

**AGREEMENT BETWEEN**  
**THE STONINGTON BOARD OF EDUCATION**  
**AND**  
**THE STONINGTON PARAPROFESSIONALS**  
**LOCAL 1996 OF COUNCIL 4,**  
**AFSCME, AFL-CIO**

**JULY 1, 2013 THROUGH JUNE 30, 2017**

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**Article I. PREAMBLE**

**Section 1.01** This Agreement is made and entered into by and between the Stonington Board of Education and/or its successor, hereinafter referred to as the "Board" or "Employer," and Local 1996 of Council 4, AFSCME, AFL-CIO, and/or its successor, hereinafter referred to as the "Union." The word "employee" as used herein refers to bargaining unit members.

**Article II. RECOGNITION AND UNIT DESCRIPTION**

**Section 2.01** The Board hereby recognizes and certifies the Union as the exclusive bargaining representative on all matters of wages, hours of employment and other conditions of employment, for all full-time and regularly scheduled part-time employees working twenty (20) hours per week or more, including classroom teacher aides, special education aides, library aides and security monitors, employed by the employer, but excluding cafeteria work of any kind whether performed by the above described employees or regular cafeteria employees and all other exclusions defined in the Municipal Employee Relations Act.

**Section 2.02** For purpose of this contract, all covered employees as defined in Section 2.01 shall be referred to as "paraprofessionals".

**Article III. NON-DISCRIMINATION**

**Section 3.01** The Union and the Board agree that there shall be no unlawful discrimination against any employee because of race, creed, color, national origin, sex, sexual orientation, disability, or religious beliefs. The Union and the Board further agree that there will be no unlawful discrimination against any employee on the basis of age, marital status, or membership or non-membership in the Union. Any reference herein to a particular gender shall apply equally to all persons regardless of gender.

**Article IV. UNION SECURITY**

**Section 4.01** All employees in the bargaining unit shall, as a condition of employment, on or before the thirty-first (31st) day following the beginning of such employment, become and remain members of the Union or pay a service charge each month equal to the cost of administering and negotiating this Agreement and servicing the grievance provisions. Any objections to this section by any bargaining unit member may be appealed in writing to the Union for review.

## Article V. CHECK-OFF

**Section 5.01** Upon receipt of a signed authorization form, the Employer shall deduct from the employee's earned wages once monthly for 10 months such dues or service charges as the Union shall determine.

**Section 5.02** The amount to be deducted will be specified in writing by the responsible Union official and may be increased or decreased at any time with a sixty (60) day written notice by said Union official to the Employer.

**Section 5.03** Deductions as provided above shall be remitted to the Council #4 office of the Union not later than thirty (30) days after such deductions have been made, along with an initial list of the employees from whom the deductions have been made.

**Section 5.04** The Union agrees to indemnify and to hold the Board harmless against any and all claims, demands, suits, or other forms of liability that shall or may arise out of or by reason of action taken by the Board for the purpose of complying with the provisions of this Article.

**Section 5.05** The Board agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Board and the Union. The Board agrees to remit any deductions made pursuant to this Section promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. The Union agrees to hold the Board harmless from any claim arising as a result of any deduction made pursuant to this Section.

## Article VI. UNION RIGHTS

**Section 6.01** The Employer shall provide each employee with one (1) copy of this contract within thirty (30) days after the signing date.

**Section 6.02** New employees will be provided with one (1) copy of this contract at their time of hire.

**Section 6.03** The Employer shall provide five (5) original signed contracts for Council #4 at the time of signing.

## **Article VII. SENIORITY**

**Section 7.01** Seniority shall mean an employee's length of continuous service with the Board, measured in calendar days from the first day the employee actually worked. If the application of the preceding sentence results in two (2) or more employees having the same seniority, the employee whose name appears earlier on the Board's alphabetical listing of employees shall be deemed more senior.

**Section 7.02** A. Newly hired employees shall serve a probationary period of one hundred eighty (180) calendar days starting with the first day they actually work after being appointed, in writing, to a position within the bargaining unit. During the probationary period, an employee shall have no seniority rights and may be terminated at the Employer's discretion, and such termination shall not be the subject of a grievance claim or any other protest under this Agreement by the employee or by the Union.

