

AGREEMENT

BETWEEN

THE MANCHESTER BOARD OF EDUCATION

and

MANCHESTER EMPLOYEES LOCAL #991 OF COUNCIL #4

AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES

AFL-CIO
(Custodial/Maintenance)

Covering the period

July 1, 2013

to

June 30, 2018

WORKING AGREEMENT
BETWEEN
THE MANCHESTER BOARD OF EDUCATION
AND
MANCHESTER EMPLOYEES LOCAL #991 OF COUNCIL #4
AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES
AFL-CIO

This agreement is entered into by and between the Manchester Board of Education, hereinafter referred to as the Board, and Local #991 of Council #4 of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union.

ARTICLE I - Recognition

- 1.0 The Board, acting through its Superintendent of Schools, recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining on matters of wages, hours of employment, working conditions, grievances and other conditions of employment for all Custodial and Maintenance Department Employees.
- 1.1 Should the Board have a successor employer covering all or any part of the bargaining unit, the Board agrees that the terms and conditions expressed herein shall be binding upon that successor.

**ARTICLE II - Hours of Work,
Overtime & Holiday Premium Pay**

- 2.0 Except as otherwise provided, the hours of employment for all employees shall be forty (40) hours per week for fifty-two (52) weeks per year, divided equally over five (5) working days of eight (8) consecutive hours each Monday through Friday. The shift schedule shall be as follows:
 - A. Hours of employment for all buildings including custodians and maintenance personnel will be:

First shift	6:30 a.m. to 3:00 p.m. Elementary Schools and Bennet custodians 7:00 a.m. to 3:30 p.m. all other schools and maintenance personnel
Second shift	3:00 p.m. to 11:30 p.m. Elementary Schools and Bennet custodians 2:30 p.m. to 11:00 p.m. all other schools and maintenance personnel
Third shift (all with a ½ hour lunch period including travel time)	11:00 p.m. to 7:00 a.m.

- B. All other employees: 7:00 a.m. to 3:30 p.m. with a one-half (1/2) hour lunch period included.

The Board may vary the hours by prior notice and prior agreement of the Union, which agreement shall not be normally withheld, for the following positions: two (2) custodians in each elementary school, two (2) custodians in each middle school, two (2) high school custodians, two (2) maintenance employees, and one (1) maintenance helper. Volunteers will be requested for these positions and, if none are available, assignments will be made on the basis of seniority.

- C. In the event an employee or the Board needs a change in the employee's working hours due to medical and/or personal problems, etc., the change may be temporarily granted for a period of ninety (90) days, which period may be extended by agreement between the Board and the Union.
- D. The Union and the Board agree that custodians (hired after July 1, 1996 who are members of the same immediate family, as defined in Section 5.3 A, may not be assigned to the same school. Employees hired prior to July 1, 1996, shall not be restricted to their assigned work locations.

2.1 When school is dismissed at an earlier time or canceled, employees on the 2nd shift may be permitted to report for duty one-half (1/2) hour after the departure of the last school bus. Employees must call the Buildings and Grounds Office and secure permission to report at the earlier hour. The Board retains the authority to have selected employees report at their regular hours.

2.2 Time and one-half shall be paid for:

- A. All work performed in excess of eight (8) hours in any one day, and forty (40) hours in any work week.
- B. All work performed on Saturday.

2.3 Double time shall be paid for:

- A. All work performed on Sunday. All work performed on holidays listed in Article VI, 6.0, plus holiday pay.

2.4 When an employee is called in for work outside his/her regularly scheduled working hours, he/she shall be paid a minimum of four (4) hours at time and one-half his/her regular hourly rate if the call-back is Monday through Saturday; double time his/her hourly rate if call-back is on Sunday or holiday plus holiday pay. If, in the opinion of the Department Head it is advisable to hold an employee called back for work, the employee so called may be held for the full period of four (4) hours or longer. Call-in pay provisions shall not apply to overtime assignments which are scheduled in advance. Employees scheduled to work overtime with less than the forty-eight (48) hours' notice and refuse such overtime

assignment shall not be charged the overtime hours under Sec. 2.5 F. However, employees who are given at least forty-eight (48) hours' notice and refuse shall be charged for the overtime hours as outlined in Sec. 2.5 F:

- 2.5 A. A schedule of overtime assignments shall be prepared and posted on the appropriate bulletin board in schools with a Head Custodian and shall be enforced by supervisors. A record of overtime shall be posted on the bulletin board for Custodial and Maintenance employees and the Union will be given a record of all overtime hours paid for each employee at the end of each fiscal year.
- B. Overtime work in any school shall be divided equally among the full-time custodians and the Head Custodian regularly assigned to that school. If there are none available, then custodial employees in other schools will be given an opportunity to share in the overtime work.
- C. Overtime work in the Maintenance Department shall be divided equally among the maintenance employees within classifications.
- D. Night shift employees shall be given an opportunity to gain their fair share of overtime when school is not in session and/or when it does not interfere with their regular work schedule.
- E. Maintenance helpers, who are normally assigned to outside work, shall be entitled to an equal share of outside overtime.
- F. If an employee is requested to work overtime and does not avail himself/herself of the opportunity to work, he/she will be credited with the time on the overtime chart as though he had worked. Printed forms will be made available with the necessary information filled in whenever an employee is requested to work and does not avail himself/herself to do so. These completed forms will be kept at the Buildings and Grounds Office.
- G. The distribution of scheduled overtime as provided for in Section 2.5 (B) and (C) shall be equalized within thirty (30) hours during a fiscal year. Any employee not equalized within thirty (30) hours shall be compensated an amount equivalent to his/her base hourly rate for the number of hours required to be equalized.
- H. Employees who are absent (excepting those on vacation or personal leave approved in advance) Friday of a given work week are ineligible for overtime consideration for the immediate weekend.
- I. A list of all scheduled over-time worked shall be posted on a bi-monthly basis.
- J. Custodial maintenance staff working seven or more continuous hours of overtime will have a thirty minute paid meal period. When this occurs the staff member must note the meal period on their time card to document labor law requirements. When special functions are covered by a single custodial maintenance staff member, staff

is required to remain in the building and available for work during the entire duration of the use of the building function. This also includes meal times.

