

# COLLECTIVE BARGAINING AGREEMENT

*By and Between*  
**Windsor Locks Board of Education**  
*and the*



**UNITED PUBLIC SERVICE EMPLOYEES UNION**  
**Local 424 – Unit 119**  
**Windsor Locks BOE Custodial/Maintenance**  
**Employees**  
**July 1, 2024 to June 30, 2027**



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This Agreement by and between the Board of Education of the Town of Windsor Locks, Connecticut (the "Board"), and UPSEU Local #424, Unit 119, Windsor Locks Custodians (the "Union"), wherein it is mutually agreed as follows:

## **ARTICLE I RECOGNITION**

The Union is recognized as the exclusive bargaining representative for the purpose of collective bargaining as defined in the Municipal Employee Relations Act, General Statutes of the State of Connecticut, for all employees covered by this Agreement.

## **ARTICLE II APPLICATION OF AGREEMENT**

This Agreement shall apply to all occupational classifications as listed under Article VII, Classifications and Wages.

## **ARTICLE III DEFINITION OF TERMS**

The term "Employer" refers to the Board of Education of the Town of Windsor Locks, Connecticut, a municipal employer, as defined in the Municipal Employee Relations Act (M.E.R.A.), State of Connecticut.

The term "Employee" shall include all full-time School Custodians. The term "Union" shall refer to UPSEU Local #424, Unit 119.

## **ARTICLE IV HOURS AND OVERTIME**

- A. The standard work week for all Custodians shall be forty (40) hours, consisting of five (5) days of eight (8) hours each, Monday through Friday, except that the Board of Education may designate that at the High School one (1) Custodian's standard work week shall be Tuesday through Saturday, day shift. (Such employee shall receive double time (2X) for Sunday work, and time and one-half for Monday work.) All overtime is to be authorized by the Director of Facilities.

- i. If the Board designates a Tuesday through Saturday position, it shall be posted as a Custodian II position for one week as required by Article XII, Section C. If no employee volunteers for the Tuesday through Saturday schedule, the least senior non-probationary Custodian II shall be assigned to the Tuesday-Saturday position. The incumbent employee in the Tuesday-Saturday position shall have the option of bumping the least senior in Custodian II from a Monday-Friday work schedule, upon written notice to the business manager, to be delivered within the period one month prior to or one month following completion of the probationary period of such junior Custodian II employee.
- ii. During the summer months (when school is not in session), the Tuesday-Saturday position may revert to a regular Monday-Friday schedule. During this time, second shift custodians may also have the option of working days. Any revisions shall require approval of and be at the sole and absolute discretion of the Director of Facilities.
- iii. Nothing herein shall be construed as a guarantee of an eight (8) hour workday or a 40-hour work week.

B. Overtime at the rate of one and one-half (1-1/2) times the regular hourly rate shall be paid for all hours worked in excess of eight (8) hours per day or in excess of forty (40) hours per week. All overtime work shall be distributed equitably, first among all employees in the specific school, based on a seniority rotation. (notwithstanding the above statement, overtime opportunities, when necessary, shall be based on qualification of the employee to perform such work.) Employees refusing such overtime shall be placed at the bottom of the overtime rotation. In the event an overtime opportunity cannot be covered by employees working in that school the Director of Facilities shall offer it to the next available employee on the seniority listing.

When a holiday or other paid leave (including district holiday, vacation, sick, personal, bereavement, jury duty) occurs during the work week, it shall be included as regular hours worked in determining the existence of overtime.

In the event that an employee is absent due to calling out sick, he/she shall be ineligible to work overtime for that day.

On an individual basis, an employee has the right to refuse overtime work. There shall be no concerted effort on the part of the employees in the refusal of overtime.

C. Shifts shall continue as currently scheduled. Shifts may be flexed upon mutual agreement of the employee and employer. Shifts shall not be flexed for the sole purpose of avoiding

overtime. Any alteration or deviation from this schedule shall be mutually agreed between the employer, the employee, and the Union.

- D. Working shifts and hours shall include two (2) paid ten-minute relief periods each day and a lunch period of at least one-half (1/2) hour.
- E. **Emergency Call In-** Custodians shall be guaranteed three (3) hours pay at one and one-half (1-1/2) times their regular hourly rate in the event of an emergency call back after the employee has left work. Employees shall respond in a reasonable time period. Overtime shall begin at the point the initial call is made, provided the employee reports to work within thirty (30) minutes; otherwise it shall begin upon arrival. Employees may be required to remain three (3) hours provided there is work for them to do, or unless/until dismissed by the building principal or the Director of Facilities.

Employees who are interested in emergency call-in duty will ask for their names to be added to the "Emergency Call-In Duty" list. (Note; this is a separate listing from the regular overtime rotation list, and will consist of all employees who volunteer to participate in the emergency call in rotation.) The emergency call in period shall be from the start of the employee's Monday regular work shift through the end of the employee's regular work shift on the following Monday. A cell phone will be assigned to the on-call employee on Monday and will be passed to the next employee on the following Monday. Management will provide the cell phone number to the Windsor Locks Police Department, Fire Department and the security provider. Any emergency call in responder must contact the Director of Facilities to notify him/her of the emergency alert. Effective upon signing, a stipend of one-hundred fifty dollars (\$150) per week shall be paid to the employee covering such duty if he/she does not report to work for emergency call-in duty during such one week period.

During such period in which an employee is on call, he/she shall not use any personal, floating holiday, or vacation time. Sick time shall only be used in cases of emergency, with notification to the Director of Facilities.

- F. All work performed on Sunday shall be paid at a double time the employee's regular hourly rate.

## ARTICLE V HOLIDAYS

A. There will be 12 paid holidays: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas, Columbus Day, and Martin Luther King Day are recognized holidays.

In the event that the State of Ct. declares Juneteenth a State Holiday, employees shall be provided with such day off with pay.

**Christmas Eve:** In the event that Board of Education employees are released from work prior to the end of their workday on the day prior to Christmas Eve, Custodians shall have their workday shortened by two (2) hours Christmas Eve without a loss of pay.

On Christmas Eve and New Years Eve, second shift custodians shall have the option of working the day shift if they choose.

