

**FAIRFIELD ASSOCIATION OF  
EDUCATIONAL OFFICE PROFESSIONALS**

**JULY 2016 – JUNE 2020**

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**AGREEMENT**

This Agreement is between the Board of Education, Town of Fairfield, Fairfield County, Connecticut, hereinafter referred to as the Board, and the Fairfield Association of Educational Office Professionals, hereinafter referred to as the Association.

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**ARTICLE I - RECOGNITION**

The Board recognizes the Association as the sole and exclusive collective bargaining representative for all employees in the unit who are non-supervisory, permanent clerical and secretarial employees of the Board of Education, said Recognition Agreement dated January 13, 1966 having been submitted to the Connecticut State Board of Labor Relations for purpose of record. This Agreement does not cover probationary, temporary, and part-time employees.

**ARTICLE II – PROBATIONARY, TEMPORARY, AND PART-TIME EMPLOYEES**

Probationary, temporary, and part-time employees will not be represented by the Association and are excluded from provisions of this Agreement. A probationary employee is an employee who has been employed less than ninety (90) calendar days. A temporary employee is one hired for seasonal work whose duration of employment is not expected to be longer than 180 calendar days per year. A part-time employee is an employee who is working a regular schedule of less than 20 hours per week.

**ARTICLE III - HOURS OF WORK**

- A. The regular work week shall be 35 hours.
- B. Hours worked in excess of thirty-five (35) hours but not more than forty (40) hours per week shall be compensated at the employee's regular rate. Hours worked in excess of forty (40) hours per week shall be compensated at one and one-half (1½) times the regular rate.

Holidays, sick days, and other authorized absences under the terms of this contract shall not be credited to the forty (40) hour work period for determining overtime payments.

- C. Insofar as possible, supervisors shall endeavor to give at least four (4) hours of notice of overtime work assignments.
- D. All overtime work shall be distributed equally among eligible employees as far as is practicable within classification.

- E. 10½ MONTH ASSIGNMENTS
- a. The work year is 194 days. The Board reserves the right to increase the work year for elementary and house secretaries by up to 11 days. Reasonable advance notice will be given to the affected secretaries. Payment will be at a per diem rate. The Board is not obligated to add additional days beyond the established work year.
  - b. They are not expected to report on days when school sessions are canceled.
- F. When daily school sessions are canceled, the twelve (12) month secretaries are also exempt from reporting to their offices unless instructed to come to their offices through various district communication methods (i.e. Infinite Campus, email, text message, district email, 255-TALK etc...). It is the employee's responsibility to access at least one of these communication methods early in the morning when school sessions are canceled for the day.
- G. However, any administrator or supervisor may call his/her secretary and request that the secretary reports to work as soon as practicable to perform essential tasks that are non-postponable. When this occurs, the secretary will receive equal compensatory time within thirty days of the occurrence.
- H. On days when school sessions are dismissed early for reasons other than adverse weather, separate specific instructions concerning secretaries will be issued from the Superintendent's Office.
- I. On days when school sessions are dismissed early for adverse weather conditions, school building offices must be staffed by all secretaries for 45 minutes after the last school bus departs. Secretaries staffing non-school offices in the Fairfield Public School District shall also be released from duty 45 minutes after the last elementary school sessions are dismissed.
- J. In the event it becomes necessary to modify the regular work week and regular work year in order to address budget, staffing and other reasonable operational considerations, the Association and Board of Education shall work cooperatively in order to minimize the impact of such modifications on members of the Association.

#### **ARTICLE IV - WAGES**

- A. Effective 7/1/16: 2.25% GWI (no step); (retroactive to 7/1/16 or date of employment for employees on the payroll as of the date of execution of the contract)(Appendix A);
- Effective 7/1/17: 2.5% GWI (no step); (retroactive to 7/1/17 or date of employment for employees on the payroll as of the date of execution of the contract)(Appendix B);

Effective 7/1/18: 2.5% (inclusive of 1 step); (retroactive to 7/1/18 or date of employment for employees on the payroll as of the date of execution of the contract)(Appendix C);

Effective 7/1/19: 2.5% GWI (no step)(Appendix D).

The salary schedule for the years July 1, 2016 through June 30, 2020 are set forth in Appendix A, B, C and D.

- B. Pay increases to higher increment steps within job classification will be based on merit and longevity. Employees shall be granted step increments unless the Supervisor/Administrator certifies that the employee has not demonstrated the growth and performance normally expected. Notwithstanding the foregoing, no pay increases to higher increment steps shall be withheld, except upon prior notice to the employee and after an appropriate opportunity has been afforded to such employee to improve his/her performance.
- C. Incentive Step 7-I, 106% of Step #5, will be available after 12 calendar months in Step #6 and the acquisition of 8 In-service Credits (ISC) of approved in-service professional growth. Step #6 shall remain at 3.8% higher than Step #5.
- D. The Longevity Step (L) will be paid from the anniversary date of 10 completed years of credited service and will be set at \$800 effective July 1, 2013, retroactive for those still on the payroll on the date of signing this Agreement.
- E. An annual non-cumulative longevity step (LL) of \$800 is to be awarded to each employee in the bargaining unit upon completion of 15 years of continuous service, commencing on the anniversary date. Effective upon the execution of this Agreement, an annual non-cumulative longevity step (LLL) of \$800, is to be awarded to each employee in the bargaining unit upon completion of 25 years of continuous service, commencing on the anniversary date of hire.
- F. The Board of Education shall allow any member of the secretarial unit to select payment of annual salary in one of the following manners: 22 pay plan or 26 pay plan.
- G. The Fairfield Public Schools shall have discretion to hire new employees at a higher step than entry level when, in its discretion, recruitment needs render it advisable to do so.
- H. Summer employment or supplemental service on days not normally employed will be compensated at the individual employee's hourly rate. Such employment will be made available to all members of the unit before such employment is offered to

persons outside the Bargaining Unit, unless there are no qualified current employees as reasonably determined by the Superintendent or his/her designee.

- I. A notification for each employee in the bargaining unit will be sent to said employees each year containing the following information:
    - a. Salary, Classification and Step, place of assignment before June 30<sup>th</sup>;
    - b. Transcript of In-service credits accrued before October 1<sup>st</sup>;
- Every Bargaining Unit member in the Town of Fairfield's Employees' Retirement system will receive, by October 1 of each fiscal year, a statement concerning: name, address, social security number, credited service (years and months), fiscal year contributions, accumulated contributions, interest credited, and designated beneficiary.
- J. Effective upon signing of this agreement all employees must enroll in direct deposit.

**ARTICLE V - VACATION**

- A. Employees will receive paid vacation for full months anticipated to be worked during the first year of employment, or part of the school year, at a rate of one (1) day per anticipated month worked, up to ten (10) working days. Vacation days will be allotted for the next fiscal year according to the following schedule:

<u>Length of Service completed as of 6/30 of current fiscal year</u>	<u>Vacation days earned for next fiscal year</u>
1 - 5 years	2 weeks - 10 working days
6 - 10 years	3 weeks - 15 working days
11 years or more	4 weeks - 20 working days

For vacation credit for any month, the employee must be employed on the 1<sup>st</sup> workday of the month to obtain credit for the month.

- B. Employees presently in a 10 1/2 month position who transfer to a 12 month position or whose position is changed to 12 months, will receive accrued vacation time based on their total months of employment.
- C. Vacations must ordinarily be taken during the fiscal year in which the employee becomes entitled to the vacation. However, with the prior approval of the employee's immediate supervisor, up to five (5) vacation days may be carried over to the next fiscal year. There shall be no accumulation of carried over vacation days beyond such five (5) days. Pay in lieu of vacations will not be permitted.
- D. Employees voluntarily terminating their services with the Town and giving two weeks notice will receive vacation accrual equal to 1/12th of their vacation for each full month

of service since the previous July 1. Vacation accrual will also be paid to employees who die or retire. If the employee fails to provide two weeks written notice of their termination, they shall forfeit payment of any accrued vacation.

