

WORKING AGREEMENT

BETWEEN

**REGIONAL SCHOOL DISTRICT NO. 4 BOARD OF EDUCATION
(DEEP RIVER)**

and

**LOCAL 1303-086 OF COUNCIL #4
AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO**

(CUSTODIANS)

July 1, 2018 - June 30, 2021

8/27/18
6879455v2

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**WORKING AGREEMENT
BETWEEN
BOARD OF EDUCATION REGIONAL SCHOOL DISTRICT #4 and
LOCAL 1303 OF COUNCIL #4
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO**

This Agreement is entered into by and between the Regional School District #4 Board of Education, hereinafter referred to as the "Employer" and Local 1303-086 of Council #4, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union."

**ARTICLE 1
RECOGNITION**

The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining on all matters of wages, hours of employment and other conditions of employment for all full-time employees. Full-time employees shall be defined to mean those employees employed for twenty five (25) hours a week or more, doing Custodial and Repair and Maintenance work. (There shall also be excluded the Director of Facilities, summer and student employees, and all temporary replacements).

**ARTICLE 2
UNION SECURITY**

Section 2.0

All employees in the bargaining unit as defined in Article I above shall, thirty (30) days from the date of this Agreement or from the date of their employment by the Employer, either: (1) become and remain members of the Union in good standing in accordance with the Constitution and Bylaws of the Union, during the term of this Agreement or extensions thereof, as a condition of employment, or (2) authorize, in writing, a payroll deduction from their salaries each pay period, a service fee not to exceed the same amount deducted for union members, which sum shall be paid to the Union.

Section 2.1

Upon receipt of a signed authorization form from the employee involved, a copy of which is attached to this Agreement as Appendix A, the Employer shall deduct from the employee's pay, the first payroll of each month, such service fees and/or dues as the Union shall determine. The Union agrees to hold the Employer

harmless from all costs, liabilities, and damages arising from application or enforcement of this Article.

Section 2.2

The amount will be certified by a responsible Union officer in writing and may be raised or lowered by the Union at any time upon notification by said officer to the Employer.

Section 2.3

Deductions as provided in Sections 2.1 and 2.2 shall be remitted to the Council #4 office of the Union no later than thirty (30) days after such deductions have been made along with a list of employees from whom the deductions have been made.

Section 2.4

The employees agree, individually and collectively, that there shall be no strikes at any time during the term of this Agreement and/or during any extensions or renewals of this Agreement.

The Employer agrees that there will be no lockout of any of its employees during the life of this Agreement and/or during any extensions or renewals of this Agreement.

Section 2.5

At least one bulletin board shall be reserved at an accessible place in each building for the use of the Union for the posting of official Union notices or announcements.

Section 2.6

The Employer shall provide one copy of the contract to each employee upon request. New employees shall be supplied a copy of the contract at the time of hire. The Council #4 office shall be supplied with five (5) signed contracts at the time of signing.

Section 2.7

One Union officer shall be allowed to attend official Union conventions/conferences for eight (8) hours in a calendar year without loss of pay.

ARTICLE 3
SENIORITY

Section 3.0

The Employer shall prepare a list of employees showing their seniority in length of service and deliver the same to the Union on December 1st of each year. Unless the Union files a grievance concerning the list within thirty (30) days of receipt of same, the list will be presumed to be correct for all purposes of this contract, said grievance to be in writing. Upon completion of their probationary period, new employees shall be added to this list. Employees would not be eligible until the date they were employed to work on the basis of twenty-five (25) hours or more per week. Summer students and temporary help are excluded from the provisions in this paragraph.

Section 3.1

New employees shall serve a probationary period of ninety (90) working days, and shall not be subject to the just cause standard, and shall have no seniority rights nor any grievance rights during this period, but shall be subject to all other provisions of this Agreement. Upon mutual agreement of the Superintendent and/or his/her designee and the Union, the probationary period may be extended up to one hundred twenty (120) working days. All employees who have completed the probationary period shall acquire length of service records as of the date of their employment.

