

COLLECTIVE BARGAINING AGREEMENT

between

NORTH CANAAN BOARD OF EDUCATION

and

**NORTH CANAAN ELEMENTARY SCHOOL
EMPLOYEES LOCAL 1303-269 OF COUNCIL 4
AFSCME, AFL-CIO**

July 1, 2021 through June 30, 2024

TABLE OF CONTENTS

Article I – Management Rights	2
Article II – Recognition	2
Article II – Union Security	3
Article IV – Dues Check-Off	3
Article V – Hours of Work	4
Article VI – Seniority	6
Article VII – Overtime	8
Article VIII – Holidays	8
Article IX – Wages	9
Article X – Sick Leave and Family Illness Days	10
Article XI – Bereavement Leave	11
Article XII – Personal Business Days	11
Article XIII – Vacations	12
Article XIV – Leave Provisions	13
Article XV – Insurance	14
Article XVI – Annuity	16
Article XVII – Union Representation	16
Article XVIII – Grievance Procedure	17
Article XIX – Arbitration	18
Article XX – Discipline and Discharge	19
Article XXI – Miscellaneous	19
Article XXII – Duration	20
Article XXIII – Savings Clause	21
Article XXIV – Safety and Health	21
Article XXV – Benefits – School Nurse	21
Appendix A – 2021-2022 Wages	23
Appendix A - 2022-2023 Wages	24
Appendix A - 2023-2024 Wages	25
Appendix B – Sick Leave Bank	26

This Agreement is made and entered into between the North Canaan Board of Education (hereinafter referred to as the Board) and North Canaan Elementary School Employees Local 1303-269 of Council 4, American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter referred to as the Union).

ARTICLE I
MANAGEMENT RIGHTS

Section 1.0

Except as specifically surrendered or abridged by the express written provisions of this agreement, the Board retains and will continue to retain, whether exercised or not, the rights, responsibilities, and prerogatives necessary to direct the operation of the North Canaan Board of Education and all its aspects including, but not limited to, decisions on the needs for school facilities; determination regarding the care, maintenance and operations of buildings, lands, apparatus and other property used for school purposes; the employment, assignment, scheduling, and transfer of employees; the acquisition, control and regulation of all property; and the employment and supervision of all employees in the organization and administration of the North Canaan Board of Education. No action taken by the Board with respect to such rights, responsibilities, and prerogatives should be subject to the grievance provisions of this agreement, except as is otherwise provided for in this agreement. The "Superintendent of Schools," as used in this agreement, shall mean the superintendent or their designee. The term "Board of Education" or the "Board," as used in this agreement, shall mean the North Canaan Board of Education or its designee.

ARTICLE II
RECOGNITION

Section 2.0

The Board hereby recognizes the Union as the sole and exclusive representative for all non-certified employees pursuant to the Connecticut State Board of Labor Relations Case No. ME-12, 882, for all collective bargaining with respect to wages, hours, and other conditions of employment for all non-certified employees, including secretaries, administrative secretaries, teacher assistants, head custodian, custodians, cafeteria managers, cafeteria workers, computer technician, and school nurse employed by the North Canaan Elementary School, and excluding all others.

ARTICLE III
UNION SECURITY

Section 3.0

Each employee who is a member of the Union as of the effective date of this Agreement shall remain a member of the Union in good standing or pay an agency service fee as a condition of employment. Each employee hired after the effective date of this Agreement shall become a member of the Union or pay an agency service fee as a condition of employment within thirty (30) days. The Union agrees to hold the Board of Education harmless and indemnify the Board for any and all claims, demands, suits, damages, or liabilities, including attorney's fees, related to or arising out of the implementation of this Article.

Section 3.1

The Board agrees to deduct from the payment of all its employees who authorize such deductions from their wages, such membership dues or agency fees as may be fixed by the Union. The Union shall supply to the Board written notice at least thirty (30) days prior to the effective date of any change in rates of fees and dues. In addition, the Union shall furnish the Board with a statement signed by the employee authorizing the Board to make such deduction(s).

Section 3.2

The monthly dues and/or service fees remittances to the Union will be accompanied by a list of names and employees' social security numbers from whose wages such deductions have been made.

ARTICLE IV
DUES CHECK-OFF

Section 4.0

The Board will deduct from each employee's wages who certifies in writing to the Board that they authorize such deduction the uniform monthly dues or service fees, as described in Article III. Such authorization shall be effective the month received by the Board.

Section 4.1

Deductions will be made twice per month, and all sums deducted shall be remitted to the Council 4 Office no later than the end of each calendar month in which deductions are made. Said check shall be made payable to "Local 1303-269, AFSCME, Council 4."

ARTICLE V
HOURS OF WORK

The Board of Education may vary the work schedules described in this Article considering the needs of the school district, and the Board agrees to bargain the impact, if any. The Board of Education or its designee shall provide notice on or before May 1st of the work schedules for the following year.

The above language may not be used to reduce the number of work hours in a day or week, the number of days of work in a week or a year, or change the normal workweek unless a position(s) is/are eliminated.

Section 5.0 - Custodial and Maintenance

The normal workweek will consist of five (5) eight (8) hour days, Monday through Friday. This time will be inclusive of a half-hour (1/2) paid meal period, which applies to employees working 8 hours per day. All Custodial and Maintenance employees shall be entitled to one (1) paid fifteen (15) minute break daily.

