

**AGREEMENT* BETWEEN
TOWN OF EAST HARTFORD**

and

**EAST HARTFORD SUPERVISORS UNION
LOCAL NO. 818 OF COUNCIL NO.4
AFSCME AFL-CIO**

July 1, 2022- June 30, 2026

* Based on Interest Arbitration Award dated November 29, 2023 re: Case No.: 2023-MBA-149

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WITNESSETH

This agreement is entered into between the Town of East Hartford, hereinafter referred to as the "Town" and Local #818 of Council #4, of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union".

ARTICLE I RECOGNITION

Section 1.0

The Town recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining on matters of wages, hours of employment and all other conditions of employment for all supervisory employees of the Town of East Hartford, excluding the Director of Libraries, Deputy Director of Finance, and Police and Fire Supervisors and Department Heads as defined by the Act. Reference is hereby made to decision No. 1769 of the Connecticut State Board of Labor Relations and to Memorandum of Agreement dated November 30, 1992.

The provisions of the Agreement shall be applied equally to all employees in the bargaining unit without discrimination because of age, sex, marital status, sexual orientation, race, color, creed, national origin, disability or any other class protected by law, political affiliation or union membership.

Section 1.1

Whenever used in this agreement, the word "his" shall be interpreted to include the word "her" and the word "employee" shall be interpreted to include the plural thereof.

ARTICLE II UNION SECURITY

Section 2.0

The Town agrees to deduct weekly Union dues in whatever sum is established by the Union as the regular monthly dues uniformly required as a condition of retaining membership therein, upon the receipt of an assignment. If, for any reason, a deduction was not made on the payday in which Union dues were to be deducted, a sufficient amount will be deducted in the first pay period in which the employee has sufficient funds due him to bring his deductions up to date. The sum which represents such weekly Union dues deductions shall be certified to the Town as constituting such by the duly authorized Financial Officer of the Union. If the sum once certified is changed, the amount deducted from the earnings of an employee who has authorized such deductions shall not be increased or decreased until thirty (30) days' written notice of such change has been received by the Town from the duly authorized Financial Officer of the Union.

Section 2.1

Deductions provided for in Section 2.0 shall be remitted to the duly authorized Financial Officer of the Union not later than one (1) week following the end of each month, following the pay period in which the deduction is made. The Town will simultaneously furnish the duly authorized Financial Officer of the Union, each month, a record of the employees from whose earnings deductions have been made.

Section 2.2

The Town agrees to deduct Union dues or service fees required to be paid pursuant to this Article, provided, however, that no deductions hereunder shall be made without the written authorization of the employee, which authorization shall be on a form mutually agreed to by the Town and the Union.

The Town's obligation to make such deductions shall terminate automatically upon termination of the employee who signed the authorization, or upon his transfer to a job not covered by this Agreement, or written revocation by the employee of the authorization, except that deductions shall be resumed if an employee, terminated by layoff, is rehired with seniority rights during the life of the contract then in existence and the authorization has not been revoked.

The Union agrees to indemnify and save the Town harmless against any and all claims, demands, suits or proceedings arising out of, or by reason of, any action taken or not taken by the Town in reliance upon the Union security and check-off provisions of this Agreement or on the correctness of any dues or service fee deduction authorization furnished by the Union to the Town. The Town shall call upon the Union to defend any suits or proceedings arising out of the foregoing indemnity and the Union shall promptly defend such suits or proceedings without cost to the Town and in the event the Union fails to defend such suits or proceedings, the Town shall undertake such defense and costs thereof shall be charged to the Union.

Section 2.3

All employees in the bargaining unit, who are members of the Union, shall tender regular periodic dues to the Union.

Upon receipt of an individually signed authorization, the Employer agrees to deduct monthly from the wages of employees who on the date of the Agreement are or thereafter become members of the Union or voluntarily elect to pay a service fee in lieu thereof, whatever sum is established by the Union as the regular monthly dues uniformly required as a condition of retaining membership therein.

The sum which represents such monthly dues deductions shall be certified to the Employer as constituting such dues deductions by the duly authorized financial officer of the Union. If the sum once certified is changed, the amount deducted from the earnings of an employee who has authorized such deductions shall not be increased until thirty (30) days written notice of such change has been received by the Employer from a duly authorized officer of the Union.

Section 2.4

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

Section 2.5

The Town will provide the Union with sufficient copies of this Agreement, within thirty (30) days after the signing of this Agreement. The local Union will receive one (1) and Council #4 will receive two (2) originally signed copies of this agreement.

Section 2.6

In accordance with Public Act 21-15, the Town shall provide to the union, in an editable digital file format, and, if possible, in a format agreed to by the union, the following information:

- a. Name
- b. Job title
- c. Department
- d. Work location
- e. Work telephone number and
- f. The home address of any newly hired employee.

The public employer shall provide the union such information, if possible, with real-time electronic transmission of new hire data but in no event later than ten days after such employee is hired or the first pay period of the month following the hiring of such employee, whichever is earlier.

All new hires which are represented by the bargaining unit, within fifteen (15) days of their start date, shall be released from work, for one (1) hour without loss of pay, to attend a union orientation. Management shall not be present during the union's orientation.

**ARTICLE III
SENIORITY**

Section 3.0

- (A) Each employee's seniority shall be determined by his length of service with the Town since the most recent date of hire. The Town shall prepare a list of all bargaining unit employees showing their seniority in length of service with the Town and deliver the same to the Union on December 1 of each year. Upon completion of their probationary period, new employees shall be added to this list.
- (B) Bargaining unit seniority as used in this agreement will be defined as length of service in this bargaining unit upon completion of the probationary period in Section 3.1.

Section 3.1

- (A) New employees shall serve a probationary period of six (6) months from the date of hire, which may be extended for three (3) months by mutual agreement between the department head and the Union, and they shall have no seniority rights during this period, but shall be subject to all other provisions of this Agreement. All employees who have completed their probationary period shall be full-time employees and shall acquire seniority as of the date of their employment.
- (B) Employees new to positions in this bargaining unit shall serve a probationary period of three (3) months from the date they come into this bargaining unit. The employee shall be evaluated by the new supervisor at least twice in the first month and once each month thereafter during the probationary period. The supervisor may return the employee to his/her former position at the end of the six (6) month probationary period if the written evaluations show the employee is not performing well in the new position. They shall have no bargaining unit seniority rights during this period and shall be subject to all other provisions of this Agreement.

Section 3.2

At any time during the probationary period, the appointing authority may recommend, in writing, to the Human Resources Director, the removal of an employee if, in his opinion, the working test indicates that the employee is unable or unwilling to perform the duties of his position satisfactorily, or that his habits or dependability do not merit his continuing in the position. The reason for his dismissal shall be made in writing to the Human Resources Director, the employee and to the Union. The dismissal of an employee during the probationary period shall not be subject to the grievance procedure.

Section 3.3

(A) All vacancies and new positions shall be posted for a period of five (5) working days on bulletin boards to be provided for such purpose, prior to any action taken by the Town to fill such vacancies or new positions. Employees will not be permitted a lateral or demotional transfer outside of their division more than once in a twelve-month period. Employees wishing to be considered for assignment to such vacancies or new positions may, personally or through their Steward, submit their request to their supervisor in writing.

Employees requesting consideration and who were not selected for such assignment, in accordance with the provision of this Agreement, may appeal the action through the grievance procedure.

(B) Copies of each job posting and a list of the persons bidding for the job shall be sent to the Union Secretary at the end of the posting period.

Section 3.4

(A) When a vacancy exists or a new position is created, the employee with the highest department or division seniority from within the department or division wherein the vacancy or new position exists, shall be given the first opportunity to fill the position, provided he has the ability and qualifications to perform the work. If he/she refuses, it shall go to the next senior person who has the qualifications and ability to perform the work. If a promoted employee proves to be unable to perform the work within three (3) months, he shall be returned to a position in his former classification and shift in the department or division from which he came. This shall not have any effect on any future promotions.

(B) If no employee in the department or division wherein the vacancy or new position exists is qualified, the position shall be filled by an employee from other departments or divisions in the bargaining unit, provided that the employee is qualified.

(C) If no employees in the bargaining unit are qualified, the position may be filled through recruitment of applicants not employed by the Town.

(D) The person appointed to the vacancy or new position and the Union Secretary shall be notified, in writing, of the appointment and the vacancy shall be filled as soon as possible.

(E) Whenever an employee is temporarily promoted to another class having a higher maximum rate of pay, the rule for promotion as provided in Section 8.4 shall not apply. The rate of pay for such employee shall be his rate of pay in the former class; provided

however that, after such employee has worked a total of thirty (30) working days within the most recent two year period in said higher class, Section 8.4 shall apply to determine the level of compensation for the remainder of the temporary assignment. When the employee is returned to the former class, the rate of pay shall be at the step previously received before the temporary promotion plus any step increases that would have occurred during the interim.

- (F) In the absence of one or both Public Works superintendents, acting superintendents can be assigned at the discretion of the department head.
- (G) In the absence of the Park superintendent, an acting superintendent may be assigned at the discretion of the department head.

Section 3.5

Layoffs shall take effect as follows:

- (A) Part-time employees and temporary employees
- (B) Employees working twenty (20) hours a week but less than forty (40) hours per week.
- (C) Probationary employees.
- (D) The employees with the least bargaining unit seniority shall be laid off first within classification. An employee whose position is eliminated shall have the option to bump the least senior employee in the same classification. The least senior employee within the affected classification shall have the option to bump the least senior employee in any lateral or lower classification which either was previously held by the bumping employee, or for which the bumping employee is qualified.

Section 3.6

Laid-off employees with the most bargaining unit seniority shall be rehired first to any lower or lateral classification the laid-off employee has the ability to perform or any higher classification where the laid-off employee is qualified in accordance with the collective agreement, and no new employee shall be hired until all laid-off employees have been given an opportunity to return to work.

Section 3.7

Part-time employees are those employees who are not on the list furnished to the Union under 3.0 of this Article.

Section 3.8

Shift preference will be granted on the basis of department or division seniority within the classification as openings occur. Before vacancies are filled, employees in the classification will be given shift preference, as provided in this section.

