

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE STAFFORD BOARD OF EDUCATION

AND

CSEA LOCAL 2001, SEIU

JULY 1, 2021 THROUGH JUNE 30, 2024

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ARTICLE 1
RECOGNITION

The Stafford Board of Education, in accordance with Connecticut General Statutes §7-468 recognizes CSEA LOCAL 2001, SEIU as the exclusive representative of a bargaining unit composed of Paraprofessionals, Secretaries, Central Bookkeepers, Cafeteria, Custodial and Maintenance Personnel employed by the Stafford Board of Education including, but not limited to employees in the above positions working less than twenty (20) hours per week.

Regarding less than twenty (20) hours per week employees, not including employees working in two separate positions and whose working hours combined total twenty (20) hours or more, unless expressly stated that such employees are entitled to specific contract benefits, they are not entitled to such benefits, for example, insurance, the minimum work year, leaves, etc. Such employees are entitled, by virtue of becoming part of the bargaining unit in 1994-95, to utilize the grievance procedure and to be eligible for salary increases, as negotiated for the rest of the unit.

For the purpose of this contract, employees working 20 hours or more will be referred to as full time, employees working less than 20 hours will be referred to as part time.

The Stafford Board of Education has established policies and regulations to ensure the safety of all members of the Stafford Public Schools community.

ARTICLE 2
BULLETIN BOARD

There will be one bulletin board in each school which the Local may use for the purpose of displaying notices, circulars, and other Union materials. This bulletin board shall be displayed in a conspicuous place.

ARTICLE 3
USE OF SCHOOL FACILITIES

The Local may call meetings after school, and with the approval of the Superintendent or his/her designee, may meet in school buildings according to the terms and procedures followed by other groups also permitted to hold meetings in school buildings.

ARTICLE 4
GRIEVANCE PROCEDURE

A. Purpose

The purpose of this procedure is to secure at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of non-certified employees. Both parties agree that these proceedings shall be kept as

informal and confidential as may be appropriate to any level of the procedure. If the grievant so desires, he/she may be accompanied (at Steps 1 and 2) by the President of the Chapter or a designated Chapter Officer or Steward.

B. Definitions

1. A “grievance” shall mean any complaint by a grievant that as a result of any act by the administration there has been a violation of a specific provision of this agreement.
2. A “general grievance” shall mean a claim based upon an event or condition which affects the conditions of employment of a non-certified employee or groups of employees.
3. A “grievant” means a member of the bargaining unit.
4. "Chapter " means local bargaining unit.
5. “Work” days shall be defined as work days of the grievant.

C. Procedure

Since it is important that grievances or disputes be processed as rapidly as possible, all grievances must be brought within fifteen (15) working days after the grievable matter was known or should have been known. The number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limit specified may, however, be extended by mutual agreement, expressed in writing.

1. Level One - Principal or His / Her Designee

A member of the unit with a grievance shall first discuss it with his/her principal or his/her designee, with the objective of resolving the matter informally.

2. Level Two - Superintendent of Schools

- a) In the event that such aggrieved member of the unit is not satisfied with the disposition of his/her grievance at Level One, or in the event that no decision has been rendered within ten (10) work days after presentation of the grievance, he/she may file a written grievance with the Superintendent within five (5) work days after the decision at Level One or fifteen (15) work days after the grievance was presented, whichever is sooner.
- b) The Superintendent shall represent the administration at this level of the grievance procedure. Within fifteen (15) work days after receipt of the written grievance by the Superintendent, the Superintendent or his/her designee shall meet with the aggrieved person in an effort to resolve it.

3. Level Three - Board of Education

In the event that the aggrieved member of the unit is not satisfied with the disposition of his/her grievance at Level Two, then within five (5) work days after the date a decision was rendered, or in the event no decision has been rendered within fifteen (15) work days after he/she has first met with the Superintendent, whichever is sooner, he/she may file a written grievance indicating such dissatisfaction with the Board of Education. Within thirty (30) work days after receiving the written grievance, a Committee of the Board shall meet with the aggrieved member of the unit for the purpose of resolving the grievance. The ultimate decision on the grievance at Level Three shall be rendered by the Board of Education. However, the grievant may choose, at his/her sole discretion, to by-pass presenting the grievance to the Board of Education and proceed directly to Level Four, Impartial Arbitration, by notifying the Superintendent in writing.

4. Level Four - Impartial Arbitration

In the event that the aggrieved member of the unit is not satisfied with the disposition of his/her grievance at Level Three, or chose not to present his/her grievance at Level 3, or in the event no decision has been rendered within thirty (30) work days after he/she has first met with the Board Committee, the Union may, within five (5) work days after a decision by the Board or thirty (30) work days after the grievant has first met with Committee, whichever is sooner, submit the grievance to arbitration by notifying the Superintendent of its intent to do so. If the Union and the Superintendent cannot mutually agree upon a single arbitrator to hear the grievance within three (3) days of the notice of intent to submit to arbitration, then the Union may submit the grievance to arbitration by filing a demand for arbitration under the Voluntary Labor Arbitration Rules of the American Arbitration Association. The decision of the arbitrator shall be final and binding on both parties. The total cost of the grievance arbitration shall be born equally by the CSEA LOCAL 2001, SEIU (or any other duly recognized representative of the employee's bargaining unit), and the Stafford Board of Education.

ARTICLE 5
SICK LEAVE

- A. Sick leave benefits for full-time employees - All full-time twelve (12) month employees shall receive fifteen (15) paid sick leave days each year accumulative to one hundred fifty (150) days, all full-time ten (10) month employees shall receive ten (10) paid sick leave days per year, accumulative to one hundred (100) days. An employee hired after July 1st shall receive pro-rated sick leave for the first year of employment.
- B. Sick leave benefits for part time employees- Twelve (12) and ten (10) month part-time employees shall accrue sick time in accordance with the Conn. Gen. Stat. §31-57r et seq., the Paid Sick Leave Law which states sick leave shall be accrued at the rate one hour of paid sick leave for each forty (40) hours worked and up to a maximum of 40 hours per school year. Employees shall be entitled to carry over up to 40 unused accrued hours of paid sick leave from the current year to the following year, but are not entitled to use

more than forty (40) hours of sick time in any year. Should changes be made to the Conn. Gen. Stat. §31-57r et seq., the Paid Sick Leave Law, part-time sick leave benefits will be adjusted accordingly.