B. An employee who has successfully completed the probationary period of employment shall thereafter become a regular employee and shall be credited with time worked during the probationary period for purposes of determining seniority.

**Section 7.03** Upon the successful completion of the one hundred eighty (180) days probation, the employee's probationary period shall be considered completed and his/her seniority shall date back to original date of hire.

**Section 7.04** An employee's seniority shall be lost if:

- (i) The bargaining unit member is discharged for just cause;
- (ii) The bargaining unit member quits without notice;
- (iii) The bargaining unit member fails to return to work within three (3) weeks after being notified or recalled;
- (iv) The bargaining unit member is laid off for more than twelve (12) months.

**Section 7.05** The four (4) Executive Officers of the Union shall have "super-seniority" in the event of a reduction in the workforce.

## **Article VIII. FILLING OF VACANCIES**

**Section 8.01** All vacancies shall be posted for five (5) days, unless in the opinion of the Superintendent, a position must be immediately filled. In this case, the position(s) may be filled temporarily. Position vacancies shall be posted on the Board's website or publicly advertised.

**Section 8.02** In filling these vacancies, the Superintendent shall give preferences to applicants who are currently employed within the bargaining unit, provided the applicant is qualified in accordance with the job description. Nothing contained herein shall require the Superintendent to fill vacancies or newly created positions with existing bargaining unit employees. In the event the Superintendent does not hire from the outside, he/she shall appoint a qualified applicant to fill the position, provided that, where two or more bargaining unit applicants for a position possess relative equal qualifications as determined by the Superintendent, preference shall be given to the most senior applicant.

**Section 8.03** The bargaining unit President shall be notified in writing when new employees are hired into the bargaining unit.

**Article IX. LAYOFF AND RECALL**

**Section 9.01** In the event of layoffs or reduction of hours is proposed or pending in the next fiscal year, the Superintendent of Schools shall notify the Union at least 60 days prior to the layoff or reduction. The parties agree to meet and negotiate the impact of the layoff or reduction.

**Section 9.02** Layoffs shall take place within classification based upon qualifications, seniority, needs of the student(s) and ability. Probationary employees shall be laid off first

Classifications are defined as:

- a) Support Paraprofessional including Monitors, Computer Techs, Nurse Paraprofessionals  
Transportation and Library
- b) Instructional Paraprofessionals including Special Education and Kindergarten

**Section 9.03** Laid off employees shall have recall rights for a period of one (1) year. An employee who refuses recall rights shall lose said rights. Recall will be by inverse order of seniority provided the employee is qualified and has the ability to fully perform the work available in accordance with 9.02 above.

**Article X. HOURS OF WORK, SCHEDULES, AND OVERTIME**

**Section 10.01** **Work week – Full and Part Time**

The normal work week will be within the hours of 7:00 am to 4:00 pm.

**Work Year**

The normal work year will be within the same number of days as defined in the annual school calendar.

**Section 10.02**      **Full Time:**

The normal work schedule shall be thirty (30) hours or more per week, Monday through Friday, with a ½ hour unpaid duty free lunch. Hours worked outside of the normal work day or week requires approval of the Principal.

**Part Time:**

The normal work schedule shall be 20-29 hours per week, Monday through Friday. Hours worked outside of the normal day or week, require approval of the Principal.

**Section 10.03**      The Board reserves the right to change an employee's assignment and/or work schedule. However, for any long-term change in location during the school year, the Superintendent or Principal shall discuss said long-term change with the employee and the Union at least five (5) days in advance of the assignment. This clause shall not be interpreted to restrict the Board's right to temporarily change work schedules and assignments without notice. The Board shall notify the employees by August 15 of the building he/she shall be assigned to.

One and one-half (1 1/2) times the employee's straight time hourly rate shall be paid for all time worked in excess of forty (40) hours per week.

**Section 10.04**      Except for field trips, one and one-half (1 1/2) times the employee's straight time hourly rate shall be paid for hours worked on Saturdays, Sundays, and holidays.

**Section 10.05**      For unscheduled early dismissals or late openings, full-time employees shall suffer no loss of pay. This section shall apply only to employees who are at work at the time of the early dismissal or arrive at the scheduled late opening time.