Section 3.9

An employee shall lose his seniority rights under any of the following circumstances:

- (A) If he resigns.

- (B) If he is discharged for just cause.
- (C) If he has been laid-off for lack of work and such layoff continues for more than two (2) years.
- (D) If he fails to report to work within (10) working days after due notice by the Town to the employee's last known address to return to work after layoff, provided the employee makes known his desire to return within five (5) days.

Section 3.10

For all purposes, except layoff, the seniority rights of the Union President, Vice-President, Secretary and Treasurer, as well as Stewards, shall be exactly the same as the seniority rights of all other employees, except as provided below:

- (A) In the case of a layoff, the above-named Union Officials will have super-seniority during their term of office, provided they have the qualifications to fill the vacant positions.

**ARTICLE IV
HOURS OF WORK, OVERTIME AND HOLIDAY PAY**

Section 4.0

- (A) Except as otherwise provided, the regular hours of employment for employees represented by the union in the Public Works Department and Parks Department shall be forty (40) hours per week divided equally over five working days of eight (8) hours, Monday through Friday, beginning at 7:00 a.m. and ending at 3:30 p.m. with 1/2 hour for lunch. If there is a second shift it shall begin at 3:00 p.m. and end at 11:30 p.m. with 1/2 hour for supper. If there is a third shift it shall begin at 11:00 p.m. and end at 7:30 a.m. with 1/2 hour for supper.
- (B) The Collector of Revenue, Supervisor of Administration and Environmental Control, Information Technology Manager, Grants Administrator, Town Engineer, Assistant Director of Finance, Assessor, Assistant Director of Public Works, Supervisor of Nursing, and Police Records Supervisor shall normally work between the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday with one (1) hour for lunch. The Assistant Library Director shall work five (5) days of seven (7) hours with one (1) hour for lunch. Normal work hours will be scheduled during library open hours and may include evening (12-8) and/or Saturday (9-5) shifts. This constitutes a regular work day of seven (7) hours and a regular work week of thirty-five (35) hours. Should the interests of the Town require it, the incumbents of the positions cited herein may either occasionally, seasonally, or periodically work a different schedule of hours provided the union and the affected employees concur.
- (C) For all Police Communications Supervisors, the work schedule is an 8.75 hour workday with 4-days-on and 3 days-off, rotating every eight (8) weeks. The Chief of Police, or his designee, will be responsible for assigning all Police Communications Supervisors to the appropriate shifts. Shift rotation is on a 56-day cycle. Initial placement on a shift is determined by seniority bidding. The bid period shall be for a period equal to 56 days times the number of Communications Supervisors employed at the time of the bidding.

At the end of 56 days, all shift assignments are rotated. The rotation is:

Relief to Eves
Eves to Days
Days to Mids
Mids to Relief

The swapping of assigned shifts will be administered as follows:

- 1) All exchanges must be requested in writing, signed by all involved parties, and received by the Chief of Police or his designee at least 24 hours in advance of the beginning of the desired swap period.
- 2) All exchanges shall be reviewed and approved or disapproved in advance by the Chief of Police or his/her designee.
- 3) The Department shall not incur any liability to pay overtime or compensatory time as a result of the swap. No swap shall be approved which would violate any applicable State or Federal regulations or laws regarding the payment of overtime. No swap shall be approved which would violate any requirement of the collective bargaining agreement regarding the payment of overtime or which imposes restrictions regarding the number of hours that may be worked.
- 4) Once a swap has been approved, the work schedule(s) shall be amended to reflect the change. Upon approval, the responsibility for the shift shall rest with the employee now scheduled to work. If the employee becomes ill and cannot work, he/she shall be charged with the sick time deduction, and the now-vacant shift will be filled in the same manner as any other vacant shift. Any and all types of approved time off will be deducted from the employee taking responsibility for the shift.
- 5) Except as described above, the exchanging of shifts, or a portion of any shift, is prohibited.

Section 4.1

Time and one-half shall be paid to non-exempt employees for:

- (A) All work performed in excess of the regularly scheduled hours of work in any one day and any work performed in excess of the regularly scheduled hours of work in any work week.
- (B) All work performed on Saturday (does not apply to Police Communication Supervisors).
- (C) When the Waste Services Supervisor and/or Foreman works on a Saturday, he shall be compensated for eight (8) hours or the total time worked, whichever is greater.

Section 4.2

Double time shall be paid for:

- (A) All work performed on Sunday (does not apply to Police Communication Supervisors).
- (B) All overtime work performed on the holidays listed in Article V, Section 5.0.

Section 4.3

- (A) When an employee is called in for work outside his regularly scheduled working hours, he shall be paid a minimum of four (4) hours at the applicable overtime rate.
- (B) When an employee is pre-scheduled to report for meetings of Town Boards or Commissions outside his regularly scheduled working hours, he shall be paid a minimum of two (2) hours at the applicable overtime rate.
- (C) A superintendent may, at the department head's discretion be authorized to work overtime whenever two or more Local 818 subordinates are called in for overtime work.

Section 4.4

- (A) All bargaining unit work will be done by bargaining unit employees unless there are no qualified bargaining unit employees available or if unforeseen circumstances occur which makes the use of bargaining unit employees impossible.
- (B) The Town agrees that the Assistant Director of Public Works shall not be assigned or perform bargaining unit duties of subordinate bargaining unit employees.

Section 4.5

All work performed on an overtime basis shall first be offered to employee(s) who regularly perform such work. Supervisory overtime in Police Communications will be performed only by qualified certified employees.

Section 4.6

Compensatory time shall not accumulate to more than ninety (90) hours. An employee may elect in lieu of overtime payment, compensatory time off for such overtime worked at the applicable overtime rate.

**ARTICLE V
HOLIDAYS**

Section 5.0

The following holidays shall be observed as days off with full pay:

New Year's Day	Memorial Day	Veterans Day
Martin Luther King's Birthday	Independence Day	Thanksgiving Day
Lincoln's Birthday	Labor Day	Christmas Day
Washington's Birthday	Columbus Day	Good Friday

The employee's birthday shall constitute an additional paid holiday. Any employee's birthday falling on a weekend or holiday shall be celebrated within the month in which it occurs. With the prior approval of the Department Head, an employee may select another day within the calendar month on which to observe the birthday.

Any unanticipated holiday or day of mourning declared by the Mayor, or his designee, and celebrated by all other Town employees, other than Board of Education employees, in the

form of time off with pay, shall be granted to the members of this bargaining unit. A holiday shall mean a day in which the usual Town business is suspended for the commemoration of some event or person.

Section 5.1

(A) Holidays falling on Saturday shall be celebrated on the preceding day.

(B) Holidays falling on a Sunday shall be celebrated on Monday.

Section 5.2

Whenever any of these holidays shall occur while an employee is out on sick leave, the employee shall be granted an additional day off at a time mutually agreeable to the department or division head with no charge to sick leave.

Section 5.3

When a holiday occurs while an employee is on vacation, said holiday shall not be charged against the employee's earned vacation time. The employee shall be granted an additional day off at a time mutually agreeable to the employee and the department or division head.

Section 5.4

Article V, Sections 5.0, 5.1, 5.2, 5.3, and any other contract language regarding holidays, shall not apply to Police Communications Supervisors. In lieu of days off with pay for holidays, Police Communications Supervisors shall receive an amount equal to 7% of their base wage, payable on the first payday of each December. This lump sum payment will be based upon the rate of pay in effect on December 1st and shall not become a part of base pay.

**ARTICLE VI
VACATIONS**

Section 6.0

Employees covered by this Agreement shall earn vacation at the current base rate of pay as follows:

(A) One week for six months but less than one (1) year of service.

(B) Two weeks for one (1) year but less than five (5) years of service.

(C) Three weeks for five (5) years of service.

(D) Four weeks for ten (10) years of service.

(E) One additional day of vacation after completing fifteen (15) full years of service for a total maximum of five (5) weeks for twenty (20) years or more of service.

(F) The employee's anniversary date will be used to determine the amount of vacation time due.

Section 6.1

The scheduling of vacation periods will be made by the Town, in accordance with the provisions of Section 6.2 and 6.3, no later than April 15th of the vacation year. However, employees shall have the right to change their vacation for good reason.

Section 6.2

Requested dates for vacation leave shall be granted with due consideration to the wishes of the employee except that it may be deferred by the Department Head, or his designee so as not to conflict with the emergency or peak workloads of the department or division.

Section 6.3

Whenever there shall be a conflict in requested date(s), preference will be given to employees according to seniority.

Section 6.4

When an employee has exhausted his/her sick leave, he/she must elect to use any other accumulated time unless the employee has requested and received a leave of absence as prescribed in Article 7, Section 7.6.

Section 6.5

When an employee is separated from Town service, he shall be paid his pro-rata accumulated vacation leave. In the event of an employee's death, such payment shall be made to the employee's estate.

Section 6.6

Effective 1 January 1989, the maximum accumulation of vacation leave permitted will be fifty (50) days. Employees hired prior to January 1, 1989 may accumulate more than fifty (50) days' vacation. However, they may not carry over more than fifty (50) vacation days from one anniversary date to another. Earned vacation leave will be credited to the employee's record on his/her anniversary date effective with calendar year 1989. No vacation beyond fifty (50) days will be paid by the Town at retirement or separation. No vacation leave may be used during the sixty (60) days prior to retirement without prior approval from the Town. When an employee is separated from Town Service, he/she shall be paid his/her pro-rata accumulated vacation leave to a maximum of fifty (50) days. Only forty (40) of the fifty (50) days shall be credited to the employee's pension calculation.

Section 6.7

In determining vacations the Town shall schedule vacations from the smallest practicable units in order to provide the greatest number of concurrent vacations possible. For Police Communications Supervisors, vacation weeks shall be the same as pay weeks, beginning on a Sunday and ending on the following Saturday. No more than one Communications Supervisor will be permitted to be on a vacation week at any time, however, exceptions may be made by the Chief or his designee.

Section 6.8

In the event that an employee becomes sick during his/her vacation, an employee may elect to charge the vacation time that he/she is sick to sick leave and reschedule his/her vacation at a time mutually agreeable to the parties, provided that the employee has notified the Town immediately upon becoming sick, or as soon as possible. Medical verification of any sickness incurred while on vacation must be provided on a form provided by the Town before vacation time may be changed to sick time.

