

Collective Bargaining Agreement

between

Town of Waterford

and

***Local 1303-037 of Council #4
American Federation of State, County and Municipal
Employees
AFL-CIO***

July 1, 2017 - June 30, 2020

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PREAMBLE

Pursuant to the provisions of Connecticut General Statute Section 7-467, et seq., this Agreement is entered into by and between the Town of Waterford, hereinafter referred to as the "Town" and Local 1303 of Council #4 of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union".

OBJECTIVE

It is the objective of this Agreement, to encourage and strengthen an orderly, harmonious relationship between the parties in order that more efficient and progressive public services shall be rendered to all citizens of Waterford. The signatories to this Agreement, hereby pledge to maintain and improve the present high standards of service in an efficient and economical manner.

ARTICLE I – UNION RECOGNITION

- 1.0 Exclusions. The Town hereby recognizes the Union as the sole and exclusive bargaining agent for the classifications set forth in Appendix B.
- 1.1 Recognition. This Agreement shall affect only permanent full-time employees of the Town. The Town and the Union agree that day-to-day employees shall not be hired; however, part-time and seasonal employees may be hired by the Town.
- 1.2 Probation Period. New employees shall serve a probationary period of six (6) months and shall have no seniority rights or grievance privileges, as provided in Section 1.3, during this period, but shall be subject to all other clauses of this Agreement. All employees, except seasonal employees, who have worked six (6) months with satisfactory performance shall be known as permanent employees, and the probation period shall be counted in determining total seniority.
- 1.3 Probationary Employees. Probationary employees may be disciplined or terminated at any time during the probationary period without recourse to the grievance and arbitration provisions of this Agreement.

ARTICLE II – MANAGEMENT RIGHTS/DISCIPLINE

- 2.0 The discipline of a permanent employee shall be (1) for just cause, (2) applied in a fair manner, (3) consistent with the infraction for which the discipline was invoked, (4) take place as soon after the alleged offense as possible, and (5) except for oral warnings, stated in writing with the reasons given and a copy provided to the employee.
- (a) When an employee has received no disciplinary action for a period of twenty four (24) consecutive months, discipline constituting written warnings or less may not be considered in any future disciplinary actions.
 - (b) Notwithstanding paragraph 2.0(a) above, discipline constituting written warnings or less for any of the following reasons may be considered in any future disciplinary actions: insubordination; harassment; violence in the workplace; substance abuse/misuse; criminal conduct; and grievous or repeated instances of misconduct; dishonesty; rules/policy violations; and theft.
- 2.1 In the interpretation of this Agreement, the Town shall not be deemed to have been limited in any way in the exercise of the regular customary functions of municipal management. All management rights and functions, except those which are clearly and expressly limited in this Agreement, shall remain vested exclusively with the Town, including:
- (a) the operation and direction of Town including: the determination of the level of services as to be provided; the increase, change or discontinuation of operations in ~~whole~~ or in part; the institution of technological changes; the revising of processes, systems or equipment; and the alteration, addition, or elimination of existing methods, equipment, or facilities.
 - (b) the direction, control, supervision and evaluation of the employees; the hiring, appointment and promotion of employees; the demotion, suspension, discipline or discharge of employees; and the layoff of employees due to lack of funds or work;
 - (c) the determination and interpretation of new job descriptions;
 - (d) the determination of the location, organization, number and training of personnel of the Town;
 - (e) the establishment of job assignments; the scheduling and assigning of leaves; the scheduling and enforcement of working hours and work breaks; the establishment and change of schedules and shifts; and the determination of overtime;

- (f) the making, amendment and enforcement of such reasonable rules, regulations, operations and administrative procedures from time to time as the Town deems necessary.

ARTICLE III - NO STRIKE OR LOCKOUT

- 3.0 During the term of this Agreement, there shall be no lockouts on the part of the Town and no strikes, slowdowns, stoppages of work on the part of the employees and the Union agrees that neither it nor any local officers or paid representatives will call, instigate, authorize, sanction or ratify any strike, slowdown or stoppage of work.

