

CONTRACT

WINDSOR LOCKS BOARD OF EDUCATION

AND

WINDSOR LOCKS ADMINISTRATIVE ASSISTANT UNIT, LOCAL 2001
SERVICE EMPLOYEES INTERNATIONAL UNION

July 1, 2023 - June 30, 2026



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THIS AGREEMENT, made by and between the Board of Education of the Town of Windsor Locks, Connecticut, and Local 2001, Service Employees International Union, affiliated with the AFL-CIO where it is mutually agreed as follows:

ARTICLE I **UNION RECOGNITION AND SECURITY**

The Union is recognized as the exclusive bargaining representative for the purpose of collective bargaining as defined in Connecticut General Statute §7-467 *et seq.* for all employees as described in Article II hereof.

ARTICLE II **DEFINITION Of TERMS**

The term "Employer" or "Board" refers to the Board of Education of the Town of Windsor Locks Connecticut, a municipal employer as defined in Section 7-467 of the Connecticut General Statutes.

The term "Employee" shall include all Attendance Clerks, Administrative Assistants, Accounts Payable, and Payroll/Benefits personnel.

The term "Union" shall refer to Local 2001, Service Employees International Union, AFL-CIO.

ARTICLE III **ASSIGNMENTS, HOURS AND OVERTIME**

- A. The assignments and/or transfer of Employees shall be made by the Board as deemed in the best interest of the Windsor Locks Public Schools.
- B. The standard workday for all twelve-month Employees will be seven and one-half (7½) hours per day. The standard work day for all ten-month employees will be seven (7) hours per day. Working hours to be determined by the Administration.
- C. Such hours shall include two (2) fifteen-minute relief periods each day and an unpaid lunch period of at least one-half (1/2) hour.
- D. All overtime must be authorized and recorded by the Office of the Superintendent of Schools or designee. The overtime rates shall be one and one-half (1½) times the regular hourly rate for hours worked in excess of forty (40) hours per week.
- E. An employee who is required to work on a Saturday shall be compensated for such work at her/his regular hourly rate. An employee who is required to work on a Sunday shall be compensated for such work at her/his regular hourly rate multiplied by two. An employee who is required to work on a day on which she/he received holiday pay under this Agreement shall be compensated for such work at his/her regular hourly rate multiplied by two, in addition to receiving holiday pay.

ARTICLE IV **WORK YEAR FOR TEN-MONTH EMPLOYEES**

- A. The work year for all ten-month Employees generally will comprise of all days when teachers are required to be present, plus ten (10) working days immediately preceding the first students' school day of the school year and five (5) working days immediately after the close of school. Additional work days may be agreed upon between a particular ten-month employee and a relevant Administrator.
- B. Wages shall be paid on the basis of the number of hours worked and/or earned during the payroll period.

ARTICLE V **CLASSIFICATION AND WAGES**

- A. There shall be four grade classifications of Employees for this unit as follows:

GRADE I	Ten Months - Attendance Clerks
GRADE II	Ten Months - Administrative Assistants
GRADE III	Twelve Months-Guidance Administrative Assistant: SPED Administrative Assistant: and Twelve-Month Administrative Assistants
GRADE IV	Twelve Months - Administrative Assistant to Director of Special Services: Accounts Payable Specialist: and Payroll/Benefits Specialist

- B. The Superintendent has discretion to decide the step placement for new hires based on prior years of experience; however, no new hire shall be placed at a higher step than current employees within the same classification unless the new hire has demonstrably greater, relevant experience or qualifications.
- C. Any bargaining unit employee who transfers from one grade to another will be placed on the step they are currently on. A bargaining unit employee shall only move to a Grade III position if she/he has the requisite minimum experience and qualifications for that position.
- D. Effective and retroactive to July 1, 2023, employees shall be compensated at the following hourly rates:

2023-2024

2.5%

STEP	1	2	3
Grade I	\$21.77	\$23.36	\$25.09
Grade II	\$22.44	\$24.07	\$25.85
Grade III	\$26.04	\$28.01	\$31.01
Grade IV	\$26.83	\$28.86	\$31.94