**Article XI.      DISCIPLINE AND DISCHARGE**

**Section 11.01**      The Board may take disciplinary action against employees for just cause. Notice of written discipline, suspension or discharge must be in writing, with the reason stated, and a copy given to the employee and the Union at the time of said discipline.

**Section 11.02**      No employee shall be discharged or otherwise disciplined without just cause. All discipline shall be applied in a fair and equitable manner.

**Section 11.03**      Disciplinary actions shall normally follow this order:

- (i) Verbal warning
- (ii) Written warning
- (iii) Suspension
- (iv) Discharge



**Section 11.04** Certain serious infractions may require actions that lead to suspension or discharge prior to a verbal or written warning.

**Article XII. GRIEVANCE PROCEDURE**

**Section 12.01** **Definition:** A grievance is hereby defined as the misapplication or misinterpretation of a specific section of the contract to a specific employee or group of employees. All grievances shall be in writing and shall be filed within ten (10) working days of the act or omission complained of. All grievances shall set out the specific section of the contract alleged to be misapplied or misinterpreted, the alleged harm or damage to the employee and the proposed resolution to the grievance on a form to be mutually developed between the parties.

**STEP I** If an employee feels that he/she has a grievance, the matter shall first be discussed with the immediate Supervisor and the Principal if applicable, in an effort to informally resolve the grievance.

**Step II** If the grievance is not settled in Step I, the aggrieved may, within ten (10) working days of filing the grievance, submit the written grievance described above, to the Superintendent of Schools. Within ten (10) working days of the receipt of such request, a conference with the aggrieved and/or his/her representative, the immediate Supervisor, the Principal if applicable, and/or the Business Director and the Superintendent of Schools shall take place.

If the matter is not resolved at this conference, the Superintendent shall, within ten (10) working days, give a written answer to the Union with copies for the aggrieved employee(s).

**Step III** If the decision of the Superintendent at Step II is not accepted by the aggrieved, the aggrieved shall within five (5) working days make a written request for a meeting with the Board. Said meeting shall take place at the next practical scheduled meeting following the written request.

The decision shall be made by the Board of Education within fifteen (15) working days after the meeting and conveyed in writing by the Superintendent to the aggrieved employee(s), the Union, and the building Principal.

The Union shall have the right to request mediation of a grievance before the Connecticut State Board of Mediation and Arbitration within ten (10) working days of the decision or lack thereof by the Board of Education in step III. Such request shall be in writing and a copy submitted to the Superintendent simultaneously with the request of the state.

**Step IV** If no settlement is effected within fifteen (15) working days of the answer at Step III, the Union may process any grievance to arbitration by submitting it to the Connecticut State Board of Mediation and Arbitration with a written copy to the other party. The applicable arbitration forum shall hear the grievance under its rules and regulations and its decision shall be final and binding upon the Employer, the employee(s) and the Union. All costs of filing for arbitration or the arbitration services shall be shared equally by the parties.

**Time Limits** When the Employer fails to render a decision within the time limits specified in the grievance procedure, the Union may proceed to the next step of the grievance procedure.

**Section 12.02** The arbitrator shall not have the power to alter, amend, add to or subtract from the provisions of this Agreement and it is understood that the arbitrator shall give the parties the specific benefits negotiated and no others.

**Section 12.03** The time limits contained in this Article may be extended by mutual agreement of the parties in writing on a case-by-case basis.

**Section 12.04** Up to two (2) bargaining unit members and the grievant shall be afforded the necessary time off without loss of pay for the grievance procedures.

### **Article XIII. HOLIDAYS**

**Section 13.01** All full-time employees will be entitled to the following holidays with pay:

Columbus Day  
Veteran's Day  
Thanksgiving Day  
The Day after Thanksgiving  
Christmas Day  
Martin Luther King Day  
Memorial Day

Part-time employees shall be entitled to Thanksgiving and Christmas as paid Holidays.

**Section 13.02** In the event that a holiday falls on a weekend, the preceding Friday for a Saturday holiday or the following Monday for a Sunday holiday, will be observed as the holiday.

