

COLLECTIVE BARGAINING AGREEMENT

By and Between

**REGIONAL SCHOOL DISTRICT #16
BOARD OF EDUCATION**

and the



**UNITED PUBLIC SERVICE EMPLOYEES UNION
Local 424 - Unit 46**

School Secretaries, Paraeducators, Special Education Paraeducators, Behavior Technicians,
Nurses, Custodians, Food Service Workers, Maintenance Persons, Security Staff and
Technical Support Technicians

July 1, 2024-June 30, 2027

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
	General	1
I	Recognition	1
II	Grievance Procedure	1
III	Probationary Period, Seniority & Evaluation of Employees	4
IV	Dismissal/Discipline	5
V	Voluntary/Involuntary Transfer	5
VI	Layoff	6
VII	Resignations	7
VIII	Inclement Weather	7
IX	Definition of Employees	8
X	Display of Union Material	11
XI	Dues Check-off	11
XII	Personal Days	12
XIII	Holidays	13
XIV	Vacations	14
XV	Sick Leave	14
XVI	Compassionate Leave	15
XVII	Jury Duty	15
XVIII	Leaves Without Pay	16
XIX	Insurance and Health Benefits	16
XIX-B	Pension	19
XX	Longevity Pay	20
XXI	Wages	21
XXII	Dress Code	22
XXIII	Wage Payments	23
XXIV	Scope of Agreement	23
XXV	Duration	24
XXVI	Signature Block	24
APPENDIX A	2024-2027 Wage Plan	25
APPENDIX B	Insurance Plan Summary	28
APPENDIX C	Evaluation Documents	31

GENERAL

Subject to the provisions of the Agreement, the Union recognizes that the Board of Education and the Superintendent of Schools reserve and retain full rights, authority, and discretion in the proper discharge of their duties and responsibilities to control, supervise and manage the schools and the staff, under governing law, ordinances, policies, rules and regulations.

ARTICLE I **RECOGNITION**

The Board hereby recognizes the United Public Service Employees Union (UPSEU), Local 424 — Unit 46, as the exclusive bargaining representative of all regular full time and school year ten (10) and twelve (12) month Secretaries, Behavior Technicians, Media Center Technicians, Paraeducators, and Special Education Paraeducators, all Head Custodians, Assistant Custodians, General Custodians, and Maintenance Persons, Cook Managers, Assistant Cooks, General Kitchen Workers, Hall Monitors, all School Nurses, Nurse's Aides, and Technical Support Technicians, working twenty (20) or more hours per week, excluding the Superintendent's Secretary, Assistant to the Business Manager, Cafeteria Aides, and Certified Personnel, in accordance with Connecticut State Board of Labor Relations, Case No. ME-3938, dated April 12, 1977; and the Connecticut State Board of Labor Relations Case No. ME-7637, dated January 21, 1983; and Connecticut State Board of Labor Relations Case No. 15,534, Decision 3160 dated November 23, 1993; and the Connecticut State Board of Labor Relations Case No. 15,888, decision 3165 dated December 14, 1993; and the Connecticut State Board of Labor Relations Case No. ME-16-708, Decision #3259, dated December 19, 1994, and Connecticut State Board of Labor Relations Decision #4511, dated March 11, 2011.

The Union shall furnish the Board with a list of its Officers by July 1 of each fiscal year and shall notify the Board, in writing, of any changes.

The Board shall furnish a copy of this Agreement to each employee of the Union.

ARTICLE II **GRIEVANCE PROCEDURE**

- A. 1. A grievance shall mean a written complaint by a member of the employee bargaining unit that his or her rights under the specific language of this Agreement have been violated or that as to him there has been a misapplication or misinterpretation of the specific provisions of this Agreement.
- 2. An "aggrieved person" is the person or persons making the claim.

3. A "party in interest" is the person or persons making the claim and any person or persons whom might be required to take action or against whom action might be taken in order to resolve the problem.
4. The term "days" except where otherwise indicated, means working days.
5. In instances where reference is made to the Superintendent or a specific individual, it shall be understood that such reference can mean his designated representative also.

B. Purposes

1. 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 interpretations and application of the contract.
2. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
3. 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 Association.
4. Any group 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.

C. Time Limit

1. A grievance shall be deemed waived unless it is submitted within fifteen (15) working days after the aggrieved party, or the organization, knew or should have known of the events or conditions on which it is based.
2. All grievances shall begin at the lowest appropriate level and move to the next identified level if the grievance has not been settled.

D. Submission

1. A member (or members) of the unit may submit grievances which affect them personally, and shall submit such grievances to the Building Principal.
2. At their request, the organization may submit any grievance that involves a group or class of members. If it is limited in effect to one school, the grievance shall be submitted to the Building Principal. Otherwise, it shall be submitted directly to the Superintendent or designee.

E. Procedure

1. The Building Principal shall respond in writing to each grievance received, unless the immediate supervisor is a district-level administrator, and thus, the immediate supervisor shall respond. If an aggrieved party is not satisfied with the response of the Building Principal, or if no response is received within one calendar week after the submission of a grievance, the aggrieved party may submit a copy of the grievance to the Superintendent. Such submission shall be within five (5) working days of the determination at this stage.
2. The Superintendent or his/her designated representative shall, at his/her discretion, confer with the grievant with respect to the grievance and deliver to the grievant a written statement of his/her decision not later than two weeks after his/her discussion with the aggrieved party(ies), or receipt of the grievance, whichever is later.
If no response is provided within the specified two weeks or if the aggrieved party(ies) is not satisfied with the Superintendent's decision, the aggrieved party(ies) may submit the grievance to the Board of Education within ten working days.
3. The Board or its Personnel Committee will confer with the aggrieved parties after the two (2) lower grievance levels have been employed. The Board or its Personnel Committee has ten working days to meet with the aggrieved party(ies) after the receipt of the advancement of the grievance. The Board shall deliver to the aggrieved parties a written statement of their position no later than five (5) working days after the next regularly scheduled Board meeting.
4. In the event the organization is not satisfied with the statement of the Board or its Personnel Committee with respect to a grievance, it may, within fifteen (15) working days after receiving the statement, refer the grievance to arbitration by requesting that the American Arbitration Association provide the parties with an arbitrator in accordance with their standard rules pertaining to voluntary arbitration.

F. Arbitration

1. The arbitrator's decision will be in writing and will set forth his findings, reasoning, and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be final and binding on both parties, subject to the provisions of Connecticut General Statutes. The arbitrator shall have no power to alter, add to, or detract from the provisions of the Agreement.

2. The cost for the services of the arbitrator will be borne equally by the school board and the organization.
3. The election to submit a grievance to arbitration shall automatically be a waiver of all other remedies or forums which otherwise would be available.

ARTICLE III

PROBATIONARY PERIOD, SENIORITY AND EVALUATION OF EMPLOYEES

A. Probationary Period

Appointments are considered probationary for the first six months of employment. Seniority rights do not apply during this period, but upon completion of this period, the employee's seniority date will revert to the first day of the probationary period.

During this period, an evaluation should be written by the employee's immediate supervisor and presented to the employee. (See Appendix C). If improvement in services is necessary, it should be stated clearly in this evaluation.

