

**CONTRACT AGREEMENT  
BETWEEN**

**THE ELLINGTON BOARD OF  
EDUCATION**

**and**

**THE ELLINGTON  
PARAPROFESSIONALS,  
CSEA SEIU Local 2001**

**2017-2022**

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## GLOSSARY

<b>Days .....</b>	business days (defined as days the Board of Education offices are scheduled to be opened.)
<b>Grievance .....</b>	A claim alleging a violation, misapplication, or misinterpretation of a specific provision(s) of this Agreement or a condition which affects the health and safety of support staff personnel arising from the specific language of this Agreement.
<b>Superintendent .....</b>	The Superintendent of Schools or his/her designee.

**ARTICLE I  
RECOGNITION**

- 1.0 The Ellington Board of Education, in accordance with Connecticut General Statutes, Section 7-468, recognizes CSEA SEIU Local 2001, the Ellington Paraprofessionals ("Union") as exclusive representatives of a bargaining unit composed of health assistants, media assistants, paraprofessionals, and classroom aides regularly scheduled to work twenty (20) hours or more per week by the Ellington Board of Education; substitute hours will not be considered for the purposes of membership in the bargaining unit.
- 1.1 As used herein, the Ellington Board of Education shall be referred to as "the Board", and the members of the bargaining unit shall be referred to individually as "Employee" and jointly as "Employees".

**ARTICLE II  
NEGOTIATION**

- 2.0 Not later than the first of December of the year preceding the expiration of this Agreement, the Board agrees to begin negotiations in good faith with bargaining representatives to secure a successor Agreement.
- 2.1 During negotiations, the Board and the bargaining representatives shall confer at reasonable times appropriately scheduled with regard to the budgetary calendar and exchange relevant data, points of view, proposals and counterproposals.

**ARTICLE III  
NOTICES - MEETINGS**

- 3.0 The Bargaining Unit may call meetings after school, and with the approval of the Superintendent or his designee, may meet in a school building according to the terms and procedures followed by other groups also permitted to hold meetings in a school building. There shall be a bulletin board in each building for use by the Bargaining Unit.

**ARTICLE IV  
NO STRIKE PROVISION**

- 4.0 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 Employees nor shall there be any lockout by the Board in any part of the Board's operation.

**ARTICLE V  
GRIEVANCE PROCEDURE**

- 5.0 A. The number of days set forth in the processing of grievances shall be the maximum. All time limits may be extended by mutual agreement of the parties.

- B. If an Employee does not file a grievance in writing within twenty (20) days after he/she knew or should have known of the act or condition upon which the grievance is based, then the grievance shall be considered to have been waived.
  - C. Failure to appeal a grievance to the next level within the specified time limits shall be deemed to be an acceptance of the decision rendered at that level.
- 5.1 If the Employee or the Union (collectively referred to herein as the "Grievant") believes there has been a violation of a specific term of this Agreement, the Grievant will first discuss this matter with his/her immediate supervisor. If the matter is not resolved through informal discussion within three (3) days, the Grievant may file a formal grievance through the procedures established in Section 5.2.
- 5.2 The following procedure shall be observed in processing any grievance:
- A. The Grievant shall, within twenty (20) days of the onset of the grievance, present in writing, a statement of the grievance to his/her immediate supervisor/principal stating the specific problem, the provision violated, and the action desired. The immediate supervisor/principal will, within five (5) days following receipt of the grievance, render a decision in writing.
  - B. If the Grievant is not satisfied, the Grievant within ten (10) may submit the grievance in writing to the Superintendent or his/her designee (hereinafter "Superintendent"), with a copy to the Principal. Within fifteen (15) days of the receipt of the grievance, the Superintendent shall provide an opportunity for a meeting with the Grievant to hear the Grievant's position. Within five (5) days after such meeting, a written decision will be rendered to the Grievant.
  - C. If the Grievant is not satisfied with the decision of the Superintendent, the Grievant can then petition the Board for action on the grievance within twenty (20) days from the date the Grievant receives the written decision from the Superintendent. The Board, or a committee of the Board, shall provide an opportunity for a meeting with the Grievant to hear the Grievant's position within fifteen (15) days of the receipt of the petition and will render a final decision within fifteen (15) days after said meeting.
  - D. If the Union is not satisfied with the Board's reply, the Union may, within thirty (30) days of the reply, submit the grievance in writing to arbitration by the State Board of Mediation and Arbitration. The decision of the arbitrator shall be final and binding on both parties, to the extent allowed by the law.