2024-2025

2.5%

STEP	1	2	3	4
Grade I	\$22.31	\$23.94	\$25.72	\$26.49
Grade II	\$23.00	\$24.67	\$26.50	\$27.30
Grade III	\$26.69	\$28.71	\$31.79	\$32.74
Grade IV	\$27.50	\$29.58	\$32.74	\$33.72

2025-2026

2.5%

STEP	1	2	3	4
Grade I	\$22.87	\$24.54	\$26.36	\$27.15
Grade II	\$23.58	\$25.29	\$27.16	\$27.97
Grade III	\$27.36	\$29.43	\$32.58	\$33.56
Grade IV	\$28.19	\$30.32	\$33.56	\$34.57

Effective July 1, 2024, Step 4 shall be added to the wage tables, and all bargaining unit members will move up one (1) Step on July 1 of each year.

Bargaining unit members will move up in Step on July 1 if employed by the Board by December 31 of the previous year.

ARTICLE VI
VACATIONS

- A. A twelve (12) month employee with less than one (1) year in the bargaining unit and up to the end of four (4) years in the bargaining unit shall receive ten (10) days of paid vacation. Employees with between beginning five (5) years in the bargaining unit and the end of nine (9) years in the bargaining unit shall receive fifteen (15) days of paid vacation. Employees beginning with ten (10) years in the bargaining unit or more will receive twenty (20) days of paid vacation.
- B. A maximum of five (5) vacation days may be carried over from the previous year into the subsequent year, but at no time shall the Employee's accumulated vacation exceed the number of current year vacation days plus five (5) days.

- C. All vacations shall be scheduled with and be mutually agreeable with the Employee's immediate supervisor. To insure appropriate coverage there may be limitations to vacation days taken during summer recess and school vacations.
- D. The use of a vacation day immediately following a scheduled vacation day or holiday is permissible with documentation.

ARTICLE VII **HOLIDAYS**

- A. Members of the bargaining unit who are twelve-month Employees shall receive their regular days' pay for the following holidays if school is not in session:

*Independence Day	*Christmas Day
Labor Day	*New Year's Day
Columbus Day	Martin Luther King Day
Veterans Day	Presidents Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day
	Juneteenth

*Two (2) days off shall be granted for these holidays, designated by the Superintendent.

- B. Members of the bargaining unit who are ten-month Employees shall receive their regular days' pay for the following holidays if school is not in session:

Labor Day	*New Year's Day
Columbus Day	Martin Luther King Day
Veterans Day	Presidents Day
Thanksgiving Day	Good Friday
Day after Thanksgiving	Memorial Day
*Christmas Day	Juneteenth

*Two (2) days off shall be granted for the holidays, designated by the Superintendent.

ARTICLE VIII **SICK LEAVE**

- A. All employees shall be entitled to fifteen (15) days of sick leave per year cumulative to one hundred eighty-five (185) days.
- B. The Superintendent of Schools may require a doctor's statement following sick leave of three (3) continuous work days or more.
- C. Sick days shall be prorated for any partial years of employment.
- D. Upon separation from service in good standing, twelve-month Employees who have accrued one-

hundred and forty-two (142) unused sick days shall receive one-thousand and five hundred dollars (\$1,500.00). Upon separation from service, in good standing, ten-month Employees who have accrued one-hundred and forty-two (142) unused sick days shall receive one-thousand and two-hundred and fifty dollars (\$1,250.00).

E. At the end of each fiscal year, employees may cash in up to ten (10) unused sick days from their annual allocation. Two (2) days of unused sick leave may be cashed in for one (1) day of payout at the rate of one-hundred dollars (\$100.00) per day, up to a maximum payment of five-hundred dollars (\$500.00) annually for ten (10) unused sick days. Any unused sick days that are not cashed in under this provision shall be carried over and accumulated in accordance with the terms of this Article.

ARTICLE IX

ILLNESS IN IMMEDIATE FAMILY

All Administrative Assistants shall receive up to five (5) days sick leave each year if an Employee must attend to a member of the immediate family due to the family member's illness, days will be deducted from the annual allotment.