If need for improvement is expressed, the probationary period may be extended two (2) additional months. (See Appendix C). During this period the employee should be told whether or not he has shown improvement or continues to be unsatisfactory; at which time he will be warned that if he does not improve, his services will be terminated before the end of the probationary period. No employee shall be terminated after the completion of his probationary period without cause.

B. Seniority

For the purposes of this contract, there shall be two types of seniority: bargaining unit seniority and classification seniority.

Bargaining unit seniority is defined as an employee's continuous length of service within this bargaining unit in Regional School District No. 16.

Classification seniority is defined as an employee's continuous length of service within one of the classifications listed in Article VI of this Agreement for purposes of layoff, promotion and recall only.

C. Annual Evaluation

Each employee may be evaluated annually. A copy of said evaluation is to be signed by the employee, signifying only that the evaluation has been seen, signed, and not necessarily approved of. The employee will be afforded the opportunity to place on record any statement he/she wishes to make about the evaluation. (See Appendix C).

ARTICLE IV
DISMISSAL/DISCIPLINE

- A. No employee shall be dismissed or suspended without just cause and/or without pay for any arbitrary, capricious or unlawful reasons(s).
- B. A copy of any written reprimand will be placed in the employee's personnel file and copies shall be furnished to the employee and the Local Union President.
- C. After an employee's probationary period has been completed, an employee suspended or dismissed under this Article shall be given written notice by the Superintendent or his/her designee stating the reason for suspension or dismissal. A copy of the Superintendent's letter shall be placed in the employee's permanent record file.

ARTICLE V
VOLUNTARY/INVOLUNTARY TRANSFER

- A. When an opportunity for transfer due to vacancy occurs in an existing job classification, a notice for the opening will be posted internally and/or externally for a period of seven (7) days, stating the job classification, rate of pay, the nature of the job requirements, and the deadline by which anyone wishing to apply for the position must notify the Superintendent's office.
- B. Employees wishing to apply for the transfer must do so via the District's applicant tracking system, currently Frontline Recruiting and Hiring.
- C. The employer will fill the job opening, by selecting the most qualified applicant. The employer will include in the selection process an applicant's experience, training, ability and seniority.
- D. Transfers for the good of the school system, not resulting from a layoff, may be made for good causes. Whenever possible, such transfers shall be made to a position with equal number of hours and to an equivalent position from that which the bargaining unit member previously held. The employee being involuntarily transferred shall be given at least one week's notice prior to the transfer, and shall be informed in person by the Superintendent as to the reason for the transfer.

ARTICLE VI

LAYOFF

- A. For the purposes of layoff these are the current classifications:
1. Secretaries
 2. Media Center Technicians
 3. Technology Support Technicians
 4. Behavior Technicians
 5. Special Education Paraeducator
 6. Paraeducator
 7. RN's
 8. Head Custodians
 9. Custodians
 10. Maintenance
 11. Cook Managers
 12. Assistant Cooks
 13. General Kitchen Workers
 14. Security Staff
 15. Nurse's Aide
- B. If layoffs become necessary, classification seniority as defined in Article III, B will apply such that the employees with the least seniority within the classifications affected shall be laid off first, however, in the case of the custodians, all temporary or seasonal employees shall be laid off prior to regular part-time employees and then regular full-time custodians, respectively. In no event shall a layoff result in a promotional opportunity and/or an increase in compensation unless a laid off employee applies for a vacant position and, in the Superintendent's discretion, the employee has the requisite classifications and experience to fill such vacancy.
- C. Within a classification, employees to be recalled will be recalled in inverse order of layoff. An employee will have recall rights for eighteen (18) months from the date of layoff. An employee who refuses a recall offer or who does not respond within two weeks of the date of the recall offer shall be removed from the recall list. Throughout the period of recall, employees shall have the responsibility of providing the Board of Education with an accurate and current address. Notice of a recall offer shall be sent certified mail.
- D. Notwithstanding the above, any employee who is laid off shall have recall rights to a comparable position to that in which they were laid off, (i.e. full-time to full-time). For the purposes of this section, a refusal of a part-time position by a laid off full-time employee shall not constitute a refusal, and said employee shall remain on the top of the reemployment list until a comparable position is available during the recall period.

ARTICLE VII

RESIGNATIONS

- A. Written notice of resignation must be filed with the Building Principal or the Superintendent at least two weeks in advance of separation. This notice should include the reason for the resignation. Employees who submit their resignation with notice then subsequently request to fill their notice period with sick time will be dismissed and will be considered to have not resigned in good standing. Notwithstanding, medical evidence provided by the doctor will be considered by the Superintendent/designee before invoking this provision .
- B. An employee who resigns in good standing is entitled to pay up to and including the last day of work. In the event an employee fails to give proper notice, as provided for herein, said employee shall not receive any vacation pay, unless this requirement is waived by the employer.
- C. Such waiver may be given for good and sufficient reasons, such as, but not limited to,
 - 1. Immediate transfer of the employee's spouse to another location,
 - 2. Documented illness or emergency situations.

ARTICLE VIII

INCLEMENT WEATHER

- A. When school students are dismissed early because of an emergency situation, such as snow, ice or other hazardous conditions, employees, except custodians, head custodians and maintenance persons, shall be excused, without loss of pay, 1/2 hour after all student buses leave or all children within a school have left the school.
- B. In the event of an official announcement of a delayed opening of school, with the Superintendent of Schools determining the amount of time of said delay, bargaining unit employees (with the exception of Custodial and Maintenance employees who shall report to work at their regular time), shall report to school in accordance with the time delay and shall not suffer loss of pay.
- C. If the Governor declares a snow emergency during which non-emergency vehicles are banned from state highways, twelve (12) month bargaining unit personnel shall not be required to report to work during such emergency, but will receive regular pay. If an employee (other than custodians, head custodians and maintenance persons) feels it would be unsafe to drive to work on a snow day that is not a snow emergency situation, the employee can stay home and receive no pay for that day, or use available personal/vacation leave.

- D. On days when school is canceled due to inclement weather or other emergency circumstances, the second shift for custodial and maintenance employees may be canceled at the discretion of the Director of Facilities. On such days, all second shift custodial and maintenance employees shall report to work at 8:00a.m. The shift differential set forth in Article IX, Section N shall apply to any second shift employee reporting on such days. If a second shift employee does not report to work for the first shift on such days, the employee will not be paid for that day, unless he/she uses a personal day for said absence. Such use of personal leave shall be limited to one employee per school from the second shift, on a seniority basis.