## **ARTICLE VI CLOSING OF SCHOOLS**

- 6.0 Whenever schools have to close early due to severe weather change, Employees shall be allowed to leave one-half hour after their respective school closes with the permission of the school principal. When inclement weather causes a delayed opening of school, all

Employees are expected to report to work as soon as possible and work their regular number of scheduled hours.

## **ARTICLE VII COMPENSATORY TIME**

- 7.0 Compensatory time shall be granted on an hour for hour basis and must be used by the Employee within the time period provided by applicable law or regulation. If unusual circumstances arise which prevent the Employee from using said time within the appropriate period, the Employee shall be compensated for said time in accordance with applicable law or regulation. All compensatory time must be pre-approved by the Employee's immediate supervisor.

## **ARTICLE VIII PROBATIONARY PERIOD**

- 8.0 Newly hired Employees shall be considered probationary and shall attain neither seniority nor other rights under this Agreement until the following probationary time lines have been met: sixty (60) work days for evaluation purposes and for all other rights under this Agreement excluding insurance benefits. All insurance benefits will begin the first day of the month following the successful completion of twenty (20) work days.

Such Employee may be discharged or disciplined at the will of the Board during these probationary periods, and no such discharge by the Board shall be subject to the grievance procedure of this Agreement or other controls by the Bargaining Unit on behalf of the Employee. Once the probationary period has been successfully completed, seniority shall be retroactive to the commencement of the employment. All present and new Employees will be covered by this Agreement.

- 8.1 The above language notwithstanding, any part-time paraprofessional employee who has worked for the Board for more than ninety (90) days prior to moving to a full-time position shall have to serve the probationary period of only twenty (20) workdays. Probationary employees may be discharged or disciplined at the will of the Board during this probationary period, and no such discharge by the Board shall be subject to the grievance procedure of this Agreement or other controls by the Union on behalf of the probationary employee. Once this probationary period has been successfully completed, seniority shall be retroactive to the commencement of employment in the bargaining unit. All present and new Employees will be covered by this Agreement.

## **ARTICLE IX PAST PRACTICE**

- 9.0 All benefits which Employees received from the Board in the past which are not specifically granted in this Agreement shall cease at the time this Agreement becomes effective.

**ARTICLE X  
SAVINGS CLAUSE**

- 10.0 In the event that any article, section or portion of this Agreement is declared invalid by a court of competent jurisdiction, said ruling shall not affect the balance of this Agreement, which shall remain in full force and effect.

**ARTICLE XI  
MANAGEMENT RIGHTS**

- 11.0 Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, the Board shall have sole and unquestioned rights, responsibilities and prerogatives of management; provided, however, that the Board shall at **all** times adhere to the standards of good faith and reasonableness in all actions taken.
- 11.1 In the administration of all matters covered by this Agreement, Employees are governed by the provisions of any existing or future laws and regulations including policies adopted by the Board and any other Board regulation which may be applicable. This Agreement shall at all times be applied subject to such laws, regulations and policies.
- 11.2 Among those rights specifically vested in the Board are:
- A. The right to hire, promote, transfer, assign, and retain Employees in positions within the school district, and to suspend, demote, discharge, or take other disciplinary action against Employees.
  - B. To determine the methods, means and personnel by which school district operations are to be conducted.
  - C. To take whatever action may be necessary to carry out its legal/statutory responsibilities.

These rights and duties of the Board are set forth as specific examples and in no way are intended to limit the overall discretion of the Board.