Section 5.1 - Work Hours

The workday will generally be as listed below.

Head Custodian	6:30 A.M. - 2:30 P.M.
Custodians-Days	7:00 A.M. - 3:00 P.M.
Custodians-Nights	2:15 P.M. - 10:15 P.M.
Part-time Custodian Nights	4:30 P.M. - 8:30 P.M.

All Custodial & Maintenance employees shall work their 8-hour shifts between 6:00 A.M. and 3:00 P.M during scheduled school closings.

Section 5.2 - Cafeteria Employees

a) The following shall constitute a paid workday, week, and year

<u>Titles</u>	<u>Hrs/Day</u>	<u>Work Year</u>	<u>Hrs./Week</u>	<u>Work Times</u>
Cafeteria Manager	7.0	174 days	35.0	7:30 AM - 2:30 PM
Cafeteria Worker	3.0-5.75	174 days	15.0 - 28.75	7:30 AM - 2:00 PM
Cafeteria Assistant	3.0-3.5	174 days	15.0 - 17.5	7:30 AM - 2:00 PM

b) The normal workweek will consist of five (5) school days, Monday through Friday.

c) The Union and the Board recognize that the hours of the Cafeteria employees are subject to change based on the school district's needs and enrollment. Accordingly, the Board reserves the right to change the hours of the Cafeteria employees and agrees to bargain the impact.

The Board of Education may vary the work schedules described in this Article considering the needs of the school district, and the Board agrees to bargain the impact, if any. The Board of Education or its designee shall provide notice on or before May 1st of the work schedules for the following year.

Section 5.3 - Support Staff

- a) The following shall constitute a paid workday, week, and year:

<u>Titles</u>	<u>Hrs/Day</u>	<u>Work Year</u>	<u>Hrs./Week</u>	<u>Work Times</u>
Admin. Secretary	8.0	12 months	40.0	7:45AM - 3:45PM
Teacher Assistant	4.5-7.5	182 days	22.5-37.5	8:00AM - 4:00PM
Math Tutor	6.0	182 days	30.0	8:40AM – 3:10PM
Secretary/Receptionist	7.0	200 days	35.0	8:00AM - 3:30PM
Computer Tech.	7.0	200 days	35.0	8:15AM - 3:45PM
School Nurse	7.0	185 days	35.0	8:10AM - 3:10PM

- b) As part of the Teacher Assistant 182 days of employment, they will be offered two professional development days.
- c) Any teacher assistants hired after July 1, 2021, may have their workday schedule changed by the Board, as long as the new hours fall within the school day and the employee is given two (2) weeks written notice prior to any schedule change. However, the number of hours worked per day and per week will not change, nor will the number of scheduled days per year.
- d) The normal workweek for Section 5.3 positions will consist of five (5) days, Monday through Friday and will include a half (1/2) hour unpaid meal period for those employees working more than 5 hours, except for the Nurse and Administrative Secretary. The Nurse and Administrative Secretary hours will include a half (1/2) hour paid meal period.
- e) During school closings, 1:00 PM dismissal days, and on school workshop days, the administrative offices shall be open from 7:00 A.M. through 3:00 P.M. each day, and all full-time (12-month) employees are expected to be on duty.
- f) Eight-hour employees will receive one (1) fifteen (15) minute paid break. Employees who work more than four hours per day, but less than eight hours per day, will receive one (1) fifteen (15) minute paid break. Employee breaks shall occur consecutively, not simultaneously. Breaks must be scheduled at the discretion of the administration to address student and building needs.
- g) The Board will provide employees who have lost work due to unplanned delayed openings or early dismissals the opportunity to make up these hours with pay through assigned tasks. Scheduling of days and hours for the completion of assigned tasks is at the discretion of the building principal.

ARTICLE VI **SENIORITY**

Section 6.1

For purposes of this agreement, seniority is defined as the total length of an employee's most recent period of continuous full-time service with the Board. The employee's earned seniority shall not be lost because of absence due to illness, bereavement, jury duty, and personal leave or authorized leave or while eligible for recall. Seniority and seniority rights will not be accrued during unpaid leaves of absence, but rights earned before these absences will not be lost by the employee because of such leave.

Section 6.2

All other factors being equal, seniority will be used to determine transfers, or promotions, if any, of employees. Other factors are defined as qualifications and competence to perform the work as determined by the Board.

Section 6.3

Seniority shall be lost for the following reasons:

- a) Voluntary quitting;
- b) Discharge for cause; and
- c) Failure to return to work from layoff within ten days after being recalled.

Section 6.4

In cases where an employee transfers or is promoted from one classification to another, their seniority in the new classification shall be based on the original employment date with the Board.

Section 6.5

New employees shall be considered probationary during their first ninety (90) days of employment. During such probationary period, the employee shall not attain seniority rights under this agreement. The probationary employee will be subject to discharge by the Board and will not have access to the grievance procedure. At the successful completion of the probationary period, seniority shall be retroactive to the commencement of employment. Health and life insurance benefits will be in force after the 90th day of employment.

There shall be a sixty (60) day probationary period for employees promoted to a higher wage classification. If the employee does not successfully complete the probationary period, the employee shall be returned to their former position.

