

COLLECTIVE BARGAINING AGREEMENT

by and between

THE EAST GRANBY BOARD OF EDUCATION

-and-

**LOCAL 1303-267 OF CONNECTICUT COUNCIL #4
AFSCME, AFL-CIO**

July 1, 2016 – June 30, 2019

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ARTICLE 1 - PREAMBLE

This Agreement is entered into by and between the Town of East Granby Board of Education, hereinafter referred to as the "Board" and Local 1303-267 of Connecticut Council 4 of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union."

ARTICLE 2 - RIGHTS OF THE BOARD OF EDUCATION

The Board has and will continue to retain, whether exercised or not, all of the powers specified in Connecticut General Statutes Section 10-220, which is incorporated herein by reference, and has and will continue to retain, exclusively, whether exercised or not, all of the rights, powers and authority not specifically relinquished, abridged, or limited by the provisions of this Agreement. The Board shall have the sole right, responsibility and prerogative of management of all of the affairs of the schools and the direction of the working forces including, but not limited to the following:

- A. To determine the care, maintenance, and operation of the Board's facilities and equipment used for and on behalf of the Board's purposes;
- B. To establish or continue policies, practices and procedures for the conduct of school business and from time to time, to change or abolish such policies, practices, or procedures;
- C. To employ, transfer, or promote employees, to demote employees for just cause, or to lay off, terminate, or otherwise relieve employees from duty for lack of work, budgetary cut, or other legitimate reasons when it shall be in the best interests of the Board and its schools;
- D. To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the school;
- E. To establish job descriptions and job classifications, from time to time change such job descriptions and job classifications, and to ensure that incidental duties connected with departmental operations, whether enumerated in job descriptions or not, shall be performed by the employees; and
- F. To establish contracts or subcontracts for school operations, provided that this right shall not be used for the purposes or intention of undermining the Union or of discriminating against its members.

The above rights, responsibilities and prerogatives are inherent in the East Granby Board of Education and the Superintendent of Schools and are not subject to delegation in whole or in part. Such rights may not be subject to review or determinations in any grievance or arbitration proceeding, except where modified by the provisions of the Agreement, and, it is understood that the Union continues to have the right to file charges in accordance with Connecticut General Statutes Sections 7-468 through 7-471, inclusive.

ARTICLE 3 - RECOGNITION

The Board recognizes the Union under the provisions of the Municipal Employee Relations Act, as the sole and exclusive representative for all Board of Education employees as certified for inclusion in the bargaining unit in Case #12865 dated June 27, 1990.

ARTICLE 4 - NO STRIKE

During the life of this Agreement, there shall be no strike, slowdown, suspension or stoppage of work in any part of the Board of Education's operation by the Union or its members pursuant to Connecticut General Statutes Section 7-475.

ARTICLE 5 - NO LOCKOUT

The Board agrees that it shall not lockout the employees during the life of this Agreement.

ARTICLE 6 - NO DISCRIMINATION

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without unlawful discrimination because of age, sex, marital status, race, color, creed, national origin, sexual orientation, political affiliation, union membership, disability or other applicable unlawful discriminatory standard.

ARTICLE 7 - DUES DEDUCTION

- A. This provision shall apply to all employees commencing on the 31st day following the date of his or her employment or the execution of the Agreement, whichever is later.
- B. The Board agrees to deduct from the pay of any employee eligible for Union membership, such membership dues or service fees as may be fixed by the Union. Such deductions shall continue for the duration of this Agreement or any extension thereof. The amount of such membership dues or service fees shall be certified in writing by the Union to the Board of Education prior to the beginning of each fiscal year.
- C. The deduction of any month shall be made during a regular payroll week of said month and shall be remitted to Council #4 together with a list of names of employees from whose wages such deductions have been made not later than the last day of said month.
- D. The Union agrees to indemnify and to hold the Board harmless against any or all claims demands, suits or other forms of liability, including but not limited to attorney's fees and the cost of administrative hearings that shall or may arise out of, or by reason of, action taken by or against the Board for the purpose of complying with the provisions of this Article.
- E. The Union Chapter President shall be paid for time spent for contract negotiations with the Board of Education, grievance investigation and handling when such activity takes place during normal working hours of the President.
- F. The Board will have bulletin board space in an accessible place in each school for the exclusive use of the Union. Copies of the Board minutes shall be sent to the Building Union representatives.

- G. New employees will be given a copy of this Agreement at the time of hire by the Board of Education. The Board agrees to send Council 4 an electronic version of this Agreement in PDF format as well as an electronic version in an editable native format (e.g., Word).

ARTICLE 8 - GRIEVANCE PROCEDURE

A grievance is defined as a written claim based upon a dispute or disagreement arising from the interpretation or application of the language of this agreement.

If any employee has a complaint or grievance, he/she and/or building representative shall discuss it with the building principal or appropriate administrator. If after such discussion, the employee is not satisfied with the disposition of the matter, he/she and/or building representative shall have the right to file a grievance in accordance with the following procedure.

Level One - Principal/Designee

The grievant shall submit the grievance in writing to the employee's direct supervisor (Principal or other appropriate administrator if the employee is not directly supervised by a Principal). Grievances must be submitted within fifteen (15) working days of the occurrence of the event which gives rise to the grievance. Within ten (10) working days after receipt of the grievance, the Principal or administrator shall meet with the grievant and a representative of the Union. The Principal or administrator shall render a written decision within ten (10) working days thereafter.

Level Two

In the event the grievant is not satisfied with the disposition of his/her grievance at Step One, he/she may appeal in writing to the Superintendent within ten (10) working days of disposition of the grievance at Level One. Within ten (10) working days after receipt of the written grievance, the Superintendent/Designee shall meet with the grievant and a representative of the Union. The Superintendent shall render a written decision within ten (10) working days thereafter.

When the grievance is appealed at level two to the Superintendent of Schools, the written statement shall include a statement of the facts, the relief requested, and reference to the provision or provisions of the agreement that the grievant claims has or have been violated. The written statement should include copies of any documentation that supports the grievance. The grievance shall be submitted in person or by a carrier such as the United States Postal Service, FedEx or UPS.

Level Three

If the Union is not satisfied with the disposition of the grievance at Level Two, it may appeal in writing to the Board of Education within ten (10) working days of the disposition of the grievance at Level Two. Within fifteen (15) working days of receipt of the written grievance, the Board/Designee shall meet with the grievant and a representative of the Union. The Board or its designee shall render its' decision in writing within ten (10) working days thereafter.

The Union may seek the mediation of the grievance before the State Board of Mediation and Arbitration between Levels Three and Four. Appeal to this level must be made within ten (10) working days after the receipt of the Level Three answer and must be made in writing, with a copy to the Superintendent of Schools. Appeal to Level Four must be made in writing, with a copy to the Superintendent within ten (10) working days of the mediation meeting.

Level Three appeals may only be initiated by the Union. An employee may not initiate a level Three appeal.

Level Four

Any grievance not settled at Level Three of the grievance procedure may be taken to arbitration. Arbitration shall be initiated by the Union mailing a written request for arbitration to the Connecticut State Board of Arbitration. The request shall be made by letter postmarked no later than thirty (30) working days after the date of the Level Three response. The Arbitrator shall have no power in any matter to make an award which amends, adds to, subtracts from, or eliminates any provision of this Agreement, and the decision of the Arbitrator shall be final and binding on both parties. The expenses of the arbitration shall be shared equally by the parties.

The Union will be entitled to submit grievances in the name of the Union in the same manner as is provided herein for employees.

If the grievance is not submitted within the prescribed time limit as herein stated, it shall be deemed settled. If the Board fails to render its decision on a grievance within the time limits specified, such grievance shall be processed to the next step. Time limits as prescribed above may be waived by mutual consent between the parties.

ARTICLE 9 - WORK SCHEDULE

- A. Twelve (12) month full-time custodians work for two hundred sixty two (262) days per year (forty (40) hours per week).

Ten (10) month full-time custodians work for two hundred (200) days per year (forty (40) hours per week).

Hours of Seymour/Allgrove are dependent on the custodial needs of the respective school.

