/01/2023		363,400	363,400	
06/30/2023				3,355,925
12/01/2023	2,630,000	363,400	2,993,400	
06/01/2024		297,650	297,650	
06/30/2024				3,291,050
12/01/2024	1,360,000	297,650	1,657,650	
06/01/2025		263,650	263,650	
06/30/2025				1,921,300
12/01/2025	3,925,000	263,650	4,188,650	
06/01/2026		165,525	165,525	
06/30/2026				4,354,175
12/01/2026	3,930,000	165,525	4,095,525	
06/01/2027		67,275	67,275	
06/30/2027				4,162,800
12/01/2027	1,365,000	67,275	1,432,275	
06/01/2028		39,975	39,975	
06/30/2028				1,472,250
12/01/2028	1,345,000	39,975	1,384,975	
06/01/2029		19,800	19,800	
06/30/2029				1,404,775
12/01/2029	1,320,000	19,800	1,339,800	
06/30/2030				1,339,800
	23,545,000	7,298,800	30,843,800	30,843,800

BOND DEBT SERVICE

**Outstanding General Obligation Debt
\$125,000,000 General Obligation Bonds, Series 2015C**

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
07/15/2018	4,560,000	2,750,746.88	7,310,746.88	
01/15/2019		2,636,746.88	2,636,746.88	
06/30/2019				9,947,493.76
07/15/2019	4,795,000	2,636,746.88	7,431,746.88	
01/15/2020		2,516,871.88	2,516,871.88	
06/30/2020				9,948,618.76
07/15/2020	5,040,000	2,516,871.88	7,556,871.88	
01/15/2021		2,390,871.88	2,390,871.88	
06/30/2021				9,947,743.76
07/15/2021	5,300,000	2,390,871.88	7,690,871.88	
01/15/2022		2,258,371.88	2,258,371.88	
06/30/2022				9,949,243.76
07/15/2022	5,570,000	2,258,371.88	7,828,371.88	
01/15/2023		2,119,121.88	2,119,121.88	
06/30/2023				9,947,493.76
07/15/2023	5,855,000	2,119,121.88	7,974,121.88	
01/15/2024		1,972,746.88	1,972,746.88	
06/30/2024				9,946,868.76
07/15/2024	6,160,000	1,972,746.88	8,132,746.88	
01/15/2025		1,818,746.88	1,818,746.88	
06/30/2025				9,951,493.76
07/15/2025	6,475,000	1,818,746.88	8,293,746.88	
01/15/2026		1,656,871.88	1,656,871.88	
06/30/2026				9,950,618.76
07/15/2026	6,805,000	1,656,871.88	8,461,871.88	
01/15/2027		1,486,746.88	1,486,746.88	
06/30/2027				9,948,618.76
07/15/2027	7,080,000	1,486,746.88	8,566,746.88	
01/15/2028		1,380,546.88	1,380,546.88	
06/30/2028				9,947,293.76
07/15/2028	7,300,000	1,380,546.88	8,680,546.88	
01/15/2029		1,266,484.38	1,266,484.38	
06/30/2029				9,947,031.26
07/15/2029	7,540,000	1,266,484.38	8,806,484.38	
01/15/2030		1,143,959.38	1,143,959.38	
06/30/2030				9,950,443.76
07/15/2030	7,795,000	1,143,959.38	8,938,959.38	
01/15/2031		1,012,418.75	1,012,418.75	
06/30/2031				9,951,378.13
07/15/2031	8,130,000	1,012,418.75	9,142,418.75	
01/15/2032		809,168.75	809,168.75	
06/30/2032				9,951,587.50
07/15/2032	8,545,000	809,168.75	9,354,168.75	
01/15/2033		595,543.75	595,543.75	
06/30/2033				9,949,712.50
07/15/2033	8,935,000	595,543.75	9,530,543.75	
01/15/2034		416,843.75	416,843.75	
06/30/2034				9,947,387.50
07/15/2034	9,350,000	416,843.75	9,766,843.75	
01/15/2035		183,093.75	183,093.75	
06/30/2035				9,949,937.50
07/15/2035	9,765,000	183,093.75	9,948,093.75	
06/30/2036				9,948,093.75
	125,000,000	54,081,059.50	179,081,059.50	179,081,059.50

BOND DEBT SERVICE

**Outstanding General Obligation Debt
\$57,215,000 General Obligation Refunding Bonds, Series 2015A**

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
07/01/2018	3,155,000	1,363,550	4,518,550	
01/01/2019		1,284,675	1,284,675	
06/30/2019				5,803,225
07/01/2019	3,320,000	1,284,675	4,604,675	
01/01/2020		1,201,675	1,201,675	
06/30/2020				5,806,350
07/01/2020		1,201,675	1,201,675	
01/01/2021		1,201,675	1,201,675	
06/30/2021				2,403,350
07/01/2021		1,201,675	1,201,675	
01/01/2022		1,201,675	1,201,675	
06/30/2022				2,403,350
07/01/2022	325,000	1,201,675	1,526,675	
01/01/2023		1,196,800	1,196,800	
06/30/2023				2,723,475
07/01/2023		1,196,800	1,196,800	
01/01/2024		1,196,800	1,196,800	
06/30/2024				2,393,600
07/01/2024	2,790,000	1,196,800	3,986,800	
01/01/2025		1,127,050	1,127,050	
06/30/2025				5,113,850
07/01/2025	4,205,000	1,127,050	5,332,050	
01/01/2026		1,021,925	1,021,925	
06/30/2026				6,353,975
07/01/2026	4,420,000	1,021,925	5,441,925	
01/01/2027		911,425	911,425	
06/30/2027				6,353,350
07/01/2027	4,645,000	911,425	5,556,425	
01/01/2028		795,300	795,300	
06/30/2028				6,351,725
07/01/2028	4,885,000	795,300	5,680,300	
01/01/2029		673,175	673,175	
06/30/2029				6,353,475
07/01/2029	5,135,000	673,175	5,808,175	
01/01/2030		544,800	544,800	
06/30/2030				6,352,975
07/01/2030		544,800	544,800	
01/01/2031		544,800	544,800	
06/30/2031				1,089,600
07/01/2031	5,665,000	544,800	6,209,800	
01/01/2032		403,175	403,175	
06/30/2032				6,612,975
07/01/2032	5,955,000	403,175	6,358,175	
01/01/2033		254,300	254,300	
06/30/2033				6,612,475
07/01/2033	6,230,000	254,300	6,484,300	
01/01/2034		129,700	129,700	
06/30/2034				6,614,000
07/01/2034	6,485,000	129,700	6,614,700	
06/30/2035				6,614,700
	57,215,000	28,741,450	85,956,450	85,956,450

BOND DEBT SERVICE

**Outstanding General Obligation Debt
\$20,845,000 General Obligation Refunding Bonds, Series 2015B (Taxable)**

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
07/01/2018		404,277.10	404,277.10	
01/01/2019		404,277.10	404,277.10	
06/30/2019				808,554.20
07/01/2019		404,277.10	404,277.10	
01/01/2020		404,277.10	404,277.10	
06/30/2020				808,554.20
07/01/2020	3,455,000	404,277.10	3,859,277.10	
01/01/2021		350,430.93	350,430.93	
06/30/2021				4,209,708.03
07/01/2021	3,570,000	350,430.93	3,920,430.93	
01/01/2022		289,151.88	289,151.88	
06/30/2022				4,209,582.81
07/01/2022	3,375,000	289,151.88	3,664,151.88	
01/01/2023		227,338.75	227,338.75	
06/30/2023				3,891,490.63
07/01/2023	3,840,000	227,338.75	4,067,338.75	
01/01/2024		154,186.75	154,186.75	
06/30/2024				4,221,525.50
07/01/2024	1,210,000	154,186.75	1,364,186.75	
01/01/2025		130,289.25	130,289.25	
06/30/2025				1,494,476.00
07/01/2025		130,289.25	130,289.25	
01/01/2026		130,289.25	130,289.25	
06/30/2026				260,578.50
07/01/2026		130,289.25	130,289.25	
01/01/2027		130,289.25	130,289.25	
06/30/2027				260,578.50
07/01/2027		130,289.25	130,289.25	
01/01/2028		130,289.25	130,289.25	
06/30/2028				260,578.50
07/01/2028		130,289.25	130,289.25	
01/01/2029		130,289.25	130,289.25	
06/30/2029				260,578.50
07/01/2029		130,289.25	130,289.25	
01/01/2030		130,289.25	130,289.25	
06/30/2030				260,578.50
07/01/2030	5,395,000	130,289.25	5,525,289.25	
06/30/2031				5,525,289.25
	20,845,000	5,627,073.12	26,472,073.12	26,472,073.12

BOND DEBT SERVICE

**Outstanding General Obligation Debt
\$36,385,000 General Obligation Refundnig Bonds, Series 2014C**

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
08/15/2018	3,670,000	754,328.13	4,424,328.13	
02/15/2019		662,578.13	662,578.13	
06/30/2019				5,086,906.26
08/15/2019	3,665,000	662,578.13	4,327,578.13	
02/15/2020		570,953.13	570,953.13	
06/30/2020				4,898,531.26
08/15/2020	3,660,000	570,953.13	4,230,953.13	
02/15/2021		479,453.13	479,453.13	
06/30/2021				4,710,406.26
08/15/2021	3,665,000	479,453.13	4,144,453.13	
02/15/2022		387,828.13	387,828.13	
06/30/2022				4,532,281.26
08/15/2022	3,670,000	387,828.13	4,057,828.13	
02/15/2023		296,078.13	296,078.13	
06/30/2023				4,353,906.26
08/15/2023	3,670,000	296,078.13	3,966,078.13	
02/15/2024		204,328.13	204,328.13	
06/30/2024				4,170,406.26
08/15/2024	3,670,000	204,328.13	3,874,328.13	
02/15/2025		112,578.13	112,578.13	
06/30/2025				3,986,906.26
08/15/2025	3,640,000	112,578.13	3,752,578.13	
02/15/2026		55,703.13	55,703.13	
06/30/2026				3,808,281.26
08/15/2026	3,565,000	55,703.13	3,620,703.13	
06/30/2027				3,620,703.13
	32,875,000	6,293,328.21	39,168,328.21	39,168,328.21

BOND DEBT SERVICE

**Outstanding General Obligation Debt
\$82,000,000 General Obligation Bonds, Series 2014B**

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
04/01/2018		1,497,250	1,497,250	
06/30/2018				1,497,250
10/01/2018		1,497,250	1,497,250	
04/01/2019		1,497,250	1,497,250	
06/30/2019				2,994,500
10/01/2019		1,497,250	1,497,250	
04/01/2020		1,497,250	1,497,250	
06/30/2020				2,994,500
10/01/2020	3,285,000	1,497,250	4,782,250	
04/01/2021		1,415,125	1,415,125	
06/30/2021				6,197,375
10/01/2021	3,455,000	1,415,125	4,870,125	
04/01/2022		1,328,750	1,328,750	
06/30/2022				6,198,875
10/01/2022	3,630,000	1,328,750	4,958,750	
04/01/2023		1,238,000	1,238,000	
06/30/2023				6,196,750
10/01/2023	3,815,000	1,238,000	5,053,000	
04/01/2024		1,142,625	1,142,625	
06/30/2024				6,195,625
10/01/2024	4,010,000	1,142,625	5,152,625	
04/01/2025		1,042,375	1,042,375	
06/30/2025				6,195,000
10/01/2025	4,220,000	1,042,375	5,262,375	
04/01/2026		936,875	936,875	
06/30/2026				6,199,250
10/01/2026	4,435,000	936,875	5,371,875	
04/01/2027		826,000	826,000	
06/30/2027				6,197,875
10/01/2027	4,665,000	826,000	5,491,000	
04/01/2028		709,375	709,375	
06/30/2028				6,200,375
10/01/2028	4,900,000	709,375	5,609,375	
04/01/2029		586,875	586,875	
06/30/2029				6,196,250
10/01/2029	5,095,000	586,875	5,681,875	
04/01/2030		510,450	510,450	
06/30/2030				6,192,325
10/01/2030	5,255,000	510,450	5,765,450	
04/01/2031		431,625	431,625	
06/30/2031				6,197,075
10/01/2031	5,470,000	431,625	5,901,625	
04/01/2032		294,875	294,875	
06/30/2032				6,196,500
10/01/2032	5,750,000	294,875	6,044,875	
04/01/2033		151,125	151,125	
06/30/2033				6,196,000
10/01/2033	6,045,000	151,125	6,196,125	
06/30/2034				6,196,125
	64,030,000	30,211,650	94,241,650	94,241,650

BOND DEBT SERVICE

**Outstanding General Obligation Debt
\$48,160,000 General Obligation Bonds, Series 2013B**

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
04/01/2018		901,950	901,950	
06/30/2018				901,950
10/01/2018		901,950	901,950	
04/01/2019		901,950	901,950	
06/30/2019				1,803,900
10/01/2019		901,950	901,950	
04/01/2020		901,950	901,950	
06/30/2020				1,803,900
10/01/2020		901,950	901,950	
04/01/2021	2,215,000	901,950	3,116,950	
06/30/2021				4,018,900
10/01/2021		857,650	857,650	
04/01/2022	2,305,000	857,650	3,162,650	
06/30/2022				4,020,300
10/01/2022		811,550	811,550	
04/01/2023	2,395,000	811,550	3,206,550	
06/30/2023				4,018,100
10/01/2023		751,675	751,675	
04/01/2024	2,515,000	751,675	3,266,675	
06/30/2024				4,018,350
10/01/2024		688,800	688,800	
04/01/2025	2,640,000	688,800	3,328,800	
06/30/2025				4,017,600
10/01/2025		622,800	622,800	
04/01/2026	2,770,000	622,800	3,392,800	
06/30/2026				4,015,600
10/01/2026		553,550	553,550	
04/01/2027	2,910,000	553,550	3,463,550	
06/30/2027				4,017,100
10/01/2027		480,800	480,800	
04/01/2028	3,055,000	480,800	3,535,800	
06/30/2028				4,016,600
10/01/2028		404,425	404,425	
04/01/2029	3,210,000	404,425	3,614,425	
06/30/2029				4,018,850
10/01/2029		340,225	340,225	
04/01/2030	3,335,000	340,225	3,675,225	
06/30/2030				4,015,450
10/01/2030		256,850	256,850	
04/01/2031	3,505,000	256,850	3,761,850	
06/30/2031				4,018,700
10/01/2031		169,225	169,225	
04/01/2032	3,680,000	169,225	3,849,225	
06/30/2032				4,018,450
10/01/2032		95,625	95,625	
04/01/2033	3,825,000	95,625	3,920,625	
06/30/2033				4,016,250
	38,360,000	18,380,000	56,740,000	56,740,000