Section 3.2

- a) All vacancies and new positions shall be posted for a period of seven (7) days on bulletin boards to be provided for such purpose, prior to any action taken by the Employer to fill such vacancies or new positions. Employees wishing to be considered for assignment to such vacancies or new positions may personally or through their Steward submit their request to their supervisor. Assignment of employees between the high school and junior high school may be made by the Employer when it is deemed in the best interest of the District.
- b) Copies of the job posting and a list of the persons bidding for the job shall be sent to the Union Secretary at the end of the posting period.
- c) The Employer shall notify bargaining unit applicants by letter when a vacancy is filled.

Section 3.3

All vacancies shall be filled within thirty (30) working days of the date of an employee vacating a position or of the establishment of a new position, or as soon as is reasonably practicable in the best interests of the district, provided qualified applicants are available.

- a) The Board shall appoint the best qualified applicant, considering skill, ability, experience and seniority, to the vacant position. If an employee within the bargaining unit and an outside applicant are, in the opinion of the Superintendent, equally qualified, then the Board shall appoint the employee within the bargaining unit to the vacant position.
- b) The person appointed to the vacancy or new position and the Union Secretary shall be notified in writing of the appointment. All such appointments shall be made not later than thirty (30) days after posting period.

Section 3.4

When an employee is retained in a promotional position for a period of sixty (60) workdays, then s/he shall be considered qualified and allocated to said position, if the position continues to exist; otherwise, s/he shall return to her/his former position or an equivalent position.

Section 3.5

Layoffs shall take effect as follows:

- a) Part-time employees
- b) Probationary employees
- c) Within classifications, the employees with the least seniority first.
- d) The Superintendent shall give written notice to the Union and to all employees to be affected by any proposed layoff at least fourteen (14) calendar days before the effective date thereof.

Section 3.6

Laid-off full-time employees, within twelve (12) months of the date of their layoff, with the most seniority shall be rehired first, and no new employees shall be hired in these classifications until the above employees in those classifications have been given an opportunity to return to work. Five (5) days written notification to the last known address shall be sufficient notification. If no reply is received within ten (10) days after the mailing of notification as aforesaid, then all of the provisions of this Section shall have been deemed complied with. Returning employees, under the provisions of this Section, must return to work within thirty (30) calendar days from the date of the mailing of the notification.

- a) The provisions of Section 3.6 shall not apply to emergencies, the use of temporary help, or temporary replacements pending the return of any employee who has been recalled from a layoff.

Section 3.7

No students shall be used to replace laid-off custodians. Student employment under federal and/or state supplementary employment programs may be utilized but not to replace any custodians who have been laid off.

ARTICLE 4
HOURS OF WORK - OVERTIME & HOLIDAY PAY

Section 4.0

The basic workday shall be eight (8) hours a day, five (5) days a week, Monday through Friday, exclusive of lunch time. Employees shall take one-half (1/2) hour for a duty free lunch at a time designated by the building principal.

Section 4.1

Time and one-half shall be paid for:

- a) All work actually performed in excess of eight (8) hours in any one day, and forty (40) hours in one (1) week.
- b) All work actually performed on Saturday as such.

Section 4.2

Double time shall be paid for:

- a) All work performed on Sunday as such.
- b) All work performed on Holiday plus regular Holiday pay.

Section 4.3

- a) Full-time employees shall be given preference on all overtime assignments.
- b) All overtime work shall be divided as equally as possible among employees within the respective schools with weekend work given on a rotating basis, provided that the selected employee shall have the necessary skill and ability as determined by the Superintendent or his/her designee to perform the available work and its related responsibilities.
 - 1) Responsibility to work designated overtime will rest with the employee who is at the top of the overtime list until that employee works and overtime assignment. The employee shall not be moved to the bottom

of the overtime list until the employee has worked an overtime assignment.