- B. Twelve (12) month full-time building and grounds supervisor works two hundred sixty (260) days per year (forty (40) hours per week).
- C. Twelve (12) month full-time secretaries work two hundred sixty (260) days per year (thirty-five (35) hours per week).
- D. Secretaries/Bookkeepers:

Allgrove School Secretary	205 days	37.5 hours per week
Seymour School Secretary	197 days	37.5 hours per week
Middle School Secretary	197 days	37.5 hours per week

High School Secretary	212 days	35 hours per week
High School Bookkeeper	198 days	35 hours per week
Pupil Services Secretary	212 days	35 hours per week
Health Nurse Secretary	187 days	35 hours per week
HS Guidance Secretary	194 days*	32.5 hours per week

It is the Board's intention that, absent any unforeseen or unique circumstances, the additional workdays will be scheduled by the Superintendent before and/or after the beginning and end of the baseline employee work year.

The totals listed above are work days, holidays are not included.

*The work year of the Guidance Secretary may be increased up to one hundred ninety seven (197) days at the Superintendent's discretion at any time during the Agreement. If increased, the work year may be reduced to one hundred ninety four (194) in the subsequent year.

- E.
 1. Ten (10) month full-time paraprofessionals work one hundred eighty two (182) days per year (twenty seven and one-half (27.5) hours per week at Allgrove School; thirty (30) hours per week at Seymour School and Middle/High School).
 2. Effective July 1, 1996, the hours noted in Article 9, Sections D and E and other references to days worked per school year may be increased by the Board upon notification to the affected employees by a maximum of two days per year, with additional compensation at applicable per diem rates. In the event that the number of teaching days is further increased, the Board may also increase the days mentioned above to correspond to the number of teaching days, also with additional compensation at per diem rates.
 3. A paraprofessional's specific duties may be adjusted by their supervisor at any time to cover other needs in the system that do not require a certified staff member. Responsibilities may include but are not limited to working as a paraprofessional with another student in the same or in a different building, providing back up coverage in any office in the district, or any other such reasonable request made by district or building administration. The adjustment of duties will not change the employee's hours of employment. The Supervisor will make his/her best effort to make such assignment(s) to duties that are comparable to the IA's original assignment.
- F. All employees (working more than four (4) hours per day) are entitled to thirty (30) minutes per day as a lunch break. This break is not included in total scheduled work hours. Employees working six or more hours per day will also be entitled to a paid break of fifteen (15) minutes.
- G. Except for early releases scheduled to accommodate certified staff professional development activity, non-Certified employees, other than custodians, shall be able to leave their respective schools on early release days no earlier than one-half hour after the time of the students' release.

When the early release is for the purpose of a certified staff professional development activity, school secretaries, bookkeepers and all other clerical/secretarial staff will work a full day, as defined in Article 9 Work Schedule, and all paraprofessionals will attend

professional development activities as determined by their administrator.

- H. In the event that a school day is cancelled for any reason and such day is not made up at the end of the school year, all bargaining unit employees will be paid for the cancelled day.
- I. Except for custodians scheduled to work on Saturday, the work week shall be Monday through Friday. Existing work schedules will not be changed without mutual agreement between the Board and the Union.
- J. Any employee whose regular work day is less than eight (8) hours shall receive his/her straight time hourly rate of pay for all hours worked up to eight (8) hours on work days and time and one-half (1½) for all hours worked in excess of eight (8) hours on work days when the employee is required by the Board or its designee to work in excess of his/her regular work day.

ARTICLE 10 – OVERTIME

- A. Overtime for full-time employees shall be defined as any approved hours worked in excess of the normal work day and/or after the completion of the normal work week. "Normal" is defined as eight (8) hours per day, forty (40) hours per week.
- B. Compensation for overtime shall be as follows:
 - 1. Pay at one and one-half (1½) times the employee's regular straight time hourly rate; if required to work on a Sunday or a holiday, pay at two (2) times the employee's regular rate; or
 - 2. By mutual consent between the Administrator and the employee, compensatory time off equal to two (2) times the overtime worked; or
 - 3. By mutual consent between the Administrator and the employee, a combination of (1) and (2) above.
- C. In the event that custodial overtime is available at a particular school and the school bargaining unit custodial personnel at that school choose not to work the overtime, it shall be fairly distributed to other qualified custodial employees in the bargaining unit.
- D. In scheduling compensatory time off, the Administrator will make a reasonable effort to accommodate the desires of the employee.

ARTICLE 11 - VACANCIES

- A. All vacancies and new positions shall be posted for a period of seven (7) working days and open to bid without exception prior to advertisement in a daily newspaper. Such posting shall include the work location and the starting and ending times of the assignment. Copies of the job and bid, a list of bargaining unit persons bidding for the job, and the appointment of the person to the job shall be sent to the Union President promptly at the end of the job posting period. Nothing in this provision shall be construed to restrict the administration from changing job assignments as necessary.

- B. When a vacancy exists or a new position is created, consideration shall be first given to the employee who applies with the highest seniority, provided such employee is qualified for such position. If such employee refuses a promotion, the next senior employee who applies shall be considered in the same manner, and so on, until the list of those who have bid on the job is exhausted.

ARTICLE 12 - TRAINING

The Board will encourage employees to attend seminars and/or conferences that provide training which meets the needs of the students and district and enhance and improve the employee's skills in his/her position as a Board employee.

Prior to the commencement date of each school year, the Union may provide the Superintendent or his/her designee with a list of suggested subjects for the seminars and/or conferences.

The Superintendent or his/her designee will review the list as a means of assisting with the creation of a list of seminars and/or conferences for such purposes.

ARTICLE 13 - RESIDENCY

The Board of Education shall not require residency in the Town of East Granby as a condition of employment.

ARTICLE 14 - MILEAGE RATES

Employees who are requested by the employee's immediate supervisor (or the building administrator) to use their personal vehicle for Board business will be reimbursed at the current IRS rates.

ARTICLE 15 - TEMPORARY EMPLOYEES

Temporary employees shall not be employed if such employment would reduce the number of hours worked by one bargaining unit member. The only exception to the above would be student helpers.

ARTICLE 16 - JURY DUTY

- A. A person required for jury duty shall be granted a leave of absence for the duration of said jury duty providing his/her presence is required for fulfillment of the jury duty. He/She shall be paid the difference between the Union employee's salary and the amount received for jury duty.
- B. Leave for jury duty shall not be deducted from sick leave or from personal leave.

ARTICLE 17 - HOLIDAYS

- A. Holiday entitlement shall be as follows:

Number of Days

Scheduled to Work

Paid Holidays

180-196 days:	Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Day Before Christmas Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Good Friday, and Memorial Day.
197-210 days:	Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Day Before Christmas Day, Christmas Day, Day After Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Washington's Birthday, Good Friday, and Memorial Day.
211-260 days:	Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Day Before Christmas Day, Christmas Day, Day After Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Washington's Birthday, Good Friday, Memorial Day, and Independence Day.

- B. Days may be substituted by arrangement with supervising administration and with prior notification to the Central Office.
- C. If any of the above days falls on a weekend, the holiday will be taken in accordance with the policy of the State of Connecticut and when public schools are officially closed. If for one reason or another, the holiday will not be observed in the calendar year, personnel may substitute a day during one of the school vacation periods.

ARTICLE 18 - VACATION

- A. Twelve (12) month personnel whose employment commences after July 1st and who are in regular continuous service through the following June, shall accumulate one (1) vacation day per month, not to exceed ten (10) days. Such vacation time may only be used in July or August and upon approval of the Superintendent.
- B. Twelve month personnel with continuous employment in the East Granby Public Schools for more than five (5) years shall be entitled to three (3) weeks' vacation, and entitled to four (4) weeks' vacation after ten (10) years of continuous employment. The following is the schedule for three (3) weeks (15 days) and four (4) weeks (20 days) vacation:
1. **Three (3) weeks (15 days)** - The employee must take two (2) weeks of their vacation during July/August. The remaining one (1) week (5 days) may be taken only with the prior approval of the Superintendent, and may not be taken the week prior to school starting.
 2. **Four (4) weeks (20 days)** - The employee must take two (2) weeks of their vacation

during July/August. The remaining two (2) weeks (10 days) may be taken only with the prior approval of the Superintendent, and may not be taken the week prior to school starting.