Section 6.6

A seniority list shall be furnished to the Union annually on or about October 1st of each year. Unless mistakes are brought to the attention of the Principal within thirty (30) days, the list shall be considered conclusive.

Section 6.7

- a) Layoffs shall be by seniority within the classification. An employee scheduled for layoff shall bump the least senior employee within their job classification. In turn, any displaced employee shall exercise their bumping rights in this manner.
- b) An employee may elect a layoff in lieu of exercising their bumping right.
- c) The classifications for purposes of layoff shall be as follows: custodians, teacher assistants, secretaries, and cafeteria workers.

Section 6.8

Any employee who is to be laid off shall receive three (3) weeks' notice whenever possible.

Section 6.9

Laid-off employees with the most seniority within classifications shall be rehired first.

Section 6.10

When new jobs are created within the union, or a vacancy occurs, the Board shall post the job title for one (1) week. Each interested employee will have the opportunity to apply for said opening(s), provided they are qualified. The senior qualified employee shall be given first consideration for the job. If the senior employee is not promoted, consideration should then be given to the next senior employee in the unit who has applied for and is qualified for the position. The Board retains the right to fill positions outside the unit and the system if no qualified employee from within applies.

Section 6.11

The right of reemployment shall be accorded to a laid-off employee prior to new employees being hired, provided such laid-off employee responds to a notice to report for work within ten (10) days after receipt of the notice sent by certified mail to his last known address. If such laid-off employee fails to respond, he shall lose all rights of seniority and recall.

Section 6.12

Recall rights for laid-off employees shall be for two (2) years from the date of layoff. Employees upon recall shall be credited for the total amount of earned continuous seniority they had prior to layoff.

ARTICLE VII
OVERTIME

Section 7.0

Overtime will be paid in accordance with state law: time and one-half for time worked over forty hours in one week. Overtime requires prior approval by the Principal, except in cases of emergency.

Section 7.1

Double the employee's hourly rate shall be paid to all employees called upon to work on a Sunday.

Section 7.2

Double time shall be paid to all employees who are called upon to work on holidays.

Section 7.3

Employees shall be available for performing a reasonable amount of overtime work, daily or weekly, as part of their duties and responsibilities. Extra hours work is defined as hours worked beyond the normal workday or workweek for purposes of this section.

Section 7.4

Any employee who has left the Board's premises and is called back to work after the termination of their regular shift shall receive a minimum of two (2) hours pay at the applicable overtime rate.

ARTICLE VIII
HOLIDAYS

Section 8.0

All twelve (12) month employees shall receive the following paid holidays.

New Year's Day

Labor Day

Martin Luther King Day

Columbus Day

President's Day
Good Friday
Memorial Day
Independence Day

Thanksgiving Day
Day after Thanksgiving
Christmas Day
Veteran's Day

Ten (10) month employees shall receive the following eight (8) paid holidays.

New Year's Day
President's Day
Memorial Day
Labor Day

Veteran's Day
Thanksgiving Day
Day After Thanksgiving
Christmas Day

Beginning in the 2022/2023 school year, ten (10) month employees will receive the Martin Luther King Day holiday.

Section 8.1

In those years in which New Year's Day or Christmas fall on a Saturday or Sunday, it shall be observed on Monday provided the school is not in session.

Section 8.2

If school is in session on any of the above holidays, the bargaining unit employees will receive an alternate paid holiday to be mutually selected by the Board and the Union.

Section 8.3

When any holiday occurs while an employee is out during vacation, said holiday shall not be charged against the employee's earned vacation time.

**ARTICLE IX
WAGES**

Section 9.0

The wage rates which shall be effective during the term of this Agreement are set forth in Appendix A, which is attached hereto and made a part hereof.

Section 9.1

When an employee is required to work away from the Board's premises, they shall be paid their hourly earnings for all time spent traveling in addition to the current I.R.S. mileage rate per mile, if they should use their vehicle for any reason.

Section 9.2

The Board shall continue to distribute payroll checks to all employees covered by this Agreement as presently practiced.

Employees shall have the option of receiving vacation pay on the last working day before vacation provided payroll has two (2) weeks' notice.

Section 9.3

When employees are required to perform work in a higher paying classification which an administrator assigns, the employee shall be paid at the same step at the higher classification after the fifth (5th) consecutive day working in the higher classification.

ARTICLE X
SICK LEAVE AND FAMILY ILLNESS DAYS

Section 10.0

Twelve (12) month employees shall earn fifteen (15) paid sick leave days per year. Up to 15 sick leave days per year for 12-month employees may be used for family illness of an employee's child, spouse, spouse's parent, parent, or dependent.

Ten-month employees shall receive 9 sick days leave per year. Up to 9 sick leave days per year for ten-month employees may be used for family illness of an employee's child, spouse, spouse's parent, parent, or dependent.

Section 10.1

Such paid sick leave shall accumulate up to a maximum of one hundred and thirty (130) days for twelve-month employees.

Such paid sick leave shall accumulate up to a maximum of seventy (70) days for ten-month employees.

Section 10.2

The principal must be notified of all absences. Sick leave will be used for personal illness or medical appointments, as outlined in Section 10.3 only.