## **Article XIV. SICK LEAVE**

**Section 14.01** Full-time employees shall receive twelve (12) sick days per year to a total maximum accumulation of one hundred twenty (120) days. Part-time employees shall receive (6) sick days per year to a total maximum accumulation of twenty (20) days.

**Section 14.02** Three (3) family illness days per year will be granted when an employee is precluded from reporting to work as a result of verifiable illness of a family member, which absence, at the Business Director's discretion, may be required to be documented by a doctor's certificate. Such family illness days will be deducted from regular sick days and are non-cumulative from year to year.

**Section 14.03** Each full-time paraprofessional hired before 07/01/96 or his/her estate, shall be paid for any unused sick leave based upon the following schedule:

**Section 14.04** For 10 years of full-time employment, an eligible employee or their estate shall be paid twenty-five percent (25%) of his/her unused sick leave up to the maximum allowable.

**Section 14.05** For 15 years of full-time employment, an eligible employee or their estate shall be paid thirty-three and one-third percent (33-1/3%) of his/her unused sick leave up to the maximum allowable.

**Section 14.06** For 20 years of full-time employment, an eligible employee or their estate shall be paid fifty percent (50%) of his/her unused sick leave up to the maximum allowable.

**Section 14.07** For 25 years of full-time employment, an eligible employee or their estate shall be paid sixty percent (60%) of his/her unused sick leave up to the maximum allowable.

**Section 14.08** In each case, the compensation shall be based upon the individual's rate of pay and accumulated sick days as of the last workday in the individual's final year of employment. The maximum number of accumulated sick days that may be used for computation of an individual's compensation shall be one hundred twenty (120).

**Section 14.09** Compensation for unused sick leave will be part of the final year's salary. In order to allow for budget restrictions, the following regulations must be adhered to:

a) Employees who plan to retire must make this fact known in writing to the Superintendent of Schools not later than six (6) months prior to the beginning of the fiscal year (December 31) during which such employees expect to leave. Advance notice of intent to leave shall be waved in the event of death, discharge, or incapacity.

b) Compensation for unused sick leave will be paid in a paycheck to be issued on a regular payday within the same fiscal year in which the termination occurs.

#### **Article XV. LEAVES OF ABSENCE**

**Section 15.01** Leaves of absence without pay for up to six (6) months may be granted by the Business Director or designee in cases of exceptional need for those employees who have acquired a minimum of one (1) year employment. Leaves shall not be granted for the purpose of obtaining gainful employment elsewhere. Leaves of absence shall be granted based upon the operational needs of the Board. Leaves of absence shall also conform to the regulations listed in the Family and Medical Leave Act of 1993.

#### **Article XVI. BEREAVEMENT**

**Section 16.01** Each employee shall be entitled to a minimum bereavement leave of three (3) days with full pay for absence due to the death of a member of the employee's immediate family. An additional two (2) days will be allowed upon request to the employee's immediate supervisor if circumstances warrant, for extenuating circumstances.

**Section 16.02** Immediate family shall be defined as spouse, civil union partner, children, mother, father, mother-in-law, stepmother, father-in-law, stepfather, daughter-in-law, son-in-law, grandparents, sister, brother, sister-in-law, brother-in-law, stepchildren, grandparent-in-law, grandchildren, or anyone domiciled in the employee's home.

**Section 16.03** Additional time may be granted at the discretion of the Superintendent or his/her designee.

#### **Article XVII. PERSONAL LEAVE**

**Section 17.01** Each full-time employee shall be entitled to two (2) days off per year for personal reasons. Each part-time paraprofessional shall be entitled to one (1) day per year for personal reasons. Personal leave may not be accumulated. The following conditions apply:

- (i) A written request shall be presented to the Principal not less than forty-eight (48) hours in advance of the day requested, except in the case of emergencies.
- (ii) The Principal shall have the sole discretion to approve or disapprove the request.

#### **Article XVIII. JURY DUTY**

**Section 18.01** If an employee, covered by this Agreement, is called for jury duty, full salary less an amount equal to that received as juror shall be paid.