**ARTICLE XII  
LAYOFF/RECALL/RESIGNATION**

- 12.0 In the event of a layoff, the Employee who has the least seniority, within a specific job classification, will be laid off first. Seniority shall be defined as an Employee's continuous full-time employment within the Ellington School System. The Superintendent shall notify the bargaining unit as soon as possible should a reduction in force become necessary.
- 12.1 A. If a position within any classification is eliminated, the Employee filling that position on the date the position is eliminated has the following options:
- 1. Fill any open position in the Employee's classification; or

2. Fill any open position in the bargaining unit for which the Employee is qualified. It is understood that this option relates only to then-open positions, and not positions open through bumping; or
3. Accept a one (1) year layoff with recall rights; or
4. Bump the least Senior Employee in that person's classification and fill that Employee's position if the Employee whose position is eliminated elects to not change his/her classification, or if there are no open positions either in or out of the Employee's classification.

If a reduction in force is necessary, the Superintendent shall notify, in writing, the Employee whose position is eliminated and the co-presidents of the bargaining unit and shall include a listing of open positions within the bargaining unit which are available.

The Employee whose position is eliminated is responsible for informing the Superintendent of his/her decision regarding the four above listed options within two (2) weeks of the Superintendent's written notification.

**B. If an Employee whose position has been eliminated:**

1. Fills a position within his/her classification in accordance with the terms of this Article 12.1, the Employee shall remain at the same step within said classification;
2. Fills a position which is not within his/her classification in accordance with the terms of this Article 12.1, the Employee shall be placed at the step within his/her new classification which provides for a rate which is the closest to, but higher than, the then-current rate of the step within the classification in which the Employee was on the date he/she changed classifications.

12.2 A. An Employee who is laid off and who leaves his/her name and address with the Superintendent's Office shall have recall rights with respect to the position previously held for a period of one (1) year from the date of layoff. An Employee who declines a recall relinquishes any further recall rights. An Employee who, while on layoff, is offered a position within another classification can reject it without waiving rights to recall within his/her original classification.

- B.
1. An Employee who is recalled must respond to that recall notice within fifteen (15) days. The Employee shall return to a position within the classification he/she was in on the date of layoff, shall return at the same step he/she was in on the date of layoff, and shall receive the then-current rate for such step;
  2. An Employee who is recalled and returns to a position within a higher classification than he/she was in on the date of layoff, shall return at



the step within the higher classification which provides for a rate which is the closest to, but higher than, the then-current rate of the step within the classification in which the Employee was in on the date of layoff;

3. An Employee who is recalled and returns to a position within a lower classification than he/she was in on the date of layoff, shall return at the step within the lower classification which provides for a rate which is the closest to, but higher than, the then-current rate of the step within the classification in which the Employee was in on the date of layoff;
  - C. An Employee who is recalled shall retain credit for all previous years of service for retirement purposes, and shall also retain credit for all other accrued time and benefits and rights existing on the date of layoff.
- 12.3
- A. An Employee shall give two (2) weeks' notice of intent to resign employment in the school system.
  - B. Failure to report to work for three consecutive days without appropriate approval or authorization shall be considered a resignation.
  - C. An Employee hired prior to July 1, 2011, who resigns and then returns within twelve (12) months of the effective date of his/her resignation shall retain credit for all previous years of service for retirement purposes and:
    1. If he/she returns to a position within the classification he/she was in on the effective date of resignation, he/she shall return at the same step he/she was in on said date, and shall receive the then-current rate for such step;
    2. If he/she returns to a position within a higher classification than he/she was in on the effective date of resignation, he/she shall return at the step within the higher classification which provides for a rate which is closest to, but higher than, the then-current rate of the step within the classification in which the Employee was in on the effective date of his/her resignation;
    3. If he/she returns to a position within a lower classification than he/she was in on the effective date of resignation, he/she shall return at the step within the lower classification which provides for a rate which is the closest to, but higher than, the then-current rate of the step within the classification in which the Employee was in on the effective date of his/her resignation; provided, however, that in no event shall the Employee receive more than the then-current rate of the highest step within said classification.
  - D. Employees hired after June 30, 2011 shall not be eligible for the provisions of ~~this~~ Section 12.3.C

**ARTICLE XIII  
VACANCIES**

- 13.0 Application to vacancies must be submitted in writing to the Superintendent. All vacancies within the Bargaining Unit shall be posted internally in all school buildings (bulletin board) for a period of ten (10) working days. Any transfer an Employee shall be based upon the Employee's qualifications, work history and seniority.