BOND DEBT SERVICE

**Outstanding General Obligation Debt
\$124,605,000 General Obligation Refunding Bonds, Series 2013A**

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
04/01/2018	5,365,000	2,736,400	8,101,400	
06/30/2018				8,101,400
10/01/2018		2,602,275	2,602,275	
04/01/2019	5,635,000	2,602,275	8,237,275	
06/30/2019				10,839,550
10/01/2019		2,489,575	2,489,575	
04/01/2020	5,860,000	2,489,575	8,349,575	
06/30/2020				10,839,150
10/01/2020		2,343,075	2,343,075	
04/01/2021	6,150,000	2,343,075	8,493,075	
06/30/2021				10,836,150
10/01/2021		2,189,325	2,189,325	
04/01/2022	6,460,000	2,189,325	8,649,325	
06/30/2022				10,838,650
10/01/2022		2,027,825	2,027,825	
04/01/2023	6,780,000	2,027,825	8,807,825	
06/30/2023				10,835,650
10/01/2023		1,858,325	1,858,325	
04/01/2024	7,120,000	1,858,325	8,978,325	
06/30/2024				10,836,650
10/01/2024		1,680,325	1,680,325	
04/01/2025	7,480,000	1,680,325	9,160,325	
06/30/2025				10,840,650
10/01/2025		1,493,325	1,493,325	
04/01/2026	7,850,000	1,493,325	9,343,325	
06/30/2026				10,836,650
10/01/2026		1,297,075	1,297,075	
04/01/2027	8,245,000	1,297,075	9,542,075	
06/30/2027				10,839,150
10/01/2027		1,090,950	1,090,950	
04/01/2028	8,655,000	1,090,950	9,745,950	
06/30/2028				10,836,900
10/01/2028		874,575	874,575	
04/01/2029	9,090,000	874,575	9,964,575	
06/30/2029				10,839,150
10/01/2029		692,775	692,775	
04/01/2030	9,450,000	692,775	10,142,775	
06/30/2030				10,835,550
10/01/2030		456,525	456,525	
04/01/2031	9,925,000	456,525	10,381,525	
06/30/2031				10,838,050
10/01/2031		208,400	208,400	
04/01/2032	10,420,000	208,400	10,628,400	
06/30/2032				10,836,800
	114,485,000	45,345,100	159,830,100	159,830,100

BOND DEBT SERVICE

**Outstanding General Obligation Debt
\$50,000,000 General Obligation Bonds, Series 2012A**

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
04/01/2018		551,000	551,000	
06/30/2018				551,000
10/01/2018		551,000	551,000	
04/01/2019		551,000	551,000	
06/30/2019				1,102,000
10/01/2019		551,000	551,000	
04/01/2020		551,000	551,000	
06/30/2020				1,102,000
10/01/2020		551,000	551,000	
04/01/2021	2,500,000	551,000	3,051,000	
06/30/2021				3,602,000
10/01/2021		488,500	488,500	
04/01/2022	2,500,000	488,500	2,988,500	
06/30/2022				3,477,000
10/01/2022		426,000	426,000	
04/01/2023	2,500,000	426,000	2,926,000	
06/30/2023				3,352,000
10/01/2023		363,500	363,500	
04/01/2024	2,500,000	363,500	2,863,500	
06/30/2024				3,227,000
10/01/2024		301,000	301,000	
04/01/2025	2,500,000	301,000	2,801,000	
06/30/2025				3,102,000
10/01/2025		238,500	238,500	
04/01/2026		238,500	238,500	
06/30/2026				477,000
10/01/2026		238,500	238,500	
04/01/2027		238,500	238,500	
06/30/2027				477,000
10/01/2027		238,500	238,500	
04/01/2028	2,500,000	238,500	2,738,500	
06/30/2028				2,977,000
10/01/2028		176,000	176,000	
04/01/2029	1,790,000	176,000	1,966,000	
06/30/2029				2,142,000
10/01/2029		131,250	131,250	
04/01/2030	1,750,000	131,250	1,881,250	
06/30/2030				2,012,500
10/01/2030		87,500	87,500	
04/01/2031	1,750,000	87,500	1,837,500	
06/30/2031				1,925,000
10/01/2031		43,750	43,750	
04/01/2032	1,750,000	43,750	1,793,750	
06/30/2032				1,837,500
	22,040,000	9,323,000	31,363,000	31,363,000

BOND DEBT SERVICE

**Outstanding General Obligation Debt
\$21,280,000 General Obligation Bonds, Series 2012B**

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
07/15/2018	1,885,000	194,096.88	2,079,096.88	
01/15/2019		171,881.25	171,881.25	
06/30/2019				2,250,978.13
07/15/2019	1,860,000	171,881.25	2,031,881.25	
01/15/2020		136,131.25	136,131.25	
06/30/2020				2,168,012.50
07/15/2020	1,845,000	136,131.25	1,981,131.25	
01/15/2021		99,231.25	99,231.25	
06/30/2021				2,080,362.50
07/15/2021	1,830,000	99,231.25	1,929,231.25	
01/15/2022		68,156.25	68,156.25	
06/30/2022				1,997,387.50
07/15/2022	1,810,000	68,156.25	1,878,156.25	
01/15/2023		39,875.00	39,875.00	
06/30/2023				1,918,031.25
07/15/2023	1,595,000	39,875.00	1,634,875.00	
06/30/2024				1,634,875.00
	10,825,000	1,224,646.88	12,049,646.88	12,049,646.88

BOND DEBT SERVICE

**Outstanding General Obligation Debt
\$25,000,000 General Obligation Bonds, Series 2011A**

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
04/01/2018		101,031.25	101,031.25	
06/30/2018				101,031.25
10/01/2018		101,031.25	101,031.25	
04/01/2019		101,031.25	101,031.25	
06/30/2019				202,062.50
10/01/2019		101,031.25	101,031.25	
04/01/2020		101,031.25	101,031.25	
06/30/2020				202,062.50
10/01/2020		101,031.25	101,031.25	
04/01/2021	1,325,000	101,031.25	1,426,031.25	
06/30/2021				1,527,062.50
10/01/2021		67,906.25	67,906.25	
04/01/2022	1,325,000	67,906.25	1,392,906.25	
06/30/2022				1,460,812.50
10/01/2022		33,125.00	33,125.00	
04/01/2023		33,125.00	33,125.00	
06/30/2023				66,250.00
10/01/2023		33,125.00	33,125.00	
04/01/2024		33,125.00	33,125.00	
06/30/2024				66,250.00
10/01/2024		33,125.00	33,125.00	
04/01/2025		33,125.00	33,125.00	
06/30/2025				66,250.00
10/01/2025		33,125.00	33,125.00	
04/01/2026		33,125.00	33,125.00	
06/30/2026				66,250.00
10/01/2026		33,125.00	33,125.00	
04/01/2027		33,125.00	33,125.00	
06/30/2027				66,250.00
10/01/2027		33,125.00	33,125.00	
04/01/2028		33,125.00	33,125.00	
06/30/2028				66,250.00
10/01/2028		33,125.00	33,125.00	
04/01/2029		33,125.00	33,125.00	
06/30/2029				66,250.00
10/01/2029		33,125.00	33,125.00	
04/01/2030		33,125.00	33,125.00	
06/30/2030				66,250.00
10/01/2030		33,125.00	33,125.00	
04/01/2031	1,325,000	33,125.00	1,358,125.00	
06/30/2031				1,391,250.00
	3,975,000	1,439,281.25	5,414,281.25	5,414,281.25

BOND DEBT SERVICE

**Outstanding General Obligation Debt
\$14,000,000 General Obligation Bonds, Series 2010A**

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
04/01/2018		148,010.63	148,010.63	
06/30/2018				148,010.63
10/01/2018		148,010.63	148,010.63	
04/01/2019		148,010.63	148,010.63	
06/30/2019				296,021.26
10/01/2019		148,010.63	148,010.63	
04/01/2020		148,010.63	148,010.63	
06/30/2020				296,021.26
10/01/2020	735,000	148,010.63	883,010.63	
04/01/2021		133,310.63	133,310.63	
06/30/2021				1,016,321.26
10/01/2021	735,000	133,310.63	868,310.63	
04/01/2022		119,713.13	119,713.13	
06/30/2022				988,023.76
10/01/2022	735,000	119,713.13	854,713.13	
04/01/2023		105,748.13	105,748.13	
06/30/2023				960,461.26
10/01/2023	735,000	105,748.13	840,748.13	
04/01/2024		91,507.50	91,507.50	
06/30/2024				932,255.63
10/01/2024	735,000	91,507.50	826,507.50	
04/01/2025		77,175.00	77,175.00	
06/30/2025				903,682.50
10/01/2025	735,000	77,175.00	812,175.00	
04/01/2026		62,475.00	62,475.00	
06/30/2026				874,650.00
10/01/2026	735,000	62,475.00	797,475.00	
04/01/2027		47,407.50	47,407.50	
06/30/2027				844,882.50
10/01/2027	735,000	47,407.50	782,407.50	
04/01/2028		31,605.00	31,605.00	
06/30/2028				814,012.50
10/01/2028	735,000	31,605.00	766,605.00	
04/01/2029		15,802.50	15,802.50	
06/30/2029				782,407.50
10/01/2029	735,000	15,802.50	750,802.50	
06/30/2030				750,802.50
	7,350,000	2,257,552.56	9,607,552.56	9,607,552.56

BOND DEBT SERVICE

**Outstanding General Obligation Debt
\$40,225,000 General Obligation Bonds, Series 2009A**

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
08/15/2018		290,562.50	290,562.50	
02/15/2019		290,562.50	290,562.50	
06/30/2019				581,125.00
08/15/2019		290,562.50	290,562.50	
02/15/2020		290,562.50	290,562.50	
06/30/2020				581,125.00
08/15/2020	2,115,000	290,562.50	2,405,562.50	
02/15/2021		248,512.50	248,512.50	
06/30/2021				2,654,075.00
08/15/2021	2,115,000	248,512.50	2,363,512.50	
02/15/2022		204,890.63	204,890.63	
06/30/2022				2,568,403.13
08/15/2022	2,115,000	204,890.63	2,319,890.63	
02/15/2023		158,625.00	158,625.00	
06/30/2023				2,478,515.63
08/15/2023		158,625.00	158,625.00	
02/15/2024		158,625.00	158,625.00	
06/30/2024				317,250.00
08/15/2024		158,625.00	158,625.00	
02/15/2025		158,625.00	158,625.00	
06/30/2025				317,250.00
08/15/2025		158,625.00	158,625.00	
02/15/2026		158,625.00	158,625.00	
06/30/2026				317,250.00
08/15/2026	2,115,000	158,625.00	2,273,625.00	
02/15/2027		105,750.00	105,750.00	
06/30/2027				2,379,375.00
08/15/2027	2,115,000	105,750.00	2,220,750.00	
02/15/2028		52,875.00	52,875.00	
06/30/2028				2,273,625.00
08/15/2028	2,115,000	52,875.00	2,167,875.00	
06/30/2029				2,167,875.00
	12,690,000	3,945,868.76	16,635,868.76	16,635,868.76

BOND DEBT SERVICE

**Outstanding General Obligation Debt
\$12,150,000 General Obligation Refunding Bonds, Series 2009**

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
05/15/2018		33,125	33,125	
06/30/2018				33,125
11/15/2018	1,325,000	33,125	1,358,125	
06/30/2019				1,358,125
	1,325,000	66,250	1,391,250	1,391,250

BOND DEBT SERVICE

**Outstanding General Obligation Debt
\$29,510,000 General Obligation Refunding Bonds, Series 2005C**

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
09/01/2018	2,095,000	130,750	2,225,750	
03/01/2019		78,375	78,375	
06/30/2019				2,304,125
09/01/2019	2,085,000	78,375	2,163,375	
03/01/2020		26,250	26,250	
06/30/2020				2,189,625
09/01/2020	1,050,000	26,250	1,076,250	
06/30/2021				1,076,250
	5,230,000	340,000	5,570,000	5,570,000

BOND DEBT SERVICE

**Outstanding General Obligation Debt
\$34,340,000 General Obligation Refunding Bonds, Series 2005B (Taxable)**

Period Ending	Principal	Interest	Debt Service	Annual Debt Service
08/01/2018 06/30/2019	290,000	7,989.50	297,989.50	297,989.50
	290,000	7,989.50	297,989.50	297,989.50

Selected major provisions of agreements presented to MARB to date April 5, 2018 OPM