- E. The amount of vacation to which an employee becomes entitled as of June 30<sup>th</sup> shall be considered an earned right, payable upon termination for any cause.
- F. A thirteenth holiday will be granted on a date to be selected by the Board of Education.
- G. Notification must be received by the Human Resources Office at least 14 calendar days in advance. Changes in approved vacation requests must have signature of approval from the unit administrator.
- H. When initial vacation scheduling conflicts occur, employees who schedule a minimum of five (5) consecutive days will have priority over employees taking lesser amounts.

#### **ARTICLE VI - PENSION PLAN**

- A. All bargaining unit members hired prior to attaining age 60 shall become members of the Town of Fairfield Employee Retirement Plan. All employees shall be entitled to retirement benefits after attaining ten (10) years of continuous membership in the Plan. Effective July 1, 1991, those employees covered by this agreement shall become eligible for normal retirement benefits under the Plan if they retire after that date at the age of sixty-two (62) or older.

Effective July 1, 2007, a member eligible for Normal Retirement shall receive an annual benefit equal to 2.275% of the Member's Highest Salary, multiplied by years of creditable service. Highest salary shall mean the highest final base salary paid (including longevity pay) to a Member during the years of active employment. Such salary shall not include compensation for overtime, bonuses, travel or maintenance allowances or other similar benefits.

Effective July 1, 2008, member's contributions as set forth in Section 2.5 of the Town Retirement Program shall be 4% of the employee's current base salary paid (including longevity pay.)

Employees hired on or after the effective date of this Agreement shall participate in a 401(a) type pension plan with no eligibility or vesting rights in the Town's existing pension system. The employee shall be required to contribute at least 4% of the base salary but may contribute up to the maximum allowed by law. The Town shall match the employee's contribution up to a maximum of four percent (4%) of base salary. The Town's contribution shall not vest until the employee has been continuously employed for five (5) years.

## ARTICLE VII – INSURANCE

The Board shall continue to provide insurance through the State Plan 2.0, as such may be amended from time to time, and in accordance with the Memorandum of Understanding dated January 22, 2016. (Appendix F). The remaining portions of this section relating to the insurance provided by the Board prior to its entry into the State 2.0 Plan (See also Appendix E) shall remain for comparable purposes in the event the Board seeks to exercise its right to exit the State 2.0 Plan.

Notwithstanding the language in prior Appendix D (Current Appendix E) regarding the premium cost shares that applied to the insurance plan prior to the Board's participation in the State Plan 2.0, the employees' premium cost share during the term of this contract shall be:

- Increase of 1% in the premium cost share (to 21%) for individual, 2 person and family coverage effective upon ratification; and
  - Increase of 1% in the premium cost share (to 22%) for individual, 2 person and family coverage effective 7/1/19.
  - Dental shall be the same as the medical.
- A. The Board may with reasonable advance notice to the Association change carriers, plans and/or plan designs and insure/self-insure, in whole or in part, provided that the level of benefits, coverages, and administration of claims resulting from such change(s) shall be at least substantially equivalent to that which is set forth in prior Appendix D, when viewed as a whole.

The Board agrees to offer the following: health insurance coverage for all eligible employees and families including eligible dependents: health benefits comparable to the CIGNA medical insurance coverage with the option of a PPO or HMO plan, both with prescription drug coverage and a co-pay dental plan with dependent child rider through age 26.

- B. Retiring members between the age of 55 and 65 with 15 years of continuous employment with the Board of Education may continue existing coverage in the Health Benefits outlined in the above noted CIGNA document, providing they have no other employment. Full premium group rate for the health insurance is to be paid by the individual retiree, semi-annually, in advance, subject to the carrier's approval.
- C. The Board agrees to offer Long Term Disability Insurance for all individuals covered by this Agreement:
1. 60% of salary will be provided after a six (6) month waiting period effective upon signing of the Agreement.



2. Benefits payable will be:

- a. for sickness and accident to age 65.
- b. rights of survivorship.
- c. primary Social Security leveled at time of disability.

D. The Board agrees to offer at its own cost and expense a \$45,000 straight term life insurance policy for all individuals covered by this Agreement effective upon signing of the Agreement.

E. The Board has established an I.R.S. Section 125 for treating premium payment on a pretax arrangement. Under Section 125, the Board of Education will make available those subsections that relate to dependent care and excess medical expenses. Participants shall pay any operating fees.

F. Recovery Incentive Program

Secretaries are encouraged to scan their hospital bills for overcharges and shall be paid 25% of all monies recovered.

G. The Board reserves the right at its discretion to implement a high deductible comprehensive health plan or other alternative to the plans set forth in Section A. Design and premium cost share will be determined by the Board. Participation in any said alternative plan will be voluntary on the part of the bargaining unit members.

H. Each employee must certify annually on a form provided by the Board as to the dependent status of those enrolled in any of the Board of Education's insurance programs, as well as provide information as to any qualifying events affecting eligibility.

### **ARTICLE VIII - ABSENCES**

A. Sick Time

Employees with less than one (1) year's service will receive one day per month sick leave up to a maximum of ten (10) by June 30<sup>th</sup>. Thereafter, the regular accumulated sick leave provision will be 10 days per year of continuous service cumulative to 150 days.

B. Personal Time

Up to five days in each school year may be allowed with pay for such absences, which in the opinion of the Superintendent of Schools, are considered unavoidable and reasonable, such as illness in the employee's immediate family. One day of such five days shall be permitted by the Superintendent without requiring the employee to disclose the personal need or reason for the absence, provided that such day shall also be for an unavoidable and reasonable purpose. Before making any requests for an absence of such nature, staff members should bear in mind that their professional

responsibility is to be at the appropriate place of assigned work. A Private Day cannot be used prior to or following vacations or single holidays, and may not be used in the month of June.

C. Bereavement

In case of death in the immediate family of any regular employee, such employee shall be entitled to leave with full pay for a maximum of five (5) days. Immediate family is defined as wife, husband, mother, father, daughter, son, mother-in-law, father-in-law, brother and sister, and relatives customarily living in the employee's immediate household.

Permission for time off with pay due to the death of a relative outside of the immediate family may be granted for up to one (1) day.

D. Religious Holidays

All regular employees shall be entitled to leave with full pay for not more than three days in each school year for the observance of major religious holidays.

E. Additional Days

Up to three additional days may be allowed for causes which, while not unavoidable, are deemed important and reasonable by both the employee and the Superintendent of Schools. These three days may be made available to the employee with pay equal to fifty (50) percent of regular daily pay. Such absences are to be exclusive of allowable sick leave.

F. Leaves of Absence

Secretaries in Fairfield shall be entitled to Family and Medical Leave pursuant to the Family and Medical Leave Act of 1993, as set forth in the Board's Family and Medical Leave Policy.

A ten and one-half month secretary on a leave of absence must notify the Superintendent in writing at least sixty (60) days in advance if he/she wishes to return to secretarial duties at the beginning of school in the fall. A twelve month secretary on a leave of absence must notify the Superintendent, in writing, at least sixty (60) days in advance if he/she wishes to return to secretarial duties on July 1. Failure to provide either of the above-referenced notices constitutes resignation of employment.

G. Maternity Leave of Absence

1. A secretary shall be entitled to an unpaid leave of absence for child rearing purposes immediately following expiration of maternity leave.
2. At the expiration of twelve (12) weeks from the date the maternity leave commenced, the secretary may return to work or may remain on leave for the balance of the school year during which the child was born or adopted.