- C. If an employee has been absent for more than three (3) continuous days that employee shall, if requested by the Superintendent, provide a certificate from a physician confirming the sickness or the ability of the employee to return to work and perform his/her duties.
- D. Each employee shall be entitled to use up to a maximum of fifteen (15) sick leave days per school year for an employee's immediate family member, which shall be defined as child, spouse, parent or partner. In accordance with Conn. Gen. Stat. §31-57r et seq., the Paid Sick Leave Law, sick leave may be used to attend to the illness, injury, health condition, medical diagnosis, care or treatment of mental or physical illness, injury or health condition or an immediate family member. Paid sick leave can be used where the employee is a victim of family violence or sexual assault in the manner described in the Paid Sick Leave Law.
- E. Family and Medical Leave and Maternity Disability Leave- Employees who have worked for the Board for at least twelve (12) months, and who have worked at least 1,250 actual hours of work, or, in the case of school Paraprofessionals in an educational setting, who have worked at least 950 actual hours of work, during the twelve (12) months immediately preceding the start of a leave, are eligible for unpaid leave in accordance with the provisions of the Family and Medical Leave Act of 1993, Connecticut General Statutes §31-51rr, and Board policy for one or more of the following:
 - 1. incapacity due to pregnancy, prenatal medical care or childbirth;
 - 2. birth of a child and to care for the employee's newborn child;
 - 3. placement of a child with the employee for adoption or foster care;
 - 4. care for the employee's spouse, including same sex marriages, child or parent who has a serious health condition;
 - 5. a serious health condition of the employee that makes the employee unable to perform the functions of his/her position;
 - 6. to serve as an organ or bone marrow donor; or
 - 7. other qualifying conditions as specified in the FMLA.

The 12-month entitlement period for family or medical leave shall be measured on the basis of a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. Accumulated sick leave to which an employee taking leave for the employee's serious health condition is entitled will be substituted for and run concurrently with any part of the twelve-week period of leave, capped at a maximum of fifteen (15) days per school year for a serious health condition for a member of the employee's immediate family as defined in Section D of this Article. For example, an employee with thirty (30) accumulated sick days (six work weeks) must use those thirty days and then would be eligible for six weeks' unpaid leave beyond the thirty days.

The employee during the period of such leave shall continue to receive health insurance coverage on the same terms as if he/she had continued to work. Appropriate arrangements will be made for the employee to pay on a timely basis his/her share of the health insurance premiums while on leave. As provided by law, in some instances the Board may recover the premiums it paid to maintain health coverage for the employee who fails to return to work from this leave.

Medical insurance coverage for an employee on a long-term leave beyond FMLA leave will be available at the same level as for fully covered employees in the Stafford school system as set forth in Article 22 of this contract, provided that the employee electing to continue said medical plans of insurance makes the payment of the full premiums at group rates at his/her own expense at least thirty (30) days in advance of the date upon which the Board is required to submit payment to the carrier to the Board of Education Business Office either in person or by certified mail.

Maternity disability leave shall be subject to the above provisions of the Family Medical Leave Act of 1993, as amended, and in accordance with applicable state and federal law.

Eligible employees are entitled to take unpaid leave for the serious illness or injury incurred in the line of duty on active duty and/or a qualifying exigency arising out of a covered family member's service/veterans status in the Armed Forces in accordance with the FMLA amendments as part of the National Defense Authorization Acts of 2008 and 2010.

Because the purpose of leave under this Article is to enable employees to maintain their ability to continue employment with the Board, if an employee performs outside work while on FMLA leave, such work must comply with the Board's Non-School Employment Policy 4138/4237 and cannot interfere with the employee's ability to return to work with the Board, exacerbate the condition that requires the employee to be out of work on FMLA, or prevent/delay the employee's recovery and return to work.

Employees on approved, non-continuous/intermittent FMLA leave must, at a minimum, follow the Board's usual and customary call-in procedures for reporting an absence, absent unusual circumstances.

ARTICLE 6 **PERSONAL LEAVE**

Personal days shall not be taken immediately before or after a school holiday or vacation, or in the first week or last week of the school calendar, without request to and authorization from the Superintendent of Schools.

Requests for personal leave shall be made to the Principal/supervisor at least one (1) week in advance of such leave (except in case of emergencies) and such leave generally shall be granted except in cases of extreme hardship to the school system, subject to the approval of the Superintendent of Schools.

All full-time twelve (12) month employees are entitled to five (5) personal leave days per fiscal year, non-cumulative for personal business that cannot be transacted outside of the school day.

All full-time ten (10) month employees are entitled to four (4) personal leave days per school calendar year, non-cumulative for personal business that cannot be transacted outside of the school day.

An employee hired after July 1st shall receive pro-rated personal leave for the first year of employment.

In case of death of the wife, husband, partner, mother, father, mother-in-law, father-in-law, sister, brother, or child, no deduction from salary shall be made for five (5) days of absence.

Part-time employees shall also be entitled to one (1) bereavement day per year in accordance with this section.

Additional personal days may be granted by the Superintendent of Schools, at his/her sole discretion, to address specific situations and such additional days would be drawn from the employee's paid accrued sick leave.

Three (3) work days' notice shall be given for all personal leave except in cases of emergencies. In cases of emergencies, employees should make every attempt to contact their supervisors as soon as possible to inform them of the need.

An employee who is called to Jury Duty shall promptly notify the Superintendent of Schools. If the employee must serve when school is in session, time shall be granted without deduction from the employee's sick leave or personal days. The employee shall receive his/her full pay for such period. Any and all monies paid to the employee for jury service shall be signed over to the Board of Education. If jury duty is cancelled prior to the scheduled day, the employee shall report to school for his/her normal work schedule. When the employee is released early or dismissed, he/she shall resume regular duties or those as assigned by the Superintendent.

ARTICLE 7 **INCLEMENT WEATHER/EMERGENCIES**

A. Twelve (12) Month Non-Essential Employees

Whenever the Superintendent of Schools deems it necessary to change the length of the school day due to inclement weather or an emergency, 12-month non-essential staff shall work their regular schedule, unless otherwise directed by the Superintendent of Schools

or his/her designee. If the Superintendent of Schools or his/her designee shorten a 12-month non-essential employee workday, the employee will be paid for his/her regular hours.

B. Twelve (12) Month and Ten (10) Month Essential Employees

All custodians and maintenance personnel are considered essential and shall report to work at their regular starting time and shall work their regular hours and be paid regular wages for such hours, unless otherwise directed by the Director of School Facilities. Use of vacation/personal time must have been requested / approved in advance.

C. Ten (10) Month Employees

Whenever the Superintendent of Schools deems it necessary to delay the start of the school day due to inclement weather or an emergency, 10-month non-essential staff shall report to work at the time of the late opening or his/her regular starting time, whichever is later. The 10-month non-essential employee shall receive the same pay they would have received if there was a full day of school.

Whenever the Superintendent of Schools deems it necessary to end the school day early due to inclement weather or an emergency, 10-month non-essential staff shall work until thirty (30) minutes after the time that students are released to go home. The 10-month non-essential employee shall receive the same pay they would have received if there was a full day of school.

In cases where the Superintendent declares a late opening or early closing, employees on approved sick, personal or vacation leave will receive the same pay they would have received if there had been no inclement weather and will have a full day deducted from their accrued time.

In cases where the Superintendent declares a remote learning day for students due to inclement weather, which will not be made up at the end of the school year, cafeteria workers will be provided with an opportunity to make up their lost hours at a time designated by the Director of Food Services. Cafeteria workers shall not be required to make up the hours lost on a remote learning day and will be allowed to take the time without pay. In no way does this provision extend the work year, as established in Article 9 - Hours of Employment / Work Year.

ARTICLE 8
MILEAGE

If an employee is authorized by an Administrator or Supervisor to use his/her automobile as part of his/her work duty the Board of Education shall reimburse the employee at the current I.R.S. rate per mile. Reimbursement will not be allowed for transportation to and from work. The employee shall be required to submit monthly expense reports in order to receive the aforementioned reimbursements, which should be made in the next Accounts Payable check run within a time period not to exceed thirty (30) days.