Where the qualifications and work histories of qualified applicants are equal, the applicant with the longest seniority shall be given preference. This clause shall not limit the right of the Board to fill positions with applicants from outside the system after qualified applicants from the system have been considered. An Employee transferred to a position within the bargaining unit shall start at said position in the same step as the then-current rate the Employee was on the effective date of his/her transfer.

- 13.1 After one (1) day of working in a temporary reassignment, an Employee shall automatically receive an increase equal to the difference in base rates between his/her then-current rate and the then-current rate of the position being filled. This differential will remain in effect until the Employee is returned to his/her regular assignment.
- 13.2 To the extent permitted by law and subject to the availability of substitute teachers, Paraprofessionals shall be permitted to act as substitute teachers. When a Paraprofessional is working in a classroom for two (2) or more consecutive hours without the regular teacher or a substitute teacher being present, the Paraprofessional shall be paid \$1.00 per hour more than his/her regular rate for all or any portion of an hour. To the extent possible, when a Paraprofessional is so working without the regular teacher or substitute teacher, the Board shall place a temporary aide in the classroom. Said coverage time shall be paid within the pay period if the Paraprofessional has noted such coverage on his/her time records.

**ARTICLE XIV  
LEAVES WITHOUT PAY**

- 14.0 Leaves of absence without pay may be granted by the Board. Unless unusual circumstances exist, it is contemplated that such periods shall not exceed one year. Application for such leaves must be made in writing stating the reason for the request and the length of time desired.
- 14.1 Upon the Employee's return from a leave of absence without pay, he/she shall return at the same step he/she was in on the effective date of the leave, and shall receive the then-current rate for such step. In addition, the Employee shall retain credit for all previous years of service for retirement purposes, and shall also retain credit for all other accrued time and benefits and rights existing on the effective date of the leave. With respect to benefits, the Employee shall have the option of maintaining his/her benefits during the leave of absence at no cost to the Board.

**ARTICLE XV  
LEAVES WITH PAY**

**15.0 SICK LEAVE**

- A. All Employees, covered under this agreement shall be entitled to twelve (12) sick days per year to accumulate to one hundred eighty (180).
- B. Any Employee who has accumulated the maximum number of sick days shall, at the beginning of each school year be entitled to an additional block of twelve (12) sick days. If these additional sick days are not used in the current year, they may not be accumulated.
- C. An Employee who begins after January 1 shall be entitled to one-half the above designated number of sick days for that balance of that contract year.

**15.1 OTHER LEAVE**

Additional leave with pay, not to exceed six (6) days annually and not cumulative, shall be authorized as follows, unless such request creates a hardship on the system as determined by the Superintendent or designee:

- A. For religious holidays;
- B. For legal requirements;
- C. When a member of the immediate family of the employee is critically ill or disabled, and requires the personal attention of the employee. Immediate family shall mean parent, mother-in-law, father-in-law, sibling, spouse, child, stepchild, stepparent, grandparent or other person domiciled in such employee's home. The Superintendent may, at his/her discretion, extend this list of individuals.
- D. Two (2) unspecified days **will** be allowed. These **will** not be taken as vacation, and will not be used to extend holiday or vacation time, without the prior approval of the Superintendent.
- E. Emergencies

**15.2 BEREAVEMENT DAYS**

All Employees shall be entitled to three (3) bereavement days per occurrence for the employee's spouse, children, step-children, parents, grandparents, siblings, or spouse's parents.

**15.3 HOLIDAYS**

Employees – (8 Paid Holidays)

Health Assistants, Media Assistants, Paraprofessionals, and Classroom Aides

Martin Luther King Day  
Presidents' Day  
Memorial Day

Columbus Day  
Thanksgiving (2)  
Christmas (2)

#### 15.4 PROFESSIONAL DAYS

All Employees shall be entitled to one (1) professional day per year. The professional day must be used for a job-relevant activity by classification; and must be approved by the Employee's supervisor and the Superintendent of Schools. The Board shall allocate \$100.00 per year, per employee for mileage and registration fees in connection with professional days.