**ARTICLE IX - PROFESSIONAL DEVELOPMENT**

A. Effective upon the signing of this Agreement, the total sum of up to \$4,000 will be made available each year to the Fairfield Association of Educational Office Professionals for reimbursing members for business expenses incurred in attending out-of-town conferences and meetings and college courses directly related to their current job responsibilities or job responsibilities related to a growth opportunity within the Bargaining Unit. College tuition will be reimbursed at the rate of \$100 per semester hour for courses pre-approved by the Superintendent of Schools or the Superintendent's designee. Enrollment fees for other job related courses pre-approved by the Superintendent will be reimbursed up to \$100. Monies must be allocated by the Executive Committee of the FAEOP with the advice and consent of the Superintendent of Schools or a designee. Such requests must be received by the Superintendent of Schools or a designee at least 14 calendar days in advance. None of the expenditures referenced above will be approved by the Superintendent unless the Superintendent determines, at his/her discretion, that it meets the approval requirements for reimbursement above.

B. Professional Day

Subject to the approval of individual administrative supervisors and the stipulation that paid substitutes are not required, attendance to two annual in-state CAEOP conferences will be accommodated for:

- a. Four local officers who may attend one such meeting annually.
- b. State committee members who may attend two such meetings annually.
- c. Other members who may attend one such meeting annually with CAEOP members being given priority selection, not to exceed 10% of the bargaining unit.

Within any given work year, employees in the bargaining unit may be granted in-service leave without loss of salary to attend one single-day workshop, seminar, conference or other session intended to improve the work competencies of the employee with full credit given.

A clerical substitute may be provided for one secretary offices, if requested by the Supervisor/Administrator, with payment to be provided from the secretarial in-service education appropriation with the approval of the FAEOP Executive Board.

C. In-Service Credits

1. Two in-service credits will be accorded to individuals who complete a term as president of the Fairfield Association of Educational Office Professionals or chairperson of the FAEOP negotiating committee. A member of the negotiating team will be accorded one in-service credit providing the person attends 80% of the meetings. Only one such allowance will be made during any contract period to any individual.
2. Two in-service credits will be accorded to a CAEOP Board Member who completes a one year term providing the person attends 80% of the meetings and conferences. A list of Board Members will be provided at the end of the year to the Director of Human Resources.
3. In-service Credits (ISC) will be determined in accordance with standard Continuing Education Unit (CEU) procedures using the formula of 60% for conversion to In-service Credits.

A standard CEU/CEU Equivalent is based on ten (10) hours of contact time.

The following schedule shows the conversion of CEU/CEU Equivalents to In-service Credits:

3 CEU'S	=	5 In-service Credits
4.8 CEU'S	=	8 In-service Credits
9 CEU'S	=	15 In-service Credits

The following schedule shows the conversion of contact hours to In-service Credits:

(a)	3 hrs or one morning or one afternoon or one evening session	= .5 In-service Credit
(b)	6 hrs or 2 x (a) above	= 1.0 In-service Credit
(c)	12 hrs or 4 x (a) above	= 2.0 In-service Credits

No credit is given for time blocks of less than one (1) hour unless the partial hours are part of one activity, which has been broken into time blocks, which include partial hours.

Any earned CEU's will be converted to In-service Credits.

College or University credit shall receive In-service Credit recognition equal to the same number of college or graduate credits earned and issued by the institution (i.e. 3 credit course = 3 in-service credits).

4. A cumulative record of in-service credits will be maintained in individual personnel files.
5. Members of the bargaining unit will be granted one day of non-cumulative leave upon the achievement of 15 in-service credits and for each subsequent 5 credits. Any credits applied after the initial 15 credits must be earned on non-work time, i.e., after the regular working hours, evenings, weekends and vacation.

In-service credit days may be annexed before and after vacation time, holidays or holiday weekends. Such days require 10 days advance notification and the approval of the immediate supervisor. No more than three (3) such days may be assembled for a continuous absence period.

By "one day of non-cumulative leave," it is meant that the in-service credit leave day must be utilized by the end of the following school year in which the leave day was earned.

#### **ARTICLE X - PERSONNEL ACTION APPEALS**

- A. Any employee, group of employees, or the Association, having a problem concerning (a.) the interpretation or application of any provision, rule, or regulation covered by this Agreement, or (b.) discipline, including dismissal, where it is claimed that such discipline is not based on just cause or constituted a violation of progressive discipline, shall seek adjustment in the step order listed below:

**Step #1.** Within fifteen (15) days (excluding Saturdays and Sundays) after the occurrence of an alleged grievance, the employee shall submit such grievance in writing to the Section Supervisor. Within five (5) days (excluding Saturdays and Sundays) after the receipt of said notice, said Supervisor shall arrange to and shall meet with said employee for the purpose of adjusting or resolving such grievance. Such Supervisor shall render a decision within three (3) days (excluding Saturdays and Sundays) of such meeting. If such grievance is not resolved to the satisfaction of the employee, the employee may within three (3) days (excluding Saturdays and Sundays) of such decision, initiate Step #2 of this procedure.

**Step #2.** Further review of such grievance shall be made by presenting in writing such grievance to the Superintendent of Schools. Within five (5) days (excluding Saturdays and Sundays) after the receipt of said notice, the Superintendent or a delegate shall arrange to and shall meet with the employee for the purpose of adjusting or resolving such grievance. The Superintendent or a delegate shall render a decision in writing concerning such grievance within five (5) days (excluding Saturdays and Sundays) of such meeting. If such

grievance is not resolved to the satisfaction of the employee the employee may, within five (5) days (excluding Saturdays and Sundays) of such decision initiate Step #3 of this procedure by filing such grievance in writing with the Board of Education.

**Step #3.** Said Board will have the option of meeting with the grievant and the Association for the purpose of adjusting or resolving such grievance. The Board shall render a decision in writing concerning such grievance within twenty-one (21) days (excluding Saturdays and Sundays) after notification to it. If such grievance is not resolved to the satisfaction of the grievant, the Association may, within ten (10) days (excluding Saturdays and Sundays) of such a decision, initiate Step #4 of this procedure.

**Step #4.** Further review of such grievance shall be made by submitting this dispute to arbitration by the American Arbitration Association within ten (10) days (excluding Saturdays and Sundays) of notification of the decision of the Board. The notice of arbitration shall include a brief statement of the issues to be decided by the arbitrator and the specific provisions of the agreement involved. Said Association shall hear and act on such dispute in accordance with its rules of voluntary labor arbitration. The decision of the arbitrator, if made in accordance with his/her jurisdiction and authority under this agreement, shall be final and binding on all parties.

The arbitrator may allocate the costs of the Arbitration Panel as part of the final award. Otherwise, the costs shall be equally borne by the parties.

- B. Failure to process a grievance within the time limits established in Steps One, Two, and Three of this Article presumes that it has been satisfactorily resolved at the last step to which it had been properly processed.
- C. Nothing in this agreement shall be construed as requiring the Fairfield Association of Educational Office Professionals to submit a grievance to arbitration.
- D. One member of the Association's Grievance Committee shall be granted leave from duty with full pay to attend meetings called by the Board in Steps Two, Three, and Four of the Grievance Procedure, when such meetings take place at a time during which such representative is scheduled to be on duty.

#### **ARTICLE XI - MANAGEMENT CLAUSE**

- A. Except as herein provided in this Agreement, the right of the Board in all respects to manage its business, operations and affairs; to sub-contract, to change, combine, establish or discontinue jobs or operations, shall be unimpaired. The Board's not exercising any right hereby reserved to it, or its exercising any right in a particular way shall not be deemed a waiver of any such right or preclude the Board from exercising the same in some other way not in conflict with the express terms of this Agreement.

- B. Nothing in the Agreement shall be construed as abridging any right, benefit, or privilege that employees of the Board have enjoyed heretofore, unless such practice has been superseded by provisions of this Agreement.
- C. If it becomes necessary or advisable to change work schedules, the Association will cooperate in developing said changes providing they are not inconsistent with other provisions of this Agreement.

### **ARTICLE XII - LAYOFF AND RECALL**

Seniority will determine the order of layoff within job classification for employees in the bargaining unit provided remaining employees are qualified to do the remaining work. An employee whose job is no longer available may displace an employee within the same job classification with the least seniority provided the employee is qualified to do the work, without further training or break in period. Seniority shall be gauged on the basis of continuous service with the Board of Education, including Town service. Seniority for layoff and recall shall be determined on the basis of continuous service, as part of this bargaining unit only, for employees hired after July 1, 2013.