- 2) An employee who is not on top of the overtime list but who works for an employee who is, the employee who worked the overtime will be moved to the bottom of the list and will not be required to work a weekend overtime assignment until all other employees have worked an overtime assignment, unless the employee volunteers for such overtime work, (i.e., employee A B C D: employee A and B are on top of the overtime list and refuse or unavailable for overtime and employee C works, employee C will then be moved to the bottom of the overtime list and the list for the next assignment will start with employee A B D then C. The following overtime is worked by employee A then the following assignment will begin with employee B D C then A ...).
- c) The Union may request a listing of overtime hours of all employees in the bargaining unit no more than once every three (3) months.
- d) Except in emergencies, the overtime rotation list will be posted no later than Wednesday morning each week. Employees must respond to such postings within 24 hours of the posting.

Section 4.4

An employee called in to work outside her/his regularly scheduled working hours, i.e. emergency situations, etc., excluding overtime assignments, shall be paid a minimum of two (2) hours; pay shall be at the rate of one and one-half times her/his regular hourly rate after the employee has completed forty (40) hours during that week. S/he shall be paid double her/his regular hourly rate if the call in is on Sunday and s/he has completed forty (40) hours during that week.

Section 4.5

If no full-time custodian accepts the opportunity of overtime assignments, outside help may be used or employees may be required to fulfill the overtime assignment.

Section 4.6

In the event schools are closed due to inclement weather, employees are expected to report to work as soon as safely possible. Employees must complete the full day upon arrival or request appropriate leave time or leave without pay, with notice and agreement with the employee's supervisors, for hours missed.

ARTICLE 5 **HOLIDAYS**

Section 5.0

- a) The following holidays shall be observed as days off with full pay when school is not in session:

New Year's Eve Day	Memorial Day	Thanksgiving Day and Friday following.
New Year's Day	Labor Day	Christmas Day and either the last workday before Christmas or the first workday after Christmas depending on whether or not school is in session
Martin Luther King Day	Independence Day	
President's Day	Veteran's Day	
Good Friday	Columbus Day	

- b) Any day declared a holiday by state or Federal decree or statute and school is not thereby in session.
- c) If school is in session on any of the above days, custodians shall report to work as on a regular day, but will be eligible for a day off with pay to be arranged with their Supervisor.

Section 5.1

- a) Holidays falling on Saturday shall be celebrated on the preceding Friday. If school is in session on the Friday preceding the holiday, said holiday shall be celebrated on a date designated at the discretion of the Superintendent or his/her designee.
- b) Holidays falling on Sunday shall be celebrated on the following Monday. If school is in session on the Monday following the holiday, said holiday shall be celebrated at a date designated at the discretion of the Superintendent or his/her designee.
- c) New Year's Eve Day shall be celebrated on Thursday when New Year's Day falls on Saturday.

New Year's Eve Day shall be celebrated on Friday when New Year's Day falls on Sunday.

Section 5.2

Whenever any of these holidays shall occur while an employee who has obtained a leave of absence for illness under Article 7 is out on sick leave, the employee shall accept the day as a holiday with no charge on sick leave.

Section 5.3

When a holiday occurs during a regular vacation, said holiday shall not be charged against the employee's earned vacation time, and the employee shall be given a day off at a time mutually agreeable to said employee and the Superintendent of Schools.

Section 5.4

An employee shall not be paid for a holiday if s/he fails to report for work on the regular scheduled workday prior to, or following, the holiday. This Section shall not apply if an employee is on authorized leave.

ARTICLE 6 **VACATIONS**

Section 6.0

Employees shall be given vacation at their base rate on the following basis:

- a) Employees shall accrue vacation days at the rate of .84 days per month from the date of hire until the subsequent July 1st. On each July 1st, each employee shall be entitled to ten (10) vacation days to be used during the next year.
- b) An employee who has completed five (5) years of service shall be entitled to a vacation of three (3) weeks annually.
- c) Beginning with the eleventh year, one additional vacation day per year shall be granted to a maximum of 20 days.
- d) Beginning with the twentieth year, one additional vacation day per year shall be granted to a maximum of 25 days.
- e) The fiscal year date of July 1, (7/1) will be used to determine the amount of vacation time due.

