



TOWN OF WETHERSFIELD
and
LOCAL 1303 – 408
AFSCME Council 4

Wethersfield Town Hall and Dispatch Employees

July 1, 2017-June 30, 2020

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PREAMBLE

This Accord is made between the Town of Wethersfield acting through its Town Manager and Local 1303-408 of Council 4, American Federation of State, County and Municipal Employees, AFL-CIO for the purpose of establishing a better understanding of the rights and obligations of both the Town of Wethersfield as a municipal employer and the employees represented by Local 1303.

ARTICLE I- RECOGNITION

1.0 Recognition

Local 1303-408 is recognized as the exclusive bargaining agent for the purpose of collective bargaining with respect to wages, hours of employment and other conditions of employment for all employees of the Town of Wethersfield in the following position classifications:

Accounts Payable Clerk
Assistant Building Official
Assistant Town Clerk II/Records Manager
Clerk I
Clerk II
Clerk III
Police Records Specialist
Secretary I
Secretary II
Payroll Accounting Clerk
Dispatcher
Lead Dispatcher
Senior Survey Technician
Engineering Technician I
Engineering Technician II
Engineering Technician III
Technical Assistant
Technical Assistant/Purchasing Assistant
Zoning Enforcement/Property Maintenance Officer

However, employees shall be excluded from this bargaining unit if they are employed in a confidential or supervisory capacity, or are hired on a seasonal basis, or are employed for less than an average of twenty (20) hours per week in any twelve (12) month period. For purposes of this contract employees shall be deemed seasonal workers if they are employed for less than six (6) months in any fiscal year. Seasonal workers shall not be employed to affect adversely bargaining unit staffing levels. There shall be no discrimination among the employees in this Accord by reason of race, religion, color, sex, national origin or age. The Town further agrees to notify the Union of all changes in classifications, benefits, and conditions of employment.

ARTICLE II-UNION SECURITY

2.0 Union Dues

The Town agrees that, upon voluntary authorization in writing from employees in this bargaining unit, it will make a monthly deduction from the wages of such employees of an amount authorized by him/her for the purpose of Union dues. Such deduction shall be discontinued from the written request of an employee. All such requests shall be on forms provided by the Town, and shall be submitted at least 30 calendar days before they are to become effective.

2.1 Remission of Deduction

All sums deducted shall be remitted to the Union on the first pay period of the month following such deductions and shall be accompanied by a record of those from whom deductions have been made.

2.2 Union Membership

All members of the bargaining unit shall, as a condition of continued employment, either become and remain members of the Union, or pay to the Union a service fee equivalent to the amount of Union dues, such requirement to become effective ninety (90) days after the employee's date of hire in the bargaining unit. Members of the bargaining unit who are Union members and who desire to withdraw from the Union shall send a notice of their intent to withdraw by certified mail to both the President of Local 1303408 and to the Town Manager.

2.3 Termination of Deductions

The obligation of the Town for funds actually deducted under this Article terminates upon delivery of the deductions so made to the person authorized to receive such amount from the Town. Neither any employee nor the Union shall have any claim against the Town for errors in the processing of deductions unless a claim of error is made in writing to the Finance Director within thirty (30) calendar days after the date such deductions were made or should have been made.

2.4 Indemnification

The Union agrees to indemnify and save harmless the Town for any sums which the Town incurs i.e. but not limited to legal fees, etc., as the result of a claim that the sums of money herein referred to have been illegally deducted, or for any liabilities which may have arisen from the Town's having complied with or enforced this provision.

2.5 Work Continuity-No Strike

The Town agrees that no employee will be prevented from entering his/her place of work unless under suspension or discharge. The Union agrees there will be no strike, or refusal to work, or work stoppage, or work slowdown, or mass absenteeism.

2.6 Bulletin Board

One 18" square section on a bulletin board shall be reserved at an accessible place in each building to which employees in the Union report to work. The space shall be for the use of the Union for posting of official notices or announcements.

2.7 Town's Rights

Except where such rights, powers and authority are specifically relinquished, abridged or limited by a specific provision of this Agreement, the Town has and will continue to retain, whether exercised or not, all the rights, powers, and authority heretofore held by the Town of Wethersfield, pursuant to any Charter, general or specific statute, ordinance, regulations, practices, procedures, and regulations with respect to employees of the Town, except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, it shall have the sole and unquestioned right, responsibility and prerogative of the management of the affairs of the Town and Discretion of the working forces, including, but not limited to the following:

- a. To determine the care, maintenance and operation of equipment and property used for and in behalf of the purpose of the Town;
- b. To establish or continue policies, practices and procedures for the conduction of Town business and, from time to time, to change or abolish such policies, practices or procedures;
- c. To discontinue processes or operations or to discontinue their performances by employees;

- d. To determine and select the number of types of employees required to perform the Town's operations.
- e. To employ, transfer, promote, or demote employees, or to lay off, terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interests of the Town or the departments;
- f. To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of the work in accordance with the requirements of the Town, provided such rules and regulations are made known in a reasonable manner to the employees affected by them;
- g. To insure that related duties connected with departmental operations, whether enumerated in job descriptions or not, shall be performed by employees;
- h. To create job descriptions and revise existing job descriptions;
- i. To exercise complete control and discretion over its organization and the technology of performing its work;
- j. To fulfill all of its legal responsibilities as mandated through Local, State and Federal Laws.
- k. To determine the mission of a department or office and the method and means necessary to fulfill that mission.

The Town continues to retain the right to subcontract bargaining unit work as it has in the past. Work not previously subcontracted in the past may be subcontracted subject to all of the following conditions:

- a. The long term costs where applicable and the short term costs must be significantly less expensive to subcontract work than to have such work performed by equivalent bargaining unit forces;
- b. The subcontract of bargaining unit work shall not result in the layoff of bargaining unit employees or a reduction of an employee's regular work hours or rates of pay;
- c. Subcontracting shall not be used for the purpose of undermining the Union or discriminating against bargaining unit employees;

- d. The Town shall provide a minimum thirty (30) days written notice to the union of its intention to subcontract bargaining unit work along with all pertinent information and specifications regarding the work that is to be subcontracted;

The Town and the Union shall meet and negotiate upon request over the impact on bargaining unit employees of the work to be subcontracted.

Notwithstanding the above, the parties agree that should the Town, in its sole discretion, determine that it will enter into a regionalization agreement for the dispatching function of the Town during the duration of the current agreement, the parties agree to reopen negotiations solely for the purpose of negotiating the impact, if any, of the Town's regionalization decision.

2.8 Availability of Rules

The Town will make available to all employees a copy of the Personnel Rules and such other written materials as have a direct bearing on each employee's position. The Town will notify the Union of new hires, promotions, transfers, separations and other personnel actions as well as the name of a successful candidate for a bargaining unit position.

ARTICLE III-SENIORITY AND FILLING VACANCIES

3.0 Employee List

The Town shall prepare a list of bargaining unit employees showing the date of the original appointment in the Town service, pay grade, step and rate of pay and shall make a copy of the list available to the Union at the Union's request on or before December 1, of each year. This list shall serve as a basis for calculating seniority for each employee. Seniority shall be based upon the length of continuous service with the Town since the most recent date of employment. An employee shall lose all seniority upon resignation, discharge, or failure to return from a layoff after ten calendar days' notice to return sent by the Town to the last known address.

For dispatch employees hired into dispatcher positions after 7/1/08, length of service in classification shall be the determining factor for overtime selection and leave request approval.

3.1 Probationary Period

After completion of the probationary period seniority will be based upon the date of last hire as a permanent full-time employee. Probationary periods will be no longer than ninety (90) days (one year for Dispatchers). This approval shall not be unreasonably withheld. Probationary employees are covered by the terms of the collective bargaining agreement except in regard to discipline and termination. (For the purposes of this Section, full-time employment is defined as 37 1/2 hours per week or more on a regular basis).

The probationary or working test period for new hires shall be regarded as an integral part of the examination process and shall be utilized for closely observing the employee's work for securing the most effective adjustment of a new employee whose performance does not meet the required work standards.

Probationary employees shall not have the right to the grievance procedure.

At any time during the probationary period the Department Head may recommend to the Town Manager the removal of an employee if, in the opinion of the Department Head, the working test indicates that such employee is unable or unwilling to perform the duties of the positions satisfactorily. Upon such recommendation, the Department Head shall report to the Town Manager and to the employee his/her actions and reasons therefore.

During the probationary period vacation days earned during the first three (3) months of employment cannot be utilized until three (3) months of employment have been completed. Promotional opportunities shall not be made available to probationary employees unless no other bargaining unit employees have bid for such position, provided the promoted probationary employee must still complete his/her probationary period from their original hire date.

Employees shall be eligible for insurance coverage no later than 90 days from their date of employment. Sick time may be accrued but not used until after three (3) months of employment, unless there are exceptional circumstances, in which case the Town Manager shall have the final authority.

3.2 Applications

All positions within the bargaining unit to be filled shall be posted in-house for a period of at least five (5) working days on bulletin boards provided for such purpose, prior to the Town filling such positions. Employees wishing to be considered for assignment to such positions must submit their application to the Human Resources Department. In the event there are no qualified candidates within the bargaining unit, the Town shall have the right to advertise the position outside.

The Town shall internally post for the position of Public Safety Dispatcher at the same time it advertises externally for the position.

3.3 Appointment

Positions within the bargaining unit shall be filled on the basis of a competitive examination developed and administered at the discretion of the Town Manager or his designee. Where knowledge, skill and ability are equal in the Town Manager's opinion, positions within the bargaining unit shall be filled on the basis of seniority.

If a promoted employee proves within a three (3) month period to be unable to perform the work, that employee shall be returned to the position the employee held prior to the promotion. If necessary to provide a vacancy for the reinstatement in the prior position, the employee with the least seniority in the class shall be terminated or returned to the class from which the employee was promoted.

3.4 Layoffs

In the event the Town determines that it is necessary to lay off employees, the Town will identify the position(s) where the work is to be reduced or eliminated. First seasonal employees who are performing the work of the affected positions will be laid off. Once that is done, the Town will notify the Union and the affected employees that the work is being reduced and jobs are being eliminated. The Town will lay off part-time employees who are performing the work of the affected job classification(s) before laying off full-time employees. Part-time employees working less than twenty (20) hours a week who are performing the work of the affected job classifications shall be laid off before part-time employees working twenty (20) to forty (40) hours per week. Should there be additional layoffs, the least senior person(s) in the affected job classification shall be notified that he/she is to be laid off. The affected employee(s) shall be granted the opportunity to bump the least senior employee in any lateral or lower job, provided he/she possesses the knowledge, skill and ability to do the new job, as determined by the Town Manager. If the Town Manager believes that the individual has the ability to do the job, he/she will be given a trial period of thirty (30) days to demonstrate that he/she can in fact perform the job. The individual who is bumping into another position will only have the one opportunity to demonstrate that he/she can do the work. If the employee fails to successfully perform the job following the 30-day trial period, he/she shall be laid off.