Persons laid off due to a reduction in force will receive paid medical insurance benefits for ninety (90) days from the date of layoff or until offered equivalent grade employment, whichever occurs first. Such persons shall be recalled to the first available position in their former grade or any lesser grade if they are qualified to fulfill the position. Reinstatement shall be made if the individual's skills, training, experience, and personal characteristics fulfill the job requirements as specified. Selection shall include an interview by the departmental supervisor. If the former employee declines recall to an available position of the grade previously held and for which he/she is qualified, the person shall forfeit the right to further recall.

Former employees, except as provided above, shall retain seniority status and right of recall for twelve (12) months following the date of layoff. During that period, promotional and vacancy notifications will be provided by personal contact and/or certified mail. Response to such notification must be made within one week and return to work must be accomplished within two (2) weeks from acceptance.

All previously accrued contract benefits will be restored upon reemployment in accordance with the provisions of this Article.

### **ARTICLE XIII - DUTIES**

The employees in the unit shall in the absence of a school nurse or health aide render first aid and assistance and the Board agrees that such first aid and assistance shall be considered within the scope of their employment and within the discharge of their duties so that the Board will duly indemnify said employees as provided in Sec. 10-235 of the Connecticut General Statute. The Board will continue to seek alternate ways of delivering medical aid to elementary school students.

## ARTICLE XIV – VACANCIES AND PROMOTIONS

A. Whenever a vacancy occurs for any promotional position within the bargaining unit, the vacancy and job description shall be posted for at least five (5) working days before it is filled to enable any person who is qualified to bid for the position. Promotional positions shall be filled from within the unit if such applicants provide the skills, training, experience, and personal characteristics to fulfill the job requirements as specified. Probationary employees are precluded from applying.

B. 1. Screening committees for all job openings within the bargaining unit will be comprised of:

1. Administrator (direct supervisor)
2. One secretary chosen by management
3. One secretary chosen by FAEOP

Additional members may be appointed by the Director of Human Resources. Each member shall have equal input in the screening committee interviews and deliberation, with the understanding that the activities of the screening committee are advisory only.

2. Promotional applicants shall be informed of the screening outcome within seven (7) working days after the final screening session.

3. The Board agrees to make a reasonable effort to provide a three-day (3) training period for employees entering a new position. Such training to be provided by the employee leaving the position.

4. Any secretary interested in a change of assignment should notify the Director of Human Resources in writing.

5. When one is promoted, the individual moves up to the lowest step in the new classification, not to make less than one would be making in the prior assignment.

C. Fairfield Public Schools reserves the right to utilize and identify assessment instruments as a component for selecting applicants to any vacancies, new positions or promotional positions in the bargaining unit. Should the Administration anticipate using an identified assessment instrument for a particular position, it will be noted in the posting and the assessment specifically identified on the notice distributed to the staff.

D. The Board may require that, as a condition of continued employment in any bargaining unit position, the incumbent or applicant for said position be competent in all job related skills, including the use of the school system's computers and in specific computer applications designated by administration for that specific position. Said designated competence shall be required as a condition for an employee to apply for any new position, vacancy, or promotional position in the unit.



## **ARTICLE XV – DUES AND FEES**

Upon receipt of the "Authorization for Payroll Deduction" form signed by the employee who agrees to become an Association member, the Board agrees to deduct a sum certified by the Secretary or other authorized officials of the Association to be Association dues. Deductions will be made from the regular wages paid to each such employee in an amount justified as monthly total dues of the Association on the Authorization Form. The total dues withheld shall be delivered to the Treasurer of the Association.

An employee may revoke their authorization for dues check-off by sending a written request to the Town, Board of Education, and the Association, during the fifteen (15) calendar days immediately preceding the termination or anniversary date of this Agreement.

- A.. In the event a member of the Bargaining Unit contends that a percentage of the service fee is being utilized for matters other than collective bargaining, contract administration, and/or grievance adjustment, the percent of the service fee so claimed shall be placed in an interest-bearing escrow account by the Association until the dispute is resolved. The Fairfield Association of Educational Office Professionals agrees to provide an impartial process to resolve disputes over the amount of the service fee. The Fairfield Association of Educational Office Professionals agrees that this Section A shall impose no cost or liability upon the Board of Education.
- B. The Association agrees to defend, indemnify, and hold the Board and the Town harmless against any and all expenses, liabilities, suits or claims which arise from bargaining unit employees under this Article and/or from the Board's or Town's action in compliance with the provisions of this Article.

## **ARTICLE XVI – PROFESSIONAL ATTIRE**

This agreement shall remain in full force and effect for a period from July 1, 2016 through June 30, 2020. It will remain in effect each year thereafter unless either party gives notice to the other of its intention to change this Agreement.

## **ARTICLE XVII – WORKERS' COMPENSATION**

Employees on workers' compensation leave shall receive compensation as required by law. The Board will not supplement statutory workers' compensation payments; provided however, an employee may elect to use accrued unused sick leave to supplement the difference between workers' compensation statutory payments and his/her regular wage rate.

## **ARTICLE XVIII - DURATION**

This agreement shall remain in full force and effect for a period from July 1, 2016 through June 30, 2020. It will remain in effect each year thereafter unless either party gives notice to the other of its intention to change this Agreement.

## **ARTICLE XIX – REASONABLE SUSPICION DRUG POLICY**

An employee must submit to a reasonable suspicion drug or alcohol test when a manager or supervisor has reasonable suspicion to believe that the employee has violated the drug or alcohol prohibitions contained in this Article and/or Sections 4225 and 4225AR of the District's Personnel Policy. A reasonable suspicion determination may be made any time the employee is on school property and may be based on observations concerning, including but not limited to, the appearance, behavior, speech or body odors of the employee. The observations may include indications of chronic and withdrawal effects of drugs and/or alcohol. Supervisory personnel may request that an employee submit to drug or alcohol testing when a supervisor has a reasonable suspicion that an employee is under the influence of drugs or alcohol. The term "reasonable suspicion" as used in this section is defined consistent with Connecticut law, and generally exists when, based upon objective facts and considerations, a reasonably prudent supervisor would suspect that an employee is under the influence of drugs and/or alcohol.

- a. The supervisor or manager who makes a reasonable suspicion determination will conduct the drug or alcohol test.
- b. The Board shall contact the testing agency and the employee will remain on site, supervised by a Board of Education employee, until the agency employee arrives and during the full time of the testing process.
- c. The employee must submit to a reasonable suspicion drug or alcohol test. Failure or refusal to submit to a reasonable suspicion drug or alcohol test, as directed by a manager or supervisor, shall constitute a positive drug test.
- d. An employee who tests positive to drugs and/or alcohol may be subject to disciplinary action up to and including termination of employment.
- e. An employee who acknowledges having a drug/alcohol problem to the Human Resources Department and seeks help for same prior to being directed to taking a reasonable suspicion drug test, will be given the opportunity to seek help and assistance for said drug/alcohol issue, and the employee's acknowledgement of the drug/alcohol problem under these circumstances shall not be the basis for discipline of the employee.