ARTICLE X

PERSONAL LEAVE

A. All employees shall be entitled up to five (5) personal days each year for the following reasons:

- 1) Two (2) personal days
- 2) Legal reasons
- 3) Marriage (self, children, parents, siblings, and siblings of spouse)
- 4) Illness in the immediate family
- 5) Death in the family or attendance at funerals
- 6) For attendance at graduation exercises and/or other school functions (self, spouse, or children) and
- 7) For any other personal business that cannot be conducted at a time other than scheduled work time.

A. An employee shall receive five (5) additional days off with pay in the event of a death in the immediate family. Immediate family shall include wife, husband, son, daughter, step children, mother, father, brother, sister, in-laws or any other person domiciled in the employees home. Regarding aunts, uncles, cousins, nephews, nieces or grandparents employees may use three (3) of the allocated five (5) days. Lastly, employees may use one (1) of the allocated five (5) days in the event of an individual not specified herein.

B. All personal leave requests shall be submitted in writing to the Building Administrator at least forty-eight (48) hours in advance except in emergencies. Personal leave requests shall state the reason for personal leave to apprise the Building Administrator of the reason for the request. No personal leave will be permitted immediately prior to or following school vacations or holidays, but shall be permitted only upon a showing

that the requested activity cannot be scheduled by the employee outside normal working hours.

- C. An employee may request an unpaid leave of absence, for good cause for a maximum of one (1) school year. The granting or denial of the leave shall be within the Board's discretion. During the period of such leave, no seniority or other benefits shall accrue to the employee. Upon reinstatement, the employee's seniority prior to the date of leave shall be restored and bridged.
- D. Family Medical Leave shall be granted by the Board of Education to eligible employees consistent with the Federal Family and Medical Leave Act laws.

ARTICLE XI **JURY DUTY**

An Employee who has completed thirty (30) days in the bargaining unit and who is summoned and/or reports for jury duty (examination and/or service) as prescribed by applicable law shall be paid as jury duty pay, an amount equal to the Employee's regular straight-time hourly rate of pay, less any fees received by Employee on account of such jury duty, in accordance with applicable law. In order to be eligible for jury duty pay, an Employee must:

- (1) Have been scheduled to work on that day;
- (2) Notify the Superintendent of Schools after receipt of a notice to report;
- (3) Cooperate with the Board in requesting excuse from or delay of jury duty when the Board determines the Employee's absence will adversely affect the operation of the department;
- (4) Have reported for work on any day during the period of jury duty when not necessarily absent from work on account of such jury duty;
- (5) Have not volunteered for such duty;
- (6) Furnish a certificate of jury service showing the time of reporting and the time of dismissal on each day for which jury duty is claimed and the amount of all fees received by the Employee.

ARTICLE XII **INSURANCE AND PENSIONS**

- A. The Board shall provide the following insurance benefits or the equivalent of each for all members, subject to the rules of the carrier.

A. LumenosCentury Preferred High Deductible Plan

- a. A high deductible plan with a health savings account feature as described in Appendix C with the following deductibles:
Annual deductibles: \$2.000 single; \$4.000 two person or family, funded 50% by the Board and deposited into each participant's health saving account by July 30 of the current fiscal year.

Co-insurance:

In Network-0%

Out of Network- 20% Out of pocket

Maximums:

In Network - \$2.000 single: \$4.000 two person or family

Out-of-Network - \$4.000 single: \$8.000 two person or family

b. The monthly health insurance premiums for the high deductible plan shall be shared between the Board and the covered employee as follows:

	<u>2023-</u> <u>2024</u>	<u>2024-</u> <u>2025</u>	<u>2025-</u> <u>2026</u>
Board	81%	81%	80.5%
Employee	19%	19%	19.5%

B. The Board may substitute carriers and/or the above plans provided the substitute plan is substantially equal or better, on an overall basis, in terms of benefits.

Blue Cross full-service dental plan Rider A (Caps and Crowns) shall be included in the dental plan. The monthly dental insurance premiums shall be shared between the Board and the covered employee as follows:

	<u>Board</u>	<u>Employee</u>
Individual Coverage	81%	19%
Dependent and family coverage	75%	25%

C. Subject to carrier approval, Rider B (Bridges) and Rider C (Periodontics) shall be included in the dental plan at the employee's cost-effective July 1, 2021.