#### 15.5 MILITARY LEAVE

Military leave will be provided in **accordance with state and federal law.**

#### 15.6 TRAVEL REIMBURSEMENT

Mileage reimbursement for travel, including conferences and job responsibilities, shall reflect the Internal Revenue Service value allowance as of July 1 of the current contract year. Mileage will be calculated from the building where the employee works to the destination and return.

#### 15.7 JURY DUTY

Special leave for and pay while on jury duty will be granted to the Employees in accordance with the state and federal law, with the Board paying the difference between the Employee's regular pay and any compensation he/she may receive for jury duty. Employee must notify the Superintendent or his/her designee at least three (3) days prior to the commencement of jury duty. Employees who have been tentatively granted jury duty leave and subsequently are released from appearing are expected to report to work.

### ARTICLE XVI UNION LEAVE

The Employer shall provide six (6) days of unpaid Union leave to the bargaining unit each year. To be eligible for such leave, Employees must provide a minimum of two (2) weeks' written notice and documentation from an authorized Union representative of their need for such leave.

### ARTICLE XVII RETIREMENT

17.0 Retirement benefits from the Board **shall** be granted to those eligible Employees upon verification that an Employee fulfills the requirements of the Municipal Employees Retirement Plan of the State of Connecticut, as provided for by the Town of Ellington, and has filed for retirement benefits under this plan.

17.1 Upon retirement from the Board after ten (10) years of consecutive service within the Ellington School System in any capacity (excluding summer vacations and

subject to the terms of this Agreement regarding layoff, resignation and leave without pay periods), an Employee shall be paid by the Board, the following:

- A. One hundred seventy-five dollars (\$175.00) per year of consecutive service (subject to the aforesaid provisions); and
- B. Twenty-five dollars (\$25.00) per unused sick day up to a maximum one hundred eighty (180) days.

The Employee shall have the option of receiving these payments in the first payroll check of the next fiscal year immediately following retirement, or in the first payroll check in the month of January immediately following retirement.

- 17.2 Upon the death of an Employee after five (5) years of consecutive service within the Ellington School System in any capacity and (subject to the terms of this Agreement regarding layoff, resignation and leave without pay) the estate of the deceased Employee shall be paid by the Board, the following:

Twenty-five dollars (\$25.00) per unused sick day up to a maximum of one hundred and eighty (180) days.

The estate of the deceased Employee shall have the option of receiving these payments in the first payroll check of the next fiscal year immediately following death, or in the first payroll check in the month of January immediately following death.

## **ARTICLE XVIII SEVERANCE**

- 18.0 An Employee hired prior to July 1, 2011, who resigns from a Unit position after a minimum of ten (10) years of consecutive service within the Ellington School System in any capacity (excluding summer vacations for 10-month Employees and subject to the terms of this Agreement regarding layoff, resignation and leave without pay periods) shall be entitled to the following severance benefits:

- A. Fifty dollars (\$50.00) for each year of consecutive service (subject to the aforesaid provisions); and
- B. Ten dollars (\$10.00) for each unused sick day up one hundred and seventy (170).
- C. The Employee shall have the option of receiving these payments in the first payroll check of the next fiscal year immediately following resignation, or in the first payroll check in the month of January immediately following resignation.
- D. The employee shall be paid for any vacation time which is due at the date of resignation, but which has not been taken, provided that he/she has satisfied the notice requirement as set forth in section 12.3 A.

- E. Employees hired after June 30, 2011 shall not be eligible for the provisions of this Article XVIII.

## ARTICLE XIX INSURANCE BENEFITS

- 19.0 The Board agrees to provide to each Employee the following health benefit plans. Employees hired after July 1, 2011 shall be eligible for Single coverage only, while paying the applicable premium share as indicated below, and may, at their own expense, participate in 2-Person or Family coverage by paying, in addition to the applicable premium share for single coverage, the entire additional cost for the dependent coverage selected.