ARTICLE VII LEAVE PROVISIONS

Section 7.0: Sick Leave

All employees shall earn paid sick leave at the rate of 1 1/4 days per month cumulative to 150 days. Bargaining unit members who have accumulated more than 150 days as of June 30, 2023, will not be subject to the 150 day cap until their accumulation drops below 150 days. Sick leave with pay may only be used for the employee's recovery from illness or injury, or to permit the absence of the employee for five days to care for a member of the employee's immediate family. Immediate family, for purposes of this section, is defined as the employee's spouse, dependent child or either parent of the employee who is currently domiciled with the employee. Use of sick leave to care for a family member shall be limited to two occurrences per calendar year.

- (A)** Accrual of earned sick leave credits will continue while employees are absent from work due to vacation, injury, or illness, except for designated FMLA Leave (see Section 7.2).
- (B)** In exceptional cases, the Human Resources Director, with the advice of the department head, may grant additional sick leave with pay. Requests for such additional sick leave shall be in writing and signed by the employee, when possible. Of the fifteen (15) potential sick days which can be accrued per year, one (1) can be used as a sick/personal day which may be taken during the fiscal year in a minimum of one-quarter (1/4) day segments for personal business or appointments that must be conducted during the working hours. Use of this personal/sick time will not interrupt the earning of personal days for perfect attendance.
- (C)** Sick leave with pay will not be granted for recuperation from illness or injury which is directly traceable to employment by another employer.
- (D)** It shall be the responsibility of the employee to notify the department or division head in advance of sick leave usage, if possible, and in any event not later than 30 minutes before the workday begins, and if the absence exceeds five (5) working days, to provide the department or division head with a doctor's certificate on the approved form (Appendix C) or substantially equivalent information attesting to the need for absence. The signed form shall be presented to the department or division head immediately upon returning to work. Whenever possible, an employee who is absent for more than five (5) working days must notify his department or division head of his intention to return to work. In addition, the Town shall have the right to require a medical certificate (Appendix C) to substantiate the employee's request for sick leave for the following reasons: (a) any period of absence consisting of more than five (5) consecutive working days; (b) leave of any duration if absence from duty recurs frequently or habitually; (c) or leave of any duration when evidence indicates that sick leave is being abused and reasonable cause may exist for requiring such a certificate.
- (E)** It shall be the responsibility of each department head to maintain accurate up-to-date leave records for his/her employees. Once every calendar year in the month of December, the department head shall notify all employees of the amount of vacation and sick leave to their credit and further shall submit copies of the same to the Human Resources Director who shall maintain a control file of such data.
- (F)** An employee with perfect attendance will earn one Personal Day for each calendar quarter of perfect attendance and an additional Personal Day for a perfect calendar year. No more than five (5) days may be accumulated. Perfect attendance for the purpose of this article shall mean no time taken for tardiness, sick leave, unauthorized leave, authorized leave without pay, or disciplinary suspension. Personal Days shall

be used at times mutually agreeable to the employee and department head. The Town will not provide payment to any employee who wishes to cash in unused personal days.

- (G) If an employee has unused sick leave at the time of his/her layoff, he/she shall be paid in a lump sum for each day of unused sick leave up to a maximum of ninety (90) days.
- (H) Employees who became members of this bargaining unit after 9/19/86 will receive payment for unused sick leave, up to a maximum of ninety (90) days, upon his/her retirement or death. For this section only, retirement is defined as retiring under a Normal, Early or Disability retirement from the Defined Benefit pension plan or reaching Normal Retirement Age of 65 years old and vested in the Defined Contribution plan.
- (I) In the event of an employee's death, the employee's estate shall receive, on the basis of the employee's current wages, full compensation for any of the employee's accumulation of sick leave up to a maximum of ninety (90) days.
- (J) Any current employee who belonged previously to AFSCME Local 1174 and had the opportunity to accumulate 130 days maximum terminal leave for unused sick leave will retain that benefit on the effective date of this agreement as long as he/she remains in this bargaining unit. The benefit will not apply to any employee who did not formerly belong to Local 1174 or to any employee who became a member of this unit after 9/19/86.
- (K) In the event of the death of any employee covered under (J) above, the employee's estate shall receive, on the basis of the employee's current wages, full compensation for any of the employee's unused accumulation of sick leave up to a maximum of 120 days.
- (L) An employee shall be able to take time off without loss of pay to attend appointments with medical providers. Such paid time to attend appointments with medical providers shall not exceed two (2) hours in any given quarter.

Section 7.1: Special Leave with Pay:

The following types of leave with pay may be offered:

(A) Workers' Compensation:

The Town will comply with all applicable state legislation relating to Workers' Compensation.

Whenever an employee shall be absent because of a Town service connected injury or occupational disease they will be compensated under the provision of the Workers' Compensation Act of Connecticut. In addition to payments received under the Workers' Compensation Act, any employee with six (6) months of continuous service shall receive payment from the Town, which payment will equal the difference between his take-home pay (gross pay less deduction for pension, income tax and FICA) and the payments received under the Workers' Compensation Act for up to one year or maximum improvement, whichever comes first.

The Corporation Counsel is authorized by the Town to negotiate anything less than the full amount of such reimbursement, subject to approval by the Town Council.

Employees shall report all on-the-job illnesses and injuries, in accordance with Workers' Compensation Laws of the State of Connecticut. The Town shall post

prominently a notice designating the authority to which employees shall report illnesses and injuries.

(B) Jury Duty:

The Town will comply with State statutes regarding jury duty leave. Any employee who is required to be absent from work in order to report for jury duty on a regularly scheduled work day will receive pay for those hours for which he/she is absent from work for this reason, at his/her regular base hourly rate less any fee or other compensation paid to him/her for performing such jury duty. A second shift employee who reports for jury duty and is excused from jury service prior to 2:00 p.m. on any regularly scheduled work day shall report for work at the beginning of his regularly scheduled shift on such day. He shall not be eligible for pay by the Town unless he so reports to work. These provisions shall not apply in case of jury duty on any day during which the employee is not scheduled to work, nor on holidays, vacation periods, or authorized leaves of absences nor shall such provisions apply to employees who have volunteered for jury duty.

(C) Funeral Leave:

Four (4) days of special leave with full pay, within a period of seven (7) consecutive working days following the date of death or funeral, shall be granted for death in the employee's immediate family. Immediate family, for purposes of this section, is defined as parents, step-parents, grandparents, spouse, brother, sister, child (including foster and/or adopted children), step-child, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, and any other relative that is domiciled in the employee's household.

(D) Military Leave:

Employees shall be granted leave in accordance with the Town's policy on Military Leave, effective April 20, 2022, a copy of which is attached hereto as Appendix I.

(E) Union officials shall be allowed the required time to attend official Union conventions and conferences up to a total maximum of twenty-two (22) days in a two-year period, commencing with this contract.

Section 7.2: Family Medical Leave

The Town will comply with the terms of the Federal Family Medical Leave Acts.

Section 7.3: Unpaid Leave of Absence:

The Human Resources Director, with the advice of the department head, may grant a leave of absence without pay for a period not to exceed one (1) year, provided such leave may not be taken for the purpose of seeking or performing other employment. Requests for such leave shall be made in writing to the Human Resources Director and shall include a statement of the reasons for the leave and proposed length of the leave.

(A) During the period of leave without pay, except for military leave, the employee shall not be credited for length of service and shall not be credited with time for the purposes of accruing sick leave, vacation leave, or personal days.

(B) Except as provided for in 7.3.D.2 below, an employee shall be reinstated from unpaid leave of absence to any position for which he/she is qualified that is comparable to the

position the employee last held with the Town, but without any preferred status from his/her prior employment.

- (C) Any employee who is on an unpaid leave of absence shall not be paid for any holidays or sick leave during the period of absence. Any vacation time due to an employee at the time the unpaid leave of absence commences may be paid at that time. Authorized unpaid leaves of absence for one (1) month or less will not be used as a basis of reducing health insurance benefits.
- (D) The Town will comply with the terms of the Veterans' Reemployment Rights Act.
 1. No employee shall lose any seniority standing because of any military service including service in the National Guard or organized Reserves.
 2. Upon returning from extended active military service, an employee shall be reinstated to his former job, or one of like rank, and shall receive credit for the yearly increments awarded, if any, during his/her absence for military service, provided that he/she reports for work within ninety (90) days of his discharge from military service. The Human Resources Director will so notify, in writing, all employees entering extended active duty in the military service.
 3. The Town will give credit to the employee for time spent in military service for retirement purposes.
 4. The employee's accumulation of sick leave upon leaving for extended active duty in the military service shall be retained to his/her credit when he/she returns.

ARTICLE VIII WAGES AND BENEFITS

Section 8.0

Effective and Retroactive to July 1, 2022 all classifications represented by Local 818, wage rates and steps in effect on June 30, 2022 shall be increased by 2.5% (Appendix B).

Section 8.1

Effective and retroactive to July 1, 2023 all classifications represented by Local 818, wage rates and steps in effect on June 30, 2023 shall be increased by 2.0% (Appendix B-1).

Section 8.2

Effective July 1, 2024 all classifications represented by Local 818, wage rates and steps in effect on June 30, 2024 shall be increased by 2.0% (Appendix B-2).

Section 8.2 (a)

Effective July 1, 2025 all classifications represented by Local 818, wage rates and steps in effect on June 30, 2025 shall be increased by 2.0% (Appendix B-3).

Section 8.3

Employees working on a shift other than the regular day shift shall receive a shift differential of ten (10) percent. This section shall not apply to Police Communications Supervisors.

Section 8.4

Whenever an employee is permanently moved from a class or position in one grade to a different class in a grade having a higher maximum rate of pay, he shall be paid at the lowest step in the higher range that produces an increase of not less than five percent (5%).

Section 8.5

Whenever an employee is permanently moved from a class or position in one grade to a different class in a grade having a lower maximum of pay, he shall be paid at the step in the lower range which coincides with the same step he received in the former.

Section 8.6

Employees shall be covered by the Unemployment Compensation Laws of the State.