3.5 Recall

Employees who have been laid off shall be placed on a recall list and be entitled to recall for a period of thirty-six (36) months from the date of layoff. Employees will be rehired in the inverse order of layoff within each position classification, provided he/she possesses the knowledge, skill and ability, to do the job. No new full-time employees will be hired until all laid off employees who are eligible for recall and who have the requisite knowledge, skill and ability to do the available work, have been given the opportunity to return to work.

Any laid off employee who fails to return to work within ten (10) working days after notice by the Town to the employee's last known address, shall be removed

from the recall list and shall be considered to have chosen not to return to work for the Town.

3.6 Union President

During the term of his/her office, the Union President shall be the last person laid off within the President's position classification. The President may bump into another position provided he/she has the knowledge, skill and ability to do the job. The President will be given a 30 day probationary period to prove he/she can do the job into which he/she bumps.

ARTICLE IV-HOURS OF WORK, OVERTIME AND HOLIDAY PAY

4.0 Hours of Work

The regular hours of employment each week shall be thirty-seven and one-half (37 1/2) hours per week.

- a. The Town Hall hours of operation, except Dispatchers and Police Department Clerical Employees, shall be 8:00 a.m. to 4:30 p.m. with one (1) hour off for lunch, Monday through Friday.
- b. The hours of work for Police Division and Physical Services Clerical Employees shall be 8:00 a.m. to 4:00 p.m. with one-half (1/2) hour off for lunch, Monday through Friday.
- c. For Dispatchers, the work week shall be thirty-seven and one-half (37 1/2) hours consisting of five consecutive days per week with two consecutive days off; seven and one-half (7 1/2) hours per day, thirty-seven and one-half (37 1/2) and forty-eight (48) consecutive hours off respectively, except during the monthly change of shift, which shall continue as the practice currently in effect. The normal workweek period for dispatchers shall consist of one month with three working shifts as follows:

11:00 p.m. to 7: 00 a.m. (2300-0700)

7: 00 a.m. to 3: 00 p.m. (0700-1500)

3: 00 p.m. to 11: 00 p.m. (1500-2300)

Employees shall rotate shifts commencing the first Monday of each month. However, these shall be basic shifts and the employer may establish additional shift according to the needs of the department. Unless the Town determines that conditions do not permit, dispatchers shall be granted: (a) a thirty minute meal period as near as practicable to normal eating hours and (b) a fifteen minute "break" within each four hours of each eight hour shift.

- d. With Union approval, the Town may alter these hours. Any employee may also alter these hours with the approval of the affected department head. Any approval shall not be withheld unreasonably; shall not be unreasonably delayed; and shall not be such as to create an undue hardship on the employees and department involved.
- e. Summer Hours. Beginning the last week of the school year and ending on the Friday before school begins employees will work summer hours. The hours will be Monday, Tuesday, Wednesday, 8 a.m. to 4:30 p.m. with a 45 minute lunch break. Thursday 8 a.m. to 6 p.m. with a 45 minute lunch break and Friday, 8 a.m. to 1 p.m. with no lunch break.

4.1 Flextours

With the exception of the Police Division, the Town agrees to the establishment of flexible work schedules (flextours). The flexible work schedule will consist of two (2) components, core time and flexible time bands. Flextours, as established by the Town, will be as follows:

- a. The flextour workday will be from 6:00 a.m. to 6:30 p.m.
- b. Core time will be from 10:00 a.m. to 3:00 p.m. The core time is that period of time in the schedule during which all employees must be present at work or account for those hours with leave or compensatory time off.
- c. The flexible work schedule will be requested by the employee and approved by the department/division head. It is understood that flextour is at the discretion of the Town based on the needs of the particular division or department. The flexible work schedule, once established, will become the employee's assigned schedule.
- d. Schedule changes will be permitted on a monthly basis to coincide with pay periods.

4.2 Overtime Pay

An employee required to work more than seven and one-half (7 ½) hours in any work day or over thirty-seven and one-half (37 ½) in any work week, shall be compensated for said work by receiving the equivalent of one and one-half (1 ½) times his/her wage rate. The Town shall determine when overtime shall be worked and all overtime must be specifically approved in advance by the Town Manager or his/her representative.

Employees who are ordered in (involuntary overtime) will be paid two (2) times their normal hourly rate plus holiday pay if eligible under Section 4.9. There shall be no duplicate payment of overtime.

4.3 Overtime Schedule

Full-time employees shall be given preference on all overtime assignments. Employees within the department shall perform all overtime work. If additional help is needed for overtime work, other employees in other departments will be given the next opportunity for such assignments. If an employee, regularly assigned to a department in which the overtime occurs, is offered overtime work and does not avail him/herself of the opportunity to work, an appropriate charge shall be placed against his/her service record. To the extent possible, overtime shall be distributed equally among employees regularly assigned to the department in which the overtime work occurred.

For Dispatch employees an overtime list will be reset semi-annually, January and July.

The Town shall have the right to require emergency overtime work, whenever in the opinion of the Town Manager, the public health or safety is in jeopardy. Employees regularly assigned to the department in which the overtime occurs may be ordered in for emergency work only after efforts to secure voluntary overtime fail and in inverse order of seniority among qualified employees.

4.4 Compensatory Time

Employees may elect to receive compensatory time in lieu of overtime pay or holiday pay. This provision will be administered in accordance with the Fair Labor Standards Act and Connecticut General Statutes. Employees who work more than their regularly scheduled weekly hours of work in any one workweek shall earn an hour and one half off for each hour worked over that amount, up to a maximum of one (1) extra week per fiscal year. Time earned must be used within 12 (twelve) months from the date it is earned. Such hours may be granted only if approved by their supervisor and accurate accounting of all compensatory time must be entered on the employee's weekly timesheet. The use of compensatory time may be denied when there is an overtime impact. Only the Department Head, who can approve up to one (1) additional week, may grant exceptions. In no case can an employee exceed two (2) weeks of accrued compensatory time off annually. Such time shall be taken in no less than one (1) hour blocks, except that compensatory time used at either the beginning or end of the work day, shall be charged in actual hours of compensatory time taken with a minimum of one-half hour.

4.5 Minimum Pay

An employee who performs unscheduled work that immediately precedes a regularly scheduled shift by one (1) hour or less shall be paid at the applicable overtime rate for actual time worked. An employee performing unscheduled work that is not continuous to any such shift shall be paid a minimum of three (3) hours at the applicable overtime rate.

4.6 Holidays

Prior to August 1 of each year, the Union and Town shall mutually agree on the desired holiday schedule for the coming year. All regular full-time employees shall be entitled to thirteen (13) holidays from the schedule below, of which one shall be Martin Luther King Day and the employee's birthday. The holidays shall be chosen from the schedule below:

New Year's Day	Presidents Day
Martin Luther King Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Christmas Day	½ day before Christmas
Independence Day	Memorial Day
Columbus Day	Labor Day
Lincoln's Birthday	Veteran's Day
1/2 day before New Year's	Washington's Birthday

The day before or after any of these listed holidays

Dispatchers shall receive holiday compensation for Christmas Day, July 4th and New Year's Day by calendar date and not the day before or after as may be observed by the rest of the bargaining unit. Also, dispatchers shall receive holiday compensation for Easter Sunday and not Good Friday.

Dispatchers must request Easter and Christmas off at least 30 days in advance to be given priority by seniority for the day off. Within 30 days requests will be granted on a first come basis.

4.7 Holidays During Other Leaves

Whenever any scheduled holiday occurs within a period while an employee is out on sick leave or other leave with pay, such day observed as a holiday shall not be charged against the employee's accumulation of leave time.

4.8 Holiday Pay

When a holiday occurs during an employee's regular vacation day, paid sick leave or any other paid leave, such day observed as a holiday shall not be charged against the employee's earned vacation time, sick time, or any other paid leave for which written permission was granted.

Any employee who is on a leave of absence without pay his/her regular scheduled workday before and or his/her regular scheduled workday after the holiday, will not receive his/her regular pay for the holiday.

4.9 Holiday Pay: Police Dispatchers

- a. "Holiday Pay" is when Police Dispatchers, working or not, shall receive seven and one-half (7 1/2) hours pay at their regular straight time for holidays.
- b. Each Police Dispatcher who actually works on the holiday shall be paid at a rate of one and one-half (1 1/2) time his/her hourly rate of pay for such hours worked in addition to the compensation defined in Section 4.9 (a). 7 1/2 hours holiday pay.
- c. Police Dispatchers scheduled to work on a holiday shall be allowed to take off the holiday with pay without using vacation, earned, or compensatory time if minimal staffing permits and approved by the Chief of Police. They will only receive 7 1/2 hours of holiday pay for that day.

4.10 Permanent Part Time Employee Holiday Pay

Permanent part time employees will be entitled to Holiday Pay at the rate of four (4) hours per holiday if eligible under Section 4.8.

- 4.11 During weather related emergencies when employees are required to stay beyond their scheduled shift due to severe weather or other emergency reasons, no such employee shall be required to work more than sixteen (16) consecutive hours, said sixteen (16) hours to include the normal working day of said employee. However, each employee shall be paid at straight time for up to four (4) hours of rest time in every twenty-four (24) hours work period after working sixteen (16) hours consecutively, after which another sixteen (16) hours may be worked if emergency conditions persist. The rest time provided herein shall be scheduled by the Town at its discretions with a view toward maximum efficiency of work and safety of employees.

- 4.12 Effective upon ratification of this Agreement, an employee working overtime during a period of emergency shall be allowed meal allowances as follows:

Breakfast	\$7.50
Lunch	\$10.50
Dinner	\$12.50

ARTICLE V-VACATIONS

5.0 Amount

All full-time permanent employees shall earn annual vacation at their current base rate of pay based upon length of service. The amount of vacation earned shall be as follows:

- a. One week for at least six (6) months but less than one (1) complete year of service.