B. Employees shall receive holiday pay at their regular straight hourly rate for the normal eight (8) hour working day not worked. Any employee required to work on the above holidays shall receive in addition to the holiday pay mentioned above, premium pay at the rate of (2) times his regular hourly rate.

C. Except on days when school is in session, stated holidays that fall on Saturday shall be observed on Friday and holidays that fall on Sunday shall be observed on Monday and the employee shall work on the Thursday preceding or the Tuesday following. If he/she fails to so work, he/she shall forfeit his/her holiday pay, except in the event of personal illness for which a doctor's certificate shall be submitted if requested by the Superintendent of Schools. Where stated holidays fall on Saturday or Sunday and school is in session on the preceding Friday and following Monday, time off for that holiday shall be given on a day designated by the Superintendent of Schools.

D. Each employee shall be entitled to three (3) floating holidays each year on any day that school is not in session, subject to approval of the Director of Facilities. Requests for floating holidays shall be submitted at least 48 hours in advance and no more than five (5) employees shall be entitled to a floating holiday on the same day. If more than five (5) employees request floating holidays on the same day, a maximum of five (5) such requests shall be granted, on the basis of seniority.

## **ARTICLE VI VACATIONS**

- A. Each employee who, on June 30, has been continuously and actively employed by the Board of Education, shall receive two (2) weeks paid vacation after one (1) full year of service, three (3) weeks paid vacation after five (5) years of service and employees are to receive one (1) day of vacation for each year of service beyond seven (7) years, until four (4) weeks are credited. An employee with less than one (1) year of service shall accrue one-half (1/2) day of vacation for each month of service, up to a maximum of five (5) days during the first fiscal year of employment. Effective on the first day of July partial year of employment, the employee shall be eligible for two (2) weeks paid vacation**

**EXAMPLE: Seven (7) years: three (3) weeks vacation. Eight (8) years: three (3) weeks and one (1) day**

- B. The vacation pay shall be computed at the straight hourly rate for forty (40) hours for each week of vacation.**
- C. Choice of vacations during the fiscal year will be according to seniority by mutual agreement with the Director of Facilities, but shall be governed by the best interests of the school system.**
- D. Vacation leave may be taken in one hour increments.**
- E. Up to five (5) days of vacation leave can be carried over to be used by December 31<sup>st</sup> of the next fiscal year.**

## **ARTICLE VII CLASSIFICATIONS AND WAGES**

- A. The following shall be the wages and classifications of employees effective and retroactive to the dates specified:**

**Effective July 1 of each year of this Agreement, wages shall be as follows:**

**Effective July 1, 2024 the updated wage scale shall reflect a three (3%) percent general wage increase.**

**Effective July 1, 2025 the wage scale shall reflect a three (3%) percent general wage increase.**

**Effective July 1, 2026 the wage scale shall reflect a three (3%) percent general wage increase.**

## CLASSIFICATION

1	Step	2023-24	1-July	1-July	1-July
			2024-25	2025-26	2026-27
<b>Custodian II</b>	1 (Hire)	\$23.39	\$24.09	\$24.81	\$25.55
	2 (after one year)	\$25.51	\$26.28	\$27.07	\$27.88
	3 (after two years)	\$27.49	\$28.31	\$29.16	\$30.03
	4 (after three years)	\$29.61	\$30.50	\$31.42	\$32.36
	5 (after four years)	\$32.24	\$33.21	\$34.21	\$35.24
	<b>Step</b>				
<b>Custodian I</b>	1 (Hire)*	\$31.25	\$32.19	\$33.16	\$34.15
	2 (after one year)	\$33.37	\$34.37	\$35.40	\$36.46
	3 (after two years)	\$34.34	\$35.37	\$36.43	\$37.52

- B. Second shift custodians shall be paid a shift differential of one dollar and twenty-five cents (\$1.25) per hour. Any custodian who works a standard work week of Tuesday through Saturday shall be paid the above shift differential for all hours worked on Saturday. Second shift starts at 1:30 PM.
- C. Whenever a single custodian is assigned to a building during the hours when day school is in session, he shall be Custodian I. In the event a Custodian II is assigned to a building due to the absence of the Custodian I, they will be paid as a Custodian I. The Board agrees to add a head custodian to the night shift if more than one custodian is assigned to the high school at night.
- D. Job descriptions remain the same as described in the original Agreement with the addition of the job description for Chief Custodian. Job descriptions and assignments shall be designated by the Director of Facilities.
- E. In the event that the Board creates the position of Grounds Mechanic or licensed tradesman, it shall be a Custodian I position.

F. Any employee who holds one or more valid Connecticut trades licenses as of January 1 of each year shall receive a stipend payment. Effective July 1, 2024 such stipend shall be two-thousand, seven hundred fifty (\$2,750) dollars. Effective July 1, 2025, such stipend shall be three thousand (\$3,000) dollars. Such stipend payment shall only be paid to a position that requires the license.

The stipend payment shall be equally divided over the number of pay periods for that fiscal year. Effective July 1, 2026 and each July thereafter, this stipend payment shall be increased by the negotiated general wage increase for that year.

G. Any employee who is promoted from Custodian II to Custodian I shall be placed at Step 2 of the Custodian I wage scale.

H. In recognition of the work employees with trade licenses perform, the Board shall reimburse employees for the cost of the license used in connection with the performance of their job duties. In addition to Connecticut licensed trades, the BOE recognizes the position of "Grounds Mechanic" to be eligible for the stipend payment referenced in Section F.

I. It is also recognized that Connecticut requires periodic license renewals. When such renewal is required, the Board encourages employees to attend classes and take exams on weekends. When classes and exams are taken on weekend days, the employee shall be compensated at their regular hourly rate, however, the parties agree that this shall not be considered as "work time" for purposes of computing working hours for the pay period. Should classes and exams only be scheduled on workdays, the Director of Facilities will work with the employee to ensure coverage in their absence. All classes and exams must be approved by the Director of Facilities prior to scheduling to ensure appropriate compensation and reimbursement for any registration fees.

J. Effective July 1, 2024 and each July thereafter, the stipend for the position of Custodial Coordinator shall be increased by the negotiated general wage increase for that year (Current stipend: \$2,207. \$2,273 for FY 2024-25, \$2,341 for FY 2025-26, \$2,411 for FY 2026-27).

