

CONTRACT AGREEMENT BETWEEN
THE BRISTOL BOARD OF EDUCATION
AND
LOCAL 3551 OF COUNCIL 4, AFSCME, AFL-CIO
July 1, 2024 to June 30, 2027

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**ARTICLE I
RECOGNITION**

- I:1 This Agreement is made between and by the Bristol Board of Education (hereinafter the "Board") and Local 3551 of Council 4, AFSCME, AFL-CIO (hereinafter "Local 3551") formerly BESA. The Board recognizes and certifies Local 3551 as the exclusive bargaining representative for all employees in the unit consisting of all permanent employees of the Board, including all permanent employees engaged for the entire school year who work at least twenty hours per week, engaged in clerical or secretarial work in the public school system of the Town of Bristol, for the purposes of, and with all the rights and privileges as provided by the Municipal Employees Relations Act of Connecticut General Statutes, Chapter 561, Section 7-467 through 7-477, as amended,

**ARTICLE II
RIGHTS OF MANAGEMENT**

- II:1 Except as limited by a provision or provisions of this Agreement, the Board retains all managerial prerogatives established by law or by custom and practice, including, but not limited to, the following rights:
- (a) To hire, promote, discharge for a valid reason or discipline for cause, employees, subject to their right to union representation in disciplinary matters, as prescribed by law;
 - (b) To assign employees to specific positions, provided that any employee who is reassigned may request a written statement of the reasons for such reassignment, and further provided that the written response from management will be provided promptly;
 - (c) To establish reasonable standards for the performance of work, provided such standards are made known in a reasonable manner to employees to whom they are applicable;
 - (d) To evaluate individual performance by appropriate supervisory personnel;
 - (e) To adopt or change job descriptions, and to ensure that job-related functions are carried out, provided any changes in job descriptions or job-related functions should be made known promptly to all affected employees;
 - (f) To establish, publish and enforce reasonable rules of conduct and the performance of work; and
 - (g) In general to conduct the business of the Board in whatever manner it deems appropriate.

ARTICLE III
SALARIES

- III:1 Salaries - The salaries of all persons covered by this Agreement are set forth in Appendix A, which is attached hereto and made a part of this Agreement.
- III:2 Paycheck - All paychecks shall be distributed via direct deposit. Paystub information shall be made available to members.
- III:3 Classifications - Classifications of all positions covered by this Agreement are set forth in Appendix B, which is attached hereto and made a part of this Agreement.
- III:4 Retirement benefits will be administered in accordance with the rules and regulations of the City of Bristol Retirement System. However, substantive benefits (including, but not limited to, eligibility requirements, computation of final average earnings, percentage multiplier, etc.) shall be subject to collective bargaining between the Board and Local 3551. For employees hired on or before June 30, 2022, there shall be a multiplier of 2.4% per year of service and an employee contribution of 6.0% of pay. Employees hired on or after July 1, 2022 shall have a pension multiplier of 2.0% per year of service and shall make employee contributions of 7.0% pay. Pursuant to adoption of ordinance, Chapter 2, Administration Article 2 Officers and Employees, Div 5, retirement section 2-75 as amended May 13, 2014.

Effective July 1, 2024, the vested percentage will be 100% for any employee in the bargaining unit with five (5) or more years of credited service.

ARTICLE IV
LONGEVITY

- IV:1 Longevity increments shall be granted to employees covered under the prevailing Agreement. Such employees shall be eligible for the longevity award upon completion of at least fifteen (15) years of cumulative service with the Board, prior to September 1 each year.
- IV:2 Full-time secretarial employees who have prior part-time service with the Board shall be given credit for such service, apportionate to the total number of months worked, converted to full-time service equivalency.
- IV:3 The increment shall be awarded to employees who meet the length of service requirement and shall be in addition to qualifying employee's salary and computed as follows:

15 years of cumulative 12-month service	\$500.00
25 years of cumulative 12-month service	\$650.00
15 years of cumulative 10-month service	\$300.00

ARTICLE V

INSURANCE

V:1 The Board shall provide insurance coverage under the plans referenced below. Coverages and carriers provided pursuant to this agreement may be changed from time to time by the Board provided that the resulting coverage remains substantially equivalent to the existing plans. Local 3551 shall have sixty (60) days notice prior to implementation by the Board.

V:1.1 Medical, hospital and prescription drug coverage, with non-standard benefits; a three-tier drug plan available to employees, their spouses, and dependent children, including those between the ages 19 and 26, either living at home or attending an accredited college or university, as more fully described in Appendix C, which is attached hereto and made a part of this Agreement.

V:1.2 Dental Plan - The Board shall provide the Co-Pay Dental Plan for each employee and her/his family. The Board shall provide riders A, B, C, D and Dependent Child Rider to the Co-Pay Dental Plan, including payment for all eligible family members.

V:1.3 All twelve-month employees and those ten-month employees with single or two-person coverage or family coverage enrolled in the above-referenced insurance plans shall pay by payroll deduction as indicated below:

Upon ratification	18.5%
Effective 7/1/25	19.0%
Effective 7/1/26	19.5%

Each such percentage contribution shall be subject to a Section 125 pre-tax salary reduction plan.

V:1.4 The Board shall establish a Section 125 account for the purpose of paying uncovered medical expenses and child care expenses with pre-tax dollars. Participation in such plans shall be voluntary.

V:2 City Group Life Insurance - The Board shall make available a term life insurance equal to \$50,000 for each employee. All employees who have, under prior insurance policies, accumulated cash values, shall be entitled to all the rights available to the employee upon termination of service with the Board.

V:3 Retirement Benefits

- (a) Retiree health benefits, for those who qualify for normal retirement, will be provided by the Board for a period of ten (10) years after the date of retirement. Such benefits for secretary and spouse will be the same as those provided to members of the bargaining unit until the retiree is eligible for Medicare; thereafter coverage shall consist of the Board's then current Medicare Supplement Plans.

- (b) Retirees eligible for coverage under paragraph (a) above must pay the same premium cost share as active employees may be required to pay, provided that this requirement shall be waived for the first five (5) years of the employee's retirement.
- (c) Any employee hired into the bargaining unit after July 1, 1992 will not be eligible for any retiree health insurance paid for by the Board, but may opt to continue health insurance coverage at the COBRA rate at their own expense, carrier permitting.