*IN WITNESS WHEREOF*, the parties hereto have set their hands.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Philip Dwyer, Chairman  
Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Victoria Duguid, Co-President  
Fairfield Association of Educational  
Office Professionals

**APPENDIX A – SALARY SCHEDULE 2016-17**

12-MONTH EMPLOYEES

	1	2	3	4	5	6	7	L	LL	LLL
S-8	37,509	39,010	40,570	42,192	43,880	45,546	46,513	47,313	48,113	48,913
S-8.5	38,496	40,035	41,637	43,302	45,035	46,748	47,737	48,537	49,337	50,137
S-9	39,482	41,062	42,703	44,411	46,188	47,943	48,959	49,759	50,559	51,359
S-10	41,644	43,307	45,041	46,843	48,716	50,567	51,638	52,438	53,238	54,038
S-11	43,807	45,557	47,383	49,276	51,249	53,195	54,323	55,123	55,923	56,723
S-12	45,954	47,792	49,703	51,692	53,760	55,803	56,985	57,785	58,585	59,385

10.5-MONTH EMPLOYEES - "SCHOOL YEAR"

	1	2	3	4	5	6	7	L	LL	LLL
S-8	31,253	32,502	33,804	35,157	36,563	37,951	38,756	39,556	40,356	41,156
S-8.5	32,077	33,359	34,694	36,082	37,524	38,950	39,775	40,575	41,375	42,175
S-9	32,899	34,215	35,583	37,008	38,487	39,949	40,796	41,596	42,396	43,196
S-10	34,705	36,091	37,538	39,039	40,599	42,141	43,034	43,834	44,634	45,434
S-11	36,505	37,966	39,485	41,063	42,707	44,329	45,269	46,069	46,869	47,669
S-12	38,295	39,825	41,419	43,077	44,800	46,502	47,488	48,288	49,088	49,888

**APPENDIX B – SALARY SCHEDULE 2017-18**

12-MONTH EMPLOYEES

	1	2	3	4	5	6	7	L	LL	LLL
S-8	38,447	39,985	41,584	43,247	44,977	46,685	47,676	48,476	49,276	50,076
S-8.5	39,458	41,036	42,678	44,385	46,161	47,917	48,930	49,730	50,530	51,330
S-9	40,469	42,089	43,771	45,521	47,343	49,142	50,183	50,983	51,783	52,583
S-10	42,685	44,390	46,167	48,014	49,934	51,831	52,929	53,729	54,529	55,329
S-11	44,902	46,696	48,568	50,508	52,530	54,525	55,681	56,481	57,281	58,081
S-12	47,103	48,987	50,946	52,984	55,104	57,198	58,410	59,210	60,010	60,810

10.5-MONTH EMPLOYEES - "SCHOOL YEAR"

	1	2	3	4	5	6	7	L	LL	LLL
S-8	32,034	33,315	34,649	36,036	37,477	38,900	39,725	40,525	41,325	42,125
S-8.5	32,879	34,193	35,561	36,984	38,462	39,924	40,769	41,569	42,369	43,169
S-9	33,721	35,070	36,473	37,933	39,449	40,948	41,816	42,616	43,416	44,216
S-10	35,573	36,993	38,476	40,015	41,614	43,195	44,110	44,910	45,710	46,510
S-11	37,418	38,915	40,472	42,090	43,775	45,437	46,401	47,201	48,001	48,801
S-12	39,252	40,821	42,454	44,154	45,920	47,665	48,675	49,475	50,275	51,075

**APPENDIX C – SALARY SCHEDULE 2018-19**

12-MONTH EMPLOYEES

	1	2	3	4	5	6	7	L	LL	LLL
S-8	39,024	40,585	42,208	43,896	45,652	47,385	48,391	49,191	49,991	50,791
S-8.5	40,050	41,652	43,318	45,051	46,853	48,636	49,664	50,464	51,264	52,064
S-9	41,076	42,720	44,428	46,204	48,053	49,879	50,936	51,736	52,536	53,336
S-10	43,325	45,056	46,860	48,734	50,683	52,608	53,723	54,523	55,323	56,123
S-11	45,576	47,396	49,297	51,266	53,318	55,343	56,516	57,316	58,116	58,916
S-12	47,810	49,722	51,710	53,779	55,931	58,056	59,286	60,086	60,886	61,686

10.5-MONTH EMPLOYEES - "SCHOOL YEAR"

	1	2	3	4	5	6	7	L	LL	LLL
S-8	32,515	33,815	35,169	36,577	38,039	39,484	40,321	41,121	41,921	42,721
S-8.5	33,372	34,706	36,094	37,539	39,039	40,523	41,381	42,181	42,981	43,781
S-9	34,227	35,596	37,020	38,502	40,041	41,562	42,443	43,243	44,043	44,843
S-10	36,107	37,548	39,053	40,615	42,238	43,843	44,772	45,572	46,372	47,172
S-11	37,979	39,499	41,079	42,721	44,432	46,119	47,097	47,897	48,697	49,497
S-12	39,841	41,433	43,091	44,816	46,609	48,380	49,405	50,205	51,005	51,805

**APPENDIX D – SALARY SCHEDULE 2019-20**

12-MONTH EMPLOYEES

	1	2	3	4	5	6	7	L	LL	LLL
S-8	40,000	41,600	43,263	44,993	46,793	48,570	49,601	50,401	51,201	52,001
S-8.5	41,051	42,693	44,401	46,177	48,024	49,852	50,906	51,706	52,506	53,306
S-9	42,103	43,788	45,539	47,359	49,254	51,126	52,209	53,009	53,809	54,609
S-10	44,408	46,182	48,032	49,952	51,950	53,923	55,066	55,866	56,666	57,466
S-11	46,715	48,581	50,529	52,548	54,651	56,727	57,929	58,729	59,529	60,329
S-12	49,005	50,965	53,003	55,123	57,329	59,507	60,768	61,568	62,368	63,168

10.5-MONTH EMPLOYEES - "SCHOOL YEAR"

	1	2	3	4	5	6	7	L	LL	LLL
S-8	33,328	34,660	36,048	37,491	38,990	40,471	41,329	42,129	42,929	43,729
S-8.5	34,206	35,574	36,996	38,477	40,015	41,536	42,416	43,216	44,016	44,816
S-9	35,083	36,486	37,946	39,465	41,042	42,601	43,504	44,304	45,104	45,904
S-10	37,010	38,487	40,029	41,630	43,294	44,939	45,891	46,691	47,491	48,291
S-11	38,928	40,486	42,106	43,789	45,543	47,272	48,274	49,074	49,874	50,674
S-12	40,837	42,469	44,168	45,936	47,774	49,590	50,640	51,440	52,240	53,040

**APPENDIX E-INSURANCE PLAN  
PRIOR TO ENTRY INTO STATE PLAN 2.0**

APPENDIX E – MEDICAL BENEFITS PREMIUM COST SHARE AND CO-PAYS

<b><u>Medical – PPO or Equivalent</u></b>	<b><u>July 1, 2014</u></b>	<b><u>July 1, 2015</u></b>
Home and Office/Specialist/Urgent Care <sup>1</sup>	\$25	\$30
Emergency Room (In and out of network)	\$100	\$100
Hospital Admission (Semi-private room); Inpatient Mental Health Substance Abuse and Inpatient Rehab Services	\$200	\$200
Outpatient Surgical	\$50	\$50
Outpatient Mental Health/ Substance Abuse	\$30	\$30
Diagnostic Lab and Xray	\$0	\$0
High Cost Diagnostics	\$50	\$50
Outpatient Rehabilitative Services	\$25	\$30
Skilled Nursing Facility	\$0	\$0
Out-of-Network Deductible		
Single	\$325	\$325
Employee plus one	\$650	\$650
Family	\$975	\$975
Out-of-Network Co-Payment	80/20	80/20

<sup>1</sup> For treatment at Hospital affiliated walk-in treatment facilities, such as St. Vincent's on the Post Road, Fairfield, the amount of the co-pay, \$100, \$25, or effective July 1, 2015 \$30, is determined by the facility based on the seriousness of the condition for which the individual seeks treatment. The employee should speak directly with the facility to determine amount of the copay.