ARTICLE IX

DEFINITION OF EMPLOYEES

- A. Full-time, full year employees normally work five (5) days per week, a minimum of thirty-five (35) hours per week, and fifty-two (52) weeks per year. Custodian and maintenance employees normally work forty (40) hours per week.
- B. School year employees work a minimum of four (4) hours per day, one hundred-eighty-one (181) days per school year. Notwithstanding, Paraeducators, Special Education Paraeducators and Behavior Technicians work one hundred eighty-six (186) days in alignment with the Board-approved school calendar. On planned shortened days known as "Collaboration Days" in the District, Paraeducators, Special Education Paraeducators and Behavior Technicians shall be provided professional development and/or training. Paraeducators, Special Education Paraeducators and Behavior Technicians are required to attend such professional development and/or training and will be paid for a full, regular work day. Technology Support Technicians shall also be required to work full days on such Collaboration Days to assist with technological needs related to the professional development and/or training mentioned above. Except as noted in the preceding sentences, on planned early release days for students (including, but not limited to, exam days) all school year employees may be released when students are released from school. On such days, a school year employee may work his or her full day subject to the approval of his or her supervisor. In all cases, such employees shall be paid for the actual number of hours worked on such days.
- C. Regular part-time employees work at least twenty (20) and less than thirty-five (35) hours per week whether on a school year or a full time schedule.
- D. The school nurses' work day shall normally begin fifteen (15) minutes prior to the scheduled arrival of the first morning school bus at the nurse's assigned school and ends fifteen (15) minutes after the departure of the last regularly scheduled bus in the afternoon, unless otherwise agreed to by the Board and the Union. The nurses' work day includes a paid one-half hour lunch. The nurses' work year will consist of the days school is in session plus four (4) additional days for professional development and the processing of medical records. On days when there is a scheduled early dismissal of students, (i.e. parent/teacher conferences

and days before a holiday) nurses will be required to work their normal day. On such days, nurses may submit a request to their building principal to work a reduced day. The principal will determine if the nurse(s) assigned to his/her school may work a reduced day. Nurses working a reduced day will only be compensated for the hours actually worked. In the event school nurses are required by the Superintendent, or designee, to perform work related to the COVID-19 health crisis (e.g., district contact tracing) on Saturdays or Sundays, such time worked shall be paid at one and one-half (1.5) times their regular hourly rate of pay.

- E. The work day for a Behavior Technician shall be a minimum of six (6) hours per day, and shall begin at a start time determined by the District. Behavioral Technicians shall be required to receive specialized training and hold a valid Behavioral Technician certificate. The duties of the position are set forth in the job description. Behavior Technicians shall be ten (10) month positions with availability to work, as needed, during the months of July and August for the District's ESY program. The Administration shall make every effort to notify Behavior Technicians of the need for July and August availability by the second Monday in May, subject to student enrollment/participation needs.
- F. Daily hours for the maintenance staff are currently from 6:00 a.m. to 2:30 p.m. with a half-hour unpaid lunch. However, the Director of Facilities maintains the flexibility to adjust these hours to anywhere between 6:00 a.m. to 7:30 a.m. start time (and resultantly, 2:30 p.m. to 4:00 p.m. end time) to meet the needs of the District. Any schedule changes outside of this range may be modified with agreement between the Director of Facilities and the Union. Assistant custodians will be scheduled as needed by Administrators. Daily hours for the head custodians will be determined by the needs of the building administration.
- G. If an employee is called back to work outside his regularly scheduled work hours, he/she shall be paid a minimum of two (2) hours at their regular rate of pay (straight time or the hours actually worked at the prevailing overtime rate, whichever is greater). A minimum of four (4) hours of straight time pay will be provided for callback between 12:00 a.m. and 6:00 a.m. This shall not apply to any extension of a shift. All overtime work must have prior approval of the Superintendent or the Superintendent's designee. The terms of this provision shall apply to snow removal assistance on weekends and/or holidays. When an employee is called back to assist with snow removal on weekends and/or holidays, he/she is expected to report to work. Failure to report to such work more than once per every three snow removal assignments shall subject an employee to progressive discipline.
- H. Employees required to work overtime shall be paid one and one-half (1-1/2) times their regular rate of pay for all hours worked in excess of forty (40) hours per week or eight (8) hours per day. Part-time custodians will be paid at time and one-half for all hours worked in a snow removal assignment that is not within

their normally scheduled shift even if they do not work in excess of forty (40) hours for that week or eight (8) hours per day.

- I. Each building principal, after consultation with his building custodians, will prepare an overtime list. Any interested custodians may sign up. Overtime will be assigned on the basis of qualification and seniority with the most senior qualified volunteer in the building receiving the assignment first, and then rotating through the list as overtime opportunities arise. If there is no volunteer, the most junior custodian on the list will be assigned the work. Overtime work will be offered to qualified full-time employees within the union first and then to regular part-time employees within the union.
- J. Overtime for maintenance will be assigned on the basis of seniority and rotated through the list of maintenance employees.
- K. For the purposes of this article, holiday, vacation, and sick leave shall be included as hours worked. There shall be no pyramiding of overtime as related to section G.
- L. Employees may be placed in any Region 16 school location to meet emergency requirements as determined by the Superintendent or his/her designee. If it is necessary for an employee to fill a position at a higher pay level, such employees will be entitled to the higher rate of pay for that position after one (1) working day.

The Board shall fill all higher classification positions with current bargaining unit members, if qualified, and shall then employ substitutes for an equal number of hours for the bargaining unit member who was temporarily reassigned.

- M. Administrators, after discussion and agreement with their full year and summer employees, may adjust the summer hours of employment. Such adjustment may not include either an increase or decrease in the scheduled number of hours worked without the approval of the Superintendent.
- N. The Board agrees to negotiate any significant impact resulting from a reduction of working hours, including but not limited to change of benefits.
- O. The Board will annually appoint a Nursing Coordinator to coordinate the Region's nursing activities and ensure that the Region's nursing procedures and practices are consistent with current medical practice and meet all legal requirements. The Nursing coordinator will be a member of the nursing staff. The Nursing Coordinator, in recognition of his/her extra duties and the additional time required, will receive a stipend of two thousand two hundred and fifty dollars (\$2,250).
- P. The Board will employ third shift custodians if, in the opinion of the Board, such custodians are required. Second shift (a shift starting at 5:00 P.M.) custodians

will receive their classification rate plus one (\$1.00) dollar per hour. Third shift custodians will serve from 11:00 P.M. to 7:00 A.M. Payment for third shift custodians will be at their classification rate plus two (\$2.00) dollars per hour.

- Q. At the Board's discretion, one of the night shift assistant custodians may be assigned additional supervisory type duties. A night shift supervisory custodian will receive one dollar (\$1.00) per hour in addition to the differential paid for the night shift work.
- R. In addition to his/her regular pay, the high school head custodian will receive a Three Thousand Five Hundred Dollars (\$3,500.00) annual stipend.
- S. Employees are required to submit their timesheets by the due dates established by Administration. Should an employee fail to submit their timesheet by the established deadline, the business office will issue payment based on the information it has available and pay any wages owed in the following pay period. In no instance shall the business office run an additional payroll for an employee who did not submit their timesheet by the established deadline.
- T. Nurses who provide coverage during the Extended School Year (ESY) will be compensated at a rate of fifty (\$50.00) dollars per hour.

ARTICLE X

DISPLAY OF UNION MATERIAL

The Board shall provide a bulletin board, or space on an existing bulletin board, in the school for the display of Union material.