V:4 Workers' Compensation

- (a) Any employee who shall suffer personal injury in the performance of her/his duty and who shall be eligible for payments under the Workers' Compensation Act shall receive, through the employer, the monetary difference between said employee's by-weekly salary (straight time pay after applicable taxes and deductions) and the benefits payable to her/him under the Workers' Compensation Act. Said monetary difference shall be no greater than what is paid to the injured employee at the inception of the injury. With respect to injuries occurring on or after July 1, 1997, the Board's supplementary payments will cease not later than one year of absence due to a particular injury including recurrence of that injury.

Time lost as a result of an on-the-job injury shall not be charged against the employee's sick leave.

- (b) Effective upon ratification of the contract and approval by the Workers' Compensation Commission, work-related injuries and illnesses will be handled through the City's Medical Network for Workers' Compensation.

V:5 Vandalism Members of the unit who incur vandalism costs while on duty at school, school events and school meetings may claim reimbursement from the City of Bristol by filing a claim with the claims department

V:6 Disability - Upon the expiration of sick leave, employees may apply for disability benefits up to \$400 per week in accordance with the terms of the Non-occupational Disability Benefit Plan (26 weeks).

ARTICLE VI WORKING CONDITIONS

VI:1 Selection - Applicants shall be selected on the basis of training, experience, skills, performance on the job, seniority, references and interview. All job openings (any vacancies, and any newly created clerical/secretarial positions) shall be posted for a period of five (5) working days to present staff members. Every effort will be made to fill all positions no later than three (3) weeks after the posting of the official vacancy. All internal candidates who have applied for a posted position and who meet minimal qualifications must be granted an interview.

- VI:1.1 Selection Decision: When training, experience, skills, performance on the job, references and interview are equal, the first preference in selection will be to a present employee with the most seniority. If a presently employed candidate is not selected for the job opening, she/he will be notified promptly in writing of the choice of applicant for the job and reasons why the employee was not selected. This does not limit the Board from employing personnel who are not now presently in the employ of the Board. However, all internal applicants will be considered before employing personnel not currently in the bargaining unit.
- VI:1.2 Extra Work- Work on special projects and/or grant programs that require secretarial/clerical work at designated times other than during the regular work day will be offered to all staff members in that specific department or that specific school first. If no staff members are available to work in the specific department or that specific school, it shall be offered to all bargaining unit members in other departments or schools whenever reasonable to do so. Staff will be notified via general notice.
- VI:1.3 Trial Period- Employees promoted or transferred to a different position within the bargaining unit shall serve a trial period of thirty (30) working days which may be extended for an additional thirty (30) working days by the Board. If during this trial period the employee's performance is not satisfactory to the Board, or if the employee wishes to return to her/his previous position, then the Board shall return the employee to her/his former position or to a similar position without loss of seniority if the former position has been physically filled. The employee promoted or transferred shall be paid at the rate of the new position on the date the employee commences performing the new duties.
- VI:2 Probation - All newly hired employees (that is those not presently under this contract) shall be subject to a probationary period of sixty (60) working days. Such probationary employees shall have all benefits of this contract except the grievance procedure. The probationary period may be extended for an additional thirty (30) days by the Superintendent or her/his designee, after prior consultation with Local 3551.
- VI:3 Assignment or Performing Work- When an employee is assigned to or performing any specific higher position under the Board for three (3) or more consecutive working days, said employee shall receive the rate of the higher position, retroactive to the initial assignment or performance and for the duration of the assignment or performance.
- VI:4 Placement - At the time of appointment any new employee shall be placed on the appropriate step of the salary schedule. For salary purposes only, new personnel will be placed on the same salary scale step as a current employee with equal years of credited experience after prior consultation with Local 3551.
- VI:5 Credited Experience - New employees with prior job-related experience occurring within the last eight years shall be credited with those years of

experience, on the basis of one salary step credit for each two full years of experience, when entering the employ of the Board. Part-time experience within the last eight years shall be prorated accordingly. Experience beyond the last eight years shall not be considered.

VI:5.1 Former BESA or Local 3551 bargaining unit employees shall be given credit for all prior service within the bargaining unit which has occurred within the last ten years, provided any break in service was not the result of a voluntary resignation from employment with the Board. Part-time service within the past ten years shall be prorated accordingly. Experience beyond the last ten years shall not be considered.

VI:5.2 Former BESA or Local 3551 bargaining unit employees of the Board returning to the employ will be given credit for all service within the bargaining unit proportionate to the total number of months worked within the last ten years, provided any break in service was not the result of a voluntary resignation from employment with the Board. This shall be in effect for wages, holiday, vacation and longevity benefits for all full-time employees.

VI:6 Any employee who is transferring to a position in the bargaining unit with a different work year shall have the above benefits for wages, holiday and vacation decided upon after discussion and agreement by the individual affected, Local 3551 and the Board. Any employee who is transferring to a position with the Board outside the bargaining unit shall have all conditions of employment set by consultation with the appropriate labor organization (if any).

VI:7 General

- (a) Members of this unit will not be expected to administer any medication to students.
- (b) The administration will maintain guidelines concerning supervision of students (including in-house suspensions, whether class period or day), and will take appropriate steps to assure compliance with these guidelines.

VI:8 Job Description - The board shall prepare bargaining unit job descriptions for all existing positions, all newly created positions or any position whose duties or responsibilities have been substantially altered. Local 3551 shall review and have input into the job descriptions before they are adopted or posted. A job description will be provided by the Board to every employee for her/his position.

VI:9 It is the belief of both parties that training is in the best interest of the Board and its employees. Whenever possible, a minimum of three (3) days training will be done by the incumbent in this position.

ARTICLE VII

HOURS OF WORK

- VII:1 Work Day for Full-Time Employees - The work day for all full-time employees shall consist of 7 hours per day with a maximum one (1) hour for lunch.
- VII:1.1 All full-time employees are entitled to a maximum one (1) hour lunch period. When requested, if agreeable with the employee and the supervisor, the lunch hour and work day may be adjusted to accommodate the work day schedule.
- VII:1.2 The work day shall include two duty-free breaks of not more than 15 minutes which shall be scheduled between the employee(s) and the immediate supervisor.
- VII:2 Employees shall be entitled to a duty-free lunch period.
- VII:3 For work beyond thirty-five (35) working hours per week, employees will be paid at the rate of time and one-half the regular rate of pay. For purposes of computing working hours under this provision, scheduled vacation and holidays shall be included.
- VII:4 If an employee is called to work on a paid holiday, which is specified in the contract, the employee will receive double time for the hours worked.
- VII:5 If an employee is called to work on a Saturday morning, the employee will receive time and one-half for the hours worked regardless of the total hours worked for the week. If an employee is called to work on a Saturday afternoon or Sunday, the employee shall be paid double time for the hours worked, regardless of the total hours worked for the week.
- VII: 6 Ten-month employees shall work six hours per day. Specific work times shall be determined by the Chief of Talent Management or designee at each school location.
- Ten-month employees will report to work five days before the start of the school year and will remain five days after the end of the school year.
- VII:7 On scheduled student early release days, ten-month employees shall work their full six (6) hours.

