

AGREEMENT BETWEEN  
THE MANCHESTER BOARD OF EDUCATION  
AND  
LOCAL 1303-223 OF COUNCIL NO. 4 AFSCME, AFL-CIO

Representatives of  
THE MANCHESTER ASSOCIATION  
OF  
EDUCATIONAL SECRETARIES  
AND  
INFORMATION TECHNOLOGY EMPLOYEES

Covering the period

July 1, 2007  
to  
June 30, 2012

8/21/09



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AGREEMENT  
between  
THE MANCHESTER BOARD OF EDUCATION  
and  
LOCAL 1303-223 OF COUNCIL NO. 4  
AFSCME, AFL-CIO

This Agreement is entered into by and between the Manchester Board of Education and/or its successors (hereinafter referred to as the "Board") and Local 1303-223 of Council No. 4, American Federation of State, County and Municipal Employees, AFL-CIO, (hereinafter referred to as the "Union").

ARTICLE I - RECOGNITION

1.0 The Board recognizes the Union as the sole and exclusive bargaining agent for the purposes of collective bargaining on matters of wages, hours and other conditions of employment for all secretarial employees in the public school system of the Town of Manchester serving in positions listed on Appendix A and all employees in the classification of Information Systems Technician, whether or not paid from funds obtained from State or Federal legislation, with the exception of the Secretary to the Superintendent, the Secretary to the Director of Human Resources, the Payroll Supervisor and the Information Systems Supervisor.

1.1 No job classification included in the bargaining unit under Section 1.0 shall be reclassified outside the unit as defined above without the mutual consent of the parties.

1.2 Prior to any Board action regarding the establishment of any new position or elimination of any existing position, an opportunity shall be provided for Union representatives to express their position directly with the Superintendent regarding such proposed action, and to mutually agree on a salary classification in cases when a new position is established or an existing official job description is revised.

1.3 It is the intent and purpose of the parties hereto that their agreements promote and improve the quality of secretarial work in the public school system of the Town of Manchester, provide for orderly professional negotiations between the Board and the Union, and secure prompt and fair disposition of grievances so as to promote positive influences upon the operation of the school program.

1.4 As used in this Agreement, the term "secretary" or "secretarial employee" shall mean an employee holding a secretarial position within the bargaining unit. As used in this Agreement, the term "Information Systems Technician" shall mean an employee holding the position of Information Systems Technician. As used in this Agreement, the term "employee" shall mean an individual employed in any position within this bargaining unit.

1.5 As used in this Agreement, the term "Superintendent" shall mean "the Superintendent or the Superintendent's designee."

## ARTICLE II – MANAGEMENT RIGHTS

2.0 Unless expressly limited or relinquished herein by a specific section of this Agreement, the rights, power and authority held by the Board and any of its departments pursuant to any Charter, general or specific statute, ordinance, regulation or other lawful provision over matters involving the Manchester Public Schools, and the complete operational control over the policies, practices, procedures and regulations with respect to its employees shall remain vested solely and exclusively with the Board.

## ARTICLE III – GRIEVANCE PROCEDURE

### 3.0 DEFINITIONS

- A. A grievance shall mean a claim by an employee or the Union that rights under the specific language of this Agreement have been violated, or that there has been a misinterpretation or misapplication of the specific provisions of this Agreement. As used in this Article, the term "employee" shall mean either (1) an individual employee, or (2) a group of employees having the same grievance.
- B. An "aggrieved person" is the person or persons making the claim.
- C. A "party in interest" is the person or persons making the claim and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
- D. As used in this article, the term "days," except where otherwise indicated, means business days.

### 3.1 PURPOSES

- A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of bargaining unit members.
- B. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of procedure, subject to the provisions of the Freedom of Information Act.

- C. Nothing herein contained shall be construed as limiting the right of any employee having a problem to discuss the matter informally with any appropriate member of the Administration or with any appropriate representative of the Union.
- D. Any employee or group of employees shall have the right at any time to present any grievance to such persons and through such channels as are designated for that purpose in this Article.

### 3.2 STRUCTURE

The Union shall designate a Personnel Rights and Responsibilities Committee (hereinafter referred to as the "PR&R Committee") chosen in such manner as may be determined by the Union.

### 3.3 TIME LIMITS

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

### 3.4 INFORMAL PROCEDURES

If an employee feels that he/she may have a grievance, he/she shall first discuss the matter with his/her principal or immediate supervisor in an effort to resolve the problem informally.

If after such discussion, the employee is not satisfied with the disposition of the matter, he/she shall have the right to have the Union's PR&R Committee assist him/her in further efforts to resolve the problem informally with the principal or immediate supervisor.

### 3.5 FORMAL PROCEDURE

Any grievance as defined herein, not presented in writing for disposition through the grievance procedure set forth below within thirty (30) calendar days of the occurrence of the condition giving rise thereto, or within thirty (30) calendar days of the employee's knowledge of its occurrence, whichever comes later, shall not thereafter be considered a grievance under this Agreement.

### 3.6 LEVEL ONE - SCHOOL PRINCIPAL OR IMMEDIATE SUPERVISOR

- A. If an aggrieved person is not satisfied with the disposition of the problem through informal procedures, he/she may submit his/her claim as a formal grievance in writing to the principal or immediate supervisor.

- B. The principal or immediate supervisor shall within ten (10) days render his/her decision and the reasons therefore in writing to the aggrieved person, with a copy to the Union's PR&R Committee.

### 3.7 LEVEL TWO - SUPERINTENDENT OF SCHOOLS

In the event that such aggrieved member of the unit is not satisfied with the disposition of the grievance at Level One, or in the event that no decision has been rendered within fifteen (15) days after presentation of the grievance, the grievant may file a written grievance with the President of the Union within ten (10) days after the decision at Level One. Within ten (10) days after receiving the written grievance, the Union President shall refer it to the Superintendent.

The Superintendent shall represent the administration at this level of the grievance procedure. Within fifteen (15) days after receipt of the written grievance, the Superintendent or his/her designee shall meet with the aggrieved person in an effort to resolve it. The aggrieved person may be accompanied by the Union President, Chairperson of the PR&R Committee, and necessary witnesses. The Superintendent or his/her designee shall respond to the grievance in writing within ten (10) days of the Level Two grievance meeting.

### 3.8 LEVEL THREE - BOARD OF EDUCATION

If the grievance is not settled by Level 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) days from the date of the Superintendent's decision. The Board of Education will hear the grievance within fifteen (15) days or at a mutually agreeable time after receiving the written grievance and will render a written decision within fifteen (15) days.

### 3.9 LEVEL FOUR - ARBITRATION

If the grievance remains unsettled it may then be submitted to arbitration, at the request of the Union only. The Union may submit the grievance to Arbitration by the SBMA or the American Dispute Resolution Center, Inc. (ADRC), 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 decision. The Board of Education may remove a grievance submitted to the SBMA to ADRC by sending written notice to the Union and filing with ADRC 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, except as otherwise provided by law. 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.