	West Haven Water Pollution Control Local 1303-345	Hartford Local 1716	Hartford BOE School Safety Officers, Local 1018D	West Haven Dispatchers, Local 5127
Term	July 1, 2017 to June 30, 2020	July 1, 2015 to June 30, 2021	July 1, 2017 to June 30, 2019	July 1, 2017 to June 30, 2020
Wages	7/1/17: 0% 7/1/18 & 7/1/19: 2% Step movement	7/1/15; 7/1/16; 7/1/17: 0% 7/1/18; 7/1/19: 2% 7/1/20: 0% Step movement	7/1/17 & 7/1/18: 0% ; No steps Note: 7/1/16: 0% ; No steps	7/1/17: 0% 7/1/18; 7/19: 2% Step movement
Active Health Insurance	July 1, 2018: HDHP/HSA (\$2,000/\$4000; 50% HSA); Buy up option to PPO <u>Employee Premium Share:</u> Remain at 12%	July 1, 2018: HDHP/HSA (\$2,000/\$4000; 50% HSA); Buy up to PPO until 6/30/21 <u>Employee Premium Share:</u> 7/1/17: Remain at 12% 7/1/18; 7/1/19; 7/1/20: 13%, 14%, 15%	PPO; 12% employee premium share effective July 1, 2014	July 1, 2018: HDHP/HSA (\$2,000/\$4000; 50% HSA); Buy up option to PPO <u>Employee Premium Share:</u> 7/1/17: 14% (prior 12%)
Retiree Health	Retirement 5/65 or 20/50 CURRENT <u>If hired prior to 1/1/12</u> <u>Pre-65:</u> same premium share as actives for same plan as actives, as it changes from time to time. <u>Post-65:</u> same premium percentage as actives for supplement for retiree and spouse, not to exceed \$1,000/year retiree or \$2,000/year for retiree and spouse <u>if hired 1/1/12 or after:</u> 25% premium share for retiree and 50% for spouse both pre and post 65 Employees hired after July 1, 2017 not eligible for retiree health at retirement	<u>Current:</u> Retiree may purchase health insurance, at own cost; For those retiring w/ 25 years of service/ age 55, City contributes \$600 towards premium until age 62, with City paying full premium between age 62 and 65 New Agreement: Same, except same plan available to actives but no employer contribution to HSA; however, not able to purchase or remain on City health plan after age 65; New employees-not eligible for retiree health	No retiree health	<u>Retirement:</u> 20 yrs of service <u>Pre-65:</u> Retiree/dependents same health insurance as at time of retirement; until age 60 pay same premium share as actives; 60 to 65 same percentage as when retired; Employees hired after 2/1/18 not eligible. 65 and Beyond: Receive reimbursement for Medicare Part "B"; Receive Plan F (Supplement) for retiree/spouse--same premium share as actives and 50% for spouse; Employees hired after 2/1/18 not eligible.
Pension	401K Plan: Employer contribution 5% of salary; employee 2% to max of \$25%, employer matches up to 8%	State MERF	City MERF Pension Plan: 25 yrs/age 55, or 10/60, pension 2% of final average pay x's years of service; Max of 70%; final pay is highest 5 of last 10 years gross earnings (incl OT); 4% active contributions to SSI taxed income, 7% above	401K Plan: Employer contrib 5% of salary; employee 2% to max of \$25%, employer matches up to 8%
Sick Leave Accumulation/Payout at retirement	Current: 90 (LTD plan after 90 days); Payout is 100% of days up to max of 90/100; Employees hired after 7/1/18 not eligible	Current: 150/50% or 50 days, whichever is greater New Agreement: 120/50% or 40 days, whichever is less	175/50% 100% of days up to 70 or 50% of total, whichever is higher	Current: 110/120 (depends on hire date) (LTD after 90 days); Payout 100% to max of 90/100; Employees hired after 2/1/18 not eligible

Overview of Selected Provisions of Tentative Collective Bargaining Agreement
Hartford BOE and School Safety Officers

Term: July 1, 2017 to June 30, 2019

Wages: 0% wage increase and no steps for Fiscal Years 2018 and 2019

Article IV.C Performance Incentive \$1,250 annually if show improvement as determined by Superintendent; 97% attendance

Article IV D. Work Year is 183 days; receive 1/183rd of salary for each day beyond

Article IV. Overtime 1.5 times pay for hours worked over 40 hours in a week; Double time for Sundays and holidays. Can get overtime paid by outside vendor.

Article A. Salary Schedules

	1	2	3	4
20 (183 Days)	\$25,978	\$31,391	\$33,555	\$36,803
21 (201 Days)	\$28,524	\$34,467	\$36,844	\$40,409

Appendix B Longevity: ranges from \$495 at six years to \$720 for 20 plus

Appendix C Fringe Benefits: PPO health insurance for active employees, with 12% employee premium share effective July 1, 2014; no retiree health insurance

Appendix E Severance Pay

- All employees earn 2 days a month, with maximum accumulation of 175 days
- Severance pay at retirement or death of 1 day's salary to a maximum of 70 days or one-half of total number of sick days; whichever is higher

Participate in City MERF Pension Plan:

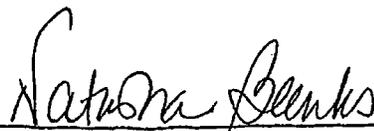
- Employee with 25 years of service and age 55, or 10 years and age 60, eligible for pension based on 2% of final average pay for each whole year of service; Max of 70%; final average pay is highest 5 of last 10 years of gross earning (including OT)
- 4% active employee contributions of social security earning, 7% above such earnings

Confidential Brief Summary of Successor Agreement for Safety Officers
July 1, 2017 – June 30, 2019

Tentative Agreement –

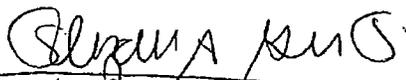
- Two year term – July 1, 2017 to June 30, 2019
- Total freeze on wages (no step and no general wage increase) for the duration of the contract
- Total freeze on the premium share for members – the amount the member contributes will not be increased during the life of the contract

x 
School Safety Officers - President
KEVIN A. LOVE

x 
Human Resources

x 3-15-18
Date

x 3-15-18
Date

x 
AFT - Field Representative

x 3/15/2018
Date

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE HARTFORD BOARD OF EDUCATION

AND

**THE HARTFORD FEDERATION OF SCHOOL SPECIAL
POLICE OFFICERS
LOCAL 1018D, AFT, AFL-CIO**

July 1, 2016 – June 30, 2017

TABLE OF CONTENTS

Article I	RECOGNITION	1
Article II	BOARD PREROGATIVES	1
Article III	DURATION OF AGREEMENT	2
Article IV	SALARY	3
Article V	SALARY PLACEMENT UPON INITIAL EMPLOYMENT	5
Article VI	FRINGE BENEFITS	5
Article VII	GRIEVANCE PROCEDURE	5
Article VIII	FAIR PRACTICES	8
Article IX	OPPORTUNITIES AND ASSIGNMENTS	8
Article X	NOTICES AND ANNOUNCEMENTS	10
Article XI	FEDERATION RIGHTS	10
Article XII	SENIORITY	12
Article XIII	PERSONAL LEAVES OF ABSENCE	12
Article XIV	PERSONNEL FILE	14
Article XV	LOSSES OR DAMAGES	15
Article XVI	WORK DAY & WORK YEAR	15
Article XVII	LAYOFF & RECALL	16
Article XVIII	SAVE HARMLESS CLAUSE	16
Article XIX	SAVINGS CLAUSE	16
Article XX	PROFESSIONAL IMPROVEMENT	17
Article XXI	GENERAL PROVISIONS	17
Article XXII	DISCIPLINARY PROCEDURE & DISCHARGE	18
Article XXIII	PROBATIONARY PERIOD	18
Article XXIV	EFFECTIVE DATE	18
Article XXV	BIKE PATROL	18
Article XXVI	CRIMINAL CONDUCT AND DRUG TESTING	19
Appendix A	SALARY SCHEDULES	20
Appendix B	LONGEVITY	21
Appendix C	FRINGE BENEFITS	22
Appendix D	REIMBURSEMENT FOR PERSONAL AUTO	24
Appendix E	SEVERANCE PAY (sick leave)	24
Side Letter	SELF-RESIGNATION	27

**HARTFORD BOARD OF EDUCATION
AND THE
HARTFORD FEDERATION OF SCHOOL SPECIAL POLICE OFFICERS
LOCAL #1018D, AFT, AFL-CIO**

THIS AGREEMENT IS MADE AND ENTERED INTO by and between the Hartford Board of Education (hereinafter referred to as "The Board") and the Hartford Federation of School Special Police Officers (hereinafter referred to as the "Federation").

WHEREAS, the School Special Police officers employed by the Hartford School System selected as their sole representative the Federation, resulting in the Federation becoming exclusive bargaining representative for all School Special Police Officers in the unit; and

WHEREAS, the Board and its designated representative have met with representatives of the Federation and have fully considered and discussed amongst themselves, salary schedules, working conditions, personnel policies and other conditions relative to employment, it is agreed as follows:

**ARTICLE I
RECOGNITION**

The Board recognizes the Federation as the exclusive bargaining representative for all employees in the position designated as "School Special Police Officers" for the purpose of negotiating with respect to salary schedules, fringe benefits and conditions relative to employment. A School Special Police Officer is a non-certified person employed by the Board whose duty is to support the administration and school staff in providing control and enforcing laws related to school security. No School Special Police Officer will be assigned as his/her regular duties the work of any other Board bargaining unit employee. Effective July 1, 2012, the Board shall refer to the members of the bargaining unit as Safety Officers.

**ARTICLE II
BOARD PREROGATIVES**

Except as otherwise abridged or modified by any provision of this Agreement, the Board has and will continue to retain, 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. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with or in violation of any of the specific terms and provisions of this Agreement.

No action taken by the Board with respect to such rights, responsibilities and prerogatives, other than as there are specified provisions herein elsewhere contained, shall be subject to the grievance provisions of this Agreement.

ARTICLE III DURATION OF AGREEMENT

A. Negotiation 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 one hundred twenty (120) days prior to the expiration of this agreement as provided by applicable state law.
2. During negotiations, the Board and the Federation 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 Federation with materials and/or information necessary to discuss salaries, fringe benefits and working conditions. It is understood that the materials relate only to the Federation.

B. Negotiation over Matters Not Covered by Terms of Agreement:

1. This Agreement contains the full and complete agreement between the Board and the Federation on all bargainable issues, and neither party shall be required during the term hereof to negotiate or bargain upon any issue, whether it is covered, or not covered in this Agreement. All prior practices, agreements and understandings are void and of no force and effect unless specifically incorporated herein.
2. This Agreement may be amended or modified by the mutual agreement of the parties, although it is recognized that neither party has any obligation to negotiate such amendment or modification during the life hereof.
3. The Board shall not adopt a change in policy affecting fringe benefits, working conditions, or matters relative thereto not covered by the terms of this Agreement, unless such change in policy is submitted in writing to the Federation for discussion at least ten (10) working days prior to its adoption.

ARTICLE IV SALARY

A. Wages:

Bargaining unit members shall be paid in accordance with the salary schedule as set forth in Appendix A. Appendix A is annexed hereto and is hereby made a part of this Agreement. Members shall be paid on the 26 pay plan effective for the 2009-10 school year. Effective January 1, 2014, the Board may require direct deposit and provision of electronic notification of pay at its discretion. Exceptions may be granted for reasonable cause.

B. Increments:

To be eligible for increments, bargaining unit members must receive a satisfactory or better on the evaluation instrument. The Federation shall have the right to grieve procedural defects in the evaluation process only through the Labor Relations Manager level. The substance of the evaluation shall not be subject to the grievance procedure. In order to withhold an increment payment when such payments are made, the Administration must provide written notice, at least two months prior to the year-end evaluation of the bargaining unit member, indicating that there are performance concerns.

Increments shall be granted as set forth in this agreement. Upon expiration of this agreement, employees shall not be granted increments, unless and until a successor agreement so provides.

There shall be no increments during the life of this agreement.

C. Performance Incentive

Each member who works in a school that shows significant improvement shall be paid \$1,250 after the conclusion of the work year. The measure of improvement shall be through improvement as determined by the Superintendent of Schools, which shall apply to all eligible employees in the district. To be eligible the member must appear and work a full day in such a school on at least 97% of the work days in the relevant work year. This provision shall not be subject to the grievance procedure.

Employee's longevity payment shall be earned on the employee's anniversary in recognition of their length of service and is to be computed as set forth in Schedule B, which is annexed thereto and hereby made a part hereof. Said payment will be made annually in one lump sum, on July 1. Pro-rata longevity payments will be made to an employee in the event said employee terminates his/her services with the Board. For purposes of said longevity payments, employees on paid sick leave shall be included under said longevity payment schedule.

D. Salaries for additional workdays beyond the contractual work year of 183 days shall be based on 1/183 of the salary of the employee.

E. Overtime:

1. If an employee is requested to work beyond a forty (40) hour week, compensation shall be at a rate equal to one-&-one half (1.5) times his/her regular rate of pay. Holiday hours will be counted as time worked for the purposes of calculating hours worked in a week. Holidays for the purpose of this Article include the days listed below only if the bargaining unit member does not work on that day and school is not in session on that day:

- a. New Year's Day
- b. Martin Luther King, Jr. Day
- c. President's Day
- d. Good Friday
- e. Memorial Day
- f. Labor Day
- g. Thanksgiving Day
- h. Day after Thanksgiving Day
- i. Christmas Day

2. Double time (2.0) shall be paid for work on Sundays or holidays (excluding Thanksgiving) provided the employee works forty (40) hours the same week of the holiday or the week preceding the Sunday. Such overtime is to be computed in quarter hour blocks.

3. Any bargaining unit member assigned to work beyond his/her regular hours at a Hartford Board of Education event or activity, etc. (e.g. power hour, daycare, aftercare, athletic activities, etc.) shall be paid in accordance with the above language. If a bargaining unit member is assigned work beyond his/her regular hours for an event or activity paid for by an outside vendor (e.g. Boys & Girls Club, Urban League, etc.), he/she shall be guaranteed a minimum of three (3) hours of work.

4. Employees called in for an activity outside their regularly scheduled hours which is cancelled, shall be paid a minimum of three (3) hours at time and one-half their regular hourly rate provided the hours are not consecutively annexed to either end of their workday. Said payment will be made when the employee has not been notified in person of the cancellation of the activity. Notification may be in person or through a notice of cancellation broadcast in the same manner as school closings.

C. Recognition for Professional Improvement

1. When an employee completes a two (2) year degree which is job-related and has been approved by the Office of Talent Management, he/she shall be given one (1) additional step on the salary schedule in either September or January, whichever falls first.

2. When an employee completes a four (4) year degree which is job-related and has been approved by the Office of Talent Management, he/she shall be given two (2) additional steps on the salary schedule in either September or January, whichever falls first.
3. A new or current employee who has already completed a two (2) year or four (4) year degree may submit his/her degree to the Office of Talent Management and Labor Relations. If the degree is determined to be job related, then additional step(s) on the salary schedule shall be granted to the employee in September or January, whichever comes first after the submission of the degree to the Human Resources Department and Labor Relations. A two (2) year job related degree shall result in one (1) additional step on the salary schedule; a four (4) year job related degree shall result in, two (2) additional steps on the salary schedule. The maximum number of steps an employee can earn for professional improvement is two (2) steps.