ARTICLE VIII

HOLIDAYS

- VIII:1 Full-Time Employees -All employees are granted the following 14 holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day, plus one floating holiday to be scheduled as an additional vacation day for each full-time employee.
- VIII:1.1 When a holiday falls on Saturday or Sunday, a compensatory day is given unless the holiday is observed on the previous Friday or the following Monday. In the event a holiday occurs while an employee is on sick leave or on vacation, such

day will not be charged to either the employee's personal leave, sick leave or vacation. The compensatory day will be scheduled by the individual employee before or after said holiday date to be scheduled with the approval of the immediate supervisor.

VIII:1.2 The day before Thanksgiving all employees will be given a 30 minute lunch break. Employees shall start at their normal time, if the start time is before 8:00 a.m. All other employees will start at 8:00 a.m. This shortened work day, five (5) hours and thirty (30) minutes, inclusive of lunch, which shall not be taken at the end of the day, shall normally be the same duration for everyone in the bargaining unit, provided all school buses have cleared and there are no other extenuating circumstances. The same practice shall apply when the last school day before Christmas is a shortened school day.

VIII:1.3 The full day before Christmas shall be granted as a paid holiday unless school is in session, in which case the full day after Christmas shall be granted as a paid holiday.

VIII:2 Ten-Month Employees -Any ten-month employee who meets the requirements set forth in Article I - RECOGNITION - will be entitled to a maximum of ten (10) holidays per year. Holidays granted are: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Juneteenth*, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas Day.

* Juneteenth if ten-month employees are still working.

VIII:2.1 Remuneration for these holidays will be based on the employee's normal work day.

VIII:2.2 The following holidays shall be paid holidays for bargaining unit members if they fall on a day when school is not in session for students as determined by the Board's calendar. If any such holidays fall on a Saturday or Sunday, bargaining unit members shall not receive holiday pay. If such holidays are recognized by the Board's calendar but school remains open for students, bargaining unit members are expected to report to work and shall not receive holiday pay. [Emphases added].

Three Kings Day, Eid al-Fitr, Rosh Hashanah, Yom Kippur, and Diwali

ARTICLE IX
VACATIONS

IX:1 Vacation periods for full-time employees will be effective on her/his anniversary date and granted with pay as follows:

completion of 1 to 4 years of service 10 days
completion of 5 years of service 11 days
completion of 6 years of service 12 days
completion of 7 years of service 13 days
completion of 8 years of service 15 days
completion of 9 years of service 16 days
completion of 10 years of service 17 days
completion of 11 years of service 18 days
completion of 12 years of service 20 days

IX:2 Former BESA or Local 3551 bargaining unit employees returning to the employ of the Board within a ten year period shall be granted vacation credit for all prior service within the bargaining unit, provided any break in service was not the result of a voluntary resignation from employment with the Board. This benefit shall become effective after the employee has completed one year of full-time service following the date of return. Any vacation benefits granted to present employees with prior full-time service shall remain in effect.

IX:3 All vacation must be cleared with the immediate supervisor. Vacation may be limited to fifteen (15) working days consecutively, unless by special arrangement with immediate supervisor. However, employees may be entitled to roll over up to five (5) working days of vacation to the next year upon approval of the Superintendent or his/her designee.

IX:4 Full-Time employees who have completed less than one year of service prior to July 1 are entitled to vacation with pay of one working day for each month of service up to a maximum of ten (10) working days.

IX:5 Vacation days are to be normally taken during the period beginning one week after the close of school to one week before the opening of school or during school vacations. With the permission of the immediate supervisor, employees in multi-secretary offices may take vacation leave during the school year. Employees in single secretary school offices may take up to five (5) days each when school is in session with the approval of the immediate supervisor, which shall not be unreasonably denied.

The Superintendent or his/her designee may limit the number of employees who take the same day off, on a first come first served basis.

Further no such days off will be granted prior to October 1 or after Memorial Day without the approval of the Superintendent or his/her designee. All vacation requests must be sent to the employee's immediate supervisor at least two (2)

weeks prior to the proposed vacation time. Vacation time may be taken on days when school is cancelled with the permission of the immediate supervisor. All ten-month employees shall be entitled to take up to two vacation days during the school year, subject to the same provisions which apply to employees in single person offices.

- IX:6 Whenever the death of an employee occurs, her/his estate shall be entitled to a monetary amount equal to her/his vacation time proportionate to time worked during said year and based on the employee's years of service.
- IX:7 Vacation policy for ten-month employees covered under this Agreement having worked ten (10) months shall be five (5) working days with pay proportionate to hours worked. Ten-month employees with five (5) years or more of service shall be entitled to ten (10) working days with pay, proportionate to hours worked. Vacation days are to be taken during the period referred to in Section IX:5 above. Vacation pay for said vacation days shall be made at the time the vacation days are taken.
- IX:8 When a ten-month employee transfers within the unit to a twelve-month position, the employee will be paid for any previously earned vacation as a lump sum payment at the time of the transfer, or may elect to convert all or part of such payment to vacation days in an amount based on their new work schedule and hourly rate.
- IX:9 When an employee resigns, requests a leave of absence or retires, for any reasons, her/his annual vacation allowance is to be prorated per month times the total months of service earned at the time of termination.

ARTICLE X **SICK LEAVE**

- X:1 Twelve-month employees covered under this Agreement shall be granted not less than eighteen (18) days sick leave per year cumulative to two hundred twenty (220). An additional eighteen (18) days annually (but not cumulative), over the two hundred twenty (220) days maximum, shall be available, without reduction of the two hundred twenty (220) days accumulated.
- X:2 Ten-month employees under this Agreement shall have ten (10) days (proportionate working time) to be cumulative to one hundred (100) days maximum.
- X:3 On death or normal retirement of any employee, thirty-three percent (33%) of any unused portion of the employee's sick leave will be granted to the employee or the employee's estate as severance pay, up to a maximum of 180 days of unused sick leave (i.e. 59.4 days pay). Normal retirement shall be construed to mean separation from employment with immediate eligibility for a full, unreduced retirement benefit under the City of Bristol pension plan.