ARTICLE XI

DUES CHECK-OFF

- 1. During the life of this Agreement, an employee retains the freedom of choice whether or not to become or remain a member of the Union.
- 2. Union dues shall be deducted by the employer from the paycheck of each employee who voluntarily signs and remits to the employer an authorization form. Such deduction shall be discontinued upon written request of an employee.
- 3. The United Public Service Employees Union (UPSEU), Local 424 shall notify the Board of Education by August 1 of the total individual dues to be deducted during the coming school year. A membership list shall be submitted to the Board of Education by September 1 of each year of this contract
- 4. The Administration will deduct the applicable dues from each employee's pay on a bi-weekly basis in equal amounts from September to June. The amount of dues deducted under this Article, together with a list of employees, shall be remitted to UPSEU, Local 424, within a week after the payroll period in which such

deductions made together with a list of employees and their addresses for whom any such deduction is made.

5. The Union shall indemnify the employer for any liability or damages incurred, including reasonable attorney fees, if the employer is directly named in a suit or action while in compliance with this Article. Any dispute between the Board of Education and the Union over what is "reasonable" shall be settled by submitting the dispute to expedited arbitration under the terms of Article II, section F, s/s 2 and 3.

ARTICLE XII

PERSONAL DAYS

Personal Days are available to employees for those compelling business situations which cannot be reasonably accommodated outside regular working hours.

- A. Each twelve (12) month employee of the bargaining unit is entitled to five (5) Personal Days, and each other member of the bargaining unit is entitled to four (4) Personal Days, per calendar or school year, whichever is applicable, and the employee shall be compensated for these days at his regular rate of pay. Part-time employees will be granted Personal Days on a pro-rata basis.
- B. Personal Days may be taken for the following reasons; Court or legal matters, house closings, wedding of self or member of the immediate family, attendance at graduation of self or member of the immediate family, birth of a child by wife or adoption of a child, funeral of a friend, and illness of a member of the employee's immediate family. The Superintendent, at his discretion, may grant Personal Days for other similar reasons. Employees may take two (2) personal days per year without specifying a reason.
- C. The employee must notify his/her Supervisor at least forty-eight (48) hours before he/she intends to take the Personal Day, and the Administration will grant the request provided there are no scheduling conflicts that would hamper the operation of the school.

In an emergency situation, the Superintendent may grant a Personal Day on shorter notice.

- D. Personal Days granted under paragraph A may not be taken the day before or after a Holiday or school or employee vacation. Notwithstanding the preceding sentence, in extenuating circumstances the Superintendent of Schools may waive this provision. While the Superintendent's decision on this matter shall not be arbitrary or capricious, his/her decision on the matter shall be deemed final and shall not be subject to the grievance procedure.

ARTICLE XIII

HOLIDAYS

A. Paid holidays for full-time employees are:

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

If the Board of Education declares that school is in session on Veteran's Day, employees shall be expected to report to work and shall not receive holiday pay. In years when employees are expected to work on Veteran's Day, employees shall receive a paid holiday on the Day after Christmas.

B. If a holiday occurs during an employee's paid vacation, that holiday will not be deducted from the employee's vacation time.

C. School year employees shall be entitled to the following ten paid holidays:

Thanksgiving Day	Memorial Day
Friday after Thanksgiving	President's Day
Christmas Day	Good Friday
New Year's Day	*Veteran's Day
Martin Luther King Day	Columbus Day

*If the Board of Education declares that school is in session on Veteran's Day, employees shall be expected to report to work and shall not receive holiday pay. In years when employees are expected to work on Veteran's Day, employees shall receive a paid holiday on the Day after Christmas.

D. Part-time employees shall be granted holiday time off on a pro-rata basis.

E. Regular full year, part-time custodians shall be granted holiday time off according to section A on a pro-rata basis.

F. Whenever school starts before Labor Day, it shall be a holiday for school year employees.

ARTICLE XIV
VACATIONS

- A. Each full-time, full-year employee covered by this Agreement is entitled to the following vacation with pay:
- | | |
|--|-----------------|
| After 6 months of employment | Three (3) days |
| After one full year of employment | Two (2) weeks |
| After five full years of employment | Three (3) weeks |
| After ten full years of employment | Four (4) weeks |
| After fifteen full years of employment, for employees hired on or before 12/31/05, and after twenty full years of employment for employees hired thereafter. | Five (5) weeks |
- B. Each full-time employee covered by the Agreement may carry a maximum of one (1) week's vacation over in any calendar year to the next calendar year only. Employees will state their preferences by April 30 for the following fiscal year. The administration will take the preferences into account. If a conflict arises, the senior employee will be granted his/her choice.
- C. Full time twelve-month employees shall be allowed to take up to two (2) non-consecutive weeks of their vacation entitlement while school is in session with the approval of their building principal and the Superintendent or his/her designee.
- D. All regular full year, part-time custodians shall be entitled to the following vacation with pay:
- | | |
|---|--------------------------|
| After one (1) full year of employment | Two (2) prorated weeks |
| After eight (8) full years of employment | Three (3) prorated weeks |
| After fifteen (15) full years of employment | Four (4) prorated weeks |

ARTICLE XV
SICK LEAVE

- A. Full time, full year employees shall be entitled to fifteen (15) sick days on an annual basis. Seven and one half (7.5) of those days shall be granted on July 1st and the remaining seven and one-half (7.5) days shall be granted on January 1st cumulative to a maximum of one hundred sixty (160) days. School nurses employed prior to July 1, 1994 shall accrue one and a half (1.5) days per month worked accrued to two hundred ten (210) days.
- B. School year employees shall be entitled to twelve (12) sick days on an annual basis. Six (6) of those days shall be granted on July 1st and the remaining six (6) days shall be granted on January 1st, cumulative to one hundred twenty (120) days. Part-time employees will receive personal sick leave on a pro-rata basis.

- C. New employees will begin to accumulate sick leave after completing their employment probationary period. If their employment begins after the 15th of the month, there will be no credit for that month.
- D. Beginning each school year the Superintendent's office will make available to each employee the number of his/her accumulated sick leave days.
- E. Upon full retirement as defined in the pension plan, including at least ten (10) years of service in Region 16, an employee shall be entitled to pay for unused accrued sick leave at a rate of twenty dollars (\$20) per day for days in excess of one hundred (100). School nurses hired prior to July 1, 1994 shall have a pay off cap of sixty (60) days regardless of the number of days over one hundred (100) they have.
- F. Employees may use up to three (3) days of their sick leave per year for illness of the employee's spouse, parent or child.
- G. All absences shall be submitted through the District's absence management system.

ARTICLE XVI

COMPASSIONATE LEAVE

Five consecutive days with full pay will be granted in the case of the death of a member of an employee's immediate family. Immediate family shall be defined as a sibling, spouse, child, parent, grandparent, and grandchild. In the case of the death of in-laws in the same relationship or an employee's aunt or uncle, the employee shall be granted up to three consecutive days with full pay. Due to extenuating circumstances, the Superintendent may grant additional Compassionate Leave at his/her discretion.

ARTICLE XVII

JURY DUTY

An employee 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 personal days. The staff member shall receive a rate of pay equal to the difference between the employee's salary and the jury fee. A copy of the original jury duty notification should be attached to the personal day form when it is submitted to District Office. Upon completion, a copy of the "served" jury duty form should be sent to the District Office in time to avoid any loss of pay.