ARTICLE IV - UNION SECURITY

4.0 Dues Deduction and Service fees.

- (a) All employees in the bargaining unit shall, as a condition of continued employment join the Union or pay a service fee to the Union. The service fee shall be equal to the amount uniformly required of members for the proportionate cost of collective bargaining, contract administration and grievance adjustment in accordance with the law.
- (b) Each employee will be offered an option to join the Union or pay the agency fee. The Employer shall, through payroll deduction, deduct whichever fee is authorized by the employee. Each employee who elects to join the Union shall sign and deliver to the Union Treasurer an authorization for the payroll deduction of membership dues of the Union. Such authorization shall be delivered to the Employer and shall continue in effect until revoked by the employee by written notice of revocation to the Employer and the Union. Any employee who revokes authorization for Union dues deductions shall be required to pay the agency fee.
- (c) Upon receipt of a signed authorization form from the employee involved, a copy of which is attached to this agreement as Appendix A, the Employer agrees to deduct from the employee's pay, such dues and/or service fees as determined by the Union.
- (d) The amount will be certified by a responsible Union Officer in writing and may be raised or lowered by the Union at any time upon notification by said officer to the Employer.
- (e) Such payroll deductions, as provided herein, shall be remitted to the Council #4 Office of the Union no later than the fifteenth (15th) of the next

month following the month which such dues and/or service fees were deducted together with a list of names of employees for whom the deductions have been made.

- (f) The Union agrees to indemnify and hold the Employer harmless against any or all claims, demands, suits, or other forms of liability including attorney's fees and costs of administrative or other hearings or proceedings that shall or may arise out of, or by reason of, any action taken by the employer for purposes of complying with the provisions of this Article.

ARTICLE V - UNION ACTIVITIES

- 5.0 The Union agrees that no union activities except as provided for in the Agreement, shall take place on the Town's property during working hours.
- 5.1 No more than three (3) employees shall be allowed the necessary time off with pay for the purpose of negotiating.
- 5.2 Bulletin Boards. The Town will place a bulletin board in accessible place in the departments for the exclusive use of the Union. Said bulletin board will be used solely for posting notices concerning legitimate Union business. Notices posted shall be dated and authorized by the Union and shall not be derogatory or defamatory in character. The Town reserves the right to remove notices which violate this provision.
- 5.3 Contract Distribution. The Town will provide each employee with a copy of this Agreement upon request. New employees will be provided with a copy of this Agreement at the time of hire. Five (5) signed contracts will be provided to the Council #4 Staff Representative at the time of signing.

ARTICLE VI - NON-DISCRIMINATION

- 6.0 Neither the Employer nor the Union shall discriminate against an employee, except in the case of a bona fide occupational qualification or need because the employee is a veteran or because of the individual's race, color, religion, creed, age, sex, marital status, national origin, ancestry, disability, membership or non-membership in the Union or political activity or lack thereof.
- 6.1 Sexual Harassment. It is the continuing policy of the Employer and the Union to protect its employees from intrusions upon their privacy and offenses to their personal sensibilities. It is the continuing policy of the Employer and Union that no form of sexual harassment of one Town employee by another shall be

condoned or permitted to continue. Sexual harassment shall be considered discriminatory under this provision. Employees are urged to report any such trespass on their rights to their supervisor or to the First Selectman. Any employee found to have sexually harassed another will be subject to a disciplinary action up to and including dismissal.

ARTICLE VII - GRIEVANCE

7.0 Purpose. The purpose of this procedure is to provide an orderly method of adjusting grievances. Any employee having a problem concerning the interpretation or application of any provision, rule or regulation affecting wages, hours of work, classification or position, promotion, dismissal, suspension, demotion, transfer, layoff, sick, vacation or other leave, or other conditions of employment, or interpretation or application of this Agreement, shall seek adjustment in the step order listed below. A grievance shall generally be initiated at Step One, with the following exception: in the event that the Department Head is alleged to have violated an express provision of the Agreement, the grievance shall be initiated at Step Two.

7.1 Step One - Employee & Immediate Supervisor.

- (a) The employee and/or his/her representative shall, within ten (10) working days, present to his/her supervisor all the facts pertaining to the problem or incident.
- (b) The immediate supervisor shall adjust the problem at once or notify the employee and/or his/her representative of his/her decision within five (5) working days from the day the problem was presented.