- X:4 At its discretion, the Board may grant requests for additional paid sick leave to any employee, regardless of length of service, in cases of personal emergency. In considering requests for such additional leave, the Board shall give special attention to employees who at some time in their career in Bristol have foregone sick leave accumulation by virtue of being at the maximum level of accumulation for one or more years.
- X:5 Sick leave for both full-time and ten-month employees hired after the start of any work year shall be calculated on a prorated basis.
- X:6 (a) Sick Leave Bank. For the purposes of providing additional coverage after the exhaustion of individual annual and/or accumulated sick leave in the event of a personal catastrophic illness as evidenced by medical certification, the parties agree to establish a Sick Leave Bank on the following terms:
1. In order to be a participating member of the Sick Leave Bank (the "Bank"), secretaries must contribute a minimum of one (1) day of accumulated sick leave not to exceed five (5) days to the Bank on September 1 each year. Once such days are contributed, they are forfeited and will not be returned to a secretary under any circumstances.
 2. The Bank shall be administered by a committee of five: two representatives of the administrative staff, two members of the Executive Board, and the Superintendent of Schools. This committee shall consider the eligibility of secretaries to draw from the Bank and shall meet once annually at the start of each academic year and on an as needed basis, specifically within 10 working days of each request. The following criteria shall be used by the Sick Leave Bank Committee in determining the eligibility of a secretary to draw from the Bank and determining the amount of leave:

For requests arising out of a secretary catastrophic illness, the secretary must first have used up all accumulated full pay sick leave.

 - (b) A secretary must submit competent and timely evidence that a request is necessary due to a catastrophic and lengthy illness that is not covered by Workers' Compensation.
 - (c) The Sick Leave Bank Committee may issue up to two (2) grants of days from the Sick Leave Bank for a secretary in connection with the catastrophic illness of the secretary. The cumulative total of the two (2) grants shall not exceed ninety (90) days per secretary. The Sick Leave Bank shall have a minimum of twenty-five (25) days in reserve. If the number of days falls below 25, then Section (a)(1) shall be reapplied. The decisions of the Sick Leave Bank Committee shall be final and binding and not subject to the grievance procedure or arbitration. In addition, the decisions of the Sick Leave Bank Committee shall not establish a practice or precedent for any purpose.

The Union further agrees to save the Board of Education and the Administration harmless from any and all claims of any kind arising out of the legality of the sick leave bank and its operations, including contributions to or withdrawals from the bank.

- (d) Nothing herein shall preclude the Board from granting in its discretion requests for additional paid sick leave to any secretary, regardless of length of service, in cases of personal emergency. In considering request for such additional leave, the Board shall give special attention to secretaries who at some time in their career in Bristol have foregone sick leave accumulation by virtue of being at the maximum level of accumulation for one or more years.

ARTICLE XI

PERSONAL LEAVE

- XI:1 Twelve-month employees shall be entitled to up to five (5) working days per year for the following:
- XI:1.1 Attendance in court, or legal demands beyond the employee's control
- XI:1.2 For an employee's own wedding, including the day before the wedding
- XI:1.3 For the marriage of children, parents, siblings, and siblings of spouse
- XI:1.4 For death in the immediate family or attendance at funerals of members of the immediate family
- XI:1.5 For attendance at a funeral of someone other than a member of the immediate family
- XI:1.6 For attendance at the graduation of self, son, daughter, parent or spouse which falls on a workday
- XI:1.7 For religious holidays - this is limited to personal participation
- XI:1.8 Two (2) days per year for matters that cannot be conducted with reasonable convenience at any other time/day subject to approval of the Superintendent of Schools or his/her designee
- XI:1.9 One (1) day for moving one's domicile
- XI:1.10 Emergency illness - in the event of emergency illness in the immediate family, time is given to make arrangements for medical or nursing care
- XI:1.2 Ten-month employees shall be entitled to up to three (3) working days per year for the following: same as XI:1.1 through XI:1.10 above.

- XI:1.3 Personal leave for both full-time and ten-month employees hired after the start of any work year shall be calculated on a prorated basis.
- XI:4 Application for leave in the provisions above will be made to the principal or supervisor who in turn will file a report at the Board Office stating the category of the absence. Unless circumstances prevent, all such requests must be cleared as far ahead as possible.
- Any other reasons deemed of importance must be ruled by the Superintendent of Schools or his/her designee.
- XI:5 Principals or supervisors may at all times refer requests to the Superintendent of Schools or his/her designee if the Principal or Supervisor so wishes, or at the request of the employee concerned.
- XI:6 Leaves taken pursuant to the above provisions shall be in addition to sick leave.
- XI:7 Immediate family is defined as the employee's or spouse's father, mother, sister, brother, child, grandparents, spouse or other individuals who are permanent members of the household.
- XI:8 Deductions for any of the above shall be at the rate of pay for one day, based on the annual salary.

ARTICLE XII

PERFECT ATTENDANCE

- XII:1 Any twelve (12) month employee who maintains perfect attendance for a three-month period shall earn one full day of leave with pay, plus one additional full day of leave with pay for a full contract year (July- June) of perfect attendance. Calendar quarters shall begin July 1, October 1, January 1 and April 1.
- XII:2 "Perfect attendance" means no loss of time during any normal work day except for earned scheduled vacation, conference days, approved personal days and days of perfect attendance leave scheduled with prior approval of the employee's supervisor. However, loss of time totaling 3.5 hours or less in a three-month period shall not constitute a break in perfect attendance.
- XII:3 Perfect attendance leave must be taken within four (4) calendar months after it is earned, unless otherwise agreed by the Director of Human Resources.
- XII:4 Any ten (10) month employee who maintains perfect attendance for the following periods (September through December, January through March, April through June) shall earn one full day of leave with pay, plus one additional full day of leave with pay for a full contract year (September through June) of perfect attendance.

ARTICLE XIII
EDUCATIONAL CONFERENCE LEAVE/PDD

(Professional Development Day)

- XIII:1 Whenever an employee is requested by the Superintendent or his/her designee to attend an educational conference, all expenses shall be fully reimbursed minus any meal expenses. An employee who requests to attend an educational conference may be permitted time off with pay at the discretion of the Superintendent or his/her designee, but expenses will be reimbursed only if and to the extent approved in advance at the discretion of the Superintendent or his/her designee.
- XIII:2 All employees will attend the professional development day(s) sponsored by the Board and Local 3551. This will be a paid working day.

ARTICLE XIV
JURY DUTY LEAVE

- XIV:1 Any secretary who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The employee shall receive a rate of pay equal to the difference between the employee's regular salary and the jury fee.