ARTICLE V SALARY PLACEMENT UPON INITIAL EMPLOYMENT

In determining the initial placement on the salary schedule for employees new to the bargaining unit, the Superintendent or his/her designee may make appropriate placements. However, in no case shall such new employee be placed on the top step unless the new employee has relevant work experience. This provision shall not be subject to the grievance procedure.

ARTICLE VI FRINGE BENEFITS

The fringe benefits shall be those enumerated in Appendix C, incorporated herein.

ARTICLE VII GRIEVANCE PROCEDURE

Section 1 - Definition

The term "grievance" is defined as an alleged violation, misapplication or misinterpretation of the specific provisions of this Agreement.

Section 2 - Procedures

Adjustment of all grievances shall be sought in accordance with the following three-step procedure:

Step 1: A bargaining unit member must submit his/her grievance in writing and such grievance must be received by the immediate supervisor within five (5) work days of the date when the events giving rise to the grievance occurred. Such submission shall be made to the immediate supervisor for a satisfactory adjustment. 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 employee prior to making his/her decision, but in any event must render his/her decision within five (5) workdays of the submission. The employee may be accompanied by a Union representative if he/she so desires at any such meeting.

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

However, the time limits for filing the initial grievance may only be waived or extended by written agreement between the Chief Labor and Legal Officer/Director of Staffing (or specified designee) and the Federation President (or designee).

Step 2: If no satisfactory settlement is reached, the grievance may be pursued by the bargaining unit member to the Chief Labor and Legal Officer by providing the Chief Labor and Legal Officer with a copy of such grievance and, requesting a meeting in writing, within ten (10) workdays of the decision of the Supervisor. The Chief Labor and Legal Officer or his/her designee will schedule a meeting with the Grievant to attempt to resolve the issues related to the grievance within twenty (20) workdays following the bargaining unit member's filing the grievance with the Chief Labor and Legal Officer. The Chief Labor and Legal Officer shall have ten (10) workdays after holding the meeting to issue a written decision. A copy of the decision shall be provided to both the Grievant, if a Grievant was present at the meeting, and the Union.

Step 3: In the event that the grievance is not settled at Step 1 or Step 2, then the Federation may seek arbitration of the grievance before the American Arbitration Association. The Federation's request for arbitration shall be in writing and must be filed with the American Arbitration Association with a copy to the Chief Labor and Legal Officer within ten (10) workdays after the receipt of the Chief Labor and Legal Officer's (or his/her designee's) decision at Step 2 or not later than ten (10) workdays following the expiration of the time limits for making such a decision, whichever shall occur first. The decision of the AAA arbitrator shall be final and binding upon both parties, provided it is in accordance with the law. The arbitrator shall have no power to add to, delete from, or modify in any way the provisions of this Agreement.

The specific provision(s) of the Agreement which are involved in the matter must be identified in the submission.

Section 3 - General

1. 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.
2. If a grievance is not processed in accordance with the time or procedural requirements, it shall be deemed withdrawn.
3. In the event that the Board's representative does not provide the Union with a timely response to the grievance following the meeting of the parties or if the meeting is not scheduled within the timelines described above, the bargaining unit member or, if appropriate, the Union, may proceed with the next step of the grievance procedure provided that the Union or the bargaining unit member, if appropriate, does so within the specific time limits set forth above.
4. Any grievance, as defined in Section 1 above, not presented for disposition through the grievance procedure described under Section 2 above within five (5) workdays of the time when either the Grievant or the Union knew or reasonably should have known of the conditions giving rise thereto, shall not thereafter be considered a grievance under this Agreement. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be considered acceptance by the aggrieved of the decision rendered or an acceptance of a denial, if no decision was rendered, and such decision/denial shall thereafter be binding upon the aggrieved and the Union. 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.
5. Grievances arising from the action of an official other than the coordinator, supervisor, or principal shall be filed against that official.
6. No employee may file for arbitration or appeal to the Chief Labor and Legal Officer under this procedure except with the approval and participation of the Union. No employee may file for arbitration as an individual, but only the Federation may file an appeal to arbitration hereunder.
7. 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. Such meetings shall be scheduled to avoid interference with providing services to students. When such meetings are held during the work hours, all persons who participate shall be excused without loss of pay for that purpose. Persons proper to be present for the purposes of this section are defined as the grievant or grievant(s) and their appropriate Union representative. Qualified witnesses shall also be permitted to attend meetings, but only for the duration of such witness' testimony.
8. The Union will be notified, in advance, of the time and location of grievance meetings held by the Chief Labor and Legal Officer.

9. The Union shall have the right to initiate a grievance or appeal from the disposition of a grievance of any bargaining unit member or group of members at any step of this procedure.
10. After the last day of school and prior to the beginning of the next school year, the work "day" shall mean weekdays excluding Board holidays, Saturdays, and Sundays.

ARTICLE VIII FAIR PRACTICES

- A. The Board agrees to continue its policy of not discriminating against any member of the bargaining unit on the basis of race, creed, color, national origin, age, sex, sexual orientation or marital status or membership or participation in, or association with, the activities of any organization.
- B. The Federation agrees, in accordance with its constitution, to continue to admit persons to membership without discrimination on the basis of race, creed, color, national origin, age, sex, sexual orientation, marital status, and to represent equally all members of the bargaining unit.
- C. The provisions of this article are included in the agreement for informational purposes only, and shall not be subject to the grievance procedure.

ARTICLE IX OPPORTUNITIES AND ASSIGNMENTS

- A. Vacancies and new positions that are to be filled will be posted throughout the system for five (5) school days as they occur. Bargaining unit members must apply within ten (10) school days.
- B. The principal criterion for consideration of a request for change in assignment is whether the transfer will result in the best educational program for Hartford Public School children.
- C. Only regular employees may request transfers. After a transfer has been granted, employees will not be eligible to apply for another transfer for one (1) year.
- D. The Federation will be notified on a monthly basis of any changes in assignments or new employees.

- E. The Federation recognizes the right of the Board for education reasons to assign newly hired employees prior to reassigning those who have requested a transfer.
- F. Summer vacancies shall be offered first to qualified bargaining unit members within the assigned school. The determination of a member's qualification shall be based upon a number of factors including, but not limited to: qualifications for position, satisfactory job performance, seniority, prior relevant experience, professional improvement, receipt of disciplinary action and attendance.
- G. In determining who shall be selected from among qualified applicants, the following criteria will apply:
 - 1. Job performance
 - 2. Prior experience
 - 3. Professional improvement
 - 4. Qualifications of the position
 - 5. Discipline/Attendance

Where candidates are relatively equal in the above criteria, seniority shall be the determining factor. Where candidates are not relatively equal in the above criteria, seniority shall be considered as an additional factor.

- H. Involuntary Transfer
The Board reserves the right to change a member's assignment in its sole discretion with at least two weeks notice, whenever possible, without meeting the requirements listed below (1) if a school is being redesigned, closed, or reconstituted; or (2) the Administration is implementing a Board policy related to nepotism.

Otherwise, the Administration shall follow the following procedure -

- 1. Before an involuntary transfer is made the Board shall ask volunteers who may wish to transfer to the new or vacant position.
- 2. Failing a response by any volunteer, the Board may fill said positions through involuntary transfer.
- 3. Where possible, involuntary transfers shall not be made without the prior knowledge of and discussion with the employee concerned. The employee shall be notified of the reason(s) for the transfer at least two (2) weeks prior to the effective transfer date.
- 4. If prior notice is not possible, the affected employee may request a meeting to discuss the reason for the transfer. Said meeting shall be scheduled within ten (10) working days of the employee's request, whenever possible, but in no event later than fifteen (15) working days.

- I. Vacancies shall be filled within thirty (30) calendar days from the closing date of the posting provided there is at least one (1) qualified applicant and funding is available. In filling a vacancy, preference will be given to unit members who have a positive work record.

ARTICLE X NOTICES AND ANNOUNCEMENTS

All official circulars from the Superintendent's office and from the Board which are intended for the information of the employees shall be delivered to the President of the Federation who will disseminate such information to the Federation membership.

ARTICLE XI FEDERATION RIGHTS

- A. 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. The proper deduction will be made each month from the employee's salary and forwarded to the Federation monthly. Upon the payment thereof to the Federation, the Board shall be held free and harmless from any liability in handling such Federation dues and may require a release from the Federation.
- B. Wherever possible, one (1) bulletin board shall be reserved at an accessible place in Hartford Public Schools, for the exclusive use of the Federation for the posting of official Federation notices or announcements.
- C. The Federation may call meetings in each school before or immediately after or during the lunch hour upon request and permission from the principal. Individuals having assignments at the time the meeting is scheduled must request and receive individual permission to attend. Permission in either instance shall not be unreasonably withheld.
- D. The Board agrees to furnish a copy of this Agreement to each employee. The cost of reproducing the same shall be shared between the Board and the Federation.
- E. There shall be made available to the Federation upon its request any and all information, statistics and records which the Federation may deem to be relevant or necessary for the proper enforcement and implementation of the terms of this Agreement, to the extent to which such material is readily available or is reasonably obtainable. Records of employees other than

those involved shall not be available without the approval of the individual employees.

F. Whenever members of the bargaining units are scheduled by the parties to participate during school hours in a conference or meeting, they shall suffer no loss in pay.

G. A copy of the public agenda of the regular Board meetings shall be available to the official Federation representatives to the Board, to the extent possible, twenty-four (24) hours prior to the meetings. This representative shall be advised as soon as possible of all special meetings.

H. Notices & Announcements:

A copy shall be sent to the Federation office of any notice, directive or bulletin, relating to members of the bargaining unit generally or to any substantial group of members of the bargaining unit.

I. Federation Leave:

Members of the bargaining unit who are elected or appointed to a full-time position with the Federation (local, state, or national) will, upon proper application, be granted a one-year leave of absence without pay for the purposes of accepting a position. Such leave may be extended for one (1) additional year upon proper application prior to June 1. A member of the bargaining unit granted such leave of absence shall have available all insurance and other benefits payable to the employee and the Federation and shall, during such leave, accrue seniority, salary increment and like benefits (excluding, however, sick leave days) as though he/she was in regular service. Upon return to service, he/she will be placed in the assignment, which he/she left if the position has not been eliminated, otherwise in a comparable position with such accrued benefits and increments as he/she would have earned had he/she been on active service.

J. Superseniority:

Superseniority shall be given to no more than four (4) Federation officers during the life of the contract. Each September the Federation shall provide the Board with a list of the names of officers whom are covered under this provision for the particular year.

K. Delegated Release Time:

No more than three (3) Federation officials shall be allowed six (6) days per year with pay to attend official Federation conferences and conventions. The maximum number of delegated release days shall be eighteen (18) days over the life of the contract with a yearly accumulation of six (6) unused

days per year. Each year the Federation shall inform the Director of Staffing and the Labor and Legal Officer of the names of the three (3) delegates. Adequate advance notification shall be given to (1), the building Administrator, (2) the security Administrator, and (3) the Chief Labor and Legal Officer. Final approval shall be given by the Chief Labor and Legal Officer and shall not be unreasonably withheld.

ARTICLE XII SENIORITY

- A. Except for school related benefits, seniority shall be based on the employee's length of service in the bargaining unit position. In the case of an administrative transfer, seniority shall be carried with the employee to the school where he/she is transferred.
- B. Seniority shall continue to accrue during all authorized leaves of absence with pay and sick leaves.
- C. In case of a tie, seniority shall be determined by the most current evaluation rating in the employee's personnel file. The evaluation form must be the same for each employee involved for the same school years; the overall rating range is to be used. Otherwise, or in the case of a tie between the ranges, the last four digits of the employee's social security number shall be used, the higher number having more seniority.

ARTICLE XIII PERSONAL LEAVES OF ABSENCE

- A. Employees shall be permitted absences, without loss in pay, and with deduction from sick leave accumulation, up to a total of no more than five (5) days in any school year for any or all the reasons listed below. An employee who has taken personal leave on an emergency basis must make the necessary arrangements upon the date of his/her return from leave to file the Confidential Leave Request Form Failure to do so will mean loss of pay for that day. If such leave occurs on the last work day in June, the Confidential Leave Request must be filed prior to June 30.

Reasons:

- 1. In the event of serious illness or death of wife, husband, father, mother, son, daughter, grandfather, grandmother, grandchildren, father in law, mother in law, sister, brother, sister in law, brother in law, uncle, aunt, or child related by blood or marriage or member of

his/her immediate household, not to exceed five (5) in any school year.

2. Holy days not to exceed three (3) days in any school year that are mandated by an established religion as a non work day.
3. Quarantine.
4. Absence for husband for birth of child to wife not to exceed two (2) days in any school 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 makes such absence from service necessary. The designated Administrator must give prior approval.

B. Application for Sick Leave Without Pay:

An employee with five (5) years or more of service under regular appointment who exhausts accrued sick leave may request from the Board sick leave without pay.

All such requests must be received by the Chief Labor and Legal Officer at least five (5) workdays in advance of the start of the sick leave without pay. Such requests must be made on a Confidential Leave Request Form, must include a beginning and ending date, and must be accompanied by a doctor's note.

C. Leave Without Pay Other than Maternity:

Leaves of absence without pay shall be granted upon application to employees in cases of extreme personal hardship such as serious illness to a spouse, parent, or legal dependent. Such leave shall be limited to one (1) year.

D. Child Rearing Leave:

Child-rearing leave shall include adopting mothers or fathers and shall be limited to one (1) calendar year for employees. It shall be the policy (whenever possible) to reassign an employee on child-rearing leave to his/her former assignment provided he/she returns during the same school year.

E. Jury Duty:

An employee shall be entitled to full pay at current base rate for absence due to jury duty provided that reimbursement for same and regular pay together does not exceed the employee's regular wage. The employee shall give notice within two (2) days of receipt of his/her call to jury duty.

F. Military Leave:

Employees shall be granted leave without pay for military service for the duration of such service. Any such employee upon his/her return from military leave shall receive full credit toward seniority, longevity, annual salary increments, fringe benefits and other privileges contained herein, as though he/she was in regular service.