- b. Two weeks for at least one (1) year but less than five (5) complete years of service.
- c. Three weeks for at least five (5) years but less than ten (10) complete years of service.
- d. Four weeks for over ten (10) complete years of service.

Part-time permanent employees will earn vacation on a pro-rata basis using the above schedule.

Vacation leave shall accrue on a bi-weekly basis. Each employee will earn vacation leave during absence from work if such absence is with pay.

5.1 Vacation Schedule

Requested dates for vacation leaves shall be approved in advance and scheduled by each Department/Division Head or their designee taking into consideration the wishes of the employee. Should there be a conflict in requested date(s), preference shall be given to employees according to seniority within each class. Approval will not be unreasonably denied.

5.2 Use of Vacation

When an employee has no sick leave available, that employee may elect to use vacation leave as sick leave.

5.3 Payment on Separation

When an employee is separated from the Town service after giving two (2) weeks' notice and returning all town-assigned tools and equipment, that employee shall be paid for accumulated vacation leave not to exceed the accrued limit defined in Section 5.4. In the event of an employee's death, such payment shall be made to his/her stated beneficiary as indicated on the employees Life Insurance Beneficiary Form for the Life Insurance provided by the Town.

5.4 Allowed Accumulation

The employee may accumulate up to a maximum of two (2) years' worth of their eligible earned vacation. For example, an employee who is eligible to earn four (4) weeks of vacation a year may accumulate up to a maximum of eight (8) weeks of vacation at the end of any fiscal year. Vacation leave due to be credited to an employee shall be lost to the extent that it exceeds the two (2) year credited accrual at the end of any fiscal year.

5.5 Vacation time shall be taken in 30 minute minimum increments.

ARTICLE VI-LEAVE PROVISIONS

6.0 Sick Leave Credits

All full-time permanent employees shall earn sick leave credits at the current base rate of pay. The accumulation shall be as follows:

- a. Ten (10) days per year for less than ten (10) complete years of service.
- b. Twenty (20) days per year for more than (10) complete years of service.

Sick leave shall accrue on a bi-weekly basis. Each employee will earn sick leave credits during absence from work if such absence is with pay.

Part-time permanent employees shall accrue sick leave on a pro-rata basis using the above schedule.

6.1 Use of Sick Leave

Sick leave with pay may be used by the employee for personal illness, injury, exposure to contagious disease, health examinations and care and to permit the absence of employees for reasonable period to make arrangements to care for the employee's father, mother, husband, wife, child, or other relative living in the household. Sick leave taken after the start of a workday shall be charged in actual hours of sick time taken with a minimum of one hour, except that sick leave used at either the beginning or the end of the workday shall be charged in actual hours of sick time taken with a minimum of one half hour.

6.2 Notification and Certification

It shall be the responsibility of the employee to notify the department or division head in advance of sick leave, except in an emergency. To be eligible for sick leave an employee taking sick leave shall notify his department no later than one hour after the beginning of his normal workday. Dispatchers shall notify their department no later than one hour before the beginning of the normal workday. The employee may be required to file a physician's certificate as to the disabling nature of the illness if the employee has been absent more than three consecutive days or ten total days in a twelve-month period.

6.3 Unused Sick Leave

An employee hired **prior to** July 1, 2011, separating from the Town service shall be entitled to receive pay at the employee's normal daily rate of one-

half (1/2) of his /her unused sick leave accumulation, provided that no employee shall be eligible for pay for more than sixty (60) days. This provision shall not apply to employees who are separated for just cause. As an alternative to receiving payment for unused sick time, employees retiring from Town service may elect instead to have the time earned added at their separation ratio to their years of credited service for computing Defined Benefit pension benefits pursuant to either of the two options described below:

Option A: Employees retiring under “Normal Retirement” from the Town service may elect to have their accrued sick time added to their years of credited service for the purpose of computing pension benefits. Pension benefits will be based on combined total of credited service plus accrued sick time to make increments of full years only. An example: if an employee has 29 years and 7 months of credited service and has available 6 months of accrued sick time, the employee may apply 5 months of sick time to credited service, thus totaling 30 years of credited service. Employees would not receive compensation for remaining accrued sick time in excess of that used to implement Option A.

Option B: Employees retiring under “Early Retirement” from Town service may elect to use accrued sick time in increments to fulfill a year of credited service or age to satisfy the requirements of the Rule of 80 with the minimum age of 50. This means an employee’s age and total credited service combined must total 80. One example: An employee has 23 years of credited service, is 56.5 years old and has 7 months of accrued sick time. The sick time can be applied to the employee’s age to reach the required Rule of 80. Another example: An employee has 26.5 years of credited service, is 53 years old and has 7 months of accrued sick time. The sick time can be applied to the employee’s credited service to reach the required Rule of 80. Employees would not receive compensation for remaining accrued sick time in excess of that used to implement Option B.

For purposes of Option A and B above, the use of an employee’s accrued sick time shall be based upon the actual number of work days for which the sick days are being utilized.

Employees hired **after** July 1, 2011 shall continue to accrue sick leave credits as outlined against the time that such credits are needed for legitimate sick leave as originally intended. Such employees may receive cash benefits for unused sick time only upon death or retirement from Town services. The employee shall be entitled to receive pay at the employee’s normal daily rate of one-half (1/2) of

his/her unused sick leave accumulation, provided that no employee shall be eligible for pay for more than sixty (60) days.

6.4 Compensable Injury

As a result of disability or illness, which is covered by Workers' Compensation, that portion of an employee's absence shall not be charged against the employee's accrued sick leave. However, absenteeism will be charged to accrued leave to the extent such absenteeism is not recognized as compensable.

6.5 Jury Duty

Any employee who is required to be absent from work in order to report for jury duty on a regularly-scheduled work day will continue to receive his/her normal salary less any compensation paid as a result of such jury duty. Employees who have volunteered for jury duty shall go on leave without pay.

6.6 Bereavement

Four (4) consecutive days or leave with pay shall be granted from the date of the death to the funeral for the death of persons in the immediate family of the employee or the employee's spouse. Exception may be granted in the event that the funeral is conducted more than Four (4) days from the date of death and in those instances when the funeral and burial are held at different times. In no cases will the total number of Four (4) days be exceeded for the death of a person in the immediate family. Immediate family shall be considered as parents, grandparents, husband, wife, child, brother, sister, grandchild, or any relation who is living in the employee's household. The extent of the leave permitted for the death of a person in the employee's immediate family is only the actual working days required and used by the employee to attend the funeral services, to a maximum of Four (4) working days.

6.7 Union Leave

Up to two (2) designated Union delegates shall be allowed leave without pay to attend annual meetings of the State Labor Council and the International Union.

6.8 Leave of Absence Without Pay

The Town Manager may grant a leave of absence without pay for personal reasons for periods beyond those allowable with pay, provided the leave has also been approved by the Department or Division Head. Any employee who is on an authorized leave without pay, shall not be paid for any holidays. Sick leave may not be taken during this period of absence. Authorized leave of absence without pay that do not exceed one month will not interrupt service credit used in calculating employee benefits.

6.9 Personal Days

The number of available personal days will be limited to two (2). Two days of said leave may be carried over to the next year. Personal leave may be used in hourly increments. Approval of such leave requests will not be unreasonably denied. In regards to Police Dispatchers, the Town shall offer voluntary overtime, as necessary to accommodate such requests.

6.10 Union Business

Two Officers of the Union shall be allowed two (2) hours per week without loss of pay for the purposes of conducting Union business. Said leave is not cumulative and shall not be unreasonably denied.

ARTICLE VII-WAGE AND CASH BENEFITS

7.0 Permanent Reassignment

Whenever an employee is permanently moved from one position to another position within the union, and that position has a higher classification and pay grade, the employee shall be paid at the first step in the higher pay grade on the Town's pay plan. In the event that the employee's current pay falls above Step 1 of the pay range of the new classification, the employee will be paid at the lowest step in the higher pay range which is closest to but not below the employee's current rate. Upon satisfactory completion of the employee's probationary period, the employee shall advance one step on the Town's pay plan in the new classification.

When the reassignment is to a class with a lower maximum rate of pay, there shall be no change in his/her pay rate for three (3) years or until the new rate equals the old pay rate, whichever comes first. If after three (3) years there continues to be a differential, then the employee will receive 80% of the differential between the old rate and the new rate for one year. At the end of that year if there continues to be a differential, then the employee will receive 60% of the differential between the old rate and the new rate for one year. Thereafter the employee will be paid at the new rate. In any such reassignment, the most junior employee in the affected class shall be the first reassigned.

7.1 Temporary Reassignment

An employee may be temporarily assigned to any position for which that employee is qualified. If the employee is assigned to a lower classification, or if the number of hours of the assignment totals less than seven and one-half hours (7 1/2) for a single pay period, there will be no change in pay for the employee. However, whenever an employee is temporarily assigned to a higher classification for seven and one-half hours (7 1/2) hours or more in a single pay period, the employee's rate of pay shall be calculated by advancing the employee

one step on the Town's pay plan for the new position above the step closest to the employee's current rate of pay. Such increase shall be retroactive to the first hour of the temporary assignment. When the employee is returned to the employee's former classification, that employee's rate of pay shall be at the rate of pay previously received plus any increases that employee would have received had there not been a temporary reassignment.

7.2 Longevity Pay

A full-time permanent employee who has completed five (5) years of service by December 1 of any year shall be entitled to a payment of \$250 with the first paycheck in December. In addition, anyone who has completed ten (10) years of service by December 1 shall be entitled to \$300, anyone who has completed fifteen (15) years of service by December 1 shall be entitled to \$400 and anyone who has completed twenty (20) years of service by December 1 shall be entitled to \$500. Employees hired after January 1, 2015 are not eligible for longevity pay.

7.3 Tuition Refund

Effective and retroactive to July 1, 2014 the Town shall in accordance with Town policy, reimburse an employee for the tuition cost of courses taken in a systemized educational program when such courses are completed with a grade of C or better and such course of study is job-related as determined by the Town Manager. Beginning July 1, 2014, the Town shall set aside \$4,000 per fiscal year for the use of bargaining unit employees. Employees will be paid up to 90% of the cost of courses to a maximum of \$1,000 per year per person. Bargaining unit employees may reapply for additional reimbursement, if the \$4,000 has not been depleted by the end of the fiscal year. The employee must submit paperwork by April 1st to the Town Manager for review. If more than one employee reapplies, then the amount will be divided among the members.