ARTICLE 9
HOURS OF EMPLOYMENT/ WORK YEAR

The work week for twelve (12) and ten (10) month full-time employees shall be not less than twenty (20) hours per week and, unless overtime is paid, not more than forty (40) hours. Twelve (12) and ten (10) month part-time employees will work less than twenty (20) hours per week.

Twelve (12) Month Full - Time Employees

Secretaries:	37.5 hours per week Monday through Friday
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Paymaster, Bookkeepers, Administrative Secretaries, Executive Secretaries	40.0 hours per week Monday through Friday
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*Custodians:	40.0 hours per week Monday through Friday
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*Head Custodians are required to check buildings on Saturdays and Sundays as part of their forty (40) hour work week.

Ten (10) Month Full-Time Employees

The ten (10) month employee work year will include all days in which school is in session. In addition to school days, ten (10) month employees shall work convocation, and in-service full day trainings, to equal a total of 184 days/year, as determined by the Superintendent or his/her designee. If professional development activities are not planned, ten (10) month custodians, cafeteria staff, and secretaries will work their regular hours as determined by their supervisor, Administration, or the Superintendent or his/her designee.

Ten (10) Month Full- and Part-time Employees

On days with a regular schedule, ten (10) month custodians, cafeteria staff, Paraprofessionals, and secretaries will work their regular hours as determined by their supervisor, Administration, or the Superintendent or his / her designee. On days of planned school schedule changes, which reduce employees work activities (i.e. testing, assembly), supervisors may offer 10-month employees (excluding Paraprofessionals) the choice to use their personal time or may reassign personnel based on work activity needs elsewhere in the district. Paraprofessionals will remain in their assigned buildings unless they voluntarily agree to an assignment in another building.

Summer Months

During the summer months, twelve (12) month employees will have the option to work adjusted hours with the approval of the Superintendent or his/her designee. These hours must equal their normal weekly hours and are to be a set schedule.

ARTICLE 10
OVERTIME

At times an employee may be called upon to work overtime. For all hours worked in excess of forty (40) hours in a payroll work week, an employee shall be compensated at a rate of time and one-half (1 ½) the normal hourly rate of pay for the employee position. All weekend and holiday work, which is not part of an employee's regularly scheduled hours, will be paid at time and one-half (1 ½). Custodians called back for any reason will be paid a minimum of two (2) hours for each call back and all other employees will be paid a minimum of one (1) hour for each call-back and shall be paid at time and one half (1 ½).

When functions of 40 people or less are scheduled on a week day, a custodian assigned to that area of the building will adjust his/her regularly-assigned tasks and be asked to set up and clean up during his/her regular shift, and additional custodial services will not be required. However, while assuming these responsibilities, should it become apparent to the custodian that additional time to complete his/her regularly-assigned tasks is needed, he/she will be compensated for such time at the aforementioned overtime rate. If the custodian believes that he/she cannot work any additional time, the custodian will consult with his/her supervisor and an adjustment will be made to the workload, or the work not completed will be assigned to another custodian on a later shift, as deemed appropriate by the Supervisor. If either of these two options is not possible, the custodian will provide to the Supervisor of Building Services a list of unaccomplished tasks for which the custodian will not be held accountable. Any additional time worked will not exceed a total of one hour without the authorization of the Supervisor of Building Services.

When functions of more than 40 people are scheduled on a week day, an additional custodian will be required during the entire function, will follow a list of instructions and jobs as assigned, and be paid at the aforementioned overtime (time and one-half) rate. When an employee from any other classification has accepted an assignment, as deemed necessary by the Supervisor, to provide direct services to more than forty (40) people on a week day, the employee shall be paid at the aforementioned (time and one-half) rate.

When a function is scheduled during the weekend, the district will require that a custodian be called in for set up. A custodian will be called in for clean up for events that exceed four (4) hours. In some instances, custodial services may be required for the entire function at the discretion of the Superintendent or his/her designee.

The language in this Article does not establish the right of the Board to contract out bargaining unit work.

ARTICLE 11
HOLIDAYS

Twelve (12) month full-time employees shall receive the following paid holidays:

New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day

Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
Day after Christmas

On New Year's Eve, employees may leave two (2) hours before the normal scheduled end of their shift and shall receive a full day's pay Ten (10) month full-time employees shall receive the following paid holidays:

Thanksgiving
Day After Thanksgiving
Christmas
Day After Christmas
New Year's Day
Presidents' Day

Good Friday
Memorial Day
Veteran's Day
Columbus Day
Martin Luther King Day
Labor Day

If the school calendar reflects an early dismissal on the workday prior to a holiday or vacation, employees working that day shall be paid a full day's pay.

If school is in session on any of the holidays listed, the parties shall mutually agree on an alternate day off with pay.

If any holiday listed falls on a Saturday, it will be celebrated on the previous Friday. If school is in session on the previous Friday, the parties shall mutually agree on an alternate day off with pay.

If any holiday listed falls on a Sunday, it will be celebrated on the following Monday. If school is in session on that following Monday, the parties shall mutually agree on an alternate day off with pay.

ARTICLE 12 **VACATIONS**

Twelve (12) month full-time employees shall earn paid vacation time as follows:

On the first pay date of the month following the employee's date of hire, the employee will earn:

1.00 day (start date: 1st through 15th of month)

0.50 day (start date: 15th through last day of month)

Each month thereafter -	1.00 day per month of service (up to 12 days per service year)
The first of the month following 5-Year Anniversary -	1.25 days per month of service (15 days per service year)
The first of the month following 10-Year Anniversary -	1.75 days per month of service (21 days per service year)

Vacation time earned during the fiscal year is immediately available for use. In the first year of employment, vacation time shall not be available until the employee has completed the probationary period in accordance with Article 15 - Seniority and Layoff Recall.

The maximum number of vacation days an employee may accrue shall be equal to the number of days per service year entitlement plus five (5). In the event of a resignation or retirement, the employee will be compensated for any remaining vacation time up to the employee's service year entitlement. In the event an employee has extenuating circumstances and has submitted a request in writing to the Superintendent, the Superintendent may allow an employee to exceed the vacation day accrual cap and / or may allow an employee to be compensated for vacation days that exceed the service year cap at the time of resignation / retirement.

Transition to New Plan

Effective with the signing of the 2021 – 2024 Agreement, employees that have previously earned vacation time from the prior fiscal year shall have those days available to use during and until June 30, 2022, while at the same time will be earning vacation time in accordance with the schedule detailed in this Article.

Twelve (12) month part-time employees may request and shall be granted unpaid vacation time in accordance with the full-time schedule.

Two (2) weeks advance notice shall be given for all requests for vacation time consisting of one (1) calendar week or more. Three (3) work days' notice shall be given for all other requests for vacation time. All requests for vacation time are subject to the approval of the Superintendent and shall not be unreasonably denied. The Superintendent shall have discretion to waive the required notice requirements in extenuating circumstances.

Employees may receive vacation pay in the pay period prior to his/her scheduled vacation by submitting a written request to the payroll department no less than two (2) weeks prior to start of the vacation period.