**Article XIX. MILITARY LEAVE**

**Section 19.01** Any employee called out to active duty shall be governed by the Uniform Services Employment and Reemployment Rights Act (USERRA) upon return from active duty. Any employee called to reserve training of two weeks or less shall be paid the regular salary less the amount they receive in military pay.

**Article XX. WAGES**

**Section 20.01** All wage rates shall be reduced to writing and attached to this Agreement as Appendix A.

- a. Effective and retroactive to July 1, 2013 the wage rates in effect shall be increased by two and half percent (2.5%);
- b. Effective July 1, 2014 the wage rates in effect shall be increased by two and a half percent (2.5%).
- c. Effective July 1, 2015 the wage rates in effect shall be increased by two percent (2%).
- d. Effective July 1, 2016 the wage rates in effect shall be increased by two percent (2%).

**Section 20.02** The employees shall not receive step increases for the duration of this contract.

**Article XXI. LONGEVITY PAY**

**Section 21.01** Each full-time bargaining unit member hired before 07/01/96 shall be entitled to longevity pay annually, in accordance with the following schedule:

5 years of full-time employment	3% of annual salary
10 years of full-time employment	6% of annual salary
15 years of full-time employment	8% of annual salary
20 years of full-time employment	10% of annual salary
25 years of full-time employment	11% of annual salary

**Section 21.02** Payment for longevity will commence on the anniversary month of the year during which the employee becomes eligible.

## Article XXII. INSURANCE

**Section 22.01** All full-time employees who work thirty (30) hours or more per week and are employed by the Board shall receive benefits as described below or substantially equivalent coverage through an alternate carrier.

**Section 22.02** The Board agrees to pay eighty seven percent (87%) of the cost of health insurance for eligible employees and their dependents. Each participating employee shall contribute thirteen percent (13%) of the applicable premium through payroll deduction in an I.R.C. Section 125 account.

**Section 22.03** The Board shall provide coverage through the Blue Cross Century Preferred Plan as described in Appendix B. Effective, December 1, 2013 the plan design shall be modified pursuant to Appendix B.

**Section 22.04** The Board shall provide Blue Cross and Blue Shield Dental, with dental Rider A and Rider B.

**Section 22.05** The Board shall provide Life Insurance of fifty thousand dollars (\$50, 000.00) for each employee.

**Section 22.06** A bargaining unit member may elect to waive either health insurance or dental insurance benefits or both, and, in lieu therefore, be remunerated in the amount of ten percent (10%) of the applicable single C.O.B.R.A. rate or premium as appropriate. Such remuneration shall be paid twice per year, on or about December 1 and June 1. A member choosing this option shall be able to change their option on July 1, for any reason, and no more than one time during each year if there has been a significant change in the member's circumstances, such as divorce, death of a spouse, etc., which warrants such change in option. Such request for change must be presented, in writing, to the Business Manager at least sixty (60) days prior to the beginning of the month in which the change is to take effect. Upon receipt of the revocation of waiver, coverage by the insurer shall be subject to any regulations, which may include waiting periods and proof of insurability, which may then be in effect. Waivers under this section are subject to the approval of the applicable insurance carrier.

**Section 22.07** Effective July 1, 2014 the Board is offering – as an option- a High Deductible Health Insurance Plan/HSA Savings Account as shown in the Plan summary attached as APPENDIX C

**Article XXIII. PENSION**

**Section 23.01** Employees of the bargaining unit shall, during the term of this Agreement, be covered by the Town of Stonington Retirement Plan in accordance with its eligibility requirements and its terms.

Employees hired after July 1, 2014 shall be in the Town of Stonington's 401(a) Retirement Plan.

**Article XXIV. PROFESSIONAL DEVELOPMENT/TRAINING**

**Section 24.01** Any employee who attends work-related educational courses approved by the building principal shall be reimbursed reasonable and necessary expenses.

**Section 24.02** If employees are required to attend Professional/Staff Development Days, they shall receive their regular rate of pay.

**Section 24.03** The Board shall implement a Professional Growth Program to encourage continued and active participation in professional growth designed to improve service to the School District and the professional development of the employees. It is designed to provide continuous education and is intended to recognize an employee's voluntary effort to increase his/her general or specific value to the district as shown and defined in APPENDIX D

**Article XXV. NO STRIKE / NO LOCKOUT**

**Section 25.01** During the life of this Agreement, there shall be no strike, slowdown, suspension or stoppage of work in any part of the Board's operation by the employees of this bargaining unit.