To be eligible for reimbursement employees must:

- a. Complete and submit the Town's Request Form for Tuition Reimbursement;
- b. Provide the Town with a course description and receive approval;
- c. Complete the course with a grade of C or better;
- d. Submit proof of course completion and tuition payment; and
- e. Receive approval from the Town Manager or his designee.

7.4 Annual Step Increases and Performance Evaluations

A. Each employee who is not at the maximum of their pay range shall be considered for an annual one (1) step increase within the limits of the negotiated pay range and step increases in accordance with Section 7.5 for the class of work

performed by the employee. Employees must receive at minimum, an overall satisfactory performance review, based on the Town's performance evaluation system, in order to receive a wage adjustment subject to other provisions in this Agreement including Section 7.5.

B. Employees are eligible for a step increase upon completion of the probationary period and receiving permanent status as a new employee, lateral transfer or promotion. At such time, a performance evaluation will be completed. Performance evaluations shall be completed annually during the month in which the employee received permanent status, even after the employee has reached the maximum step. Employees must receive, at a minimum, an overall satisfactory performance appraisal based on the Town's Performance Evaluation System to be advanced to the next step.

Except for those isolated instances when the Town specifically proposes in its successor contract a proposal for no step increases for a particular fiscal year(s), bargaining unit employees otherwise eligible for a step increase will receive such step increase even if the Parties have not yet reached an agreement on a successor collective agreement. In those years when the Town proposes no step increase for a particular fiscal year(s), the Town must notify the Union on or before March 1 of the applicable fiscal year(s) of its intent to propose no step increase for that fiscal year(s). Failure by the Town to provide such notice by the March 1 deadline will result in all otherwise eligible bargaining unit employees receiving a step increase for that particular fiscal year(s).

The Town agrees to submit to the Union within 60 days of the signing of this Agreement the criteria upon which employees will be evaluated. The Union will then have 60 days to respond. The Town will consider the suggestions and then implement the criteria.

7.5 Pay Rates

The wages of employees within this bargaining unit shall be increased as follows:

Effective and retroactive to 7/1/17: 2.00% + Steps

Effective July 1, 2018: 2.00% + Steps

Effective July 1, 2019: 2.00% + steps

7.6 All employees shall be paid by direct deposit.

ARTICLE VIII-INSURANCE

8.0 Medical and Dental Insurance

Effective July 1, 2017 through September 30, 2017, the parties agree employees shall receive the PPO and/or HDHP under the terms as stated in the previous Collective Bargaining Agreement covering the period July 1, 2014-June 30, 2017.

Effective October 1, 2017, the only available health insurance plan offered shall be a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). A summary of the Anthem HDHP benefits and coverages are contained on the HR Intranet.

a) HDHP Annual Deductible: Single \$2,000/Employee +1 and Family \$4,000.

b) Town Funding of Deductible into HSA

Effective Plan Year 17/18: 100%. Fifty percent (50%) for employees who have already received a year of 100% funding.

Effective July 1, 2018: 50%

Effective July 1, 2019: 50%

Effective Plan Year 17/18, the Town contributions of the deductible will be made equally in October and January. Thereafter, Town contributions will be made equally in July and January. Employees enrolling in the plan after the commencement of the plan year will receive a pro-rated funding contribution based on the number of months in the plan. If an employee can demonstrate that they have exhausted their Town contribution due to unanticipated circumstances or undue hardship, the Town may permit an advancement of some or all of the remaining Town contributions for that year to the employee.

At no time shall an employee receive more than one (1) year of 100% funding.

c) Employee Premium Cost Share

Effective July 1, 2017: 14%

Effective July 1, 2018: 15%

Effective July 1, 2019: 15%

The Town shall provide for employee contributions to health benefits to be made on a pre-tax basis in accordance with Section 125 of the IRS Code.

d) Dental

Full Dental including Riders A, B, C, and D will be offered to employees, their spouse and eligible dependents. Employees will pay the employee premium cost share as indicated in 8.0 (c).

e) Insurance While on LTD

The Town shall continue to provide paid health insurance, with applicable employee co-pay, for workers on long-term disability (LTD) for a maximum of one (1) year from the date in which the employee begins LTD.

f) Wellness Program

Effective July 1, 2015, each of the health insurance plans set forth in this Article shall include a wellness incentive program, designed to provide early diagnosis and appropriate information to patients so that they and their health care professionals can determine appropriate, timely courses of treatment as needed. The wellness program will include age-based preventive physical examinations and age-based preventive screenings. If an employee and/or the employee's enrolled dependents do not agree to participate in the wellness program and do not actually fulfill all applicable requirements of the wellness program plan for a year, the employee shall pay, in addition to the premium contributions set forth in this Article, an additional two and one-half percent (2.5%) of the annual premium costs for insurance coverage for the following plan year.

8.1 Waiver of Health Insurance Coverage

Any employee who is covered under alternate health insurance through another employer (i.e. spouse) may voluntarily elect to waive, in writing on a Town provided form, health insurance coverage and receive additional annual compensation in lieu of said coverage. The amount of annual compensation an employee may receive shall be \$3,000 for family coverage, \$2,000 for two (2) individuals, and \$1,500 for single employees. Payment to those employees waiving such coverage shall be made in equal payments during the months of July and January of each calendar year.

If an employee loses alternate health insurance coverage, the employee may resume Town provided health insurance coverage. Upon receipt of revocation of the waiver, insurance coverage shall be reinstated as soon as possible, subject however, to any regulations or restrictions, including waiting periods, which may be required by the insurance carrier. Depending upon the effective

date of such reinstated coverage, appropriate financial adjustments shall be made between the employee and the Town to ensure that the employee has been compensated, but not overcompensated, for any waiver elected in this section.

An Insurance Waiver Form must be completed during the Open Enrollment period and sent to the Human Resources Manager

8.2 Retiree Medical Insurance

Depending upon their date of hire, employees retiring from the Town shall be eligible to participate in the group medical health insurance outlined in Section 8.0 above or as modified in successor contracts pursuant to the conditions outlined below.

Upon becoming Medicare eligible, these retirees, and their dependents who are Medicare eligible, shall be placed on a Medicare Supplemental Plan, or as modified in successor contracts, for the purpose of making Medicare insurance primary and the Town's group health insurance secondary. An eligible retiree's spouse or eligible dependents who are not Medicare eligible shall remain in their insurance as indicated in Section 8.0 until they become Medicare eligible, at which time, they will become eligible for the Medicare Supplemental Plan. In order to be eligible for the Medicare Supplemental Plan benefits of this subsection, the retiree and eligible dependents must have continued eligibility in the Town sponsored health insurance program up to the time they became eligible for Medicare.

Medical benefits will be extended to employees who retire after July 1, 1985.

Based upon hire date, retirees who are not yet eligible for Medicare as well as those eligible for Medicare shall have the following insurance benefits:

- Employees hired before June 30, 2004 shall have the full cost of health insurance premiums for themselves paid for by the Town and 90% of the cost of health insurance premiums for eligible dependents paid for by the Town;
- Employees hired after July 1st, 2004 shall contribute the same percentage of premium share towards the cost of retiree medical insurance as he/she was contributing at the time of his/her retirement (i.e. If an employee was contributing 10% of the premium when he/she retired, that employee will contribute 10% of the cost of retiree medical insurance).
- Employees hired after July 1, 2011 shall pay for 100% of the cost for individual, spouse and family insurance coverage upon their

retirement. Such employees shall not have to make the Other Post Employment Benefit (OPEB) contribution required in Article IX.

Effective October 1, 2017, retirees, under age 65 and eligible dependents, under age 65, will be enrolled in a HDHP. The Town shall fund the annual deductible as stated in Section 8.0 (b). At no time shall a retiree receive more than one (1) year of 100% funding.

8.3 “Cadillac Tax”

The Town and the Union agree to a reopener on a mutually agreed upon date and time, limited solely to addressing the provisions of the Affordable Health Care Act’s so-called “Cadillac Tax” provisions. The reopener will address the alternatives for allocating and/or reducing the costs of any taxes, fines or penalties imposed on the Town under the Act due to the level of benefits provided to the employees.

8.4 Disability Insurance

Effective January 1, 1997, the Town shall provide long-term disability (LTD) insurance with the following features: 90 day waiting period, benefit of 60% of pay with \$3,000 monthly maximum and with offset for any other disability income, benefits to age 65. Disability is defined as unable to engage in own occupation for first two years and unable to engage in any other occupation thereafter.

8.5 Change of Carriers

The Town reserves the right to change the group health insurance carriers/providers and/or plans, provided it gives the Union a one month notice and provided that the benefits and processing of claims are equivalent or better to those in effect during the period of this contract.

8.6 Life Insurance

The Town will provide and pay for the following insurance for each employee:

- a. Life Insurance, Accidental Death and Personal Loss in accordance with the Schedule of Benefits, effective date of 7/1/2013. The Schedule of Benefits is available on the HR Intranet.
- b. A life insurance policy with face amount of at least the employee's basic annual wage.
- c. Accidental death and dismemberment in the principal sum of \$10,000.

Effective 7/1/99 Accidental Death and Dismemberment in the principal sum equal to one and one half the employees annual wage.

- a. A \$10,000 life insurance policy upon retirement, effective July 1, 1985.

- b. Active employees may purchase at their own expense up to fifty (50) percent additional life insurance and AD&D coverage at group rates in increments of \$1,000 during the annual open enrollment period which will generally be held in May, with changes effective July 1 (the new plan year).

ARTICLE IX-OTHER POST EMPLOYMENT BENEFITS (OPEB)

Employees hired prior to July 1, 2011 shall contribute through payroll, the following percentages of his/her monthly earnings into the OPEB Fund to offset retiree health benefit. Said contribution will be made in accordance with Section 414(h) of the United States Internal Revenue Code (1986) as amended.

Effective and retroactive to July 1, 2017: 3.25%

Effective July 1, 2018: 3.50%

Effective July 1, 2019: 3.75%

The amounts deposited in this fund are for the exclusive purpose of creating a reserve fund to pay for those retiree health insurance benefits. Employees who leave the Town's employ prior to meeting the eligibility requirements for retiree health insurance benefits under Section 8.2 shall be eligible to recover the monies constituting their contributions to the fund along with interest at a rate of three percent (3%) per annum.

Subject to the amount of money available in the fund, the Town shall have the discretion to determine the date upon which to commence using the monies to fund the cost of retiree health insurance benefits. The Town shall provide to the Union at least annually, a full accounting of the contributions to the fund, interest, and any expenses charged to the fund.