ARTICLE 13
SAVINGS CLAUSE

In the event that any article, section or portion of this Agreement is declared illegal, then such specific article, section or portion specified to be illegal, shall be deleted from this contract.

Unless substantially affected by any such deletion, all other articles, sections and portions shall remain effective.

ARTICLE 14
SCOPE OF AGREEMENT

Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, the Board of Education shall have the sole and unquestioned rights, responsibilities and prerogatives of management.

In the administration of all matters covered by the Agreement, employees are governed by the provisions of any existing or future laws and regulations including policies adopted by the Board of Education and any other Board regulations which may be applicable. The Agreement shall at all times be applied subject to such laws, regulations and policies.

Among those rights specifically vested in the Board of Education 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 the responsibilities of the Board of Education in Stafford.

The above-noted rights and duties of the Board of Education are set forth as specific examples and in no way are intended to limit the overall discretion of the Board of Education.

ARTICLE 15
SENIORITY AND LAYOFF RECALL

Seniority rights, dating from the date of employment, shall be acquired after the employee has completed his/her probationary period of forty five (45) working days, provided that the Board and Union may mutually agree to extend the probation period an additional thirty (30) days. In the interim, between the date of employment and the allowed probationary period, the Board, at its sole discretion may discontinue the employment of any employee and this decision shall not be subject to the grievance procedure.

In the event of a layoff(s) or elimination of position(s), the Board shall make every effort to notify the effected employee(s) sixty (60) days prior to the effective date of layoff or elimination of position(s). All part-time personnel in the class (i.e., A1-E) to be laid off shall be laid off first according to seniority. The full-time employee in the class where the layoff occurs who has the least seniority will be laid off next. Seniority shall be defined as an employee's continuous length of service (including time on the recall list if recalled within one year) with the Board, working twenty (20) hours or more per week. A person who is transferred from one position to another shall retain his/her seniority. Seniority is also defined as the Employee's total length of

continuous, unbroken years of service dating from the most recent date of hire. Seniority shall be considered broken in the event of involuntary termination; unauthorized leave of absence; layoff of more than one (1) year; failure to return from layoff, provided adequate notice of recall is given; resignation; and retirement.

Any Employee of this bargaining unit who leaves the employ of the Board and who returns to the service of the Board within six (6) months of such separation shall, upon return, be credited with all past seniority accumulated prior to the separation date. Such employee shall be subject to the probationary period as specified in paragraph one of this Article.

Any employee moving from a twelve (12) month position to a ten (10) month position will not suffer any loss of accrued personal leave, accumulated sick leave, vacation time or seniority. Said employee, will be entitled to all rights, wages and accrual of benefits consistent with a ten month position pursuant to this contract.

Full and part time employees who are laid off and who leave their address with the Superintendent's office shall have recall rights with respect to the position previously held if available, or to an opening similar to the position previously held for a period of one (1) year from the date of layoff. An employee who declines a recall offer relinquishes any further recall rights. An employee will be recalled based upon her/his seniority with the most senior laid off employee being recalled first. Laid off employees who are eligible for recall will be notified by certified mail of the position(s) available. The recalled employee will have five (5) days to respond from the date of the recall notification letter.

Between September 1 and November 1 of each year, at the request of the Union President, a complete list of all personnel in the bargaining unit shall be provided to the Union President which shall indicate the name of each employee and the date of employment used for determining continuous length of service working twenty (20) hours or more per week for the Board.

ARTICLE 16

WORKING OUT OF CLASSIFICATION

Clerical personnel may be directed by administration to perform any and all tasks of a clerical nature in any location within the school system with no additional remuneration beyond their normal hourly rate of pay.

In the event a Paraprofessional, who is qualified by state law to serve as a substitute teacher or has been granted a waiver by the State of Connecticut, is assigned to such substitute duty, he/she shall be paid his/her regular hourly rate and an additional \$7 for each class period or forty-five (45) minutes in the assignment, whichever is shorter, or the regular substitute teacher rate, whichever is higher.

In the event a Paraprofessional agrees to provide coverage for a certified staff member for no more than three (3) hours per day, he/she shall be paid his/her regular hourly rate and an additional \$7 for each class period or forty-five (45) minutes in the assignment, whichever is shorter.

The Board may assign another member of the bargaining unit to such substitute duty, provided he/she meets the above qualifications and a qualified Paraprofessional is not available or the assignment to substitute duty of such Paraprofessional would be educationally or administratively disruptive. Upon recommendation from the school administrator to the Superintendent, the District may apply to the Connecticut Department of Education to secure waivers for Paraprofessionals, who do not currently hold a Bachelor degree and would like to serve as a substitute teacher for the following school year.

ARTICLE 17 **TRANSFERS**

When it is necessary or desirable to transfer a bargaining unit member, including part-timers, from one school to another, the notice of transfer shall be given in writing with reason(s) to the bargaining unit member involved as soon as practicable and under normal circumstances not later than the last day of school, if the transfer is to take place in the next school year. Notification of transfer may occur during the summer if circumstances arise which necessitate the change. In that event the bargaining unit member will be notified in writing as soon as practicable which notice shall state the reason or reasons for such change.

An employee who has successfully completed the probationary period and who requests a transfer shall only be required to submit an abbreviated application together with names of references.

ARTICLE 18 **INSURANCE**

A. The Board shall provide for each eligible employee and family the following insurance plan, as set forth below:

Anthem Lumenos Health Savings Account, the benefit levels of which are as follows:

Annual Deductible Responsibility	\$1,500 Individual coverage \$3,000 Family coverage
Annual Out-of-Pocket Maximum In-Network Providers	\$1,500 Individual coverage \$3,000 Family coverage
Annual Out-of-Pocket Maximum Out-of-Network Providers	\$3,000 Individual coverage \$6,000 Family coverage

Board of Education Annual Contribution	50% of the in-network plan deductible Payment to be made by the end of the second work day at the start of the school year.
Coinsurance	In-Network – 0% Out-of-Network – 80/20%
Preventive Care Services	In-Network – No cost Out-of-Network – Subject to Deductible & Coinsurance

B. Flex Dental:

- 100% for Preventive Services (i.e., oral exams, cleaning of teeth, etc.)
- 85% for General Services (i.e., fillings, extractions, etc.)
- 50% for Prosthetic Services (i.e., bridges, dentures, crowns, etc.)

Deductible: \$50 single, \$150 family applied to type 2 and 3 only. Calendar year max: \$ 1,000

C. Dependent children covered for medical to age 26/dental to age 19, age 23 if full-time student.

Dependent children are covered for Medical/Rx to age 26. The Affordable Care Act requires plans and issuers that offer dependent medical/prescription coverage to make the coverage available until a child reaches the age of 26. Children qualify for this coverage, regardless of (1) financial dependency; (2) residency; (3) student status; (4) employment; (5) eligibility for other coverage; or (6) any combination of these factors. This rule applies to all plans in the individual market and to employer plans. Connecticut PA 11-58, recently enacted, provides that dependents that turn 26 terminate from the medical plan on the next plan anniversary date. For example, for a dependent that attains age 26 on 09/15/2011, his/her coverage will terminate as of 07/01/2012. This law does not apply to the dental plan.