- 2.6 Part-time employees are not to be used to do work normally done by full-time employees unless there are no full-time employees available.
- 2.7 A. All bargaining unit work will be done by full-time unit employees unless there are no bargaining unit employees available. It is expected, when physically able, that all members of the bargaining unit will report to work in emergency overtime situations; especially for snow clearance assignments and other bad weather situations. The Board may use volunteers and work fare participants to work in and around school buildings and classrooms. This work shall not cause Union members to lose regular hours of employment or significant overtime opportunities.
- B. A substitute is a temporary replacement for an employee who is absent from work and may be employed under the following conditions:
- (1) When the Head Custodian is absent and the employer decides there is a need to temporarily replace him or her, they will choose a replacement from amongst the members of the bargaining unit.
 - (2) A substitute shall not be utilized when laid off employees in the appropriate classification are available.
 - (3) A record of all substitute use shall be made available to the Union for its review quarterly.

ARTICLE III - Wages

- 3.0 The final salary schedule and individual rates as negotiated and adopted by the Board shall be a supplement to this agreement.

Retroactive to July 1, 2013, 2.0 general wage increase plus step increment.

Effective July 1, 2014, 2.0% general wage increase plus step increment.

Effective July 1, 2015, 2.0% general wage increase plus step increment.

Wage Reopener – Prior to June 30, 2016, the parties will commence negotiations regarding wages for the remaining two years of the Agreement.

- 3.1 Wage scales shall be negotiated and made part of this Agreement. A complete list of job descriptions shall be furnished to the Union. Any significant change in job descriptions shall be subject to impact negotiations.
- 3.2 If an employee works in a classification higher than his/her own, he/she shall be paid at the step on the salary schedule for the higher classification he had attained on the salary schedule for his own classification. It should be understood that the employee must possess the basic skills and qualifications to perform the expected responsibilities of this position in a higher classification. It should be possible for the supervisor to assign work

to this person in the same manner and with the same degree of supervision as is assigned the worker that is being replaced.

- 3.3 Employees working on a shift other than the regular day shift shall receive a ten percent (10%) pay differential.
- 3.4 The Board agrees to cover employees under the provisions of the Workers' Compensation Laws of Connecticut. For one calendar year, employees will not suffer loss of income if injured or absent because of a job-related injury while they are receiving Workers' Compensation. For a maximum of nine (9) months, they will continue to receive their regular payroll checks and, in the event that compensation checks are sent directly to them, these checks shall be signed over to the Board of Education.
- 3.5 Employees shall receive longevity payments spread out in their paychecks over the course of the year with the longevity amount listed on their pay stub.

<u>YEARS OF SERVICE</u>	<u>AMOUNT ANNUALLY</u>
10 to 14 years	\$200
15 to 19 years	\$300
20 or more years	\$500

Pro-rated longevity payments shall be paid to an employee in the event his/her services to the Board are terminated.

Longevity payments will be eliminated for new hires effective July 1, 1998 or at date.

- 3.6 New hires will receive Step II in their classification on their anniversary date.
- 3.7 The Union shall be informed in writing of all wage increases within the bargaining unit.
- 3.8 The Board will reimburse employees for the cost of licenses that the Board requires them to hold, including but not limited to HVAC, Fire Suppression, Plumbing, Electrician and Carpenter. In addition, for employees who are required by the Board to possess a CDL, the Board shall reimburse employees for the cost of an annual physical and for the cost of the difference between a driver's license and a CDL.
- 3.9 Either the lead groundsperson or an alternate employee selected by the Board shall be assigned the responsibility for the snow watch during the months of November, December, January, February, March and April, and shall receive a stipend of \$125 in each of these months. Effective July 1, 2014, the aforementioned snow watch stipend will be \$75 for each week during the months of November, December, January, February, March and April.
- 3.10 Management shall select employee(s) whose job shall include training new employees and those in need of remedial instruction. Any employee so assigned shall receive a ten percent (10%) pay differential for all hours so worked.

ARTICLE IV - Seniority

- 4.0 New employees shall serve a probationary period of 120 calendar days and shall have no seniority rights during this period but shall be subject to all other provisions of this Agreement. The one exception will be that the probationary employee will have no rights in the arbitration process in matters of termination. The supervisor of such new employee shall keep his/her department head informed of the employee's performance on at least a monthly basis during such probationary period and unless the employee is informed to the contrary at least two weeks prior to the end of such probationary period, he/she is to be continued as a permanent employee and shall acquire length of service records as of the date of employment. It is agreed that it is normally desirable that custodians receive two weeks training and that all other employees receive one week orientation within the 120-day probation period.
- 4.1 The Board shall maintain and shall furnish the Union, on an annual basis, a list of employees by departments showing their seniority in length of service with the Board. All authorized leaves shall be included. Upon completion of their probationary period new employees shall be added to this list.
- 4.2 Layoffs within classifications shall take effect as follows:
- A. Temporary employee.
 - B. Probationary employees.
 - C. Except as provided for in D below, the employee with the least seniority first, etc.
 - D. Whenever an employee is scheduled to be laid off or his/her position is abolished because of a school closing or lack of funds, said employee shall be entitled to replace any employee with less seniority in a lower or equivalent paid classification for which the employee is qualified.
- 4.3 Employees laid off shall, in the order of their seniority, be given the first opportunity for re-employment in their job classifications or in an equal or lower paid classification for which he/she is qualified. Recall privileges shall terminate eighteen (18) months from the day of layoff. The Board is obliged to communicate to laid-off employees any vacancy for which he/she is qualified to fill. If contact is unsuccessful, the Board shall send a certified letter to the employee's last known address. The employee has ten (10) days to respond. Failure to response will cause the employee to forfeit his/her recall rights.
- 4.4 A. All vacancies and new positions shall be sent electronically to all locations and posted on Union bulletin boards and with town employees for a period of seven (7) days, prior to any action taken by the Board of Education to fill such vacancies and/or new positions. If the senior employee successfully bids for the vacancy or new position, the seven (7) day posting shall be waived. Employees wishing to fill such vacancies or new positions will submit a bid sheet (and supporting documentation i.e. resume for higher job classifications) to Human Resources, the Union President and the Building and Grounds Supervisor. Employees expressing a desire to fill the vacancy or new position and who were not selected for such

assignment, in accordance with the provision of this Agreement, may appeal the action through grievance procedure.