ARTICLE XV
CHILD-BEARING LEAVE

- XV:1 An employee who becomes sick or disabled due to pregnancy or childbirth shall, upon request, be placed on sick leave for child-bearing purposes. Any employee who becomes pregnant shall so notify the Superintendent of Schools, or designee, at least one (1) month prior to the expected date of commencement of said sick leave. When there are reasons to believe that the employee may have become unable to perform their duties, the employee shall provide a doctor's certificate indicating the employee's continued fitness for work. Leave shall begin when, in the opinion of the employee's doctor, the employee is no longer physically able to work and said leave shall expire when, in the opinion of the employee's doctor, the employee is physically able to return to work. Except in the case of medical difficulties, sick leave is not normally expected to continue for more than six (6) weeks to eight (8) weeks after delivery, depending on the nature of the delivery. Upon return, the employee shall be assigned to their former position, or an equivalent position.
- XV:2 Leave under section XV.1 shall be with pay, to the extent available through sick leave accumulation, and with all other benefits customarily provided during sick or disability leave.
- XV:3 Any employee who becomes pregnant shall adhere to the notification and reporting procedures in section XV.I for as long as the employee remains actively employed, whether or not the employee intends to return to work after the employee's child is born.

- XV:4 Nothing in this Article shall be construed to deny any employee any rights they may have under the Family and Medical Leave Act. However, the Board may elect to charge any leave taken under this Article against the employee's FMLA allowance, as well as the employee's contractual sick leave allowance, to the extent permitted by law.

ARTICLE XVI **MILITARY LEAVE**

- XVI:1 Temporary military leave shall be granted in order to serve a period of active duty with the Reserves or National Guard. In no event shall this military leave exceed a total of thirty (30) days annually.
- XVI:2 If the employee is called to report for involuntary duty, she/he shall receive a rate of pay equal to the difference between her/his professional salary and the military pay received. Fringe benefits will be continued for a period up to six (6) months, carrier permitting.

ARTICLE XVII **GENERAL LEAVE**

- XVII:1 An unpaid leave of absence of up to one year may be granted at the discretion of the Superintendent or his/her designee for justifiable causes other than child bearing/rearing purposes.
- XVII:2 If the employee requests an unpaid leave of absence for 0-6 months, a substitute secretary will be hired and the employee will return to her/his former position.
- XVII:3 If the employee requests an unpaid leave of absence for 7 months to 1 year, the secretarial position shall be posted as an interim position - and any other position open because of the employee's leave of absence will be posted as an interim position. All employees involved will return to their former position upon completion of the leave of absence.
- XVII:4 Additional unpaid leave may be granted for justifiable cause at the discretion of the Superintendent of Schools, or his/her designee. However, an employee who is granted a leave of absence that exceeds one year will not be guaranteed the same position upon return.
- XVII:5 After the exhaustion of any FMLA eligible leave, an employee on an unpaid leave of absence may continue to receive insurance benefits at the employees applicable cost share.
- XVII:6 Employees on an unpaid leave of absence shall not be eligible for holiday pay.
- XVII:7 All leaves are subject to the approval of the Board.

ARTICLE XVIII
JOB SECURITY

- XVIII:1 Should a reduction in the secretarial work force become necessary, such reduction shall be effected on the basis of seniority.
- XVIII:2 For the purpose of this Article, seniority for full-time and part-time employees shall be defined as the length of continuous service within Local 3551 (formerly BESA). Continuous service shall not be deemed interrupted as a result of a layoff.
- XVIII:3 Should an existing position be eliminated the following procedure shall be applicable to all full-time and/or part-time employees:
- XVIII:3.1 Seniority within salary class (A, B, C, or D) will be the determining factor. The employee whose position is eliminated shall bump the least senior bargaining unit member in the same salary class whose job the employee can demonstrate the skill and ability to perform. If there is no less senior bargaining unit member in such a position in the same salary class (A, B, C or D) said employee shall bump the least senior bargaining unit member in the next lower salary class whose job the employee can demonstrate the skill and ability to perform.
- XVIII:3.2 The employee with the least seniority in the next lower salary class (A, B, C, or D) shall be bumped to the next lower class (A, B, C, or D) and so on until no further classes (A, B, C, or D) are available or no further bumping is necessary.
- XVIII:3.3 The full-time employee with least seniority shall have the option to bump into the part- time salary class (D) before going on layoff.
- XVIII:3.4 Any employee on layoff shall have recall rights for two (2) years and be notified by certified mail to the last known address of any job openings during this recall period. Such an employee shall have first priority to openings in the same or lower salary class during the recall period providing they have the skills and ability to perform the job.
- XVIII:3.5 An employee who is bumped to a lower salary class (A, B, C, or D) shall have first priority to return to that employee's former salary class, should a vacancy arise.
- XVIII:3.6 Any employee on the recall list shall have the right to continue, at her/his option, the group plans for medical and life insurance at her/his own expense.
- XVIII:3.7 If there is an opening within the salary class (A, B, C, or D) of the eliminated position, the employee whose position was eliminated must take the open position in the same or lower salary class and the bumping/layoff procedure will not be available.

XVIII:4 The Administration shall maintain a seniority list and shall notify Local 3551 of any new hires, layoffs and recalls, or other changes in the seniority list. A copy of the seniority list shall be provided to the President of Local 3551 by September 15 of each year.

XVIII:5 Seniority shall be not be interrupted by absence due to illness, absence due to a compensable injury, vacation or paid leave. Seniority shall not accrue but shall not be lost during layoff for up to two (2) years or other authorized paid leave.

ARTICLE XIX

CANCELLED SCHOOL DAYS

XIX:1 All employees, except ten-month employees, are to report to work at the regular time on cancelled school days unless otherwise notified, with due regard for weather conditions.

XIX:2 Employees shall make every reasonable effort to report as scheduled for work when schools are closed due to inclement weather or other emergency conditions. In the event that an employee is unable to report for work, the employee may charge the day against their perfect attendance leave or vacation accruals. Employees will be excused from work without loss of pay when all schools and the Central Offices are closed due to inclement weather or other emergency conditions.

XIX:3 Ten-month employees are not expected to report to work and shall not be paid when schools are closed due to inclement weather or other emergency conditions. However, if a ten-month employee has reported to work and the Superintendent determines that schools are to be closed (shortened day) due to inclement weather or other emergency conditions, the employee shall be paid for the full day. In the event of a late notice of school closing for inclement weather or other emergency condition, a ten-month employee who has reported to work shall receive two (2) hours of their current hourly wage and then be excused from work. Late notice shall mean that the first radio/television announcement is made after 7:00 a.m. and the employee does not receive a telephone call before 7:00 a.m.