3.10 The services of the Council #4 Staff Representative shall be available to the union on any step of the grievance procedure.

3.11 Officers and/or Stewards of the Union, as shall be designated by the Union for the purposes of adjusting grievances and/or contract negotiations, shall be afforded the necessary amount of time, without loss of pay or benefits, to conduct such business.

#### ARTICLE IV - CONDITIONS OF EMPLOYMENT

##### 4.0 SELECTIONS

The Central Office staff member in charge of personnel shall be responsible for the selection, employment, duties and transfer of office personnel after an interview with the prospective supervisor. It shall be established policy to secure the most competent candidate in accordance with salary schedule and without discrimination against any qualified candidate because of political, religious, or labor union affiliation, or on the basis of race, age, creed, color, national origin, marital status, sexual orientation, gender or physical or mental disability.

##### 4.1 PROBATION

All new employees shall be subject to a probationary period of sixty (60) working days and shall have no seniority rights or recourse to the grievance procedure during this period, but shall be subject to all other provisions of this Agreement. The administration shall have the authority to extend the probationary period beyond sixty (60) working days for an additional period of time not to exceed thirty (30) working days upon notification to the employee and the Union of said extension and the reasons for the extension. During such probationary period it shall be the sole responsibility of the Central Office staff member in charge of personnel to evaluate performance and if deemed unsatisfactory, issue a formal notice of termination. Probationary employees shall acquire length of service records as of the date of their hiring.

The basis for selection of new employees shall be test scores, qualifications per Article 4.1 of this Agreement, an interview with the prospective administrative and/or supervisory personnel and an evaluation of previous work experience. All new hires will begin on the first step of the salary schedule for the appropriate classification. It is agreed that it is normally desirable that employees receive three (3) days' training.

##### 4.2 DISCIPLINARY ACTION

- A. All disciplinary action will be for just cause and subject to the grievance procedure starting at Level Two. Notice of intent to dismiss shall be in the form of a written statement from the Central Office.

- B. All disciplinary actions shall be applied in a fair manner and shall not be inconsistent with the infraction for which the disciplinary action is being taken.
- C. Disciplinary actions shall include (1) a verbal warning; (2) written warning; (3) suspension without pay for a period not to exceed five (5) days; (4) discharge, and shall follow this order. The Superintendent reserves the right to deviate from the above procedure in extreme cases.
- D. The Superintendent shall, at the time disciplinary action is taken (except verbal warnings), furnish the employee and the President of the Union, in writing, a statement of reasons for such action and the period of time for which any such suspension is to be effective.
- E. 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.

#### 4.3 RESIGNATIONS

- A. A written notice of resignation should be filed with the Central Office staff member in charge of personnel at least two weeks in advance of separation. This notice should include a statement of the reasons for this action.
- B. An employee who resigns in good standing shall be entitled to pay up to and including the last day of work.
- C. In addition, the employee shall be paid for vacation time which has accrued but has not been taken.
- D. An employee who terminates his/her services with the Board and is reemployed within six (6) months shall have sick leave accrued at the time of termination restored to his/her credit.

### ARTICLE V - WORKING CONDITIONS

#### 5.0 WORKING HOURS

- A. When finalized, the Board shall provide a copy of the ensuing year's school calendar to the Union President.

- B. 40-week employees will follow the school calendar. Forty-week employees shall work two hundred (200) days per year, comprised of: the student school year, the holidays provided for in Section 5.5 of this agreement, and any additional days needed to arrive at the required two hundred (200) day working year.

44- week employees will work as follows: two hundred and twenty (220) days, comprised of: the student school year, the holidays provided for in Section 5.5 of this agreement, and any additional days needed to arrive at the required two hundred and twenty (220) day working year.

### 5.1 WORK WEEK

The standard work week for secretarial employees and information systems technicians shall consist of thirty-seven and one-half (37.5) hours, seven and one-half (7.5) hours per day, Monday through Friday, plus a one half hour minimum daily lunch period which must be taken by the employee.

The standard work day shall begin no earlier than 6:30 a.m. and end no later than 5:30 p.m. Adjustments to the work day may be made by the mutual agreement of the employee and the supervisor.

### 5.2 WEATHER CONDITIONS

On a day when school is closed because of weather conditions but offices are open, 52-week bargaining unit members will be expected to report to work in a safe and timely manner and will be charged against accumulated time if it is impossible for them to report.

If the Superintendent of Schools determines that, due to weather conditions or other emergency circumstances, any secretarial employee should be dismissed early, said employee will not suffer any loss of pay for that day. Any 52-week employee ordered not to report to work shall suffer no loss of pay.

### 5.3 OVERTIME

- A. An employee who works at the request of the supervisor or the Superintendent on a Saturday or in excess forty (40) hours, shall be compensated at the rate of time and one-half.
- B. An employee who works at the request of the supervisor or the Superintendent on a Sunday or holiday shall be compensated at the rate of double time.

#### 5.4 ABSENCES

- A. When a staff member finds it necessary to be absent, the supervisor must be notified immediately and the automated substitute system contacted.
- B. A list of available secretarial substitutes shall be furnished to each location where secretaries work by October 1 of each year. The Personnel Department of the Board of Education shall send notification of additions and deletions to the substitute list periodically.

#### 5.5 HOLIDAYS

- A. Secretaries employed on a 52-week basis shall be granted the following holidays with pay: New Year's Day; Martin Luther King Day; Presidents' Day; Good Friday; Memorial Day, Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; day after Thanksgiving and Christmas Day; and one floating holiday to be selected by mutual agreement between the employee and his or her supervisor.
- B. Information Systems Technicians shall be granted the following holidays with pay: New Year's Day; Martin Luther King Day; Presidents' Day; Good Friday; Memorial Day, Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; day after Thanksgiving and Christmas Day; and one floating holiday to be selected by mutual agreement between the employee and his or her supervisor.
- C. All 52-week employees will work a four-hour day on Christmas Eve day (starting at their regular start time), as long as students have no school on Christmas Eve day.
- D. All employees will work a six -hour day (starting at their regular start time) on the day before Thanksgiving, as long as students continue to have a half-day.
- E. All other half days that appear on the school calendar are full work days for the secretarial staff.

F. Secretaries employed on a 40-week basis work a 200-day schedule encompassing the school calendar. Secretaries employed on a 44-week basis work a 220-day schedule encompassing the school calendar. The holidays included in the pay of a 40-week or 44-week secretary are as follows: New Year's Day; Martin Luther King Day, President's Day, Good Friday; Memorial Day; Columbus Day; Veteran's Day; Thanksgiving Day; day after Thanksgiving; and Christmas Day.