### 19.1 HEALTH INSURANCE

**A. OPTION 1 – Effective July 1, 2017 to June 30, 2018, only.**

The Board will provide medical and dental insurance for individual and/or family coverage. The certificate of insurance policy form number, as supplied by the Board, will be distributed to each enrolled employee.

Coverage includes, but is not limited to (with managed benefits):

- Management
- \$500/\$2,000 out of network deductible
- 80/20 coinsurance to \$2,900/\$8,000
- \$2,900/\$8,000 cost share maximum
- \$250 per admission hospital co-pay
- \$50 emergency room co-pay
- \$200 outpatient hospital surgery co-pay
- \$20 home and office co-pay (unlimited)
- Unlimited home and office maximum
- Lifetime maximum:
  - in network – unlimited
  - out of network – unlimited
- Based on co-pay drug rider

The Premium Cost Share percentage for Employees participating in the above Option 1 insurance plan, who were hired prior to July 1, 2011 will, effective July 1, 2017, be 16.0%.

The Premium Cost Share percentages for Employees participating in the above Option 1 insurance plan, who were hired on or after July 1, 2011 will be 20.0%, with 10-month employees in this category being eligible for Single coverage only, and may, at their own expense, participate in 2-Person or Family coverage by paying, in addition to the applicable premium share for single coverage, the entire additional cost for the dependent coverage selected.

Any Employee participating in the Option 1 plan will pay the difference between the Board's share of the Option 2 plan for the applicable level of coverage and the total cost of the Option 1 plan, *i.e.*, buy up any additional costs of Option 1 participation beyond the Board's contribution for Option 2.

**-OR-**

**OPTION 2 High Deductible Health Plan with Health Savings Account (HSA) – Effective July 1, 2017 to June 30, 2018, only.**

An HSA plan as an option for employees with the following elements:

**In Network:**

Deductible: \$2,000/\$4,000 (shared with out-of-network)  
Preventative care covered 100%

**Out of Network:**

Deductible: \$2,000/\$4,000 (shared with in-network)  
Member's co-insurance 20% to \$4,000/\$8,000  
Member's out of pocket max: \$4,000/\$8,000

Lifetime in network: unlimited  
Lifetime out of network: unlimited

The Board will fund fifty percent (50%) of the applicable HSA deductible amount. Employees who are not eligible for an HSA plan can participate in a Health Reimbursement Arrangement/Account (HRA) with the same terms as the HSA. Board funding to the HRA shall include a rollover feature allowing any unused HRA deductible funds to be rolled over up to the amount legally allowed.

The Premium Cost Share percentages for Employees participating in the above Option 2 insurance plan, who were hired prior to July 1, 2011 will be 10.0%

The Premium Cost Share percentages for Employees participating in the above Option 2 insurance plan, who were hired on or after July 1, 2011 will be 12.0%, with 10-month employees in this category being eligible for Single coverage only, and may, at their own expense, participate in 2-Person or Family coverage by paying, in addition to the applicable premium share for single coverage, the entire additional cost for the dependent coverage selected.

**B. High Deductible Health Plan (“HDHP/HSA”) Effective July 1, 2018 for all eligible employees.**

1. A HDHP/HSA plan for eligible Employees with the following elements:

**In Network:**

Deductible: 2,250/\$4,500 (shared with out-of-network)

Member's out of pocket max: \$3,250/\$6,500 (After satisfying deductible, prescription co-pays are the only services that accrue toward out-of-pocket maximum. All other covered services are covered at 100%.)

Preventative care covered 100% (deductible waived)

**Out of Network:**

Deductible: \$2,250/\$4,500 (shared with in-network)

Member's out of pocket max: \$5,000/\$10,000 (All covered services are covered at 80%, with member paying the remaining 20%, after deductible.)

Lifetime in network: unlimited

Lifetime out of network: \$1,000,000

The Board will fund zero percent (0.0%) of the deductible. Eligible Employees who are not eligible for an HSA plan can participate in a Health Reimbursement Arrangement/Account (HRA).