7.2 Step Two - Employee & Department Head.

- (a) If the employee and/or his/her representative feel that further review is justified, all the facts pertaining to his/her problem shall be presented in writing to the Department Head within ten (10) working days from the time an answer was received from the immediate supervisor.
- (b) The Department Head shall notify the employee and/or his/her immediate supervisor of the decision in writing, with a copy to the First Selectman or his/her designee, within five (5) working days from the day the problem was submitted to the Department Head.

7.3 Step Three - Employee & First Selectman.

- (a) In case of an adverse decision, the employee and/or his/her

representative may request further review by the First Selectman or his/her designee within ten (10) working days from the time an answer was received from the Department Head.

- (b) The First Selectman or his/her designee shall, within five (5) working days, review the facts with all those concerned present at a special meeting to be called by the First Selectman or his/her designee, for that purpose. Within ten (10) working days thereafter, the employee and/or his/her representative and the supervisors concerned, shall be notified in writing of the decision reached.

7.4 Arbitration/Mediation.

- (a) In the event the employee and/or his/her representative feel that the answer received from the First Selectman or his/her designee is not acceptable, the Union, or the Town, may request the services of a mediator within thirty (30) working days, through the office of the State Board of Mediation and Arbitration, in an attempt at resolving the grievance, provided the Union will give the Town written notice of such request when it is made to the State Board of Mediation and Arbitration.
- (b) In the event the grievance is not resolved in mediation as outlined above, arbitration may be filed with the State Board of Mediation and Arbitration, within thirty (30) working days from the mediation session, in lieu of mediation, the grievance may be submitted for arbitration within fifteen (15) working days of receipt of the answer from the First Selectman or his/her designee.
- (c) In lieu of Section (b) above, American Arbitration Association arbitration may be selected by mutual agreement with the cost shared equally by the parties.
- (d) Employees may file grievances alleging violations of Article VI, but said grievances alleging violations of Article VI shall not be arbitrable.

7.5 Union Representation.

- (a) Officers and Stewards of the Union, not exceeding two (2) in number for each grievance, shall be designated by the Union, for the purpose of adjusting grievances and shall be afforded the necessary time, without loss of pay, to conduct such business.

- (b) Any employee, officer or steward, discussing or processing a grievance, shall notify and receive permission from his/her respective Department Head or Supervisor.
- 7.6 Failure to Respond. The failure of management to respond to grievances within the time limit set forth above shall constitute denial of said grievance.
- 7.7 The jurisdiction and authority of the arbitrator and his opinion and award shall be confined to the interpretation and/or application of the provision(s) of this Agreement at issue between the Union and the Town. He/She shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement. The arbitrator shall not have the jurisdiction and authority to hear or decide more than one (1) grievance without the mutual consent of the Town and the Union. The written award of the arbitrator on the merits of any grievance adjudicated within his jurisdiction and authority shall be final and binding on the aggrieved employee, the Union, and the Town.

ARTICLE VIII - SENIORITY/PROMOTION

8.0 Lay-Offs.

- (a) If it becomes necessary to reduce the work force covered by this Agreement, the following procedures shall apply:
- (b) Before any full-time employee is laid off, all probationary, temporary and part-time employees (but excluding seasonal employees), in the job classification, within the department where the layoff is scheduled to occur shall first be terminated, provided that remaining employees in the job classification in the department are qualified and able to perform the work.
- (c) If further reductions are necessary, then the regular employee(s) in the job classification within the department which is affected by the layoff shall be notified by the Town of his/her identification for layoff, four (4) weeks before the date of layoffs, if possible, in inverse order of seniority. Such employees(s) shall have one (1) week from receipt of such notification to decide whether to take the layoff or to exercise bumping rights. If the notified employee(s) wishes to exercise bumping rights, he/she shall be permitted to bump the less senior regular employee, if there be, first within the same job classification in the department, and second be able to bump, progressively, starting from the next lower job classification within the Department, providing the employee is qualified and able to perform the work of the less senior employee, as determined by the Town.

In regard to the above provisions, no Technical Crafts (TC) classification shall have bumping rights over any Administrative Support (AS) classification and vice versa.

- (d) If a regular, full-time employee in any department is to be laid off after the above procedures have been followed, the regular employee facing layoff shall be permitted to bump within the same job classification of a different Department, provided the employee is qualified and able to perform the work of the less senior employee and second, be able to bump, progressively, starting from the next lower job classification within a different Department, providing the employee is qualified and able to perform the work of the less senior employee.