<b><u>Medical – PPO or Equivalent</u></b>	<b><u>July 1, 2014</u></b>	<b><u>July 1, 2015</u></b>
Premium Cost Share - Single	19%**	20%**
Premium Cost Share – Two Person & Family	19%**	20%**
Ages for Dependent Children	26	26
<b><u>HMO Coverage</u></b>	<b><u>July 1, 2014</u></b>	<b><u>July 1, 2015</u></b>
Home and Office/Specialist/Urgent Care <sup>2</sup>	\$25	\$30
Emergency Room	\$100	\$100
Hospital Admission (Semi-private room); Inpatient Mental Health Substance Abuse and Inpatient Rehab Services	\$200	\$200
Outpatient Surgical	\$50	\$50
Outpatient Mental Health/ Substance Abuse	\$30	\$30
Diagnostic Lab and Xray	\$0	\$0
High Cost Diagnostics	\$50	\$50
Outpatient Rehabilitative Services	\$25	\$30
Skilled Nursing Facility	\$0	\$0
Out-of-Network	None	None
Premium Cost Share – Single	17%*	18%**
Premium Cost Share – Two Person & Family	17%*	18%**
Spouse employed-eligible elsewhere – Two Person & Family	22%*	23%**
Ages for Dependent Children	26	26

<sup>2</sup> For treatment at Hospital affiliated walk-in treatment facilities, such as St. Vincent's on the Post Road, Fairfield, the amount of the co-pay, \$100, \$25, or effective July 1, 2015 \$30, is determined by the facility based on the seriousness of the condition for which the individual seeks treatment. The employee should speak directly with the facility to determine amount of the copay.

<u>Prescription Drug</u>	<u>July 1, 2014</u>	<u>July 1, 2015</u>
<b><u>3-Tier Formulary</u></b>		
Generic	\$15	\$15
Brand	\$30	\$30
Non-list Brand	\$45	\$45
Mandatory Mail Order for Maintenance Drugs	Co-pay 2 time mail; mandatory generic substitution unless DAW and 30 day supply at retail	Co-pay 2 time mail; mandatory generic substitution unless DAW and 30 day supply at retail
Premium Cost Share - Single	19%*	20%**
Premium Cost Share – Two Person & Family	19%*	20%**
Ages for Dependent Children	26	26

<u>Dental</u>	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Benefit: Preventive	80%	80%
Benefit: Basic	80%	80%
Benefit: Major	50%	50%
Premium Cost Share - Single	19%*	20%**
Premium Cost Share – Two Person & Family	19%*	20%**
Ages for Dependent Children	26	26
Life Insurance (Employee Only)	\$45,000-Death Benefit	\$45,000-Death Benefit
Disability Contributions (Employee Only)	\$.80	\$.80

\* Effective July 1, 2014, the Premium Cost Share dollar amount will increase by 2% and no limit on the dollar amount.

\*\* Effective July 1, 2015, the Premium Cost Share dollar amount will increase by 1% and no limit on the dollar amount.

These benefits are provided only upon request. They are not automatically in effect upon employment. If the employee chooses not to enroll, a signed waiver form must be completed and returned to the Insurance Office. Return all unused applications and cards to the Insurance Specialist.

Applications must be submitted to the Insurance Office by the 20<sup>th</sup> of the month for insurance coverage to begin on the first of the following month. The Board of Education allows the employee to change health insurance with 30 days notice to the Insurance Specialist based on a qualifying event (i.e. marriage, births, termination of spouse's coverage.) These changes will be effective on the first of the following month. Changing coverage from an HMO to a PPO can only occur effective July 1<sup>st</sup>.

Payroll deductions for 10.5 month employees for the premium cost share shall be done in twenty (20) equal deductions.

The Board may implement a Comprehensive Plan or HSA as an alternative to the PPO Plan. Details and Premium Cost Share of the Comprehensive Plan or HSA shall be as determined by the Board. Participation by any Secretary in the Comprehensive Plan or HSA is voluntary.

**APPENDIX F – MEMORANDUM OF UNDERSTANDING  
STATE PARTNERSHIP PLAN 2.0**

**MEMORANDUM OF UNDERSTANDING**

MR DEPT 26 JAN 2016 AM 08:30

This Memorandum of Understanding is entered into between Fairfield Board of Education and the Fairfield Association for Educational Office Professionals for the purpose of memorializing the Board's decision to change insurance plan design from the option(s) currently set forth in the 2013 – 2016 collective bargaining agreement between the parties, to the Oxford/United Healthcare Freedom Select POS HEP Preferred Plan offered through the State of Connecticut and designated as the State Partnership Plan 2.0 (SP2.0). The Board regards this change as within its rights under the collective bargaining agreement, its inherent management rights and/or applicable practice and legal precedent to effect this change without the necessity of agreement by the Union.

The Board also understands that the Union may take the position that the Board may not unilaterally implement this change, on the basis and argument that SP2.0 is not substantially equivalent to the current insurance plan option(s) set forth in the collective bargaining agreement between the parties.

However, both parties acknowledge that the change of insurance plan offering to SP2.0 is beneficial to both the District and the bargaining unit, and that, accordingly, the issue of unilateral change versus bargaining obligation need not be resolved in connection with this issue.

Accordingly, the details set forth below serve to clarify and detail the specifics of the Board's change from the current insurance options set forth in the current collective bargaining agreement, and to which the Union does not object, rather than as a negotiated modification of the collective bargaining agreement.

1. Notwithstanding the provisions of Article VII, Insurance in the collective bargaining agreement between the parties, effective July 1, 2016 the only medical, RX and dental insurance plan offered by the Board shall be the SP2.0.
2. Current premium cost share percentages for medical, RX and dental shall follow negotiated percentages for each fiscal year for the term of the collective bargaining contract but will be applied to the SP2.0 rates.
3. Premium rates will be established by the State of Connecticut for the relevant July 1 through June 30 yearly period, and shall be inclusive of medical, RX and all administrative fees. Mr. Slowik indicated that the 2016-2017 rates have not yet been determined.
4. The premium rates will be as established by the State for single, employee + one and family, and for actives, pre-65 retirees, Medicare retirees and post-65 non-Medicare eligible retirees, but blended consistent with Board practice to provide for uniform rates across category for actives and retirees. This will result, for example, in an active office professional with family coverage paying a higher premium than the active employee family rate posted by the State.

5. SP2.0 design and co-payments shall be as specified in the four (4) page multi-color document distributed on December 14, 2015 by Mr. Slowik and Ms. Dunn, titled Connecticut Partnership Plan 2.0, and with page headings "Why Join CT Partnership 2.0," "MEDICAL BENEFIT SUMMARY" and "DENTAL BENEFIT SUMMARY." (ATTACHMENT 1).
6. In lieu of the dental plan offered by the Board in Article VII, Section A of the current collective bargaining agreement, the Board will provide the "Unlimited Annual Maximum Plan" described on the last page of ATTACHMENT 1. Said Plan is currently administered by Cigna.
7. Current Dental Plan premium cost share percentages will follow negotiated percentages for each fiscal year for the term of the collective bargaining agreement but will be applied to the SP2.0 rates.
8. Employees participating in the medical insurance are not required to enroll in the Dental Plan.
9. The SP2.0 Cigna Vision Rider (lenses and frames) will not be offered. However, medical based vision issues and checkups are provided through SP2.0.
10. The Recovery Incentive Program is discontinued as of July 1, 2016.
11. In the event the Board at any time exercises its specific or management rights under the collective bargaining agreement to leave the SP2.0 plan for a substantially equivalent plan or carrier, then the Board, in determining if the new plan or carrier is substantially equivalent, may use the plan offering in the current collective bargaining agreement in force at the time of signing this Memorandum of Understanding as the baseline for determining substantial equivalency. The Board will not be required to use SP2.0 as the baseline.
12. As of December 18, 2015, the Board's attorney has been advised by Bernard Slowik, Partnership Plan Health Care Analyst with the Connecticut Office of the State Comptroller, that a Summary Plan Description for SP2.0 has not yet been finalized.
13. In the event SP2.0 is amended by the State, such amendments shall be in full force and effect for the term of the collective bargaining agreement, without the necessity of any action by either the Board or the Union, but shall not limit or curtail the Board's rights to leave SP2.0 for a substantially equivalent plan.
14. The SP2.0 contains a Health Enhancement Plan component. All employees participating in the SP2.0 will be required to join the HEP and will be subject to its terms and provisions.