- B. Copies of the job posting, a list of persons bidding for the job and the name of the person appointed shall be sent to the Union president no later than seven (7) days after the posting period unless there have been no bids submitted.
 - C. Every effort shall be made to fill all vacancies within ninety (90) days from the date of an employee vacating a position or of the establishment of a new position. Management and Union shall negotiate salaries and working conditions of any new position being established within the jurisdiction of the Union.
 - D. When a vacancy exists or a new position is created, the employee with the most seniority, from within the department wherein the vacancy or new position exists shall be given the first opportunity to fill the position provided he/she is qualified. If he/she refuses or is proved unqualified, it shall go to the next senior employee who is qualified, etc. It is agreed by the Union and the Board that included in an employee's qualifications to be considered when he/she bids on a new position is that employee's attendance and past job performance while with the Manchester schools.
 - E. If no employees in the bargaining unit are qualified, the position may be filled through recruitment of any other applicants.
 - F. When an employee is retained in a vacancy or new position for a period of sixty (60) days then he/she shall be considered qualified and allocated to said position, if the position continues to exist, otherwise he/she shall return to his/her former position. Because of the seasonal nature of some positions, by mutual agreement the Board may extend the probationary period of an employee for an additional sixty (60) days upon notification in writing to the employee and the Union. Any further extension beyond one hundred and twenty (120) days shall be with the approval of the Union.
 - G. Once a member has bid and filled a position, his/her bid rights are then frozen for one (1) year except the employee shall have the opportunity to bid on vacancies in a higher or lower classification. An employee will have one additional bid over and above the annual bid right every five (5) years.
 - H. If the promoted employee, during the first fifteen (15) days worked in his/her promoted position, wishes to voluntarily return to the position held prior to his/her promotion; he/she may do so, provided the immediate supervisor is notified in writing.
- 4.5 In the event of a layoff, Union officials, not to exceed four (4) in number, will have super seniority during their term of office.

ARTICLE V - Leave Provisions

- 5.0 Each employee shall have credited to their account sick leave at current base pay of fifteen (15) working days during each fiscal year, with no limit to the amount of unused sick time that can be accumulated. Each employee shall be entitled to use such sick time with full pay as has accrued to his/her credit except where the injury or illness is sustained in the employment of another employer or which is traceable to such employment. In order to qualify for this sick time benefit, employees must notify their immediate supervisor and call into the absence management system no later than two (2) hours (2nd and 3rd shift) and one (1) hour (1st shift) prior to the start of the shift, except when emergency conditions make it impossible to do so. Employees hired after June 30, 1997, will receive twelve (12) sick days per year.
- 5.1 A. In exceptional cases, the Superintendent may grant additional sick leave with pay. Requests for such additional sick leave shall be in writing and must be signed by the employee, if possible.
- B. Child care leaves will be made available if permissible under the Family Medical Leave Act. An expectant father or one who adopts a child shall be permitted to use sick leave as paternity leave provided the employee must take such leave within three (3) weeks of the child arriving home and such leave shall not exceed five (5) working days. The employee may have up to ten (10) additional days leave without pay; said leave must be consecutive with the first five (5) days.
- C. Employees are permitted to award earned vacation days to a designated member of the bargaining group; such award must be in writing. Such days shall be paid at the lower of the donor or the donee's rate.
- 5.2 An employee upon retirement shall receive, on the basis of his/her current wages, full compensation for any of unused accumulated sick leave up to a maximum of 120 days. Retirement sick leave payout rate for employees hired after June 30, 1997, shall be the average of the last three year's salary and the payout shall be reduce to seventy (70) days.

For each eligible employee who has reached the age of fifty-five (55) during the calendar year of retirement, the Board shall contribute the applicable compensation amount under the provisions of this section into a 401(a) plan established by the Board. Such contributions into the 401(a) plan shall be mandatory for each such eligible retiring employee. The Board shall make such contributions within sixty (60) days after the effective date of retirement. For any eligible retiree who has not reached the age of fifty-five (55) as of the date of retirement, the Board shall pay directly to the employee the dollar amount applicable to such employee for the payment for unused sick leave, with such amount to be determined in accordance with the provisions of this contract section. Such payments shall be made with the same time period applicable to 401(a) contributions under the provisions of this section.

New hires as of July 1, 1998, will no longer receive accumulated sick leave payout upon their retirement. Employees hired after July 1, 1997, will continue to receive seventy (70) days, provided they meet the requirements for number of years worked.

- 5.3 Each employee shall be granted leave with full pay, for the following reasons. However, effective July 1, 2014, for Sections 5.3 A through E of this Article, the overall total number of days used may not exceed ten (10) in a fiscal year. Whenever possible, notice of absences for any such purposes must be given in advance.
- A. In the event of death in the immediate family of an employee, or the immediate family of his or her spouse, three (3) days of leave with pay shall be granted. Immediate family for purposes of this clause is defined as parents, grandparents; spouse, brother, sister, child, stepchild, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and also any relative who is domiciled in the employee's household. Validation of death and relationship to deceased may be requested by the supervisor. An obituary shall suffice as proper validation.
 - B. In the event of critical illness or severe injury in the immediate family creating an emergency which requires the attendance of the employee to a maximum of three (3) days in the aggregate for the fiscal year. Employees shall notify the administration of their need to utilize such leave with as much advance notice as practicable. Such leave shall be charged to sick leave.
 - C. Each employee shall be granted with approval of Supervisor, not to exceed in the aggregate of total of three (3) days per fiscal year to fulfill the obligations of going to, attending, and returning from funerals of persons other than those covered under 5.3(A).
 - D. Occasional half-day or one-day (when necessary) for attendance at weddings in the employee's family or immediate circle of friends. One-day (when necessary) for attendance at the graduation of someone in the employee's immediate family. Time taken under this provision shall be included in the aggregate total of three days allowed in Section 5.3C above.
 - E. Any personal emergency reason approved by the Superintendent.
 - F. To attend professional conferences or take courses of study which the Superintendent determines will contribute to, or increase the employee's knowledge with regard to betterment of the public service. Such approvals will be granted only where approved or budgetary provisions have been made for the above mentioned purposes.
 - G. The Union officials shall be allowed to attend Union conferences and/or conventions. Requests must be made in writing and at least five (5) days in advance. A maximum of one Union official per building, and two total districtwide, shall be permitted to take leave to attend Union conferences and/or conventions. If the President of the Union is a Board of Education employee, he/she may attend in addition to the total of two discussed above.

- H. Union officials and stewards will make every effort to perform their duties after work hours so that absences from work will be kept to a minimum.
 - I. An employee who is called to serve as a juror will receive his/her regular pay for each work day while on jury duty. Any stipend the employee may receive from the state, county or municipality for serving as a juror must be surrendered by the employee to the Board of Education.
- 5.4 Leaves of absence without pay may be granted by the Superintendent for not longer than one year. Requests for such a leave without pay shall be made in writing to the Superintendent and shall include a statement of the reasons therefore and of the length of leave required.
- 5.5 The Board will comply with all applicable state and federal laws regarding military service and return from such service.
- 5.6 The employee's accumulation of sick leave, upon leaving for military service or leave without pay shall be retained to his/her credit when he returns.