**Section 25.02** During the life of this Agreement, there shall be no lockout by the Board in any part of the Board's operation affecting employees within this bargaining unit.

**Section 25.03** Both parties to this Agreement shall mutually endeavor to cooperate in the enforcement of safety rules and regulations.

## **Article XXVI. SAVINGS CLAUSE**

**Section 26.01** If any article or section of the agreement or any appendices and schedules thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this agreement and appendices and schedules shall not be affected thereby and the parties shall enter into collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.

## **Article XXVII. MANAGEMENT RIGHTS**

**Section 27.01** It is recognized that the management of the schools, the control of school property and the maintenance of order and efficiency is solely the responsibility of the Board. Accordingly, the Board retains the right, including, but not limited to, the selection and direction of the working forces, including the right to hire, suspend, discipline or discharge for just cause, to assign, promote or transfer, to determine the amount of overtime to be worked, to lay off employees because of lack of work, to decide the number and location of its facilities, stations and buildings, to determine the work to be performed within the bargaining unit, to determine maintenance and repair needs and requirements, to select, procure, design and control equipment and material, contract or otherwise, and to make reasonable rules which shall not be inconsistent with this Agreement. Except as these rights shall specifically limited elsewhere in this Agreement, they shall be reserved for the Board of Education and its authorized representative.

## **Article XXVIII LABOR-MANAGEMENT MEETINGS**

**Section 28.01** The Board shall hold Labor/Management meetings at least two (2) times per year to discuss work related issues to facilitate communication and labor relations between the parties. The Union shall have no more than two (2) members present at the meetings that shall last no longer than two (2) hours. The Union President shall provide the Finance Manager a list of issues to be discussed one (1) week in advance of the meetings.

## **Article XXIX DURATION OF THE AGREEMENT**

**Section 29.01** This Agreement shall become effective July 1, 2013 and shall remain in effect until June 30, 2017 and from year to year thereafter unless either party notifies the other no less than one hundred twenty (120) days from the expiration date above that it wishes to modify or change this Agreement in any manner.

The parties agree to re-open this Agreement for Insurance Benefits only before June 1, in each year of the Agreement (ARTICLE XXII). The parties agree that such re-opener negotiations will focus on insurance plans/modifications and will not increase the employee's contributions or increase the employer's contribution above the cost of the 2013/2014 level.



**Section 29.02** This Agreement shall remain in full force and effect during such negotiations in accordance with the provisions of the Municipal Employee Relations Act.

ZLVZE 11/16/13  
Board of Education Date

Anne Peckham 12/4/13  
Anne Peckham  
Council 4, AFSCME Staff Representative

MaryAnn Altman 12/4/13  
MaryAnn Altman, President

Barbara Adams 12/4/13  
Barbara Adams, Secretary

**PARAPROFESSIONAL CONTRACT**

**WAGES  
2013-2017**

**APPENDIX A**

<b>2012-2013</b>	<b>STEP</b>	<b>2013-14**</b>	<b>2014-15**</b>	<b>2015-16**</b>	<b>2016-2017**</b>
<b>Base</b>		<b>2.50%</b>	<b>2.50%</b>	<b>2.00%</b>	<b>2.00%</b>
\$ 12.40	1	\$ 12.71	\$ 13.03	\$ 13.29	\$ 13.55
\$ 13.42	2	\$ 13.76	\$ 14.10	\$ 14.38	\$ 14.67
\$ 14.33	3	\$ 14.69	\$ 15.06	\$ 15.36	\$ 15.66
\$ 15.29	4	\$ 15.67	\$ 16.06	\$ 16.39	\$ 16.71