In regard to the above provisions, no Technical Crafts (TC) classification shall have bumping rights over any Administrative Support (AS) classification and vice versa.

- (e) Regular full-time members of the bargaining unit who are laid off for lack of work pursuant to the above procedures shall have recall rights within the bargaining unit for a period of two (2) calendar years starting with the effective date of the layoff. During the recall period, the Town will not hire new employees into the bargaining unit for assignments which the laid-off employee is able and qualified to perform without first offering the position to the laid-off employee subject to recall. Recall shall be made by registered mail sent to the employee's last address appearing on Town records, and it shall be the responsibility of the laid-off employee to keep the Town continuously apprised of his/her current address. A copy of the recall notice will also be furnished to the Union president. Laid-off employees subject to recall who either refuse the recall opportunity or fail to respond within ten (10) days of the transmittal of the recall notice shall be terminated. Probationary, temporary and part-time employees who are displaced under the provisions of this Article shall have no recall rights.
- (f) An employee who exercises bumping rights shall be placed at the same step of the salary scale if he is bumping within the same job classification or at the maximum step of a lower rated classification, provided it is not higher than his previous compensation.

8.1 Seniority List. The Town of Waterford shall establish a seniority list and the list shall be brought up to date January 1st, of each year, and a copy shall be provided to the Union upon request. Any objections to the seniority list as made shall be reported within ten (10) days.

8.2 Layoff Recall. If the Town determines to fill a vacancy when employees are laid-off and subject to recall, the Town shall fill the vacancy in the following order: 1)

Laid-off employees shall be recalled to their respective department(s); 2) Laid-off employees shall be recalled to other departments doing work of a similar nature, provided they meet the minimum qualifications of the classification, prior to recall of less senior employees from other departments or the hiring of new employees. Employees recalled to other departments shall be given the opportunity to demonstrate the ability to perform the duties and responsibilities of the classification within thirty (30) working days.

- 8.3 Seniority Definition. Seniority shall consist of the accumulated continuous paid service of the employee with the Town as a regular full-time employee within the bargaining unit. The purpose of seniority is to provide a declared policy of right or preference as to promotion, layoff, transfers, shift preference and reinstatement.
- 8.4 Job Posting. All vacancies which the Town intends to fill and new positions shall be posted in each department and on a designated bulletin board in Town Hall, for a period of five (5) working days and open to bid by all employees, without exception, prior to advertisement in a daily newspaper.
- 8.5 Vacancies. All vacancies, which the Town intends to fill, shall be filled within a reasonable period of time from the date of an employee vacating a position, or the establishment of a new position.
- 8.6 In-House Promotions & Transfers.
- (a) When a vacancy exists, or a new position is created, the Town will promote or transfer from within whenever possible the employee who is most qualified, as reasonably determined by the Town. In judging qualifications, the Town may use performance, conduct, and where practicable, results of competitive examinations. When competitive examinations are used, the Town will add to the qualified employee's final score, one-half (1/2) point for each completed year of continuous service (for this purpose, "qualified" is defined as a passing score on the competitive examination). The Town reserves and shall have the right to make promotions and transfers primarily on the basis of ability and performance of duty, but shall be governed by seniority where equal ability and performance of duty have been demonstrated. If he/she refuses, or is proven unqualified, it shall go to the most qualified next senior employee. Nothing herein shall be construed as prohibiting the Town from filling vacancies or new positions with qualified applicants from sources outside the bargaining unit in the event no bargaining unit employee is qualified.
 - (b) An employee shall apply for such vacancy or new position in writing and submit such application to the Human Resources Office.

- (c) The Town will not be obligated to consider a request for promotion or transfer from an employee who has not submitted his/her request in writing, to the Human Resources Office on or before the fifth (5th) working day after the job is posted.

8.7 Probation Transferred Employee. When an employee is retained in a vacancy or new position for a period of thirty (30) days then he/she shall be considered qualified and assigned to said position if the position continues to exist; otherwise, he/she shall return to his/her former position. The Town may, upon notification to the Union, extend the probation period for thirty (30) days, for the purpose of further training evaluation.