- C. Where more than one (1) employee requests vacation at the same time and only one can be permitted, seniority shall be the deciding factor, only if the vacation requests are received prior to April 1st.
- D. Unused vacation time, not to exceed five (5) days, may be carried over to the following year only upon written request to and approval of the Superintendent of Schools.
- E. Vacations may be taken in units of half (½) days.

ARTICLE 19 - SICK LEAVE

- A. Secretaries, paraprofessionals, and custodians shall be granted sick leave for personal illness, quarantine, injury or disability related to pregnancy. The Board shall provide one central telephone number for employees to call to take sick leave.
- B. All ten (10) month employees working a full five (5) day week will be entitled to fifteen (15) days per year, cumulative to one hundred seventy five (175) days.
- C. All twelve (12) month employees (an assignment of at least two hundred sixty (260) days per year) will be entitled to eighteen (18) days per year, cumulative to one hundred eighty (180) days.
- D. Personnel not working a full five (5) day week will receive sick leave on the following basis:

<u>No. of Days Per Week Worked:</u>	<u>Entitled to:</u>
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1	3
2	6
3	9
4	12

These days shall be cumulative to one hundred seventy five (175) days.

- E. Employees working over ten (10) months but less than twelve (12) months shall receive a pro-rata portion of sick days.
- F. The Superintendent of Schools may require a note from the employee's treating physician when the employee's attendance record indicates possible abuse of sick leave. If in the view of the Superintendent of Schools there is a possible abuse of sick leave, the employee may be subject to disciplinary action subject to the grievance procedure.

ARTICLE 20 - LEAVE BENEFITS

A. Personal Leave

Full-time employees working five (5) days per week will be granted six (6) personal days per contract year, not cumulative from year to year.

Part-time employees will be granted three (3) personal days per contract year, not cumulative from year to year.

Personal days are authorized for the following reasons:

1. Legal matters, e.g., subpoenas, required attendance at real estate closings, necessary court appearances;
2. Marriages (children, parents, siblings);
3. Graduation of self, children or spouse;
4. Severe illness in the immediate family (defined to include mother, father, siblings, children, spouse, mother-in-law, father-in-law, and members of the household);
5. Death in the immediate family (defined above);
6. Religious observances;
7. Other authorized absences for reasons of a personal or emergency nature, which make absence from school unavoidable and necessary, are subject to the approval of the Superintendent. Leaves under this Section are limited to three (3) days per year unless extensions are granted by the Superintendent of Schools.
8. Out of the six (6) personal leave days a year granted in Article 20, Section A, the employee will be able to use one (1) of those existing days as a personal day without having to give a reason for such absence. However, employees will be required to provide 24-hours' notice.

B. Absence Without Pay

1. **Short term extensions** - An approved leave of absence without pay in excess of the number granted under Section A, may be made with the approval of the Superintendent of Schools. Applicants shall be required to state the category under which they are requesting leave from the listing under Section A.
2. **Extended leave of absence** - Any Union employee shall be eligible for an extended leave without pay for personal reasons upon written request to and approval of the Superintendent of Schools. An extended leave of absence shall be defined as a period of no less than one (1) month.

Such employee shall be eligible for such leave for any school year, or reasonably requested part thereof. Extended personal leave shall be subject to the following

provisions:

- a. The Union employee requesting leave shall submit not less than thirty (30) days written notice of the anticipated date of ending performance of duties, when possible.
- b. All insurance and other employee fringe benefits shall be borne in full by the Union employee.
- c. At the end of the agreed upon term of the extended leave, the Union employee will be guaranteed a position substantially equivalent to the position vacated by the employee.
- d. Applicants shall be required to state the reasons under which they are requesting absence without pay.
- e. Requests for parenthood leave are appropriate under this Section and are subject to the provisions of this Section.

A denial of a request for leave under this provision shall not be subject to the grievance and arbitration procedure.

The parties understand and agree that except for approved leaves of absence taken under this provision and in accord with the procedures set forth herein, employees are not entitled to other unpaid leave days, and use of other unpaid leave days is not permitted without the express written approval of the Superintendent. Use of unpaid leave days without the express written approval of the Superintendent may subject an employee to disciplinary action subject to the grievance procedure.

- C. Salary deduction for leaves of absences other than those covered by any portion of this Agreement will be on the basis of the days worked in the Union employee's work schedule.
- D. Any employee who is a member of a reserve force of the United States or of this State and who is ordered by the appropriate authorities to attend a training period or perform other duties under the supervision of the United States or this State shall be granted a leave of absence during the period of such activity. The employee shall be paid the difference between the employee's salary and the amount received from the Government for a period not to exceed three (3) weeks per year.
- E. Eligible employees may receive benefits available to them in accordance with the provisions of the Family Medical Leave Act.

ARTICLE 21 - INSURANCE BENEFITS

- A. The East Granby Board of Education will make available to eligible employees the health, drug, and dental coverage as described in this section. Insurance coverage and benefit descriptions contained in this contract are illustrative only and under no circumstances amend or alter the provisions of the actual insurance policies. These changes will be implemented as soon as is practicable following signing of this contract.

Timelines and procedures for coverage under an offered plan shall be established by the board and communicated to the employees, but all eligible employees must make an election as to which available insurance options is selected during Open Enrollment.

The Board will make available to eligible employees and their eligible dependents an HMO medical plan as shown in Appendix B, a High Deductible Health Plan / Health Savings Account (HDHP / HSA) medical plan as shown in Appendix C, and a Dental plan as shown in Appendix D.

The Board will also make available to eligible employees Term Life Insurance (based on one and one half (1½) times salary, employee only), AD&D Insurance (employee only), and Long Term Disability Insurance as described in Appendix E.

- B. The Board may change insurance carriers provided that the substitute coverage is substantially equivalent to the current plan when viewed as a whole. The Union may grieve if it challenges substantial equivalency.
- C. Full-time employees (twenty seven and one-half (27.5) hours per week or over) shall be eligible for the following health insurance plans and shall pay the following percentage of the health insurance premiums:

Year of Agreement	HMO BOE Premium Share Rate	HMO Employee Rate
2016-2017	83.0%	17.0%
2017-2018	82.5%	17.5%
2018-2019	81.5%	18.5%

Year of Agreement	HDHP / HSA BOE Premium Share Rate	HDHP / HSA Employee Rate
2016-2017	84.0%	16.0%
2017-2018	84.0%	16.0%
2018-2019	83.5%	16.5%

In-Network Cost Shares (HMO)	July 1, 2016	July 1, 2017	July 1, 2018
Office Visit	\$40.00	\$40.00	\$40.00
Specialist Office Visit	\$40.00	\$40.00	\$50.00
Urgent Care	\$100.00	\$100.00	\$100.00
Emergency Room	\$150.00	\$150.00	\$200.00
Inpatient	\$400.00	\$400.00	\$450.00
Outpatient	\$400.00	\$400.00	\$450.00
High Cost Diagnostic	\$75.00 (max. \$375.00 per person)	\$75.00 (max. \$375.00 per person)	\$75.00 (max. \$375.00 per person)
Rx Retail (HMO – Public Sector)	\$5.00/\$25.00/ \$45.00	\$5.00/\$25.00/ \$45.00	\$5.00/\$25.00/ \$45.00
Rx Mail Order	\$10.00/\$50.00/ \$90.00	\$10.00/\$50.00/ \$90.00	\$10.00/\$50.00/ \$90.00
Duration	30/90	30/90	30/90

Maximum	Unlimited	Unlimited	Unlimited
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HDHP / HSA

Deductible	July 1, 2016	July 1, 2017	July 1, 2018
Individual	\$2,000.00	\$2000.00	\$2000.00
Family	\$4,000.00	\$4000.00	\$4000.00

Coinsurance	100%	In-Network
	70%	Non-Network
Rx Co-Pays	\$5.00/\$25.00/\$45.00	
	\$10.00/\$50.00/\$90.00	after Deductible
Out of Pocket Limits	\$3,000.00	Individual In-Network
	\$6,000.00	Family In-Network

For employees who choose HDHP / HSA coverage, the Board shall contribute fifty percent (50%) of the annual employee deductible into the employee's Health Savings Account (HSA). Board contribution will be made bi-weekly. Employee contribution may be made via payroll deduction on a pre-tax basis.

The parties acknowledge that the Board's contribution into the employee's HSA toward funding the HDHP's deductible is not an element of the underlying HDHP 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 for retirees or other individuals upon their separation from employment.