\*\* Total increase for all. No step awards

**APPENDIX B**  
**Health Insurance - Classified**

	<b>Effective</b>
	<b>1/1/2014</b>
	<b>Alternative 1A</b>
Type of Plan	<b>PPO</b>
Referrals required	No
<b><u>In Network</u></b>	
Deductible	NA
Coinsurance	NA
PPO Maximum	NA
Preventive Care	No Charge
Mammography	No Charge
Office visit copay	\$25
Specialist visit copay	\$25
X-ray & Lab (standalone facility)	No Charge
High Cost Diagnostic	\$50
Vision Exam	\$25
Outpatient Rehab	\$25
Chiropractic	\$25
Therapy Services	\$25
<b><u>Infertility Services</u></b>	
Phase I	Covered
Phase II	Per state
Maximum	Mandate
Emergency Room copay	\$150
Urgent Care copay	\$75
Outpatient surg copay	\$150
Inpatient copay	\$250
Lifetime Maximum	Unlimited
<b><u>Out of Network</u></b>	
Deductible	\$500/\$1,000
Coinsurance	20% after deductible
Out of Pocket Maximum	\$1,500/\$3,000
Lifetime Maximum	Unlimited
<b><u>Prescription Drugs</u></b>	
Generic	\$10
Listed Brand	\$15
Non Listed Brand	\$25
Mail Order	2x
Calendar Year Maximum	\$500

**APPENDIX C**  
**Health Insurance - Classified**

	<b>Effective</b>
	<b>7/1/2014</b>
	<b>Alternative 2A</b>
Type of Plan	<b>HDHP w/HSA (1)</b>
Referrals required	No
<b><u>In Network</u></b>	
Deductible	\$2,000/\$4,000 (2)
Coinsurance	0% after deductible
PPO Maximum	\$4,000/\$8,000 (3)
Preventive Care	No Charge
Mammography	No Charge
Office visit copay	0% after deductible
Specialist visit copay	0% after deductible
X-ray & Lab (standalone facility)	0% after deductible
High Cost Diagnostic	0% after deductible
Vision Exam	0% after deductible
Outpatient Rehab	0% after deductible
Chiropractic	0% after deductible
Therapy Services	0% after deductible
<b><u>Infertility Services</u></b>	
Phase I	Covered
Phase II	Per state
Maximum	Mandate
Emergency Room copay	0% after deductible
Urgent Care copay	0% after deductible
Outpatient surg copay	0% after deductible
Inpatient copay	0% after deductible
Lifetime Maximum	Unlimited
<b><u>Out of Network</u></b>	
Deductible	\$2,000/\$4,000 (2)
Coinsurance	20% after deductible
Out of Pocket Maximum	\$4,000/\$8,000 (3)
Lifetime Maximum	Unlimited
<b><u>Prescription Drugs</u></b>	
Generic	\$10 after deductible
Listed Brand	\$25 after deductible
Non Listed Brand	\$40 after deductible
Mail Order	2x after deductible
Calendar Year Maximum	Unlimited

## Appendix D

### Professional Growth Program

Stonington Public School District encourages continued and active participation on the part of classified employees in professional growth activities designed to improve service to the district and the professional development of the employee.

Professional growth is the continuous, purposeful engagement in study and related activities to retain and extend high standards of performance by classified employees.

The Professional Growth Program is designed to provide an opportunity for professional and personal growth for classified employees through continuing education. It is intended to recognize an employee's voluntary effort to increase his/her general or specific value to the District.

#### Eligibility

All permanent full-time classified employees who have been employed for a minimum of one continuous year qualify for participation in the Professional Growth Program. Individuals on leave are not eligible to participate during the leave period.

If the district gives release time to an employee or pays for any fees in conjunction with a training program, such program will not qualify for professional growth credit.

#### Professional Growth Committee

A committee composed of one District Representative and one Union representative will be established. The duties of the committee are as follows:

- 1) Evaluate all activities for professional growth credit and approve or deny all applications.
- 2) Recommend additional or revised procedures as necessary
- 3) Schedule meetings as needed to evaluate applications

#### Procedure

It shall be the responsibility of the employee to submit to the Professional Growth Committee a request form for course or hour approval prior to the completion of the course or activity.

Upon completion of the course or activity, it shall be the employee's responsibility to file a grade card, transcript or other acceptable proof of completion with the Professional Growth Committee within the timelines established by the Committee.