8.8 Differential Pay.

- (a) The Town agrees to pay a differential of fifty-five (0.55) cents per hour to an employee who performs work of a higher classification, for such time worked, as assigned by the Town. Time specified as in-house training is excluded. In no event shall the hourly rate exceed the maximum rate of the higher classification.
- (b) In-house training is defined as time spent learning the job of a higher classification position under the direct supervision of any employee in any higher classification.

8.9 Performance Evaluation/Step Increase.

- (a) Within thirty (30) days of an employee's date of eligibility for a step increase, he/she will be evaluated for work performed by his/her supervisor or Department Head, to determine if the employee is eligible to receive a step increase, but shall not be denied unreasonably. All performance evaluations shall be discussed with the employee prior to being forwarded to the Human Resources Office.
- (b) In the event an employee does not receive a satisfactory evaluation, he/she shall be scheduled for re-evaluation no later than six (6) months following eligibility for the step increase.
- (c) Step increases shall become effective on the Monday of the payweek following eligibility for a step increase.
- (d) When an employee has reached the maximum step level of his/her classification, the supervisor or Department Head shall conduct annual performance evaluations.

- (e) Notwithstanding anything to the contrary in this agreement, all employees hired on or after January 1, 1994 shall be eligible for a step increase after eighteen (18) months at each classification step.

ARTICLE IX - WAGES

9.0 Wage Scales & Classification - Positions.

- (a) Wage scales and classifications of positions shall be negotiated and made part of this Agreement, in accordance with the attached Appendix B.
- (b) Any approved changes to job descriptions shall be sent to the Union President. The Union may request, consistent with MERA, to bargain over the impacts of any changes to existing job descriptions.

9.1 Longevity. Longevity pay shall be considered as an added compensation to employees for long and faithful service to the Town as follows:

- (a) Ten (10) years, but less than fifteen (15) years - \$250.00 Annually
- (b) Fifteen (15) years, but less than twenty (20) years - \$350.00 Annually
- (c) Twenty (20) years, but less than twenty five (25) years - \$500.00 Annually
- (d) Twenty five (25) years and over - \$600.00 Annually

9.2 Cost of Living Increase: Effective July 1, 2017, each employee shall receive a wage increase of two percent (2.0%) which shall be paid retroactively upon ratification of this agreement.

9.3 Cost-Of-Living Increase: Effective July 1, 2018, each employee shall receive a wage increase of two percent (2.0%).

9.4 Cost-Of-Living Increase: Effective July 1, 2019, each employee shall receive a wage increase of two and one-quarter percent (2.25%).

ARTICLE X - HOURS OF WORK & OVERTIME

10.0 Hours of Work.

- (a) Minimum Workweek: Thirty-five (35) hours of actual attendance shall constitute the minimum work week for full-time employees in the "AS" Classified system, and forty (40) hours of actual work for full-time

employees in the "TC" Classified system, with allowance for authorized holidays and leaves with pay.

- (b) Normal Workweek: The normal workweek shall consist of five (5) consecutive workdays, Monday through Friday. The workweek of affected employees may be adjusted by mutual agreement of the Town, Employee and the Union. The regular workweek may consist of five (5) consecutive workdays for new employees hired for a vacancy, provided the workweek is established at the time of posting.
- (c) Normal Workday Operational Employees: Personnel working in positions classified as Technical/Crafts (TC), the normal workday shall consist of eight (8) consecutive hours between 6:00 a.m. and 4:30 p.m., with one-half (1/2) hour therein constituting a lunch period, subject to alteration by mutual agreement of the Department Head and the affected employee(s) and the Union.
- (d) Normal Workday Office Employees: Personnel working in positions classified as Administrative Support (AS) in all departments of General Government, the normal workday shall consist of seven (7) consecutive hours between 8:00 a.m. and 4:30 p.m., with one (1) hour period therein constituting a lunch period.
- (e) Upon fifteen (15) days prior written notice to the Union, the Town may adjust the regular work day by up to two (2) hours, provided the schedule is maintained for a period of not less than sixty (60) days. This work schedule of individual employees may be adjusted by mutual agreement of the Town, Employee and the Union.

10.1 Weekly Time Slips. In areas where time cards or clocks are not in use, employees will complete and sign weekly time slips. The employee will be notified by the Department Head of any subsequent changes made.