The employee will be responsible for opening an HSA and for any bank fees associated with maintaining the HSA. The Board will make provisions for a pre-tax direct deposit payroll deduction for employees who elect the HDHP.

An employee shall receive a prorated contribution toward his/her HSA if the employee: (a) is hired by the Board after the commencement of the applicable plan year; or (b) he/she elects health insurance after the commencement of the plan year due to a change in status. The prorated amount of the contribution shall be based on the first day that the employee is covered under the plan through June 30th of the applicable plan year.

A health reimbursement account ("HRA") will be offered to any employee eligible for health insurance electing HDHP coverage who is not eligible for an HSA. The Board's annual contribution toward the HRA shall be equal to the annual contribution toward the HSA based upon the employee's level of insurance (e.g., employee, employee +1, or family).

- D. Full-time employees (twenty-seven and one-half (27.5) hours per week or over) shall be eligible for dental insurance coverage at their option.

In the event that the eligible employee opts for dental insurance coverage, the following premium share contributions shall apply:

Year of Agreement	BOE Premium Share Rate	Employee Rate
2016- 2017	80.5%	19.5%
2017- 2018	80.5%	19.5%
2018- 2019	80.5%	19.5%

- E. Part-time employees (any employee who works at least twenty (20) hours per week, but less than twenty seven and one-half (27.5) hours per week) shall be eligible to receive insurance benefits on a pro-rated basis. The Board of Education will pay the insurance benefits premiums equal to the percentage of part-time employee's assignment times the applicable percentage cost to the Board for that year. The employee will be responsible for paying the balance of the premiums, excluding LTD which is one hundred percent (100%) paid by the Board.
- F. Upon termination, any non-certificated employee shall have access to a continuation of their medical and dental insurance benefits in accordance with applicable federal and state law.
- G. Employees covered by this Agreement shall be governed under the terms of the Workers' Compensation Act. For an injury incurred in the line of duty, the employee will be retained on the regular payroll status for up to one (1) year from the date of injury.

During this one (1) year period, the employee shall be paid the difference between the employee's salary and the amount received for Workers' Compensation while the employee is receiving temporary, total disability benefits. In the event that the employee has a work capacity and no work is available for the employee within his/her restrictions, the employee shall be eligible for the salary continuation set forth above.

In the event that the employee has a work capacity and the Board offers work to the employee within his/her workplace restrictions, the employee must accept such work and shall not be eligible for salary continuation.

- H. The Board of Education agrees to administer an optional Section 125 program which is a pre-tax premium conversion. Employees may have the option to choose this Section 125 program in December of each year, and will be notified by the Board in November of each year. New employees will have the option to select this program within thirty (30) days of their salary agreement.
- I. The Board will pay twenty five percent (25%) of the health insurance costs for the first three (3) years for any employee covered by this contract having at least twenty five (25) years of service in East Granby, who retires from East Granby, and who is not eligible for Medicare or whose spouse is not eligible for Medicare, provided that the retiring employee notifies the Superintendent of Schools in writing prior to January 1st of the year of retirement. After the three (3) year period, said employees will be able to remain in the East Granby insurance plan and one hundred percent (100%) of the insurance costs will be borne by the retiree, at the group rate then in effect, except that employees and spouses who are eligible for Medicare may not remain in the East Granby Insurance plan.

If the employee or spouse becomes eligible for Medicare Insurance during that three year period mentioned in the above paragraph, the employee or spouse must transfer to the Medicare plan. The employee or spouse may, however, continue on the Board sponsored

Plan until the three (3) year time period lapses, but only provided that the Board sponsored plan is secondary.

ARTICLE 22 – NO-SCHOOL DAYS

On days when school is not in session due to weather, all Twelve Month personnel are required to report to work unless otherwise notified by their immediate supervisor. In all instances employees are expected to report to work as soon as the roads are passable. Twelve Month employees who do not work on no-school days will not receive pay for that day unless they are on authorized paid leave.

ARTICLE 23 – PERFECT ATTENDANCE

- A. All non-certified staff who work twelve (12) months shall receive one and one-fifth (1.2) day's pay for each one-half ($\frac{1}{2}$) year of perfect attendance for their work year. A maximum of 2.4 perfect attendance days per year will be granted.
- B. All non-certified staff who work eleven (11) months shall receive 1.1 day's pay for each one-half ($\frac{1}{2}$) year of perfect attendance for their work year. A maximum of 2.2 perfect attendance days per year will be granted.
- C. All non-certified staff who work ten (10) months shall receive one (1) day's pay for each one-half ($\frac{1}{2}$) year of perfect attendance for their work year. A maximum of 2.0 perfect attendance days per year will be granted.
- D. Perfect attendance day pay shall not be cumulative from year to year and shall not be given if sick or unpaid leave is used. It will be paid at the end of each semester.

ARTICLE 24 – EVALUATIONS

All building principals will annually prepare a written evaluation on the performance of each employee. A copy of each evaluation shall be given to the employee and placed in his/her personnel file. These evaluations will be forwarded to the Superintendent of Schools prior to June 1st of each year and will become the basis for decisions regarding continued employment. An employee's signature and/or initials on the evaluation shall serve as confirmation that the employee has seen the evaluation and not as an indication that the employee agrees with the evaluation. Written evaluations should indicate areas of strength and need for improvement, where applicable. When an employee's performance is evaluated as unsatisfactory in any area, the building principal shall state the reasons and suggestions for improvement.

ARTICLE 25 – DISCIPLINE

- A. All disciplinary actions shall be applied in a fair manner and shall be only for just cause.
- B. Normally disciplinary actions shall include:
 - 1. Verbal warning – 1st offense
 - 2. Written warning – 2nd and 3rd offense

3. Suspension without pay – 4th or 5th offense
4. Discharge

and shall normally follow this order except where the severity of the discipline required dictates otherwise.

- C. Copies of all disciplinary notices shall be given promptly to all affected employees with a copy of said notice to the Union President.
- D. Employees may examine their personnel file at the Board office upon request to the Superintendent.

ARTICLE 26 – PENSION PLAN

- A. All non-certificated staff working a minimum of one thousand (1,000) hours per year are eligible to participate in a Money Accumulation Pension Plan after completing one year of service and having attained the age of twenty five (25).
- B. The East Granby Board of Education will contribute five percent (5%) of the employee's monthly compensation each month. The employee will contribute a minimum of two percent (2%) of his/her monthly compensation each month. The employee may elect to contribute up to ten percent (10%).
- C. The employee will always be vested in his/her own contributions and vesting shall be one hundred percent (100%) after five (5) years of service.
- D. As soon as the eligibility requirements are met, a booklet fully explaining the Plan will be provided to the employee.

ARTICLE 27 – LONGEVITY STIPEND

Employees shall earn longevity pay in recognition of their length of service on the following basis, and such earned longevity pay shall be paid in the month of January (for employees who complete their tenth year of employment in the months of June – December) and in the month of June (for employees who complete their tenth year of employment in the months of January – May). The rates shall be as follows:

YEARS OF SERVICE (as of December 31st)

10 years through 12 years.....	\$200.00
13 years through 14 years.....	\$250.00
15 years through 17 years.....	\$300.00
18 years through 19 years.....	\$350.00
20 or more years	\$450.00

ARTICLE 28 – HEALTH PARAPROFESSIONAL STIPEND

When the regular assignment of a paraprofessional for the school year requires the paraprofessional to provide a special education student the personal hygiene services of toileting or personal feeding on a daily basis as determined by the Superintendent or his/her designee, such paraprofessional will be paid an additional wage stipend of seventy-five cents (\$0.75) per hour, which will be included as part of the employee's regular rate of pay. At the start of each school year, or later in the school year when a change in assignment is made, the administration shall designate each paraprofessional whose work assignment qualifies him or her for this stipend. The administration may designate any such paraprofessional as a "health paraprofessional" and may determine qualifications for any individual hired or assigned as a health paraprofessional.