D. The Employer shall provide group life insurance coverage of fifty thousand dollars (\$50,000) of benefit coverage per Employee with an option to increase at the Employee's expense to that level authorized by the insurance carrier.

E. Eligibility and implementation of all insurances are subject to the conditions or terms of the insurance carriers.

F. Since the Town of Windsor Locks is a participating municipality in the Municipal Employees Retirement Fund, the Employer shall allow Employees who retire under normal retirement and who are covered by Plan B of the Connecticut State Municipal Pension Plan to continue hospital and medical coverage by those health service groups who accept the retiree as a member of the group plan in effect with the Employer through deductions from their pension plan according to the following procedure:

1. The Employer will make available a program of medical insurance for retirees who retired on a normal or automatic retirement and their dependents covered by

the insurance program set forth in the agreement at the time of the Employee's retirement, reduced by benefits available under all parts of Medicare, whether or not application is made for all or any portion thereof.

2. If the retired Employee elects to enroll in this program he/she shall at the time of retirement indicate to the Board his/her intention of doing so and shall pay the full cost of hospitalization and health service benefits which will be arranged and adjusted as the case may be so as to guarantee full reimbursement to the Employer by the enrolled retiree.

G. The Employer shall provide insurance benefits outlined in this Article for Employees who are unable to work as a result of a worker's compensation qualified injury sustained while working for the Windsor Locks Board of Education.

1. The Board shall make available on an optional basis, a Section 125 Flexible Spending Account for Accident Health Insurance. (IRC Sections 105 and 106) and Dependent Care Assistance (IRC Section 129). (Those employees who utilize this option will assume the actual administrative costs for the Section 125 Flexible Spending Account).

J. If at any time during the life of the contract the Affordable Care Act (ACA) has changes that affect the union membership or management then the parties agree to meet and bargain the effects.

ARTICLE XIII **CREDIT UNION**

The Employer agrees to deduct from the wage of its Employees each pay period an amount designated by each Employee in writing on a form supplied by the Credit Union. The Employer shall remit said deductions to the Credit Union Office. The Board shall be responsible for designating the credit union with which the district will be affiliated. The current designated credit union is the Tobacco Valley Teachers Federal Credit Union.

ARTICLE XIV **SCHOOL CANCELLATION AND EARLY DISMISSAL**

A. In the event of inclement weather days, the Superintendent has the following options:

1. Allow bargaining unit members to work remotely if schools are closed during inclement weather.
2. In the event the State is shut down due to inclement weather, bargaining unit members would not work.
3. If students are dismissed early due to inclement weather, bargaining unit members would be able to leave once respective buildings are cleared and bus students have arrived home.

A. On the day before Thanksgiving Day and the day before Christmas Day, if there is an early dismissal or no school. Employees shall be excused from work one (1) hour early.

ARTICLE XV

DISCIPLINE

No employee shall be disciplined except for just cause. Where appropriate, the Board shall follow the principle of progressive discipline: written oral warning, written warning, suspension and termination.

- A. All suspensions and terminations must be in writing with reason(s) given with a copy of the suspension or termination to be sent by Certified Mail to the employee and the Union simultaneously. For grievance purposes, the informal resolution shall be waived in these cases, and the timeline for Step One (Step 1) of the grievance procedure shall not begin until the Union has received notification of the suspension or termination by Certified Mail.
- B. Employees and/or the Union shall have the right to review their personnel file at least twice a year by prior appointment with the Director of Human Resources (HR). Employees and/or the Union may request the HR Director correct or amend material in the file. Failing mutual agreement, the employee and/or the Union shall have the right to respond in writing to any and all items in their personnel file. Such responses shall be made part of the personnel file.

Each employee will be given copies of any and all documents and formal evaluation reports placed in their personnel file. Employees may request a copy of their personnel file one time per year, except employees facing progressive discipline who can request a copy of their personnel file when faced with progressive discipline.