G. Professional Leave:

The Board shall pay the reasonable expenses (including fees, meals, lodging and transportation) incurred by members of the bargaining unit who attend workshops, seminars, conferences, conventions or other professional improvement sessions (such as visiting days) at the request and/or with the advance approval of the supervisor and Superintendent for particular purposes of special benefit to the school system. A written report may be required of any member of the bargaining unit attending such session. All members of the bargaining unit will be given a reasonable opportunity to participate in such programs. Approval shall not be unduly withheld.

H. Workers' Compensation:

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

**ARTICLE XIV
PERSONNEL FILE**

A. Limitations on File.

Official files shall be maintained so that Special Police Officers have a right of access and review of their files. No anonymous letters or materials shall be placed in a Special Police Officer's personnel file.

B. Right to Review File.

The Special Police Officer shall, upon request, be given the opportunity to review the contents of his/her file.

- C. **Right to Reply.**
The Special Police Officer 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 Special Police Officer shall receive, upon request, a copy of supervisory records and reports of competence, personal character and efficiency, maintained in his/her personnel file with reference to evaluation of his/her performance. The cost of 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 Special Police Officer.

ARTICLE XV LOSSES OR DAMAGES

The Hartford Board of Education will allocate \$250 for the purpose of reimbursing employees in the bargaining unit for damage or loss of personal property, excluding cash, not covered by the employees insurance, such damage or loss to have taken place during the employees working hours. All reimbursement in full or in part to the extent of the \$250 will be made. Such payment will not duplicate any amount paid by the employee's insurance.

ARTICLE XVI WORK DAY & WORK YEAR

Generally, the workday shall be defined as eight (8) consecutive hours starting no earlier than 7:00 a.m. and ending no later than 4:00 p.m. However, the Administration may create positions outside of the requirements set forth above, as a second shift. The work year is to be composed of one hundred and eighty three days (183) working days. The eight hour day includes a 30 minute meal break where the member must be available and on site if needed to respond to a safety or security need for the school.

If the work year is increased for a member or a group of members, due to a longer school year, additional hours shall be paid at the pro-rata rate.

ARTICLE XVII LAYOFF & RECALL

Layoffs shall take effect as follows by classification.

1. Temporary employees
2. Full-time employees
3. Regular employees hired since September 1, 1997 shall be laid off on the basis of seniority with the following exceptions:
 - a. Special needs of the educational program;
4. Regular employees hired prior to September 1, 1975 shall be laid-off on the basis of seniority.
5. Full-time employees 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 an employee is recalled from the list and does not accept said position, he/she shall be removed from the list.

ARTICLE XVIII SAVE HARMLESS CLAUSE

The provisions of this Article are included in the Agreement for informational purposes only and shall not be subject to the grievance procedure. If the law is revised during the term of this Agreement, the new law will apply and supercede the language provided below.

The Board shall protect and save harmless any bargaining unit employee from financial loss and expense, including legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to or death to any person, or in accidental damage to or destruction of property, within or without the school building, or any other acts, including but not limited to infringement of any person's civil rights, resulting in any injury, which acts are not wanton, reckless or malicious, provided such bargaining unit employee, at the time of the occurrence, was acting in the discharge of his/her duties or within the scope of employment or under the direction of the Board. (Conn. Gen. Stat. Section 10-235).

ARTICLE XIX SAVINGS CLAUSE

- A. If any provision of this Agreement is, or shall be at any time, contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law, and any substitute action shall be subject to appropriate consultation and negotiation with the Federation.
- B. In the event that any provision of the Agreement is, or shall at any time, be contrary to law, all other provisions of this Agreement shall continue in effect.

**ARTICLE XX
PROFESSIONAL IMPROVEMENT**

The Board desires to encourage the professional improvement of its employees in areas directly related to their employment. 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 \$500 per credit, up to a maximum of six (6) credits per year. Courses shall be eligible for reimbursement only during the school year in which the bargaining unit member took the course(s). Bargaining unit members must submit any course for reimbursement within three months of receipt of the final grade, or the claim for reimbursement shall be waived. For purposes of this article, successful completion means, at a minimum, receipt of a B or a Pass for the completed course work.

**ARTICLE XXI
GENERAL PROVISIONS**

A. Outside security work assignments shall be equally shared by all members of the bargaining unit at each work location.

B. Labor Management Committee:

A committee consisting of not more than two (2) Federation members and not more than two (2) representatives of the Board shall be for the purpose of addressing and resolving areas of concern.

C. No non-bargaining unit employees shall be assigned to work which falls within the purview of this bargaining unit on a regular basis. Security work at the central administration building shall not be considered a bargaining unit position.

D. Members shall be provided at least the equivalent of one and a half days of in-service per year.

The Board may mandate one or two additional professional development days prior to the first day of school. If a day or days are mandated, the members shall be compensated at the pro-rata rate.

E. Members of the bargaining unit shall not be assigned to more than one (1) work location during a work day except during the first and last week of school, teacher in-service days, student examination days and emergencies. Any such changes in work location assignments shall be equitably rotated among the members of the bargaining unit according to their classification.

Additionally, members assigned to bike patrol may be assigned to more than one location during the work day.

**ARTICLE XXII
DISCIPLINARY PROCEDURE & DISCHARGE**

Bargaining unit members shall not be issued a written reprimand, which is copied to the personnel file, suspended without pay or discharged without just cause.

**ARTICLE XXIII
PROBATIONARY PERIOD**

New bargaining unit members shall be considered probationary during their first 120 actual working days (excluding any unauthorized or authorized 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 seniority shall date back to the date of his/her original employment. The Administration shall make every effort to communicate concerns about performance, in a timely manner, to the new bargaining unit member. This article shall not be subject to the grievance procedure.

**ARTICLE XXIV
EFFECTIVE DATE**

- A. This agreement is the result of negotiations between the parties.
- B. This Agreement shall be in full force effective upon signing and shall remain in full force and effect until the Thirtieth day of June, 2017 and thereafter 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 to the other party not less than sixty (60) days written notice of intention to propose amendments.

**ARTICLE XXV
BIKE PATROL**

- a. The Board shall create/eliminate bike patrol positions/duties; shall determine bike patrol assignments; shall determine when members, who are assigned to bike patrol, shall perform bike patrol duties; and shall create the bike patrol routes. These matters shall not be subject to the grievance procedure.

- b. Nothing shall limit the Board's discretion to assign bike patrol during any time of the school year and the Federation acknowledges and agrees that any bike patrol duties performed outside of the first ten weeks of school and the final fourteen weeks of school are covered by the terms of this Agreement and the compensation described herein.
- c. If a member is asked to perform bike patrol by the Director of Security or designee, he/she shall submit the number of days the bike was ridden on a form in order to be processed for pay. Such form must be signed by the principal and sent to the Director of Security. Pay shall be at the rate of \$15 a day on the bike. The Director of Security must pre-authorize the number of days a member may ride.

**ARTICLE XXVI
CRIMINAL CONDUCT AND DRUG TESTING**

If a bargaining unit member is subject to custodial arrest, he/she shall immediately notify the Director of Security and the Chief Labor and Legal Officer.

If a bargaining unit member is convicted of a crime, he/she shall immediately notify the Director of Security and the Chief Labor and Legal Officer, in writing.

Further, the Administration may, in its sole discretion, require a member to submit to a drug/alcohol test.

IN WITNESS WHEREOF, the parties have set their hands this 30th day of June, 2016.

HARTFORD BOARD OF
EDUCATION

BY


Jill Cutler Hodgman, Chief Negotiator

HARTFORD FEDERATION OF
SCHOOL SPECIAL POLICE OFFICERS

BY


Patricia Walters, Chief Negotiator

Hector Dones, President

**APPENDIX A
SALARY SCHEDULES
SCHOOL SPECIAL POLICE OFFICERS**

Note: State Certification shall become a job requirement (qualification) effective July 1, 2013.

For all the salary schedules below, increment advancement is determined by Article IV, B.

Members shall receive a 3% differential upon successful completion of the SPO Training Academy if such an academy is created or a 5% differential for completion of an Associate's degree or a Bachelor's degree in Criminal Justice from an accredited college or university. The degree differential shall be paid within 90 days of the provision of the official transcript and request for such differential to the Executive Director of Human Resources. This provision shall not be subject to the grievance procedure.

The Board and the Union agree that any retroactive payments related to contract settlement shall only apply to Safety Officers employed as Safety Officers at the time the Board ratifies the agreement.

	2016-2017			
	1	2	3	4
20 (183 days)	25,978	31,391	33,555	36,803
21 (201 days)	28,524	34,467	36,844	40,409

**APPENDIX B
LONGEVITY**

SCHOOL SPECIAL POLICE OFFICERS

YEARS	AMOUNT
6-9	\$495
10-14	\$545
15-19	\$620
20+ PLUS	\$720

**APPENDIX C
FRINGE BENEFITS**

Health Insurance – Effective July 1, 2013, the Board shall pay eighty-nine percent (89%) of the fully insured equivalent premium and the member paying eleven percent (11%). Effective July 1, 2014, the Board shall pay eighty-eight percent (88%) of the fully insured equivalent premium and the member paying twelve percent (12%).

1.
 - A. The Hartford Board of Education Preferred Plan with the following co-pays and deductibles:

Effective July 1, 2012

Three tier drug rider as follows:

\$10 generic
\$25 formulary brand
\$40 non-formulary brand

Mail Order: Two times the applicable co-payment for a 90-day supply.

Effective July 1, 2012, there shall be mandatory generic drug substitution consistent with the State of Connecticut Benefit Design.

Effective July 1, 2008 –

Out-of-Network visits shall be subject to a \$250 deductible and 20% coinsurance for an individual plan up to a \$1,250 yearly maximum. Family plans shall be subject to a \$500 deductible and 20% coinsurance up to a \$2,500 yearly maximum.

\$ 20 - Office Visits Co-Pay
\$0/\$5 - Preventive Co-Pay
\$ 100 - Emergency Room Co-Pay
\$150 per admission Co-Pay
\$250/\$500 - Out of Network Co-Pay
80%/20% - Coinsurance of \$5,000/\$10,000

Three tier drug rider as follows:

\$10 generic
\$20 formulary brand
\$35 non-formulary brand

Mail Order: One times the applicable co-payment for a 90-day supply.

20% - Prescription Coinsurance for Out of Network
Unlimited Maximum

The above benefit descriptions are subject to the terms and conditions of the City of Hartford's Split Funded Contract.

Effective July 1, 2006, the following changes will take effect:

Exclusion of Lasik surgery
Breast Implant removal (add \$1,000 maximum)
Exclude Rogaine and Nicorette
Exclude sex change operation

2. The Union agrees that any portion of the health, dental or prescription drug plan may be insured or self-insured at the sole discretion of the Board. This provision shall not be subject to the grievance procedure.
3. Anthem Blue Cross Blue Shield Full Service Dental Plan subject to the premium cost sharing specified above. Employees and their enrolled dependents will also be provided with riders A, B, C, D, and E (DCR, up to age 25) at no cost.
4. Coverage will be provided for handicapped or disabled dependent children who are 25 years of age or older. The employee and their dependents must meet Anthem Blue Cross Blue Shield's periodic medical certification requirements in order to qualify for the medical coverage continuation.
5. If the employee or the employee's dependents become ineligible for medical or dental coverage, they can purchase the coverage at their own expense at the group rate plus the 2% administration fee in accordance with the Congressional Omnibus Budget Reconciliation Act (COBRA).
6. Bargaining unit members who opt not to take the health insurance plan shall be paid an annual stipend of \$1,000.
7. A Long-Term Disability policy will be made available to bargaining unit members at group rates.
8. Laid-off employees and legally dependent survivors shall have access to group rates for all established benefits.
9. Laid-off employees shall have access to group rates for all current insurance coverage in accordance with the policies of the carrier and the rules and regulations of the Insurance Commissioner.
10. 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 substantially equal 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 Federation 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 Federation 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.

**APPENDIX D
REIMBURSEMENT FOR PERSONAL AUTO**

Employees who use their personal automobile for outside patrol during the months of November through April shall be compensated at a flat rate of \$20.00 per week. When officers are requested to use their personal automobiles for responsibilities other than outside patrol they will be compensated in accordance with the IRS rate at that time.

**APPENDIX E
SEVERANCE PAY**

- A. All employees will earn two sick days a month the unused portion of which may be accumulated to a total of 175.
- B. All employees will be eligible to receive severance pay on retirement or death for unused sick leave days that they accumulate. The formula shall be as follows: For each sick leave day unused at the date of retirement or death, he/she shall receive the equivalent of one (1) day's salary to a maximum of seventy (70) days or one-half the total number of unused sick leave days, whichever is higher.
- C. The provisions of this Subsection are included in the Agreement for informational purposes only; they are not intended to be comprehensive and may not be up-to-date. This subsection shall not be subject to the grievance procedure.
Pensions:

1. The present retirement benefits to the MERF plan of the City of Hartford shall continue in effect.
 - a. An employee with at least twenty five (25) years of service and at least fifty-five (55) years of age, or an employee with at least ten (10) years of service and at least sixty (60) years of age will be eligible for a pension based on two percent (2%) of the employees final average pay per whole year of service.
 - b. The normal retirement allowance shall amount to two percent (2%) of final average pay for each year of service to a maximum of seventy percent (70%) of final average pay. The final average pay will be computed on the basis of the employee's highest five (5) of the last ten (10) years of his/her gross earnings.
 - c. 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 to receive a pension based on the above formula but reduced by four percent (4%) for each year the employee retires short of age sixty (60).
 - d. Any disability or disability allowance shall be computed as provided above and shall be subject to the limitations of Section 3 (e) and 3 (f).
 - e. Commencing July 1, 1988 all employees shall contribute to the pension fund a total of four percent (4%) of the employee's earnings on which Social Security taxes are paid and seven percent (7%) of the balance of the employees earnings to his account in the fund. This contribution shall be in lieu of any previous contributions required.
 - f. The employee contributions to the pension fund of employees represented by Local 1018D Hartford Federation of School Special Police Officers, HFT, CSFT, AFT, AFL-CIO will be credited with three percent (3%) interest on such contributions. Present employees will be credited with such interest on their contributions as of June 30, 1988 or to the date of their employment, whichever is late. Each July 1 after July 1, 1988 contributions and interest shall be credited with three percent (3%) interest. Once credited, the interest and contributions made by the employee to the pension fund shall be payable to the employee upon separation from the city employment except that no such payment will be made to an employee granted a pension in accordance with this Chapter XVII, Section 3.