K. Employees shall be paid by Direct Deposit, with payments made every two weeks on Friday.

#### Performing Work in a Higher Classification

L. Employees assigned to work in a higher classification shall receive the rate paid for all hours worked in that classification after a minimum of one (1) day.

M. Once each one (1) year period within the same classification, an employee shall be entitled to petition the Superintendent if he/she feels he/she is performing the duties and responsibilities of a higher job classification. The Superintendent shall investigate the request and respond within thirty (30) calendar days. If the issue is not satisfactorily resolved, the employee shall be entitled to file a grievance to Arbitration.

## ARTICLE VIII PAID LEAVE TIME

A. Personal Leave. Each employee shall be entitled to five (5) days each year which may be taken in two (2) hour increments. An employee shall submit in writing all personal leave requests at least forty-eight (48) hours in advance, except in cases of emergency. Personal leave may be used for the following reasons:

1. Three (3) personal without reason
2. Legal
3. Marriage (self, children, parents, siblings)
4. Illness in the immediate family
5. Attendance at graduation exercises (son, daughter, spouse, self, significant other)
6. Funeral services not defined under funeral leave.
7. Any other business which cannot be conducted during the normal work day.

B. Funeral Leave. The employee shall receive four (4) days off with pay in the event of a death in his/her immediate family. Immediate family shall include: wife, husband, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law or any other person domiciled in his home.

C. Sick Leave

1. Each employee shall be entitled to fifteen (15) sick days per year, cumulative to one hundred eighty-five (185) days for the employee's personal illness which necessitates absence from work. However up to five (5) days of available sick leave maybe used each year if an employee must attend to a member of his/her

immediate family due to the family member's illness. For the purpose of this Section, "immediate family" shall include only a spouse, child or parent of the employee. At the end of each fiscal year employees may cash in up to ten (10) unused sick days from their annual entitlement of fifteen (15) days. Two days of unused sick leave may be cashed in for (1) day of payout at the rate of \$100 per day up to a maximum payment of \$500 annually for ten (10) unused sick days. Any unused sick days not cashed in under this provision shall be carried over and accumulated.

2. The Director of Facilities may require a doctor's statement following sick leave.
3. Upon retirement, employees who have accrued one hundred seventy (170) sick days shall receive one thousand five hundred dollars (\$1,500).
4. Sick leave may be taken in one (1) hour increments. In the event of an emergency or illness which requires a custodian to leave work he/she shall be paid for the time worked and shall be charged sick time only for the amount used in hourly increments.

D. Jury Duty

1. An employee who has completed thirty (30) days of service 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 length of his necessary absence from work during his normal shift hours, times his regular straight time hourly pay rate plus shift premium, if applicable, for a maximum of eight (8) hours in any day, less any fees received by him on account of such jury duty.
2. In order to be eligible for jury duty pay, an employee:
  - a. must have been scheduled for work on that day;
  - b. must notify the Superintendent of Schools after receipt of notice to report;
  - c. shall cooperate with the Board in requesting excuse from delay of jury duty in those cases in which the Board determines that the employee's absence will adversely affect the operation of his/her department;
  - d. must have reported for work on any day during the period of jury duty when he/she was not necessarily absent from work on account of such jury duty;
  - e. must not have volunteered for such duty;

- f. must furnish a certificate of jury service showing the time of reporting and time of dismissal on each day for which jury duty is claimed and the amount of all fees received by him.
3. The provisions of this section shall not apply to cases of jury duty on the sixth or seventh day of an employee's regular work week.

**E. Union Leave**

1. The Union shall have the right to have two (2) members of its negotiation committee present for all negotiation meetings. Union negotiators shall be paid when meetings take place during an employee's regularly scheduled work hours.
2. One (1) Union Steward or President and one (1) grievant shall be granted leave without loss of pay for attending grievance arbitration hearings or other labor management meetings when such hearings or meetings are scheduled during the employee's scheduled work hours.
3. Upon forty-eight (48) hours notice, the Union President or his/her designee shall be entitled to three (3) days of paid leave to attend to Union business. Such business must be in the best interest of the Windsor Locks employee group and time arranged with the Director of Facilities. Union leave may be taken in one-half ( $\frac{1}{2}$ ) day increments.

**F. Maternity/Paternity Family Leave**

Upon application at least thirty (30) days prior to the anticipated commencement of such leave (except in cases of adoption, where such notice shall be given as soon as is reasonably possible), an employee shall be granted a leave of absence subject to the following rules:

1. When childbirth or adoption occurs on or after February 1 of a school year, the employee shall be granted parenthood leave for the remainder of the school year and the next year ensuing, if so requested. Failure to apply by February 1 for reinstatement in the system during the ensuing year shall be considered a resignation and will be so treated.

2. When childbirth or adoption occurs before February 1 of a school year, the employee shall be granted parenthood leave for the remainder of the school year, if so requested, but not for the next year ensuing.
3. Experience on the salary schedule shall be granted to such employee who works more than 130 days including sick time, holidays and vacation pay.
4. Parenthood/Family Leave shall be granted by the Board to eligible employees consistent with applicable state and federal statutory and judicial requirements.

G. Unpaid Leave

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. The Board may terminate any employee who has not worked for a period of one (1) year for whatever reason. A temporary return to work of not more than twenty (20) work days shall not break the Board's right to terminate. Employees shall be entitled to a medical leave of absence of up to one year upon presentation of proof of their disability satisfactory to the Board and subject to the re-verification during the leave.

H. Military Leave

Military Leave shall be granted to employees when required to serve on active reserve or on National Guard duty for a period not to exceed thirty (30) days in a calendar year. During this period, the employee shall be paid the difference, if any, between his/her regular pay and the military pay. Time on military leave shall be included in computing seniority earned in the Board's service. Copies of orders for active duty shall be supplied to the superintendent in advance of the leave. The Board agrees that it will abide by the provisions under the USERRA regulations.