Section 6.1

The vacation period will be set by mutual agreement between the building administrator, Director of Facilities and the employees except that seniority shall

govern preference. Vacations may be taken at any time during the year so long as there is remaining staff to assume the duties and provided that there shall be at least one person on duty in each school during each shift when applicable. The Director of Facilities shall respond to all requests for vacation within five (5) business days of the request in order to facilitate vacation scheduling.

Section 6.2

- a) Pro-rata accumulated vacation pay shall be granted to an employee in the event s/he terminates her/his service, provided fourteen (14) days notice has been given in writing to the Employer.
- b) In the event of the death of an employee, her/his pro-rata accumulated vacation pay shall be paid to the beneficiary designated by such employee in writing on a form provided for this purpose that shall be retained in her/his folder.

Section 6.3

In the event of illness during an employee's vacation period, the employee shall be given an option of charging the sick days to her/his sick leave, by providing a doctor's certificate verifying illness.

Section 6.4

Vacations shall not be accumulative from year to year. Exceptions may be made upon request to the Superintendent or his/her designee.

ARTICLE 7 LEAVE

During the first year of employment (full-time), plus any additional time as may occur in between the completion of one (1) full year of continuous employment and the first day of the next calendar year, sick leave shall accumulate at the rate of one and one-quarter (1- 1/4) days per month. Thereafter, each employee shall be entitled to sick leave, at current base pay, of fifteen (15) days during a calendar year. For employees hired on or before July 1, 2007, sick leave that is not used shall be accumulated to the employee's credit up to two hundred (200) days. For employees hired after July 1, 2007, sick leave that is not used shall be accumulated to the employee's credit up to one hundred fifty (150) days. Each employee shall be notified of her/his accumulated sick leave by letter, at the beginning of each calendar year.

Section 7.0

Sick leave may be used in the following cases:

- a) Personal illness or physical incapacity due to illness or disability.
- b) Enforced quarantine of the employee in accordance with community health regulations.
- c) Doctor visits with documentation of same to be provided upon request of the Superintendent of Schools or his/her designee.

Section 7.1

For any absence or illness for more than three (3) consecutive workdays or in cases of suspected sick leave abuse, the Superintendent may require a doctor's certificate.

Section 7.2

Each employee shall be entitled to absence with full salary for a period of up to four (4) days for the death of a spouse, child or parents of the employee or any other member of the immediate family. Members of the immediate family include parents and grandparents, children, grandchildren, brothers and sisters of the employee and the employee's spouse and any relative who resides in the employee's household.

Section 7.3 - Injury Leave

Injury leave, as distinguished from sick leave, shall mean paid leave given to an employee due to absence from duty caused by an accident or injury that occurred while the employee was engaged in the performance of her/his duties. Any employee absent due to an injury incurred in the performance of her/his duties shall be paid her/his regular weekly wage until such time as s/he receives worker's compensation checks, at which time s/he shall then receive only the difference between the amount of the compensation check and the compensation s/he received from the Employer on the date of the injury. The employee shall reimburse the Employer for any sum paid up to that date by virtue of the worker's compensation checks. Such differential and full weekly payment shall be made for a period not to exceed twelve (12) months from the date of the accident.

Section 7.4

Military leave shall be granted in accordance with federal law. Copies of orders to active duty shall be provided to the Superintendent or his/her designee.

Section 7.5

Upon the death or retirement of any employee after having been employed by the Employer for a period of ten (10) years, said employee shall be entitled to reimbursement at the rate of twenty-five dollars (\$25.00) per day for any accumulated sick leave up to 100 days for a maximum of two thousand five hundred dollars (\$2,500.00).