40-week secretaries and 44-week secretaries shall receive the following day off without pay: Labor Day. However, effective with the 2010-11 school year, if the student school year begins prior to Labor Day, 40-week and 44-week employees will receive Labor Day as a paid holiday.

G. Holidays occurring on a Saturday will be observed on the preceding Friday if there is no school on said Friday. Holidays occurring on Sunday will be observed the following day if there is no school on said Monday.

H. When school is in session during any of the holidays listed above, a compensating day will be designated as a substitute for said holiday.

I. In the event a holiday occurs during the paid vacation of any employee, he/she shall be entitled to an additional vacation day with pay.

## 5.6 VACATIONS

A. All vacation days shall be accrued on a monthly basis, from July 1 through June 30. During the first year of employment, employees shall earn vacation on a pro-rated basis at the rate of one (1) day for each month worked, except that vacation pay shall not accrue for the first two (2) months of service. During subsequent years of employment, employees shall accrue vacation on a monthly basis, based on rate of accrual equal to one-twelfth of the total number of days of vacation per year for which the employee is eligible in accordance with this section. When an employee becomes eligible for a greater number of vacation days in accordance with this section, the employee's increased vacation accrual rate shall become effective on the employee's anniversary date, based on the completion of the years of service set forth in this section.

The 52-week employee's date of employment will be used to determine the amount of vacation time due. These employees will take all vacation time earned or ten (10) working days, 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 forty (40) days.

Effective June 30, 2010, the maximum vacation accumulation shall be reduced from forty (40) days to thirty (30) days. Effective June 30, 2011, the maximum vacation accumulation shall be reduced from thirty (30) days to twenty-five (25) days. Such accumulated vacation time is to be taken at a time subject to the supervisor's approval.

- B. Employees employed on a 52-week basis who desire to take a vacation prior to their anniversary date shall be entitled to a vacation with pay of one (1) working day for each month of service, except that vacation pay shall not accrue for the first two months of service.
- C. Employees employed on a 52-week basis who have completed one (1) year of continuous service shall be entitled to ten (10) working days vacation pay.
- D. Employees employed on a 52-week basis who have completed five (5) years of continuous service shall be entitled to fifteen (15) working days vacation.
- E. Employees employed on a 52-week basis with over five (5) years of service shall receive one (1) additional vacation day for each two (2) years of continuous service over five (5) years until fifteen (15) years of service is reached at which time the employee shall be entitled to twenty (20) working days.
- F. Vacation time is to be taken at a time subject to the supervisor's approval. Vacation may be taken in increments of one day or one-half of a day.
- G. To maintain the operating efficiency of any department whenever there shall be a conflict in requesting vacation dates within the department, preference shall be given to employees according to seniority.

#### 5.7 EMPLOYEE FACILITIES

The Board shall endeavor to furnish each building with proper facilities and equipment, within the limitations of the Board's budget, in order that personnel will be able to function efficiently. All employees shall be guaranteed a parking space at a reasonable proximity to their work area.

## ARTICLE VI – ADDITIONAL PERSONNEL

6.0 The Board and the Union agree that prior to any Board action regarding the establishment of any new positions or the elimination of any existing positions involving secretarial personnel, an opportunity should be provided for Union representatives to meet with the Superintendent and the Board and express their views directly regarding any such proposed action, priorities or projects.

## ARTICLE VII – PROMOTIONS AND TRANSFERS

### 7.0 PROMOTIONS

- A. Promotional positions are defined as positions that are on a higher salary classification than the salary classification presently held.
- B. Selection for promotion shall be based on test scores, satisfactory past performance, as well as an interview with the prospective administrative and/or supervisory personnel. In the event two or more applicants are ranked equal, then seniority shall be the deciding factor for awarding the promotion. In the event the most senior qualified applicant is not selected, the supervisor shall provide a detailed written statement as to why. Such reasons shall not be arbitrary or capricious. This document shall not become a part of the employee's personnel file.
- C. The Board shall test all bargaining unit applicants for promotional positions, but selection for promotion shall be limited to those who successfully pass the Board examination.

### 7.1 TRANSFERS

- A. When a secretarial vacancy occurs or a new secretarial position is created, notice of such vacancy or newly created position shall be made known to all secretaries presently employed via e-mail and automated phone system five (5) working days during the school year and ten (10) weekdays (excluding holidays and weekends) during periods of vacation and/or summer schedules). When a vacancy occurs or a new position is created within the Information Systems Technician classification, notice of such vacancy or newly created position shall be made known to all Information Systems Technicians presently employed via e-mail and automated phone system five (5) working days during the school year and ten (10) weekdays (excluding holidays and weekends) during periods of vacation and/or summer schedules). Such notices shall clearly outline the qualifications for the position and shall specify whether the position is permanent or a temporary replacement for an employee on leave of absence.

Employees who wish to transfer to another position in the same classification may apply for such transfer in accordance with the Board posting. Applicants for lateral transfer or lower classification positions shall not be subject to any testing procedure. Applications for lateral transfers or to lower classification positions shall be granted based on seniority.

The Administration may transfer employees from one assignment or location to another within classification as business needs dictate upon agreement of the employee to be transferred and after discussion with union representatives. Such transfers shall not be used to circumvent the posting process or to fill vacancies.

- B. Once a secretary has bid and filled a position, his/her bid rights are then frozen for one (1) year except that the employee shall have the opportunity to bid on vacancies in a higher or lower classification.

As to Sections 7.1A and B, testing for the appropriate level shall be required in transferring from a secretarial position to a bookkeeping position and from a bookkeeping position to a secretarial position.

- C. All applicants shall be notified in writing when an appointment has been made.
- D. Notwithstanding the provisions of Section 7.0, A and B, and Section 7.1 A through F inclusive in this Article VII, it is agreed that when a vacancy occurs in this unit, or when a new position is created, strong consideration shall be given to members of the unit presently employed, in order of their seniority, who have sufficient skill and ability to perform the work with a minimum period of three (3) months' training. If at the end of the training period it has been demonstrated that the employee is not able to perform the duties of the new position, s/he shall be relieved of such duties and, wherever possible, returned to their former position without loss of rights under this Agreement. Where a 52-week employee takes a promotion or transfers to a 40-week position, the probation for the 52-week job shall be extended until such time as it takes to determine whether the transferred or promoted employee is capable of doing the job.
- E. Any employee who has been promoted or has filled a new position shall be evaluated by a supervisor familiar with the employee's work performance. Evaluations shall be reduced to writing and copies provided to the employee and the Department of Human Resources. An evaluation shall be issued at the mid-point of the probationary period and shall indicate where improvements in job performance are required, if any, allowing the employee ample time to improve in the specified areas. The probationary period shall be sixty (60) working days.