Section 10.3

Twelve (12) month and ten (10) month employees may use up to two (2) sick leave days per fiscal year for medical appointments that cannot be made outside of their working

hours. Said time may also be taken in one-half (1/2) days or one-quarter (1/4) day increments.

Section 10.4

An employee whose attendance illustrates a pattern of sick time that indicates abuse will be required to obtain a physician's note at the Principal's request, provided the Board of Education will pay for such a visit to a physician.

Section 10.5

- a) Upon retiring an employee (with at least 20 years of service), they shall be paid twenty dollars per day (\$20) for all unused accumulated sick leave.
- b) Upon the death of an employee, the employee's estate shall be paid \$20 per day for all unused accumulated sick leave.
- c) The above payments (a) & (b) shall not exceed a maximum total of ninety-five (95) days for 12-month employees and fifty (50) days for 10-month employees.

ARTICLE XI BEREAVEMENT LEAVE

Section 11.0

Employees shall be entitled to five (5) consecutive workdays per incidence, non-cumulative, for a death in the employee's immediate family. Immediate family for purposes of this section is defined as spouse, parent, child, father-in-law, mother-in-law, grandparent, grandchild, sister, brother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, or other relative or dependent living in the employee's household.

Section 11.1

In extraordinary cases, the Superintendent of Schools may grant additional time.

ARTICLE XII PERSONAL BUSINESS DAYS

Section 12.0

Personal business days shall be used to attend to matters of a personal nature, which cannot be taken care of outside the workday.

Section 12.1

Twelve (12) month employees and ten (10) month employees may be absent for a total of three (3) paid days per year to attend to personal business. Notification of personal leave must be made in writing at least five (5) school days in advance, except in emergencies that prevent such advance notice. Electronic messages are an acceptable form of prior notice.

Section 12.2

The employee shall receive prior approval before taking any personal days, except in the case of an emergency, by their principal.

Section 12.3

Personal business days may be used to tend to legal obligations, religious holidays, or for compelling household or family matters. Personal business days are not intended to be utilized for extending vacations. Personal business is a business of a personal nature, which cannot be conducted outside the workday.

Section 12.4

Personal business days can not be accumulated.

ARTICLE XIII
VACATIONS

Section 13.0

Each twelve (12) month employee hired before June 30, 2000, shall receive annual vacation with pay provided they meet the following scheduled years of service:

After 9 mos. but less than 1 yr.	5 days
After 1 yr. but less than 6 yrs.	10 days
After 6 yrs. but less than 12 yrs.	15 days
After 12 yrs.	23 days

Each twelve (12) month employee hired after July 1, 2000, shall receive annual vacation with pay provided they meet the following scheduled years of service:

After 9 mos. but less than 1 yr.	5 days
After 1 yr. But less than 6 yrs.	10 days
After 6 yrs. but less than 12 yrs.	15 days
After 12 yrs.	20 days

Section 13.1

The vacation period shall be July 1 through June 30 of each year.

Section 13.2

The vacation schedule will be set between the appropriate administrator and the employee. If the vacation schedule cannot be resolved, the appropriate administrator will have the final determination with respect to vacation scheduling.

Conflict between two eligible employees requesting the same vacation time will be resolved by granting the most senior employee's request.

Section 13.3

An employee may carry over up to five (5) vacation days into the next fiscal year, at which time they must be taken. Once elected, this option cannot be used again for a period of three (3) years.

ARTICLE XIV
LEAVE PROVISIONS

Section 14.0

A personal leave of absence without pay may be granted by the Board of Education for thirty (30) days renewable up to ninety (90) days. During this period, an employee shall not lose seniority or any benefits under the terms of the agreement.

Section 14.1

Absence for jury duty shall be granted when an employee is required to serve. Such employee shall be paid in conformance with Connecticut State Statute, Section 51-247.

Section 14.2

Military leave will be granted in accordance with state law.

Section 14.3

Leave for disability due to pregnancy and child-rearing leave shall be in accord with the Federal Family and Medical Leave Act for those covered by the Act. For those not covered, the following shall apply:

- a) Maternity leave will be granted in accordance with state law. Paid leave for medical disability shall not exceed cumulative sick leave.

- b) During disability leave, the Board shall pay for the employee's fringe benefits, including insurance.
- c) Any leave granted after the disability shall be child-rearing leave and not maternity leave. Such leave shall be without compensation, and the employee may continue under the health insurance program at their own expense at the group rate.
- d) If at the end of maternity leave and upon submission of satisfactory medical evidence concerning the employee's condition and upon the further submission of evidence satisfactory to the Board, the employee can resume her normal duties, the employee shall be reinstated to a position the same or comparable to the position she held before the commencement of maternity leave.

ARTICLE XV **INSURANCE**

Section 15.0

Effective July 1, 2018, the Board shall offer at its expense the following group insurance plan option for each employee who works over thirty (30) hours per week and dependents:

The Connecticut Partnership Plan 2.0. The plan benefits shall be set forth in the Partnership Plan, effective on July 1, 2018, including any subsequent amendments or modifications made to the Partnership Plan by the State and its employee representatives. The administration of the Partnership Plan, including open enrollment, beneficiary eligibility, and changes, and other administrative provisions, shall be as established by the Partnership Plan.