ARTICLE 29 – SALARY STEP PLACEMENT

- A. New employees shall be assigned to a step on the salary schedule as determined by the Superintendent of Schools. Existing employees who have two (2) or more years of service in the bargaining unit and are promoted or transferred will not be placed lower than step 2 on the salary schedule for his/her new position.
- B. Movement from one step to another on the salary schedule is based on an employee's performance as determined by the Superintendent of Schools in conjunction with employee's immediate supervisor and previous evaluation scales. If an employee receives an unsatisfactory evaluation, he/she may not advance to the next step. If the employee's evaluation continues to be unsatisfactory, he/she will be dismissed.
- C. When an employee has reached the top step, annual salary increases are received, but no further advancement on the scale is made.

ARTICLE 30 – SENIORITY

- A. Seniority shall be defined as an employee's length of continuous Board service.
- B. Seniority shall apply to recall, layoff, transfers, and promotions.
- C. The Board shall establish a seniority list, and the list shall be brought up to date July 1st of each year, and a copy shall be delivered to the President of the Union.
- D. The President of the Union shall have super-seniority in the event of a layoff, providing they have the qualifications to perform whatever work is available.
- E. Employees shall serve a probationary period of sixty-five (65) working days and shall have no seniority rights during this period but shall be subject to all other clauses of this Agreement. The probationary period shall be counted in determining total seniority.

"Working days" shall be defined as days the employee attends work.

The probationary period of any employee may be extended for thirty (30) additional working days by mutual agreement between the Board and the Union. The Board will provide notice to the Union of any extension of the probationary period.

Probationary employees may be terminated at the sole discretion of the Board at any time during the employee's probationary period for any reason without recourse to the grievance and arbitration procedure.

ARTICLE 31 – LAYOFF/RECALL

- A. Layoff is defined as the involuntary non-disciplinary separation of an employee.
- B. No employee shall be laid off except in compliance with this Article.
- C. When a layoff is necessary, all part-time employees in the appropriate classification will be laid off first.
- D. If further layoffs take place, employees with the least seniority in the appropriate classification shall be laid off first. Whenever an employee is scheduled to be laid off, he/she shall be entitled to replace any employee with less seniority in an equal or lower paid classification for which he/she is qualified. Laid off employees with the most seniority in the appropriate classification shall be rehired first, and no new employees in that classification shall be hired until all laid off employees have been given an opportunity to return to work.
- E. For purposes of this Section, seniority as defined in Article 30 (A) shall mean seniority within the School System in classifications recognized by this collective bargaining agreement.
- F. A laid off employee shall have recall rights for a period not to exceed two (2) school years from the date the layoff is effective. Notice of said recall shall be mailed to the employee's last known address via certified mail by the Board. Seniority shall be frozen as of the date of layoff and will not continue to accrue during layoff, but employees who are recalled pursuant to this Article and return to work shall be credited with their previous seniority. The recalled employee's eligibility for vacation, longevity, and other seniority-based benefits under this Agreement shall also be based upon his/her restored seniority date.
- G. Paraprofessionals shall be informed in writing by July 1st, if possible, but no later than July 15th if their employment is not to be continued in the ensuing work year. This in no way precludes the right of the Board to lay off an employee under Article 31 of this Agreement.

ARTICLE 32 – PRIOR PRACTICES

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

ARTICLE 33 – SAVING CLAUSE

In the event any Article, Section or Portion of this Agreement should be held invalid and unenforceable by any Court of competent jurisdiction, such decision shall apply only to the specific Article, Section or Portion thereof specifically specified in the Court's decision; and upon issuance of such a decision, the Board and the Union agree to immediately negotiate a substitute for the invalidated Article, Section or Portion thereof.

ARTICLE 34 – SALARIES

- A. Personnel appointed prior to January 1st will advance one (1) step on the schedule in the succeeding school year (July to June) except as set forth in Appendix A. Existing employees who are promoted or transferred and who have two (2) or more years of experience as employees of the Board of Education will not be placed lower than Step 2 on the pay scale.
- B. New personnel will be credited with prior service at the discretion of the Board of Education.
- C. Employees shall have the same paycheck options as teachers employed by the Board.

ARTICLE 35 – MISCELLANEOUS

- A. Job descriptions developed jointly by the Board and the Union shall become part of this Agreement.
- B. The Board of Education shall make available foul weather gear including rain slickers, rain pants and rubber boots for use by Custodians. Custodians shall be expected to wear the provided foul weather gear while working outside in foul weather.
- C. On an annual basis, the Board of Education shall reimburse custodians up to one hundred fifty dollars (\$150.00) for the purchase of work shoes or boots with the submission of a receipt.
- D. The Board shall provide each Custodian with five (5) long-sleeve shirts, five (5) polo shirts, and five (5) tee shirts. The Board shall replace such items when damaged or worn beyond repair and returned as follows: up to five (5) replacement long-sleeve shirts, up to five (5) replacement polo shirts, and up to five (5) replacement tee shirts.

ARTICLE 36 – UNIFORMS AND IDENTIFICATION

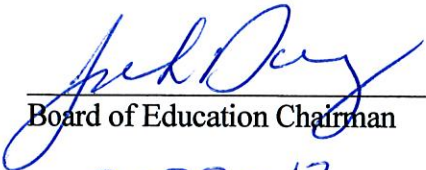
Any employee may be required to wear an identification badge and/or identifying apparel while on school grounds indicating they are an employee of the East Granby Public Schools. Any expenses to provide the identification badge and/or apparel shall be borne by the district, except that reasonable fees for replacement of lost identification badges and/or apparel shall be borne by the employee.

East Granby Public Schools shall provide employees with one (1) weeks supply of identifying apparel if it is required.

ARTICLE 37 – DURATION OF AGREEMENT

This Agreement shall be effective upon execution and shall remain in full force and effect through June 30, 2019. At least one hundred eighty (180) days before the expiration date of this Agreement, the parties agree to meet and discuss a new Agreement. The present Agreement will remain in force until a new Agreement is reached and signed.

**EAST GRANBY
BOARD OF EDUCATION**



Board of Education Chairman
2-22-17


Dated



Negotiations Chair
2-27-17


Dated

**LOCAL 1303-267 OF COUNCIL 4
AFSCME, AFL-CIO**



President
2/27/17

Dated



Staff Representative, Council 4
2-28-17

Dated

APPENDIX A

PAY SCALE

Paraprofessionals

Step	1	2	3	4	5	6	7	8	9
2016-17	11.51	11.94	12.37	12.82	13.29	13.78	14.28	14.79	15.38
2017-18	12.34	12.79	13.26	13.74	14.24	14.76	15.30	15.86	16.44
2018-19	12.34	12.79	13.26	13.74	14.24	14.76	15.30	15.86	16.44

There shall be no step movement for employees within the Paraprofessional classification for the 2016-17 contract year. Wage rates for the 2016-17 contract year as set forth above shall be retroactive to July 1, 2016.

The following step movement shall take effect July 1, 2017 for employees within the Paraprofessional classification:

- Employees on step one of the Paraprofessionals wage schedule in 2016-2017 shall remain on step one in 2017-2018;
- Employees on step two of the Paraprofessionals wage schedule in 2016-2017 shall move to step one in 2017-2018;
- Employees on step three of the Paraprofessionals wage schedule in 2016-2017 shall move to step two in 2017-2018;
- Employees on step four of the Paraprofessionals wage schedule in 2016-2017 shall move to step three in 2017-2018;
- Employees on step five of the Paraprofessionals wage schedule in 2016-2017 shall move to step four in 2017-2018;
- Employees on step six of the Paraprofessionals wage schedule in 2016-2017 shall move to step five in 2017-2018;
- Employees on step seven of the Paraprofessionals wage schedule in 2016-2017 shall move to step six in 2017-2018;
- Employees on step eight of the Paraprofessionals wage schedule in 2016-2017 shall move to step seven in 2017-2018; and
- Employees on step nine of the Paraprofessionals wage schedule in 2016-2017 shall move to step eight in 2017-2018.

Wage rates for the 2017-18 contract year for employees within the Paraprofessionals classification as set forth above shall be effective July 1, 2017.

Effective July 1, 2018, employees within the Paraprofessional classification not at the maximum step or "off-scale" shall advance one (1) step. Wage rates for the 2017-18 contract year as set forth above shall be effective July 1, 2018. Employees on the maximum step as of June 30, 2018 shall move "off-scale" effective July 1, 2018 and receive wage increases as set forth below.