ARTICLE X- PENSION PLANS

10.0 Defined Benefit Pension Plan

- a. Effective July 1, 1990, Credited Service for Town Employees who are members of Local 1303-408 AFSCME shall be limited to thirty-five years. However, this limit shall not be applied with respect to such employees who complete at least thirty-five years of Credited Service before July 1, 1994.
- b. A Town employee who is a member of Local 1303-408 AFSCME shall while he/she is included in this Plan, contribute through payroll deductions the following percentages of monthly earnings:

Effective and retroactive to July 1, 2017: 5.25%

Effective July 1, 2018: 5.50%

Effective July 1, 2019: 5.75%

- c. With respect to all Town Employees who are members of Local 1303-408 AFSCME, such employer shall pick up employee contributions required by this section for all compensation earned on or after January 1, 1990 with approval of the Internal Revenue Service; and the contributions so picked up shall be treated as employer contributions in determining federal income tax treatment under the United States Internal Revenue Code; however, such employer shall continue to withhold federal income tax based upon these contributions until the Internal Revenue Service, or the federal courts, rule that, pursuant to Section 414(h) of the United States Internal Revenue Code (1986), as amended, these contributions shall not be included as gross income of the employee until such time as they are distributed or made available. The employer shall pay these employee contributions from the same source of funds which is used in paying earnings to the employee. The employer may pick up these contributions by a reduction in the cash salary of the employee.
- d. Effective July 1, 2000, the monthly Normal Retirement Benefit payable to Town employee who is a member of Local 1303-408 AFSCME, and who retires on his/her Normal Retirement Date shall be equal to 2% of his/her Average Monthly Earnings multiplied by the number of his/her years of Credited Service. Effective July 1, 2011, the monthly Retirement Benefit payable to a Town employee who is a member of Local 1303-408 AFSCME, and who retires on his/her Normal Retirement Date shall be equal to 2.25% of his/her Average Monthly Earnings multiplied by the number of his/her years of credited service, provided that the 2.25% multiplier shall only apply to years of service earned after July 1, 2011.
- e. Effective July 1, 2000, a Town Employee who is a member of Local 1303-408 AFSCME and whose Early Retirement Date occurs no earlier than the first day of the calendar month coincident with or next following the later of the date on which he/she has attained age fifty (50) and the sum of his/her years of age plus his/her years of Credited Service first equals at least eighty, shall be eligible to receive his/her Early Retirement Benefit without the reduction specified in Article V, Section 5.2(b) of the Town of Wethersfield Pension Plan.
- f. An employee eligible for a Defined Benefit pension benefit may serve on the Pension Committee and vote on any matter not related to the Police Division.

10.1 Defined Contribution 401 (a) Pension Plan

Employees hired after July 1, 2011 will not be eligible to participate in the Town of Wethersfield Defined Benefit Pension Plan but will participate in a Defined

Contribution plan with the Town and the employee each contributing the same percentage of the employee's gross salary. Contribution percentages are as follows:

Effective and retroactive to 7/1/17: 5.00%

Effective 7/1/18: 5.50%

Effective 7/1/19: 6.00%

ARTICLE XI-SAFETY AND HEALTH

11.0 Safety Procedure

Each employee shall be responsible for checking the equipment with which that employee is working and the work procedure being followed to determine that all appropriate safety precautions have been taken. The employee shall report all safety defects to that employee's supervisor immediately.

11.1 Work Clothing

The Town will provide Town-approved safety shoes up to a maximum of \$350 per fiscal year for each employee of the Building and Engineering Divisions who are required to work outside. Such allowance shall be paid by check or shoe voucher.

The Town shall provide raincoats, rain hats and over-the-shoe rain protection to the employees who are required to work outside. All employees who have been issued such equipment shall wear it as needed. Such equipment as used shall be made available at the expense of the employee if required more frequently than once a year.

Engineering and Building Division employees shall be provided uniforms on the same terms as other employees with the type of uniform to be chosen by the Union and the Town jointly and to be appropriate to the Engineering and Building Divisions.

11.2 Safety Equipment

The employee may request, or the Town may issue, safety helmets or safety glasses to any employee assigned to a job requiring such equipment. If such equipment has been issued and the employee fails to properly wear such equipment, that employee shall be given a reprimand for the first failure, suspended for the second failure and discharged for the third such failure to wear or use such equipment.

11.3 Rest Period

A rest period of fifteen (15) minutes in the first half of the shift and fifteen (15) minutes in the second half of the shift will be permitted. Such rest period shall take place at the work site to which the employee is then assigned.

11.4 Allergy Protection

The Town will provide tetanus injections, poison ivy injections and bee sting medication to any employee presenting information satisfactory to the Town Health Director that conditions warrant such protection.

11.5 Damaged Clothing Reimbursement

Effective July 1, 2014, a reimbursement shall be provided for up to \$100 per year for damaged clothing to Building Inspectors.

11.6 Smoke-free Workplace

Smoking will be allowed only in accordance with the Town's smoking policy.

ARTICLE XII-GRIEVANCE PROCEDURES

12.0 Grievances

Grievances are defined as a disagreement arising out of the written Accord between the Town and the Union. Grievances will be processed in the following manner:

Step 1

A grievance must be presented in writing to the employee's immediate supervisor. The employee by himself/herself or with the Union steward shall present his/her grievance to the immediate supervisor. Any grievance must be filed within fifteen (15) calendar days of the incident, or knowledge is gained that the incident occurred provided that this does not exceed thirty (30) calendar days after the incident. The immediate supervisor shall notify the employee and/or the Union steward of the supervisor's decision within two (2) working days of the day the grievance was presented. The grievance must set forth the following information:

- a. The specific portion of the Accord upon which the grievance is based.
- b. A statement of the facts involved in the grievance.
- c. The remedy sought.

Step 2

Following the decision of the immediate supervisor made as a result of Step 1, the aggrieved party and his/her steward may file the grievance with the next level of supervision in the department involved. Such step must be taken within ten (10) working days of the date on which the supervisor made known his/her decision under Step 1. A conference under this step shall take place within five (5) working days of receipt of the appeal and the supervisor shall provide the

employee and/or Union steward with the supervisor's decision in writing within seven (7) working days of the conference.

Step 3

Should the employee wish, that employee may file an appeal from the decision rendered in Step 2 with the Town Manager within ten (10) working days of such decision.

A conference on the matter shall be set within five (5) working days and the Town Manager shall give a written decision to the employee and/or steward within ten (10) working days of the conference. Employees appealing decisions regarding demotion, suspension of more than ten (10) days, or discharge may submit such grievances directly to this step of the Grievance Procedure without the conferences set forth in Step 1 and 2.

Step 4

1. Prior to filing for arbitration and where mutually agreed upon by both parties, the dispute may be submitted to mediation by the State Board of Mediation and Arbitration, such submissions must be filed within fourteen (14) calendar days of the issuance of Step 3 decision.
2. If mediation is not utilized, the Union, on behalf of the employee, may submit the grievance to arbitration by so notifying in writing to both the Town Manager and the State Board of Mediation and Arbitration within fifteen (15) working days of the issuance of the Step 3 response.
3. If the Dispute cannot be resolved through mediation, the Union, on behalf of the employee, may submit the dispute to arbitration by so notifying in writing to both the Town Manager and State Board of Mediation and Arbitration within fifteen (15) working days of the mediation meeting.
4. If mutually agreed, the dispute may be submitted to expedited arbitration by the State Board of Mediation and Arbitration. No more than one such grievance shall be processed in arbitration at any one time.
5. The decision of the arbitrator shall be final and binding upon both parties. The Union and the Town shall share the cost of arbitration equally. If the Town chooses to use American Arbitration Association in lieu of the State Board of Mediation and Arbitration, the Town will pay all associated costs.

Time extensions beyond those stipulated in this grievance procedure may be arrived at in writing by mutual agreement of both parties concerned. Absent an extension of time, failure at any step to the appeal within the specified time limits shall be considered acceptance of the last decision rendered. Should the Town fail to respond within the specified time limits, the grievance may be processed by the Union to the next step.

12.1 Designated Representatives

The Union shall designate no more than two (2) members for the purpose of adjusting grievances and no more than three (3) members for contract negotiations. These designated members may carry on the actual process of meeting with the Town over contract negotiations during their normal work schedule without loss of pay. The Union may have any other persons not on the Town payroll present at any step of the Grievance procedure or at contract negotiation sessions, provided that the Town is notified that such person will be in attendance at least twenty-four (24) hours prior to the actual session. Each person designated to adjust grievances shall devote no more than two normal working hours per week to such activities.

12.2 Officers

The Town shall recognize the officers, executive committee members, stewards, negotiators and other such persons when the Town Manager is notified in writing of such designation. All such persons shall be employees of the Town within the bargaining unit.

ARTICLE XIII-DISCIPLINARY ACTION

13.0 Basis for Action

Disciplinary action shall be for just cause. All disciplinary actions shall be applied in a fair manner and shall not be inconsistent with the infraction for which the disciplinary actions are being applied.

13.1 Written Statement

In the case of any suspension or discharge, the employee shall be furnished a written statement of the reasons for such action.

13.2 Erasure of Records

Warning letters will be removed from the employee's files on the third anniversary of said warning letter if no additional disciplinary actions have occurred within the three-year period.

13.3 The Union President shall receive and be copied on all discipline notices/letters.

ARTICLE XIV-SAVING CLAUSE

14.0 Validity of Whole

If any section, sentence, clause or phrase of the Accord shall be held for any reason to be inoperative, void or invalid by a court of law or an arbitrator, the validity of the remaining portions of the Accord shall not be affected. It is the intent of the Town and the Union in agreeing to the Accord that no portion should become inoperative or fail by reason of the invalidity of any other portion. Should both parties agree to do so, they may immediately negotiate a substitute for the invalidated article, section, sentence, clause or phrase.

ARTICLE XV-GENERAL PROVISIONS

15.0 This Accord constitutes the entire Agreement between the Town of Wethersfield and the Union and settles all demands and issues for the terms of this Accord with respect to any and all matters subject to negotiation whether or not said subject or matter is specifically referred to herein.

15.1 Productivity Improvements

The Town and Union representatives shall meet periodically for the purpose of discussing productivity improvement programs. The Town shall have the right to make cash or other awards for suggestions and productivity improvements.

15.2 Labor — Management Meetings

- a. Both parties recognize the advantage of working together to resolve issues of concern at the lowest practicable level as quickly as possible. Therefore, in order to provide a mechanism for this beyond informal discussion, either the Local Union President or the Town Manager may request a meeting between the parties.
- b. The Town Manager may designate appropriate Department Heads to attend and the Union President may invite appropriate members of the bargaining unit who may be relevant to the issues to be discussed.