Premium rates, inclusive of medical, vision, and Prescription (Rx), will be established by the State of Connecticut for the relevant periods for single, employee + one, and family levels for active employees. Eligible North Canaan employees shall pay the following fixed percentages of the annual rates established by the State of Connecticut for the Partnership Plan:

2021-2022	Employees shall pay (14.0%) of the premium cost for the SPP
2022-2023	Employees shall pay (14.5%) of the premium cost for the SPP
2023-2024	Employees shall pay (15.0%) of the premium cost for the SPP

The Partnership Plan contains a Health Enhancement Plan (HEP) component. All employees participating in the Partnership Plan are subject to the terms and provisions of the HEP. Within eighteen (18) months of joining the plan, all employees and dependents

must meet the minimum requirements of HEP. In the event Partnership Plan administrators impose the HEP non-participation or noncompliance monetary fee (NCMF) per month premium cost increase or the deductible fee increase, those sums shall be paid 100% in their entirety by the non-participating or non-compliant employee. The NCMF per month premium cost increase shall be implemented through payroll deduction, and the increase to annual deductible shall be implemented through claims administration. The Board shall pay no portion or percentage of the NCMF.

Section 15.1

a) The dental plan is 100% preventative, 80% restorative, and 50% major, with no deductibles, including an annual benefit capped at \$1,500/member.

2021-2022	Employees shall pay (14.0%) of the SPP dental premium
2022-2023	Employees shall pay (14.5%) of the SPP dental premium
2023-2024	Employees shall pay (15.0%) of the SPP dental premium

Section 15.2

The Board shall maintain a Section 125 pre-tax deduction in accordance with the applicable provisions of Section 125 of the Internal Revenue Code (and in accordance with any amendments to said provision) so long as said provisions allow for such a plan. The said plan will be designed to permit exclusion from taxable income of the employee's share of health insurance premiums, allowable medical expenses, and dependent care pursuant to IRS regulations for those employees who complete and sign the appropriate wage deduction form. The Board of Education shall incur no obligation to engage in any form of impact bargaining if a change in law reduces or eliminates the tax-exempt status of the employee insurance premium contributions, allowable medical expenses, and dependent care. Neither the Association nor any employee covered by this agreement shall make any claim or demands nor maintain any action against the school district or any of its members or agents for taxes, penalties, interests, or other cost or loss arising from the use of the wage deduction form or from a change in the law that may reduce or eliminate the employee tax benefits to be derived from this plan. Further, the parties agree that the health insurance benefits and the administration of those benefits shall continue to be governed by the collective bargaining agreement and the carrier's insurance plan.

Section 15.3

The Board shall provide at its own expense, for each employee, group life insurance in the amount of \$75,000 per policy stipulations.

Section 15.4

Upon consultation with the union, the board may change its insurance carrier from the insurance mentioned above programs provided the new insurance carrier's coverage

results in coverage equivalent to the existing coverage, including administration, benefits, and delivery of services.

Re-opener negotiations for group medical and/or group dental insurance benefits shall occur under the following conditions:

- a) If the Partnership Plan in its current form is no longer available; or if the benefit plan design of the Partnership Plan is modified as a result of a change in the State's collective bargaining agreement with SEBAC, and if such modifications would substantially increase the cost of the medical insurance plan offered herein;
- b) If Conn. Gen. Stat. Section 3-123rrr et seq. is amended, or if there are any changes to the administration of the Partnership Plan, or if additional fees and/or charges for the SPP Partnership Plan are imposed to affect the Board, any of which amendments, changes, fees, or charges (individually or collectively) would substantially increase the cost of the medical insurance plan offered herein; and/or
- c) If the total cost of the Partnership Plan would trigger an excise tax under the Internal Revenue Code Section 4980I, otherwise known as the Affordable Care Act, in the 2020 calendar year.

* Reopener negotiations shall be limited to health insurance plan design and funding, premium cost-share, and/or introduction of an additional optional health insurance plan.

ARTICLE XVI **ANNUITY**

Section 16.0

An annuity will be funded for each employee, with the Board of Education paying eight percent (8%) of the employee's salary, except as stipulated in Article XXV. Only employees who work greater than twenty hours per week will be eligible. An employee will not be eligible until their first anniversary.

ARTICLE XVII **UNION REPRESENTATION**

Section 17.0

Release time without loss of pay shall be provided for two (2) union officials to attend grievance and arbitration hearings, which cannot be scheduled outside of work time.

Section 17.1

Release time without loss of pay shall be provided for attendance at union meetings, commencing at 3:15 p.m. for up to 3 hours.

ARTICLE XVIII **GRIEVANCE PROCEDURE**

Section 18.0

- a) A "grievance" is a claim that a specific provision of this agreement has been violated.
- b) A "grievant" is a member or members of a bargaining unit or the union making a claim.
- c) The term "days" shall mean calendar days.
- d) An employee with a grievance shall first discuss the matter with their immediate supervisor with or without the steward to resolve the grievance informally.
- e) The grievant must file a grievance in writing within fourteen (14) days from the date they knew or should have known of the event or the condition giving rise to the grievance. Otherwise, the grievance shall be deemed to be waived. The grievant may file in writing in step one and meet with their immediate supervisor informally simultaneously to meet these timelines.
- f) In the event the grievance is not resolved at this informal meeting, it shall be reduced to writing and processed in the following manner.