D. Each employee shall receive Group Life Insurance of \$30,000 or such value as based on the terms of the group policy. Employees have the option to purchase additional insurance coverage, at their own expense, if allowed to do so by the carrier.

E. It is understood that the Board may change insurance carriers. Such change in carrier shall not result in a reduction of benefits listed in this Article. Prior to any change in insurance carriers, the Board shall obtain a comparative analysis of the policies in question. The Board shall supply a copy of the analysis to the Union.

F. An employee may, upon execution of a waiver agreement, decline to accept the Board Blue Cross and Blue Shield insurance package. An employee declining these benefits shall receive a lump sum payment of \$1,200 or 50% of the cost of the premium, whichever is less. The availability of this benefit and the reinstatement of any insurance benefits are subject to the terms of the Board's insurance policies prevailing at the time the employee seeks a waiver or reinstatement and is contingent upon no additional cost being assessed against the Board above the normal group rate for employee's reinstatement. In the event that such additional costs for reinstatement exist, such costs shall be borne by an employee wishing to re-enroll. At no time shall the Board be deemed a self-insurer under this subsection.

G. As a condition of receiving any fringe benefits under this Article, all employees will execute appropriate payroll authorization cards for this purpose and contribute the following:

2021-2022	9%
2022-2023	10%
2023-2024	11%

H. The insurance plan shall be provided for so long as the insurance vendor continues to allow it to be offered.

I. As a health enhancement initiative, eligible employees enrolled in the Board's insurance plan may elect to have an annual age-appropriate preventive physical exam and biometric testing as deemed appropriate by their physician. The result of the medical screenings will remain confidential and will not be shared with the Board without an employee's express authorization. Employees who meet this annual requirement, as evidenced by submission of the district's Physician Attestation Form by December 31, will be entitled to a one percent (1%) premium contribution discount toward the cost of their insurance coverage for which the contract currently provides. For example, an employee, who submits the district Form by December 31, 2016, will be eligible for the discount July 1, 2017. The employee will not be charged for such physical and biometric testing if such testing occurs as part of the employee's annual wellness visit.

J. The Patient Protection and Affordable Care Act ("PPACA") provides under the Internal Revenue Code (IRC) §4980I for the imposition of an excise tax related to employer provided health insurance plans that exceed certain value thresholds. Should any Federal statute or regulation pertaining to IRC §4980I be mandated to take effect at any time during the life of this Agreement, triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations in accordance with the Municipal Employee Relation Act (MERA). During such mid-term negotiations, the parties will reopen Article 18 for the purpose of addressing the impact of the excise tax and seeking to avoid the imposition of any excise tax. No other provision of the contract shall be reopened during such mid-term negotiations.

ARTICLE 19
UNION SECURITY

All members of the bargaining unit have the choice whether to join the Union and pay a membership fee to the Union in the amounts determined by the Union. . Objection to this section by any non-association member may be appealed in writing to CSEA LOCAL 2001, SEIU for review.

Upon receipt of an individually signed written authorization form from a member of the bargaining unit, the Board agrees to deduct the appropriate fee bi-monthly from earned wages and remit the same, as well as an initiation fee, if applicable, to the CSEA LOCAL, 2001, SEIU, at its current address. Prior to the beginning of each school year, the Board agrees to provide the Union, by electronic mail, the names, addresses, telephone numbers, job titles, rates of pay, dues/PAC paid or not paid and the reason why, if known (e.g., unpaid FMLA), worksite and hours worked of current bargaining unit members if such information is available. If the Union provides an alternative means of providing such information (e.g., form, secure website), the Board shall use reasonable efforts to utilize the alternative means. A list of new employees and the above information will be provided by electronic mail monthly. CSEA LOCAL 2001, SEIU, agrees to indemnify and hold the Board harmless against any and all claims, demands, suits or other forms of liability, including the reasonable fees of the Board's attorney, incurred as a result of or in connection with any proceeding brought by any employee or by any union which may, or does in fact arise out of or by reason of action or inaction by the Board in Connecticut with compliance with the provisions of this Article.

The Board further agrees to deduct from the pay of any employee who voluntarily authorizes in writing such deductions to a Political Action Organization Fund deduction in whatever amount the employee voluntarily authorizes per pay period.

A maximum of five (5) days total paid Union Business Leave (UBL) shall be made available for officers and stewards, collectively, for the purpose of attending conventions, professional development opportunities, providing testimonial at legislative and/or State hearings, or to perform some other Union-related work or activities. The Union shall submit a request for such leave five (5) days in advance and it will be granted subject to scheduling needs and the availability of substitute coverage.

A maximum of five (5) days total paid Union Business Leave (UBL) shall be made available for officers and stewards, collectively, for the purpose of attending conventions, professional development opportunities, providing testimonial at legislative and/or State hearings, or to perform some other Union-related work or activities. The Union shall submit a request for such leave five (5) days in advance and it will be granted subject to scheduling needs and the availability of substitute coverage.

ARTICLE 20
PENSION

All eligible members of this bargaining unit, except as set forth below, may participate in the pension plan provided for them and employees of the Town of Stafford in accordance with the terms of the pension plan in effect as of the date this contract is signed. For the period of time that the Town of Stafford Pension Plan remains in effect, as it exists now and as negotiated in the future, it will continue to be offered to employees hired prior to May 1, 2016.

Full-time employees hired on or after May 1, 2016, shall not be eligible to participate in the Town of Stafford pension plan. Rather, these employees will be offered a defined contribution plan. The Town will match fifty percent (50%) of an employee's contributions during the fiscal/plan year up to a maximum of six percent (6%) of the employee's base pay.

ARTICLE 21
NOTICE OF VACANCIES

Postings for vacancies shall be emailed to all CSEA members during the school year and will be posted on the district web site. During July and August, vacancies will be posted on the district website by the close of business every Friday.

Employees may request a transfer and will be interviewed for any vacant or newly created position within the school system for which they are qualified. Employees will be informed in writing as to the reason(s) for not being selected.

ARTICLE 22
LEAVES WITHOUT PAY

Leaves of absence without pay, requested by employees, including part-timers, may be granted by the Superintendent. Application for such leave of absence must be made in writing, stating the reason for the request and the length of time desired.

Any person granted leave without pay in excess of two months may retain all insurance benefits at group rates at his/her own expense for the duration of the leave provided this is permitted within the guidelines of the insurance carrier, COBRA, and FMLA.

An employee granted FMLA leave will be reinstated to his/her former position in accordance with the provisions of the FMLA statute.

Any employee granted a leave without pay will be offered a position (i.e., position in the same class, with the same pay and retention of seniority up to the date of leave) when he/she returns to work at the approved time.

ARTICLE 23
SUBSTITUTES

An employee substituting for an employee of a higher classification shall be paid at Step One of that classification, or the lowest step rate of pay in that classification that constitutes a raise for that employee. Selection of the substitute for the higher paying class level employee shall be made at the discretion of the Superintendent. Outside applicants may be sought for a substitute position when, in the opinion of the Superintendent or his/her designee, there is no acceptable internal applicant.

A ten (10) month employee substituting for a twelve (12) month employee for an assignment of more than six (6) months shall receive the same fringe benefits as a twelve (12) month employee. "Fringe benefits" refer to sick days, personal days and paid holidays.