ARTICLE XVI

GRIEVANCE PROCEDURE

- A. A grievance shall be defined as a complaint of a misapplication or misinterpretation of a specific section of this Agreement.
- B. Grievance Procedure
 1. Step One - Principal or Supervisor

Within ten (10) calendar days of the date the grievant knew or reasonably should have known of the event or occurrence which gives rise to the grievance, that Employee or Union must present a written statement of the grievance to the Building Principal or Supervisor, or the grievance shall be deemed waived. The matter may be discussed with the grievant and a Union Representative, if requested. A written decision shall be given to the Employee and the Union within (5) days of the receipt of the grievance.

2. Step Two - Superintendent

If the grievant or the Union is not satisfied with the disposition of the grievance at Step One, the written grievance shall be presented to the Superintendent or his/her designee within five (5) calendar days of receipt of the decision at Step One. The grievance shall be considered by the Superintendent who shall meet with the grievant and a Union

Representative, if requested, and other interested parties within ten (10) calendar days of its receipt. The Superintendent shall render a written decision within five (5) calendar days of the close of the hearing.

3. Step Three - Arbitration

- B. Should the Union be dissatisfied with the answer of the Superintendent (or designee) within twenty (20) calendar days of receipt of the Superintendent Level decision it shall notify the Superintendent in writing of its desire to proceed to arbitration and submit such grievance to arbitration. Any grievance submitted to arbitration shall be referred to the Connecticut State Board of Mediation and Arbitration, or by mutual agreement, to the American Arbitration Association.
- B. Only the Union and not any individual Employee may proceed to arbitration. In any arbitration proceeding, the arbitrator shall hear and decide only one grievance unless the parties mutually agree to present more than one grievance. The arbitrator shall comply with all terms of this Agreement and shall have no power to add to, subtract from, or in any way modify the terms and provisions of this Agreement. The arbitrator's decision shall be final and binding upon the Board, the Union and the grievant.
- C. Under these circumstances, work shall continue in a regular and orderly manner without interruption, pending a decision.
- D. Either party may request the services of a State Mediator prior to arbitration of a grievance.
- E. The Union shall have the same rights to process a grievance as an individual Employee.
- F. The parties may mutually agree to use the expedited arbitration proceedings of the Connecticut State Board of Mediation and Arbitration.
- G. Failure by the Union or the grievant to adhere to the time limits in its Article shall result in acceptance of the decision at the preceding level. Failure by the Employer to meet any of its time limits shall be deemed a denial of the grievance on the last day allowed for a response, and shall permit the grievant to advance his/her claim to the next level of the grievance procedure.
- H. No employee shall be disciplined, except for just cause where appropriate, the Board shall follow the principle of progressive discipline.
- I. All suspensions and discharges must be in writing with reason given, and a copy of the suspension or discharge shall be given or mailed to the employee and Union simultaneously.
- J. Each employee will be given copies of any formal evaluation reports placed in the employee's personnel file.

ARTICLE XVII **ACCESS TO PREMISES**

The Union Representative or authorized officer shall be permitted to confer with the Employees on the premises of the Employer, however, conferences shall not interfere with the normal operation of the department. The Union Representative shall report first to the school or building administrator office before seeing the Employee(s).

ARTICLE XVIII **PROTECTION OF EMPLOYEES**

Members of this unit shall report immediately in writing to their immediate supervisor and to the Central Office all cases of assault suffered by them in connection with their employment.

ARTICLE XIX **SENIORITY AND LAYOFFS**

- A. When new jobs or vacancies are created in the bargaining unit, the Board of Education shall post the job title, job description, wage scale and location for five (5) working days and notify the Union of such posting. Qualified interested employees will have the opportunity to apply and interview for such openings. The internal hiring process must be exhausted before soliciting outside applicants. In the event the Employer finds it necessary to lay off any Employee, the seniority rule shall prevail. Seniority shall be defined as the length of continuous service in the Board's employment except that seniority, for those hired after June 30, 2017 and for the purposes of layoff and recall only, shall be defined as the length of continuous service in the Board's employ and as a member of this Bargaining Unit.
- B. Laid off Employees shall have the recall rights to the positions in the bargaining unit for eighteen (18)months following layoff.
- C. If a layoff occurs, they should be handled as follows:
 - 1. The Administrative Assistant to the Director of Special Services may bump the least senior Grade III, II or I employee.
 - 2. Grade III employees may bump the least senior Grade II or I employee.
 - 3. Grade II employees may bump the least senior Grade I employee.