Employees within the Paraprofessionals classification whom are "off-scale" shall receive a one and seventy-five hundredths percent (1.75%) increase in wages for the 2016-17 contract year retroactive to July 1, 2016, two and fifty-five hundredths percent (2.55%) increase in wages for the 2017-18 contract year effective July 1, 2017, and one and seven tenths percent (1.70%) increase in wages for the 2018-19 contract year effective July 1, 2018.

Secretaries/Bookkeepers/ Bargaining Unit Nurse

Step	1	2	3	4	5	6	7	8
2016-17	17.44	17.98	18.55	19.12	19.70	20.32	20.93	21.60
2017-18	17.44	17.98	18.55	19.12	19.70	20.32	20.93	21.60
2018-19	17.44	17.98	18.55	19.12	19.70	20.32	20.93	21.60

There shall be no step movement for employees in the Secretaries/Bookkeepers/Bargaining Unit Nurse classification for the 2016-17 contract year. Wage rates for the 2016-17 contract year as set forth above shall be retroactive to July 1, 2016.

Effective July 1, 2017, employees within the Secretaries/Bookkeepers/Bargaining Unit Nurse classification not at the maximum step or "off-scale" shall advance one (1) step. Wage rates for the 2017-18 contract year as set forth above shall be effective July 1, 2017. Employees on the maximum step as of June 30, 2017 shall move "off –scale" effective July 1, 2017 and receive wage increases as set forth below.

Effective July 1, 2018, employees within the Secretaries/Bookkeepers/Bargaining Unit Nurse classification not at the maximum step or "off-scale" shall advance one (1) step. Wage rates for the 2018-19 contract year as set forth above shall be effective July 1, 2018. Employees on the maximum step as of June 30, 2018 shall move "off –scale" effective July 1, 2018 and receive wage increases as set forth below.

Employees within the Secretaries/Bookkeepers/Bargaining Unit Nurse classification whom are "off-scale" shall receive a one and seventy-five hundredths percent (1.75%) increase in wages for the 2016-17 contract year retroactive to July 1, 2016, two and fifty-five hundredths percent (2.55%) increase in wages for the 2017-18 contract year effective July 1, 2017, and one and seven tenths percent (1.70%) increase in wages for the 2018-19 contract year effective July 1, 2018.

Custodian

Step	1	2	3	4	5	6	7	8
2016-17	15.56	15.87	16.20	16.53	16.87	17.22	17.56	17.93
2017-18	15.56	15.87	16.20	16.53	16.87	17.22	17.56	17.93
2018-19	15.56	15.87	16.20	16.53	16.87	17.22	17.56	17.93

There shall be no step movement for employees in the Custodian classification for the 2016-17 contract year. Wage rates for the 2016-17 contract year as set forth above shall be retroactive to July 1, 2016.

Effective July 1, 2017, employees within the Custodian classification not at the maximum step or "off-scale" shall advance one (1) step. Wage rates for the 2017-18 contract year as set forth above shall be effective July 1, 2017. Employees on the maximum step as of June 30, 2017 shall move "off –scale" effective July 1, 2017 and receive wage increases as set forth below.

Effective July 1, 2018, employees within the Custodian classification not at the maximum step or "off-scale" shall advance one (1) step. Wage rates for the 2018-19 contract year as set forth above shall be effective July 1, 2018. Employees on the maximum step as of June 30, 2018 shall move "off –scale" effective July 1, 2018 and receive wage increases as set forth below.

Employees within the Custodian classification whom are "off-scale" shall receive a one and

seventy-five hundredths percent (1.75%) increase in wages for the 2016-17 contract year retroactive to July 1, 2016, two and fifty-five hundredths percent (2.55%) increase in wages for the 2017-18 contract year effective July 1, 2017, and one and seven tenths percent (1.70%) increase in wages for the 2018-19 contract year effective July 1, 2018.

APPPENDIX B

HMO PLAN DESIGN

EAST GRANBY BOARD OF EDUCATION
NON CERTIFIED – LOCAL 1303-267 COUNCIL #4 AFSCME
Medical Plan Design
Effective July 1, 2016 – June 30, 2019

	CONNECTICARE
	HMO PLAN ⁽¹⁾⁽²⁾
Summary of Covered Services	In-Network
GATEKEEPER	No
DEDUCTIBLE (per calendar year)	
Individual	N/A
Family	N/A
COINSURANCE (after deductible)	N/A
OUT-OF-POCKET MAXIMUM (per calendar year)	
Individual (Including the Individual deductible)	N/A
Family (Including the Family deductible)	N/A
INPATIENT HOSPITAL SERVICES Semiprivate, physician and surgeon charges, maternity charges for mother & child, diagnostic and lab fees, PT and OT, drugs, operating room fees, dialysis.	\$400/admission Copay, then 100%.
OUTPATIENT HOSPITAL SERVICES Operating and recovery room, surgeon's fees, lab and x-ray, dialysis, radiation and chemotherapy, etc.	\$400/Outpatient Surgery Copay, then 100%
ADVANCED RADIOLOGY (High Cost Diagnostic)	\$75/Service Copay \$375 max./person◇
NON-ADVANCED RADIOLOGY	100%
LABORATORY SERVICES	100%
INPATIENT MENTAL AND SUBSTANCE ABUSE Mental Health Inpatient	Covered services will be treated as any other hospitalization and covered subject to a \$400/admission Copay, then 100%.
Substance Abuse Inpatient	Covered services will be treated as any other hospitalization and covered subject to a \$400/admission Copay, then 100%

* Deductible applies

** Deductible, coinsurance and out-of-pocket maximums apply

(1) Note - deductible for HDHP/HSA plan is either Single or Family depending upon enrollment choice; if family, bills must exceed the Family deductible in order for the plan to pay benefits.

(2) ConnectiCare plans require prior authorization for Mental Health, Alcohol & Substance Abuse Services. Some other services also require prior authorization – refer to the ConnectiCare Certificate of Coverage for more information.

EMERGENCY HOSPITAL CARE Emergency Room	\$150 copayment/visit (waived if admitted); then 100%.
Urgent Care	\$100 copayment/visit; then 100%.
PHYSICIAN'S SERVICES Primary Care – Medical Care (Clinical Indications of Illness)	\$40 Copay
Specialist Care – Medical	\$40 Copay
Preventive Pediatric (No Clinical Indications of Illness) Well Child Care - routine pediatric care, PKU tests – immunizations	No Copay
Adult Physical Exams (No Clinical Indications or History)	No Copay
Routine Mammography (No Clinical Indications or History)	No Copay
Routine Gynecological (No Clinical Indications or History)	No copay (pre-natal maternity care - \$30 copay for initial pregnancy visit only; then 100%).
Routine Eye Exams	No copay – one exam per year.
OUTPATIENT THERAPY SERVICES Speech, OT, PT and Chiropractic (Catastrophic Cases Referred to Case Management for Possible Additional Visits)	\$40 copay/visit, then 100% - Up to 40 visits combined for physical, speech, and occupational therapy. - Up to 20 visits for chiropractic services.
PRESCRIPTION DRUG Contraceptive Drugs - Covered as of 7/1/2000 <i>Insurance benefits implements Anthem BC public sector formulary program for prescription drugs.</i>	Copays: <u>Retail:</u> (30 day supply): \$5 Copay Tier 1 \$25 Copay Tier 2 \$45 Copay Tier 3 <u>Mail Order:</u> (90 day Supply): \$10 Copay Tier 1 \$50 Copay Tier 2 \$90 Copay Tier 3 Generics dispensed unless member pays difference in price and applicable copay.
OUTPATIENT MENTAL HEALTH AND SUBSTANCE ABUSE	Covered services will be treated as any other office Visit; \$40 copay.
DURABLE MEDICAL EQUIPMENT AND PROSTHESIS	50% <u>Disposable Supplies:</u> 50% <u>Diabetic Equipment & Supplies:</u> 80%

* Deductible applies

** Deductible, coinsurance and out-of-pocket maximums apply

(1) Note - deductible for HDHP/HSA plan is either Single or Family depending upon enrollment choice; if family, bills must exceed the Family deductible in order for the plan to pay benefits.

(2) ConnectiCare plans require prior authorization for Mental Health, Alcohol & Substance Abuse Services. Some other services also require prior authorization – refer to the ConnectiCare Certificate of Coverage for more information.