ARTICLE XX

GRIEVANCE PROCEDURES

XX:1 A "grievance" shall mean a complaint by any employee, groups of employees, or the President and/or her/his designee representing the Bargaining Unit, that there has been, to the employee or to them, an inequitable, improper or unjust application, interpretation or violation of this Agreement. Any member of this unit may request Local 3551 representation at any step of the grievance procedures.

- XX:2 The steps of the grievance procedure shall be as follows:
- XX:2.1 Step One. An informal discussion with the Immediate Supervisor to attempt to solve the problem. A decision must be rendered within three (3) working days of such discussion.
- XX:2.2 Step Two. Submit, in writing, to the Immediate Supervisor, a statement of the grievance within three (3) working days of the incident, or within three (3) working days of when the employee knew or should have known of the incident. The building principal or immediate supervisor shall make his/her decision within five (5) working days from the receipt of the written grievance.
- XX:2.3 Step Three. If the matter has not been resolved satisfactorily at Step Two, the matter shall be presented to the Superintendent of the Schools or his/her designee within five (5) working days following the decision at Step Two. The Superintendent of Schools or his/her designee shall make his/her decision within five (5) days following receipt of the written grievance.
- XX:2.4 Step Four. If the matter has not been resolved satisfactorily at Step Three, the matter shall be presented to the Personnel Committee of the Board which shall discuss the matter at its regularly scheduled meeting which meeting shall occur within ten (10) working days. The Personnel Committee shall render its decision within five (5) days following its regular scheduled meeting.
- XX:2.5 Step Five. If the aggrieved member of the bargaining unit is not satisfied with the disposition of her/his grievance at Step Four, the employee may within three (3) days of receipt of the decision at Step Four present a request in writing to the President of Local 3551 to submit the employee's grievance at arbitration.

Local 3551 may, within fifteen (15) calendar days after receipt of such request, submit the grievance to binding arbitration by so notifying the Board and the American Arbitration Association in writing.

Prior to arbitration, the parties may mutually agree to submit the grievance to the Connecticut State Board of Mediation and Arbitration to request mediation.

Arbitration shall be conducted by the American Arbitration Association in accordance with its rules and procedures, unless otherwise agreed to by the Board and Local 3551.

Local 3551 and the Board shall share equally the costs of the services of the arbitrator.

The arbitrator shall hear and decide only one grievance in each case. He shall be bound by and must comply with all the terms of this Agreement. He shall not have the power to add to, delete from, or modify in any way any of the provisions of this Agreement.

- XX:2.6 If a response to a grievance is not provided in the time periods set forth above, or any mutually agreed extension thereof, it shall be deemed a denial of such grievance and the grievant/Union may advance the grievance to the next step.

ARTICLE XXI
SAVINGS CLAUSE

- XXI:1 It is agreed that if any section, clause or phrase of this Agreement is found in whole or in part to be illegal or contrary to any law, such findings will have no effect on any of the remaining portions or provisions of the Agreement.

ARTICLE XXII
UNION SECURITY

- XXII:1 The Board of Education shall deduct appropriate dues or assessments as set by Local 3551, from the salaries of its secretarial employees who submit a signed authorization form which is attached in Appendix D, unless an employee notifies Local 3551, Council 4, and the Board in writing of the withdrawal of such authorization form or unless a member of the unit is transferred to a non-bargaining position. Provisions may be made for other optional payroll deductions regarding income protection. Deductions as provided herein shall be deducted from the first two payrolls of each month and remitted once per month to the Council 4 office of AFSCME no later than the last business day of the month for the previous month's dues.

- XXII:2 Local 3551 and Council 4, AFSCME shall hold the Board harmless against any and all claims, demands, liabilities, lawsuits, attorneys' fees or other costs which may arise out of, or by reasons of, actions taken against the Board as a result of the enforcement of administration of this article

- XXII:3 Union Business: In the event that employee representatives of Local 3551 are required to meet with Board officials or attend hearings on grievance matters or contract negotiations during their regular working hours, such representatives shall not suffer any loss of pay for the time involved, except that it is understood that this provision shall apply to no more than the following representatives:

- (a) No more than five (5) representatives for negotiating sessions.
- (b) No more than two (2) representatives for resolving grievance matters with management prior to arbitration. The two (2) representatives shall be the President or the President's designee and the grievant.
- (c) No more than three (3) representatives for attendance at hearings before an Arbitration Panel. In the event that the parties agree to mediate with the Connecticut State Board of Mediation and Arbitration (SBMA), no more than three (3) representatives shall attend. The three (3) representatives shall be the President and two (2) others designated by the Local 3551 Executive Board. Any employee who receives a subpoena by

either the Board or Union shall not suffer a loss of pay to attend the arbitration hearing. This may be in addition to the three (3) representatives designated by Local 3551.

XXII:4 The Union shall have the right and opportunity to hold an orientation session with all newly hired employees. This orientation session shall be for the purpose of explaining the new employee's contractual rights and introducing him/her to the Union. The orientation will be held within fifteen (15) days of the employee's hire date and shall be during working hours at a time agreed to by the employee's immediate supervisor, not to exceed thirty (30) minutes in duration.

XXII:5 The Union shall have the right to use City and/or Board owned/leased buildings to conduct Union meetings with bargaining unit members provided such meetings are during non-working hours or scheduled for a mutually agreeable time with the Administration.

XXII:6 Every 120 days, or upon the request of the Union, the Board will submit information on employees represented by the bargaining unit in the format of an excel spreadsheet to the Union via a secure upload site to be provided by the Union. Information regarding new hires in the bargaining unit will be added to the spreadsheet and provided within ten (10) business days of the date of hire.

The spreadsheet will contain the following information for all employees represented by the bargaining unit: last name, first name, middle initial, hire date, rate of pay, job title, worksite, home address, work email, and work telephone number. To the extent the Board maintains information on an employee's home phone, cell phone and home email, such information will also be provided upon receipt of confirmation from the Union that an employee has filed an authorization to release such information, which may be revoked at any time by the employee. The Union agrees to indemnify and hold harmless the Board from any liability regarding the release of information under this section.

ARTICLE XXIII

PRESERVATION OF RIGHTS

XXIII:1 The provisions of this Agreement shall be binding upon both the Board and Local 3551 for the duration of this Agreement, and no negotiations shall be required during the term hereof unless agreed to by both parties. However, nothing shall prevent the parties from informally discussing matters of mutual concern.