## **ARTICLE IX** **INSURANCE AND PENSIONS**

The Board shall offer the following insurance benefit program or the equivalent for all bargaining unit members, subject to the rules of the carrier:

**A. Anthem Comprehensive Plan-Anthem Lumenos**

A high deductible plan with a health savings account feature as described in Appendix A with the following deductibles:

Annual deductibles: \$2,000 single; \$4,000 two person or family, funded 50% by the Board

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 Board will contribute 100% (\$1,000/\$2,000) of their contribution to the HDHP HSA with a deposit into such account on the first payroll in July. In an emergency, in the event of employee hardship prior to the Board's funding being deposited/available, the Board agrees to advance such funding to employee by separate check, to be paid back in full when such Board contribution deposit is funded/available.

**C.** The Board and the participating employee shall pay their respective shares of the applicable premium rate based on the level and coverage selected as follows

Participating employee premium cost share is 19% for the July 1, 2024 school year. Effective July 1, 2025, employees shall contribute nineteen and one half (19.5%) percent. Effective July 1, 2026, employees shall contribute twenty (20%) percent.

**D.** Prescriptions-The cost of prescriptions shall be applied to the deductible. Once the deductible is met, prescriptions shall be covered in full.

E. Dental Insurance

Blue Cross full-service dental plan. Rider A (Caps and Crowns) B (Prosthodontics) and C (Periodontics) shall be included in the dental plan. Employees choosing dental coverage must participate in all Riders. The monthly dental insurance premiums shall be shared between the Board and the covered employee as follows:

F.

**Effective July 1, 2024:**

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

**Effective July 1, 2025:**

	<u>Board</u>	<u>Employee</u>
Individual coverage	80.5%	19.5%
Dependent and Family coverage	75%	25%

**Effective July 1, 2026:**

	<u>Board</u>	<u>Employee</u>
Individual coverage	80%	20%
Dependent and Family coverage	75%	25%

Riders B and C shall be included in the dental plan at the employee's cost.

Irrespective of the Plan chosen by each employee, the Blue Cross full-service dental plan shall be made available. During the term of this contract, while continuing to offer the Blue Cross/Blue Shield Dental Program, the Board may offer an alternative dental insurance program, which may be selected at the option of each employee. Any such alternative dental insurance program shall be subject to the same premium sharing arrangement as the Blue Cross full service dental plan.

G. Enrollment Forms

The Board will furnish all forms necessary for insurance coverage to all employees in advance of enrollment dates. Failure to fill out forms will render the employee ineligible for benefits.

- H. The Board shall provide group life insurance coverage of fifty thousand dollars (\$50,000) of benefit coverage per custodian, with an option to increase at custodian expense to that level authorized by the insurance carrier.
- I. Eligibility and implementation of all insurances are subject to the conditions or terms of the insurance carriers.
- J. Where the Town of Windsor Locks is a participating municipality in the Connecticut Municipal Employees Retirement Fund "B", the Board of Education will allow employees who retire under normal retirement and who are covered under Fund "B" of the Connecticut Municipal Employee Retirement Fund 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 Board of Education, at retiree expense.
- K. The Town of Windsor Locks Board of Education shall make available a program of medical insurance for retirees which shall include Medicare supplemental insurance for Medicare eligible retirees and spouses, and coverage under the plans offered to bargaining unit members for retirees and eligible dependents who are not Medicare eligible, on a normal or automatic retirement, and spouse covered by the insurance program set forth in the Agreement at the time of the employee's retirement. If the retired employee elects to enroll in the above program, he shall at the time of retirement indicate to the Board of Education his or her intention of doing so, and shall pay the full cost of thereof.
- L. In the event the Board considers alternative carriers, the Board shall meet and confer with the Union prior to implementing any such change. If the Board elects to provide insurance coverage through an alternative carrier, it will provide benefits equal to or better than the current coverage. If the Union does not agree to a proposed change in carriers, it may file a grievance commencing at level 3 and said grievance shall be resolved prior to the implementation of any such change.

## **ARTICLE X** **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

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 the 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 five (5) days of receipt of the grievance.

2. Step Two

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 within five (5) calendar days of receipt of the decision at Step One, provided, however, only the Union may advance a grievance beyond Step one. The grievance shall be considered by the Superintendent or his/her designee 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 or his/her designee shall render a written decision within five (5) calendar days of the close of the hearing.

3. Step Three

Should the Union be dissatisfied with the answer of the Superintendent or his/her designee, within twenty (20) calendar days of receipt of the decision of the Superintendent or his/her designee, it shall notify the Superintendent or his/her designee 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.

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.

## **ARTICLE XI 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 office before seeing the employees.

## **ARTICLE XII SENIORITY AND LAYOFF**

- A. Seniority shall be defined as the right of precedence accruing to an employee based on length of continuous service in the employ of the Board of Education, to be determined by the date and time of hire resulting in the first day of continuous employment.

In the event the Employer finds it necessary to lay-off any of its employees because of insufficient work or any other reason, the Seniority Rule shall prevail in each classification, providing the employee can satisfactorily perform the job responsibilities.
- B. A seniority list shall be furnished to the Union annually on or about October 1 of each year, and unless mistakes are brought to the attention of the Superintendent of Schools within thirty (30) working days the list shall be considered conclusive.
- C. If vacancies occur within the unit, the Board shall post the vacancy for one (1) week and notify the Union Steward and President of such posting. The Board retains the right to fill vacant positions with the most qualified applicant; provided, however, applicants within the bargaining unit shall be given a preference over outside candidates if qualifications are substantially equal.
- D. In the event there is a reduction in the number of employees or work hours, the employee with the least seniority shall be laid off or reduced in hours first, provided the more senior

employees are qualified and competent to do the remaining work. Senior employees shall be entitled to bump any less senior employee. The senior employee(s) shall have the option of a fourteen (14) day period to demonstrate whether they are qualified to perform the remaining work. The Board shall notify the least senior employee affected and the Union President at least fourteen (14) days before the effective day of the layoff.