#### Professional Growth Points

Professional growth points shall be earned by employee participation in off-duty activities of a professional growth nature on the following basis:

- 1) One (1) professional growth point per semester unit of course work at a junior college, community college, college or university. Quarter units will convert to semester units on a 2/3 basis. Employees must earn a grade of "C" or better or receive a "pass" to earn professional growth points.
- 2) One (1) professional growth point per twenty (20) hours participation in district, county, or state in-service training programs, adult education courses, or seminars/conferences/lectures or other approved educational programs.

#### Criteria for Professional Growth Award

Eligible employees who have earned ten (10) approved points shall receive a professional growth award of \$500.

It is the responsibility of the employee to provide verification for points completed. Verification must be submitted by May 1 each year for payment on July 1.

An employee may receive only one award per year. Unused points shall be carried forward to the next year.

The maximum number of awards available each year shall be four (4). If more than four are complete, the additional awards shall be carried forward to the next year and be given priority for payment.

Memorandum of Agreement

Stonington Board of Education and AFSCME, AFL-CIO

Maintenance and Custodial Local 1303-170 of Council 4

Nurses Local 1303-397 of Council 4

Paraprofessionals Local 1996 of Council 4

School Secretaries Local 1303-380 of Council 4

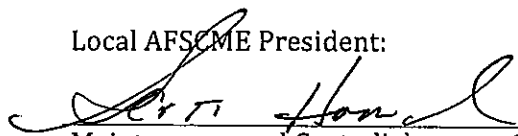
September 4, 2014

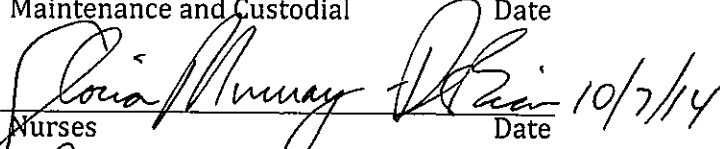
This memorandum of agreement was developed collaboratively between the four bargaining units and the Stonington Board of Education to address the issue of health benefit premium increases for 2014-15. Each contract calls for plan adjustments to keep employee and district premium costs at the 2013-14 level. All bargaining units and the district agree to the following to address the \$117,860 increase for 2014-15 over 2013-14:


- 1) Employees will continue to pay the same percentage contribution for 2014-15, which results in an increase for the district of \$104,921 for 2014-15.
- 2) The bargaining units agree to keep the current benefit coverage for 2014-15 and agree to change/reduce district costs for the next three subsequent years by \$34,974 per year from the 2013-14 base rate (three year total of \$104,921).
- 3) Plan changes will be made each year beginning in 2015-16 to meet the following formula financial cap:
  - a. 2015-16 total amount the District shall contribute: 2013 District Contribution (\$901,055) - Makeup Amount (\$34,974) = \$866,081.
  - b. The same formula shall be applied in 2016-17 and in 2017-18 with the \$866,081 cap for District contribution each year.
- 4) District and bargaining units agree to meet early each year beginning in 2015 to discuss plan options/modifications to meet these financial requirements.

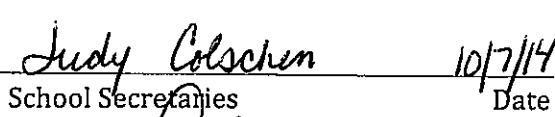
Attachments: Benefit Cost Spreadsheet  
Bargaining Unit Members Breakdown

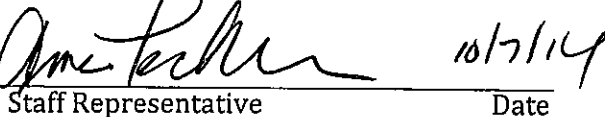
Local AFSCME President:

  
Maintenance and Custodial  
Date 10/7/14

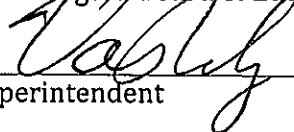
  
Nurses  
Date 10/7/14

  
Paraprofessionals  
Date 10/7/14

  
School Secretaries  
Date 10/7/14

  
Staff Representative  
Date 10/7/14

Stonington Board of Education

  
Superintendent  
Date 10-7-14