- F. Notices of vacancies are for the exclusive use of current members of the bargaining unit and shall not be given to persons outside the unit, including secretarial substitutes. At the discretion of the administration, any employee who has been promoted or transferred may work with an employee who is qualified to train in the new position for a period not to exceed five (5) days.

7.2 Secretarial positions for summer school, expulsion programs and kindergarten registration shall be posted and filled in accordance with the provisions of Article VII.

#### ARTICLE VIII - CLASSIFICATION

8.0 Each position shall only be assigned duties within the scope of the assigned classification.

8.1 The Board of Education may upgrade positions as required by the needs of the School System.

#### ARTICLE IX - RETIREMENTS

9.0 Prior to March 1, 1960, membership in the Town Plan for Retirement was optional. All non-certified school employees in regular positions in the Manchester school system employed after March 1, 1960 must become members of the Manchester Town Plan for Retirement. Any bargaining unit employee enrolled in the defined contribution plan as of June 30, 2007 shall remain in that plan.

9.1 Upon retirement, retirees shall be paid for accumulated unused sick leave in accordance with Article XV.

#### ARTICLE X - SALARIES

10.0 The salaries of all persons covered by this Agreement are set forth in Appendix A which is attached and made a part hereof.

ARTICLE XI – GENERAL CONDITIONS AFFECTING SALARIES

11.0 Salary payments shall be made in accordance with the following schedule:

<u>Number of weeks</u>	<u>Installments</u>
52	Bi-weekly
44	23
40	21

Effective upon the signing of this Agreement, all employees shall be paid by direct deposit.

11.1 New hires will start on Step I and will advance to Step II and Step III respectively on their anniversary date of hire. All other secretaries will advance regularly year by year on the salary schedule from the point at which they start. Notwithstanding the foregoing, there shall be no step advancements during the 2009-10 contract year.

11.2 When a secretary is required to assume the duties of another secretary in a higher classification, or in addition to his/her own duties, beyond five (5) consecutive working days, he/she will be paid in his/her same step in the higher classification and such increase will be made retroactive to the first day of the five (5) days, upon written notice to the Superintendent from the employee's supervisor stating that he/she had performed such duties.

11.3 LONGEVITY

The provisions of this section shall apply only to secretarial employees.

A. A longevity service increment shall be possible for any secretary at any point on the salary schedule provided the employee's total service with the Manchester Board of Education meets the required number of years based on the following schedule:

(a) 10 years	-	\$200.00
(b) 15 years	-	\$300.00
(c) 20 years	-	\$450.00

This benefit will no longer exist for any employee hired after May 31, 2002.

B. Longevity payments to be paid in a lump sum on the first pay day after the anniversary date of employment.

- C. Pro rata longevity payments shall be paid to a secretarial employee in the event his/her services to the Board are terminated provided the employee has rendered satisfactory service during his/her term of employment.
- D. Any secretarial employee currently receiving the \$450 rate will continue to do so.

## ARTICLE XII - TUITION REIMBURSEMENT

12.0 Full-time employees may make application to the Board of Education for reimbursement of 85% tuition cost and lab fees of courses taken to improve their-job-related skills or to learn new job-related skills. These courses must have prior approval of the Administration.

## ARTICLE XIII - PROTECTION OF SECRETARIES

13.0 Employees shall report immediately in writing to their immediate supervisor and to the Central Office staff member in charge of Personnel all cases of assault suffered by them in connection with their employment.

13.1 The Board shall indemnify bargaining unit employees in accordance with the provisions of Section 10-235 of the Connecticut General Statutes.

13.3 A secretarial employee absent from work as a result of a job-related injury (including an assault) or illness shall be covered by workers' compensation benefits without having any such absence charged to sick leave. The secretarial employee, if qualified for workers' compensation benefits, shall receive his/her full salary for one (1) year. The secretarial employee shall receive his/her regular biweekly check with the understanding that the workers' compensation benefits will be given over to the Board for up to that first year.

13.4 If an Information Systems Technician is absent from work as a result of a job-related injury or illness, Information Systems Technician may elect to use accumulated sick leave to make up the difference between the employee's regular net pay and the employee's workers' compensation benefits. Such leave shall be deducted at the rate of one-quarter (1/4) day of sick leave for each date of absence.

## ARTICLE XIV - ACCIDENT AND SICKNESS BENEFITS

14.0 If a secretary is absent because of illness due to a childhood communicable disease definitely traceable to contact made in school, the absence will not be charged against the secretary.

14.1 In the case of an employee who is in service for only a part of the school year, benefits will be prorated according to the fraction of the year for which he/she is employed.

## ARTICLE XV - SICK LEAVE

15.0 Employees hired after July 1, 1997 shall be granted annually twelve (12) sick leave days with full pay. Any employee hired prior to July 1, 1997 shall continue to receive fifteen (15) sick leave days annually with full pay.

15.1 Employees who work less than a full day shall be granted sick leave days prorated according to the fraction of the time for which they are employed.

15.2 The accumulation of unused sick leave shall be limited to one hundred and ninety (190) days. Notwithstanding the foregoing, any employee who has accumulated sick leave days in excess of 190 on the date of the issuance of the arbitration award in this matter shall be permitted to retain these days, but shall not be permitted to accumulate days in excess of the number he or she has as of May 31, 2002. If such employee's accumulated sick leave subsequently falls below 190, the 190-day limitation on accumulation shall thereafter apply to that employee.

15.3 For absence for sickness as documented by a medical physician, who will attest in writing to the employee's disability status for ten or more days beyond granted leave pursuant to sections 15.0 through 15.3, an employee shall receive the difference between the rate paid to a substitute who is a non-contract, non-bargaining unit secretary and their absent secretary's regular salary whether or not a substitute is actually employed. This practice shall not exceed sixty (60) days past the expiration date of sick leave, at which time the member must return to work or seek a medical leave of absence.

Days taken under this provision in which the employee receives the difference in pay between his/her pay and a substitute's will be deducted from the final accumulated days at the person's retirement for payout purposes at the rate of one-half (1/2) the number of used days (e.g., if an employee falls under provision 15.3 "Absence for sickness beyond leave" for a period of twenty (20) days, ten (10) days will be subsequently deducted from accumulated sick leave at the time of retirement.)

15.4 Sick leave may be taken in increments of one hour.

15.5 In the event of catastrophic illness, special consideration for extension of sick leave may be given by application through the Central Office staff member in charge of personnel. The number of catastrophic illness days added to an employee's account will be subtracted upon retirement before calculating the accumulated unused sick days to be compensated under the provision of Section 15.6.