Section 18.1 - Step I

The employee, or the Union, shall reduce the grievance in writing and submit it to the immediate supervisor within seven (7) days from the informal step as outlined above. The supervisor shall schedule a meeting with the employee, union steward, and president within seven (7) days of receipt of the grievance. The supervisor shall give their written answer to the grievant within fourteen (14) days after the meeting.

Section 18.2 - Step II Superintendent

If the employee or Union is not satisfied with the disposition of the grievance at Step 1, it shall file the grievance with the Superintendent of Schools within fourteen (14) days after receipt of the supervisor's answer. The Superintendent shall meet with the employee, Union Steward, and President within fourteen (14) days of receipt of the grievance. The

Superintendent shall give his written response to the grievance within fourteen (14) days after the meeting.

Section 18.3 - Step III - Board of Education

- a) If the grievance is not resolved in Step II, the grievant shall have the right to present the grievance in writing to the Board of Education within seven (7) days from the decision rendered in Step II.
- b) The Board of Education shall have a meeting within thirty (30) days after receiving the grievance. At this time, it shall meet with the grievant and with the representative(s) of the Union to resolve the grievance.
- c) Within fourteen (14) days after such meeting, the board shall render its decision and the reasons for writing to the grievant with a copy to the Union.

Section 18.4

Any time limits specified within this Article may be extended by mutual agreement of the Union and Board.

ARTICLE XIX
ARBITRATION

Section 19.0

If the Board of Education's grievance response is not satisfactory to the Union (see Article 18.3(c)), the Union may submit the grievance to arbitration before the Connecticut State Board of Mediation and Arbitration. The request for arbitration shall be in writing and must be filed with the Board of Arbitration no later than twenty (20) days after receipt of the written answer of the Board of Education. The cost of arbitration shall be borne equally by both parties.

Section 19.1

The arbitrator shall have no power to add to, subtract from, alter or modify this agreement.

ARTICLE XX
DISCIPLINE AND DISCHARGE

Section 20.0

No employee shall be disciplined or discharged without just cause. In cases of written discipline, a copy of such reprimand or discipline will be forwarded to the Union President or Union Steward.

ARTICLE XXI
MISCELLANEOUS

Section 21.0

The Board shall allow bulletin board space at each work-site for the Union's use. These are to be designated as employee bulletin boards.

Section 21.1

Where reference is made to the male gender throughout this Agreement, it shall be applied to both males and females.

Section 21.2

The Board shall provide the Council 4 representative with three (3) original signature copies of the agreement at the time of signing. The Board shall provide each bargaining unit employee with a copy of the agreement within thirty (30) days of signing. New employees shall be provided with a copy of the collective bargaining agreement when they are hired.

Section 21.3

If the Board requires employees to receive annual physicals, the examination shall be at no cost to the employee and shall be conducted during working hours, but no more than 4 hours loss of work-time will be paid.

Section 21.4

Employees who are scheduled to work on snow days shall make an effort to arrive at work. Employees who are late or cannot arrive at work due to conditions can charge those late hours or absence to their paid personal days or vacation days. This provision is limited to sixteen (16) hours per school year.

Section 21.5

The Board or its agents may approve education workshops and work-related seminars for employees. If the same is approved, the fees, lost time hours if held during working hours, and mileage shall be paid for the employee.

Section 21.6

Continuing Education.

If the Board determines there is a need for continuing education of its employees to enhance their work-related knowledge, the employee will receive their regular hourly wage for attendance and will be reimbursed for costs, tuition and mileage at the IRS rate, if required to travel.

No employee shall suffer a loss of pay due to attendance at a continuing education session required by the Board. Voluntary attendance at continuing education seminars or courses shall not entitle the employee to payment of hourly wages for the time spent at the seminar or course.

The Board may also provide tuition reimbursement for a work-related course at an educational institution upon the employee's request. It will be within the discretion of the Superintendent of Schools or their designee whether to approve such a request and determine the appropriate rate of reimbursement for the said course.

No employee may pursue a grievance, as that term is defined in Article 18 of this Agreement regarding decisions made by the employer under the third paragraph of Section 21.6.

ARTICLE XXII **DURATION**

Section 22.0

This Agreement shall take effect on July 1, 2021, and shall remain in full force and effect until June 30, 2024. This Agreement shall be considered automatically renewed, unless either party shall, or on before the 150th day prior to June 30, 2024, serve written notice by certified mail on the other party to modify, change, or amend this Agreement except as otherwise specified.

ARTICLE XXIII
SAVINGS CLAUSE

Section 23.0

If any provisions of this Agreement shall be held or declared to be illegal by authority of established and competent legal jurisdiction or of no legal effect, said provision shall be deemed null and void without affecting the obligations of the balance of this Agreement.

ARTICLE XXIV
SAFETY AND HEALTH

Section 24.0

Both parties to the Agreement hold themselves responsible for mutual, cooperative enforcement of health and safety regulations.

ARTICLE XXV
BENEFITS - SCHOOL NURSE

Section 25.0

The School Nurse is a 10-month exempt salaried position. All terms of this contract apply to these positions with the following exceptions/modifications:


School Nurse

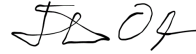
Sick Leave -	15 days/year – 60-day accumulation
Sick Leave Payout -	N/A
Health/Dental Share Co-Pay -	<u>See Section 15.1</u>
Annuity -	8.0%
Holidays -	N/A

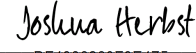
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by its mutually authorized officers and representatives as of this 13th day of August 2021.