Details of the HEP are addressed in the single page "Health Enhancement Program (HEP)" document distributed at the December 14, 2015 State Presentation (ATTACHMENT 2) the single page document "State of CT Preventive Care Requirements" (ATTACHMENT 3) also distributed on December 14, 2015, and the three page document "ATTACHMENT B – Specifics Relating to Health Enhancement Program." (ATTACHMENT 4).

15. Participation in the SP2.0 and the HEP are conditioned upon the employee completing and submitting necessary enrollment forms (written or electronic as determined by the administrator) during the specified enrollment period, and also signing an authorization for the deductions of premium cost shares through payroll deductions.
16. In the event SP2.0 Plan administrators impose the HEP non-participation or non-compliance \$100 per month premium cost increase or the \$350 per participant to a maximum of \$1400 family annual deductible, those sums shall be paid 100% in their entirety by the non-participating or non-compliant employee. No portion or percentage shall be paid by the Board. The \$100 per month premium cost increase shall be implemented through payroll deduction, and the \$350/\$1400 annual deductible shall be implemented through claims administration.
17. In the event the State does not accept the Board's application for participation in SP2.0, then current collective bargaining agreement insurance provisions will continue as set forth in the current collective bargaining agreement.

Quin Luffert  
Board of Education

Thomas F. Rusk-  
Union  
John Stone Power

1/26/16  
Date

1-22-16  
Date

**ATTACHMENT 1**



### **Why Join CT Partnership 2.0**

**Rate Stability:** Claims from Partnership 2.0 are being pooled with all the state claims and will be factored into the yearly renewal rating thus reducing exposure to volatile claims.

**Rich Plan Design:** Same point-of-service (POS) plan design offered to state employees providing: In- and out-of-network coverage, 100% coverage for preventive care, an extensive local and national network through UnitedHealthcare, and low co-pays for maintenance drugs available at local pharmacies.

**Health Enhancement Program (HEP):** The Health Enhancement Program (HEP) is also included in the Partnership Plan 2.0. It is a program designed to promote preventive screenings, wellness visits and chronic disease education and counseling for employees and, as a result, saves money on health care in the long term by focusing health care dollars on prevention.

**Dedicated Service Team:** The Partnership Plan 2.0 has a dedicated team of individuals who are your point of contact throughout the process. You will not be lost in the shuffle with questions or concerns about enrollment, billing, or claims.

**Ease of Applying:** Simply fill out an application on the partnership website to start the process. Fixed (quarterly) rates are posted on the Partnership Plan 2.0 website so you know exactly what you are paying and can budget appropriately.

1-14-15 from State Reps



# CONNECTICUT PARTNERSHIP PLAN 2.0

# MEDICAL BENEFIT SUMMARY

Visit [www.ct.gov/health](http://www.ct.gov/health) to find a list of provider networks to search the list of network providers.

Administered by UnitedHealthcare/Oxford

IN NETWORK	CT Partnership Plan 2.0
Specialist Office Visit	\$15 Co-pay
Inpatient Hospital	\$0 Co-pay
Emergency Room	\$35 Co-pay (waived if admitted)
Walk In	\$15 Co-pay
Deductible	Individual: \$350 Family: \$350 each member (\$1,400 maximum). Waived for HEP-compliant members.
Max out of pocket	\$2,000 Individual / \$4,000 family
PREVENTIVE SERVICES	CT Partnership Plan 2.0
Primary Care (Adult and Child Wellness Exams)	\$0 Co-pay
Mammogram	\$0 Co-pay
OUT OF NETWORK	CT Partnership Plan 2.0
Annual Deductible	\$300 Individual / \$300 family
Max Out-of-Pocket	\$2,300 Individual / \$4,200 family
Lifetime Maximum	Unlimited

# CONNECTICUT PARTNERSHIP PLAN 2.0

# MEDICAL BENEFIT SUMMARY

Visit [www.osc.ct.gov/ctpartner](http://www.osc.ct.gov/ctpartner) for the "provider networks" to search the list of network providers.

Administered by UnitedHealthcare/Oxford

OTHER SERVICES	CT Partnership Plan 2.0
Deductible	Not applicable*
Acupuncture (20 visits/year)	\$15 Co-pay
Chiropractic	\$0 Co-pay
Nutritional Counseling (3 visits/year)	\$0 Co-pay
Physical/Occupational Therapy	\$0 Co-pay
Durable Medical Equipment	\$0 Co-pay
Routine Hearing Screening (as part of an exam)	\$15 Co-pay

RESCRIPTION COVERAGE	MAINTENANCE DRUGS	NON-MAINTENANCE DRUGS	HEP CHRONIC CONDITION DRUGS
Generic	\$5	\$5	\$0
Preferred/Listed Brand Name	\$10	\$10	\$5
Non-Preferred/Non-Listed Brand Name	\$25	\$35	\$12.50
Annual Maximum	Unlimited		
Max out of pocket	\$4,600 Individual / \$9,200 Family		

## UnitedHealthcare/Oxford Contact Information

Live, knowledgeable customer service representatives are available for current State of Connecticut Partnership members toll-free at 800-385-9055 from 8am to 6pm EST, Monday through Friday.

If you prefer, you may also visit <http://partnershipstateofct.welcomatouhc.com> to search for a participating physician or facility, to learn about your health plan, to find the status of claims, or obtain additional information about discount programs offered to State of Connecticut Partnership members.

**UnitedHealth Allies:** This health discount program helps you, and your family, save money on many health and wellness purchases not included in your standard health benefit plan.

Visit [www.osc.ct.gov/ctpartner](http://www.osc.ct.gov/ctpartner) to search the list of network providers.

# CONNECTICUT PARTNERSHIP PLAN 2.0

# DENTAL BENEFIT SUMMARY

Administered by Cigna

	Unlimited Maximum Plan	\$750 Annual Maximum Plan	\$1,000 Annual Maximum Plan	\$1,500 Annual Maximum Plan	Dental HMO Plan
	IN/OUT NETWORK	IN/OUT NETWORK	IN/OUT NETWORK	IN/OUT NETWORK	
<b>Annual Deductible</b>	\$0	\$0	\$25 Indiv/\$75 family	\$0	\$0
<b>Annual Maximum</b>	NONE	\$750	\$1,000	\$1,500	n/a
<b>Lifetime Orthodontia Max</b>	N/A	N/A	\$1,500	\$1,500	covered*
<b>DEDUCTIBLE WAIVED</b>					
<b>Preventive</b>	Yes	Yes	Yes	Yes	N/A
<b>Basic</b>	N/A	N/A	No	N/A	N/A
<b>Major</b>	N/A	N/A	No	N/A	N/A
<b>PREVENTATIVE</b>					
<b>X-Ray</b>	100%	100%	100%	100%	100%
<b>Cleanings</b>	100%	100%	100%	100%	100%
<b>Oral Exam</b>	100%	100%	100%	100%	100%
<b>Fluoride</b>	80%	100%	80%	100%	100%
<b>BASIC</b>					
<b>Fillings</b>	80%	0%	80%	80%	covered*
<b>Endodontics</b>	80%	0%	80%	80%	covered*
<b>Periodontics</b>	80%/50%	0%	80%/50%	80%	covered*
<b>Simple Extractions</b>	80%	100%	80%	80%	covered*
<b>Dentures (Repair Only)</b>	80%	0%	80%	80%	covered*
<b>Bridges (Repair Only)</b>	80%	0%	80%	80%	covered*
<b>MAJOR</b>					
<b>Crown</b>	67%	0%	50%	67%	covered*
<b>Inlays</b>	67%	0%	50%	67%	covered*
<b>Onlays</b>	67%	0%	50%	67%	covered*
<b>Dentures</b>	0%	0%	0%	67%	covered*
<b>Bridges</b>	0%	0%	0%	67%	covered*
<b>Space Maintainers</b>	67%	100%	50%	100%	covered*
<b>Oral Surgery</b>	67%	0%	50%	67%	covered*
<b>ORTHODONTIA</b>					
<b>Braces (Adult &amp; Child)</b>	N/A	N/A	50%	50% Child Only	covered*