Grade IV employees are exempt from being bumped due to the technical nature of their job titles.

- D. Laid off employees shall have recall rights to positions in the bargaining unit for eighteen (18) months following layoff. When a bargaining unit position becomes open again, all persons on the recall list must be notified by Certified Mail and are offered reemployment first or decline the reemployment offer. An employee shall forfeit their recall rights if they decline an offer of reemployment. Failure to respond in writing to a notice of a job opening within seven (7) calendar days after receipt of Certified Mail shall be considered a refusal to accept reemployment. Once the recall process has been completed, only then can a new person be hired.
- E. The Employer will not reduce administrative assistant hours of work for the sole purpose of

removing administrative assistants from the bargaining unit without prior negotiations. This Agreement shall not affect the Employer's right to create or to eliminate positions.

F. Summer work will be offered by seniority to ten (10) month Administrative Assistants first, then to Clerks, also by seniority by building first, then District wide.

ARTICLE XX **VOLUNTARILY AUTHORIZED UNION DUES AND RELATED PROVISIONS**

- A. The Employer shall deduct union membership dues and Committee on Political Education (COPE) donations from the paychecks of those employees who have legally authorized such deductions, and shall forthwith pay over to the Union said sums by the end of the month, together with a list of the names of all persons within the bargaining unit, regardless of union membership.
- B. The Board shall afford the Union the ability to provide a union orientation to each employee newly hired into a bargaining unit position within the first week of her/his employment. Such orientation shall be conducted by a Chapter office or CSEA Staff Representative, shall not exceed sixty (60) minutes in duration, and, if conducted during work time, shall be without loss of pay.
- C. The Union shall indemnify and hold and save the Board harmless from any and all claims, damages, suits or other forms of liability including reasonable attorney's fees that shall or may arise out of or by reason of any action taken by the Board for the purpose of complying with the provisions of this Article.
- D. No later than the end of January, April, July and October each year, the Board shall provide the following information for each bargaining unit employee to the Union in an editable digital file format agreeable to the Union: (1) name; (2) job title; (3) worksite location; (4) work phone number; (5) hire date; (6) work email address; (7) home address. If authorized by the employee via written authorization provided to the union, the information above must include the employee's (1) home telephone number; (2) personal cell phone number; and (3) personal email address, to the extent any such information is on file with the Board. The Board will turn over the home telephone number, personal cell phone number and personal email address only if the Union certifies the employee's written authorization.
- E. Further, the Board shall provide the: (1) name; (2) job title; (3) department; (4) work location; (5) work phone number; and (6) home address of each new hire into the bargaining unit with real time electronic transmission, if possible, but no later than 10 days of hire, or the first pay period of the month after the date of hire, whichever is earlier.

ARTICLE XXI **GENERAL TERMS**

- A. During the life of this Agreement there shall be no lockouts on the part of the Employer and the Union will not sanction or authorize any strike stoppage or other interruption of work.
- B. It is agreed that the current policies pertaining to sick days, personal days, pension plans, Workers Compensation and other programs not covered by this Agreement shall remain in effect.

ARTICLE XXII **BOARD RIGHTS AND RESPONSIBILITIES**

It is recognized that the Board retains and will continue to retain whether exercised or not the sole and unquestioned right, responsibility and prerogative to direct the operation of the Windsor Locks Public Schools in all its aspects including but not limited to the acquisition, control and regulation of all property, the employment and supervision of all Employees, the organization and supervision of all Employees, the organization and administration of the program of Windsor Locks Public Schools, and the right to subcontract or privatize bargaining unit work, or any aspect thereof, provided it bargains with the Union regarding the effects, if any, thereof.

These rights, responsibilities, and prerogatives are not subject to delegation in part or in whole, except that the same shall not be exercised in a manner inconsistent with or in violation of any of the specific terms or provisions of this Agreement.