NORTH CANAAN
BOARD OF EDUCATION
OF COUNCIL 4, AFSCME AFL-CIO

NORTH CANAAN ELEMENTARY
SCHOOL EMPLOYEES LOCAL 1303-269

DocuSigned by:

3FF805CF668240A...
Board Chairman

DocuSigned by:

78B13BEC21C4471...
Union President

DocuSigned by:

DF4986260F9E475...
Union Representative

APPENDIX A
2021-2022 WAGES

	<u>Entry Rate</u>	<u>1st Yr Rate</u>	<u>Job Rate</u>
Head Custodian	\$26.97	\$28.44	\$32.45
Assistant Head Custodian	\$20.40	\$21.53	\$24.54
Custodian	\$19.54	\$20.62	\$24.00
Administrative Secretary	\$24.26	\$25.62	\$29.22
Cafeteria Manager	\$20.65	\$21.80	\$24.85
Cafeteria Worker	\$16.81	\$17.73	\$20.20
Cafeteria Assistant	\$14.28	\$15.09	\$17.20
Teacher Assistant 1	\$15.07	\$15.88	\$17.60
Teacher Assistant 5	\$16.57	\$17.50	\$19.95
Math Tutor	\$15.21	\$16.06	\$18.31
Computer Technician	\$19.92	\$21.03	\$23.99
Receptionist/Secretary	\$18.82	\$19.83	\$21.98
School Nurse	\$44,914	\$47,408	\$54,057

Entry Rate - From the date of hire to completion of one year of work.

1 Year Rate - From the end of the first year of work to the end of the second year of employment.

Job Rate - From the end of the second year of work. (On 2nd anniversary of hire date).

Newly hired Teacher Assistants will be hired at the entry-level rate in the Teacher Assistant 1 classification.

The Board shall provide a direct payroll deposit for employees who choose at a bank of their choice.

APPENDIX A
2022-2023 WAGES

	<u>Entry Rate</u>	<u>1st Yr Rate</u>	<u>Job Rate</u>
Head Custodian	\$26.97	\$28.44	\$33.10
Assistant Head Custodian	\$20.40	\$21.53	\$25.03
Custodian	\$19.54	\$20.62	\$24.48
Administrative Secretary	\$24.26	\$25.62	\$29.80
Cafeteria Manager	\$20.65	\$21.80	\$25.35
Cafeteria Worker	\$16.81	\$17.73	\$20.60
Cafeteria Assistant	\$14.28	\$15.09	\$17.54
Teacher Assistant 1	\$15.88	\$16.71	\$18.46
Teacher Assistant 5	\$16.57	\$17.50	\$20.35
Math Tutor	\$15.21	\$16.06	\$18.68
Computer Technician	\$19.92	\$21.03	\$24.47
Receptionist/Secretary	\$19.71	\$20.74	\$22.93
School Nurse	\$44,914	\$47,408	\$55,138

Entry Rate - From the date of hire to completion of one year of work.

1 Year Rate - From the end of the first year of work to the end of the second year of employment.

Job Rate - From the end of the second year of work. (On 2nd anniversary of hire date).

Newly hired Teacher Assistants will be hired at the entry-level rate in the Teacher Assistant 1 classification.

The Board shall provide a direct payroll deposit for employees who choose at a bank of their choice.

APPENDIX A
2023-2024 WAGES

	<u>Entry Rate</u>	<u>1st Yr Rate</u>	<u>Job Rate</u>
Head Custodian	\$26.97	\$28.44	\$33.60
Assistant Head Custodian	\$20.40	\$21.53	\$25.41
Custodian	\$19.54	\$20.62	\$24.85
Administrative Secretary	\$24.26	\$25.62	\$30.25
Cafeteria Manager	\$20.65	\$21.80	\$25.73
Cafeteria Worker	\$16.81	\$17.73	\$20.91
Cafeteria Assistant	\$14.28	\$15.09	\$17.80
Teacher Assistant 1	\$16.63	\$17.47	\$19.24
Teacher Assistant 5	\$16.57	\$17.50	\$20.66
Math Tutor	\$15.21	\$16.06	\$18.96
Computer Technician	\$19.92	\$21.03	\$24.84
Receptionist/Secretary	\$20.51	\$21.56	\$23.78
School Nurse	\$44,914	\$47,408	55,965

Entry Rate - From the date of hire to completion of one year of work.

1 Year Rate - From the end of the first year of work to the end of the second year of employment.

Job Rate - From the end of the second year of work. (On 2nd anniversary of hire date).

Newly hired Teacher Assistants will be hired at the entry-level rate in the Teacher Assistant 1 classification.

The Board shall provide a direct payroll deposit for employees who choose at a bank of their choice.