\* visit [www.osc.ct.gov/CI/Partner](http://www.osc.ct.gov/CI/Partner) to view full Dental HMO Benefit Plan

**ATTACHMENT 2**

## Health Enhancement Program (HEP)

- Targets preventive care and chronic disease through:
  - » Required age appropriate preventive screenings and care
  - » Lower co-pays for medication/care associated with five chronic diseases and conditions
  - » Chronic disease management education program
- **Lowers costs for participating/compliant employees by:**
  - » **Waiving co-pays for preventive care and chronic disease management**
  - » **Reducing monthly premium share (\$100 per month)**
  - » **Waiving annual deductible (\$350 individual, \$1,400 family)**

**ATTACHMENT 3**

## HEP Preventive Care Requirements

Preventive Service	Birth – age 5	Age 6 - 17	Age 18 – 24	Age 25 – 29	Age 30 – 39	Age 40 – 49	Age 50+
Preventive Visit	Once per year	Once every other year	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
Vision Exam	N/A	N/A	Every 7 years	Every 7 years	Every 7 years	Every 4 years	50 - 64 - Every 3 years 65 and Over - Every 2 years
Dental Cleanings*	N/A	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year
Cholesterol Screening	N/A	N/A	Every 5 years starting at 20	Every 5 years	Every 5 years	Every 5 years	Every 2 years
Breast Cancer Screening (Mammogram)	N/A	N/A	N/A	N/A	One screening between the ages of 35 and 39. Otherwise as recommended by physician	As recommended by physician	As recommended by physician
Cervical Cancer Screening (Pap Smear)	N/A	N/A	Every 3 years starting at age 21	Every 3 years	Every 3 years	Every 3 years	Every 3 years to age 65
Colorectal Cancer Screening	N/A	N/A	N/A	N/A	N/A	N/A	Colonoscopy every 10 years or Annual FIT/FOBT to age 75

\*As is currently the case under your State Health plan, any medical decisions will continue to be made by you and your physician.

\*\*Dental cleanings are required for family members who are participating in one of the State dental plans

Care Management Solutions a **ConnectiCare** affiliate

**ATTACHMENT 4**



ATTACHMENT B – Specifics Relating to Health Enhancement Program

**B1 -- Consent to Participate**

My enrolled spouse and dependents and I agree to participate in the State of Connecticut Health Enhancement program sponsored by my employer, the State of Connecticut. Information regarding my personal health and the health of my dependents will continue to be protected by all applicable state and federal laws and regulations.

I and my enrolled dependents agree to comply with the requirements of the program including the applicable schedule of physical examinations, the applicable schedule of preventive screenings and participation in any of the five disease counseling and education programs should I or any dependent be diagnosed with one or more of the five listed chronic diseases (Diabetes, Chronic Obstructive Pulmonary Disorder or Asthma, Hypertension, Hyperlipidemia (high cholesterol), or coronary artery disease (heart disease/heart failure) I understand my participation may be revoked should I not comply with my commitment to the health enhancement program. I understand and agree that my revocation will make me responsible for higher premium co-shares of \$100 per month, a \$350 per participant per year deductible, and would make me ineligible for reductions in the co-pays for certain prescriptions and office visits.

I recognize that I am required to sign this authorization as a condition of my participation and the participation of my enrolled dependents, if any, in the Health Enhancement Program.

I accept the terms of the Health Enhancement Program as listed in the open enrollment materials.

**B2 -- Required Screenings**

While the State Employee Health Plan will continue to cover an extensive schedule of periodic physical wellness examinations and screenings which I may continue to access as covered services under the health plan, participants in the Health Enhancement program agree to comply with the following minimum schedule of physical wellness exams and the following specific schedule of screenings in order to be compliant with the Program :

**Scheduled Preventive Physical Examinations**

**Well Child Visits:**

Birth to 1	6 exams ( 1month, 2 months, 4 months, 6 months, 9 months, 12 months)
Ages 1-5	one per year

Ages 6 -17 once every year

**Adult Wellness Physical Examinations:**

Ages 18- 39 every three years

Ages 40- 49 every two years

Ages 50 + every year

**Preventive Screenings**

Cholesterol screenings every five years from ages 20-29 (typically done through a blood test in conjunction with the schedule of wellness physicals above.) every two years from Ages 40-50; every year from Ages 50 +

Clinical breast examination for women by their health care provider every three years; mammograms as recommended by your physician; one screening mammogram for every female member who is between age 35 and 39.

Cervical cancer screening every three years commencing at age 21

Colorectal screenings beginning at age 50 consisting of screening options as decided by your physician which options include colonoscopy every ten years; CT colonoscopy which may be an appropriate alternative to a colonoscopy; or annual fecal occult blood test.

Vision examination: every two years

Dental cleanings: two free cleanings per year for participants. Participants not enrolled in dental coverage through the State Health Plan do not have to meet this screening requirement.

As to all of the above listed and described screenings, no employee or enrolled dependent shall be required to get a listed and described screening which is against the recommendation of a physician or other health care professional.

**B3 . Disease Counseling and Education Programs**

As is currently the case under the State Health Plan, any medical decisions will continue to be made by you and your physician.

Employees and their enrolled dependants in the Health Enhancement Program will have available and agree to participate in disease counselling and education programs which consist

of the following components and these are the components you must meet to fulfill your commitment to the Health Enhancement Program. These programs only apply to those employees and their enrolled dependents in the disease states listed in the description of the Health Enhancement Program and in the authorization letter signed by the employee indicating his or her desire to be in the Health Enhancement Program.

You will be contacted by a health care counselor familiar with the specific program applicable to your condition or conditions who will explain current strategies to control the disease; you will receive materials to help you and your enrolled dependents to better understand and control or eliminate the disease condition; and you will be provided a variety of on-line and/or printed support tools and materials to further assist you.

**APPENDIX G – VACATION CALCULATION**

Vacation Calculation when 6 or 11 years of service are **not** completed as of June 30 of the current fiscal year:

Any of the pro-rata days earned can be taken as vacation as of July 1 of the fiscal year in which you reach your 6<sup>th</sup> and 11<sup>th</sup> year anniversary date.

Must start on first workday of month to get credit for month.

Calculation of Months credit when hired:

<b><u>IF 1ST WORKDAY OF</u></b>		<b><u>IF NOT 1<sup>ST</sup></u></b>	
<b><u>MO</u></b>		<b><u>WORKDAY</u></b>	
JULY	12	JULY	11
AUG	11	AUG	10
SEPT	10	SEPT	9
OCT	9	OCT	8
NOV	8	NOV	7
DEC	7	DEC	6
JAN	6	JAN	5
FEB	5	FEB	4
MAR	4	MAR	3
APR	3	APR	2
MAY	2	MAY	1
JUNE	1	JUNE	0

The additional days are calculated by determining the number of months worked beyond the 6<sup>th</sup> and 11<sup>th</sup> year anniversary date prior to the end of that fiscal year.

5 days = 0.42 vacation day per month  
 12 months completed as of June 30 = full 5 days

	11 months	X	0.42 per month	=	4.6 days
	10 months	X	0.42 per month	=	4.2 days
	9 months	X	0.42 per month	=	3.8 days
	8 months	X	0.42 per month	=	3.4 days
	7 months	X	0.42 per month	=	2.9 days
	6 months	X	0.42 per month	=	2.5 days
	5 months	X	0.42 per month	=	2.1 days
	4 months	X	0.42 per month	=	1.7 days
	3 months	X	0.42 per month	=	1.3 days
	2 months	X	0.42 per month	=	0.8 days
	1 month	X	0.42 per month	=	0.4 days