Section 8.7

Employees who work on the second and third shifts will receive their weekly pay on Thursday.

Effective as soon as practical after Issuance of the Award in Case No. 2023- MBA-149, employees shall be paid on a 'bi-weekly' basis via direct deposit.

Section 8.8

Employees required to use a privately owned automobile for the conduct of Town business shall be reimbursed, once a month, for all mileage driven at the I.R.S. rate.

Section 8.9

- (A) Employees who hold Local 818 bargaining unit classifications that are currently eligible to use a Town vehicle for the purpose of commuting to and from work shall continue to receive said benefit.
- (B) If an employee who is truck eligible transfers to or is promoted to another position which was historically truck eligible said employee shall continue his/her truck eligibility. If an employee who is truck eligible transfers or promotes to a classification which is not truck eligible the employee shall lose the benefit.
- (C) Any new employees or present employees, who are not truck eligible as of June 11, 1992, or who lose their eligibility as aforesaid, shall enjoy the benefit of a Town-owned vehicle at the sole discretion of the Mayor.

Section 8.10

New employees and current employees new to this bargaining unit who begin on the Probationary Step will move to Step 1 in their grade upon completion of probation.

Section 8.11

Bargaining unit members who were employed by the Town between March 1, 2020 and December 31, 2021, and are still employed by the Town at the time of issuance of the Award in Case No. 2023-MBA-149, shall receive a \$800 payment. All other bargaining unit members employed by the Town upon issuance of the Award in Case No. 2023-MBA-149 will receive \$400.

**ARTICLE IX
INSURANCE AND PENSION**

Section 9.0

The Town shall provide and pay for the following insurance benefits for all active employees and their enrolled dependents:

(A) A High Deductible Health Plan (HDHP) with Health Savings Account (HSA) (\$2000/\$4000 100% in-network/80% out-of-network) with prescription drug coverage as described in Appendix H.

- i. Employees may contribute to the HSA on a pre-tax basis.
- ii. Employees ineligible for the HSA will be offered the alternative Health Reimbursement Account and Flexible Savings Account.
- iii. The Town shall implement a Wellness Program which offers a financial incentive for employees to take a more active role in their health. The Wellness Program requires employees to annually: (a) have their physician complete the Preventative Health Attestation form attached as Appendix G certifying that they have had medical screenings appropriate for their age; and (b) have their physician provide them with biometrical results; and (c) complete an on-line health risk assessment utilizing the biometrical results. Employees who fully comply with all of the Wellness Program requirements in a given year shall receive \$600 contribution toward their HDHP deductible for that plan year. Proof of compliance will be required.

(B) Triple Option Dental Plan, as described in Appendix D.

(C) Effective July 1, 2014 BlueView Vision Rider as described in Appendix E.

(D) The Town shall provide and pay for a Fifty Thousand (\$50,000) Dollar Life Insurance policy for each employee, with Accidental Death and Dismemberment coverage in the principal sum with double indemnity in the event of accidental death. Members of the Union who retire on or after the date of execution of this agreement will be provided life insurance coverage in the amount of Ten Thousand (\$10,000) Dollars.

(E) All members of the bargaining unit who elect coverage under Sections (A) and (C) above (health, prescription drug, vision) will contribute toward the cost of such insurance benefits on a weekly pre-tax basis in accordance with Section 125 of the Internal Revenue Service Code for each year of the contract as described below:

1. Effective July 1, 2022 bargaining unit members shall be required to contribute eleven percent (11%) of the cost of his or her insurance coverage.
2. Effective July 1, 2023, bargaining unit members shall be required to contribute eleven and one-half percent (11.5%) of the cost of his or her insurance coverage.
3. Effective July 1, 2024, bargaining unit members shall be required to contribute twelve percent (12%) of the cost of his or her insurance coverage.
3. Effective July 1, 2025 bargaining unit members shall be required to contribute twelve and one-half percent (12.5%) of the cost of his or her insurance coverage.

(F) The Town of East Hartford will implement a "Health Benefit Opt-Out Incentive Program." This plan will offer employees a financial incentive to drop Town-sponsored health insurance (excluding Dental) if they have or can get health benefits through another plan.

1. The payments to be made to employees who drop their Town-sponsored health insurance plan (Blue Cross & Blue Shield or any HMO), excluding Dental, will be as follows:

<u>Coverage Type</u>	<u>Payment Amount</u>
Individual	\$1,000.00
Individual plus one dependent	\$1,250.00
Individual plus two or more dependents	\$1,500.00

No payment will be made for a reduction in the number of dependents. The employee's entire contract must be canceled by the employee to qualify for payment.

2. One-quarter of the above amounts (\$250.00, \$312.50, \$375.00, respectively) will be paid at the end of the fiscal quarter for which the plan is canceled. Prorated payments will be made if an employee's plan is canceled partway through a quarter.
3. Employees wishing to take advantage of this option will fill out the change form provided by their plan and the "Health Benefit Opt-Out Form," attached as Appendix F, and will provide written evidence of health insurance coverage by another plan.
4. Current employees who are eligible but are not now on a Town-sponsored insurance plan will be qualified for this incentive upon presentation of proof of coverage by another health insurance plan.
5. New employees who are eligible for Town coverage upon employment but choose not to enroll will be eligible for this incentive upon presentation of written evidence of health insurance coverage by another plan. Prorated payments will be made to new employees if they begin employment partway through a quarter.
6. Employees who opt-out of their Town-sponsored plan and then find that the other source of coverage is no longer available may re-enroll in a Town plan subject to the rules of that plan. Employees can enroll in the Town's Blue Cross & Blue Shield only at the first of each month.
7. To be eligible for the opt-out payment, the employee shall not be receiving coverage under any other Town or East Hartford Board of Education policy.

Section 9.1

The Town reserves the option to change insurance carriers from time to time, but not more than once in any calendar year, through competitive bidding, for all insurance benefits. However, covered services shall not be reduced by any such change, and there shall be no loss of coverage due to pre-existing conditions. Any substitute plan shall have a high quality network, defined as one of the three (3) largest networks in the service area.

Section 9.2 Retiree Health Insurance

The term "Retired employee" will mean a former employee continuously employed by the Town until the commencement of a pension who meets the requirements to receive a Normal, Early Disability pension from the Town and who is receiving a pension provided for hereunder. The term "vested employee" is being added to the Retirement Plan and will mean any former employee who terminates employment and who subsequently qualified for a deferred pension benefit.

The East Hartford Retirement Plan as amended by agreement between the Union and the Town of East Hartford, dated August 24, 1988, covering all full time employees except Police and Firefighters shall remain unchanged and in full force and effect as it pertains to bargaining unit employees for the duration of this contract and as otherwise provided in said Agreement.

The Town shall provide and pay for the insurance benefits listed in Section 9.0 (A) for all eligible employees upon retirement. To be eligible for the retiree health and spousal insurance benefits set forth in this Section 9.2 the employee will have been hired prior to January 1, 2006 and must be actively employed by the Town of East Hartford until the commencement of retirement.

- (A)** For retired employees age 65 and over, who are eligible for Social Security, Parts A and B Supplemental coverage shall be provided in place of the foregoing coverage.
- (B)** The Town shall provide and pay for the insurance benefits as described in Section 9.0 (A) for the retired employee's spouse, under the following conditions:
 - i. This coverage is only effective for the spouse of an employee retiring on or after January 1, 1984. Such coverage will not be provided to the spouse of an employee who retired prior to that date.
 - ii. The retired employee must attain age sixty (60) before his/her spouse will be eligible for this coverage.
 - iii. If the retired employee remarries, the new spouse will not be eligible for this coverage.
 - iv. The term "spouse" shall mean the retired employee's spouse who shall have been married and living with the employee as his/her spouse at the time of their retirement.
 - v. In order for this coverage to be effective, the retired employee must pay to the Town 50% of the monthly premium, as determined by the Town. This premium shall be deducted from the retired employee's monthly pension check. If such deduction is not made continuously from the employee's pension check commencing with his 60th birthday, all coverage to the spouse shall cease and not be reinstated.

- vi. When the retired employee's spouse reaches age sixty-five (65) and enrolls in Medicare, the Town will pay 100% of the premium for Parts A and B Supplemental coverage.
- (C) The PPO will be replaced with the HDHP for all employees retiring on or after July 1, 2019. The deductible will be \$2000 single, \$4000 family (Appendix H). The Town will not contribute any portion of the annual plan deductible or offer the wellness incentive.

Section 9.3 Other Post-Employment Benefits (OPEB)

Upon ratification of this Agreement by both parties, employees eligible for a defined benefit pension (those hired prior to January 1, 2006) shall contribute one percent (1.0%) of their annual base pay (not including overtime) towards the Other Post-Employment Benefits (OPEB) Trust. This employee contribution shall be on a pre-tax basis. It is understood that existing employee required contributions toward retiree insurance (e.g., contributions for spousal and dependent benefits) remain. Effective July 1, 2020, the 1% contribution will increase to 1.25%. Effective July 1, 2025, the contribution will increase to 1.50%.

**ARTICLE X
SAFETY AND HEALTH**

Section 10.0

A joint safety committee shall be formed by the Town and the Union and said committee, which shall consist of not more than two (2) employees representing the Union and two (2) persons representing the Town, shall meet not less than once every other month, or at the request of the majority of the members to review and recommend safety and health conditions.

Section 10.1

The Town shall provide foul-weather gear, i.e., raincoats, rain hats, boots, gloves, etc. and for their care as necessary.

Section 10.2

The Town shall furnish safety helmets and safety glasses to any employee working in hazardous locations or with hazardous equipment. The Town will contribute up to \$150 (one hundred fifty dollars) toward the cost of safety shoes (steel toe) provided the employee's job requires them. In order to receive compensation, employees must turn in a valid receipt. Safety shoes and other equipment as required shall be worn at all times where hazardous conditions exist. Failure to do so will result in discipline which need not be preceded by a verbal or written warning.

The Town will provide 5 (five) sets of work uniforms per week for the waste services supervisor and foreman with cleaning services. The Town shall provide either two (2) sweatshirts or five (5) T-shirts annually to all other bargaining unit employees working in the Public Works and Parks Departments, excluding the Town Engineer and the Assistant Director of Public Works.