5.7 **MATERNITY LEAVE**

- A. Short-Term Maternity Leave - Leave shall begin when in the opinion of her doctor the custodian is no longer physically able to work. Any disability resulting from pregnancy shall be considered sickness for the purpose of this Agreement. Except in the case of unusual medical difficulties of the custodian, leave is not expected to continue more than six (6) weeks after delivery. It is understood that employees disabled under the provisions of this article shall return to the school system at the end of said disability. Employees shall endeavor to give as much notice as practicable to their supervisor prior to the commencement of maternity leave.
- B. Childrearing Leave - as an alternative to the short-term maternity leave, an employee may be granted a long-term leave of absence without pay for childbearing and/or childrearing purposes which may come at any time during the pregnancy at a mutually agreed upon date between the employee and the Superintendent and which shall commence from the last day of work and shall continue to a period not to exceed the remainder of the current school year plus one complete school year. It is understood that fringe benefits will continue as provided by the Family Medical Leave Act.
- C. An employee who has been granted a short-term maternity leave may be granted a child-rearing leave, provided that said employee has returned to her assignment for the balance of the year in which the short-term leave occurred and one additional school year.
- D. Male employees shall be eligible for childrearing leaves of the same duration that female employees are entitled to under B above.

- E. Upon return, if the employee returns within one year, the employee may return to his or her former position. If the leave is greater than one year, the employee may bump the least senior person in his or her classification.
- 5.8 During the period of leave without pay, except for military leave, the employee shall not be credited for length of service and shall not be credited with time for the purpose of accruing sick leave or vacation time.
- 5.9 A. An employee will be reinstated from leave of absence without pay, but without any preferred status from his/her prior employment, to any position comparable, to the position the employee last held with the Board.
- B. Any employee who is on leave of absence without pay shall not be paid for any holiday or sick leave during the period of absence. Any vacation time due an employee at the time of taking a leave of absence without pay may be paid at that time. Authorized leaves of absence for one month or less will not be used as a basis of reducing employee's benefits.
- 5.10 Accumulated sick time of employees will be shown on the employee's pay stub.
- 5.11 An employee may donate sick time to another employee.

ARTICLE VI - Holidays

- 6.0 The following holidays shall be observed as days off with full pay:

New Year's Day	Memorial Day
Presidents' Day	Good Friday
Independence Day	Veterans' Day
Labor Day (if schools have been made ready for the opening of school)	Columbus Day
Day after Thanksgiving	Thanksgiving Day
	Dr. Martin Luther King Jr. Day
Day before or after Christmas Day	Christmas Day
- 6.1 A. Holidays occurring on Saturday will be observed on the preceding Friday if there is no school on said Friday. If school is in session, the employees shall be granted a day off at a time mutually agreeable.
- B. Holidays occurring on Sunday will be observed on the following day if there is no school on said Monday. If school is in session, the employees shall be granted a day off at a time mutually agreeable.
- 6.2 Whenever any of these holidays shall occur during the paid vacation of an employee, he/she shall be entitled to an additional vacation day with pay.
- 6.3 Whenever a holiday shall occur while an employee is out on paid sick leave, the holiday will not be charged to his/her accrued sick time.

- 6.4 A holiday shall occur on the day before Christmas unless school is held that day, in which case the holiday shall occur on the day after Christmas.
- 6.5 An employee must work a complete shift, or may be required to provide a doctor's certificate verifying an illness, or be on approved leave on the work day immediately preceding and immediately following a holiday to receive pay for that holiday.

ARTICLE VII - Vacations

- 7.0 Employees shall be entitled to vacations with full pay on the following basis:
- A. An employee with less than one (1) year of service shall be entitled to a vacation of one (1) day for each month of service, except that they shall not be entitled to any vacation for the first two (2) complete months of service.
 - B. Employees who have completed one (1) year's service shall be entitled to a vacation with pay of ten (10) working days annually.
 - C. Employees who have completed five (5) years of service shall be entitled to a vacation with pay of fifteen (15) working days annually.
 - D. An employee with over five (5) years of service shall receive one (1) additional vacation day for each two (2) years of service after said five years until his/her fifteenth (15th) year of service is completed at which time he/she shall be entitled to four (4) weeks vacation or twenty (20) working days annually.
- 7.1 The employee's anniversary date of employment will be used to determine the amount of vacation time due. Employees must take all vacation time earned or two weeks, whichever is less, during the year following the anniversary date on which it is earned. Any additional earned vacation time may be carried over from one vacation year to the next to permit a maximum accumulation of not more than six (6) weeks when authorized by the Superintendent. For the purpose of computing vacation time, the school year (July 1 through June 30) will be used.
- 7.2
- A. Vacation days may be taken consecutively or otherwise but the time for taking them must be by mutual agreement between the Superintendent and the employee.
 - B. The Superintendent of Schools shall annually, on or before April 15, fix a date when requests for vacation shall be submitted by employees and shall, not later than fifteen (15) working days from such date, arrange a schedule for vacations within the department.
 - C. Whenever there shall be a conflict in requested vacation dates, preference shall be given to employees in the same work classification according to number of years of service with the Board.

- 7.3 An employee, upon termination of his/her services with the Board, shall be entitled to full pay for any vacation time due him/her including pro-rated time to date of termination. In the event of an employee's death, such payment shall be made to his/her dependent survivor or his /her estate if there is no dependent survivor.
- 7.4 In the event of illness during an employee's vacation period, the employee shall be given an option of charging the sick days to his/her sick leave, providing a doctor's certificate verifies the illness.
- 7.5 Any employee who has one (1) full year of perfect attendance at work on all scheduled workdays shall be eligible for a bonus of five hundred dollars (\$500). Any employee who is absent for no more than one (1) day in a full year shall be eligible for a bonus of two hundred fifty dollars (\$250). Any employee who is absent for no more than two (2) days in a full year shall be eligible for a bonus of one hundred dollars (\$100). For the purposes of this section, the term "perfect attendance" shall exclude only absence on vacation (with minimum of 2 weeks' prior notice) which constitutes leave permitted within this provision. Employees who have accumulated earned perfect attendance days as of the effective date of the 1996 Arbitration Award will be allowed to utilize them as per 1995 past practice until such accumulated days no longer exist.