- g. An employee will be allowed to buy into the retirement system up to four (4) years of military service provided that the employee pays the prescribed contributions with interest in accordance with the provisions and stipulations of this plan.

SIDE LETTER
BETWEEN
THE HARTFORD PUBLIC SCHOOLS AND
THE HARTFORD FEDERATION OF SCHOOL SPECIAL POLICE OFFICERS

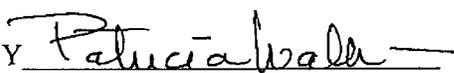
The Union and the Board acknowledge the Board's practice to separate an employee from service (self-resign) if the member fails to appear for work without authorization. This practice is long-standing and is not subject to the grievance procedure.

If a member fails to appear for work and does not call in, that day is considered unauthorized and unpaid. If a member fails to appear for work and has not been approved for a leave, he/she may be separated from service as having abandoned his/her position or self-resigned. If a person is running out of leave time or has run out of time, and has not be authorized for any other kind of leave, the Administration sends a notice to the home address listed in the payroll system indicating these facts and requiring that the member return to work by a date certain. If the member fails to appear by such date, the member is self-resigned. Three days without authorization for the first occurrence is the minimum for a self-resignation. A letter is sent to confirm the self-resignation. This process is followed when the member is out of time but legitimately sick or when the person fails to appear but has not been approved for leave. One example of the later is going on a trip for vacation and failing to return for work. In that case, the letter is sent to the home address on record and the confirming letter is sent if the member does not return as directed. Once a person has received a "self-resignation" notice and reappears for work, he/she no longer receives the same minimum of three day grace period if the same occurs in the future. In those cases where notice is given, even one unauthorized day can be treated as a self-resignation.

THE HARTFORD BOARD OF
EDUCATION

HARTFORD FEDERATION OF
SCHOOL SPECIAL POLICE OFFICERS

BY 
Jill C. Hodgman, Chief Labor
and Legal Officer

BY 
Patricia Walters, Chief Negotiator

Union Ratified 3.24.16

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE HARTFORD BOARD OF EDUCATION

AND

**THE HARTFORD FEDERATION OF SCHOOL SPECIAL
POLICE OFFICERS
LOCAL 1018D, AFT, AFL-CIO**

~~July 1, 2012 - June 30, 2016~~

July 1, 2016 - June 30, 2017

4-7-2016

TA
PW

PW

4/8/16

TABLE OF CONTENTS

Article I	RECOGNITION	1
Article II	BOARD PREROGATIVES	1
Article III	DURATION OF AGREEMENT	2
Article IV	SALARY	3
Article V	SALARY PLACEMENT UPON INITIAL EMPLOYMENT	5
Article VI	FRINGE BENEFITS	5
Article VII	GRIEVANCE PROCEDURE	5
Article VIII	FAIR PRACTICES	8
Article IX	OPPORTUNITIES AND ASSIGNMENTS	8
Article X	NOTICES AND ANNOUNCEMENTS	10
Article XI	FEDERATION RIGHTS	10
Article XII	SENIORITY	12
Article XIII	PERSONAL LEAVES OF ABSENCE	12
Article XIV	PERSONNEL FILE	14
Article XV	LOSSES OR DAMAGES	15
Article XVI	WORK DAY & WORK YEAR	15
Article XVII	LAYOFF & RECALL	16
Article XVIII	SAVE HARMLESS CLAUSE	16
Article XIX	SAVINGS CLAUSE	16
Article XX	PROFESSIONAL IMPROVEMENT	17
Article XXI	GENERAL PROVISIONS	17
Article XXII	DISCIPLINARY PROCEDURE & DISCHARGE	18
Article XXIII	PROBATIONARY PERIOD	18
Article XXIV	EFFECTIVE DATE	18
Article XXV	BIKE PATROL	18
Article XXVI	CRIMINAL CONDUCT AND DRUG TESTING	19
Appendix A	SALARY SCHEDULES	20
Appendix B	LONGEVITY	21
Appendix C	FRINGE BENEFITS	22
Appendix D	REIMBURSEMENT FOR PERSONAL AUTO	24
Appendix E	SEVERANCE PAY (sick leave)	24
Side Letter	SELF-RESIGNATION	27

**HARTFORD BOARD OF EDUCATION
AND THE
HARTFORD FEDERATION OF SCHOOL SPECIAL POLICE OFFICERS
LOCAL #1018D, AFT, AFL-CIO**

THIS AGREEMENT IS MADE AND ENTERED INTO by and between the Hartford Board of Education (hereinafter referred to as "The Board") and the Hartford Federation of School Special Police Officers (hereinafter referred to as the "Federation").

WHEREAS, the School Special Police officers employed by the Hartford School System selected as their sole representative the Federation, resulting in the Federation becoming exclusive bargaining representative for all School Special Police Officers in the unit; and

WHEREAS, the Board and its designated representative have met with representatives of the Federation and have fully considered and discussed amongst themselves, salary schedules, working conditions, personnel policies and other conditions relative to employment, it is agreed as follows:

**ARTICLE I
RECOGNITION**

The Board recognizes the Federation as the exclusive bargaining representative for all employees in the position designated as "School Special Police Officers" for the purpose of negotiating with respect to salary schedules, fringe benefits and conditions relative to employment. A School Special Police Officer is a non-certified person employed by the Board whose duty is to support the administration and school staff in providing control and enforcing laws related to school security. No School Special Police Officer will be assigned as his/her regular duties the work of any other Board bargaining unit employee. Effective July 1, 2012, the Board shall refer to the members of the bargaining unit as Safety Officers.

**ARTICLE II
BOARD PREROGATIVES**

Except as otherwise abridged or modified by any provision of this Agreement, the Board has and will continue to retain, 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. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with or in violation of any of the specific terms and provisions of this Agreement.

No action taken by the Board with respect to such rights, responsibilities and prerogatives, other than as there are specified provisions herein elsewhere contained, shall be subject to the grievance provisions of this Agreement.

ARTICLE III DURATION OF AGREEMENT

A. Negotiation 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, 20176. The parties shall enter into negotiations for a successor agreement one hundred twenty (120) days prior to the expiration of this agreement as provided by applicable state law.
2. During negotiations, the Board and the Federation 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 Federation with materials and/or information necessary to discuss salaries, fringe benefits and working conditions. It is understood that the materials relate only to the Federation.

B. Negotiation over Matters Not Covered by Terms of Agreement:

1. This Agreement contains the full and complete agreement between the Board and the Federation on all bargainable issues, and neither party shall be required during the term hereof to negotiate or bargain upon any issue, whether it is covered, or not covered in this Agreement. All prior practices, agreements and understandings are void and of no force and effect unless specifically incorporated herein.
2. This Agreement may be amended or modified by the mutual agreement of the parties, although it is recognized that neither party has any obligation to negotiate such amendment or modification during the life hereof.
3. The Board shall not adopt a change in policy affecting fringe benefits, working conditions, or matters relative thereto not covered by the terms of this Agreement, unless such change in policy is submitted in writing to the Federation for discussion at least ten (10) working days prior to its adoption.

**ARTICLE IV
SALARY**

A. Wages:

Bargaining unit members shall be paid in accordance with the salary schedule as set forth in Appendix A. Appendix A is annexed hereto and is hereby made a part of this Agreement. Members shall be paid on the 26 pay plan effective for the 2009-10 school year. Effective January 1, 2014, the Board may require direct deposit and provision of electronic notification of pay at its discretion. Exceptions may be granted for reasonable cause.

B. Increments:

To be eligible for increments, bargaining unit members must receive a satisfactory or better on the evaluation instrument. The Federation shall have the right to grieve procedural defects in the evaluation process only through the Labor Relations Manager level. The substance of the evaluation shall not be subject to the grievance procedure. In order to withhold an increment payment when such payments are made, the Administration must provide written notice, at least two months prior to the year-end evaluation of the bargaining unit member, indicating that there are performance concerns.

Increments shall be granted as set forth in this agreement. Upon expiration of this agreement, employees shall not be granted increments, unless and until a successor agreement so provides.

There shall be no increments during the life of this agreement.

~~Eligible bargaining unit members shall advance one full increment on the salary schedule described in Appendix A, effective July 1, 2012, July 1, 2013, July 1, 2014, and July 1, 2015.~~

TA
4-7-14
RW
4/8/14

C. Performance Incentive

Each member who works in a school that shows significant improvement shall be paid \$1,250 after the conclusion of the work year. The measure of improvement shall be through improvement as determined by the Superintendent of Schools, which shall apply to all eligible employees in the district. To be eligible the member must appear and work a full day in such a school on at least 97% of the work days in the relevant work year. This provision shall not be subject to the grievance procedure.

Employee's longevity payment shall be earned on the employee's anniversary in recognition of their length of service and is to be computed as set forth in Schedule B. which is annexed thereto and hereby made a part hereof. Said payment will be made annually in one lump sum, on July 1. Pro-rata longevity payments will be made to an employee in the event said employee terminates his/her services with

the Board. For purposes of said longevity payments, employees on paid sick leave shall be included under said longevity payment schedule.

D. Salaries for additional workdays beyond the contractual work year of 183 days shall be based on 1/183 of the salary of the employee.

E. Overtime:

1. If an employee is requested to work beyond a forty (40) hour week, compensation shall be at a rate equal to one-&-one half (1.5) times his/her regular rate of pay. Holiday hours will be counted as time worked for the purposes of calculating hours worked in a week. Holidays for the purpose of this Article include the days listed below only if the bargaining unit member does not work on that day and school is not in session on that day:

- a. New Year's Day
- b. Martin Luther King, Jr. Day
- c. President's Day
- d. Good Friday
- e. Memorial Day
- f. Labor Day
- g. Thanksgiving Day
- h. Day after Thanksgiving Day
- i. Christmas Day

2. Double time (2.0) shall be paid for work on Sundays or holidays (excluding Thanksgiving) provided the employee works forty (40) hours the same week of the holiday or the week preceding the Sunday. Such overtime is to be computed in quarter hour blocks.

3. Any bargaining unit member assigned to work beyond his/her regular hours at a Hartford Board of Education event or activity, etc. (e.g. power hour, daycare, aftercare, athletic activities, etc.) shall be paid in accordance with the above language. If a bargaining unit member is assigned work beyond his/her regular hours for an event or activity paid for by an outside vendor (e.g. Boys & Girls Club, Urban League, etc.), he/she shall be guaranteed a minimum of three (3) hours of work.

4. Employees called in for an activity outside their regularly scheduled hours which is cancelled, shall be paid a minimum of three (3) hours at time and one-half their regular hourly rate provided the hours are not consecutively annexed to either end of their workday. Said payment will be made when the employee has not been notified in person of the cancellation of the activity. Notification may be in person or through a notice of cancellation broadcast in the same manner as school closings.

C. Recognition for Professional Improvement

1. When an employee completes a two (2) year degree which is job-related and has been approved by the Office of Talent Management, he/she shall be given one (1) additional step on the salary schedule in either September or January, whichever falls first.
2. When an employee completes a four (4) year degree which is job-related and has been approved by the Office of Talent Management, he/she shall be given two (2) additional steps on the salary schedule in either September or January, whichever falls first.
3. A new or current employee who has already completed a two (2) year or four (4) year degree may submit his/her degree to the Office of Talent Management and Labor Relations. If the degree is determined to be job related, then additional step(s) on the salary schedule shall be granted to the employee in September or January, whichever comes first after the submission of the degree to the Human Resources Department and Labor Relations. A two (2) year job related degree shall result in one (1) additional step on the salary schedule; a four (4) year job related degree shall result in, two (2) additional steps on the salary schedule. The maximum number of steps an employee can earn for professional improvement is two (2) steps.

ARTICLE V SALARY PLACEMENT UPON INITIAL EMPLOYMENT

In determining the initial placement on the salary schedule for employees new to the bargaining unit, the Superintendent or his/her designee may make appropriate placements. However, in no case shall such new employee be placed on the top step unless the new employee has relevant work experience. This provision shall not be subject to the grievance procedure.

ARTICLE VI FRINGE BENEFITS

The fringe benefits shall be those enumerated in Appendix C, incorporated herein.

ARTICLE VII GRIEVANCE PROCEDURE

Section 1 - Definition

The term "grievance" is defined as an alleged violation, misapplication or misinterpretation of the specific provisions of this Agreement.

Section 2 - Procedures

Adjustment of all grievances shall be sought in accordance with the following three-step procedure:

Step 1: A bargaining unit member must submit his/her grievance in writing and such grievance must be received by the immediate supervisor within five (5) work days of the date when the events giving rise to the grievance occurred. Such submission shall be made to the immediate supervisor for a satisfactory adjustment. 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 employee prior to making his/her decision, but in any event must render his/her decision within five (5) workdays of the submission. The employee may be accompanied by a Union representative if he/she so desires at any such meeting.

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

However, the time limits for filing the initial grievance may only be waived or extended by written agreement between the Chief Labor and Legal Officer/Director of Staffing (or specified designee) and the Federation President (or designee).

Step 2: If no satisfactory settlement is reached, the grievance may be pursued by the bargaining unit member to the Chief Labor and Legal Officer by providing the Chief Labor and Legal Officer with a copy of such grievance and, requesting a meeting in writing, within ten (10) workdays of the decision of the Supervisor. The Chief Labor and Legal Officer or his/her designee will schedule a meeting with the Grievant to attempt to resolve the issues related to the grievance within twenty (20) workdays following the bargaining unit member's filing the grievance with the Chief Labor and Legal Officer. The Chief Labor and Legal Officer shall have ten (10) workdays after holding the meeting to issue a written decision. A copy of the decision shall be provided to both the Grievant, if a Grievant was present at the meeting, and the Union.

Step 3: In the event that the grievance is not settled at Step 1 or Step 2, then the Federation may seek arbitration of the grievance before the American Arbitration Association. The Federation's request for arbitration shall be in writing and must be filed with the American Arbitration Association with a copy to the Chief Labor and Legal Officer within ten (10) workdays after the receipt of the Chief Labor and Legal Officer's (or his/her designee's) decision at Step 2 or not later than ten (10) workdays following the expiration of the time limits for making such a decision, whichever shall occur first. The decision of the AAA arbitrator shall be final and binding upon both parties, provided it is in accordance with the law. The arbitrator

shall have no power to add to, delete from, or modify in any way the provisions of this Agreement.