E. Employees who are laid off or reduced in hours under this Article shall have recall rights as follows:

1. Employees who are laid off shall be placed on a recall list.
2. Employees shall have recall rights to return to his/her former job title.
3. For a period of twenty-four (24) months the affected employee shall have the right to be recalled to the job title from which he/she was laid off or reduced in hours.
4. No person shall be newly employed until all persons on the recall list have been notified by certified mail, and such persons either are offered re-employment, or declined such re-employment offer. An employee who declines an offer of re-employment shall forfeit recall rights. Failure to respond in writing to a notice of an opening within fourteen (14) calendar days from notice of such vacancy shall be deemed a refusal to accept re-employment.

### **ARTICLE XIII UNION SECURITY**

A. The Employer shall deduct from the wages of its employees each month's dues, initiation fees and assessments as may be due from said employee to the Union and shall forthwith pay over to the Union said sums by the end of the month, provided, however, that the Union procures written authorization from said employee.

B. The Employer shall provide the UPSEU Labor Relations Representative in writing via email within ten (10) days the following information as it relates to new hires: (1) first & last name; (2) work location/department; (3) pay rate (4) work phone number (5) work email address; and (6) home address.

The Union shall be provided an opportunity to meet with new employees during the first week of employment, or during the course of any employment orientation program for new employees.

C. The Board agrees to deduct from the wages of all employees covered herein who voluntarily and individually authorize such deductions in writing from their wages such

dues and initiation fees as may be fixed by the Union and allowed by statute. The Board will remit to the Union, amounts collected once each month, together with a list of employees from whose wages these sums have been deducted. Such dues deductions shall continue for the duration of this Agreement and any extension thereof. The Union agrees that it will save the Board harmless from any claim for damages or liability incurred by reason of carrying out the provisions of this Article.

#### **ARTICLE XIV 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.
- C.
  1. If an Article or Section of the Agreement is declared invalid by a court or agency of competent jurisdiction, said invalidity shall not affect the balance of this Agreement.
  2. There shall be no amendment of the terms and conditions of this Agreement, unless made and agreed to in writing and ratified by both parties.
- D. If there is any previously adopted policy, rule, practice, or regulation of the Board which is in conflict with any provision of the Agreement, said Agreement provision shall prevail during the term of this Agreement.
- E. When the Administration requires an employee to use his/her own motor vehicle to perform Board business, he/she shall be reimbursed on the basis of the current I.R.S. mileage rate.
- F. If the Administration requires an employee to attend any training or conferences, such employee shall be reimbursed reasonable expenses associated with said training or conferences, as approved in writing in advance.
- G. The Board shall provide copies of the contract to all employees in the bargaining unit and to each new employee at the time of initial employment.
- H. The Union may use designated areas in the school building for Union meetings before or after the close of school, provided there is no interference with school activities. The use of

such designated areas shall be arranged with the Principal in advance. All requests for building use shall conform to School Board Rules and Regulations, provided there shall be no cost to the Union.

- I. The Union may place Union related material in employee mail boxes, where such mail boxes are available.
- J. All job postings shall be sent to the local Steward or President.
- K. The Union President shall be notified of all new hires and their assignment.
- L. Employees shall immediately report to their superior, orally, to be followed by a written report, all cases of assault suffered by them in connection with their employment.

Such report shall be forwarded to the Superintendent and the Board will comply with any reasonable request from the Union for information in its possession not privileged under the law which relates to the incident or the persons involved.

The Board shall protect each member of the unit in accordance with Connecticut General Statute Section 10-235, as amended.

- M. When the Board of Education creates a new classification, the Board of Education shall establish appropriate pay rates for such new classification and shall notify the Union. If the Union disagrees with the pay rate, the Union may request negotiations over the pay rate for the new job within ten (10) days of the notification.
- N. The Board agrees that it will not subcontract work if such subcontracting would result in layoff of members of the bargaining unit. Further, the Board agrees that it will make every effort to recall employees from layoff before resorting to subcontracting, whenever the duration and nature of the work to be performed makes it practical to do so.
- O. The Board may require employees to submit to reasonable suspicion drug testing in accordance with the procedures set forth in Connecticut General Statutes Section 31-51t.
- P. The Board shall reimburse employees up to two hundred fifty (\$250) dollars annually for the purchase of work shoes, payable upon receipt submission. The Board will also budget no more than \$6,500 annually to be used for the purchase of appropriate uniforms as determined by the Director of Facilities.
- Q. The Board shall have the right to require that any employee undergo a background check pursuant to Public Act No. 93-328 as amended by Public Act No. but at Board expense. The Board agrees to maintain the report resulting from any such background check in a file separate from the employee's personnel file. If an employee has been employed by the

Board for more than two (2) years, information obtained in the background check shall not be cause for discipline or discharge unless the employee falsified his/her employment application and the false or omitted information is substantive and material to his/her employment with the Board.

## **ARTICLE XV CREDIT UNION**

- A. The Employer agrees to deduct from the wages 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 forthwith remit said deductions to the Credit Union office.
- B. The Union will hold harmless the Employer for any deductions made on behalf of any employees, once said sum has been turned over to the Credit Union.

## **ARTICLE XVI INTENT OF AGREEMENT**

It is agreed between the parties, hereto that the Employer, the Employee, and the Union shall endeavor to promote the welfare of the respective parties to this Agreement, that they shall work for the establishment of decent and safe working conditions, service to the community and recognition of their mutual responsibilities.

## **ARTICLE XVII BOARD RIGHTS AND RESPONSIBILITIES**

It is recognized that the Board retains and will continue to retain, whether exercised or not, the sole and unquestionable 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, and the organization and administration of the program of the Windsor Locks Public Schools.

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 XVIII**

### **PROBATIONARY PERIOD**

A pre-employment physical is required prior to being hired. The cost of the pre-employment physical will be covered by the Board and will take place at a medical facility chosen by the Board.

There shall be a ninety (90) working day probationary period for new employees to the system. A new employee may be terminated at any time for any reason during the ninety (90) working day probationary period without recourse to the grievance and arbitration provisions of this Agreement. The employee shall be informed of his/her progress periodically with a decision rendered for continuance or non-continuance at the end of the ninety (90) working day period. During the probationary period, new employees shall obtain no rights under Article X (Grievance Procedure) or Article XII (Seniority and Layoffs) of this Agreement, and shall be paid at Step I of the salary schedule. Upon successful completion of the probationary period seniority shall revert to the date and time of hire resulting in the first day of continuous employment.