15.6 The provisions set forth in this section shall apply only to secretarial employees. In addition, the provisions set forth in this section shall apply only to such secretarial employees who were hired prior to June 30, 2009. Upon retirement, any secretarial employee shall be paid for one-half of all accumulated unused sick days up to a limit of two hundred and forty (240) days of such accumulation; or, if the secretarial employee has rendered fifteen (15) or more years of service in Manchester, for all unused sick leave accumulated up to a maximum of one hundred and twenty (120) days. Payment for 44-week secretaries' unused sick pay so provided shall be at the rate of one two-hundred twentieths (1/220) of the employee's annual salary as of the date of termination. Payment for 40-week secretaries' unused sick pay so provided shall be at the rate of one two-hundredths (1/200) of the employee's annual salary as of the date of termination.

For secretaries hired after July 1, 1997 and prior to June 30, 2009, sick leave payout shall be limited to 70 days for retirees at either the rate calculated in the agreement or an average of their last three (3) years of salary, whichever is less.

15.7 In the event of absence of an employee for illness in excess of five (5) consecutive working days, the Superintendent may request the filing of a doctor's certificate or the Superintendent may, if he/she has reasonable cause to believe that there is an abuse of the sick leave policy, require an examination by an independent physician, such examination to be at the Board's expense.

## ARTICLE XVI - LEAVES OF ABSENCE

### 16.0 PERSONAL LEAVE

A. Leaves of absence with pay and not chargeable against the employee's sick leave allowance shall be granted to a total maximum of 10 days per school year. Such days subject to application to the immediate supervisor and with the formal approval of the Superintendent for the following reasons:

1. A maximum of five (5) days per school year for critical illness or death in the immediate family. Immediate family is defined as including a parent, a brother or sister, husband or wife, son or daughter, grandparents, grandchildren, mother-in-law, father-in-law, or any other person who preceding such illness or death has been a member of the same household as the employee.

2. A maximum of five (5) for the reasons below:
  - a. Attendance at the college graduation of a son, daughter, husband, or wife.
  - b. Pressing personal business that cannot reasonably be conducted outside school hours.
  - c. Court appearances when subpoenaed as a witness to the extent not otherwise reimbursed.
  - d. Performance of religious obligations.

Personal days may be taken in either half-day or full-day increments.

- B. The employees will receive their full salary but give to the Board of Education any compensation they receive from serving on jury duty.

#### 16.1 LEAVES WITHOUT PAY

- A. Leave of absence without pay may be granted by the Board for a limited, definite period not to exceed one year, for the following reasons:
  1. For health reasons upon advice of a physician.
  2. For other personal reasons subject to the review and recommendation of the Superintendent.
- B. Application for such leaves of absence must be made in writing, stating the reason for the request and the length of time desired. A leave of absence expires automatically at the date of expiration approved for the leave. If an extension is required, it must be approved by the Board.
- C. It is expected that, as far as possible, leaves will be so arranged as to begin or end at the close of a school year.

## 16.2 MATERNITY LEAVE

- A. Short-Term Maternity Leave - Leave shall begin when in the opinion of her doctor the employee 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 employee, 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, unless such employees are granted approval for childrearing leave under Section B. Employees shall endeavor to give as much notice as practicable to their supervisor prior to the commencement of maternity leave.
- B. Childrearing Leave An employee may be granted a long-term leave of absence without pay for childbearing and/or childrearing. If such leave is granted, it shall commence immediately upon expiration of maternity related disability leave, if applicable, or otherwise on date of birth or adoption of the child. Such leave shall continue for a period not to exceed the remainder of the current school year plus one complete school year. In the event that any portion of such leave is covered by the federal Family Medical Leave Act, the provisions of the Act related to continuation of insurance benefits shall apply.
- C. 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.

## 16.3 PROFESSIONAL LEAVE

- A. Each employee may be permitted attendance at recognized educational meetings. The arrangements for such meetings must be made in advance and the completed plans approved by the supervisor and Superintendent.
- B. The Board may pay, within the limits of appropriations, the reasonable expenses (including fees, meals, lodging, and/or transportation) incurred by the employees who attend workshops, seminars, conferences, or other professional improvement sessions at the request and/or with the advance approval of the supervisor and Superintendent for particular purposes of special benefit to the school system and/or the individual participating.

- C. With advance approval of the Superintendent, when it is necessary for official representatives of the Union to engage in Union activities directly relating to the Union's duties as representatives of the secretaries, they shall be given such free time without loss of pay as is necessary to perform any such activities. The Union and its officers recognize and agree that this privilege should not be abused.

#### 16.4 RETURN AFTER LEAVE OF ABSENCE

- A. Employees who have been granted a leave of absence shall notify the Board, in writing, thirty (30) days before the return date of their intention to resume work.
- B. All employees returning from a leave of absence as defined in Section 16.1 (above) shall be restored to the same or equivalent position that they held at the time the leave was granted.

### ARTICLE XVII - INSURANCE

17.0 Subject to the eligibility requirements set forth in the applicable insurance plans, employees, their spouses and their dependents shall have provided for them by the Board of Education to the extent indicated, the following insurance coverages.

The following three health insurance options shall be provided to eligible employees as referenced in Appendix B:

1. \$25 Open Access Plus Plan
2. \$15 Open Access Plus Plan
3. High deductible/HSA health insurance plan

For each eligible full-time employee, the Board will fund fifty percent (50%) of the applicable HSA deductible amount. The Board's contribution toward the HSA deductible will be deposited into the HSA accounts throughout the course of the year, on the Board's payroll dates. The parties acknowledge that the Board's contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed employees. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment. In the event that the HSA plan is implemented after the calendar year has begun, the Board's contribution toward the deductible shall be pro-rated for that year.

Employees shall pay the following percentages of the applicable premiums for the plan they select:

	2007-08	2008-09	2009-10	2010-11	2011-12
\$25 Open Access Plus	13%	13%	13%	14.5%	16%
\$15 Open Access Plus	10%	10%	10%	11.5%	13%
High Deductible Plan	7%	7%	7%	8.5%	10%

The Board has adopted an Internal Revenue Code Section 125 Plan which allows employees to pay the above contribution with pre-tax dollars.

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 Dispute Resolution Center, Inc. (ADRC) shall be the exclusive method for deciding the above issue.

17.1 The Board of Education shall provide term life insurance coverage in the amount of \$20,000 with an employee option to increase coverage up to \$20,000 additional.

17.2 Secretarial employees may purchase a health and accident policy through the school district at their own expense.

17.3 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. Employees 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.

#### 17.4 Retiree Insurance:

The provisions of this section shall apply only to secretarial employees. In addition, the provisions of this section shall apply only to such secretarial employees who were hired prior to June 30, 2009.

Employees eligible for retiree insurance under this section shall receive the following benefits:

- Retirees and/or their spouse of record as of the date of retirement, upon reaching Medicare-eligible age, must take Medicare Parts A and B and then will be eligible to purchase the Medicare Supplement plan, Retiree Plan F.
- Life insurance of \$6,000.
- There is no dental coverage for retirees at any age.

In order to qualify for retiree health insurance benefits, a retiree must be able to collect a pension through the Town of Manchester Pension Plan.