The specific provision(s) of the Agreement which are involved in the matter must be identified in the submission.

Section 3 - General

1. 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.
2. If a grievance is not processed in accordance with the time or procedural requirements, it shall be deemed withdrawn.
3. In the event that the Board's representative does not provide the Union with a timely response to the grievance following the meeting of the parties or if the meeting is not scheduled within the timelines described above, the bargaining unit member or, if appropriate, the Union, may proceed with the next step of the grievance procedure provided that the Union or the bargaining unit member, if appropriate, does so within the specific time limits set forth above.
4. Any grievance, as defined in Section 1 above, not presented for disposition through the grievance procedure described under Section 2 above within five (5) workdays of the time when either the Grievant or the Union knew or reasonably should have known of the conditions giving rise thereto, shall not thereafter be considered a grievance under this Agreement. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be considered acceptance by the aggrieved of the decision rendered or an acceptance of a denial, if no decision was rendered, and such decision/denial shall thereafter be binding upon the aggrieved and the Union. 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.
5. Grievances arising from the action of an official other than the coordinator, supervisor, or principal shall be filed against that official.
6. No employee may file for arbitration or appeal to the Chief Labor and Legal Officer under this procedure except with the approval and participation of the Union. No employee may file for arbitration as an individual, but only the Federation may file an appeal to arbitration hereunder.
7. 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. Such meetings shall be scheduled to avoid interference with providing services to students. When such meetings are held during the work hours, all persons who participate shall be excused without loss of pay for that purpose. Persons proper to be present for the purposes of this section are defined as the grievant or grievant(s) and their appropriate Union representative. Qualified

witnesses shall also be permitted to attend meetings, but only for the duration of such witness' testimony.

8. The Union will be notified, in advance, of the time and location of grievance meetings held by the Chief Labor and Legal Officer.
9. The Union shall have the right to initiate a grievance or appeal from the disposition of a grievance of any bargaining unit member or group of members at any step of this procedure.
10. After the last day of school and prior to the beginning of the next school year, the work "day" shall mean weekdays excluding Board holidays, Saturdays, and Sundays.

ARTICLE VIII FAIR PRACTICES

- A. The Board agrees to continue its policy of not discriminating against any member of the bargaining unit on the basis of race, creed, color, national origin, age, sex, sexual orientation or marital status or membership or participation in, or association with, the activities of any organization.
- B. The Federation agrees, in accordance with its constitution, to continue to admit persons to membership without discrimination on the basis of race, creed, color, national origin, age, sex, sexual orientation, marital status, and to represent equally all members of the bargaining unit.
- C. The provisions of this article are included in the agreement for informational purposes only, and shall not be subject to the grievance procedure.

ARTICLE IX OPPORTUNITIES AND ASSIGNMENTS

- A. Vacancies and new positions that are to be filled will be posted throughout the system for five (5) school days as they occur. Bargaining unit members must apply within ten (10) school days.
- B. The principal criterion for consideration of a request for change in assignment is whether the transfer will result in the best educational program for Hartford Public School children.
- C. Only regular employees may request transfers. After a transfer has been granted, employees will not be eligible to apply for another transfer for one (1) year.

- D. The Federation will be notified on a monthly basis of any changes in assignments or new employees.
- E. The Federation recognizes the right of the Board for education reasons to assign newly hired employees prior to reassigning those who have requested a transfer.
- F. Summer vacancies shall be offered first to qualified bargaining unit members within the assigned school. The determination of a member's qualification shall be based upon a number of factors including, but not limited to: qualifications for position, satisfactory job performance, seniority, prior relevant experience, professional improvement, receipt of disciplinary action and attendance.
- G. In determining who shall be selected from among qualified applicants, the following criteria will apply:
 - 1. Job performance
 - 2. Prior experience
 - 3. Professional improvement
 - 4. Qualifications of the position
 - 5. Discipline/Attendance

Where candidates are relatively equal in the above criteria, seniority shall be the determining factor. Where candidates are not relatively equal in the above criteria, seniority shall be considered as an additional factor.

- H. **Involuntary Transfer**
The Board reserves the right to change a member's assignment in its sole discretion with at least two weeks notice, whenever possible, without meeting the requirements listed below (1) if a school is being redesigned, closed, or reconstituted; or (2) the Administration is implementing a Board policy related to nepotism.

Otherwise, the Administration shall follow the following procedure -

- 1. Before an involuntary transfer is made the Board shall ask volunteers who may wish to transfer to the new or vacant position.
- 2. Failing a response by any volunteer, the Board may fill said positions through involuntary transfer.
- 3. Where possible, involuntary transfers shall not be made without the prior knowledge of and discussion with the employee concerned. The employee shall be notified of the reason(s) for the transfer at least two (2) weeks prior to the effective transfer date.
- 4. If prior notice is not possible, the affected employee may request a meeting to discuss the reason for the transfer. Said meeting shall be scheduled within ten (10) working days of the employee's request,

whenever possible, but in no event later than fifteen (15) working days.

- I. Vacancies shall be filled within thirty (30) calendar days from the closing date of the posting provided there is at least one (1) qualified applicant and funding is available. In filling a vacancy, preference will be given to unit members who have a positive work record.

ARTICLE X NOTICES AND ANNOUNCEMENTS

All official circulars from the Superintendent's office and from the Board which are intended for the information of the employees shall be delivered to the President of the Federation who will disseminate such information to the Federation membership.

ARTICLE XI FEDERATION RIGHTS

- A. 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. The proper deduction will be made each month from the employee's salary and forwarded to the Federation monthly. Upon the payment thereof to the Federation, the Board shall be held free and harmless from any liability in handling such Federation dues and may require a release from the Federation.
- B. Wherever possible, one (1) bulletin board shall be reserved at an accessible place in Hartford Public Schools, for the exclusive use of the Federation for the posting of official Federation notices or announcements.
- C. The Federation may call meetings in each school before or immediately after or during the lunch hour upon request and permission from the principal. Individuals having assignments at the time the meeting is scheduled must request and receive individual permission to attend. Permission in either instance shall not be unreasonably withheld.
- D. The Board agrees to furnish a copy of this Agreement to each employee. The cost of reproducing the same shall be shared between the Board and the Federation.
- E. There shall be made available to the Federation upon its request any and all information, statistics and records which the Federation may deem to be relevant or necessary for the proper enforcement and implementation of the

terms of this Agreement, to the extent to which such material is readily available or is reasonably obtainable. Records of employees other than those involved shall not be available without the approval of the individual employees.

- F. Whenever members of the bargaining units are scheduled by the parties to participate during school hours in a conference or meeting, they shall suffer no loss in pay.
- G. A copy of the public agenda of the regular Board meetings shall be available to the official Federation representatives to the Board, to the extent possible, twenty-four (24) hours prior to the meetings. This representative shall be advised as soon as possible of all special meetings.

H. Notices & Announcements:

A copy shall be sent to the Federation office of any notice, directive or bulletin, relating to members of the bargaining unit generally or to any substantial group of members of the bargaining unit.

I. Federation Leave:

Members of the bargaining unit who are elected or appointed to a full-time position with the Federation (local, state, or national) will, upon proper application, be granted a one-year leave of absence without pay for the purposes of accepting a position. Such leave may be extended for one (1) additional year upon proper application prior to June 1. A member of the bargaining unit granted such leave of absence shall have available all insurance and other benefits payable to the employee and the Federation and shall, during such leave, accrue seniority, salary increment and like benefits (excluding, however, sick leave days) as though he/she was in regular service. Upon return to service, he/she will be placed in the assignment, which he/she left if the position has not been eliminated, otherwise in a comparable position with such accrued benefits and increments as he/she would have earned had he/she been on active service.

J. Superseniority:

Superseniority shall be given to no more than four (4) Federation officers during the life of the contract. Each September the Federation shall provide the Board with a list of the names of officers whom are covered under this provision for the particular year.

K. Delegated Release Time:

No more than three (3) Federation officials shall be allowed six (6) days per year with pay to attend official Federation conferences and conventions.

The maximum number of delegated release days shall be eighteen (18) days over the life of the contract with a yearly accumulation of six (6) unused days per year. Each year the Federation shall inform the Director of Staffing and the Labor and Legal Officer of the names of the three (3) delegates. Adequate advance notification shall be given to (1), the building Administrator, (2) the security Administrator, and (3) the Chief Labor and Legal Officer. Final approval shall be given by the Chief Labor and Legal Officer and shall not be unreasonably withheld.

ARTICLE XII SENIORITY

- A. Except for school related benefits, seniority shall be based on the employee's length of service in the bargaining unit position. In the case of an administrative transfer, seniority shall be carried with the employee to the school where he/she is transferred.
- B. Seniority shall continue to accrue during all authorized leaves of absence with pay and sick leaves.
- C. In case of a tie, seniority shall be determined by the most current evaluation rating in the employee's personnel file. The evaluation form must be the same for each employee involved for the same school years; the overall rating range is to be used. Otherwise, or in the case of a tie between the ranges, the last four digits of the employee's social security number shall be used, the higher number having more seniority.

ARTICLE XIII PERSONAL LEAVES OF ABSENCE

- A. Employees shall be permitted absences, without loss in pay, and with deduction from sick leave accumulation, up to a total of no more than five (5) days in any school year for any or all the reasons listed below. An employee who has taken personal leave on an emergency basis must make the necessary arrangements upon the date of his/her return from leave to file the Confidential Leave Request Form Failure to do so will mean loss of pay for that day. If such leave occurs on the last work day in June, the Confidential Leave Request must be filed prior to June 30.

Reasons:

- I. In the event of serious illness or death of wife, husband, father, mother, son, daughter, grandfather, grandmother, grandchildren, father in law, mother in law, sister, brother, sister in law, brother in

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

2. Holy days not to exceed three (3) days in any school year that are mandated by an established religion as a non work day.
3. Quarantine.
4. Absence for husband for birth of child to wife not to exceed two (2) days in any school 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 makes such absence from service necessary. The designated Administrator must give prior approval.

B. Application for Sick Leave Without Pay:

An employee with five (5) years or more of service under regular appointment who exhausts accrued sick leave may request from the Board sick leave without pay.

All such requests must be received by the Chief Labor and Legal Officer at least five (5) workdays in advance of the start of the sick leave without pay. Such requests must be made on a Confidential Leave Request Form, must include a beginning and ending date, and must be accompanied by a doctor's note.

C. Leave Without Pay Other than Maternity:

Leaves of absence without pay shall be granted upon application to employees in cases of extreme personal hardship such as serious illness to a spouse, parent, or legal dependent. Such leave shall be limited to one (1) year.

D. Child Rearing Leave:

Child-rearing leave shall include adopting mothers or fathers and shall be limited to one (1) calendar year for employees. It shall be the policy (whenever possible) to reassign an employee on child-rearing leave to his/her former assignment provided he/she returns during the same school year.

E. Jury Duty:

An employee shall be entitled to full pay at current base rate for absence due to jury duty provided that reimbursement for same and regular pay together does not exceed the employee's regular wage. The employee shall give notice within two (2) days of receipt of his/her call to jury duty.

F. Military Leave:

Employees shall be granted leave without pay for military service for the duration of such service. Any such employee upon his/her return from military leave shall receive full credit toward seniority, longevity, annual salary increments, fringe benefits and other privileges contained herein, as though he/she was in regular service.

G. Professional Leave:

The Board shall pay the reasonable expenses (including fees, meals, lodging and transportation) incurred by members of the bargaining unit who attend workshops, seminars, conferences, conventions or other professional improvement sessions (such as visiting days) at the request and/or with the advance approval of the supervisor and Superintendent for particular purposes of special benefit to the school system. A written report may be required of any member of the bargaining unit attending such session. All members of the bargaining unit will be given a reasonable opportunity to participate in such programs. Approval shall not be unduly withheld.

H. Workers' Compensation:

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

**ARTICLE XIV
PERSONNEL FILE**

A. Limitations on File.

Official files shall be maintained so that Special Police Officers have a right of access and review of their files. No anonymous letters or materials shall be placed in a Special Police Officer's personnel file.

B. Right to Review File.

The Special Police Officer shall, upon request, be given the opportunity to review the contents of his/her file.

- C. Right to Reply.
The Special Police Officer 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 Special Police Officer shall receive, upon request, a copy of supervisory records and reports of competence, personal character and efficiency, maintained in his/her personnel file with reference to evaluation of his/her performance. The cost of 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 Special Police Officer.

ARTICLE XV LOSSES OR DAMAGES

The Hartford Board of Education will allocate \$250 for the purpose of reimbursing employees in the bargaining unit for damage or loss of personal property, excluding cash, not covered by the employees insurance, such damage or loss to have taken place during the employees working hours. All reimbursement in full or in part to the extent of the \$250 will be made. Such payment will not duplicate any amount paid by the employee's insurance.

ARTICLE XVI WORK DAY & WORK YEAR

Generally, the workday shall be defined as eight (8) consecutive hours starting no earlier than 7:00 a.m. and ending no later than 4:00 p.m. However, the Administration may create positions outside of the requirements set forth above, as a second shift. The work year is to be composed of one hundred and eighty three days (183) working days. The eight hour day includes a 30 minute meal break where the member must be available and on site if needed to respond to a safety or security need for the school.

If the work year is increased for a member or a group of members, due to a longer school year, additional hours shall be paid at the pro-rata rate.

ARTICLE XVII LAYOFF & RECALL

Layoffs shall take effect as follows by classification.

1. Temporary employees
2. Full-time employees
3. Regular employees hired since September 1, 1997 shall be laid off on the basis of seniority with the following exceptions:
 - a. Special needs of the educational program;
4. Regular employees hired prior to September 1, 1975 shall be laid-off on the basis of seniority.
5. Full-time employees 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 an employee is recalled from the list and does not accept said position, he/she shall be removed from the list.

**ARTICLE XVIII
SAVE HARMLESS CLAUSE**

The provisions of this Article are included in the Agreement for informational purposes only and shall not be subject to the grievance procedure. If the law is revised during the term of this Agreement, the new law will apply and supercede the language provided below.