## **ARTICLE XIX**

### **WORKERS' COMPENSATION**

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 his/her employment, he/she shall be paid full regular weekly wages without having absence charged to his/her annual sick leave commencing at the time of such injury. 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 the 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 their 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 time the employee is temporarily disabled from performing his/her duties as a result of assault or accident.

The Board shall pay such worker's compensation supplement for a maximum period of twelve (12) consecutive months. 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 XX NON-DISCRIMINATION**

The Board and the Union shall continue their practice of non-discrimination with respect to race, color, religion, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, genetic information or membership in or participation in the activities of any employee organization.

## **ARTICLE XXI DISCIPLINE AND DISCHARGE**

- A. No employee shall be disciplined, except for just cause. Where appropriate, the Board shall follow the principle of progressive discipline.
- B. 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 the Union simultaneously.
- C. Employees shall have the right to see and review their personnel files at least twice a year by prior appointment with the Superintendent's office. Employees may request that the Board correct or amend material in the file. Failing mutual agreement, the employee shall have the right to respond in writing to all items in their personnel file. Such responses shall be made part of the file.
- D. Each employee will be given copies of any formal evaluation reports placed in the employee's personnel file.

## **ARTICLE XXII BULLETIN BOARDS**

- A. The Board agrees to provide bulletin board space which may be used by the Union for the following notices:
  - a. Notices of Union Meetings.
  - b. Notices of Union elections and the results where they pertain to the employees.
  - c. Notices of Union recreational and social events.
- B. A copy of said notices shall be furnished to the Superintendent in advance.

ARTICLE XXIII  
DURATION

The parties herein mentioned agree that they will abide by all the Articles and terms of this Agreement dated July 1, 2024 through June 30, 2027.

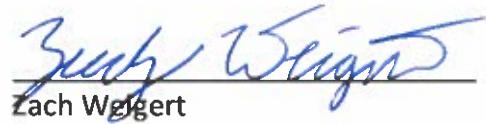
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their representatives on the date(s) below.

FOR THE BOARD OF EDUCATION  
OF THE TOWN OF WINDSOR LOCKS  
CONNECTICUT

  
\_\_\_\_\_  
Kylee Christianson  
BOE Chair

Date: 8/21/2024

FOR THE UNION  
UPSEU Unit 119, WINDSOR LOCKS  
CUSTODIANS

  
\_\_\_\_\_  
Zach Weigert  
Unit President

Date: 7-25-2024

  
\_\_\_\_\_  
Kevin Boyle  
UPSEU President

Date: 7-11-2024



# Your summary of benefits



Anthem® Blue Cross and Blue Shield

Your Plan: WINDSOR LOCKS: TOWN AND BOARD OF EDUCATION: Anthem Century Preferred PPO HSA PS

Your Network: Century Preferred

Visits with Virtual Care-Only Providers	Cost through our mobile app and website
Primary Care, and medical services for urgent/acute care	No charge after deductible is met
Mental Health & Substance Use Disorder Services	No charge after deductible is met
Specialist care	No charge after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Overall Deductible	\$2,000 person / \$4,000 family	\$2,000 person / \$4,000 family
Overall Out-of-Pocket Limit	\$2,000 person / \$4,000 family	\$4,000 person / \$8,000 family

The family deductible and out-of-pocket limit are non-embedded, meaning the cost shares of all family members apply to one family deductible and one family out-of-pocket limit. The per person deductible and per person out-of-pocket limit apply to individuals enrolled under single-only coverage.

The In-Network and Non-Network deductibles are combined and accumulate toward each other. The In-Network and Non-Network out-of-pocket limit amounts accumulate toward each other.

**Doctor Visits (virtual and office)** You are encouraged to select a Primary Care Physician (PCP).

Primary Care (PCP) and Mental Health and Substance Use Disorder Services virtual and office	No charge after deductible is met	20% coinsurance after deductible is met
Specialist Care virtual and office	No charge after deductible is met	20% coinsurance after deductible is met
<b><u>Other Practitioner Visits</u></b>		
Routine Maternity Care (Prenatal and Postnatal)	No charge	20% coinsurance after deductible is met
Retail Health Clinic for routine care and treatment of common illnesses; usually found in major pharmacies or retail stores.	No charge after deductible is met	20% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Manipulation Therapy</b> <i>Coverage for rehabilitative and habilitative physical therapy, occupational therapy, speech therapy, and manipulative treatment is limited to 50 visits combined per benefit period.</i>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Acupuncture</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b><u>Other Services in an Office</u></b>		
<b>Allergy Testing</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Prescription Drugs Dispensed in the office</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Surgery</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Preventive care / screenings / immunizations</b>	No charge	20% coinsurance after deductible is met
<b>Preventive Care for Chronic Conditions per IRS guidelines</b>	No charge	20% coinsurance after deductible is met
<b><u>Diagnostic Services</u></b>		
<b>Lab</b>		
<b>Office</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Freestanding/Site of Service Lab</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Outpatient Hospital</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>X-Ray</b>		
<b>Office</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Freestanding/Site of Service Radiology Center</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Outpatient Hospital</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Advanced Diagnostic Imaging for example: MRI, PET and CAT scans</b>		
<b>Office</b>	No charge after deductible is met	20% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Freestanding/Site of Service Radiology Center  Outpatient Hospital	No charge after deductible is met  No charge after deductible is met	20% coinsurance after deductible is met  20% coinsurance after deductible is met
<b><u>Emergency and Urgent Care</u></b>  Urgent Care  Emergency Room Facility Services  Emergency Room Doctor and Other Services  Ambulance	No charge after deductible is met  No charge after deductible is met  No charge after deductible is met  No charge after deductible is met	20% coinsurance after deductible is met  Covered as In-Network  Covered as In-Network  Covered as In-Network
Outpatient Mental Health and Substance Use Disorder Services at a Facility  Facility Fees  Doctor Services	No charge after deductible is met  No charge after deductible is met	20% coinsurance after deductible is met  20% coinsurance after deductible is met
<b><u>Outpatient Surgery</u></b>  <b>Facility Fees</b>  Hospital  Ambulatory Surgical Center/Site of Service Provider  <b>Physician and other services including surgeon fees</b>  Hospital  Ambulatory Surgical Center/Site of Service Provider	No charge after deductible is met  No charge after deductible is met  No charge after deductible is met  No charge after deductible is met	20% coinsurance after deductible is met  20% coinsurance after deductible is met  20% coinsurance after deductible is met  20% coinsurance after deductible is met
<b><u>Hospital (Including Maternity, Mental Health and Substance Use Disorder Services)</u></b>  <b>Facility Fees</b>  <b>Physician and other services including surgeon fees</b>	No charge after deductible is met  No charge after deductible is met	20% coinsurance after deductible is met  20% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Home Health Care</b> <i>Coverage is limited to 200 visits per benefit period.</i>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Rehabilitation and Habilitation services including physical, occupational and speech therapies.</b> <i>Coverage for physical, occupational and speech therapies and manipulative treatment is limited to 50 visits combined per benefit period.</i>		
<b>Office</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Outpatient Hospital</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Pulmonary rehabilitation office and outpatient hospital</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Cardiac rehabilitation office and outpatient hospital</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Dialysis/Hemodialysis office and outpatient hospital</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Chemo/Radiation Therapy office and outpatient hospital</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Skilled Nursing Care (facility)</b> <i>Coverage is limited to 120 days per benefit period.</i>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Inpatient Hospice</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Durable Medical Equipment</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Prosthetic Devices</b> <i>Coverage for wigs is limited to 1 unit after cancer treatment per benefit period.</i>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Hearing Aids</b> <i>Coverage is limited to 1 unit every 24 months.</i>	No charge after deductible is met	20% coinsurance after deductible is met
Covered Prescription Drug Benefits	Cost if you use an In-Network Pharmacy	Cost if you use a Non-Network Pharmacy
<b>Pharmacy Deductible</b>	Combined with In-Network medical deductible	Combined with Non-Network medical deductible