10.2 Overtime.

- (a) For all Operational (TC) employees, time and one-half (1-1/2) shall be paid for all work performed in excess of forty (40) hours in one (1) basic workweek.
- (b) For all Office (AS) employees, time and one-half (1-1/2) shall be paid for all work performed in excess of thirty seven and one half (37.5) hours in one (1) basic workweek.

Notwithstanding the above, Office (AS) employees who are required to attend meetings, which are not contiguous to their regularly scheduled work hours, shall receive time and one-half pay for a minimum of two (2) hours and all hours actually worked thereafter in attending such meetings.

- (c) When an employee is required to work on a holiday, time and one-half (1-1/2) will be paid in addition to the holiday, except double time will be paid for time worked on Thanksgiving Day, Christmas Day, New Year's Day and Labor Day.
- (d) Compensatory time off in lieu of overtime payments may be requested by an employee and is subject to the Town's approval. Compensatory time may be approved up to a maximum of two hundred and forty (240) hours which represents not more than one hundred and sixty (160) hours of actual overtime worked.

10.3 Overtime Assignments. Full time employees shall be given preference on all overtime assignments within their Department.

- (a) Overtime shall be divided or rotated as equally as possible within a Department, by classification and among those who are qualified and regularly perform such work. In the event the Department needs additional employees to perform overtime work, this work shall be divided or rotated as equally as possible among other employees in the bargaining unit who are qualified to perform the work.
- (b) Employees who do not desire to be placed on the overtime list, may so inform their supervisor and have their names removed for optional overtime. The department head or his designee shall have the right to require mandatory or emergency overtime work and employees may not refuse overtime assignments. Mandatory overtime is work that must be performed after all qualified employees have refused.
- (c) An up-to-date list of overtime hours worked and/or refused will be posted weekly in a prominent place in each department. Time not worked because the employee was unavailable, or did not choose to work, will be charged the average number of overtime hours of the employees working during that period, excluding employees on vacation or sick leave. Employees on workers compensation leave shall be excluded to a maximum of six (6) months.

On July 1st of each year, a new accumulation of overtime hours shall be started for each affected employee. All Employees will be recorded on the overtime chart as zero (0). Notwithstanding above, newly hired employees

or transferred or promoted employees shall be credited on the overtime chart with the highest number of hours of the equalization group entered.

- (d) Any employee who is absent during a basic workweek and has paid leave to his/her credit will be considered as having met the basic workweek requirements.

10.4 When an employee is called in for work outside his/her regularly scheduled working hours, he/she shall be paid a minimum of three (3) hours at the applicable overtime rate. The phrase "Called-In" shall be defined as follows:

- (a) A call-in will occur when an employee is contacted off premises and asked to report to duty outside of his/her regularly scheduled working hours.
- (b) Any employee who is on the premises and asked to perform duties prior to the start of his/her regularly scheduled working hours shall be paid a minimum of one (1) hour at the applicable overtime rate. Any employee who has been released from his/her regularly scheduled working day, who remains on the premises and is asked to perform additional duties shall be paid a minimum of one (1) hour at the applicable overtime rate.

10.5 Overtime Notice. Employees requested to work Saturdays, other than emergencies, shall be requested to do so at least eight (8) working hours in advance by the employee's supervisor.

10.6 Stand-By-Pay. A Call-Period shall be established for employees who are required to carry a cell phone and be available at all hours for emergency calls. The basic Call-Period shall be from the start of work on Monday to the start of work on the next Monday. When a holiday occurs on Monday, the Call-Period shall be extended to the start of work on Tuesday. Call-Periods shall be rotated among qualified employees in an effort to limit call periods to one per month. During the Call-Period, the employee shall respond to all emergency calls and shall be paid for all overtime worked in accordance with this agreement. In addition, eight (8) hours of compensatory time will be granted to the Call person. Compensatory time shall be utilized by the employee by mutual agreement with the Department Head. Compensatory time may not be accumulated beyond eight (8) hours and must be utilized before the next Call-Period unless the employee is specifically granted an exception by the Department Head.