2. **Rider Prescription drugs** (managed three-tier formulary) (after deductible is met) – [includes oral contraceptives]

**Co-pays:**

- \$5 generic
- \$25 brand name
- \$40 non-formulary brand name
- 2.0 co-pay mail order for up to 90-day supply
- In-network caps of \$1,000 for single and \$2,000 dependent

**C. Flex Dental Plan**

- \$1,500 calendar year maximum
- Orthodontics payable at 50%, \$2,000 lifetime maximum (children only to age 19)

Premium Cost Share percentages for Employees participating in the above drug and dental insurance plans will be the same as for the health care plan option in which they participate.



**D. Premium Cost Share:**

Participating eligible Employees shall pay the following percentages of the premiums for the benefits described for the HDHP/HSA above.

<b>Year</b>	
2018-19	3%
2019-20	4%
2020-21	5%
2021-22	6%

Should policy costs exceed \$10,200 (single) or \$27,500 (family) the parties agree to commence mid-term negotiations, in accordance with the provisions of Connecticut General Statutes Section 10-153f(e), limited only to only discussion and good faith negotiations with respect to Article XXV, Section A of this Agreement, on or about July 1, 2018, July 1, 2019, July 1, 2020, and July 1, 2021.

G. Life insurance to the nearest \$1,000 of salary.

- 19.2 The Board will also provide to all Employees the benefits provided by Fund B of the Connecticut Municipal Employees' Retirement Fund. Employee and Board contributions will be in accordance with such Fund regulations.
- 19.3 Any Employee who retires before the age of 65 may remain in the group insurance plan until he/she reaches the age of 65 by submitting the monthly premium to payroll.
- 19.4 Should the Board determine that a new carrier will provide the Employees with a comparable plan including the benefits, coverage and administration in the existing plan, the Board is free to change carriers or plans.
- 19.5 Payroll deductions for insurance premiums paid by Employees will be through an I.R.S. Section 125 pre-tax conversion account. Employees will be allowed to deposit monies into a flexible spending account ("FSA") under Section 125 of the Internal Revenue Code. These monies may be expended for medical care and/or dependent care under Section 129 of the Internal Revenue Code.

**ARTICLE XX  
PAY PERIOD OPTIONS**

- 20.0 All Employees shall have the option of electing, on an individual basis, either the 21-pay plan or the 26-pay plan, to be paid by direct deposit into the account specified by each Employee. Each Employee will sign such authorization form(s) as required by law to affect such direct deposit. Any change in the pay plan must be submitted to the payroll office by May 1<sup>st</sup> of the contract year prior to the requested change

- 20.1 Long-term disability insurance, if available, and tax-sheltered annuities will be deducted by the Board for those Employees, who at their expense, choose to enroll in the plans.
- 20.2 At the discretion of the bargaining unit, members' dues will be paid through payroll deduction.

**ARTICLE XXI  
CLASSIFICATIONS/STEPS/WAGES**

- 21.0 All Employees shall be classified:
- A. Health Assistants;
  - B. Media Assistants
  - C. Paraprofessionals
  - D. Classroom Aides
- 21.1 All Employees will, for the life of this Agreement, be paid in accordance with the provisions of Appendix A and Appendix B and advance one step in each year of the Agreement.
- 21.2 Employees hired prior to July 1, 2017, who reach the maximum step on the salary schedule, will be eligible for an additional annual payment of \$300 per year, paid in equal installments during each payroll period of the contract year.
- 21.3 Effective July 1, 2017, unit employees shall receive an annual stipend of two hundred fifty dollars (\$250) if their assignment regularly includes providing hygiene related services to students.

**ARTICLE XXII  
TABLE OF ELLINGTON PARAPROFESSIONALS**

22.0	CLASSIFICATION	MONTHS EMPLOYED	HOURS/DAY EMPLOYED
A.	Health Assistants	10	7 hrs/day (183)
B.	Media Assistants		
	1. Middle School	10	6.5 hrs/day (183)
	2. Elementary Schools	10	6.0 hrs/day (183)
	3. High School	10	6.75 hrs/day (183)
C.	Paraprofessionals	10	4-6.75 hrs/day (183)
D.	Classroom Aides	10	4-6.75 hrs/day (183)

**ARTICLE XXIII  
JOB DESCRIPTIONS**

- 23.0 Job descriptions will be developed for all support staff positions by the school administration with input from the Bargaining Unit within one (1) year of the ratification of this Agreement.