- c. Neither party shall initiate a request more than once per quarter unless mutually agreed, although multiple issues may be addressed at the meetings.

Nothing in this section shall prohibit the Union from proceeding through the appropriate dispute resolution process if issues cannot be resolved during the course or a result of these meetings.

ARTICLE XVI- DISPATCHERS

16.0 Single Vacation Days and Daily Swaps

Single vacation days and daily swaps shall be granted with the approval of the Chief of Police. Said approval shall not be reasonably denied. The Town will attempt to fill such requests using the overtime list and shall grant the day if another employee accepts the shift. Vacation days submitted in blocks of five (5) days or more, when approved, will be filled by means of voluntary overtime then order in.

16.1 Personal Storage

Lockers will be provided to Dispatchers. The Chief and the Dispatchers will mutually agree to these lockers.

16.2 Microwave and Refrigerator

Dispatchers shall be granted use of the present microwave and refrigerator. If this is not feasible, the Town will purchase a microwave and refrigerator to be used by the Dispatchers.

16.3 Safe and Healthful Work Environment

The Town shall make reasonable provisions to maintain a safe and healthful work environment, including but not limited to, ventilation/air conditioning systems.

16.4 Sweaters

Sweaters shall be provided to all Dispatchers. The Chief and the Dispatchers shall decide the sweater type.

16.5 Cleaning Allowance

The Town agrees to provide a uniform cleaning allowance to dispatchers at the rate of \$500 per year for the purpose of maintaining uniforms in a clean and neat condition. Such allowance shall be paid in two increments, \$250 on July 1 and \$250 on January 1 of each year. Effective July 1, 2012, the annual cleaning allowance will be increased to \$550 to be paid in two increments, \$275 on July 1 and \$275 on January 1 of each year.

16.6 Dispatcher Training

- a. Both parties recognize that relevant initial and on-going training is essential to the acquisition, retention, and optimization of job-related skills by communications personnel. A close cooperation can assist greatly in assessing the adequacy of the training program along with identifying needs for modification or addition.
- b. Therefore, a committee shall be established consisting of a representative of the Union appointed by the Local President, and supervisory personnel of both the Police and Fire Departments who are responsible for training. The Committee shall meet as often as necessary but no less than once per quarter.
- c. The Committee shall compile a curriculum of initial training for newly hired employees as well as a curriculum for continuing in-service training for permanent employees. Such curricula shall be completed no later than six months after the ratification of this Agreement and shall cover issues relevant to both Police and Fire Service Operations.
- d. The Committee shall prepare a written record of its meeting which shall be furnished to the Chief of Police, Fire Chief, Town Manager, and local Union President.

16.7 Dispatcher Work Schedules

For Dispatchers, the work week shall be thirty-seven and one-half (37 1/2) hours consisting of five consecutive days per week with two consecutive days off; seven and one-half (7 1/2) hours per day, thirty-seven and one-half (37 1/2) and forty-eight (48) consecutive hours off respectively, except during the monthly change of shift, which shall continue as the practice currently in effect. The normal monthly shifts for dispatchers shall consist of nine (9) working shifts which are divided into two groups:

DISPATCH SCHEDULE								
Group 1	Dispatcher	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1		B	B	B	OFF	OFF	B	B
2		OFF	OFF	A	A	A	A	A
3		A	A	A	A	A	OFF	OFF
4		C	C	C	C	OFF	OFF	C
Group 2								
5		A	A	B	B	B	OFF	OFF
6		C	B	OFF	OFF	C	C	C
7		OFF	C	C	C	C	C	OFF
8		B	OFF	OFF	B	B	B	B
9		A	A	A	OFF	OFF	A	A

A SQUAD: 0700-1500

B SQUAD: 1500-2300

C SQUAD: 2300-0700

Each Dispatcher shall rotate shifts, in their respected groups, commencing the first Monday of each month. Dispatch shift #9 in Group #2 will be the first shift not filled when there is a vacancy. These shall be the basic shifts and the employer may establish additional shift(s) according to the needs of the department. Unless the Town determines that conditions do not permit, dispatchers shall be granted: (a) a thirty minute meal period as near as practicable to normal eating hours and (b) a fifteen minute "break" within each four hours of each eight hour shift.

Seven (7) days' notice shall be required to change a Dispatcher's monthly shift assignment.

- 16.8 All five (5) day vacation requests for July and August must be submitted by March 15. After that date, requests shall be granted on a first come, first served basis. Requests submitted by March 15 shall be either approve or denied no later than April 1.

ARTICLE XVII
ARTICLE XVII-DURATION

17.0 Period

This Agreement shall be effective from July 1, 2017 to June 30, 2020.

This Agreement shall continue in effect from year to year unless either party gives notice prior to March 1 of any year after January 1, 2017 of its intention to terminate or propose modification on the following June 30.

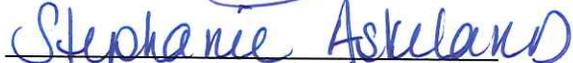
TOWN OF WETHERSHELD



Jeff Bridges, Town Manager

9/27/2017

Date

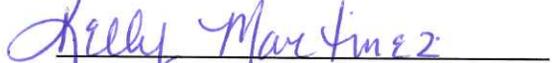


Stephanie Askeland, Human Resources Manager

9-27-2017

Date

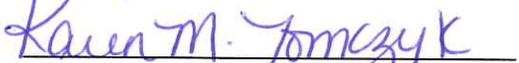
AFSCME, COUNCIL 4, LOCAL 1303-408



Signature

9-27-17

Date



Signature

9-27-17

Date



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9-27-17

Date



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9-27-17

Date

Signature

Date

APPENDIX A
PERSONNEL CLASSIFICATION AND PAY GRADES RE
TOWN BARGAINING UNIT POSITIONS

<u>CLASSIFICATION</u>	<u>PAY GRADE</u>
Accounts Payable Clerk	11
Assistant Building Official	15
Assistant Town Clerk II/Records Manager	13
Senior Survey Technician	13
Payroll Accounting Clerk	12
Clerk I	3
Clerk II	5
Clerk III	6
Police Records Specialist	7
Secretary I	6
Secretary II	10
Dispatcher	13
Lead Dispatcher	13 (2)
Engineering Technician I	7
Engineering Technician II	11
Engineering Technician III	14
Technical Assistant	8
Technical/Purchasing Assistant	10
Zoning Enforcement/Property Maintenance Officer	13