Section 7.6

Each employee shall be permitted a maximum of three (3) school days in a contract year without loss of pay when absence from work is necessary and unavoidable for any of the following reasons:

- (a) illness in the immediate family (spouse, parent, child, sibling, grandparent or grandchild) of the employee or the employee's spouse or any other person who is domiciled in the employee's household;
- (b) formal religious observance of a holy day;
- (c) a legal transaction requiring employee's presence;
- (d) the marriage of the employee or as immediate family member (parent, child, sibling, grandparent or grandchild);
- (e) unforeseen emergencies beyond the employee's control (supporting documentation of such an emergency must be furnished upon request).

The urgent personal business shall be stated to the Department Head. Personal leave must be requested and approved by the Department Head at least twenty-four (24) hours in advance of the commencement of such leave unless an emergency prevents such notice.

ARTICLE 8 GRIEVANCE PROCEDURE

Section 8.0

For the purpose of this Agreement, the term "grievance" means a complaint by the Union or an employee that there has been an alleged violation, misinterpretation or misapplication of a specific provision of this Agreement.

Section 8.1

Any such grievance shall be settled in accordance with the following grievance procedure:

- a) Step 1 - The aggrieved employee and/or her/his steward or representative shall, within fifteen (15) working days of the occurrence, take up the

grievance matter with the Supervisor of Maintenance in an effort to get the grievance resolved immediately.

- b) Step 2 - If the grievance is not settled in the first step, the grievance will be reduced to writing within fifteen (15) working days of the conference with the Supervisor of Maintenance and submitted to the Superintendent of Schools. The Superintendent will adjust the grievance at once or give an answer to the Union in writing within fifteen (15) working days of receipt of the grievance.
- c) Step 3 – If the Union is not satisfied with the answer given by the Superintendent of Schools, only the Union may within fifteen (15) days of the answer from the Superintendent of Schools elect to submit the grievance to the State Board of Mediation and Arbitration to be resolved. In the event arbitration takes place, the answer shall be final and binding. The arbitrator shall have no authority to make any decision that violates, adds to, subtracts from, modifies, or amends in any way the terms of this Agreement. Any cost arising from arbitration shall be borne equally by both parties.

Section 8.2

The Employer shall allow the aggrieved employee(s) and a union representative or officer the necessary time off without loss of pay to resolve any such grievance(s) in accordance with those procedures as set forth in Section 8.1, Steps a-c.

Section 8.3

Failure by the grievant to submit a grievance at Step 1 of the grievance procedure within fifteen (15) working days of the date of the event giving rise to the grievance shall constitute waiver of the grievance. Failure by the grievant at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level. Failure of the Board at any level to respond to the grievance within the specified time limits shall allow the Union to proceed to the next step in the grievance procedure. By mutual agreement in writing, the parties may waive the time limits at any level of the grievance procedure.

ARTICLE 9 DISCIPLINARY ACTION

Section 9.0

No employee shall be discharged or otherwise disciplined without just cause.

Section 9.1

Disciplinary actions shall normally follow this order: (a) verbal warning, (b) written warning, (c) suspension, (d) discharge. Certain infractions may require immediate suspension or discharge.

Section 9.2

All disciplinary actions above, except in the case of an employee in his or her probationary period, may be subject to the grievance procedure.

**ARTICLE 10
WAGES**

Section 10.0

Wage scales and classifications shall be negotiated and made part of this Agreement as Appendix B.

Section 10.1

Employees required to work temporarily in a higher classification for more than one (1) day shall be paid at their step for the higher classification on the salary schedule for the duration of such assignment.