ARTICLE XVIII
LEAVES WITHOUT PAY

- A. Leaves of absence without pay may be granted by the Superintendent for a limited, definite period not to exceed six (6) months for the following reasons:
 - 1. For health reasons, upon advice of physician.
 - 2. For other personal reasons subject to the review and recommendation of the Superintendent.
- B. Application for such leave of absence must be made in writing, four (4) weeks in advance, stating the reason for the request and the length of time desired. This time limit may be waived in emergency situations. 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. Accumulated seniority shall not be lost during the leave of absence. Insurance may be purchased by the employee at group rates, during the leave without pay period.

ARTICLE XIX
INSURANCE AND HEALTH BENEFITS

- A. Effective July 1, 2021, the Board shall offer two health insurance options to eligible employees hired on or before June 30, 2021: a PPO plan and a High Deductible/Health Savings Account (HDHP/HSA) Plan with the plan design features listed below. Eligible employees hired on or after July 1, 2021, shall be offered the HDHP/HSA Plan only. Eligible employees shall be defined as employees who work thirty (30) hours or more per week as a full year or school year employee.
- B. The Board of Education reserves the right to change insurance carriers with respect to any insurance benefit provided pursuant to this Article, provided that the substitute's policy coverage and procedure for attaining benefits is equal to or better than the current carrier's policy. The Board shall consult the Union prior to instituting a change and the Board shall provide the Union with a copy of the substitute's proposal before it changes carriers. If the Union feels the substitute carrier's proposal is not comparable than the present coverage and procedure, it may file a written grievance with the Superintendent no later than fifteen (15) calendar days after receipt of the substitute carrier's proposal. Such grievance shall be submitted directly to Level Four of the grievance procedure, i.e., arbitration. No change in insurance carrier will take place before the arbitrator's decision has been rendered.

- C. PPO Plan. A complete copy of the revised health insurance plan is on file in the Superintendent's office.

Office Visit Copay	\$25
Inpatient Admission Copay	\$300
Outpatient Surgery Copay	\$250
Emergency Room Copay	\$100
Urgent Care Copay	\$50
High Cost Diagnostic Copay	N/A
Out-of-network (OON) services:	
OON Deductible	\$300/500/600
OON Coinsurance	80/20 %
OON Coinsurance Max	\$1200/2400/3600
OON Out-of-pocket Max	\$1000/2000/2500
Prescription Coverage:	
RX Copay	75 cents
Mail Order Copay	1x
RX Day Supply	30/100
RX Maximum	\$500 (eliminated 7/1/2023)
RX Edits	Full managed edits

- D. HDHP/HSA PLAN.

The plan shall include the following components:

	In-Network	Out-of-Network
Annual Deductible (individual/aggregate family)	\$2,500/5,000	
Co-insurance	N/A	20% after deductible up to co-insurance maximum
Cost Share Maximum (individual/aggregate family)	\$2,500/5,000	\$5,000/10,000
Lifetime Maximum	Unlimited	Unlimited
Prescription Drug Coverage	Additional RX co-pays after deductible has been met \$5/25/40	

The Board will fund forty-five percent (45%) of the applicable HSA amount in the first year of the contract; forty-two and one-half percent (42.5%) of the applicable HSA amount in the second year of the contract, and forty percent (40%) of the applicable HSA amount in the third year of the contract. One-fourth (1/4) of the Board's contribution will be deposited into the HSA accounts on or about September 1st, and the remaining three-fourths (3/4) shall be deposited on or about December 1st (with pro-rated funding for any partial year of service). 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 active employees. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment.

- E. Employees covered by this Agreement who retire from Regional School District No. 16 can continue (at group rates) the various insurance coverages, provided they pay the full cost of these coverages, and provided the insurance carriers agree to the continuances.
- F. Employee premium cost share of the fully insured premium of the HDHP/HSA and PPO plans shall be as follows:

Employee Contribution	2024-25	2025-26	2026-27
HDHP	18.5%	18.5%	18.5%
PPO	21.75%	22.25%	22.75%

- G. A single coverage Dental Rider shall be provided for employees who work thirty hours or more per week (full year or school year). Employees may purchase the family dental plan by paying the difference between the individual rate and the family plan rate. The Board shall provide Term Group Life Insurance coverage in the face amount of \$25,000 for all employees in the bargaining unit.
- H. The Board shall implement and maintain a "Section 125" Salary Reduction Agreement which shall be designed to permit exclusion from taxable income of the employees' share of health insurance premiums, to the extent permitted by law. The Board makes no representations or guarantees as to the initial or continued viability of such a Salary Reduction Agreement, and shall incur no obligation to engage in any form of impact bargaining in the event that a change in law reduces or eliminates the tax exempt status of employee insurance premium contribution. So long as the Board makes a good faith effort to comply with this paragraph, neither the Union nor any employee covered by this Agreement shall make any claim or demand, nor maintain any action against the Board or any of its members or agents for taxes, penalties, interest or other cost or loss arising from a flaw or defect in the Salary Reduction Agreement, or from a change in law which may reduce or eliminate the employee tax benefits to be derived therefrom.

ARTICLE XIX-B
PENSION

1. The Employer agrees to provide all employees covered by this Agreement with pension benefits under the Service Employees International Union National Industry Pension Fund (hereinafter "Pension Fund").
2. The Employer agrees to become and remain a participating employer in the SEIU Pension Fund for as long as it has an obligation to contribute to the Pension Fund pursuant to the terms of this collective bargaining agreement, including any renewals or extensions thereof.
3.
 - (a) Effective no later than December 25, 2011, the Employer will withdraw from the SEIU Pension Fund under the following conditions: The Board will be responsible for paying all withdrawal liability costs calculated pursuant to the terms of the Pension Fund. At this time, these costs are estimated to be \$172,000 a year for twenty (20) years, the precise actual costs to be determined by the Trustees of the Fund.
 - (b) The Employer agrees to furnish the Pension Fund with monthly remittance reports containing such information, in such manner, and on such form as may be required by the Trustees of the Fund.
 - (c) Contributions and remittance reports shall be delivered to the Pension Fund on or before the fifteenth (15th) day of each month for the preceding month or before such other date as the Trustees may hereafter determine.
4. The Employer and the Union agree to cooperate with the Administrator and the Trustees of the Pension Fund in distributing Plan booklets, literature, and other documents and in obtaining and providing such census data as may be required by the Fund's Administrator.
5. The Employer agrees to permit the Trustees or any authorized agent of the Pension Fund, including independent auditors, to inspect and audit any of its records necessary to ensure compliance with this Agreement or to otherwise enable the Trustees to discharge their legal responsibilities. In the event that an audit of the Employer's records discloses any underpayment of contributions required by this agreement, the audit cost shall be payable by the Employer.
6. The Employer agrees that, should it default or become delinquent in any of its obligations to the Pension Fund as set forth in this Article, it shall be liable for such penalties and costs as may be provided for by the Trust Agreement, the Pension Plan, or the resolutions of the Trustees including, but not limited to, a late payment penalty, interest, liquidated damages, and all costs of collection including reasonable attorneys and accounting fees.