ARTICLE XXIV
STRIKES AND LOCKOUTS

- XXIV:1 Local 3551 agrees that it will not call, authorize, instigate, sanction or condone any strike, slow-down or work stoppage against the Board during the period covered by this Agreement.
- XXIV:2 The Board agrees that it will not call, authorize, instigate, sanction or condone any lockout against Local 3551 during the period covered by this Agreement.

ARTICLE XXV
PROFESSIONAL STANDARDS PROGRAM

- XXV:1 The Board recognizes the PSP as a program offered to all Local 3551 members to obtain professional growth by attending college courses, seminars, conferences, adult education, etc., in the secretarial/clerical profession. Upon completion of required credits, as set forth in XXV:5, the successful employee will receive an annual stipend. If an employee leaves prior to the end of June, the payment of the stipend shall be prorated.
- XXV:2 A committee consisting of representatives from Local 3551 and the Central Office Administration will review all documentation for college courses, seminars, and conferences. All documentation can be submitted by July 1 and January 1 of each year, the stipend will be paid at the end of June that same year. Questions regarding the qualifications of courses will be reviewed by the committee.
- XXV:3 Local 3551 members, who choose to pursue this program, must do so on her/his personal time. Only conferences that the employee is directed to attend, by Administration, during the workday may be applied to the required credits.
- XXV:4 College credits, up to ten (10) earned prior to commencing employment with the Board, that relate to the secretarial/clerical profession can be included in the total of the program requirements.
- XXV:5 Professional Standards Program Requirements
- Course work can consist of:
- College Courses – Credits
 - CEU's - College Credits
 - Adult Education Courses
 - Conferences/Workshops
 - Professional Speakers
 - Presenter at Workshops
 - On-line Courses
 - Tech Ed Courses

One credit is equal to 10 hours.

15 credits (150 hours)	\$1,000.00
25 credits (250 hours)	\$2,500.00

Any employee currently receiving the Stipend under the conditions above shall be grandfathered and will continue to receive the stipend.

Effective July 1, 2024, in lieu of the Professional Standard Program above, all current employees and new employees who have an associate degree or bachelor's degree in any field shall receive the following stipend :

Associate's degree	\$1,000.00
Bachelor's Degree	\$2,500.00

Employees shall be paid in June of each year.

ARTICLE XXVI

DURATION

- XXVI:1 The provisions of this Agreement shall be binding on both parties and effective upon ratification and execution and shall be implemented as soon as practicable, provided that Appendix A shall be effective as of July 1, 2024, and shall continue and remain in full force and effect to and including June 30, 2027 and each year thereafter until a successor Agreement has been completed. Either party must give notice to the other of its intentions to change this Agreement no later than January 1, 2027.

ARTICLE XXVII

EMPLOYEES' RIGHTS AND DISCIPLINE

- XXVII:1 No employee shall be discharged, suspended without pay or issued a written warning except for just cause. Employees may request the attendance of a Union representative at a disciplinary conference.
- XXVII:2 Where appropriate, the Employer shall typically follow the principles of progressive discipline. Disciplinary action shall normally include verbal warnings, written warnings, suspension without pay and discharge and the discipline imposed shall be commensurate with the seriousness of the offense. Nothing herein, however, shall require the Board to follow progressive discipline in cases of serious or extreme misconduct.
- XVII:3 The Board shall notify the employee, Union President and Council 4 Representative in writing of all recorded disciplinary action and the reason therefore, after the discipline is issued.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this
30th day of October, 2024.

BRISTOL BOARD OF EDUCATION:

By: [Signature]
Board Chairperson

By: [Signature]
Iris White, Acting Superintendent of Schools

LOCAL 3551 OF COUNCIL 4
AFSCME, AFL-CIO

By: [Signature]
Travis Cromack, Staff, AFSCME, Council 4

By: [Signature]
Heidi Greguoli, President, Local 3551

By: [Signature]
Jodi Jenkins-Lugo, Vice President, Local 3551

By: [Signature]
Vanessa Janick, Negotiations Committee Member

By: [Signature]
Rochelle Dekow, Negotiations Committee Member

By: [Signature]
Nicole Mason, Negotiations Committee Member

By: [Signature]
Jean Hagan, Negotiations Committee Member

APPENDIX A-1

SECRETARY SALARY SCHEDULE

2024-2025

Year 1

3.00% GWI retroactive to July 1, 2024

	Class A	Class B	Class C	Class D
1	48,777.09	46,958.73	45,908.95	
	26.80	25.80	25.22	20.44
2	51,157.83	49,376.96	48,364.68	
	28.11	27.13	26.57	22.56
3	53,538.58	51,682.72	50,745.42	
	29.42	28.40	27.88	23.00
4	59,893.47	58,112.60	57,006.59	
	32.91	31.93	31.32	23.45

Note: After step movement, step 1 was eliminated, and the steps were re-numbered.

APPENDIX A-2

SECRETARY SALARY SCHEDULE

2025-2026

Year 2

3.00% GWI

	Class A	Class B	Class C	Class D
1	50,240.40	48,367.49	47,286.22	
	27.60	26.58	25.98	21.05
2	52,692.57	50,858.27	49,815.62	
	28.95	27.94	27.37	23.23
3	55,144.73	53,233.20	52,267.78	
	30.30	29.25	28.72	23.69
4	61,690.27	59,855.98	58,716.78	
	33.90	32.89	32.26	24.16

APPENDIX A-3

SECRETARY SALARY SCHEDULE

2026-2027

Year 3

3.00% GWI

	Class A	Class B	Class C	Class D
1	51,747.62	49,818.52	48,704.81	
	28.43	27.37	26.76	21.68
2	54,273.35	52,384.02	51,310.09	
	29.82	28.78	28.19	23.93
3	56,799.08	54,830.20	53,835.82	
	31.21	30.13	29.58	24.40
4	63,540.98	61,651.66	60,478.29	
	34.91	33.87	33.23	24.88