Covered Prescription Drug Benefits	Cost if you use an In-Network Pharmacy	Cost if you use a Non-Network Pharmacy
<b>Pharmacy Out-of-Pocket Limit</b>	Combined with In-Network medical out-of-pocket limit	Combined with Non-Network medical out-of-pocket limit
<b>Prescription Drug Coverage</b> <b>Network: Base Network</b> <b>Drug List: National</b>		
<b>Day Supply Limits:</b> <b>Retail Pharmacy</b> 34 day supply (cost shares noted below) <b>Retail 90 Pharmacy</b> 100 day supply (3 times the 34 day supply cost share(s) charged at In-Network Retail Pharmacies noted below applies). <b>Home Delivery Pharmacy</b> 100 day supply (maximum cost shares noted below). Maintenance medications are available through CarelonRx Pharmacy. You will need to call us on the number on your ID card to sign up when you first use the service. <b>Specialty Pharmacy</b> 34 day supply (cost shares noted below for retail and home delivery apply). We may require certain drugs with special handling, provider coordination or patient education be filled by our designated specialty pharmacy.		
<b>Tier 1 - Typically Generic</b>	\$0 copay per prescription after deductible is met (retail and home delivery)	20% coinsurance after deductible is met (retail) and Not covered (home delivery)
<b>Tier 2 – Typically Preferred Brand</b>	\$0 copay per prescription after deductible is met (retail and home delivery)	20% coinsurance after deductible is met (retail) and Not covered (home delivery)
<b>Tier 3 - Typically Non-Preferred Brand/Specialty Drugs</b>	\$0 copay per prescription after deductible is met (retail and home delivery)	20% coinsurance after deductible is met (retail) and Not covered (home delivery)
Covered Vision Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<i>This is a brief outline of your vision coverage. Adult and children's vision services count towards your out-of-pocket limit.</i>		
<b>Child Vision exam</b> Limited to 1 exam per benefit period.	No charge	20% coinsurance after deductible is met
<b>Adult Vision exam</b> Limited to 1 exam per benefit period.	No charge	20% coinsurance after deductible is met

#### Notes:

- If you have an office visit with your Primary Care Physician or Specialist at an Outpatient Facility (e.g., Hospital or Ambulatory Surgical Facility), benefits for Covered Services will be paid under "Outpatient Facility Services".

- Costs may vary by the site of service. Other cost shares may apply depending on services provided. Check your Certificate of Coverage for details.
- The limits for physical, occupational, and speech therapy, if any apply to this plan, will not apply if you get care as part of the Mental Health and Substance Use Disorder benefit.

*This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Evidence of Coverage (EOC). If there is a difference between this summary and the Evidence of Coverage (EOC), the Evidence of Coverage (EOC), will prevail.*

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Questions: (833) 899-7070 or visit us at [www.anthem.com](http://www.anthem.com)

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## Get help in your language

Curious to know what all this says? We would be too. Here's the English version:

If you have any questions about this document, you have the right to get help and information in your language at no cost. To talk to an interpreter, call (833) 899-7070

Separate from our language assistance program, we make documents available in alternate formats for members with visual impairments. If you need a copy of this document in an alternate format, please call the customer service telephone number on the back of your ID card.

(TTY/TDD: 711)

**Arabic (العربية):** إذا كان لديك أي استفسارات بشأن هذا المستند، فيحق لك الحصول على المساعدة والمعلومات بلغتك دون مقابل. للتحدث إلى مترجم، اتصل على . (833) 899-7070

**Armenian (հայերեն):** Եթե այս փաստաթղթի հետ կապված հարցեր ունեք, դուք իրավունք ունեք անվճար ստանալ օգնություն և տեղեկատվություն ձեր լեզվով: Թարգմանչի հետ խոսելու համար զանգահարեք հետևյալ հեռախոսահամարով՝ (833) 899-7070:

**Chinese(中文) :** 如果您對本文件有任何疑問，您有權使用您的語言免費獲得協助和資訊。如需與譯員通話，請致電(833) 899-7070。

**Farsi (فارسی):** در صورتی که مطالبی پیرامون این متن دارید، این حق را دارید که اطلاعات و کمک را بدون بیخ هزینه ای به زبان مادریتان دریافت کنید. برای گفتگو با یک مترجم شفافی، با شماره (833) 899-7070 تماس بگیرید.