HOME HEALTH CARE	Paid in full with prior authorization (up to 100 visits; limit does not apply to home hospice services).
HOSPICE CARE	100% when there is a Life expectancy of 6 mos. or less.
SKILLED NURSING FACILITY	No Copay 100% up to 90 days per calendar yr
LIFE TIME MAXIMUM BENEFIT	Unlimited

◇ Case Management/Managed Benefits applies. Pre-Admission Review & Certification is required for all elective scheduled admissions (including maternity). Emergency/Urgent Admissions & Psychiatric/Substance Abuse treatment is subject to review for medical necessity and appropriateness. Compliance is required in order to receive maximum benefits. Non-compliance results in additional out-of-pocket expenses. Please consult your enrollment card or the vendor's website for appropriate contact numbers.

July 1, 2018 Changes:

Specialist Office Visit	\$50 (Or whatever limit is allowed by CT State Department of Insurance, if less)
Inpatient Admission	\$450/admission
Outpatient Surgery	\$450/treatment
Emergency Room	\$200 copay/waived if admitted

NOTE: This summary is only intended to provide highlights of the plan provisions for general review and is based on information furnished by the local Account Representatives for each plan. **Specific questions not addressed should be presented to a Customer Service Representative at ConnectiCare.**

Please consult your Summary Plan Description or Member Handbook (ConnectiCare) for further details of coverage.

* Deductible applies

** Deductible, coinsurance and out-of-pocket maximums apply

(1) Note - deductible for HDHP/HSA plan is either Single or Family depending upon enrollment choice; if family, bills must exceed the Family deductible in order for the plan to pay benefits.

(2) ConnectiCare plans require prior authorization for Mental Health, Alcohol & Substance Abuse Services. Some other services also require prior authorization – refer to the ConnectiCare Certificate of Coverage for more information.

APPENDIX B

PPO PLAN DESIGN

EAST GRANBY BOARD OF EDUCATION
NON CERTIFIED – LOCAL 1303-267 COUNCIL #4 AFSCME
Medical Plan Design
Effective July 1, 2016 – March 31, 2017

Summary of Covered Services	ANTHEM BLUE CROSS BLUE SHIELD CENTURY PREFERRED PPO PLAN	
	In-Network	Out-of-Network
GATEKEEPER	No	No
DEDUCTIBLE (per calendar year)		
Individual	None	\$400
Family	None	\$1,000
COINSURANCE (after deductible)	None	80/20%
OUT-OF-POCKET MAXIMUM (per calendar year)		
Individual (Including the Individual deductible)	None	\$2,000
Family (Including the Family deductible)	None	\$5,000
INPATIENT HOSPITAL SERVICES Semiprivate, physician and surgeon charges, maternity charges for mother & child, diagnostic and lab fees, PT and OT, drugs, operating room fees, dialysis.	\$400/admission Copay, then 100%; subject to Case Mgt. ◇	Ded. & Coins., unlimited days, subject to Case Mgt. ◇
OUTPATIENT HOSPITAL SERVICES Operating and recovery room, surgeon's fees, lab and x-ray, dialysis, radiation and chemotherapy, etc.	\$400/Outpatient Surgery Copay, then 100%	Deductible & Coinsurance
ADVANCED RADIOLOGY (High Cost Diagnostic)	\$75/Service Copay \$375 max./person◇	Deductible & Coinsurance ◇
NON-ADVANCED RADIOLOGY	100%	Deductible & Coinsurance
LABORATORY SERVICES	100%	Deductible & Coinsurance
INPATIENT MENTAL AND SUBSTANCE ABUSE Mental Health Inpatient	Covered services will be treated as any other hospitalization and covered subject to a \$400/admission Copay, then 100%; subject to Case Mgt. ◇	Deductible & Coinsurance Covered services will be treated as any other hospitalization and covered at 100%, subject to Case Mgt. ◇

* Deductible applies

** Deductible, coinsurance and out-of-pocket maximums apply

Substance Abuse Inpatient	Covered services will be treated as any other hospitalization and covered subject to a \$400/admission Copay, then 100%; subject to Case Mgt. ◇	Deductible & Coinsurance Covered services will be treated as any other hosp. and covered at 100%, subject to Case Mgt. ◇
EMERGENCY HOSPITAL CARE Emergency Room Urgent Care	Paid in full after \$150 Copay (waived if admitted). Paid in full after \$100 Copay	Paid in full after \$150 Copay (waived if admitted). Paid in full after \$100 Copay
PHYSICIAN'S SERVICES Primary Care – Medical Care (Clinical Indications of Illness)	\$40 Copay, no annual max.	Ded. & Coins.
Specialist Care – Medical	\$40 Copay	Ded. & Coins.
Preventive Pediatric (No Clinical Indications of Illness) Well Child Care - routine pediatric care, PKU tests – immunizations	No Copay	Deductible & Coinsurance.
Adult Physical Exams (No Clinical Indications or History)	No Copay	Deductible and Coinsurance
Routine Mammography (No Clinical Indications or History)	No Copay Age 35-39: 1 baseline screening Age 40+: 1 screening per calendar year.	Deductible & Coinsurance Age 35-39: 1 baseline screening Age 40+: 1 screening per calendar year.
Routine Gynecological (No Clinical Indications or History)	No Copay 1 exam per year.	Deductible & Coinsurance
Routine Eye Exams	No Copay 1 exam per year	Deductible & Coinsurance
OUTPATIENT THERAPY SERVICES Speech, OT, PT and Chiropractic (Catastrophic Cases Referred to Case Management for Possible Additional Visits)	\$40 copay; PT, Speech, OT and Chiropractic; subject to treatment plan, no day limit.	Deductible & Coinsurance; PT, Speech, OT and Chiropractic; subject to treatment plan, no day limit.

* Deductible applies

** Deductible, coinsurance and out-of-pocket maximums apply

PRESCRIPTION DRUG Contraceptive Drugs - Covered as of 7/1/2000 <i>Insurance benefits implements Anthem BC public sector formulary program for prescription drugs.</i>	Copays: <u>Retail:</u> (30 day supply) \$5 Generic \$25 Formulary \$45 Non-Formulary <u>Mail Order:</u> (90 day) \$10 Generic \$50 Formulary \$90 Non-Formulary	Deductible & Coinsurance
OUTPATIENT MENTAL HEALTH AND SUBSTANCE ABUSE	\$40 copay, subject to Case Mgt. ◇ after 40 visits.	Deductible & Coinsurance, subj to Case Mgt. ◇ after 40 visits.
DURABLE MEDICAL EQUIPMENT AND PROSTHESIS	Paid in full when medically necessary.	Deductible & Coinsurance.
HOME HEALTH CARE	100% up to 200 (80 HHA) visits per calendar year; subject to Case Mgt. ◇	Deductible & Coinsurance, up to 200 (80 HHA) visits per calendar year, subject to Case Mgt. ◇
HOSPICE CARE	100% up to 180 days per calendar year; subject to Case Mgt. ◇	Deductible & Coinsurance, up to 180 days per calendar year, subject to Case Mgt. ◇
SKILLED NURSING FACILITY	No Copay, up to 120 days per calendar yr.; subject to Case Mgt. ◇	Deductible & Coinsurance, to 120 days per yr., subj. to Case Mgt. ◇
LIFE TIME MAXIMUM BENEFIT	Unlimited	Unlimited

◇ Anthem Case Management/Managed Benefits applies. Pre-Admission Review & Certification is required for all elective scheduled admissions (including maternity). Emergency/Urgent Admissions & Psychiatric/Substance Abuse treatment is subject to review for medical necessity and appropriateness. Compliance is required in order to receive maximum benefits. Non-compliance results in additional out-of-pocket expenses. Please consult your enrollment card or the vendor's website for appropriate contact numbers.