Section 10.2

Each employee hired on or before July 1, 2011 with ten (10) years of service shall receive a longevity payment of three hundred (\$300.00) dollars annually payable in a lump sum the first payroll period of December each year; and shall receive after fifteen (15) years of service a longevity payment of four hundred (\$400.00) dollars annually payable in a lump sum the first payment period of December of each year; and after twenty (20) years or more of service shall receive a longevity payment of five hundred (\$500.00) dollars annually payable in a lump sum the first payroll period of December of each year; and after twenty five (25) years or more of service shall receive a longevity payment of seven hundred and fifty (\$750) dollars payable in a lump sum the first payroll period of December of each year.

**ARTICLE 11
SAFETY AND HEALTH**

Section 11.0

A joint Safety Commission shall be formed by the Employer and one member of the Union, and said Commission shall meet from time to time to review and recommend safety and health conditions in all schools.

Section 11.1

Any required asbestos training shall be scheduled so as not to interfere with regular work hours. This Section refers to the mandatory two-hour training requirements only.

ARTICLE 12
INSURANCE AND PENSION

Section 12.0

The Employer shall provide insurance benefits to all employees who work 25 hours per week and their dependents in accordance with the attached Appendix C.

Section 12.1

All employees are covered under the provisions of the Connecticut Municipal Employees Retirement, Fund B.

Section 12.2

Prior to full retirement under MERS, employees who retire on or after June 30, 2011 shall be given the opportunity to continue to participate in one of the Health Insurance Plans offered under this Agreement at the employees expense and at 100% of the Board's group rate up and until Medicare eligibility. This option shall be offered to the employee one time only and must be elected as of the date of retirement. Such premiums shall be paid in advance by the retiree on a monthly basis. If the retiree fails to pay the monthly premium as required by the Board, the insurance shall be cancelled and shall not be renewable.

ARTICLE 13
SAVING CLAUSE

Section 13.0

If any section, sentence, clause or phrase of this Agreement shall be held for any reason to be inoperative, void or invalid, the validity of the remaining portion of this Agreement shall not be affected thereby, it being the intention of the parties in adopting this Agreement that no portion thereof, or provisions herein, shall become inoperative or fail by reason of the invalidity of any other portion or

provision, and the parties do hereby declare that it would have severally approved of and adopted the provisions contained herein, separately and apart from the others.

ARTICLE 14
MANAGEMENT RIGHTS

Section 14.0

The management and the conduct of the business of the schools and the direction of the working force are the right of the Employer. The Employer shall have the right, subject to the terms herein contained, to hire and layoff employees, to classify, assign, transfer, and promote them, to discipline or discharge them for cause, and in general, to maintain discipline, order and efficiency in the schools. The Employer reserves the right to publish reasonable rules and regulations from time to time as it may deem necessary and proper for the conduct of the schools, provided the same are not inconsistent with the terms of this Agreement, and provided further that such rules and regulations are subject to the grievance and arbitration provisions of this Agreement. Such rules may include but not be limited to matters such as efficiency, productivity, evaluation and assignments.

ARTICLE 15
DURATION

Section 15.0

This Agreement shall become effective July 1, 2018, and shall remain in effect until June 30, 2021.

This Agreement shall remain in full force and effect during the period of negotiations for a successor Agreement.

Either party wishing to extend, amend or modify such contract must notify the other party in writing not less than one hundred and twenty (120) days prior to such expiration date.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their proper officers, hereunto duly authorized, and their seals affixed hereto on this 28th day of October, 2018.
November

REGIONAL SCHOOL DISTRICT #4

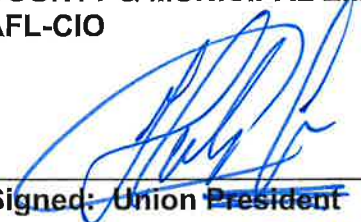
LOCAL 1303-086 of COUNCIL #4

BOARD OF EDUCATION


Signed: Board Chairperson


Superintendent of Schools

AMERICAN FEDERATION OF STATE,
COUNTY & MUNICIPAL EMPLOYEES,
AFL-CIO


Signed: Union President
Treasurer

 11-28-18
Signed: Staff Representative

APPENDIX A

**LOCAL 1303-086 OF COUNCIL #4
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES
AFL-CIO**

AUTHORIZATION FOR PAYROLL DEDUCTION:

BY: _____
(PLEASE PRINT) LAST NAME FIRST NAME MIDDLE

TO: _____
NAME OF EMPLOYER

Effective _____ I hereby authorize you to deduct from my earnings each

_____ a sufficient amount to provide for the regular payment of the current (Payroll Period) rate of monthly union dues, and/or service fees as certified by the Union. The amount deducted shall be paid to the Treasurer of the American Federation of (Union Name & No.) State, County and Municipal Employees. This authorization shall remain in effect in accordance with the working Agreement or until termination of my employment.

Signature (Do Not Print)

Street Address (Print)

Telephone Number

City and State (Print)

Zip Code

APPENDIX B

REGIONAL SCHOOL DISTRICT NO. 4
CUSTODIAL WAGE SCHEDULE

Custodian

Step	District Service	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
1	0-6 months	21.92	22.03	22.19
2	7-12 months	22.62	22.73	22.90
3	13-18 months	23.53	23.65	23.82
4	19-24 months	24.29	24.41	24.59
5	25-30 months	25.23	25.36	25.55
6	31st month	26.40	26.53	26.72

Lead Custodian

Step	District Service	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
1	0-6 months	22.19	22.30	22.46
2	7-12 months	22.91	23.02	23.19
3	13-18 months	23.82	23.94	24.11
4	19-24 months	24.57	24.69	24.87
5	25-30 months	25.51	25.64	25.83
6	31st month	26.68	26.81	27.01

Maintenance*

Step	District Service	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
1	0-6 months	22.47	22.58	22.74
2	7-12 months	23.16	23.28	23.45
3	13-18 months	24.10	24.22	24.40
4	19-24 months	24.85	24.97	25.15
5	25-30 months	25.79	25.92	26.11
6	31st month	26.95	27.08	27.28

*Day Custodian Doing Normal Repair and Maintenance of School Facilities

LONGEVITY: For employees hired on or before July 1, 2011.

- After 10 years of full employment - \$300
- After 15 years of full employment - \$400
- After 20 years of full employment - \$500
- After 25 years of full employment - \$750

VEHICLE ALLOWANCE

Employees using their own vehicle for school business will be paid mileage in accordance with the established IRS rates.

Employees using their own vehicle for school business will be paid mileage in accordance with the established IRS rates.

APPENDIX C

INSURANCE BENEFITS

The Board agrees to pay the amounts set forth in this section for the employee and his/her dependent under one of the two health insurance options set forth below, and for the dental insurance described below.

The Board may change any insurance carrier/administrator/plan described in this Agreement so long as the new insurance coverage provides an overall level of benefits that remains substantially equivalent to or better than the current insurance coverage. The “substantially equivalent to or better than” standard shall be applied on a program-wide analysis, and shall not be benefit specific.

At least sixty (60) days prior to changing insurance carriers, the Board or its designee shall notify the Union in writing. Upon request, the parties shall meet to discuss the proposed change. Should the Union and the Board disagree that the changes proposed would provide substantially equivalent coverage, when viewed in total; the disagreement shall be subject to impartial arbitration before a mutually agreeable member of the American Dispute Resolution Center. If the parties are not able to agree upon an arbitrator, then an arbitrator will be selected in accordance with the ADRC’s rules and procedures. The Board will not change to the new insurance carrier/administrator/plan until the arbitrator’s decision has been issued in writing.