7. The undersigned parties acknowledge that the provisions of this Article and the participating employees covered by it are subject to approval by the Trustees of the Pension Fund.
8.
 - (a) For bargaining unit members who are vested in the Pension Fund at the time of withdrawal, the Board will contribute 85 cents per hour effective January 1, 2018 to a 403(b) tax deferred savings plan.
 - (b) For bargaining unit members who are not vested in the Pension Fund at the time of withdrawal, the Board will contribute \$1.05 per hour to a 403(b) tax-deferred savings plan.
 - (c) The 403 (b) tax-deferred savings plan referenced above shall be administered by VOYA Financial or another mutually agreed upon administrator and shall have the following provisions apply to said plan:
 - i. Immediate vesting of employer contribution;
 - ii. Mandatory employee participation;
 - iii. Employees shall designate with the administrator (e.g. VOYA Financial) how such funds are invested through the options available through the administrator;
 - iv. No personal loans shall be allowed through said account; and
 - v. Employees may contribute a portion over and above the employer's contribution up to the maximum amount permitted by the IRS.

Such 403(b) tax-deferred savings plan shall be effective no later than one hundred twenty (120) calendar days after the award of the panel in CSBMA Case No. 2012-MBA-141. The employer and the employee contributions shall be escrowed from the effective date referenced in sections 8(a) and 8(b) of this Article until the new plan is implemented.

ARTICLE XX

LONGEVITY PAY

- A. For long and faithful service, the Board shall institute a longevity pay to be given to all bargaining unit members at the completion of

Ten (10) years through fourteen (14) years	\$250
Fifteen (15) years through twenty (20) years	\$350
Twenty-one (21) years through retirement	\$500

- B. Payment shall be made on the closest payday following the anniversary date of the employee's date of hire. No prorated longevity payment will be made to an employee who leaves prior to his/her anniversary date. Longevity benefits shall not apply to employees hired on or after January 1, 2015.

ARTICLE XXI
WAGES

- A. Hourly salary rates for existing positions will be determined by the Board and the Union at each scheduled contract renegotiations, and the employees will be paid in accordance with these rates. The rates for the existing positions under this contract appear in Appendix A and are attached hereto and made a part of this contract.
1. All new employees are to be paid the minimum wage rate.
 2. All bargaining unit members, who have worked in the service of the Board in another bargaining unit position, upon being promoted to a higher paying bargaining unit position, shall be placed at the same step held in the previous bargaining unit position or at a step higher if the result would equate to less pay for the employee.

If an employee transfers or is assigned to a lower paying bargaining unit position, that person stays on the same level (i.e. minimum, regular or maximum) he/she was on before the job change.
- B. Any food service worker who attains certification at his/her level through the American and/or CT School Food Services Association, shall be entitled to an annual benefit of one hundred (\$100.00) dollars, to be paid each December from the date of which the certification was obtained. In order to receive this yearly benefit, certification must be kept up-to-date at the employee's level of employment.
- C. All schools will designate one secretary as Lead Secretary and will receive an annual stipend. At a school with a minimum of six (6) secretaries, one will be designated Lead Secretary and will receive an annual stipend. The amount of the annual stipend shall be nine hundred fifty dollars (\$950) for the duration of this contract. At a school with a minimum of three (3) secretaries, one will be designated Lead Secretary and will receive an annual stipend of six hundred dollars (\$600) for the duration of this contract. At a school with a minimum of two secretaries, one will be designated Lead Secretary and will receive an annual stipend of four hundred dollars (\$400). A job description for Lead Secretary will be developed by the administration.
- D. In the event that it becomes necessary to assign a paraeducator/special education paraeducator to classroom coverage, the paraeducator/special education paraeducator shall receive compensation in the amount of one and one-half (1 ½) times his/her normal hourly rate of pay in increments of no less than thirty (30) minutes. It shall be the paraeducators responsibility to record the amount of time they are assigned to classroom coverage on their payroll time sheets, in increments of no less than thirty (30) minutes, rounded up to the nearest one-half (1/2) hour.

The parties agree that the method and manner in which paraeducator/special education paraeducators are assigned to classroom coverage may require flexibility within each individual school.

Classroom coverage shall be defined as any time coverage is needed for an “absent” certified teacher. The assignment of a paraeducator/special education paraeducator to cover a classroom must be done by the Superintendent, the Special Education Supervisor, or the Building Administrator; provided, however, in the event of an emergency, a paraeducator/special education paraeducator may be assigned by the classroom teacher.

In order to receive the remuneration set forth above, the classroom coverage must be for a minimum of fifteen (15) consecutive minutes (rounded up to the nearest half hour). Any period of less than fifteen (15) minutes shall not be subject to the wage rate set forth herein.

- E. In addition to his/her regular pay, any maintenance worker who possesses a trade license and performs job responsibilities that require the possession of such a license, will receive a Five Thousand Dollars (\$5,000.00) annual stipend. Fees related to the application and renewal of the trade license, as well as any other materials that are required by the licensing entity to maintain such a license, are the sole responsibility of the maintenance worker.

ARTICLE XXII

DRESS CODE

Region 16 employees will abide by the following standards for their appearance and personal hygiene while at work:

- Employees shall have a clean, neat, and well-groomed appearance.
- Cuts, rashes, and minor skin irritations are to be covered with clean bandages.
- Employees must wash their hands before leaving the restroom, and should not use toothpicks while on duty.
- Employees are not to wear sweatpants or any pants with holes in them.

In order to present a consistent and professional appearance to our community, custodians and maintenance personnel will:

- Be issued five Region 16 uniform collared shirts, three summer t-shirts (for summer recess only) and one winter jacket. The employees will be responsible for cleaning and maintaining their own shirts.

- The Region 16 uniform collared shirts will be worn during the school year, including the five work days before the start of the student school year and the five work days after the end of the student school year. For the remainder of the summer recess, custodians and maintenance personnel may wear Region 16 t-shirts and shorts, unless job duties require more protective clothing (e.g., long sleeves and pants) to ensure OSHA compliance.
- Employees will be responsible for shirts that are lost, stolen, or damaged due to neglect. Replacement shirts will be ordered by the school district and charged to the employee if it is determined that neglect was involved.
- Replacement shirts, due to normal wear, will be issued at no charge to the employee. The employee must turn in the worn shirt when they are issued a replacement shirt.
- For safety reasons, employees must wear shoes with a closed toe and heel.
- ID badges must be worn and be visible to staff, students, and guests of the school.

ARTICLE XXIII **WAGE PAYMENTS**

Wage payments to full-time persons covered by this Agreement will be paid every other week in twenty-six (26) equal installments each year. School year employees will be paid bi-weekly between the months of September and June. All employees will be paid by direct deposit.

ARTICLE XXIV **SCOPE OF AGREEMENT**

This Agreement does not limit or restrict the Board or bind the Administration of the schools or any authorized representative of the Board in the discharge of duties and responsibilities, as prescribed by the Board.