NOTE: This summary is only intended to provide highlights of the plan provisions for general review and is based on information furnished by the local Account Representatives for each plan. Specific questions not addressed should be presented to a Customer Service Representative at Anthem Blue Cross Blue Shield. Please consult your Summary Plan Description or Member Handbook for further details of coverage

* Deductible applies

** Deductible, coinsurance and out-of-pocket maximums apply

APPENDIX C

HDHP / HSA PLAN DESIGN

EAST GRANBY BOARD OF EDUCATION
NON CERTIFIED – LOCAL 1303-267 COUNCIL #4 AFSCME
Medical Plan Design
Effective July 1, 2016 – June 30, 2019

Summary of Covered Services	CONNECTICARE HDHP/HSA PLAN ⁽¹⁾⁽²⁾	
	In-Network	Out-of-Network
GATEKEEPER	No	No
DEDUCTIBLE (per calendar year)		
Individual		\$2,000
Family		\$4,000
COINSURANCE (after deductible)	100%	70%
OUT-OF-POCKET MAXIMUM (per calendar year)		
Individual (Including the Individual deductible)	\$3,000	\$4,000
Family (Including the Family deductible)	\$6,000	\$8,000
INPATIENT HOSPITAL SERVICES Semiprivate, physician and surgeon charges, maternity charges for mother & child, diagnostic and lab fees, PT and OT, drugs, operating room fees, dialysis.	*	**
OUTPATIENT HOSPITAL SERVICES Operating and recovery room, surgeon's fees, lab and x-ray, dialysis, radiation and chemotherapy, etc.	*	**
ADVANCED RADIOLOGY (High Cost Diagnostic)	*	**
NON-ADVANCED RADIOLOGY	*	**
LABORATORY SERVICES	*	**
INPATIENT MENTAL AND SUBSTANCE ABUSE		
Mental Health Inpatient	*	**
Substance Abuse Inpatient	*	**
EMERGENCY HOSPITAL CARE Emergency Room	*	**
Urgent Care		

* Deductible applies

** Deductible, coinsurance and out-of-pocket maximums apply

(1) Note - deductible for HDHP/HSA plan is either Single or Family depending upon enrollment choice; if family, bills must exceed the Family deductible in order for the plan to pay benefits.

(2) ConnectiCare plans require prior authorization for Mental Health, Alcohol & Substance Abuse Services. Some other services also require prior authorization – refer to the ConnectiCare Certificate of Coverage for more information.

PHYSICIAN'S SERVICES Primary Care – Medical Care (Clinical Indications of Illness)	*	**
Specialist Care – Medical		
Preventive Pediatric (No Clinical Indications of Illness) Well Child Care - routine pediatric care, PKU tests – immunizations	No Copay or Deductible or Frequency Restrictions	**
Adult Physical Exams (No Clinical Indications or History)	No Copay or Deductible or Frequency Restrictions	**
Routine Mammography (No Clinical Indications or History)	No Copay or Deductible or Frequency Restrictions	**
Routine Gynecological (No Clinical Indications or History)	No Copay or Ded. Or Frequency Restrictions	**
Routine Eye Exams	*	**
OUTPATIENT THERAPY SERVICES Speech, OT, PT and Chiropractic (Catastrophic Cases Referred to Case Management for Possible Additional Visits)	* * - Up to 40 visits combined for physical, speech, and occupational therapy. - Up to 20 visits for chiropractic services	** **
PRESCRIPTION DRUG Contraceptive Drugs - Covered as of 7/1/2000 <i>Insurance benefits implements Anthem BC public sector formulary program for prescription drugs.</i>	Copays (after Ded): <u>Retail:</u> (30 day supply) \$5 Generic \$25 Formulary \$45 Non-Formulary <u>Mail Order:</u> (90 day) \$10 Generic \$50 Formulary \$90 Non-Formulary	Deductible & Coinsurance

* Deductible applies

** Deductible, coinsurance and out-of-pocket maximums apply

(1) Note - deductible for HDHP/HSA plan is either Single or Family depending upon enrollment choice; if family, bills must exceed the Family deductible in order for the plan to pay benefits.

(2) ConnectiCare plans require prior authorization for Mental Health, Alcohol & Substance Abuse Services. Some other services also require prior authorization – refer to the ConnectiCare Certificate of Coverage for more information.

OUTPATIENT MENTAL HEALTH AND SUBSTANCE ABUSE	*	**
DURABLE MEDICAL EQUIPMENT AND PROSTHESIS	*	**
HOME HEALTH CARE	* Up to 100 visits per calendar year; subject to prior authorization.	**
HOSPICE CARE	* Subject to Case Mgt.	**
SKILLED NURSING FACILITY	* 100% up to 90 days per calendar yr.	* 100% up to 90 days per calendar yr
LIFE TIME MAXIMUM BENEFIT	Unlimited	Unlimited

◇ Anthem Case Management/Managed Benefits applies. Pre-Admission Review & Certification is required for all elective scheduled admissions (including maternity). Emergency/Urgent Admissions & Psychiatric/Substance Abuse treatment is subject to review for medical necessity and appropriateness. Compliance is required in order to receive maximum benefits. Non-compliance results in additional out-of-pocket expenses. Please consult your enrollment card or the vendor's website for appropriate contact numbers.

NOTE: This summary is only intended to provide highlights of the plan provisions for general review and is based on information furnished by the local Account Representatives for each plan. **Specific questions not addressed should be presented to a Customer Service Representative at ConnectiCare.**

Please consult your Summary Plan Description or Member Handbook (ConnectiCare) for further details of coverage.

* Deductible applies

** Deductible, coinsurance and out-of-pocket maximums apply

(1) Note - deductible for HDHP/HSA plan is either Single or Family depending upon enrollment choice; if family, bills must exceed the Family deductible in order for the plan to pay benefits.

(2) ConnectiCare plans require prior authorization for Mental Health, Alcohol & Substance Abuse Services. Some other services also require prior authorization – refer to the ConnectiCare Certificate of Coverage for more information.

EGBOE_Non Cert_2017 Plan Summary_Medical_CTCare HSA.doc

APPENDIX D

DENTAL PLAN DESIGN

NON-CERTIFIED: LOCAL 1303-267 AFSCME

ASSURANT EMPLOYEE BENEFITS DENTAL INSURANCE
Effective July 1, 2016 – June 30, 2019

DENTAL INSURANCE SCHEDULE	
<u>DEDUCTIBLE AMOUNT</u>	
Individual Deductible Amount (Annual):	\$75
Individual Deductible Amount for Class IV Services	\$150
Maximum Family Deductible (Annual):	2 Persons Individually
The Individual Deductible does not apply to Class I Preventive Dental Services	
The Family Deductible does not apply to Class IV Orthodontic Dental Services	
<u>COINSURANCE PERCENTAGES</u>	
Class I Preventive Services:	100%
Class II Basic Services:	85%
Class III Major Services:	50%
Class IV Orthodontic Services:	50%
<u>BENEFIT MAXIMUMS</u>	
Benefit Year Maximum:	\$2,000
<u>Overall Benefit Maximums/Per Lifetime:</u>	
Temporomandibular Joint Treatment	\$1,000
Class IV Orthodontic Services	\$2,000
<u>PRETREATMENT ESTIMATE:</u> Recommended for Treatments Exceeding \$300	
<i>This summary is only intended to provide highlights of the plan provisions for general review. For questions regarding specific coverages, plan limitations for late entrants or missing teeth and general exclusions, please refer to your Dental Plan Booklet or contact their Customer Service Department at (800) 442-7742.</i>	

APPENDIX E

LTD INSURANCE

A Long Term Disability Plan will be offered to the eligible bargaining unit members on the following basis. The Board of Education will choose the carrier.

The Long Term Disability Plan will provide the following:

1. Sixty percent (60%) salary benefit.
2. One hundred eighty day (180) elimination period.
3. Two thousand dollar (\$2,000.00) maximum monthly benefit.
4. Survivor benefits - three times the monthly benefit if benefits have begun and disability has lasted six months.
5. Minimum benefit - ten percent (10%) of monthly benefit or one hundred dollars (\$100.00), whichever is greater.
6. Partial Disability - if a person returns to work after satisfying the elimination period, there is no reduction in earnings for the first year unless income exceeds 100% of pre-disability monthly salary. Own occupation protection allows a person to return to another occupation during the first 60 months of a disability and continue to meet the occupation test for disability during this time.
7. Benefit Reduction - Workers Compensation, Social Security, Other Group Disability, all Government and employer sponsored pension plans.
8. Benefit Duration:

Age Benefit Starts	Duration of Benefit
Prior to 60	Social Security normal retirement age
60 - 65	60 months
65 - 70	24 months or age 70, whichever is longer
70+	18 months