Century Preferred PPO Plan

Employees shall have the option of electing to participate in the Century Preferred PPO plan offered by the Board. Effective July 1, 2019, employees shall pay a premium contribution equal to the difference between the PPO annual premium and the cost to the Board of the HSA annual premium (including the Board’s cost toward the funding of the HSA annual deductible). The Century Preferred PPO plan shall include the following components:

Office Visit Co-payment	\$25 (\$0 for preventive)
Specialist Co-payment	\$30
Urgent Care Co-payment	\$75
Emergency Room Co-payment	\$125
Hospitalization Co-payment	\$250
Outpatient Co-payment	\$250
<i>Prescription Coverage:</i>	
Retail	\$5/25/40 (for 30-day supply) (Public Sector Option 2)

Mail Order	2x retail co-payment for 90-day supply
Annual Maximum	\$2,000
Out of Network Deductible	\$250/500/750
Out of Network Coinsurance	80% co-insurance after deductible, subject to co-insurance maximum
Out of Network Coinsurance Maximum	\$700/1400/2100
Out of Network Out of Pocket Maximum	\$950/1900/2850
Out of Network Lifetime Maximum	\$1,000,000

The Century Preferred PPO Plan will include the unmarried dependent child rider to age 26.

The following premium cost sharing provisions shall apply to employees electing the Century Preferred PPO plan during the term of this Agreement:

Effective July 1, 2018, the employee shall pay 19.5% of the cost of coverage under the PPO plan.

A. HSA Plan

Effective as soon as practicable upon ratification of this Agreement, the Board shall implement a HSA plan, or a high deductible health care plan with a health savings account feature, including the following components:

	In-Network	Out-of-Network
Annual Deductible (individual/aggregate family)	\$2,000/4,000	
Co-insurance	100% co-insurance after deductible, subject to co-insurance maximum	80% co-insurance after deductible, subject to co-insurance maximum
Co-insurance Maximum (individual/aggregate family)	\$2,000/4,000	
Cost Share Maximum (individual/aggregate family)	\$4,000/8,000	
Lifetime Maximum	Unlimited	\$1,000,000
Preventive Care	Deductible not applicable	80% co-insurance after deductible,

	100% Coinsurance	subject to co-insurance maximum
Prescription Drug Coverage	Effective July 1, 2018, treated as any other medical expense, until the applicable deductible is met, and then \$0/\$25/\$40 deductible shall be applied.	

The Board will contribute fifty percent (50%) of the applicable HSA deductible amount. Effective July 1, 2018, the Board will contribute fifty percent (50%) of the applicable HSA deductible amount in three (3) payments made annually on the Board's payroll dates, as follows: July (50%), September (25%), and January (25%). The parties acknowledge that the Board's fifty percent (50%) contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed employees.

The following premium cost sharing provisions shall apply to employees electing the HSA plan during the term of this Agreement:

Effective July 1, 2018, the employee shall pay 15.5% of coverage under the HSA plan. Effective July 1, 2019, the employee shall pay 16.5% of coverage under the HSA plan. Effective July 1, 2020, the employee shall pay 17.5 % of coverage under the HSA plan.

Employees enrolled in the HDHP but are not eligible to participate in the HSA plan due to Medicare enrollment or those actively receiving military medical services may continue in the HDHP without any Board contribution into the HSA. However, the HSHP employee premium cost share contribution shall be reduced by the dollar value of what the Board would have otherwise contributed into the HSA. The employee's premium cost share contribution will not be reduced below \$0.

B. Dental Insurance

Subject to the employee contribution rates applicable to the above-referenced HSA Plan, the Board shall make available the Full Dental Plan with Rider A (Advanced Basic Benefits).

C. Vision Rider

Subject to the employee contribution rates applicable to the above-referenced HSA Plan, the Board shall make available the Vision Rider

D. Section 125 Plan

The Board will make available to the employees a Section 125 Plan for payment of the following qualified expenses on a pre-tax basis, to the extent permitted by law:

- a. Insurance premium contribution;

- b. Dependent care assistance (\$5,000 maximum); and
- c. Supplemental medical expense reimbursement (\$2,000 maximum).

E. Life Insurance

Subject to the employee contribution rates applicable to the above-referenced HSA Plan , the Board shall provide group term life insurance coverage in the amount of \$50,000.