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.

- 1) An employee hired prior to July 1, 1995, and who retires after May 31, 2002 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 premium contribution percentage 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 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 May 31, 2002, 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 premium contribution percentage 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 and pay 50% of the premiums.
  
- 3) An employee hired on or after July 1, 2000, but prior to June 30, 2009, and who retires after May 31, 2002, 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 50% of the health insurance premium or the same premium contribution percentage 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 and pay 50% of the premiums.

17.5 Upon the death of a retired secretary, the surviving spouse (if the spouse of record at the time the secretary retired) may purchase health benefits through the Board group plan, to the extent that the retired secretary 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.

17.6 Health insurance benefits will be provided to members of the bargaining unit whose spouses are also employed by the Board in accordance with state law.

## 17.7 PENSION PLAN

- A. In the event that the Town and/or Town Pension Board discontinues the insurance coverage of secretaries, the Board of Education shall assume the responsibility at the level of coverage at the time the insurance package was terminated by the Town.
- B. The Board shall pay pension contributions with pre-tax dollars as allowed by the IRS in the Supplemental Pension Ordinance.

## ARTICLE XVIII – PAYROLL DEDUCTIONS

18.0 The Board agrees to deduct from the salaries of its employees' dues for professional organization memberships in accordance with the procedures established in cooperation with the Central Office. Other payroll deductions may be provided for as agreed in cooperation with the Central Office such as Northeast Family Federal Credit Union.

## ARTICLE XIX – GENERAL PROVISIONS

19.0 It is understood that this Agreement is subject to, and shall operate within the framework of, the statutes of the State of Connecticut.

19.1 It is understood that employees shall continue to serve under the direction of the Superintendent and in accordance with the Board and administrative policies, rules and regulations.

19.2 There shall be no reprisals of any kind taken against any employee by reason of his/her membership in the Union or participation in its activities.

19.3 Employees shall have the opportunity to review and discuss any evaluation reports with their supervisors. The Board shall maintain only one official personnel file which shall be located in the office of the Central Office staff member in charge of personnel. Subject to the provisions of the State Freedom of Information Act, no material shall be added to an employee's personnel file unless a copy of such material has been provided to the employee. The employee, upon request, shall be provided reasonable access to review his/her file in accordance with FOIA provisions.

19.4 This Agreement shall constitute Board policy for the term of said Agreement, and the Board hereby amends its rules and regulations to the extent necessary to give effect to the provisions of this Agreement.

19.5 If any portion of this Agreement is ruled invalid for any reasons, the remainder of the Agreement shall remain in full force and effect.

19.6 This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

19.7 The Board shall provide at no cost to the employees any medical injections that are provided for Town employees.

19.8 All provisions of this Agreement shall apply equally to all employees without discrimination because of political, religious, or labor union affiliation, or on the basis of race, age, creed, color, national origin, marital status, sexual orientation, gender, religion, or physical or mental disability. The use of masculine or feminine pronouns in this agreement shall apply to employees of either sex.

19.9 The Union agrees that neither it nor any of the employees in the bargaining unit covered by this Agreement will collectively, concertedly or individually engage in or encourage or participate in, directly or indirectly, any strike, slowdown, stoppage of work, or other interference with the operation of the Board or the school system during the term of this Agreement and the Board agrees that during the term of this Agreement it will not lock out any employees covered by this Agreement. The Board retains the right to discipline and discharge any employee who violates this provision and to recover such damages from the Union and any employee as the Board may suffer by reason of breach of this article. Discipline or discharge for violation of this article shall not be subject to the grievance procedure.

## ARTICLE XX - LAYOFFS

20.0 In the event of a layoff, no employee shall be laid off from his/her position if any other employee in the same classification performing comparable duties with less seniority, as defined by Article XX, Section 20.4, is to be retained. When employees are to be recalled (after the posting process), the first to be recalled shall be the most senior of those laid off, provided that such employees recalled are capable of doing the work then available.

Layoffs shall follow the following procedure:

- A. Seasonal employees, if any;
- B. Probationary employees, if any; then,
- C. Regular employees within a classification.

20.1 Employees receiving a layoff notice may bump the last person hired in his/her same classification within the same number of weeks worked. If the employee is the last person hired for that classification, he/she may bump the last person hired in the next lower classification, except as otherwise provided by Section 20.5. The displaced employee must meet the minimum qualifications for the position he/she seeks to assume. No employee may bump another employee with more seniority.

20.2 Laid off employees shall have recall rights for a period of two (2) complete years from the date of layoff. An employee who waives recall rights shall be placed on the lowest seniority status for a subsequent recall, provided such recall rights shall, in no event, extend beyond the two (2) year period. An employee who refuses recall for any reason, or fails to respond to a recall notice within seven (7) calendar days of the mailing of such notice by certified mail, return receipt requested, shall lose all further recall rights.

20.3 The Board shall give notice no later than June 1st of actual discontinuance. Failure to provide due notice of layoff would result in two (2) weeks' severance pay for the employee laid off.

20.4 For purposes of this Article, seniority shall be defined as an employee's continuous length of service with the Board from said employee's most recent date of hire.

20.5 Secretarial employees shall have no bumping right or recall rights to Information Systems Technician positions, and Information Systems Technicians shall have no bumping or recall rights to secretarial positions.

NOTE: The above Article XX does not pertain to the Head Start Program in any way.

#### ARTICLE XXI - POSITIONS COVERED BY THIS CONTRACT

21.0 The Board recognizes that where a secretarial position becomes available, whether it be through Project Head Start or any other federally-funded program, the position is part of this bargaining unit and subject to this contract except as noted in Article XX above.

#### ARTICLE XXII - TRAVEL ALLOWANCE

22.0 Employees who use a privately owned automobile for traveling between schools or while conducting Board business shall be reimbursed once a month for all mileage driven at the current IRS rate per mile.

## ARTICLE XXIII - UNION SECURITY

23.0 The Board agrees to deduct monthly dues or service fees, as specified by Council #4, AFSCME, from the wages of all employees covered by this Agreement provided, however, that the Board has been duly authorized by the employee to make such deductions. Such deductions shall continue for the duration of this Agreement or any extension thereof.

23.1 The deduction for any month shall be made during the first two payroll periods of each month and shall be remitted to Council #4, AFSCME, not later than the last day of said month.

23.2 The monthly remittance of dues or service fees to Council #4, AFSCME, will be accompanied by a list of names of employees from whose wages, dues or service fee deductions have been made.

23.3 All employees in the bargaining unit shall, within thirty (30) days of ratification of this Agreement or within sixty (60) days of employment by the Board become and remain members of the Union in good standing in accordance with the Constitution of the Union during the term of this Agreement or any extension thereof as a condition of employment. Any employee who does not become and remain a Union member in good standing in accordance with the requirements herein shall, as a condition of employment, pay to the Union a service fee as permitted by law.