ARTICLE VIII - Insurance and Pension

- 8.0 The Board shall provide and pay for the following insurance for each employee and their dependents. The following plans will be offered to each employee, at the following premium cost shares:

	July 1, 2014	July 1, 2015	July 1, 2016	July 1, 2017
OAP \$30	16.5%	17%	17.5%	18%
OAP \$20	13.5%	14%	14.5%	15%
H.S.A.	10.5%	11%	11.5%	12%

HSA Option – Board will fund 50% of Deductible

For a description of these plans, see Appendix A.

- B. Group Life Insurance in the amount of \$40,000 with an employee option to increase the coverage to \$70,000, the cost of said increased coverage to be borne by the employee.
- C. Accidental Death and Dismemberment coverage in the principal sum of \$15,000 and \$25,000 in the event of accidental death.
- D. Full Service Dental Plan - individual and family plan including the rider for unmarried children. The current benefit covering wisdom teeth dental insurance coverage will continue. An employee shall pay the same premium share for dental

insurance as is applicable to the medical insurance program the employee selects. Dental Riders shall be available at the employee's expense.

- E. Retirees: In order to qualify for retiree health insurance benefits, a retiree must be able to collect a pension from Manchester Board of Education. An employee hired after June 30, 1996, is not eligible for retiree health benefits unless he/she has worked for the Manchester BOE for fifteen (15) years and is able to collect a pension from Manchester Board of Education.

Employees hired on or after July 1, 2014, shall be eligible for the retirement plan (Defined Benefit Plan) mentioned above or a Defined Contribution Plan. The aforementioned employees will choose either the Defined Benefit Plan or the Defined Contribution Plan. Those participants choosing the Defined Contribution Plan will have the Board and Employee contributions fixed at five percent (5%). Human Resources must be notified in writing no later than 60 days prior to the date of retirement.

1. An employee hired prior to July 1, 1995, and who retires after the date of issuance of the award in this matter shall be eligible for the following:
 - a. Until the retiree reaches the age at which he/she qualifies for Medicare, the retiree must contribute the same co-pay amount as contributed by active employees, and any increases paid by active employees after the retiree retires. Current retirees will be provided the same health insurance plan options as active members. Coverage will be available to the retiree's spouse of record at the time of retirement.
 - b. At the time that the retiree, or the retiree's spouse, reaches Medicare eligibility age, the individual who has reached that age must leave the Board's current insurance programs and enroll in Medicare. The retiree, or spouse of record at the time of retirement, may additionally choose to enroll in the Board's supplemental Medicare plans through our health insurance provider (or comparable available plan at that time) and pay 25% of the premiums.
2. An employee hired on or after July 1, 1995, but prior to June 30, 2000, and who retires after the date of issuance of the award in this matter shall be eligible for the following:
 - a. Until the retiree reaches the age at which he/she qualifies for Medicare, the retiree must contribute the greater of 25% of the health insurance premium or the same co-pay amount as contributed by active employees in each year, whichever is greater. Current retirees will be provided the same health insurance plan options as active members. Coverage will be available to the retiree's spouse of record at the time of retirement.

- b. At the time that the retiree or the retiree's spouse reaches Medicare eligibility age, the individual who has reached that age must leave the Board's current insurance programs and enroll in Medicare. The retiree, or spouse of record at the time of retirement, may additionally choose to enroll in the Board's supplemental Medicare plans through our health insurance provider (or comparable available plan at that time) and pay 50% of the premiums.
3. An employee hired on or after July 1, 2000, and who retires after the date of issuance of the award in this matter shall be eligible for the following:

Until the retiree reaches the age at which he/she qualifies for Medicare, the retiree must contribute the greater of 50% of the health insurance premium or the same co-pay amount as contributed by active employees in each year, whichever is greater. Current retirees will be provided the same health insurance plan options as active members. Coverage will be available to the retiree's spouse of record at the time of retirement.
4. At the time that the retiree, or the retiree's spouse, reaches Medicare eligibility age, the individual who has reached that age must leave the Board's current insurance programs and enroll in Medicare. The retiree, or spouse of record at the time of retirement, may additionally choose to enroll in the Board's supplemental Medicare plans through our health insurance provider (or comparable available plan at that time) and pay 50% of the premiums.
5. An employee hired on or after July 1, 2014, shall be eligible for the following:

Retirees will be provided the same health insurance plan options as active members. Coverage will be available to the retiree's spouse of record at the time of retirement. The retiree must contribute 100% of the health insurance premium each year.

At the time that the retiree, or the retiree's spouse, reaches Medicare eligibility age, the individual who has reached that age must leave the Board's current insurance programs and enroll in Medicare. The retiree, or spouse of record at the time of retirement, may additionally choose to enroll in the Board's supplemental Medicare plans and pay 100% of the premiums.
6. Upon the death of a retired employee, the surviving spouse (if the spouse of record at the time the employee retired) may purchase health benefits through the Board group plan, to the extent that the retired employee could have purchased benefits, with the surviving spouse paying the entire cost of the premiums. The surviving spouse may purchase such benefits only if he/she does not have other health insurance coverage.
7. Retiree life insurance in the amount of \$4,000 shall be provided to each retiree.

- F. The Board reserves the right to change health insurance plans to a plan that is the same or similar to the plans currently provided, with same or similar being defined as the benefits arrangements provided by an alternative health insurance benefit carrier being such that the size of the network offered must be 80% of that currently offered with similar geographic patterns. The following will be excluded in determining whether a plan is similar or not: out-of-state reciprocal arrangements for routine care (non-emergencies), except that at least one plan option shall include such out-of-state reciprocal arrangements; claims processing; payment methods and plan documents definitions and language.

If the Union disapproves of any change pursuant to the written statement noted above, it may submit the issue to arbitration within fifteen (15) calendar days of receipt of notice from the Superintendent that the Board intends to implement the new plan. Arbitration in accordance with the rules of the American Arbitration Association shall be the exclusive method for deciding the above issue.