1303-408 PAYSCALE EFFECTIVE 07-01-17		37.5 HOUR WORK WEEK						1.02
2.00% GWI		GRADE BY STEPS						
GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	
A/1	ANNUAL	\$ 33,154.00	\$ 34,140.27	\$ 35,203.57	\$ 36,262.25	\$ 37,322.10	\$ 38,384.24	
	BIWEEKLY	\$ 1,275.15	\$ 1,313.09	\$ 1,353.98	\$ 1,394.70	\$ 1,435.47	\$ 1,476.32	
	HOURLY	\$ 17.0021	\$ 17.5078	\$ 18.0531	\$ 18.5960	\$ 19.1395	\$ 19.6842	
B/2	ANNUAL	\$ 35,203.57	\$ 36,262.25	\$ 37,322.10	\$ 38,384.24	\$ 39,705.02	\$ 41,021.19	
	BIWEEKLY	\$ 1,353.98	\$ 1,394.70	\$ 1,435.47	\$ 1,476.32	\$ 1,527.12	\$ 1,577.74	
	HOURLY	\$ 18.0531	\$ 18.5960	\$ 19.1395	\$ 19.6842	\$ 20.3615	\$ 21.0365	
C/3	ANNUAL	\$ 37,322.10	\$ 38,384.24	\$ 39,705.02	\$ 41,021.19	\$ 42,352.33	\$ 43,670.82	
	BIWEEKLY	\$ 1,435.47	\$ 1,476.32	\$ 1,527.12	\$ 1,577.74	\$ 1,628.94	\$ 1,679.65	
	HOURLY	\$ 19.1395	\$ 19.6842	\$ 20.3615	\$ 21.0365	\$ 21.7191	\$ 22.3953	
D/4	ANNUAL	\$ 39,705.02	\$ 41,021.19	\$ 42,352.33	\$ 43,670.82	\$ 45,003.08	\$ 46,320.41	
	BIWEEKLY	\$ 1,527.12	\$ 1,577.74	\$ 1,628.94	\$ 1,679.65	\$ 1,730.89	\$ 1,781.55	
	HOURLY	\$ 20.3615	\$ 21.0365	\$ 21.7191	\$ 22.3953	\$ 23.0785	\$ 23.7541	
E/5	ANNUAL	\$ 42,352.33	\$ 43,670.82	\$ 45,003.08	\$ 46,320.41	\$ 47,643.51	\$ 48,971.17	
	BIWEEKLY	\$ 1,628.94	\$ 1,679.65	\$ 1,730.89	\$ 1,781.55	\$ 1,832.44	\$ 1,883.51	
	HOURLY	\$ 21.7191	\$ 22.3953	\$ 23.0785	\$ 23.7541	\$ 24.4326	\$ 25.1134	
F/6	ANNUAL	\$ 45,003.08	\$ 46,320.41	\$ 47,643.51	\$ 48,971.17	\$ 50,288.51	\$ 51,620.77	
	BIWEEKLY	\$ 1,730.89	\$ 1,781.55	\$ 1,832.44	\$ 1,883.51	\$ 1,934.17	\$ 1,985.41	
	HOURLY	\$ 23.0785	\$ 23.7541	\$ 24.4326	\$ 25.1134	\$ 25.7890	\$ 26.4722	
G/7	ANNUAL	\$ 47,643.51	\$ 48,971.17	\$ 50,288.51	\$ 51,620.77	\$ 53,187.55	\$ 54,752.02	
	BIWEEKLY	\$ 1,832.44	\$ 1,883.51	\$ 1,934.17	\$ 1,985.41	\$ 2,045.68	\$ 2,105.85	
	HOURLY	\$ 24.4326	\$ 25.1134	\$ 25.7890	\$ 26.4722	\$ 27.2757	\$ 28.0780	
H/8	ANNUAL	\$ 50,288.51	\$ 51,620.77	\$ 53,187.55	\$ 54,752.02	\$ 56,331.44	\$ 57,903.96	
	BIWEEKLY	\$ 1,934.17	\$ 1,985.41	\$ 2,045.68	\$ 2,105.85	\$ 2,166.59	\$ 2,227.08	
	HOURLY	\$ 25.7890	\$ 26.4722	\$ 27.2757	\$ 28.0780	\$ 28.8879	\$ 29.6943	
I/9	ANNUAL	\$ 53,187.55	\$ 54,752.02	\$ 56,331.44	\$ 57,903.96	\$ 59,467.29	\$ 61,049.02	
	BIWEEKLY	\$ 2,045.68	\$ 2,105.85	\$ 2,166.59	\$ 2,227.08	\$ 2,287.20	\$ 2,348.04	
	HOURLY	\$ 27.2757	\$ 28.0780	\$ 28.8879	\$ 29.6943	\$ 30.4960	\$ 31.3072	
J/10	ANNUAL	\$ 54,752.02	\$ 56,331.44	\$ 57,903.96	\$ 59,467.29	\$ 61,049.02	\$ 62,613.49	
	BIWEEKLY	\$ 2,105.85	\$ 2,166.59	\$ 2,227.08	\$ 2,287.20	\$ 2,348.04	\$ 2,408.21	
	HOURLY	\$ 28.0780	\$ 28.8879	\$ 29.6943	\$ 30.4960	\$ 31.3072	\$ 32.1095	
K/11	ANNUAL	\$ 56,331.44	\$ 57,903.96	\$ 59,467.29	\$ 61,049.02	\$ 62,613.49	\$ 64,186.02	
	BIWEEKLY	\$ 2,166.59	\$ 2,227.08	\$ 2,287.20	\$ 2,348.04	\$ 2,408.21	\$ 2,468.69	
	HOURLY	\$ 28.8879	\$ 29.6943	\$ 30.4960	\$ 31.3072	\$ 32.1095	\$ 32.9159	
L/12	ANNUAL	\$ 59,467.29	\$ 61,049.02	\$ 62,613.49	\$ 64,186.02	\$ 65,763.12	\$ 67,328.75	
	BIWEEKLY	\$ 2,287.20	\$ 2,348.04	\$ 2,408.21	\$ 2,468.69	\$ 2,529.35	\$ 2,589.57	
	HOURLY	\$ 30.4960	\$ 31.3072	\$ 32.1095	\$ 32.9159	\$ 33.7247	\$ 34.5276	
M/13	ANNUAL	\$ 62,613.49	\$ 64,186.02	\$ 65,763.12	\$ 67,328.75	\$ 68,903.58	\$ 70,477.25	
	BIWEEKLY	\$ 2,408.21	\$ 2,468.69	\$ 2,529.35	\$ 2,589.57	\$ 2,650.14	\$ 2,710.66	
	HOURLY	\$ 32.1095	\$ 32.9159	\$ 33.7247	\$ 34.5276	\$ 35.3352	\$ 36.1422	
M/13 (2) Lead Disp	ANNUAL	\$ 75,576.90	\$ 77,473.08	\$ 79,378.44	\$ 81,267.48	\$ 83,169.78	\$ 85,065.96	
	BIWEEKLY	\$ 2,906.80	\$ 2,979.73	\$ 3,053.02	\$ 3,125.67	\$ 3,198.84	\$ 3,271.77	
	HOURLY	\$ 38.7574	\$ 39.7298	\$ 40.7069	\$ 41.6756	\$ 42.6512	\$ 43.6236	
N/14	ANNUAL	\$ 65,763.12	\$ 67,328.75	\$ 68,903.58	\$ 70,477.25	\$ 72,046.31	\$ 73,625.73	
	BIWEEKLY	\$ 2,529.35	\$ 2,589.57	\$ 2,650.14	\$ 2,710.66	\$ 2,771.01	\$ 2,831.76	
	HOURLY	\$ 33.7247	\$ 34.5276	\$ 35.3352	\$ 36.1422	\$ 36.9468	\$ 37.7568	
O/15	ANNUAL	\$ 68,903.58	\$ 70,477.25	\$ 72,046.31	\$ 73,625.73	\$ 75,275.26	\$ 78,040.99	
	BIWEEKLY	\$ 2,650.14	\$ 2,710.66	\$ 2,771.01	\$ 2,831.76	\$ 2,895.20	\$ 3,001.58	
	HOURLY	\$ 35.3352	\$ 36.1422	\$ 36.9468	\$ 37.7568	\$ 38.6027	\$ 40.0210	

1303-408 Payscale Effective 07-01-18		37.5 HOUR WORK WEEK						1.02
2.00% GWI		GRADE BY STEPS						
GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	
A/1	ANNUAL	\$ 33,817.08	\$ 34,823.07	\$ 35,907.64	\$ 36,987.50	\$ 38,068.54	\$ 39,151.93	
	BIWEEKLY	\$ 1,300.66	\$ 1,339.35	\$ 1,381.06	\$ 1,422.60	\$ 1,464.17	\$ 1,505.84	
	HOURLY	\$ 17.3421	\$ 17.8580	\$ 18.4142	\$ 18.9679	\$ 19.5223	\$ 20.0779	
B/2	ANNUAL	\$ 35,907.64	\$ 36,987.50	\$ 38,068.54	\$ 39,151.93	\$ 40,499.12	\$ 41,841.61	
	BIWEEKLY	\$ 1,381.06	\$ 1,422.60	\$ 1,464.17	\$ 1,505.84	\$ 1,557.66	\$ 1,609.29	
	HOURLY	\$ 18.4142	\$ 18.9679	\$ 19.5223	\$ 20.0779	\$ 20.7688	\$ 21.4572	
C/3	ANNUAL	\$ 38,068.54	\$ 39,151.93	\$ 40,499.12	\$ 41,841.61	\$ 43,199.37	\$ 44,544.24	
	BIWEEKLY	\$ 1,464.17	\$ 1,505.84	\$ 1,557.66	\$ 1,609.29	\$ 1,661.51	\$ 1,713.24	
	HOURLY	\$ 19.5223	\$ 20.0779	\$ 20.7688	\$ 21.4572	\$ 22.1535	\$ 22.8432	
D/4	ANNUAL	\$ 40,499.12	\$ 41,841.61	\$ 43,199.37	\$ 44,544.24	\$ 45,903.15	\$ 47,246.82	
	BIWEEKLY	\$ 1,557.66	\$ 1,609.29	\$ 1,661.51	\$ 1,713.24	\$ 1,765.51	\$ 1,817.19	
	HOURLY	\$ 20.7688	\$ 21.4572	\$ 22.1535	\$ 22.8432	\$ 23.5401	\$ 24.2291	
E/5	ANNUAL	\$ 43,199.37	\$ 44,544.24	\$ 45,903.15	\$ 47,246.82	\$ 48,596.38	\$ 49,950.59	
	BIWEEKLY	\$ 1,661.51	\$ 1,713.24	\$ 1,765.51	\$ 1,817.19	\$ 1,869.09	\$ 1,921.18	
	HOURLY	\$ 22.1535	\$ 22.8432	\$ 23.5401	\$ 24.2291	\$ 24.9212	\$ 25.6157	
F/6	ANNUAL	\$ 45,903.15	\$ 47,246.82	\$ 48,596.38	\$ 49,950.59	\$ 51,294.28	\$ 52,653.19	
	BIWEEKLY	\$ 1,765.51	\$ 1,817.19	\$ 1,869.09	\$ 1,921.18	\$ 1,972.86	\$ 2,025.12	
	HOURLY	\$ 23.5401	\$ 24.2291	\$ 24.9212	\$ 25.6157	\$ 26.3048	\$ 27.0016	
G/7	ANNUAL	\$ 48,596.38	\$ 49,950.59	\$ 51,294.28	\$ 52,653.19	\$ 54,251.30	\$ 55,847.06	
	BIWEEKLY	\$ 1,869.09	\$ 1,921.18	\$ 1,972.86	\$ 2,025.12	\$ 2,086.59	\$ 2,147.96	
	HOURLY	\$ 24.9212	\$ 25.6157	\$ 26.3048	\$ 27.0016	\$ 27.8212	\$ 28.6395	
H/8	ANNUAL	\$ 51,294.28	\$ 52,653.19	\$ 54,251.30	\$ 55,847.06	\$ 57,458.07	\$ 59,062.04	
	BIWEEKLY	\$ 1,972.86	\$ 2,025.12	\$ 2,086.59	\$ 2,147.96	\$ 2,209.93	\$ 2,271.62	
	HOURLY	\$ 26.3048	\$ 27.0016	\$ 27.8212	\$ 28.6395	\$ 29.4657	\$ 30.2882	
I/9	ANNUAL	\$ 54,251.30	\$ 55,847.06	\$ 57,458.07	\$ 59,062.04	\$ 60,656.63	\$ 62,270.00	
	BIWEEKLY	\$ 2,086.59	\$ 2,147.96	\$ 2,209.93	\$ 2,271.62	\$ 2,332.95	\$ 2,395.00	
	HOURLY	\$ 27.8212	\$ 28.6395	\$ 29.4657	\$ 30.2882	\$ 31.1060	\$ 31.9333	
J/10	ANNUAL	\$ 55,847.06	\$ 57,458.07	\$ 59,062.04	\$ 60,656.63	\$ 62,270.00	\$ 63,865.76	
	BIWEEKLY	\$ 2,147.96	\$ 2,209.93	\$ 2,271.62	\$ 2,332.95	\$ 2,395.00	\$ 2,456.38	
	HOURLY	\$ 28.6395	\$ 29.4657	\$ 30.2882	\$ 31.1060	\$ 31.9333	\$ 32.7517	
K/11	ANNUAL	\$ 57,458.07	\$ 59,062.04	\$ 60,656.63	\$ 62,270.00	\$ 63,865.76	\$ 65,469.74	
	BIWEEKLY	\$ 2,209.93	\$ 2,271.62	\$ 2,332.95	\$ 2,395.00	\$ 2,456.38	\$ 2,518.07	
	HOURLY	\$ 29.4657	\$ 30.2882	\$ 31.1060	\$ 31.9333	\$ 32.7517	\$ 33.5742	
L/12	ANNUAL	\$ 60,656.63	\$ 62,270.00	\$ 63,865.76	\$ 65,469.74	\$ 67,078.39	\$ 68,675.33	
	BIWEEKLY	\$ 2,332.95	\$ 2,395.00	\$ 2,456.38	\$ 2,518.07	\$ 2,579.94	\$ 2,641.36	
	HOURLY	\$ 31.1060	\$ 31.9333	\$ 32.7517	\$ 33.5742	\$ 34.3992	\$ 35.2181	
M/13	ANNUAL	\$ 63,865.76	\$ 65,469.74	\$ 67,078.39	\$ 68,675.33	\$ 70,281.65	\$ 71,886.79	
	BIWEEKLY	\$ 2,456.38	\$ 2,518.07	\$ 2,579.94	\$ 2,641.36	\$ 2,703.14	\$ 2,764.88	
	HOURLY	\$ 32.7517	\$ 33.5742	\$ 34.3992	\$ 35.2181	\$ 36.0419	\$ 36.8650	
M/13 (2)	ANNUAL	\$ 77,088.44	\$ 79,022.54	\$ 80,966.01	\$ 82,892.83	\$ 84,833.18	\$ 86,767.28	
	BIWEEKLY	\$ 2,964.94	\$ 3,039.33	\$ 3,114.08	\$ 3,188.19	\$ 3,262.81	\$ 3,337.20	
	HOURLY	\$ 39.5325	\$ 40.5244	\$ 41.5210	\$ 42.5091	\$ 43.5042	\$ 44.4960	
N/14	ANNUAL	\$ 67,078.39	\$ 68,675.33	\$ 70,281.65	\$ 71,886.79	\$ 73,487.24	\$ 75,098.25	
	BIWEEKLY	\$ 2,579.94	\$ 2,641.36	\$ 2,703.14	\$ 2,764.88	\$ 2,826.43	\$ 2,888.39	
	HOURLY	\$ 34.3992	\$ 35.2181	\$ 36.0419	\$ 36.8650	\$ 37.6858	\$ 38.5119	
O/15	ANNUAL	\$ 70,281.65	\$ 71,886.79	\$ 73,487.24	\$ 75,098.25	\$ 76,780.76	\$ 79,601.81	
	BIWEEKLY	\$ 2,703.14	\$ 2,764.88	\$ 2,826.43	\$ 2,888.39	\$ 2,953.11	\$ 3,061.61	
	HOURLY	\$ 36.0419	\$ 36.8650	\$ 37.6858	\$ 38.5119	\$ 39.3747	\$ 40.8214	