If a part-time employee chooses to apply to substitute in a full-time position, which is currently held by an employee out on leave, the former is not entitled to personal time, vacation time, holidays or medical/dental benefits as outlined in the contract. The part-time employee is, however, entitled to overtime, if working more than 40 hours per week.

Any employee (part-time or full-time) that has been working as a substitute in an open full-time position or a full-time position currently held by a full-time employee out on leave, and is hired into that position, he/she will receive fringe benefits (excluding insurance and holidays), retroactive to date of hire as a substitute if the current employee vacates his/her position.

If a part-time employee chooses to substitute for an open part-time or full-time position, he/she may be assigned to the position for no more than 15 days.

ARTICLE 24
UNIFORMS-EQUIPMENT

- A. The Board will attempt to provide appropriate tools for all custodial staff in each building.
- B. The Board will provide five (5) sets of uniforms for custodial employees. The employees will be responsible for maintaining the uniforms and can turn in uniforms that have excessive wear or damage from normal use. Custodial employees shall be required to wear uniforms that have been mutually selected by employee and Board representatives, as a condition of employment. However, the Board will make the final decision as long as an attempt has been made to meet employee concerns regarding the uniforms.
- C. Each school year, cafeteria workers will receive a reimbursement of up to one-hundred dollars (\$100) for work shoes that meet Food Service Department criteria. Reimbursement will be made upon submission of proof of purchase to the Food Service Department.

ARTICLE 25
SICK LEAVE BANK

- A. Each member of the Union shall be permitted to contribute up to two (2) days from his/her sick leave accumulation reserve each school year to a "Sick Leave Bank," which shall be established to aid members who suffer prolonged illness and whose sick leave accumulation has been exhausted. The bank shall be built up to a maximum of 300 days. No more days shall be added until the bank is depleted to 150 days. Then the bank shall be built up again using the same process. A new employee, following the completion of one (1) year of employment, will be allowed to contribute up to two (2) days of sick leave regardless of whether the sick leave bank has attained the maximum number of days. Any employee who chose not to belong to the sick leave bank may within the first thirty (30) days after implementation of this contract only, choose to contribute two (2) days of sick leave to the "Sick Leave Bank" and become a participating member. This same thirty (30) day period will remain as a window to join the bank for the first thirty (30) day period of each successor agreement. The 300 day maximum will just be waived to include any of these contributions related to the thirty (30) day window.
- B. Any contributing member requesting sick leave bank time shall, upon written application along with a completed doctor's form to the Superintendent and sick bank committee, be permitted to draw from the sick bank, if approved.
- C. Anyone eligible to contribute time to the sick bank and who does so in the same fiscal year for which the employee requests to draw from the bank (unless precluded from contributing because of illness) will be eligible to draw the number of days they are entitled to each year as stipulated.
1. If the member donated one (1) day to the sick bank, they are entitled to draw up to fifteen (15) days from the reserve.
 2. If the member donated two (2) days to the sick bank, they are entitled to draw up to thirty (30) days from the reserve.
- D. The following conditions shall apply:
1. A person must be employed by the Board of Education for a period of one (1) year before being eligible to participate in the sick leave bank.
 2. If the sick leave bank has attained the maximum number of days and an employee has not contributed to the sick leave bank, these non-participating employees (except new employees as stated above) will be excluded from participation until such time as the bank must be replenished.
 3. Additions to the sick bank shall be made at the beginning of the school year.

4. A person who withdraws membership from the bank will not be able to recover donated days.
 5. Persons withdrawing sick leave days from the bank will replace two days to the bank, from the following year's accrual unless only one day has been used. In such cases where only one day is used the employee will only be required to replace one day.
 6. Sick leave shall mean the leave which a staff member has for that year, plus his/her accumulation of previous years.
 7. Regardless of how many times the member applies to the sick leave bank per year, he/she will receive only the amount days allowed per year.
- E. While drawing time from the sick bank, no one will be allowed to return to work, for any reason, in the system.
- F. The Union shall be represented in the review of sick bank applicants by a committee of no more than four (4) Union members. It is understood that the Superintendent, who makes the final decision, will consider the input of the Union members.
- G. Any issues or disputes arising from the interpretation or application of the provisions of this article shall not be subject to the grievance procedure contained in Article IV.
- H. To be eligible to withdraw days from the sick leave bank an employee must be out of work for at least 15 days as supported by a doctor's written verification.

ARTICLE 26 **DISCIPLINE**

No member of the bargaining unit will be disciplined except for just cause. Grievances concerning demotion, suspension, or dismissal will be submitted directly to the Superintendent.

ARTICLE 27 **NON-DISCRIMINATION**

The District shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, sex, religion or creed, age, sexual orientation, gender identity or expression, marital status, familial status, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability or any other legally protected class. Because of the remedies afforded through law, an alleged violation of this provision shall not be the basis of a grievance as described in Article IV, Grievance Procedure.

ARTICLE 28
PERSONNEL FILE

There shall be only one official personnel file. No material may be placed in the personnel file without the employee viewing the material and without the employee's or a Union designee's signature. The employee's signature signifies that the employee has seen the material and not that the employee agrees with the material being placed in the file. If the employee refuses to sign the material, then the Chapter President or Steward will sign for the employee. (A Union Steward is a person designated by the Union to represent any employees covered by this agreement.) Every employee will have the right to submit a rebuttal letter to any material placed in his/her personnel file and that rebuttal will be attached to any specific material that is being addressed by the rebuttal.

ARTICLE 29
IN-SERVICE

- A. The Board recognizes the value of in-service training for non-certified staff and will provide training as determined by the administration, within the financial resources available. Attendance by all non-certified staff at mandated training is required (i.e. bloodborne pathogens, suicide prevention, etc.). Non-certified staff will be paid their regular wages for attendance at this mandated training.

- B. In addition to school days, ten (10) month employees shall work an additional day of convocation, and in-service full day trainings, to equal a total of 184 days/year, as determined by the Superintendent or his/her designee. Professional development activities will be planned for Paraprofessionals during the aforementioned additional days for in-service training. Professional development activities may or may not be planned for ten (10) month custodians, cafeteria staff, and secretaries. If professional development activities are not planned, ten (10) month custodians, cafeteria staff, and secretaries will work their regular hours as determined by their supervisor, Administration, or the Superintendent or his/her designee.

- C. Head Start and the National Association for the Education of Young Children require all Paraprofessionals involved in pre-kindergarten and kindergarten classrooms/programs, in addition to a high school diploma or its equivalent, to either have in hand, or be enrolled in, a program leading to a Child Development Associate (CDA) certificate or an Associate's degree in early childhood or a related field of study within six months of being hired. Moreover, the CDA or Associate's degree must be completed within two years of date of hire.