Section 10.3

The existing policies and practices concerning coffee breaks shall remain in effect.

Section 10.4

Employees who may be required to work overtime more than two (2) hours beyond the end of their regular shift will be permitted a one-half (1/2) hour lunch period with no interruption of pay for such ½ hour.

Section 10.5

The Town will furnish free to any employee, upon his request, medical injections for the prevention of poison ivy and poison oak reactions, tetanus and such other injections as may be recommended by the Town Health Officer.

Section 10.6

All employees shall be required to abide with all OSHA regulations. After the Town has provided the employees with safety equipment, the employee will be responsible for the replacement of this equipment, if lost or stolen. An employee shall not be responsible for equipment lost or stolen by virtue of other than his own carelessness or negligence.

Section 10.7

All employees in the classification of Police Communications Supervisor will be required to carry communication devices on a 24-hour per day basis. Communication devices will be provided by the Town, and may be used for personal matters while the employee is off duty.

**ARTICLE XI
DISCIPLINARY ACTION**

Section 11.0

- (A) Disciplinary action shall be for just cause and shall be applied in a fair manner and shall be consistent with the infraction for which the disciplinary action is being applied.
- (B) Disciplinary actions ordinarily shall be preceded by an oral warning and shall include:
 - 1. A written warning or reprimand
 - 2. Suspension for a period not to exceed five (5) days.
 - 3. Discharge
- (C) All disciplinary actions may be processed as grievances under Article XIII.

Section 11.1

At the time of any suspension or discharge, the employee and the President of the Union shall be furnished, in writing, a statement of the reasons for such action, the period of time for which any suspension is to be effective and the appeals procedure available under Article XIII.

**ARTICLE XII
SAVING CLAUSE**

Section 12.0

If any section, sentence, clause, or phrase of this Agreement shall be held for any reason to be inoperative, void, or invalid, the validity of the remaining portions of this Agreement shall not be affected thereby, it being the intention of the parties in adopting this Agreement, that no portion thereof, or provisions herein, shall become inoperative or fail by reason of the invalidity of any other portion or provision and the parties do hereby declare that it would be severally approved of the adopted provisions contained herein, separately and apart from

the other. The parties agree to immediately negotiate a substitute for the invalidated Article, Section, Sentence, Clause or Phrase.

ARTICLE XIII GRIEVANCE PROCEDURE

Section 13.0

Any grievance or dispute which may arise between the parties concerning the application, meaning or interpretation of this Agreement, unless specifically excluded by this Agreement, shall be settled in the following manner:

Step 1 Between the aggrieved party, who may be represented by not more than two (2) officers of the union, and the Director of the Department. The Director of the Department shall adjust the grievance at once, or notify the Union Steward of his decision within two (2) working days from the day the grievance was presented.

A grievance may be presented either orally or in writing at this step of the grievance procedure. If the grievance is presented orally to the supervisor and is not satisfactorily settled, it must be reduced to writing, there must be set forth in the spaces provided all of the following:

- a. A statement of the grievance and the facts involved.
- b. The remedy requested and,
- c. The violation, if any, of the Agreement which is claimed.

Step 2 If the decision of the Director of the Department involved in step 1 is not satisfactory, the Union may take an appeal, within ten (10) working days of such decision, to the Human Resources Director. The aggrieved party may be represented at this step of the grievance procedure by the Steward, and one (1) member of the Executive Committee. The Human Resources Director and the Union may include in the conference any individual(s) concerned and the Human Resources Director will give an answer, in writing, to the appealing employee within (5) working days. Such written disposition will be rendered on the form provided. Employees appealing decisions regarding promotion, demotion, suspension, or discharge may submit such grievance directly to this Step of the grievance procedure without the necessity of complying with procedures set forth in Step 1.

Step 3 If the grievance is not satisfactorily settled at Step 2, the Union may submit the dispute within thirty (30) days of receiving such disposition to arbitration by the Connecticut State Board of Mediation and Arbitration.

The decision of the arbitrators shall be final and binding on both parties.

Section 13.1

Officers and/or Stewards, not to exceed two (2) members of the Union as shall be designated by the Union for the purpose of adjusting grievances and/or contract negotiations, shall be afforded the necessary amount of time, without loss of pay, to conduct such business.

Section 13.2

The Union shall furnish the Town with a list of its officers, Executive Committee Members, and Stewards, and shall, as soon as possible, notify the Town, in writing, of any changes therein. Such notification shall be sent to the Human Resources Director, Town Hall, East Hartford. No officer, Executive Committee Member or Steward shall be recognized by the Town until such written notification of his appointment shall be received by the Town from the duly authorized officer of the Union. For the purposes of this Agreement, the term Chairman and President shall be synonymous.

Section 13.3

In addition to those specified, the Union or the Town may, at Steps 3 and 4 of the grievance procedure, have other representatives present during the presentation of grievances, provided either party shall so advise the other a reasonable period in advance of such hearing. Employee grievances must be filed no later than ten (10) working days following the date of the incident giving rise to the alleged grievance; however, failure of an individual to grieve does not establish a precedent for settlement in any future grievance.

Section 13.4

Nothing in this article is intended to prohibit the Town from processing a grievance through the grievance procedure up to and including arbitration. Any such grievance shall be submitted first to the Union President. If not satisfactorily settled within twelve (12) working days of its submission, the Town may submit the grievance to the Connecticut State Board of Mediation and Arbitration.

**ARTICLE XIV
MANAGEMENT RIGHTS**

The rights, power, and authority heretofore held by the Town pursuant to applicable laws of the State of Connecticut concerning the nature of services offered by the Town; the direction of its work force; disciplinary action; lay off and recall of its employees; determine the standards of services to be offered by Town Departments; determine the standards of selection for Town employment; the issuance of reasonable rules and regulations after the concurrence of the Union; maintain the efficiency of governmental operations; determine the content of job classifications and to fulfill its legal responsibilities are retained, whether exercised or not, unless said rights, powers, and authorities are limited, modified, abridged, relinquished, or are in conflict with this agreement or any part thereof. The Town shall be free to exercise retained rights, powers, and authority subject to and in accordance with the Municipal Employees Relations Act (Section 7-467 et seq.) of the General Statutes of the State of Connecticut.

**ARTICLE XV
DURATION**

Section 15.0

This Agreement shall be effective the date it is signed by all respective parties and shall continue in effect until June 30, 2026 except that it may be amended at any time by mutual agreement. Negotiations for a successor agreement shall commence in accordance with State Laws.

Section 15.1

Notwithstanding provisions of 15.0, any provision of this agreement which contains an effective date different than the date of execution of this agreement shall be effective on the date therein specified.

IN WITNESS WHEREOF, the parties have caused their names to be signed on this _____ day of _____, 2024.

TOWN OF EAST HARTFORD

**EAST HARTFORD #818
SUPERVISORS UNION**

DocuSigned by:
Connor Martin 2/6/2024
E8FA43903488429...

Connor Martin
Mayor

DocuSigned by:
Tyron Harris 2/1/2024
C05789D2FF8946D...

Tyron Harris
Director of Human Resources

DocuSigned by:
Christopher J. Sugar Esq 2/2/2024
2445B9B00D4B4F0...

Christopher Sugar, Staff Representative

DocuSigned by:
Douglas K Wilson 2/1/2024
C9618A10B4EF4F3...

President, Local #818

DocuSigned by:
Joseph Marchese 2/1/2024
00001740B02A417...

Local #818

Local #818

Local #818

APPENDIX A

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APPENDIX B
July 1, 2022 wages with 2.5% GWI

Effective upon ratification, the position of IT manager shall be upgraded from Grade 108 to Grade 111. The current incumbent shall be placed on Step 3 of the Grade 11 wage scale for the 2022-23 contract year. The position of Police Communications Supervisor shall be upgraded from Grade 104 to Grade 105. The position of Social Services Program Supervisor shall be upgraded from Grade 108 to 112.

Pay Grade	Job Title	Hours	Probationary Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
104	Police Record Spvsr.	35 hrs	\$ 67,415	\$ 68,331	\$ 70,161	\$ 71,992	\$ 73,822	\$ 75,653	\$ 77,482	\$ 79,313
1041	Fleet Repair Spvsr.	40 hrs	\$ 77,047	\$ 78,093	\$ 80,184	\$ 82,278	\$ 84,368	\$ 86,459	\$ 88,551	\$ 90,642
	Highway Svs.Spvsr.									
	Park Maint. Spvsr.									
	Spvsr. Of Wast Svs.									
	Supt. Of PSC									
105	Police Comm. Spvsr.	35 hrs	\$ 70,784	\$ 71,746	\$ 73,670	\$ 75,592	\$ 77,513	\$ 79,435	\$ 81,355	\$ 83,277
1051	Fleet Manager	40 hrs	\$ 80,900	\$ 81,998	\$ 84,194	\$ 86,386	\$ 88,586	\$ 90,782	\$ 92,980	\$ 95,172
	Constiction Spvsr.									
	Parks Proj Coord & Mt. Spvsr.									
	Waste Svs. Mgr.									
1061		40 hrs	\$ 84,943	\$ 86,097	\$ 88,403	\$ 90,707	\$ 93,017	\$ 95,322	\$ 97,626	\$ 99,933
1071	Highway Svs. Mgr.	40 hrs	\$ 89,190	\$ 90,402	\$ 92,823	\$ 95,243	\$ 97,664	\$ 100,088	\$ 102,507	\$ 104,928
	Facility Manager									
	Supt. Of parks									
108	Asst. Library Director	35 hrs	\$ 81,944	\$ 83,056	\$ 85,281	\$ 87,505	\$ 89,731	\$ 91,954	\$ 94,179	\$ 96,402
	Envir. Health Spvsr.									
	PHN Supervisor									
	Elderly Services Coordinator									
	Asst. Pub. Works Dir.									
	Asst. Dir. Parks & Rec.									
1081	Supt. Of PW	40 hrs	\$ 93,648	\$ 94,920	\$ 97,465	\$ 100,006	\$ 102,550	\$ 105,092	\$ 107,634	\$ 110,179
109	Grants Manager	35 hrs	\$ 86,039	\$ 87,208	\$ 89,546	\$ 91,880	\$ 94,218	\$ 96,553	\$ 98,889	\$ 101,226
110	Collector of Revenue	35 hrs	\$ 90,344	\$ 91,570	\$ 94,023	\$ 96,474	\$ 98,928	\$ 101,380	\$ 103,835	\$ 106,287
111	Town Engineer	35 hrs	\$ 94,858	\$ 96,146	\$ 98,723	\$ 101,300	\$ 103,875	\$ 106,450	\$ 109,026	\$ 111,601
	Assessor									
	Community Health Educator									
	Info Tech Mgr.									
112	Asst. Finance Dir.	35 hrs	\$ 99,603	\$ 100,955	\$ 103,659	\$ 106,364	\$ 109,068	\$ 111,772	\$ 114,475	\$ 117,181
	Deputy Dir. of Health & HS									
	Deputy Development Dir.									
	Soc. Svs. Program Spvsr.									
	Associate Directors (Exempt)	\$ 140,938								