23.4 Council #4, AFSCME shall certify to the Board the amount to be deducted monthly from the wages of such employees. If the amount so certified is to be changed, Council #4, AFSCME shall provide thirty (30) days written notice to the Board.

23.5 A substitute is a temporary replacement for an employee who is employed in an existing position. The Board of Education may employ substitute employees for a period of twenty (20) working days or for the duration of an employee's absence, whichever is the greater.

A temporary is one who is hired in a non-permanent status to supplement the work force. The Board of Education may employ temporary employees, chosen either from the substitute list, applications, or a professional temporary service, for a period of twenty (20) working days. For any service beyond twenty (20) working days, the Board will meet with the Union to discuss the need for the extension.

A record of all temporary help shall be made available to the Union for its review quarterly.

23.6 The Union agrees that it will indemnify and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board for the purpose of complying with the provisions of this Article.

23.7 Voluntary PEOPLE contributions: The employer agrees that any employee who elects to make a PEOPLE contribution may do so by payroll 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 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. PEOPLE deductions must be made in whole dollar amounts.

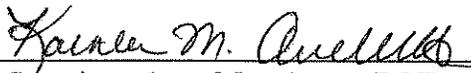
#### ARTICLE XXIV - DURATION

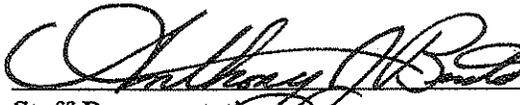
24.0 This Agreement shall become effective upon ratification by both parties, provided that wage increases for contract years occurring prior to the signing of this Agreement shall be applied retroactively only as follows: a) individuals who were employed on the effective dates of such increases, and who remain employed as of June 30, 2009 shall be eligible for retroactive wage increases; and b) individuals who were employed on the effective dates of such increases, and who were laid off by the Board, effective June 30, 2009, shall be eligible for retroactive wage increases.

This Agreement shall remain in effect until June 30, 2012 and from year to year thereafter unless either party requests negotiations in accordance with MERA.

Agreed on this 9 day of September, 2009.

  
\_\_\_\_\_  
President AFSCME 1303-223

  
\_\_\_\_\_  
Superintendent, Manchester BOE

  
\_\_\_\_\_  
Staff Representative  
AFSCME Council 4, AFL-CIO

  
\_\_\_\_\_  
Chair, Manchester BOE

  
\_\_\_\_\_  
Assistant to the Superintendent,  
Finance and Management  
Manchester BOE

Appendix A

SALARY SCHEDULES

2007-08	GWI: 2.90%									
	Class 1		Class 2		Class 3		Class 4		Class 5	
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
Step 1										
52 Week	47,142	24.18	43,627	22.37	40,379	20.71	37,397	19.18	33,681	17.27
44 Week	39,890	24.18	36,914	22.37	34,167	20.71	31,645	19.18	28,500	17.27
40 Week	36,262	24.17	33,560	22.37	31,060	20.71	28,767	19.18	25,909	17.27
Step 2										
52 Week	49,056	25.16	45,383	23.27	42,024	21.55	38,888	19.94	35,061	17.98
44 Week	41,508	25.16	38,401	23.27	35,560	21.55	32,904	19.94	29,667	17.98
40 Week	37,734	25.16	34,910	23.27	32,326	21.55	29,914	19.94	26,969	17.98
Step 3										
52 Week	51,013	26.16	47,231	24.22	43,692	22.41	40,445	20.74	36,441	18.69
44 Week	43,166	26.16	39,964	24.22	36,971	22.41	34,222	20.74	30,834	18.69
40 Week	39,241	26.16	36,332	24.22	33,610	22.41	31,111	20.74	28,031	18.69

2008-09	GWI:	2.90%								
	Class 1		Class 2		Class 3		Class 4		Class 5	
	Annual	Hourly								
Step 1										
52 Week	48,509	24.88	44,892	23.02	41,550	21.31	38,482	19.73	34,658	17.77
44 Week	41,047	24.88	37,985	23.02	35,158	21.31	32,563	19.74	29,327	17.77
40 Week	37,314	24.88	34,533	23.02	31,961	21.31	29,601	19.73	26,660	17.77
Step 2										
52 Week	50,479	25.89	46,699	23.95	43,243	22.18	40,016	20.52	36,078	18.50
44 Week	42,712	25.89	39,515	23.95	36,591	22.18	33,858	20.52	30,527	18.50
40 Week	38,828	25.89	35,922	23.95	33,263	22.18	30,782	20.52	27,751	18.50
Step 3										
52 Week	52,492	26.92	48,601	24.92	44,959	23.06	41,618	21.34	37,498	19.23
44 Week	44,418	26.92	41,123	24.92	38,043	23.06	35,214	21.34	31,728	19.23
40 Week	40,379	26.92	37,386	24.92	34,585	23.06	32,013	21.34	28,844	19.23

2009-10	GWI: 0.00%									
	Class 1		Class 2		Class 3		Class 4		Class 5	
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
Step 1										
52 Week	48,509	24.88	44,892	23.02	41,550	21.31	38,482	19.73	34,658	17.77
44 Week	41,047	24.88	37,985	23.02	35,158	21.31	32,563	19.74	29,327	17.77
40 Week	37,314	24.88	34,533	23.02	31,961	21.31	29,601	19.73	26,660	17.77
Step 2										
52 Week	50,479	25.89	46,699	23.95	43,243	22.18	40,016	20.52	36,078	18.50
44 Week	42,712	25.89	39,515	23.95	36,591	22.18	33,858	20.52	30,527	18.50
40 Week	38,828	25.89	35,922	23.95	33,263	22.18	30,782	20.52	27,751	18.50
Step 3										
52 Week	52,492	26.92	48,601	24.92	44,959	23.06	41,618	21.34	37,498	19.23
44 Week	44,418	26.92	41,123	24.92	38,043	23.06	35,214	21.34	31,728	19.23
40 Week	40,379	26.92	37,386	24.92	34,585	23.06	32,013	21.34	28,844	19.23

2010-11	GWI: 1.50%									
	Class 1		Class 2		Class 3		Class 4		Class 5	
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
Step 1										
52 Week	49,237	25.25	45,565	23.37	42,173	21.63	39,059	20.03	35,178	18.04
44 Week	41,663	25.25	38,555	23.37	35,685	21.63	33,051	20.03	29,767	18.04
40 Week	37,874	25.25	35,051	23.37	32,440	21.63	30,045	20.03	27,060	18.04
Step 2										
52 Week	51,236	26.27	47,399	24.31	43,892	22.51	40,616	20.83	36,619	18.78
44 Week	43,353	26.27	40,108	24.31	37,140	22.51	34,366	20.83	30,985	18.78
40 Week	39,410	26.27	36,461	24.31	33,762	22.51	31,244	20.83	28,167	18.78
Step 3										
52 Week	53,279	27.32	49,330	25.30	45,633	23.40	42,242	21.66	38,060	19.52
44 Week	45,084	27.32	41,740	25.30	38,614	23.40	35,742	21.66	32,204	19.52
40 Week	40,985	27.32	37,947	25.30	35,104	23.40	32,493	21.66	29,277	19.52