The total cost of the CDA courses, required textbook, and assessment will be reimbursed by the Stafford Board of Education up to a maximum value of \$1,500 for those Paraprofessionals, who do not have a CDA or an Associate's degree in early childhood or a related field of study and are assigned to pre-kindergarten and kindergarten classrooms/programs. The Stafford Board of Education will reimburse these fees upon receipt of proof of payment and a copy of the valid CDA certificate. In order to be

reimbursed for the cost of the CDA course, textbook, credential application and assessment, the employee must submit proof of successful completion of the assessment and proof of payment for the course and textbook purchase to the Superintendent. It is understood that the CDA coursework will be taken outside of normal work hours. Paraprofessionals will be compensated for the course, but not for the hours spent taking the course. At times there might be scholarship funds available to the district from outside grants from which the Board may elect to provide advance reimbursement for the CDA course and textbook for those Paraprofessionals assigned to pre-kindergarten and kindergarten classrooms/programs who do not have a CDA or an Associate's degree in early childhood or a related field of study. In this case, the Paraprofessional will be required to reimburse the district if he/she does not complete the program within the required time limit set by the CDA course provider or does not successfully complete the assessment. It is understood that prior to the Paraprofessional accepting these scholarship funds, the Paraprofessional must sign an agreement with the district that should the CDA course not be completed within the required time limit set by the CDA course provider or the Paraprofessional fails the CDA assessment, the Paraprofessional authorizes the district to make wage deductions from the Paraprofessional's salary until the full amount of the scholarship is remitted.

For all Paraprofessionals who already have a CDA or an Associate's degree and are assigned to pre-kindergarten and kindergarten classrooms/programs, the ongoing responsibility to maintain the CDA will be met during the a mandated in-service training as specified in Section B of this Article. For Paraprofessionals in these classrooms/programs, in-service on the professional development day will be specific to CDA/early childhood program topics. If up to an hour more of training is necessary to comply with CDA training regulations, such in-service will be scheduled at the Superintendent's discretion and might involve time before or after the normal work day. Paraprofessionals in these programs will be paid their regular wages for this additional mandated training time. The cost of the on-line CDA renewal application packet and renewal fee, up to a maximum value of \$120, for all Paraprofessionals who are assigned to pre-kindergarten and kindergarten classrooms/programs at the required time for CDA renewal will be reimbursed by the Board of Education upon receipt of proof of payment and a copy of the renewed CDA certificate. All other renewal requirements are the sole responsibility of the Paraprofessional.

Should an employee choose to move to a position outside PK/K and then choose to return to a position in those grade levels, the cost of re-certification will be borne by the employee.

The Board will provide CDA-related reference materials maintained in a professional library in one or more of the school buildings.

ARTICLE 30
SALARY

Classifications

A1	PAYMASTER
A	BOOKKEEPERS/CLERKS
B2	EXECUTIVE SECRETARIES
B1	ADMINISTRATIVE SECRETARIES
B	SECRETARIES
C	PARAPROFESSIONALS
DM	MAINTENANCE WORKER
DH	HEAD CUSTODIAN(S)
DD	DAY CUSTODIANS
DN	SPLIT SHIFT-NIGHT/DAY CUSTODIANS - 12-month custodians who work nights (beyond 6:30 pm during school year, days during summer)
EH	HEAD COOKS
EHA	HEAD COOK ASSISTANT
EK	CAFETERIA WORKERS

2021-2022 – Effective July 1, 2021:

All employees eligible for step movement shall move one step.
For all classifications except EH, EHA and EK, employees on Step 11 and those employees off step shall receive a 2.0% general wage increase.
Classifications EH and EHA shall receive an increase of \$0.50 to all steps and all employees eligible for step movement shall move one step.
Classification EK shall receive an increase of \$0.75 to all steps and all employees eligible for step movement shall move one step.

2022-2023 – Effective July 1, 2022:

All classifications except EH, EHA and EK – 2.5% GWI and step movement.
Classifications EH and EHA shall receive an increase of \$0.50 to all steps and all employees eligible for step movement shall move one step.
Classification EK shall receive an increase of \$0.75 to all steps and all employees eligible for step movement shall move one step.

2023-2024 – Effective June 1st, 2023 and through June 30, 2024:

All classifications except EH, EHA and EK – 2.5% GWI and step movement.
Classifications EH and EHA shall receive an increase of \$0.50 to all steps and all employees eligible for step movement shall move one step.
Classification EK shall receive an increase of \$0.75 to all steps and all employees eligible for step movement shall move one step.

Step Advancement

On July 1st, a full or part-time twelve (12) month employee who has completed at least six months of active employment shall receive a normal step increment, unless otherwise specified in Article 30.

On July 1st, a full or part time ten (10) month employee who has completed at least 90 school days of active employment shall receive a normal step increment, unless otherwise specified in Article 30.

Any employee transferred from one classification to another shall be placed on the appropriate step of the new classification according to their years of service with the Board of Education.

Employees at the top step or off the salary chart as of the commencement of the contract shall receive only the negotiated general wage increase.

An employee who works in his/her regular job classification during the summer recess will be paid at his/her regular wage rate.

Members hired beginning July 1, 2021, may be placed on a step other than step 1, based on their years of work experience. The Superintendent may equate related work experience, with two years of related experience being equal to one year on the salary chart. There shall be a maximum of four (4) step advancements on the salary schedule (based on eight (8) years of related work experience). New hires will not be placed on a step higher than an incumbent staff member with the same work experience.

Salary Schedule

The salary schedules are set forth on Appendix A.

All bargaining unit employees shall be paid by direct deposit, records of which will be made available electronically.

Service Recognition

Effective July 1, 2022, a service recognition payment shall be given to an employee in accordance with the schedule below, provided such employee has reached top step and has completed the noted length of continuous service with the Board. Length of continuous service will be based on an employee's anniversary date of permanent full-time employment. Such service recognition will not become part of the base hourly rate or base salary. Said service recognition payment shall be payable in the first pay period following the employee's anniversary date of permanent full-time employment.

Years 10 – 14 will receive \$200
Years 15 – 19 will receive \$300
Years 20+ will receive \$500

ARTICLE 31
TUITION REIMBURSEMENT

In order to provide continuing assistance to the staff for professional improvement and/or renewal and updating of skills beyond normal certification requirements, the Board will reimburse an employee for the successful completion of up to three (3) courses per year at the rate of one hundred dollars (\$100.00) per credit awarded by an accredited institution in a planned program.

Reimbursement will be paid only if: (1) the employee obtains prior written approval of the Superintendent of Schools for the proposed program of studies, which must be offered by a regionally accredited college or university; (2) the employee obtains a grade of B- (or its equivalent) or better, except in pass/fail courses (where a pass is acceptable); (3) the employee has submitted his/her request for approval to the Superintendent, together with anticipated tuition costs, by February 1 of the fiscal year preceding the fiscal year in which he/she plans to seek tuition reimbursement; and (4) the employee submits written evidence of such completion of the course to the Superintendent in August or January.

ARTICLE 32
EMPLOYEE EVALUATION PROGRAM

Any formal evaluation of an employee's work performance shall be in writing. A copy of this report shall be given to and discussed with the employee by the supervisor who prepared the evaluation. Such report shall then be placed in the employee's personnel file for future reference. However, the formal evaluation report shall not be used to discipline the employee or to withhold any negotiated salary increase under the collective bargaining agreement.