APPENDIX B-1 July 1, 2023 wages with 2% GWI

Pay Grade	Job Title	Hours	Probationary Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
104	Police Record Spvsr.	35 hrs	\$ 68,764	\$ 69,697	\$ 71,564	\$ 73,432	\$ 75,298	\$ 77,166	\$ 79,031	\$ 80,900
1041	Fleet Repair Spvsr.	40 hrs	\$ 78,588	\$ 79,655	\$ 81,787	\$ 83,923	\$ 86,055	\$ 88,188	\$ 90,322	\$ 92,455
	Highway Svs.Spvsr.									
	Park Maint. Spvsr.									
	Spvsr. Of Wast Svs.									
	Supt. Of PSC									
105	Police Comm. Spvsr.	35 hrs	\$ 72,200	\$ 73,181	\$ 75,143	\$ 77,104	\$ 79,063	\$ 81,024	\$ 82,982	\$ 84,943
1051	Fleet Manager	40 hrs	\$ 82,518	\$ 83,638	\$ 85,877	\$ 88,114	\$ 90,357	\$ 92,598	\$ 94,839	\$ 97,076
	Constiction Spvsr.									
	Parks Proj Coord & Mt. Spvsr.									
	Waste Svs. Mgr.									
1061		40 hrs	\$ 86,642	\$ 87,819	\$ 90,171	\$ 92,522	\$ 94,877	\$ 97,228	\$ 99,579	\$ 101,932
1071	Highway Svs. Mgr.	40 hrs	\$ 90,974	\$ 92,210	\$ 94,679	\$ 97,148	\$ 99,617	\$ 102,090	\$ 104,557	\$ 107,027
	Facility Manager									
	Supt. Of parks									
108	Asst. Library Director	35 hrs	\$ 83,582	\$ 84,717	\$ 86,987	\$ 89,255	\$ 91,525	\$ 93,793	\$ 96,063	\$ 98,330
	Envir. Health Spvsr.									
	PHN Supervisor									
	Elderly Services Coordinator									
	Asst. Pub. Works Dir.									
	Asst. Dir. Parks & Rec.									
1081	Supt. Of PW	40 hrs	\$ 95,521	\$ 96,819	\$ 99,415	\$ 102,006	\$ 104,601	\$ 107,194	\$ 109,787	\$ 112,383
109	Grants Manager	35 hrs	\$ 87,759	\$ 88,952	\$ 91,337	\$ 93,718	\$ 96,102	\$ 98,484	\$ 100,867	\$ 103,250
110	Collector of Revenue	35 hrs	\$ 92,150	\$ 93,402	\$ 95,904	\$ 98,404	\$ 100,906	\$ 103,407	\$ 105,911	\$ 108,413
111	Town Engineer	35 hrs	\$ 96,755	\$ 98,069	\$ 100,697	\$ 103,326	\$ 105,952	\$ 108,579	\$ 111,207	\$ 113,833
	Community Health Educator									
	Info Tech Mgr.									
112	Asst. Finance Dir.	35 hrs	\$ 101,595	\$ 102,974	\$ 105,732	\$ 108,492	\$ 111,250	\$ 114,008	\$ 116,765	\$ 119,525
	Deputy Dir. of Health & HS									
	Deputy Development Dir.									
	Soc. Svs. Program Spvsr.									
	Assessor	35 hrs	\$ 118,941	\$ 121,468	\$ 123,994	\$ 126,521	\$ 129,047	\$ 131,574	\$ 134,100	\$ 136,627
	Associate Directors (Exempt)	\$ 143,756								

APPENDIX B-2
July 1, 2024 wages with 2% GWI

Pay Grade	Job Title	Hours	Probationary Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
104	Police Record Spvsr.	35 hrs	\$ 70,139	\$ 71,091	\$ 72,996	\$ 74,900	\$ 76,804	\$ 78,710	\$ 80,612	\$ 82,518
1041	Fleet Repair Spvsr.	40 hrs	\$ 80,160	\$ 81,248	\$ 83,423	\$ 85,602	\$ 87,776	\$ 89,952	\$ 92,128	\$ 94,304
	Highway Svs.Spvsr.									
	Park Maint. Spvsr.									
	Spvsr. Of Wast Svs.									
	Supt. Of PSC									
105	Police Comm. Spvsr.	35 hrs	\$ 73,644	\$ 74,644	\$ 76,646	\$ 78,646	\$ 80,644	\$ 82,645	\$ 84,642	\$ 86,642
1051	Fleet Manager	40 hrs	\$ 84,169	\$ 85,311	\$ 87,595	\$ 89,876	\$ 92,164	\$ 94,450	\$ 96,736	\$ 99,017
	Constiction Spvsr.									
	Parks Proj Coord & Mt. Spvsr.									
	Waste Svs. Mgr.									
1061		40 hrs	\$ 88,374	\$ 89,575	\$ 91,975	\$ 94,372	\$ 96,775	\$ 99,173	\$ 101,570	\$ 103,971
1071	Highway Svs. Mgr.	40 hrs	\$ 92,794	\$ 94,054	\$ 96,573	\$ 99,091	\$ 101,610	\$ 104,132	\$ 106,648	\$ 109,167
	Facility Manager									
	Supt. Of parks									
108	Asst. Library Director	35 hrs	\$ 85,254	\$ 86,411	\$ 88,726	\$ 91,040	\$ 93,356	\$ 95,669	\$ 97,984	\$ 100,297
	Envir. Health Spvsr.									
	PHN Supervisor									
	Elderly Services Coordinator									
	Asst. Pub. Works Dir.									
	Asst. Dir. Parks & Rec.									
1081	Supt. Of PW	40 hrs	\$ 97,431	\$ 98,755	\$ 101,403	\$ 104,046	\$ 106,693	\$ 109,338	\$ 111,983	\$ 114,631
109	Grants Manager	35 hrs	\$ 89,514	\$ 90,731	\$ 93,164	\$ 95,592	\$ 98,024	\$ 100,454	\$ 102,884	\$ 105,315
110	Collector of Revenue	35 hrs	\$ 93,993	\$ 95,270	\$ 97,822	\$ 100,372	\$ 102,925	\$ 105,475	\$ 108,029	\$ 110,581
111	Town Engineer	35 hrs	\$ 98,690	\$ 100,030	\$ 102,711	\$ 105,392	\$ 108,071	\$ 110,751	\$ 113,431	\$ 116,110
	Community Health Educator									
	Info Tech Mgr.									
112	Asst. Finance Dir.	35 hrs	\$ 103,627	\$ 105,034	\$ 107,847	\$ 110,661	\$ 113,475	\$ 116,288	\$ 119,100	\$ 121,915
	Deputy Dir. of Health & HS									
	Deputy Development Dir.									
	Soc. Svs. Program Spvsr.									
	Assessor	35 hrs	\$ 121,320	\$ 123,897	\$ 126,474	\$ 129,051	\$ 131,628	\$ 134,205	\$ 136,782	\$ 139,360
	Associate Directors (Exempt)		\$ 146,631							

**APPENDIX B-3
July 1, 2025 wages with 2% GWI**

Pay Grade	Job Title	Hours	Probationary Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
104	Police Record Spvsr.	35 hrs	\$ 71,542	\$ 72,513	\$ 74,456	\$ 76,398	\$ 78,340	\$ 80,284	\$ 82,224	\$ 84,168
1041	Fleet Repair Spvsr.	40 hrs	\$ 81,763	\$ 82,873	\$ 85,092	\$ 87,314	\$ 89,532	\$ 91,751	\$ 93,971	\$ 96,190
	Highway Svs.Spvsr.									
	Park Maint. Spvsr.									
	Spvsr. Of Wast Svs.									
	Supt. Of PSC									
105	Police Comm. Spvsr.	35 hrs	\$ 75,117	\$ 76,137	\$ 78,179	\$ 80,219	\$ 82,257	\$ 84,298	\$ 86,335	\$ 88,374
1051	Fleet Manager	40 hrs	\$ 85,852	\$ 87,017	\$ 89,347	\$ 91,673	\$ 94,008	\$ 96,339	\$ 98,671	\$ 100,998
	Constiction Spvsr.									
	Parks Proj Coord & Mt. Spvsr.									
	Waste Svs. Mgr.									
1061		40 hrs	\$ 90,142	\$ 91,367	\$ 93,814	\$ 96,259	\$ 98,710	\$ 101,156	\$ 103,602	\$ 106,050
1071	Highway Svs. Mgr.	40 hrs	\$ 94,650	\$ 95,935	\$ 98,504	\$ 101,073	\$ 103,642	\$ 106,214	\$ 108,781	\$ 111,351
	Facility Manager									
	Supt. Of parks									
108	Asst. Library Director	35 hrs	\$ 86,959	\$ 88,139	\$ 90,501	\$ 92,861	\$ 95,223	\$ 97,582	\$ 99,944	\$ 102,303
	Envir. Health Spvsr.									
	PHN Supervisor									
	Elderly Services Coordinator									
	Asst. Pub. Works Dir.									
	Asst. Dir. Parks & Rec.									
1081	Supt. Of PW	40 hrs	\$ 99,380	\$ 100,730	\$ 103,431	\$ 106,127	\$ 108,827	\$ 111,525	\$ 114,222	\$ 116,923
109	Grants Manager	35 hrs	\$ 91,305	\$ 92,546	\$ 95,027	\$ 97,504	\$ 99,985	\$ 102,463	\$ 104,942	\$ 107,422
110	Collector of Revenue	35 hrs	\$ 95,873	\$ 97,175	\$ 99,778	\$ 102,379	\$ 104,983	\$ 107,585	\$ 110,190	\$ 112,793
111	Town Engineer	35 hrs	\$ 100,664	\$ 102,031	\$ 104,766	\$ 107,500	\$ 110,232	\$ 112,966	\$ 115,699	\$ 118,432
	Community Health Educator									
	Info Tech Mgr.									
112	Asst. Finance Dir.	35 hrs	\$ 105,700	\$ 107,135	\$ 110,004	\$ 112,875	\$ 115,744	\$ 118,613	\$ 121,482	\$ 124,353
	Deputy Dir. of Health & HS									
	Deputy Development Dir.									
	Soc. Svs. Program Spvsr.									
	Assessor	35 hrs	\$ 123,746	\$ 126,375	\$ 129,003	\$ 131,632	\$ 134,260	\$ 136,890	\$ 139,518	\$ 142,147
	Associate Directors (Exempt)		\$ 149,564							

APPENDIX C

A medical certificate submitted in accordance with Article VII, Section 7.0 (D) shall be on the following form or shall contain substantially equivalent information.