The Board shall protect and save harmless any bargaining unit employee from financial loss and expense, including legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to or death to any person, or in accidental damage to or destruction of property, within or without the school building, or any other acts, including but not limited to infringement of any person's civil rights, resulting in any injury, which acts are not wanton, reckless or malicious, provided such bargaining unit employee, at the time of the occurrence, was acting in the discharge of his/her duties or within the scope of employment or under the direction of the Board. (Conn. Gen. Stat. Section 10-235).

**ARTICLE XIX
SAVINGS CLAUSE**

- A. If any provision of this Agreement is, or shall be at any time, contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law, and any substitute action shall be subject to appropriate consultation and negotiation with the Federation.
- B. In the event that any provision of the Agreement is, or shall at any time, be contrary to law, all other provisions of this Agreement shall continue in effect.

**ARTICLE XX
PROFESSIONAL IMPROVEMENT**

The Board desires to encourage the professional improvement of its employees in areas directly related to their employment. 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 \$500 per credit, up to a maximum of six (6) credits per year. Courses shall be eligible for reimbursement only during the school year in which the bargaining unit member took the course(s). Bargaining unit members must submit any course for reimbursement within three months of receipt of the final grade, or the claim for reimbursement shall be waived. For purposes of this article, successful completion means, at a minimum, receipt of a B or a Pass for the completed course work.

**ARTICLE XXI
GENERAL PROVISIONS**

A. Outside security work assignments shall be equally shared by all members of the bargaining unit at each work location.

B. Labor Management Committee:

A committee consisting of not more than two (2) Federation members and not more than two (2) representatives of the Board shall be for the purpose of addressing and resolving areas of concern.

C. No non-bargaining unit employees shall be assigned to work which falls within the purview of this bargaining unit on a regular basis. Security work at the central administration building shall not be considered a bargaining unit position.

D. Members shall be provided at least the equivalent of one and a half days of in-service per year.

The Board may mandate one or two additional professional development days prior to the first day of school. If a day or days are mandated, the members shall be compensated at the pro-rata rate.

E. Members of the bargaining unit shall not be assigned to more than one (1) work location during a work day except during the first and last week of school, teacher in-service days, student examination days and emergencies. Any such changes in work location assignments shall be equitably rotated among the members of the bargaining unit according to their classification.

Additionally, members assigned to bike patrol may be assigned to more than one location during the work day.

**ARTICLE XXII
DISCIPLINARY PROCEDURE & DISCHARGE**

Bargaining unit members shall not be issued a written reprimand, which is copied to the personnel file, suspended without pay or discharged without just cause.

**ARTICLE XXIII
PROBATIONARY PERIOD**

New bargaining unit members shall be considered probationary during their first 120 actual working days (excluding any unauthorized or authorized 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 seniority shall date back to the date of his/her original employment. The Administration shall make every effort to communicate concerns about performance, in a timely manner, to the new bargaining unit member. This article shall not be subject to the grievance procedure.

**ARTICLE XXIV
EFFECTIVE DATE**

- A. This agreement is the result of negotiations between the parties.
- B. This Agreement shall be in full force effective upon signing and shall remain in full force and effect until the Thirtieth day of June, 2017~~6~~ and thereafter 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 to the other party not less than sixty (60) days written notice of intention to propose amendments.

**ARTICLE XXV
BIKE PATROL**

- a. The Board shall create/eliminate bike patrol positions/duties; shall determine bike patrol assignments; shall determine when members, who are assigned to bike patrol, shall perform bike patrol duties; and shall create the bike patrol routes. These matters shall not be subject to the grievance procedure.

- b. Nothing shall limit the Board's discretion to assign bike patrol during any time of the school year and the Federation acknowledges and agrees that any bike patrol duties performed outside of the first ten weeks of school and the final fourteen weeks of school are covered by the terms of this Agreement and the compensation described herein.
- c. If a member is asked to perform bike patrol by the Director of Security or designee, he/she shall submit the number of days the bike was ridden on a form in order to be processed for pay. Such form must be signed by the principal and sent to the Director of Security. Pay shall be at the rate of \$15 a day on the bike. The Director of Security must pre-authorize the number of days a member may ride.

**ARTICLE XXVI
CRIMINAL CONDUCT AND DRUG TESTING**

If a bargaining unit member is subject to custodial arrest, he/she shall immediately notify the Director of Security and the Chief Labor and Legal Officer.

If a bargaining unit member is convicted of a crime, he/she shall immediately notify the Director of Security and the Chief Labor and Legal Officer, in writing.

Further, the Administration may, in its sole discretion, require a member to submit to a drug/alcohol test.

IN WITNESS WHEREOF, the parties have set their hands this ____ day of _____, 2016.

HARTFORD BOARD OF
EDUCATION

HARTFORD FEDERATION OF
SCHOOL SPECIAL POLICE OFFICERS

BY _____
Jill Cutler Hodgman, Chief Negotiator

BY _____
Patricia Walters, Chief Negotiator
Hector Dones, President

TA
/ JEN
4-7-16

RW
4/8/16

**APPENDIX A
SALARY SCHEDULES
SCHOOL SPECIAL POLICE OFFICERS**

Note: State Certification shall become a job requirement (qualification) effective July 1, 2013.

For all the salary schedules below, increment advancement is determined by Article IV, B.

Members shall receive a 3% differential upon successful completion of the SPO Training Academy if such an academy is created or a 5% differential for completion of an Associate's degree or a Bachelor's degree in Criminal Justice from an accredited college or university. The degree differential shall be paid within 90 days of the provision of the official transcript and request for such differential to the Executive Director of Human Resources. This provision shall not be subject to the grievance procedure.

The Board and the Union agree that any retroactive payments related to contract settlement shall only apply to Safety Officers employed as Safety Officers at the time the Board ratifies the agreement.

	2012-2013			
	1	2	3	4
20 (183 days)	24,480	29,580	31,620	34,680
21 (201 days)	26,879	32,479	34,719	38,079
	2013-2014			
	1	2	3	4
20 (183 days)	24,970	30,172	32,252	35,374
21 (201 days)	27,417	33,128	35,413	38,840
	2014-2015			
	1	2	3	4
20 (183 days)	25,469	30,775	32,897	36,081
21 (201 days)	27,965	33,791	36,121	39,617
	2015-2016 2016-2017			
	1	2	3	4
20 (183 days)	25,978	31,391	33,555	36,803
21 (201 days)	28,524	34,467	36,844	40,409

TA
DMT
4-7-16
4/8/16

**APPENDIX B
LONGEVITY**

SCHOOL SPECIAL POLICE OFFICERS

YEARS	AMOUNT
6-9	\$495
10-14	\$545
15-19	\$620
20+ PLUS	\$720

**APPENDIX C
FRINGE BENEFITS**

Health Insurance – Effective July 1, 2013, the Board shall pay eighty-nine percent (89%) of the fully insured equivalent premium and the member paying eleven percent (11%). Effective July 1, 2014, the Board shall pay eighty-eight percent (88%) of the fully insured equivalent premium and the member paying twelve percent (12%).

1.
 - A. The Hartford Board of Education Preferred Plan with the following co-pays and deductibles:

Effective July 1, 2012

Three tier drug rider as follows:

\$10 generic
\$25 formulary brand
\$40 non-formulary brand

Mail Order: Two times the applicable co-payment for a 90-day supply.

Effective July 1, 2012, there shall be mandatory generic drug substitution consistent with the State of Connecticut Benefit Design.

Effective July 1, 2008 –

Out-of-Network visits shall be subject to a \$250 deductible and 20% coinsurance for an individual plan up to a \$1,250 yearly maximum. Family plans shall be subject to a \$500 deductible and 20% coinsurance up to a \$2,500 yearly maximum.

\$ 20 - Office Visits Co-Pay
\$0/\$5 - Preventive Co-Pay
\$ 100 - Emergency Room Co-Pay
\$150 per admission Co-Pay
\$250/\$500 - Out of Network Co-Pay
80%/20% - Coinsurance of \$5,000/\$10,000

Three tier drug rider as follows:

\$10 generic
\$20 formulary brand
\$35 non-formulary brand

Mail Order: One times the applicable co-payment for a 90-day supply.

20% - Prescription Coinsurance for Out of Network
Unlimited Maximum

The above benefit descriptions are subject to the terms and conditions of the City of Hartford's Split Funded Contract.

Effective July 1, 2006, the following changes will take effect:

- Exclusion of Lasik surgery
- Breast Implant removal (add \$1,000 maximum)
- Exclude Rogaine and Nicorette
- Exclude sex change operation

2. The Union agrees that any portion of the health, dental or prescription drug plan may be insured or self-insured at the sole discretion of the Board. This provision shall not be subject to the grievance procedure.
3. Anthem Blue Cross Blue Shield Full Service Dental Plan subject to the premium cost sharing specified above. Employees and their enrolled dependents will also be provided with riders A, B, C, D, and E (DCR, up to age 25) at no cost.
4. Coverage will be provided for handicapped or disabled dependent children who are 25 years of age or older. The employee and their dependents must meet Anthem Blue Cross Blue Shield's periodic medical certification requirements in order to qualify for the medical coverage continuation.
5. If the employee or the employee's dependents become ineligible for medical or dental coverage, they can purchase the coverage at their own expense at the group rate plus the 2% administration fee in accordance with the Congressional Omnibus Budget Reconciliation Act (COBRA).
6. Bargaining unit members who opt not to take the health insurance plan shall be paid an annual stipend of \$1,000.
7. A Long-Term Disability policy will be made available to bargaining unit members at group rates.
8. Laid-off employees and legally dependent survivors shall have access to group rates for all established benefits.
9. Laid-off employees shall have access to group rates for all current insurance coverage in accordance with the policies of the carrier and the rules and regulations of the Insurance Commissioner.
10. 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 substantially equal 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 Federation 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 Federation 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.

APPENDIX D REIMBURSEMENT FOR PERSONAL AUTO

Employees who use their personal automobile for outside patrol during the months of November through April shall be compensated at a flat rate of \$20.00 per week. When officers are requested to use their personal automobiles for responsibilities other than outside patrol they will be compensated in accordance with the IRS rate at that time.

APPENDIX E SEVERANCE PAY

- A. All employees will earn two sick days a month the unused portion of which may be accumulated to a total of 175.
- B. All employees will be eligible to receive severance pay on retirement or death for unused sick leave days that they accumulate. The formula shall be as follows: For each sick leave day unused at the date of retirement or death, he/she shall receive the equivalent of one (1) day's salary to a maximum of seventy (70) days or one-half the total number of unused sick leave days, whichever is higher.
- C. The provisions of this Subsection are included in the Agreement for informational purposes only; they are not intended to be comprehensive and may not be up-to-date. This subsection shall not be subject to the grievance procedure.
Pensions:

1. The present retirement benefits to the MERF plan of the City of Hartford shall continue in effect.
 - a. An employee with at least twenty five (25) years of service and at least fifty-five (55) years of age, or an employee with at least ten (10) years of service and at least sixty (60) years of age will be eligible for a pension based on two percent (2%) of the employees final average pay per whole year of service.
 - b. The normal retirement allowance shall amount to two percent (2%) of final average pay for each year of service to a maximum of seventy percent (70%) of final average pay. The final average pay will be computed on the basis of the employee's highest five (5) of the last ten (10) years of his/her gross earnings.
 - c. 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 to receive a pension based on the above formula but reduced by four percent (4%) for each year the employee retires short of age sixty (60).
 - d. Any disability or disability allowance shall be computed as provided above and shall be subject to the limitations of Section 3 (e) and 3 (f).
 - e. Commencing July 1, 1988 all employees shall contribute to the pension fund a total of four percent (4%) of the employee's earnings on which Social Security taxes are paid and seven percent (7%) of the balance of the employees earnings to his account in the fund. This contribution shall be in lieu of any previous contributions required.
 - f. The employee contributions to the pension fund of employees represented by Local 1018D Hartford Federation of School Special Police Officers, HFT, CSFT, AFT, AFL-CIO will be credited with three percent (3%) interest on such contributions. Present employees will be credited with such interest on their contributions as of June 30, 1988 or to the date of their employment, whichever is late. Each July 1 after July 1, 1988 contributions and interest shall be credited with three percent (3%) interest. Once credited, the interest and contributions made by the employee to the pension fund shall be payable to the employee upon separation from the city employment except that no such payment will be made to an employee granted a pension in accordance with this Chapter XVII, Section 3.

- g. An employee will be allowed to buy into the retirement system up to four (4) years of military service provided that the employee pays the prescribed contributions with interest in accordance with the provisions and stipulations of this plan.

SIDE LETTER
BETWEEN
THE HARTFORD PUBLIC SCHOOLS AND
THE HARTFORD FEDERATION OF SCHOOL SPECIAL POLICE OFFICERS

The Union and the Board acknowledge the Board's practice to separate an employee from service (self-resign) if the member fails to appear for work without authorization. This practice is long-standing and is not subject to the grievance procedure.

If a member fails to appear for work and does not call in, that day is considered unauthorized and unpaid. If a member fails to appear for work and has not been approved for a leave, he/she may be separated from service as having abandoned his/her position or self-resigned. If a person is running out of leave time or has run out of time, and has not be authorized for any other kind of leave, the Administration sends a notice to the home address listed in the payroll system indicating these facts and requiring that the member return to work by a date certain. If the member fails to appear by such date, the member is self-resigned. Three days without authorization for the first occurrence is the minimum for a self-resignation. A letter is sent to confirm the self-resignation. This process is followed when the member is out of time but legitimately sick or when the person fails to appear but has not been approved for leave. One example of the later is going on a trip for vacation and failing to return for work. In that case, the letter is sent to the home address on record and the confirming letter is sent if the member does not return as directed. Once a person has received a "self-resignation" notice and reappears for work, he/she no longer receives the same minimum of three day grace period if the same occurs in the future. In those cases where notice is given, even one unauthorized day can be treated as a self-resignation.

THE HARTFORD BOARD OF
EDUCATION

HARTFORD FEDERATION OF
SCHOOL SPECIAL POLICE OFFICERS

BY _____
Jill Cutler Hodgman, Chief Labor
and Legal Officer

BY _____
Patricia Walters, Chief Negotiator