1303-408 PAYSCALE EFFECTIVE 07-01-19		37.5 HOUR WORK WEEK						1.02
2.00% GWI		GRADE BY STEPS						
GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	
A/1	ANNUAL	\$ 34,493.42	\$ 35,519.53	\$ 36,625.79	\$ 37,727.25	\$ 38,829.91	\$ 39,934.97	
	BIWEEKLY	\$ 1,326.67	\$ 1,366.14	\$ 1,408.68	\$ 1,451.05	\$ 1,493.46	\$ 1,535.96	
	HOURLY	\$ 17.6889	\$ 18.2151	\$ 18.7825	\$ 19.3473	\$ 19.9128	\$ 20.4795	
B/2	ANNUAL	\$ 36,625.79	\$ 37,727.25	\$ 38,829.91	\$ 39,934.97	\$ 41,309.10	\$ 42,678.44	
	BIWEEKLY	\$ 1,408.68	\$ 1,451.05	\$ 1,493.46	\$ 1,535.96	\$ 1,588.81	\$ 1,641.48	
	HOURLY	\$ 18.7825	\$ 19.3473	\$ 19.9128	\$ 20.4795	\$ 21.1842	\$ 21.8864	
C/3	ANNUAL	\$ 38,829.91	\$ 39,934.97	\$ 41,309.10	\$ 42,678.44	\$ 44,063.36	\$ 45,435.12	
	BIWEEKLY	\$ 1,493.46	\$ 1,535.96	\$ 1,588.81	\$ 1,641.48	\$ 1,694.74	\$ 1,747.50	
	HOURLY	\$ 19.9128	\$ 20.4795	\$ 21.1842	\$ 21.8864	\$ 22.5966	\$ 23.3001	
D/4	ANNUAL	\$ 41,309.10	\$ 42,678.44	\$ 44,063.36	\$ 45,435.12	\$ 46,821.21	\$ 48,191.76	
	BIWEEKLY	\$ 1,588.81	\$ 1,641.48	\$ 1,694.74	\$ 1,747.50	\$ 1,800.82	\$ 1,853.53	
	HOURLY	\$ 21.1842	\$ 21.8864	\$ 22.5966	\$ 23.3001	\$ 24.0109	\$ 24.7137	
E/5	ANNUAL	\$ 44,063.36	\$ 45,435.12	\$ 46,821.21	\$ 48,191.76	\$ 49,568.30	\$ 50,949.60	
	BIWEEKLY	\$ 1,694.74	\$ 1,747.50	\$ 1,800.82	\$ 1,853.53	\$ 1,906.47	\$ 1,959.60	
	HOURLY	\$ 22.5966	\$ 23.3001	\$ 24.0109	\$ 24.7137	\$ 25.4196	\$ 26.1280	
F/6	ANNUAL	\$ 46,821.21	\$ 48,191.76	\$ 49,568.30	\$ 50,949.60	\$ 52,320.16	\$ 53,706.25	
	BIWEEKLY	\$ 1,800.82	\$ 1,853.53	\$ 1,906.47	\$ 1,959.60	\$ 2,012.31	\$ 2,065.63	
	HOURLY	\$ 24.0109	\$ 24.7137	\$ 25.4196	\$ 26.1280	\$ 26.8309	\$ 27.5417	
G/7	ANNUAL	\$ 49,568.30	\$ 50,949.60	\$ 52,320.16	\$ 53,706.25	\$ 55,336.33	\$ 56,964.00	
	BIWEEKLY	\$ 1,906.47	\$ 1,959.60	\$ 2,012.31	\$ 2,065.63	\$ 2,128.32	\$ 2,190.92	
	HOURLY	\$ 25.4196	\$ 26.1280	\$ 26.8309	\$ 27.5417	\$ 28.3776	\$ 29.2123	
H/8	ANNUAL	\$ 52,320.16	\$ 53,706.25	\$ 55,336.33	\$ 56,964.00	\$ 58,607.23	\$ 60,243.28	
	BIWEEKLY	\$ 2,012.31	\$ 2,065.63	\$ 2,128.32	\$ 2,190.92	\$ 2,254.12	\$ 2,317.05	
	HOURLY	\$ 26.8309	\$ 27.5417	\$ 28.3776	\$ 29.2123	\$ 30.0550	\$ 30.8940	
I/9	ANNUAL	\$ 55,336.33	\$ 56,964.00	\$ 58,607.23	\$ 60,243.28	\$ 61,869.76	\$ 63,515.40	
	BIWEEKLY	\$ 2,128.32	\$ 2,190.92	\$ 2,254.12	\$ 2,317.05	\$ 2,379.61	\$ 2,442.90	
	HOURLY	\$ 28.3776	\$ 29.2123	\$ 30.0550	\$ 30.8940	\$ 31.7281	\$ 32.5720	
J/10	ANNUAL	\$ 56,964.00	\$ 58,607.23	\$ 60,243.28	\$ 61,869.76	\$ 63,515.40	\$ 65,143.07	
	BIWEEKLY	\$ 2,190.92	\$ 2,254.12	\$ 2,317.05	\$ 2,379.61	\$ 2,442.90	\$ 2,505.50	
	HOURLY	\$ 29.2123	\$ 30.0550	\$ 30.8940	\$ 31.7281	\$ 32.5720	\$ 33.4067	
K/11	ANNUAL	\$ 58,607.23	\$ 60,243.28	\$ 61,869.76	\$ 63,515.40	\$ 65,143.07	\$ 66,779.13	
	BIWEEKLY	\$ 2,254.12	\$ 2,317.05	\$ 2,379.61	\$ 2,442.90	\$ 2,505.50	\$ 2,568.43	
	HOURLY	\$ 30.0550	\$ 30.8940	\$ 31.7281	\$ 32.5720	\$ 33.4067	\$ 34.2457	
L/12	ANNUAL	\$ 61,869.76	\$ 63,515.40	\$ 65,143.07	\$ 66,779.13	\$ 68,419.95	\$ 70,048.83	
	BIWEEKLY	\$ 2,379.61	\$ 2,442.90	\$ 2,505.50	\$ 2,568.43	\$ 2,631.54	\$ 2,694.19	
	HOURLY	\$ 31.7281	\$ 32.5720	\$ 33.4067	\$ 34.2457	\$ 35.0872	\$ 35.9225	
M/13	ANNUAL	\$ 65,143.07	\$ 66,779.13	\$ 68,419.95	\$ 70,048.83	\$ 71,687.29	\$ 73,324.53	
	BIWEEKLY	\$ 2,505.50	\$ 2,568.43	\$ 2,631.54	\$ 2,694.19	\$ 2,757.20	\$ 2,820.17	
	HOURLY	\$ 33.4067	\$ 34.2457	\$ 35.0872	\$ 35.9225	\$ 36.7627	\$ 37.6023	
M/13 (2)	ANNUAL	\$ 78,630.21	\$ 80,602.99	\$ 82,585.33	\$ 84,550.69	\$ 86,529.84	\$ 88,502.62	
	BIWEEKLY	\$ 3,024.24	\$ 3,100.12	\$ 3,176.36	\$ 3,251.95	\$ 3,328.07	\$ 3,403.95	
	HOURLY	\$ 40.3232	\$ 41.3349	\$ 42.3515	\$ 43.3593	\$ 44.3743	\$ 45.3860	
N/14	ANNUAL	\$ 68,419.95	\$ 70,048.83	\$ 71,687.29	\$ 73,324.53	\$ 74,956.98	\$ 76,600.21	
	BIWEEKLY	\$ 2,631.54	\$ 2,694.19	\$ 2,757.20	\$ 2,820.17	\$ 2,882.96	\$ 2,946.16	
	HOURLY	\$ 35.0872	\$ 35.9225	\$ 36.7627	\$ 37.6023	\$ 38.4395	\$ 39.2822	
O/15	ANNUAL	\$ 71,687.29	\$ 73,324.53	\$ 74,956.98	\$ 76,600.21	\$ 78,316.38	\$ 81,193.84	
	BIWEEKLY	\$ 2,757.20	\$ 2,820.17	\$ 2,882.96	\$ 2,946.16	\$ 3,012.17	\$ 3,122.84	
	HOURLY	\$ 36.7627	\$ 37.6023	\$ 38.4395	\$ 39.2822	\$ 40.1622	\$ 41.6379	