ARTICLE IX - Safety and Health

- 9.0 A. A joint Safety Committee shall be formed by the Superintendent and the Union and said Committee shall meet upon request of either party to review and recommend safety and health conditions.
- B. The President of the Union shall designate an employee to serve on the Board Safety Committee. The designee must be acceptable to the Director of Buildings and Grounds, who shall not normally withhold his/her concurrence.
- 9.1 The Board will provide employees who work outside in inclement weather foul weather gear, i.e., rain coats or rain suits, rain hats, boots, gloves, etc. for their care and maintenance. The Board of Education will supply any necessary tools needed for special maintenance jobs. This clothing and/or tools shall be replaced by the Board, as needed. Further the Board shall supply these items upon the completion of the employee's probationary period.
- 9.2 Employees are allowed a meal allowance of \$10.00 when working overtime, particularly for snow plowing etc. The employee shall have worked at least two hours in order to qualify for meal allowance. Meals shall be taken at a mutually agreed time.
- 9.3 The Board shall provide, free of charge to the employees, medical injections for the prevention and treatment of the contagious diseases such as poison ivy, flu and tetanus. The Board shall provide, free of charge to employees who request Hepatitis A & B immunization shots.
- 9.4 A. There shall be one coffee break allowed for duration not to exceed fifteen (15) minutes including travel time.
- B. Coffee breaks shall be taken according to the following schedule only between the hours of:

1st shift	9:00 a.m. to 10:00 a.m.
2nd shift	8:00 p.m. to 9:30 p.m.
3rd shift	1:00 a.m. to 2:00 a.m.

- 9.5 The Board will pay for glasses broken on the job due to job conditions.
- 9.6 An acceptable medical certificate on a prescribed form and signed by a licensed physician or other practitioner whose method of healing is recognized by the State of Connecticut, will be required of an employee for the following reasons, with any copayment reimbursed by the Board:
- A. For any sick leave period of absence in excess of five (5) consecutive work days.
 - B. To support a request for sick leave during annual vacation.
 - C. To support a request for sick leave on a day which the employee had previously requested to use vacation, earned time or a personal day and the request had been denied.
 - D. For habitually absent employees as defined by:
 - 1. Having reoccurring patterns of sick leave use adjacent to regularly scheduled days off such as weekends or holidays.
 - 2. Having previously received a verbal or written warning about abuse of sick leave in the previous 12 months.
- 9.7 Employees will reimburse the District for replacement of lost keys up to a maximum of two hundred dollars (\$200).

ARTICLE X - Disciplinary Procedure

- 10.0 A. All disciplinary actions shall be applied in a fair manner for just cause and shall not be inconsistent with the infraction for which the disciplinary action is being taken.
- B. Disciplinary actions shall include (a) a verbal warning; (b) written warning; (c) suspension without pay for a period not to exceed five (5) days; (d) discharge and shall follow this order. The Superintendent reserves the right to deviate from the above procedure in extreme cases.
- C. Written notice of a verbal warning shall be presented the employee giving only the date, location and subject of the disciplinary matter. The employee shall be offered the opportunity of Union representation.

- D. Verbal and written warnings only shall be removed from an employee's service record after 2 years. Matters involving absenteeism may be retained in the employee's permanent service record for a period not to exceed two (2) years.
- E. Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the grievance procedure.
- F. If the employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or in public.
- G. Employees entrusted with tools assigned to them shall be considered to be responsible for the reasonable care and safeguarding of these tools. An employee will replace any tools, at his/her own expense, that are lost or broken due to carelessness, improper operation or neglect. It will be the responsibility of the administration to substantiate the fact that an employee has caused damage to a tool due to one of these three factors.
- H. Employees entrusted with the operation of vehicles and other mechanical pieces of equipment as part of their Board of Education responsibilities shall be considered to be responsible for the reasonable care in the operation of these vehicles and pieces of equipment. Damage as a result of neglected maintenance or improper operation shall be considered grounds for disciplinary action as per Article 10.0 B of this agreement.
- I. In making disciplinary decisions concerning workplace infractions, the employer will take into consideration whether or not the employee was actually on duty.

ARTICLE XI - Prior Practice

- 11.0 Nothing in this Agreement shall be construed as abridging any right, benefit or privilege that employees or the Board of Education have enjoyed heretofore unless it is specifically stated that said practice has been superseded by a provision of this Agreement.

ARTICLE XII - Political Activity

- 12.0 The Board encourages its employees to assume the obligations of full political citizenship. Employees, however, must confine their political activities to hours away from work.

Subject to the above limitation, Board employees may take part in the management, affairs, or campaign of any political party. Specifically, Board employees may contribute to the campaign funds of a political party or candidate for public office, serve on a precinct, ward or other political committee, register voters for elective office, obtain signatures on a petition for a candidate interested in running for elective office, and participate in political rallies.

Employees may run for public office and continue in the employment of the Board. If elected to the Board of Education, he/she must resign.

ARTICLE XIII - Union Security

- 13.0 The Board agrees to deduct from the pay of all of its employees, who authorize such deductions from their wages, such membership dues, initiation fees and reinstatement fees as may be fixed by the Union. Such deductions shall continue for the duration of the Agreement or any extension thereof.

The employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving a written notice to both the employer and the Union. The employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

- 13.1 The deduction for any month will be made during each pay period of said month and shall be remitted to the Financial Officer of the Union not later than the last day of said month. The monthly remittances to the Union will be accompanied with a list of names of employees from whose wages such deductions have been made and the amount deducted from each employee.
- 13.2 Any employee on the effective date of this agreement and/or any employee hired after the effective date of this agreement shall on the thirtieth (30th) day following the beginning of his or her employment be required to become and remain a member of the Union in good standing, or pay to the Union a service fee set by the Union.
- 13.3 All employees must participate in Direct Deposit following the ratification of this contract.
- 13.4 At least one (1) bulletin board shall be placed, in an accessible place, in each school for the exclusive use of the Union for the posting of official Union notices or announcements.
- 13.5 The Board will provide each employee with a copy of this Agreement within thirty (30) days after the date of the signing of this Agreement; new employees will be provided with a copy of the Agreement at the time of hire.
- 13.6 Second shift employees may attend Union meetings with the stipulation that such meetings do not exceed one and one-half (1 1/2) hours and that they be held over the dinner hour in a location to be designated by the school administration. The Union must submit, to the Buildings and Grounds Office a list of second shift employees in attendance. If there are any school activities held at the same time as the Union meeting at any school, custodial staff must remain on site at the school where the activity is taking place, as follows: one at each elementary school where an activity is taking place, two at each middle school where an activity is taking place, and two at the high school when an activity is taking place there.