**French (Français) :** Si vous avez des questions sur ce document, vous avez la possibilité d'accéder gratuitement à ces informations et à une aide dans votre langue. Pour parler à un interprète, appelez le (833) 899-7070.

**Haitian Creole (Kreyòl Ayisyen):** Si ou gen nenpòt keson sou dokiman sa a, ou gen dwa pou jwenn èd ak enfòmasyon nan lang ou gratis. Pou pale ak yon entèprèt, rele (833) 899-7070.

**Italian (Italiano):** In caso di eventuali domande sul presente documento, ha il diritto di ricevere assistenza e informazioni nella sua lingua senza alcun costo aggiuntivo. Per parlare con un interprete, chiama il numero (833) 899-7070.

**Japanese (日本語):** この文書についてなにかご不明な点があれば、あなたにはあなたの言語で無料で支援を受け情報を得る権利があります。 通訳と話すには、(833) 899-7070 にお電話ください。

**Korean (한국어):** 본 문서에 대해 어떠한 문의사항이라도 있을 경우, 귀하에게는 귀하가 사용하는 언어로 무료 도움 및 정보를 얻을 권리가 있습니다. 통역사와 이야기하려면(833) 899-7070로 문의하십시오.

**Navajo (Diné):** Díí naaltsoos biká’ígíí tāhgo bina’idílkidgo ná bohónéedzá dóó bee ahóót’i’ t’áá ni nizaad k’ehjí bee nił hodoonih t’áadoo bájáh ilinigóó. Ata’ halne’ígíí tā’ bich’í’ hadeesdzih ninizingo koj’ hodiilnih (833) 899-7070.



**Polish (polski):** W przypadku jakichkolwiek pytań związanych z niniejszym dokumentem masz prawo do bezpłatnego uzyskania pomocy oraz informacji w swoim języku. Aby porozmawiać z tłumaczem, zadzwoń pod numer: (833) 899-7070.

**Punjabi (ਪੰਜਾਬੀ):** ਜੇ ਤੁਹਾਡੇ ਇਸ ਦਸਤਾਵੇਜ਼ ਬਾਰੇ ਕੋਈ ਸਵਾਲ ਹੁੰਦੇ ਹਨ ਤਾਂ ਤੁਹਾਡੇ ਕੋਲ ਮੁਫਤ ਵਿੱਚ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਮਦਦ ਅਤੇ ਜਾਣਕਾਰੀ ਪ੍ਰਾਪਤ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਹੁੰਦਾ ਹੈ। ਇੱਕ ਦੁਭਾਸ਼ੀਏ ਨਾਲ ਗੱਲ ਕਰਨ ਲਈ, (833) 899-7070 ਤੇ ਕਾਲ ਕਰੋ।

**Russian (Русский):** если у вас есть какие-либо вопросы в отношении данного документа, вы имеете право на бесплатное получение помощи и информации на вашем языке. Чтобы связаться с устным переводчиком, позвоните по тел. (833) 899-7070.

**Spanish (Español):** Si tiene preguntas acerca de este documento, tiene derecho a recibir ayuda e información en su idioma, sin costos. Para hablar con un intérprete, llame al (833) 899-7070.

**Tagalog (Tagalog):** Kung mayroon kang anumang katanungan tungkol sa dokumentong ito, may karapatan kang humingi ng tulong at impormasyon sa iyong wika nang walang bayad. Makipag-usap sa isang tagapagpaliwanag, tawagan ang (833) 899-7070.

**Vietnamese (Tiếng Việt):** Nếu quý vị có bất kỳ thắc mắc nào về tài liệu này, quý vị có quyền nhận sự trợ giúp và thông tin bằng ngôn ngữ của quý vị hoàn toàn miễn phí. Để trao đổi với một thông dịch viên, hãy gọi (833) 899-7070.

### **It's important we treat you fairly**

That's why we follow federal civil rights laws in our health programs and activities. We don't discriminate, exclude people, or treat them differently on the basis of race, color, national origin, sex, age or disability. For people with disabilities, we offer free aids and services. For people whose primary language isn't English, we offer free language assistance services through interpreters and other written languages. Interested in these services? Call the Member Services number on your ID card for help (TTY/TDD: 711). If you think we failed to offer these services or discriminated based on race, color, national origin, age, disability, or sex, you can file a complaint, also known as a grievance. You can file a complaint with our Compliance Coordinator in writing to Compliance Coordinator, P.O. Box 27401, Mail Drop VA2002-N160, Richmond, VA 23279. Or you can file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights at 200 Independence Avenue, SW; Room 509F, HHH Building; Washington, D.C. 20201 or by calling 1-800-368-1019 (TDD: 1- 800-537-7697) or online at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>. Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.



## MEMORANDUM OF AGREEMENT

*March* This Memorandum of Agreement is made and entered into this 24 day of January, 2005, by and between the WINDSOR LOCKS BOARD OF EDUCATION (the "Board") and CONNECTICUT INDEPENDENT LABOR UNION LOCAL #8 (the "Union").

WHEREAS, the Board desires to establish a Custodian Coordinator position; and

WHEREAS, having discussed the issue with the Board the Union is willing to agree to the establishment of such a position on the terms and conditions set forth below.

NOW, THEREFORE, the parties agree as follows:

1. The position of Custodian Coordinator shall be added to the Union.
2. The duties for the Custodian Coordinator shall be as set forth in the job description attached hereto as Appendix A.
3. In addition to the applicable contractual wage rate for the custodian position, i.e., Custodian I or Custodian II, the individual serving as Custodian Coordinator shall also receive an annualized stipend of \$2,040, which shall be paid in equal weekly increments. For the 2004-05 fiscal year the stipend shall be pro-rated.
4. All other contractual provisions, such as overtime and shift differentials, shall apply.
5. If at any time the Board loses the funding source for the stipend, or in its discretion chooses to reassign the supervisory elements of the position to a non-bargaining unit supervisor, the Board shall cease paying the stipend.

Dated at Windsor Locks, Connecticut this 24 day of *March*, 2005.

WINDSOR LOCKS BOARD OF EDUCATION

By: Patricia L. King

CILU LOCAL #8

By: Tom DeRade  
Local #8 President