MEDICAL CERTIFICATE FORM

NAME OF DOCTOR _____

ADDRESS _____

TEL. NO. _____

TO: Human Resources Director
Town of East Hartford

FROM: _____

DATE: _____

As physician duly licensed by the State of _____, I hereby certify that _____ (name of employee) who was seen by me on _____ (date) was unable to work during the continuous period from _____ (date) to _____ (date).

He/she was under my care on or after _____ (date).

I also certify that said employee can return to duty with no restrictions on _____ (date).

Signature of Physician

Date

**APPENDIX D
TRIPLE OPTIONAL DENTAL PLAN**

BENEFIT DESCRIPTION	PPO IN NETWORK NO DEDUCTIBLE	FLEX DENTAL \$50 DEDUCTIBLE*	OUT OF NETWORK \$200 DEDUCTIBLE
ANNUAL MAXIMUM	Unlimited	Unlimited	Unlimited
BENEFIT	Coinsurance	Coinsurance	Coinsurance
PREVENTIVE SERVICES			
Prophylaxis	100%	100%	80%
Oral Hygiene Instruction (Included with Oral Evaluation)	100%	100%	80%
Fluoride Treatment to age 19	100%	100%	80%
Sealants	100%	100%	50%
Space Maintainers	100%	100%	50%
DIAGNOSTIC SERVICES			
Oral Evaluation	100%	100%	70%
Radiographs	100%	100%	70%
Pulp Vitality Test (Included with Oral Evaluation)	100%	100%	70%
RESTORATIVE SERVICES			
Amalgam Fillings	100%	100%	50%
Resin Fillings	100%	100%	50%
ENDODONTICS			
Root Canal	100%	80%	50%
Apicoectomy	100%	80%	50%
ORAL SURGERY			
Simple Extractions	100%	100%	50%
Surgical Extractions and Impaction	50%	50%	50%
Treatment of Fractures & Dislocations	50%	50%	Not Covered
GENERAL SERVICES			
Consultation	60%	50%	Not Covered
General Anesthesia	60%	50%	Not Covered
Emergency Treatment	100%	100%	50%
PERIDONTICS			
Gingival Curettage	50%	50%	Not Covered
Gingivectomy or Gingivoplasty	50%	50%	Not Covered
Osseous Surgery	50%	50%	Not Covered
Mucogingival Surgery	50%	50%	Not Covered
Management of Acute Infection and oral lesions	50%	50%	Not Covered

	PPO IN NETWORK NO DEDUCTIBLE	FLEX DENTAL \$50 DEDUCTIBLE*	OUT OF NETWORK \$200 DEDUCTIBLE
PROSTHODONTICS			
Dentures Full and Partial	50%	Not Covered	Not Covered
Crowns, Bridges, fixed and removable	50%	Not Covered	Not Covered
Inlays, onlays and crowns not part of bridge	100%	50%	Not Covered
Addition of teeth to partial denture to replace extracted teeth	50%	Not Covered	Not Covered
Repair of Dentures	100%	100%	Not Covered
Orthodontia \$1,000 Lifetime maximum Dependents covered to age 19	50%	50%	Not Covered

*Flex Dental deductible does not apply to preventive services or sealants.

Benefits will be available for resin (synthetic) fillings on anterior or bicuspid teeth only. For resin (synthetic) fillings on molar teeth, the member coinsurance obligation will increase. Benefits will be provided in an amount equal to the maximum allowable (MAA) amount for an amalgam filling. The member will be responsible for any amounts over the MAA.

This is not a legal contract. It is only a general description of the Triple Option Dental Program.

11-May-01

**APPENDIX E
BLUEVIEW VISION RIDER**

BENEFIT PERIOD	Calendar Year
DEPENDENT AGE LIMIT	To the end of the month after which the child attains age 26.

COVERED SERVICES	COPAYMENTS/MAXIMUMS	
Prescription Lenses	Network Providers	Out-of-Network Providers
Standard: (including factory scratch coating, polycarbonate lenses for children under 19 years old and Photochromic lenses for children under 19 years old)		
Basic Lenses (pair)		
Single Vision lenses	\$25 Copayment	Reimbursed up to \$36
Bifocal lenses	\$25 Copayment	Reimbursed up to \$54
Trifocal lenses	\$25 Copayment	Reimbursed up to \$69
(limited to one set of lenses per calendar year).		
Frames		
(Limited to one frame per calendar year)	\$130 retail amount, then 20% off any remaining balance	Reimbursed up to \$64
Prescription Contact Lenses (traditional or disposable)		
Non-Elective Contact Lenses (availability once every calendar year)	Covered in full	Reimbursed up to \$210
Elective Contact Lenses (in lieu of eyeglass lenses allowances) (availability once every calendar year)	\$130 retail amount	Reimbursed up to \$105
Note: If you elect covered Non-Elective Contact Lenses or Elective Contact Lenses within one calendar year period, no benefits will be available for covered lenses and frames until the next calendar year period.		

Laser Vision Correction Services:

Participating Lasik/photorefractive keratectomy PRK surgical centers offer a discounted rate for Members enrolled under this plan. You are responsible for any remaining charges.

The Schedule of Benefits is a summary of the amount of benefits Anthem will pay when you receive Covered Services from a Provider. Please refer to the Covered Services Section of the Summary Plan Description for a more complete explanation of the specific vision services covered by the plan. All covered services are subject to the conditions, exclusions, limitations, terms and provisions of the Certificate including any attachments or riders.

No prior authorization is required to receive covered vision services.

**APPENDIX F
HEALTH BENEFIT OPT-OUT FORM**

Employee Name _____ Date of Form Completion _____

Department _____ Effective Date of Cancellation _____

Statement of Election to Participate in Town of East Hartford Health Benefit Opt-Out Program

I elect to cancel my health insurance (but not my dental insurance) with the Town of East Hartford. The health plan that I will be covered under is offered through _____ (name of company offering program). The name of the plan providing my insurance coverage is _____ (name of health insurance carrier). This plan covers: _____ my spouse _____ my family and _____ myself (**check all that apply**). Attached is documentation of my enrollment in the above plan.

In exchange for canceling my health insurance, I elect to receive a cash payment (totaling \$1000 for individual employee coverage, \$1250 for employee plus one dependent coverage or \$1,500 for employee plus family coverage) to be paid in quarterly installments in October, January, April and July. I understand that by accepting the opt-out program, I am no longer covered by the Town's health insurance program. However, I will continue to be covered by the Town's dental insurance program.

Employee Signature

Date

Witness

Date

**APPENDIX G
ATTESTATION FOR \$600 WELLNESS REWARD**

THE ORIGINAL FORM SHOULD BE TURNED IN TO
OR MAILED DIRECTLY TO:
Town of East Hartford, Human Resources
Attention: Sandra Franklin
740 Main Street
East Hartford, CT 06108

Each employee covered by a Town of East Hartford High Deductible Health Plan has been asked to have an annual routine physical examination performed during each plan year. This routine physical should consist of the items listed below **as deemed appropriate by the employee's primary care provider.**

Once the exam is complete, please sign and date this form and return it to the patient so they may turn it in to HR. You may also mail the form directly. Please do not fax the form – we need the original signature. Please provide the employee with biometrical results of their exam and lab work. They may use this information to complete an online Health Risk Assessment with Anthem.

The Routine Physical Exam Should Include the Following:

- ❖ Preventive Physical Exam, which includes medical and family health history, assessment of lifestyle (diet, stress, exercise, etc.) general system examination (heart, lungs, throat, thyroid, ears, skin, joints, etc). and measurement of height and weight
- ❖ Routine blood pressure and urine screenings
- ❖ Cholesterol and lipid level screenings
- ❖ Blood glucose screening
- ❖ Eye chart vision screening
- ❖ Immunizations (tetanus every ten years, others as appropriate)
- ❖ Pelvic examination, Pap Smear, and Mammography screenings
- ❖ Prostate examination and prostate specific antigen blood test (PSA) (*males only*)
- ❖ Colorectal cancer screening

You, as the health care provider will determine which one of several types of screenings is most appropriate and at what age it should be done.