APPENDIX B

CLASSIFICATION FOR SECRETARIAL/CLERICAL EMPLOYEES

CLASS A:	Benefits Specialist – Office of Talent Management
	Payroll Account Specialist – Business Office
	Senior Administrative Assistant – High Schools
	Senior Administrative Assistant – Pupil Personnel Services
	Senior Administrative Assistant – Data Collections Specialist
	Senior Administrative Assistant – Teaching and Learning
	Student Database Specialist – High Schools
	Senior Administrative Assistant–Technology Department
CLASS B:	Accounts Payable Specialist – Business Office
	Administrative Assistant – Adult Education/ESL
	Administrative Assistant – Edgewood Pre-K Academy
	Administrative Assistant – Facilities
	Administrative Assistant – K-5 Schools
	Administrative Assistant – K-8 Schools
	Administrative Assistant – Magnet School
	Administrative Assistant – Middle Schools
	Administrative Assistant – Office of Talent Management
	Administrative Assistant – School Counseling – High Schools
	Administrative Assistant – Teaching and Learning,
	Administrative Assistant – Technology Center
	Finance Secretary – Business Office
	Registrar – Central Registration
CLASS C:	Secretary – Central Registration
	Secretary – High Schools
	Secretary – K-8 Schools
	Secretary - Magnet School
	Secretary – Middle Schools
	Secretary – School Counseling – K-8 Schools
	Secretary – School Counseling – Middle Schools
CLASS D:	Ten Month Secretary Library Media Assistants
	Ten Month Secretary – Adult Education/ESL
	Ten Month Secretary – Attendance
	Ten Month Secretary – K-5 Schools
	Ten Month Secretary – K-8 Schools

APPENDIX C

	In Network	Out of Network
Deductible	\$250/\$500/\$750	\$750/\$1,500/\$2,250
Coinsurance	0%	20%
Out of Pocket max (Single/+1/Family)	\$1,000/\$2,000/\$3,000	\$1,000/\$2,000/\$3,000
Lifetime Maximum	Unlimited	Unlimited
Office Visit	\$30	20% after deductible
Special Office Visit	\$45	20% after deductible
Hospital Copay	\$300	20% after deductible
Urgent Care Co Pays	\$50	20% after deductible
Emergency Room Copay	\$100	20% after deductible
Out Patient Surgery Copay	\$200	20% after deductible
Well Child Care	\$0	20% after deductible
Periodic Routine Health exam	\$0	20% after deductible
Routine eye exam	\$0	20% after deductible
Routine OB/Gyn	\$0	20% after deductible
Colonoscopy	\$0	20% after deductible
Mammography	\$0	20% after deductible
Hearing Screening	\$0	20% after deductible
Out Patient MH/SA	\$20	20% after deductible
Diagnostic Lab X-ray Hospital	\$0	20% after deductible
Diagnostic Lab X-ray	\$0	20% after deductible
Allergy Services	\$0	20% after deductible
Semi Private Room	\$0	20% after deductible
Inpatient MH/SA	\$0	20% after deductible
Skilled Nursing	\$0	20% after deductible
Inpatient Rehab Services	\$0	20% after deductible
High Cost Diagnostics	\$0	20% after deductible
Ambulance	\$0	\$0
Outpatient Rehab Services	\$15	20% after deductible
Durable Medical Equip	\$0	20% after deductible
Retail Generic	\$10	
Retail Brand	\$20	20% after deductible
Retail Brand non Formulary	\$30	
Retail annual Maximum	\$2,000	

V: 1.2 A co-pay dental plan, with the equivalent of Blue Cross/ Blue Shield riders A, B, C, D and dependent Child Rider, including payment for all eligible family members, shall also be available.

APPENDIX D

AFSCME
STRONG

☐ Yes! I am AFSCME Strong.
I want a strong voice at work and in my community

Yes, sign me up to:

☐ Talk to colleagues at work

☐ Make phone calls to AFSCME members for campaigns

☐ Knock AFSCME member doors during campaigns

Council 4

Membership - Public Sector Card

American Federation of State, County and Municipal Employees Membership and Authorization for Dues Deduction

I hereby apply for membership in AFSCME Council 4 (hereafter the "Union") and I agree to abide by its Constitution and Bylaws. I authorize the Union and its successor or assign to act as my exclusive bargaining representative for purposes of collective bargaining with respect to wages, hours and other terms and conditions of employment with my Employer.

Effective immediately, I hereby voluntarily authorize and direct my Employer to deduct from my pay each pay period, regardless of whether I am or remain a member of the Union at my current employer, the amount of dues certified by the Union, and as they may be adjusted periodically by the Union, and to authorize my Employer to remit such amount monthly to the Union.

When the applicable collective-bargaining agreement does not address revocation, then this voluntary authorization and assignment shall remain in effect, regardless of whether I am or remain a member of the Union at my current employer, for a period of one year from the date of execution, and for year to year thereafter unless I give the Employer and the Union written notice of revocation not more than ten (10) days before and not more than twenty (20) days after the end of any yearly period. The applicable collective bargaining agreement is available for review, upon request. This card supersedes any prior check-off authorization card I signed.

I recognize that my authorization of dues deductions, and the continuation of such authorization from one year to the next, is voluntary and not a condition of my employment. This authorization and assignment shall remain in effect if my employment with the Employer ends and I am later re-employed by the Employer.

Payments to the Union are not deductible as charitable donations for federal income tax purposes. However, state law may extend favored tax treatment.

Local Union # _____		Department / Work Location _____
Last Name _____	First Name _____	M.I. _____
Home Street Address _____		Apt. No. _____
City _____	State _____	Zip Code _____
Job Title _____	Hire Date _____	Employee Number _____
Personal E-mail _____		Personal Cell Phone No. * _____
Signature _____		Date Signed _____

*By providing your cell phone number you consent to receive calls (including recorded or autodialed calls, or texts) at that number from AFSCME and its affiliated labor, political and charitable organizations on any subject matter. Your carrier's rates may apply. You may modify your preferences by calling the Union at 860-224-4000.

Become a PEOPLE MVP for \$8.35/month (\$100 annually)

Contribution Form ↓

I hereby authorize my employer and associated agencies to deduct, each pay period, the amount certified as a voluntary contribution to be paid to the treasurer of American Federation of State, County and Municipal Employees PEOPLE, AFSCME, AFL-CIO, P.O. Box 65334, Washington, D.C. 20035-5334, to be used to support pro-worker candidates in federal, state, and local elections.

Deduction Per Pay Period
(26 pp/yr)

\$4

MVP
\$8

Other _____

Select jacket size

S

M

L

XL

2XL

Other _____

My contribution is voluntary, and I understand that it is not required as a condition of membership in any organization, or as a condition of continued employment, and is free of reprisal. I understand that any contribution guideline is only a suggestion and I am free to contribute more or less than that amount and will not be favored or disadvantaged due to the amount of my contribution or refusal to contribute, and that I may revoke this authorization at any time by giving written notice.

contribution or refusal to contribute, and that I may revoke this authorization at any time by giving written notice.

Signature _____	Date Signed _____
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Contributions or gifts to AFSCME PEOPLE are not deductible as charitable contributions for federal income tax purposes. In accordance with federal law, AFSCME PEOPLE will accept contributions only from members of AFSCME and their families. Contributions from other persons will be returned.

Revised 04/2021