APPENDIX B
SICK LEAVE BANK

GUIDELINES FOR THE SICK LEAVE BANK

1. Membership
 - a) To become a member, an employee must contribute or make an application to donate to the Sick Leave Bank.
 - b) Each union member shall be permitted to contribute two (2) days from their sick leave accumulation reserve each school year to a “Sick Leave Bank,” which shall be established to aid union members who suffer prolonged illness and whose sick leave accumulation has been exhausted. The bank shall be built up to a maximum of one hundred fifty (150) days. Contributions of days will be accepted during the month of September only.
 - c) Contribution of days will constitute membership for a minimum of that contributing year and the years after that until your days are used. After your days are used to maintain membership in the Sick Leave Bank, you must contribute again to be eligible to draw against the Bank.
 - d) Withdrawal from the Bank will be in the same order as days received.
 - e) Any days remaining in the Sick Leave Bank as of September 1st of a given year will be rolled over to the next year.
 - f) Days will be deposited into the Bank according to date and time of receipt.
 - g) If the Bank is “full” (150 days), your days will be placed on a “waitlist” and will automatically be deposited as of September 1st of the following year if days are withdrawn. Your intent to contribute will constitute membership even if your days are not immediately deposited.
2. When an employee has exhausted all available sick leave, an application for additional days from the Sick Leave Bank may be made. An application for days from the Sick Leave Bank must be completed, accompanied by a physician’s statement describing the illness and offering a prognosis for a return date to work.
3. A member may withdraw a total of 30 days per year from the Sick Leave Bank.
4. The Sick Leave Bank Committee may grant up to 20 days from the Sick Leave Bank upon receipt of initial application.
5. If the 20 school days granted are exhausted, the employee may request an additional grant of up to 10 days. An up-to-date physician’s statement is required.
6. All fees required by a physician are to be borne by the employee.
7. In determining a grant of sick days, the Committee will consider such criteria as the employee’s statement of illness, the physician’s or medical professional’s submitted statement(s), employment records, history of the use of sick time, the results of

Committee investigations and such additional materials are available to the Committee. It is not intended that routine and regular use of sick days will be reimbursed through the Sick Leave Bank.

8. The Committee has the right to require a second physician's opinion, chosen by the Board of Education members of the Committee, and a third physician's opinion, selected by the AFSCME members of the Committee.
9. The decision of the Committee is final and without establishing precedents for similar requests.
As per the AFSCME Contract dated July 1, 2009, through June 30, 2011, the following conditions shall apply:
 - a) Additions to the Bank shall be made at the beginning of each school year.
 - b) A person withdrawing from membership in the Bank will not be permitted to withdraw the contribution days.
 - c) Persons withdrawing sick leave days from the Bank will not have to replace these days except as regular contributing members to the Bank.
 - d) Sick leave shall mean the leave the employee has for that year plus their accumulation.
 - e) The Sick Leave Bank will be administered by a Committee of six (6), three (3) of whom shall be appointed by the AFSCME Local 1303-269 and three (3) of whom shall be appointed by the Superintendent.
The Committee may establish further guidelines assuming that such guidelines are in concert with the conditions of the contract and the policies of the Board of Education.

SICK LEAVE BANK COMMITTEE

1. Committee membership shall consist of three (3) members appointed by the Superintendent and three (3) members appointed by AFSCME Local 1303-269. Each group shall have a designated alternate who is well versed in the workings of the Sick Leave Bank.
2. The Committee will be responsible for:
 - a) making sure deposits and deductions of sick days are in order;
 - b) acting upon applications for membership and withdrawals in a timely fashion;
 - c) meeting in late August before each school year to review annual practices and make adjustments as needed, i.e., to ready the Bank for the following year.
3. The vote shall be by simple majority.
4. The Committee will appoint a chairperson and Secretary. A quorum shall consist of a simple majority. (2 members from each group)
5. The Chairperson shall be responsible for record-keeping on a daily basis.
6. The Secretary shall take minutes when the Committee deliberates and makes a decision concerning an application for sick days.

SICK LEAVE BANK PARTICIPATION AGREEMENT

Name of Employee: _____ Position: _____

Check One:

_____ I give permission for the Sick Leave Bank Committee to take two (2) of my sick days and place them in the Sick Leave Bank for use by a fellow member whose application is approved by the Sick Leave Bank Committee. I understand that donated days, when accepted, will be deducted from my accumulation of sick days.

_____ I do not wish to participate in the Sick Leave Bank.

Signed: _____ Date: _____

This form is to be returned to

Date Received by Committee: _____ Time: _____

ACTION TAKEN BY COMMITTEE/DESIGNEE:

Committee Designee Signature

Date

Please check one:
First application for the year _____
Second application _____

SICK LEAVE BANK APPLICATION FORM

Name: _____ Date: _____

Address: _____

Position: _____

Home Phone: _____ Work Phone: _____

1. I have used all accumulated sick leave time. Yes _____ No _____

If no, number of days remaining: _____

2. I have/have not previously been granted days from the Sick Leave Bank. If yes, give number of days and date(s): _____

3. I request _____ days. (20* days maximum for the first request of the year, and 30 days maximum during any one school year).

4. I give the Sick Leave Bank Committee permission to examine my employment records, history of the use of sick time, and to call upon such other materials as they deem necessary.

5. Please attach your statement and a physician's statement of reasons.

Signed: _____ Date: _____

All application documents are to be forwarded to: _____

Action on Request: _____ Approved _____ Denied

Reasons: _____

Signature for Committee: _____ Date: _____