I certify that I performed a routine physical exam on Town of East Hartford Employee:

_____ **EMPLOYEE NAME**

Physician's Name: _____

Date of Physical: _____

Physician's Signature: _____

**APPENDIX H
HIGH DEDUCTIBLE HEALTH PLAN
SCHEDULE OF BENEFITS**

COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
Covered Person Plan Year Deductible	* \$2000 SINGLE ** \$4000 FAMILY	
Covered Person Coinsurance	Not Applicable	20%
Covered Person Plan Year Out-of-Pocket Limit *Applies to Prescription Drug Copayments	single*** \$2000 family**** \$4000	\$4,000 single*** \$8,000 family****
Lifetime Maximum	Unlimited	Unlimited
<p>*Single Deductible – The Deductible must be satisfied before any Covered Services are paid by the Plan except for Preventive Services which are not subject to the Deductible. **Family Deductible – The family Deductible must be satisfied before any Covered Services are paid by the plan except for Preventive Services which are not subject to the Deductible. The family Deductible may be satisfied by one Covered Person or all members of the family collectively. ***Single Out-of-Pocket Limit – Once the Member Out-of-Pocket Limit is satisfied, no additional Coinsurance will be required for the Covered Person for the remainder of the benefit period except for Out-of-Network Human Organ and Tissue Transplant services. ****Family Out-of-Pocket Limit – Once the family Out-of-Pocket Limit is satisfied, no additional Coinsurance will be required for the Family for the remainder of the benefit period except for Out-of-Network Human Organ and Tissue Transplant services.</p> <p>In-Network and Out-of-Network Out-of-Pocket Limits are separate and do not accumulate toward each other.</p>		
PREVENTIVE SERVICES		
Well Child Care	No Cost-Share	Deductible & Coinsurance
Adult Physical Examinations	No Cost-Share	Deductible & Coinsurance
Other Preventive Screenings including but not limited to: Routine gynecological care: pap smear and pelvic exam, Prostate screening, Mammography screening, colorectal cancer screening, flexible sigmoidoscopy, colonoscopy, total cholesterol screening, lipid screenings and panels, diabetic screening	No Cost-Share	Deductible & Coinsurance
COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
Immunizations and Vaccinations	No Cost-Share	Deductible & Coinsurance
HOSPITAL SERVICES		

All Inpatient Admissions	Deductible	Deductible & Coinsurance
Specialty Hospital 100 days per Member per Calendar Year	Deductible	Deductible & Coinsurance
Outpatient Surgery (including colonoscopy)	Deductible	Deductible & Coinsurance
DIAGNOSTIC SERVICES		
Diagnostic, Laboratory and X-Ray Services	Deductible	Deductible & Coinsurance
High Cost Diagnostic Tests MRI, MRA, CAT, CTA, PET, and SPECT scans	Deductible	Deductible & Coinsurance
THERAPY SERVICES		
Outpatient Rehabilitation Outpatient rehabilitative and restorative physical, occupational, speech and chiropractic therapy for up to 60 combined visits per Calendar Year	Deductible	Deductible & Coinsurance
Other Therapy Services: Outpatient cardiac rehabilitation therapy; Radiation therapy; Chemotherapy for the treatment of cancer; Electroshock therapy; Kidney Dialysis in a Hospital or free-standing dialysis center	Deductible	Deductible & Coinsurance
Allergy Office Visit/Testing	Deductible	Deductible & Coinsurance
Allergy Injections Immunotherapy or other therapy treatments	Deductible	Deductible & Coinsurance
COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
MEDICAL EMERGENCY/URGENT CARE SERVICES		
Emergency Room Treatment Emergency Room Cost-Share waived if the Member is admitted directly to the	Deductible	Deductible

Hospital from the emergency room	Deductible	Paid as In-Network Emergency Room
Urgent Care Services		
Ambulance Land & Air: Paid according to the Department of Public Health Ambulance Service Rate Schedule	Deductible	Deductible
PHYSICIAN MEDICAL/SURGICAL SERVICES		
Medical Office Visit	Deductible	Deductible & Coinsurance
Surgical Services Performed by a Surgeon or Physician (Specialist) in any setting other than an Office Visit	Deductible	Deductible & Coinsurance
Non-Surgical Services of a Physician or Surgeon (other than a medical office visit) These services may include after care or attending medical care	Deductible	Deductible & Coinsurance
MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES		
Outpatient Treatment for Mental Health Care & Substance Abuse Care	Deductible	Deductible & Coinsurance
Inpatient Hospital Services In a Hospital or Residential Treatment Center for Mental Health Care	Deductible	Deductible & Coinsurance
Inpatient Rehabilitation Treatment for Substance Abuse Care In a Hospital or Substance Abuse Treatment Facility	Deductible	Deductible & Coinsurance
OTHER MEDICAL SERVICES		
Outpatient Surgery	Deductible	Deductible & Coinsurance
In a licensed ambulatory surgical center	Deductible	Deductible & Coinsurance
COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
Skilled Nursing Facility Up to 120 days per calendar year	Deductible	Deductible & Coinsurance
Immunizations and Vaccinations for Travel	Deductible	Deductible & Coinsurance
Prescription Drugs:	Deductible and then:	

<p>Retail Pharmacy: The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 30 day supply.</p> <p>Diabetic equipment, drugs and supplies</p> <p>Specialty Pharmacy: The maximum supply of a Specialty Drug for which benefits will be provided when dispensed under any one prescription is a 30 day supply.</p> <p>Mail Order Prescription Drug Program The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 1-90-day supply.</p> <p>Diabetic drugs & supplies</p>	<p>Tier 1 \$10 Copay per Covered Drug Tier 2 \$25 Copay per Covered Drug Tier 3 \$40 Copay per Covered Drug</p> <p>Tier 1 \$10 Copay per Covered Drug Tier 2 \$25 Copay per Covered Drug Tier 3 \$40 Copay per Covered Drug</p> <p>Tier 1 \$10 Copay per Covered Drug Tier 2 \$50 Copay per Covered Drug Tier 3 \$80 Copay per Covered Drug</p>	<p>Deductible & Coinsurance per prescription</p>
<p>Human Organ and Tissue Transplant Services Unlimited maximum</p>	<p>Deductible</p>	<p>Deductible & Coinsurance</p>
<p>Home Health Care (including In-Home Hospice Care) Nursing and therapeutic services limited to 200 visits In the Home Hospice Medical Social Services under the direction of a physician up to \$420</p>	<p>Deductible</p> <p>Deductible</p>	<p>Deductible & Coinsurance</p> <p>Deductible & Coinsurance</p>
<p>COVERED SERVICE</p>	<p>IN-NETWORK SERVICES</p>	<p>OUT-OF-NETWORK SERVICES</p>
<p>Infusion Therapy Unlimited lifetime maximum</p>	<p>Deductible</p>	<p>Deductible & Coinsurance</p>
<p>Durable Medical Equipment and Prosthetic Devices</p> <p>Hearing Aid Coverage Available for dependent children age 12 years and under with a</p>	<p>Deductible</p>	<p>Deductible & 50% Coinsurance</p>

maximum of \$1,000 within a two year period.		
Diabetic equipment, and supplies		
Ostomy Related Services	Deductible	Deductible & 50% Coinsurance
Hospice Care (inpatient)	Deductible	Deductible & Coinsurance
Wig up to \$500 maximum per Member per Calendar Year	Deductible	Deductible & Coinsurance
Specialized Formula	Deductible	Deductible & Coinsurance
Infertility Services Please see Maternity /Family Planning Section		
Office Visit	Deductible	Deductible & Coinsurance
Outpatient Hospital	Same as Hospital Outpatient Cost-Share	Deductible & Coinsurance
Inpatient Hospital	Same as Hospital Inpatient Cost-Share	Deductible & Coinsurance
Infertility Drugs The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is 30 day supply	Deductible	Deductible & Coinsurance
Maternity	Deductible	Deductible & Coinsurance

This is a summary of benefits and is by its nature limited in detail and scope. Refer to the Summary Plan Document for full details of coverage.

APPENDIX I MILITARY LEAVE POLICY

Section 1

Employees will be entitled to Military Leave when they receive official Military Orders for time requiring active duty service. Employees shall be entitled to a maximum of 10 weeks per fiscal year under the following conditions;

- A. Military leave to attend training for Reservists or National Guard members will not exceed four weeks per fiscal year. The combination of Military and Town base pay and wages shall not exceed the employee's regular base pay. The Military Leave from the Town will be limited to the differential pay and wages required to maintain the employee's base pay after accounting for the base pay received from the Military.
- B. Employees will be required to provide documentation of Military orders and wage stubs to the Town for such benefit. The Military amount paid will be adjusted to arrive at a weekly equivalent and subtracted from the member's base pay to determine the differential.
- C. The differential amount will be paid until such time as the member returns to full duty with the Town.
- D. When the member returns to full duty, a copy of all the wage records with the Military should be provided to the employee's department and forwarded to the Human Resources Department and the Finance Department. A copy of the Military Order(s) concluding Military Leave should also be provided.
- E. In the event the amount paid by the Town exceeds the provisions of this section, the employee will need to reimburse the Town in one lump sum or over multiple weeks.

The term Military Leave shall mean the number of hours the employee was scheduled to work, beginning with the day on which the employee's orders require them to report to Military service and ending with the day on which the employee's orders discharge them from Military service.

Time on Military leave shall be included for purposes in computing seniority.

Section 2

Employees who carry the Town's health insurance may elect to continue such coverage for spouses and dependents on the plan at the commencement of active duty service, as reflected in the official Military Orders. If an employee elects to continue health insurance coverage for their spouse and dependents, said employee must pay the premium for the spouse and dependents to maintain such coverage. If the employee is not active on the payroll, payments for premiums will be recouped in a manner prescribed by Human Resources to maintain coverage.

Section 3

Notification of Leave

Unless giving notice is unreasonable or precluded by Military necessity, employees requiring a Military leave of absence should provide their Director and the Office of Human Resources with a written or verbal advance notice along with, if available, a copy of the Military Order; to the Director at least two weeks before the Military-Leave-of-Absence start date. On the day of receipt of their first Military paycheck, the employee shall transmit a copy of the document, pay stub or pay record to their Department Director, who shall forward it to Human Resources and Finance if the member receives a promotion or other subsequent increase in Military pay during the deployment that shall be communicated to the Director of the Department and Human Resources. Employees on Military Leave greater than one whole week (7 days) will have their accounts

temporarily disabled. Human Resources will notify IT of the leave period and return to work dates as soon as possible.

The Town of East Hartford may not insist on knowing exactly when the staff member will return to work; however, the employee can be asked to furnish the approximate beginning and concluding dates of their training. Final documentation of start and end dates is required for proper payment of wages.