ARTICLE 33
RESIGNATIONS

Written notice of resignation shall be filed with the Superintendent at least two (2) weeks in advance of separation. This notice should include a statement of the reasons for such action. An Employee who resigns between September 1 and June 30 shall be paid for any earned vacation time, which has not been taken by the date of termination. In the event of a resignation or retirement during the months of July or August, the employee will be compensated for vacation time earned the previous fiscal year. However, such an employee will not be compensated (i.e. paid out) for any remaining carryover days. For example, an employee with 11+ years of service will not be paid out more than 20 days. In the event an employee's extreme circumstance necessitates his/her retirement or resignation during the months of July and August, at the

Superintendent's discretion, the employee may be compensated for the carryover vacation days from the previous year. Any Employee of this bargaining unit who leaves the employ of the Board and who returns to the service of the Board within six (6) months of such separation shall, upon return, be credited with all past seniority accumulated prior to the separation date.

ARTICLE 34
PROTECTION OF EMPLOYEES

- A. Employees shall report immediately in writing to their principal all cases of assault suffered by them in conjunction with their employment. Whenever an employee has personal effects torn or broken when assaulted in performing his/her duties, the Board shall compensate the employee for that loss.

- B. The Board recognizes its obligation under C.G.S. §10-235. The Board reserves the right to require medical documentation or an examination of the employee by the Board's attending physician, at the Board's expense, as a condition of payment of the full salary for the period of any such absence resulting from assault in conjunction with their employment.

- C. Whenever an employee is absent from school as a result of personal injury caused by an assault or accident arising out of and in the course of his/her employment, he/she shall be paid his/her full salary for the period of such absence without having such absence charged to his/her annual or accumulated sick leave. Any amount of salary payable pursuant to this section shall be reduced by the amount of any Worker's Compensation award for temporary disability due to the said assault or accident injury for the period for which such salary is paid.

ARTICLE 35
DURATION

The terms of this contract shall be from July 1, 2021 through June 30, 2024.

STAFFORD BOARD OF EDUCATION

_____, 2021

By: Sonya Shegogue
Sonya Shegogue, Chairperson

CSEA, SEIU LOCAL 2001

6/28/ 2021

By: Julius Preston
Julius Preston, Staff Representative
CSEA, SEIU LOCAL 2001

6/30 , 2021

By: Lynn Butler
Lynn Butler, Co-President

6/29/ 2021

By: Joann Milikowski
Joann Milikowski, Co-President

Appendix A- Salary Schedule

7-1-2021 to 6-30-2022 Salary Schedule													
Step	A1	A	B2	B1	B	C	DM	DH	DD	DN	EH	EHA	EK
1	21.38	20.48	18.99	17.53	15.63	14.56	17.77	16.62	15.38	15.55	14.81	14.04	13.51
2	21.81	20.88	19.33	17.87	15.94	14.85	18.11	16.95	15.67	15.87	15.09	14.31	13.78
3	22.23	21.29	19.68	18.23	16.25	15.15	18.44	17.29	15.99	16.18	15.36	14.58	14.03
4	22.69	21.71	20.05	18.59	16.58	15.45	18.79	17.64	16.31	16.50	15.65	14.85	14.30
5	23.15	22.15	20.43	18.97	16.92	15.75	19.14	17.98	16.64	16.83	15.95	15.14	14.57
6	23.62	22.61	20.80	19.34	17.26	16.06	19.51	18.35	16.97	17.16	16.25	15.43	14.85
7	24.09	23.06	21.18	19.73	17.61	16.38	19.87	18.71	17.31	17.52	16.55	15.72	15.14
8	24.56	23.51	21.59	20.12	17.96	16.70	20.24	19.07	17.66	17.87	16.85	16.00	15.40
9	25.04	23.97	21.98	20.53	18.32	17.03	20.62	19.46	18.02	18.23	17.17	16.31	15.70
10	25.54	24.46	22.40	20.94	18.69	17.37	21.00	19.85	18.36	18.58	17.49	16.63	16.01
11	26.06	24.95	22.82	21.36	19.06	17.70	21.41	20.26	18.73	18.95	17.81	16.94	16.31
Off-Step	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%

7-1-2022 to 5-31-2023 Salary Schedule													
Step	A1	A	B2	B1	B	C	DM	DH	DD	DN	EH	EHA	EK
1	21.91	20.99	19.46	17.97	16.02	14.92	18.21	17.04	15.76	15.94	15.31	14.54	14.26
2	22.36	21.40	19.81	18.32	16.34	15.22	18.56	17.37	16.06	16.27	15.59	14.81	14.53
3	22.79	21.82	20.17	18.69	16.66	15.53	18.90	17.72	16.39	16.58	15.86	15.08	14.78
4	23.26	22.25	20.55	19.05	16.99	15.84	19.26	18.08	16.72	16.91	16.15	15.35	15.05
5	23.73	22.70	20.94	19.44	17.34	16.14	19.62	18.43	17.06	17.25	16.45	15.64	15.32
6	24.21	23.18	21.32	19.82	17.69	16.46	20.00	18.81	17.39	17.59	16.75	15.93	15.60
7	24.69	23.64	21.71	20.22	18.05	16.79	20.37	19.18	17.74	17.96	17.05	16.22	15.89
8	25.17	24.10	22.13	20.62	18.41	17.12	20.75	19.55	18.10	18.32	17.35	16.50	16.15
9	25.67	24.57	22.53	21.04	18.78	17.46	21.14	19.95	18.47	18.69	17.67	16.81	16.45
10	26.18	25.07	22.96	21.46	19.16	17.80	21.53	20.35	18.82	19.04	17.99	17.13	16.76
11	26.71	25.57	23.39	21.89	19.54	18.14	21.95	20.77	19.20	19.42	18.31	17.44	17.06
Off-Step	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%

6-1-2023 to 6-30-2024 Salary Schedule													
Step	A1	A	B2	B1	B	C	DM	DH	DD	DN	EH	EHA	EK
1	22.46	21.52	19.95	18.42	16.42	15.30	18.67	17.46	16.16	16.34	15.81	15.04	15.01
2	22.91	21.94	20.31	18.77	16.75	15.60	19.03	17.81	16.46	16.67	16.09	15.31	15.28
3	23.36	22.37	20.68	19.15	17.07	15.92	19.37	18.17	16.80	17.00	16.36	15.58	15.53
4	23.84	22.81	21.07	19.53	17.42	16.23	19.74	18.53	17.14	17.34	16.65	15.85	15.80
5	24.32	23.27	21.46	19.93	17.78	16.55	20.11	18.89	17.48	17.68	16.95	16.14	16.07
6	24.82	23.75	21.85	20.32	18.13	16.87	20.50	19.28	17.83	18.03	17.25	16.43	16.35
7	25.31	24.23	22.25	20.73	18.50	17.21	20.88	19.66	18.19	18.41	17.55	16.72	16.64
8	25.80	24.70	22.68	21.14	18.87	17.55	21.26	20.04	18.55	18.77	17.85	17.00	16.90
9	26.31	25.18	23.09	21.57	19.25	17.89	21.66	20.45	18.93	19.15	18.17	17.31	17.20
10	26.83	25.70	23.53	22.00	19.64	18.25	22.06	20.85	19.29	19.52	18.49	17.63	17.51
11	27.38	26.21	23.98	22.44	20.02	18.60	22.49	21.29	19.68	19.91	18.81	17.94	17.81
Off-Step	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%