- 13.7 The Board of Education will make reasonable efforts to provide transportation to custodial employees who are assigned to more than one school. It is understood that employees accepting positions will normally provide for their own transportation needs and will only call upon Board assistance for short-term, emergency situations. The Board shall be the authority to reassign a custodian, without loss of pay, so as to avoid a transportation problem. Custodians will be reimbursed for mileage at the IRS rate
- 13.8 Manchester Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons. Manchester Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, veteran status, Union status, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Manchester Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

ARTICLE XIV - Savings Clause

- 14.0 Should any Article, Section, or portion thereof, of this Agreement be held unlawful and unenforceable for any court of competent jurisdiction, such decision of the court shall apply only to the specific Article, Section, or portion thereof directly specified in the decision; upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section, or portion thereof.
- 14.1 It is recognized that the Board, through the Superintendent of Schools, has and will continue to retain the rights and responsibilities to direct the affairs of its personnel in all of its various aspects, except those specifically abridge or modified by this Agreement. Such rights and responsibilities are inherent in the Superintendent of Schools by virtue of statutory and charter provisions. Consequently, actions with respect to such rights and responsibilities are not subject to review, except those specifically abridged or modified by the Agreement.

ARTICLE XV - Grievance Procedure

- 15.0 The Superintendent and the Union Committee from the employees of his department shall meet monthly by mutual agreement of both parties for the purpose of discussing matters of mutual interest, performance of work, employee behavior, and working conditions with the intent to avoid the necessity of individual recourse to the formal grievance procedure and to generally promote a satisfactory relationship.
- 15.1 The purpose of this procedure is to provide an orderly method for adjusting grievances. Grievances arising out of matters covered by this Agreement and any questions arising out of employer-employee relationships will be processed in the following manner:

Step 1 - The aggrieved employee and/or his/her Union Steward shall take up the grievance or dispute with the employee's immediate superior. The immediate superior shall adjust the matter at once, or notify the employee and his/her Steward of his/her decision in writing within five (5) days from the day the matter is presented.

Step 2 - If the matter has not been settled, it may be presented in writing (such presentation must be made within fifteen (15) days of receipt of the Level I response), by the Steward and/or the President and/or Vice-President of the Union to the Superintendent. The Superintendent shall, within ten (10) days from the date the matter is submitted to him/her, arrange a meeting with all those concerned present, to review the facts and shall adjust the matter at once or notify the employee, the President and Vice-President of the Union and the Council #4 Representative of his decision in writing, within ten (10) days after the day of the meeting.

Step 3 - If the grievance is not settled by Step 2 within the required time, the Union may submit such grievance to the Board of Education. Such submission must be in writing and received by the Board within five (5) working days from the date of the Superintendent's decision. The Board of Education will hear the grievance within fifteen (15) working days after receiving the written grievance and will render a written decision within ten (10) working days.

Step 4 - If the grievance remains unsettled it may then be submitted to arbitration, at the request of the Union only. The Union, at its sole discretion, may submit the grievance to Arbitration by the SBMA or the AAA, with expenses equally divided between the Board of Education and the Union. Such submission must be within thirty (30) calendar days of receipt of the Level Three decisions. The Board of Education may remove a grievance submitted to the SBMA to AAA by sending written notice to the Union and filing with AAA within thirty (30) calendar days of the SBMA submission. If such removal is made all expenses shall be paid by the Board of Education. The decision of the arbitrators shall be final and binding upon the parties. The arbitrators shall be bound by and must comply with all the terms of the Agreement and shall have no power to add to, subtract from or in any way, modify the provisions of this Agreement.

- 15.2 Level One - One official shall be designated by the Union for the purposes of adjusting a grievance. No more than five (5) members shall be afforded the necessary time for contract negotiations. In both occurrences there shall be no loss of pay. The Union Staff Representative may be present at any grievance/negotiations session in addition to the numbers specified in this article.

Level Two - Shall include all of the above and in addition the Union President or designee.

- 15.3 The services of the Council #4 Representative shall be available to the complainant on any step of the grievance procedure.
- 15.4 Failure of the employees or the Union to insist upon compliance with any provision of this Agreement at any given time or times under any given set or sets of circumstances shall not operate to waive or modify such provision, or in any manner whatsoever to render it

unenforceable, as to any other time or times or as to any other occurrence or occurrences, whether the circumstances are, or are not, the same.

- 15.5 No grievance may be filed more than sixty (60) calendar days after the occurrence of the late of the following events:
- A. The knowledge of the occurrence of the condition giving rise to the grievance;
 - B. Written notice of said condition to the employee or employees involved.

ARTICLE XVI - Evaluation

- 16.0 The employee evaluation system shall be mandatory for all employees employed by the Board in bargaining unit positions. It should be understood that written evaluations will be considered by management in gauging qualifications for promotions.

Additionally, written evaluations shall be considered evidence of an employee's performance, admissible in grievance and other proceedings. Under no circumstances shall a written evaluation document, standing alone, constitute a step in the chain of progressive discipline.

Custodians will be Building Principal, Custodial/Maintenance Supervisor, and the Assistant to the Superintendent, Finance and Management. The evaluations shall be weighted according to the following formula: 50% Custodial/Maintenance Supervisor, and a combined 50% Building Principal and Assistant to the Superintendent, Finance and Management. Maintenance staff will be evaluated by the Maintenance Supervisor jointly with the Business Manager. The custodial supervisor and the maintenance supervisor may accept input from Board of Education Administrators.

Custodial and maintenance employees will comply with all orders of the Board of Education Administrators. In the event of a conflict between an administrator's order and custodial or maintenance department policy, the matter shall be referred to the business manager who will make the final decision.

ARTICLE XVII - College Course Tuition Reimbursement

- 17.0 Full-time bargaining unit members may make application to the Board of Education for reimbursement up to 85 percent (85%) tuition cost of courses taken to improve their skills or to learn new skills. No more than one course may be taken each semester. Reimbursement will be made based on the grade obtained as follows:
- A. 85 percent for A
 - B. 75 percent for B
 - C. 65 percent for C
 - D. No reimbursement for D or below

These courses must have prior approval of the Central Administration. The Administration shall not approve any application unless it has been received at least two (2) weeks prior to the start of the requested course.

Whenever eligible, veterans must apply for government reimbursement rather than from the Board of Education.

ARTICLE XVIII – Uniforms

- 18.0 The Board shall provide to the employees three (3) button, polo style shirts, sweatshirts, and t-shirts as uniforms. The t-shirts may only be worn during the summer recess. An employee may request a replacement for the aforementioned uniforms as needed. Such requests shall not be unreasonably denied.

ARTICLE XIX - Duration

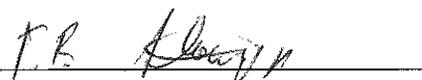
19.0 This agreement shall be effective upon ratification and shall remain in full force and effect through June 30th, 2018. It shall automatically be renewed from year to year unless either party requests negotiations in accordance with MERA.