The Board reserves and retains, whether exercised or not, all the lawful and customary rights, powers and prerogatives of public school management. Such rights include but are not limited to establishing standards of productivity and performance of its employees, determining the mission of the Board and the methods and means necessary to fulfill that mission, including the discontinuation of services, positions or programs in whole or in part; the determination of the content of job classification; the appointment, promotion, assignment, direction and transfer of personnel; the suspension, demotion, discharge or any other appropriate action against its employees; the relief from duty of its employees because of lack of work or for other legitimate reasons; the establishment of reasonable work rules; and the taking of all necessary actions to carry out its mission.

ARTICLE XXV
DURATION

The provisions of this Agreement shall be effective as of the date of execution and shall remain in full force and effect to and including June 30, 2027.

ARTICLE XXVI
SIGNATURE BLOCK

IN WITNESS WHEREOF, the parties hereunto have caused these presents to be executed by their proper officers, hereunto duly authorized, and their seals affixed hereto as of the date and year first above written.

Region 16 Board of Education

Region 16 Non-Certified Employees Unit

By: _____
Tiffany Burkitt-Lyga, Chairperson

By: _____
Deb Conte, Unit President

By: _____
Kevin E. Boyle, Jr., UPSEU President

APPENDIX A

2024-2025

<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Secretaries	22.83	23.90	24.95	26.29	28.32
Media Center Technicians	20.12	21.08	22.04	23.38	25.33
Technology Support Technicians	21.26	22.23	23.19	24.54	26.50
Paraeducators	17.93	18.88	19.81	21.08	22.91
Special Education Paraeducators	19.33	20.29	21.23	22.52	24.38
Behavior Technicians	23.87	24.83	25.77	27.07	28.93
Head Custodians	27.37	28.79	30.17	31.46	33.46
Assistant Custodians	21.24	22.02	22.74	24.08	25.95
Maintenance	27.34	28.64	29.94	31.58	34.03
School Nurses	35.63	36.94	38.28	39.72	42.20
Cook Manager	19.54	20.59	21.64	22.85	24.62
Assistant Cooks	16.71	17.31	18.34	19.50	21.17
General Kitchen Workers	16.30	16.55	16.90	18.07	19.70
Hall Monitor	17.55	18.49	19.43	20.64	22.40
Nurse's Aide	22.83	23.90	24.95	26.29	28.32

General wage increases vary by position.

There will be no step advancement in 2024-25.

Notwithstanding, the Board will comply with the state's minimum wage law.

2025-2026

<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Secretaries	23.51	24.61	25.70	27.08	29.17
Media Center Technicians	20.72	21.72	22.70	24.09	26.09
Technology Support Technicians	21.90	22.90	23.89	25.27	27.30
Paraeducators	18.47	19.44	20.41	21.71	23.60
Special Education Paraeducators	19.91	20.90	21.86	23.20	25.11
Behavior Technicians	24.59	25.58	26.55	27.88	29.80
Head Custodians	28.19	29.65	31.07	32.40	34.47
Assistant Custodians	21.88	22.68	23.43	24.80	26.72
Maintenance	28.16	29.50	30.84	32.52	35.05
School Nurses	36.70	38.05	39.42	40.91	43.46
Cook Manager	20.13	21.20	22.29	23.54	25.36
Assistant Cooks	17.21	17.83	18.89	20.09	21.81
General Kitchen Workers	16.79	17.05	17.41	18.62	20.29
Hall Monitor	18.08	19.05	20.01	21.26	23.07
Nurse's Aide	23.51	24.61	25.70	27.08	29.17

Each step shall receive a 3.0% general wage increase.

Eligible employees shall advance a step on the wage schedule in 2025-26.

Notwithstanding, the Board will comply with the state's minimum wage law.

2026-2027

<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Secretaries	24.22	25.35	26.47	27.89	30.04
Media Center Technicians	21.34	22.37	23.38	24.81	26.87
Technology Support Technicians	22.56	23.59	24.61	26.03	28.12
Paraeducators	19.02	20.02	21.02	22.36	24.31
Special Education Paraeducators	20.51	21.53	22.52	23.90	25.87
Behavior Technicians	25.33	26.35	27.34	28.72	30.69
Head Custodians	29.04	30.54	32.00	33.37	35.50
Assistant Custodians	22.54	23.36	24.13	25.54	27.53
Maintenance	29.00	30.39	31.76	33.50	36.10
School Nurses	37.80	39.19	40.61	42.14	44.77
Cook Manager	20.73	21.84	22.96	24.25	26.12
Assistant Cooks	17.73	18.36	19.46	20.69	22.46
General Kitchen Workers	17.29	17.56	17.93	19.17	20.90
Hall Monitor	18.62	19.62	20.61	21.90	23.76
Nurse's Aide	24.22	25.35	26.47	27.89	30.04

Each step shall receive a 3.0% general wage increase.

Eligible employees shall advance a step on the wage schedule in 2026-27.

Notwithstanding, the Board will comply with the state's minimum wage law.



APPENDIX B

CENTURY PREFERRED \$25/\$300/\$75/\$250

RSD #16 FD # 011 Non-Certified

Century Preferred is a preferred provider organization (PPO) plan.

COST SHARE PROVISIONS	In-Network Member pays:	Out-of-Network Member pays:
Office Visit (OV) Copayment	\$25 per visit	Deductible & Coinsurance
Specialist Visit (SV) Copayment	\$25 per visit	Deductible & Coinsurance
Hospital (HSP) Copayment	\$300	Deductible & Coinsurance
Urgent Care (UR) Copayment	\$50	Not Covered
Emergency Room (ER) Copayment – <i>waived if admitted</i>	\$100	\$100
Outpatient Surgery (OS) Copayment	\$250	Deductible & Coinsurance
Annual Deductible (<i>individual/2-member family/3+ member family</i>)	Not Applicable	\$300/\$500/\$600
Coinsurance		20% after deductible up to
Coinsurance Maximum (<i>individual/2-member family/3+ member family</i>)		\$1200/\$2,400/\$3,600
Cost Share Maximum (<i>individual/2-member family/3+ member family</i>)	\$6,850/\$13,700/\$13,700	\$1500/\$2,900/\$4,200
Lifetime Maximum	Unlimited	Unlimited

PREVENTIVE CARE - Included are the preventive care services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits

Well child care	No Charge	Deductible & Coinsurance
Periodic, routine health examinations	No Charge	
Routine OB/GYN visits	No Charge	
Mammography	No Charge	
Hearing screening	No Charge	

MEDICAL CARE

Office visits	OV Copayment	Deductible & Coinsurance
Outpatient mental health & substance abuse	OV Copayment	
OB/GYN care	OV Copayment	
Surgical fees of a Physician or Surgeon	No Copayment	
Maternity care – <i>initial visit subject to copayment, no charge thereafter</i>	OV Copayment	
Diagnostic lab		
- In an outpatient hospital setting	OV Copayment	
- In an office or reference laboratory	No Charge	
Diagnostic x-ray	No Copayment	
High-cost outpatient diagnostic	No Charge	
Allergy services		
<i>Office visits/testing</i>	OV Copayment	
<i>Injections—80 visits in 3 years</i>	No Copayment	