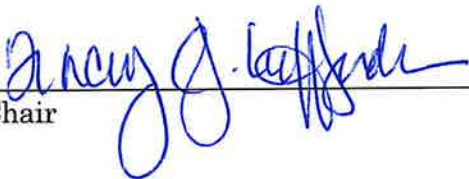
**ARTICLE XXIV  
DURATION**


The provisions of this Agreement shall be effective as of July 1, 2017 and shall continue and remain in full force and effect to and including June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have set their hands 13 day of ~~November~~ <sup>December</sup> 2017.

**ELLINGTON BOARD OF EDUCATION**

**ELLINGTON PARAPROFESSIONALS**

By:   
Chair

By:   
Chapter Co-President

By: \_\_\_\_\_  
Chapter Co-President

**APPENDIX A**

<b>ELLINGTON PARAPROFESSIONALS WAGE SCHEDULE</b>					
<b>Step</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>	\$14.34	\$14.63			
<b>5</b>	\$14.65	\$14.94	\$15.24	\$15.58	
<b>6</b>	\$14.95	\$15.25	\$15.56	\$15.91	\$16.27
<b>7</b>	\$15.26	\$15.57	\$15.88	\$16.24	\$16.61
<b>8</b>	\$15.56	\$15.87	\$16.19	\$16.55	\$16.92
<b>9</b>	\$15.86	\$16.18	\$16.50	\$16.87	\$17.25
<b>10</b>	\$16.18	\$16.50	\$16.83	\$17.21	\$17.60
<b>11</b>	\$16.49	\$16.82	\$17.16	\$17.55	\$17.94
<b>12</b>	\$16.81	\$17.15	\$17.49	\$17.88	\$18.28
<b>13</b>	\$17.12	\$17.46	\$17.81	\$18.21	\$18.62
<b>14</b>	\$17.44	\$17.79	\$18.15	\$18.56	\$18.98
<b>15</b>	\$17.75	\$18.11	\$18.47	\$18.89	\$19.32
<b>16</b>	\$18.06	\$18.42	\$18.79	\$19.21	\$19.64
<b>17</b>	\$18.38	\$18.75	\$19.13	\$19.56	\$20.00
<b>18</b>	\$18.70	\$19.07	\$19.45	\$19.89	\$20.34
<b>19</b>	\$19.01	\$19.39	\$19.78	\$20.23	\$20.69
<b>20</b>	\$19.29	\$19.68	\$20.07	\$20.52	\$20.98



## APPENDIX B

### ELLINGTON PARAPROFESSIONALS

#### WAGE SCHEDULE

##### Step Progression

Step	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
<b>3</b>	3					
<b>4</b>	4	3 & newA	newB			
<b>5</b>	5	4	3 & newA	newB & C	newD	
<b>6</b>	6	5	4	3 & newA	newB & C	newD & E
<b>7</b>	7	6	5	4	3 & newA	newB & C
<b>8</b>	8	7	6	5	4	3 & newA
<b>9</b>	9	8	7	6	5	4
<b>10</b>	10	9	8	7	6	5
<b>11</b>	11	10	9	8	7	6
<b>12</b>	12	11	10	9	8	7
<b>13</b>	13	12	11	10	9	8
<b>14</b>	14	13	12	11	10	9
<b>15</b>	15	14	13	12	11	10
<b>16</b>	16	15	14	13	12	11
<b>17</b>	17	16	15	14	13	12
<b>18</b>	18	17	16	15	14	13
<b>19</b>	19	18	17	16	15	14
<b>20</b>	20	19-20	18-20	17-20	16-20	15-20

newA = new first step hires 2017-18

newB = new first step hires 2018-19

newC = new first step hires 2019-20

newD = new first step hires 2020-21

newE = new first step hires 2021-22