2011-12	GWI: 1.50%									
	Class 1		Class 2		Class 3		Class 4		Class 5	
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
Step 1										
52 Week	49,976	25.63	46,248	23.72	42,806	21.95	39,645	20.33	35,706	18.31
44 Week	42,288	25.63	39,133	23.72	36,220	21.95	33,547	20.33	30,214	18.31
40 Week	38,442	25.63	35,577	23.72	32,927	21.95	30,496	20.33	27,466	18.31
Step 2										
52 Week	52,005	26.67	48,110	24.67	44,550	22.85	41,225	21.14	37,168	19.06
44 Week	44,003	26.67	40,710	24.67	37,697	22.85	34,881	21.14	31,450	19.06
40 Week	40,001	26.67	37,008	24.67	34,268	22.85	31,713	21.14	28,590	19.06
Step 3										
52 Week	54,078	27.73	50,070	25.68	46,317	23.75	42,876	21.99	38,631	19.81
44 Week	45,760	27.73	42,366	25.68	39,193	23.75	36,278	21.99	32,687	19.81
40 Week	41,600	27.73	38,516	25.68	35,631	23.75	32,980	21.99	29,716	19.81

**IT Employees**

<u>Employee #</u>	<u>2007-08</u>	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
7170	\$56,629	\$ 60,822	\$ 60,822	\$ 62,038	\$ 62,969
7483	\$53,200	\$ 58,200	\$ 58,200	\$ 62,038	\$ 62,969
7747	\$37,000	\$ 42,000	\$ 42,000	\$ 47,000	\$ 52,000
7966	\$59,629	\$ 60,822	\$ 60,822	\$ 62,038	\$ 62,969
12586	Not applicable	\$ 45,000	\$ 45,000	\$ 45,675	\$ 46,360
12790	Not applicable	\$ 42,000	\$ 42,000	\$ 42,630	\$ 43,269

**Notes:**

- 1) Employee #7747's salary was adjusted to \$42,000 effective 12/22/08, so his retroactive increase for 2008-09 covers only the period 7/1/08 through 12/21/08.
- 2) For IT employees hired on or after September 1, 2009, the Board shall determine the initial hiring rate. Thereafter, any such employee shall receive the applicable general wage increase(s) on each subsequent July 1<sup>st</sup>.

**Manchester Public Schools**

**Secretaries/IT**

<b>BENEFIT</b>	<b>CIGNA OAP \$25</b>	<b>CIGNA OAP \$15</b>
<b>Costshares</b>		
	In-Network services subject to copays	In-Network services subject to copays
	Out-of-Network services subject to deductible and coinsurance	Out-of-Network services subject to deductible and coinsurance
	Copay - \$25 Office Visit, \$75 Emergency Room, \$150 Outpatient Surgery	\$15 PCP Office Visit Copay \$15 Specialist Office Visit Copay \$50 Emergency Room Copay;
	Deductible - \$250/\$500/\$750 Coinsurance - 80% to \$3,750/\$7,500/\$8,750 \$1,000/ \$2,000/\$2,500 Oop Max	Deductible - \$200/\$400/\$500 Coinsurance 80% to \$4,000/\$6,000/\$7,500 \$1,000/\$1,600/\$2,000 OOP Max
	Lifetime Maximum In-Network - Unlimited Lifetime max out of network- \$1,000,000	Lifetime Maximum In-Network - Unlimited Lifetime Maximum Out-Of-Network -Unlimited
<b>Preventive Care</b>		
Pediatric	In-network \$25 Copay	\$15 Copay
Adult	\$25 Copay	\$15 Copay
Vision	\$25 Copay Covered once every two years (includes refraction)	\$15 Copay Covered once every 24 months
Hearing	\$25 Copay Covered once every two years	\$15 Copay Screening part of physical exam
Gynecological	\$25 Copay	\$15 Copay
<b>Medical Services</b>		
Medical Office Visit	\$25 Copay	\$15 Copay
Outpatient PT/OT	\$25 Copay	\$15 Copay
Chiropractic	60 Combined days	60 Combined days
Speech Therapy	per member per calendar year	
Allergy Services	\$25 Copay for office visits and testing No copay for injections	\$15 Copay for office visits and testing No copay for injections
Diagnostic Lab & X-ray	Covered	Covered
Inpatient Medical Services	Covered	Covered
Surgery Fees	Covered	Covered
Office Surgery	Covered	Covered
Outpatient MH/SA	\$25 Copay per visit	Covered \$10 copay per visit
<b>Emergency Care</b>		
Emergency Room	\$75 Copay (waived if admitted)	\$50 Copay (waived if admitted)
Urgent Care	\$50 Copay	\$25 Copay
Ambulance	Covered	Covered
<b>Inpatient Hospital</b>	Pre-cert only for Out-of-network	Pre-cert only for Out-of-network
General/Medical/ Surgical/Maternity (Semi-private)	\$300 Copay	\$150 Copay
Ancillary Services	Covered	Covered
Medication, supplies		
Psychiatric	\$300 Copay	\$150 Copay
Substance Abuse/ Detox	\$300 Copay Covered up to 45 days per cal. Year (90 partial)	\$150 Copay Covered up to 45 days per cal. Year (90 partial)
Skilled Nursing and Rehabilitative Facility	Covered up to 180 days per calendar year	Covered up to 180 days per calendar year
Hospice	Covered	Covered
Outpatient Hospital	Covered	Covered

**Manchester Public Schools**

Se:retaries/IT

BENEFIT	CIGNA OAP \$25	CIGNA OAP \$15
Outpatient Surgery Facility Charges	\$150 Copay	\$75 Copay
		(Prior Authorization Required)
Diagnostic Lab & X-ray	Covered	Covered
Pre-Admission Testing	Covered	Covered
<b>Other Services</b>		
Durable Medical Equipment	Covered	Covered
Prosthetics	Covered	Covered
Home Health Care	200 visits per calendar year	Covered (Prior Authorization Required)
Infertility	Covered	Covered
	\$25,000 maximum	\$25,000 maximum
Prescription	\$10/\$25/\$35 - 30 day supply Mail = 2 copays/90 day supply \$2000 max - No Contraceptives	\$10/\$20/\$30 - 30 day supply Mail = 2 copay/90 day supply Unlimited - Contraceptives included
<b>*All Plans are National and no primary care physician is required as of 7/1/07</b>		