No action taken by the Board with respect to such rights, responsibilities and prerogatives, other than as there are specific provisions herein elsewhere contained, shall be subject to the grievance provisions of this Agreement.

ARTICLE XXIII **PROBATIONARY PERIOD**

There shall be a ninety (90) work day probationary period for new Employees. A new Employee who is rated unsatisfactory at the end of the ninety (90) day probationary period shall be discharged. The Employee shall be informed of his/her progress periodically with a decision rendered for continuance or non-continuance at the end of ninety (90) days.

ARTICLE XXIII **BACKGROUND CHECKS**

The Board has the right to conduct, at its expense, background checks on Employees. Subject to hire all new employees will be required to have a fingerprint background check at their own expense.

ARTICLE XXIV **WORKPLACE ILLNESS OR INJURY** **AND SUPPLEMENTAL WORKERS COMPENSATION**

The parties acknowledge that this provision is intended to be construed narrowly in its scope and application and is in no way providing any additional worker's compensation coverage or to be applied to all worker's compensation claims, except those stated herein, and that supplemental payment will only be made on accepted temporary total benefits claims. Whenever an employee is absent from school as a result of personal injury or illness by an assault or accident arising out of and in the course of her/his employment, he/she shall be paid her/his full regular weekly wages without having absence charged to her/his annual sick leave. Any amount of wages payable pursuant to this Article shall be reduced by the amount of any workers compensation award for temporary disability due to said assault, injury or accident for the period of which such wages are paid. At no

time will the employee be eligible to receive in excess of one-hundred percent (100%) of her/his regular weekly wage.

The Board shall have the right at its expense to have the employee examined by a physician designated by the Board for the purpose of establishing the length of the time the employee is temporarily disabled from performing his/her duties as a result of assault or injury.

The Board shall pay such, workers compensation supplement until the occurrence of the earliest of the following events: twelve consecutive months from the date of the eligible injury, the date worker's compensation temporary total benefits end or until the employee has reached maximum medical improvement.

Thereafter, the employee will continue to receive whatever workers compensation benefits he/she is entitled to receive by law. The Board may terminate any employee who has not worked for a period of one (1) year or more, regardless of whether due to a workplace injury or other cause. A temporary return to work of not more than twenty (20) working days shall not break the Board's right to terminate.

ARTICLE XXV **UNION LEAVE**

The Chapter President and/or Chapter Officers may attend official Union functions with pay for up to two (2) days each school year.

ARTICLE XXVI **PROFESSIONAL DEVELOPMENT**

Employees working with management will develop professional development opportunities for employees to improve their job skills. Courses to be offered on a half day basis shall include but not be limited to:

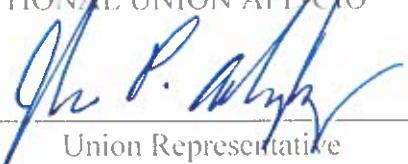
1. Microsoft Word
2. Microsoft Excel
3. Frontline
4. Power School
5. Raptor
6. CPR / First Aid including administering Narcan

Requests for external trainings must be sent two (2) weeks in advance for approval by the Human Resources Director.

ARTICLE XXV
TERM OF CONTRACT

- A. The parties herein mentioned agree that they will abide by all the Articles and terms of this Agreement, from the first day of July 2023 until the 30th day of June 2026.
- B. If either party desires any change to this Agreement at the expiration hereof; it shall, on or before January 1, 2026, give to the other party notice of such change in writing, and in lieu of any such notification, this Agreement shall remain in effect, as is, for one more year.

LOCAL 2001 SERVICE EMPLOYEES
INTERNATIONAL UNION AFL-CIO

BY: 
Union Representative

Date Signed: 7/21/2023

WINDSOR LOCKS BOARD OF
EDUCATION, WINDSOR LOCKS, CT

BY: 
Board of Education Chairman

Date Signed: 7/20/2023

LOCAL 2001, SERVICE EMPLOYEES
INTERNATIONAL UNION, AFL-CIO

BY: 
Union President

Date Signed: 7/21/23