IN WITNESS WHEREOF, the parties hereto have set their hands this 21st, day of April, 14.

For the Manchester Board of Education:

Signed:  Date: 4-21-2014

For AFSCME Council #4 Local #991 – Custodians and Maintenance

Signed:  Date: 4-21-14

SALARY SCHEDULE

The Head Custodian and Assistant Head Custodians stipends will increase at the general wage increase amount agreed to in the full salary schedule.

New custodians and helpers will receive an entry level salary of 90 percent of the Step 1 starting salary. This does not apply to those employees already in the bargaining group who are transferring into a position. This entry level salary will remain in effect for 120 days after which the employee will move to the Step 1 salary schedule. The original date of hire will be used to calculate anniversary dates for step purposes; (i.e. one year from the original date of hire the employee will advance from Step 1 to Step 2)

Employee pay will be calculated on an hourly basis as indicated in the rates below. Twenty-six paydays will be made throughout the course of the fiscal year. For those years that have more than 52 Fridays, 27 paydays may occur. The Board will pay on an hour-by-hour basis for hours actually worked being those paid within a pay period.

		<u>1-Jul-13</u>	<u>1-Jul-14</u>	<u>1-Jul-15</u>
<u>1st Shift Custodian</u>		<u>2.00%</u>	<u>2.00%</u>	<u>2.00%</u>
	<u>Entry</u>	<u>\$19.42</u>	<u>\$19.81</u>	<u>\$20.21</u>
	<u>Step 1</u>	<u>\$21.58</u>	<u>\$22.01</u>	<u>\$22.45</u>
	<u>Step 2</u>	<u>\$22.80</u>	<u>\$23.26</u>	<u>\$23.72</u>
<u>2nd Shift Custodian</u>				
	<u>Entry</u>	<u>\$21.35</u>	<u>\$21.78</u>	<u>\$22.22</u>
	<u>Step 1</u>	<u>\$23.74</u>	<u>\$24.21</u>	<u>\$24.70</u>
	<u>Step 2</u>	<u>\$25.08</u>	<u>\$25.59</u>	<u>\$26.10</u>
<u>Helper</u>				
	<u>Entry</u>	<u>\$20.96</u>	<u>\$21.38</u>	<u>\$21.81</u>
	<u>Step 1</u>	<u>\$23.30</u>	<u>\$23.76</u>	<u>\$24.24</u>
	<u>Step 2</u>	<u>\$24.93</u>	<u>\$25.43</u>	<u>\$25.94</u>
<u>Maintenance</u>				
	<u>Step 1</u>	<u>\$26.68</u>	<u>\$27.21</u>	<u>\$27.76</u>
	<u>Step 2</u>	<u>\$28.41</u>	<u>\$28.98</u>	<u>\$29.56</u>
<u>Head Custodian</u>				
	<u>Step 1</u>	<u>\$22.72</u>	<u>\$23.18</u>	<u>\$23.64</u>
	<u>Step 2</u>	<u>\$23.94</u>	<u>\$24.42</u>	<u>\$24.91</u>
<u>Asst. Head Custodian</u>				
	<u>Step 1</u>	<u>\$24.59</u>	<u>\$25.09</u>	<u>\$25.59</u>
	<u>Step 2</u>	<u>\$25.94</u>	<u>\$26.46</u>	<u>\$26.99</u>

<u>Grounds Leadperson</u>				
	<u>Step 1</u>	<u>\$27.80</u>	<u>\$28.35</u>	<u>\$28.92</u>
	<u>Step 2</u>	<u>\$29.54</u>	<u>\$30.14</u>	<u>\$30.74</u>
<u>Electrical Leadperson</u>				
	<u>Step 1</u>	<u>\$27.80</u>	<u>\$28.35</u>	<u>\$28.92</u>
	<u>Step 2</u>	<u>\$29.54</u>	<u>\$30.14</u>	<u>\$30.74</u>
<u>Stipends</u>		<u>1-Jul-13</u>	<u>1-Jul-14</u>	<u>1-Jul-15</u>
<u>Head Day Custodian - High School</u>		<u>2,352</u>	<u>2,399</u>	<u>2447</u>
<u>Head Day Custodian - Iling</u>		<u>2,352</u>	<u>2,399</u>	<u>2447</u>
<u>Head Day Custodian - Bennet</u>		<u>2,352</u>	<u>2,399</u>	<u>2447</u>
<u>Asst. Head Custodian - High School</u>		<u>1,619</u>	<u>1,651</u>	<u>1684</u>
<u>Buildings & Grounds Leadperson</u>		<u>2,352</u>	<u>2,399</u>	<u>2447</u>
<u>1st Shift Electrical Leadperson</u>		<u>2,352</u>	<u>2,399</u>	<u>2447</u>
<u>Employees required to hold HVAC, Electrical or Plumbing Licenses</u>		<u>2,737</u>	<u>2,791</u>	<u>2847</u>

***Appendix A:

"In-Network" Summary of Benefits	OAP \$20 Copay Plan (Custodian/Maintenance)	OAP \$30 Copay Plan (Custodian/Maintenance)
	Open Access Plus Network	Open Access Plus Network
Preventive Services Coverage	No charge Covered in Full	No charge Covered in Full
Primary Care / Specialist	\$20 co-pay / \$20 co-pay	\$30 co-pay / \$30 co-pay
Inpatient / Outpatient Hospital	\$200 per admission / \$100 per visit	\$400 per admission / \$200 per visit
Emergency / Urgent Care (Co-pay waived if admitted)	\$75 per visit / \$50 per visit	\$75 per visit / \$75 per visit
Diagnostic Test (x-ray, blood work) Imaging (CT/PET Scans, MRIs)	No charge	No charge
Eye Exam	\$20 co-pay (one exam every 2 calendar years)	\$30 co-pay (one exam every 2 Calendar years)
"Out-of-Network" Summary of Benefits		
Annual Deductible – Individual/Family	\$200 / \$500	\$250 / \$750
Medical Coinsurance - After deductible is met	80% / 20%	80% / 20%
Out-of-Pocket Maximum – Individual/Family	\$1,200 / \$2,500	\$1,250 / \$2,750
Eye Exam	\$20 co-pay (one exam every 2 calendar years)	\$30 co-pay (one exam every 2 calendar years)

***For a complete copy of the summary plan document, please contact your Benefits Specialist at (860) 647-3458.