HOSPITAL CARE – Prior authorization required

Semi-private room (<i>General/Medical/Surgical/Maternity</i>)	HSP Copayment	Deductible & Coinsurance
Inpatient mental health & substance abuse	HSP Copayment	
Skilled nursing facility – <i>up to 120 days per calendar year</i>	HSP Copayment	
Rehabilitative services – <i>up to 60 days per person per calendar year</i>	No Charge	
Outpatient surgery – <i>in a hospital or surgi-center</i>	OS Copayment	



EMERGENCY CARE	In-Network Member pays:	Out-of-Network Member pays:
Walk-in centers	OV Copayment	Deductible & Coinsurance
Urgent care – <i>at participating centers only</i>	UR Copayment	Not Covered
Emergency care – <i>copayment waived if admitted</i>	ER Copayment	ER Copayment
Ambulance	No Charge	No Charge

OTHER HEALTH CARE		
Outpatient rehabilitative services – <i>50 combined PT/OT/ST/Chiro per calendar year.</i>	\$20 Copayment	Deductible & Coinsurance
Durable medical equipment / Prosthetic devices <i>Unlimited per calendar year</i>	No Copayment	
Infertility services – <i>prior authorization required</i> <i>Some restrictions may apply</i>	Applicable Copayment	
Home health care <i>200/80 visits per member per calendar year</i>	No Copayment	Deductible & Coinsurance
		\$50 Deductible & 20% Coinsurance

PREVENTIVE CARE SCHEDULES

a. Mammography
♦ 1 baseline screening, ages 35 – 39
♦ 1 screening per year, ages 40+
♦ Additional exams when medically necessary

Vision Exams: 1 exam every calendar year

Hearing Exams: 1 exam per calendar year

Notes To Benefit Descriptions

- ♦ In situations where the member is responsible for obtaining the necessary prior authorization and fails to do so, benefits may be reduced or denied.
- ♦ Inpatient Hospital Per Admission Copay is waived if readmitted within 30 days for same diagnosis.
- ♦ Members must utilize participating Blue Quality Centers for Transplant hospitals to receive benefits for Human Organ & Tissue Transplant services. This network of the finest medical transplant programs in the nation is available to members who are candidates for an organ or bone marrow transplant. A nurse consultant trained in case management is dedicated to managing members who require organ and/or tissue transplants.
- ♦ For services rendered by out-of-network providers, members are responsible for paying any charges in excess of the Maximum Allowable Amount. Please reference your Subscriber Agreement/Certificate of Coverage for additional details.

* Copayment depends on if provider is a PCP or Specialist. The SV Copayment applies to diagnostic x-ray in an outpatient hospital setting. \$20 Copayment applies to in-network breast ultrasound screenings.

Please refer to the *SpecialOffers@Anthem* brochure in your enrollment kit for information on the discounts we offer on health-related products and services.

This does not constitute your health plan or insurance policy. It is only a general description of the plan. The following are examples of services NOT covered by your Century Preferred Plan. Please refer to your Subscriber Agreement/Certificate of Coverage/Summary Booklet for more details: Cosmetic surgeries and services; custodial care; genetic testing; hearing aids; refractive eye surgery; services and supplies related to, surgical and non-surgical services related to TMJ syndrome; travel expenses; vision therapy; services rendered prior to your contract effective date or rendered after your contract termination date; and workers' compensation.

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

A product of Anthem Blue Cross and Blue Shield serving residents and businesses in the State of Connecticut.

NGF

Effective 7/1/2016

In Connecticut, Anthem Blue Cross and Blue Shield is a trade name of Anthem Health Plans, Inc., an independent licensee of the Blue Cross and Blue Shield Association.
© Registered marks of the Blue Cross and Blue Shield Association.



RSD# 16 FD 003636-011/017
PRESCRIPTION DRUG PLAN

PRESCRIPTION DRUG PLAN:

- ◆ Strong pharmacy network with almost 100% participation statewide
- ◆ Access to more than 65,000 pharmacies nationwide
- ◆ \$.75 co- payment of prescription
- ◆ Cost effective voluntary mail order pharmacy program for maintenance drugs subject to \$.75 co-payment
- ◆ Coverage up to \$500 Maximum per member per year
- ◆ Coverage for legend prescription drugs and insulin. Legend drugs and drugs required by law to bear the legend: "Caution - Federal Law prohibits dispensing without prescription"
- ◆ Coverage for 100 day supply or 100 unit dose per prescription/refill, whichever is greater; coverage for up to a 100 day supply for maintenance medications

ACCESSING BENEFITS:

- ◆ Members simply present their ID card at the time the prescription is filled and pay the applicable co-payment; \$.75

PRINCIPAL LIMITATIONS & EXCLUSIONS:

Prescription drugs dispensed in a hospital, clinic, skilled nursing facility, nursing home or other institution. Prescription drugs used in connection with drug addiction. Prescription drugs which are not required for the treatment or prevention of an illness or injury. Any charge for other items which are not Prescription Drugs, such as: therapeutic devices, artificial appliances or similar devices. Hypodermic needles and syringes unless prescribed for the administration of a covered drug. Vaccines and allergenic extracts. Any drug whose status is experimental or investigational or rendered solely for research purposes.

APPENDIX C

Group I will use Appendix A-1 employee performance review form

Payroll Clerk, Special Services Secretary, Full Year Secretary, School Year Secretary, Lead Secretary, School Security (Hall Monitor), Receptionist

Group II will use Appendix A-2 employee performance review form

School Media Support (Technician), Technology Support (Technician)

Group III will use Appendix A-3 employee performance review form

Head Custodian, Maintenance, Custodian, Custodian Night-Supervisor

Group IV will use Appendix A-4 employee performance review form

Paraeducators, Special Education Paraeducators

Group V will use Appendix A-5 employee performance review form

School Nurse, Nurse Aide

Group VI will use Appendix A-6 employee performance review form

Cook Manager, Assistant Cook Manager, General Kitchen Worker

SIDE LETTER OF AGREEMENT

between

**REGIONAL SCHOOL DISTRICT NO. 16
BOARD OF EDUCATION**

and

**CSEA, INC. SEIU, AFL-CIO, LOCAL 760 (CHAPTER 95)
in behalf of the
SCHOOL SECRETARIES, PARAPROFESSIONALS, NURSES,
CUSTODIANS AND FOOD SERVICE WORKERS**

This Side Letter of Agreement is to memorialize the agreement between the parties that, despite the modifications to paragraph A of Article IX "Definition of Employees" in the 2002-2005 contract, all current employees who were employed as of June 30, 2002 who are full-time full year employees normally working five (5) days per week, a minimum of twenty-five (25) hours per week, fifty-two (52) weeks per year, are to be grandfathered. The parties recognize the following employees in this category: Carol Magnarella, Gus Groth and Roberta Snyder.

**REGIONAL SCHOOL DISTRICT NO. 16
BOARD OF EDUCATION**

Date: 11-5-02

By: 

**CSEA, INC. SEIU, AFL-CIO, LOCAL 760
(CHAPTER 95)**

Date: 11-7-02

By: 