ARTICLE XI - HOLIDAYS

11.0 Observed Paid Holidays. The following holidays shall be observed as days off with full pay:

New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Memorial Day
Independence Day

Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Friday After Thanksgiving
Christmas Day

Effective July 1, 1990, each employee shall receive one (1) floating holiday, which shall be the day immediately prior or subsequent to Christmas at the option of the employee, provided, however, that the choice of such day shall be subject to the approval of the Department Head, depending upon the staffing requirements of the Town.

- 11.1 Federal/State Observance. Holidays falling on a Saturday, shall be celebrated on the preceding Friday. Holidays falling on a Sunday, shall be celebrated on Monday.
- 11.2 Eligibility for Holiday. In order to be eligible for the aforementioned holidays, and employee must work the scheduled day before the holiday, and the scheduled day after the holiday, unless excused by the supervisor.

ARTICLE XII - VACATION LEAVE

- 12.0 Vacation. Employees hired before the ratification date of the July 1, 2015 Agreement shall earn vacation leave at the base rate on the following basis:

1st year, 2nd year, 3rd year, 4th year employment = ten (10) days earned;

Five (5) years of employment = fifteen (15) days earned;

Six (6) years of employment = sixteen (16) days earned;

Seven (7) years of employment = seventeen (17) days earned;

Eight (8) years of employment = eighteen (18) days earned;

Nine (9) years of employment = nineteen (19) days earned;

Ten (10) years of employment = twenty (20) days earned;

Twenty (20+) years or more employment = twenty-five (25)

Employees hired on or after the ratification date of the July 1, 2015 Agreement, shall earn vacation leave at the base rate on the following basis:

1st year, 2nd year, 3rd year, 4th year employment = ten (10) days earned;

Five (5) years of employment = fifteen (15) days earned;

Six (6) years of employment = sixteen (16) days earned;

Seven (7) years of employment = seventeen (17) days earned;

Eight (8) years of employment = eighteen (18) days earned;

Nine (9) years of employment = nineteen (19) days earned;

Ten (10) years of employment = twenty (20) days earned;

12.1 Vacation Scheduling.

- (a) On or before March 1st, and employee may express his/her preference, in writing, to the Department Head, or immediate supervisor, for the scheduling of not more than ten (10) consecutive vacation days, for a vacation leave. Other vacation leave periods may be scheduled throughout the calendar year, consistent with an employee's accumulation of vacation leave, in leave periods of not more than ten (10) consecutive days. The Department head will schedule, to the extent possible, maintaining adequate service to the public on a greatest seniority basis within a classification.
- (b) Regardless of seniority, an employee may not preempt a vacation period which another employee has already been granted. An employee may not change or cancel a vacation period except with prior approval of the Department Head.

12.2 Payment of Vacation Leave Upon Separation from Employment or Death.

- (a) Employees who separate from employment for other than just cause will be paid for earned vacation leave (i.e., leave actually on the books) as of the date of his/her separation from employment.
- (b) In the event of the death of an employee, the individual designated as beneficiary on employee's Town sponsored group life insurance shall be paid for employee's earned vacation leave (i.e., leave actually on the books) as of the date of employee's death.

12.3 Illness/Holidays During Vacation.

- (a) In the event of illness during an employee's vacation period, the employee shall be given an option of charging the sick days to his/her sick leave, providing a doctor's certificate verifies illness upon request.
 - (b) When a holiday occurs during a regular vacation period, said holiday shall not be charged against the employee's earned time.
- 12.4 Payment in Lieu of Vacation. Since the purpose of a vacation is to give an employee the opportunity to rest and relax, no additional salary will normally be paid an employee in lieu of vacation leave, except with the approval of the First Selectman or his/her designee.
- 12.5 Maximum Vacation Accumulation. The maximum number of vacation days that may be used during any anniversary year is twenty-five (25). The maximum number of vacation days that may be carried over from anniversary year to anniversary year, may not exceed the total number of days earned during the current anniversary year and shall not exceed twenty-five (25). Accumulated vacation leave in excess of twenty-five (25) days on the 1st day of the anniversary month of hire will be forfeited.
- 12.6 Exceptions. Exceptions to Article XI may only be granted upon written request and approval by the First Selectman or his/her designee and Notification to the Human Resources Office.
- 12.7 Advance Pay. Vacation pay shall be paid in advance at the time of vacation, provided the employee gives at least two (2) weeks of advance notice. Such vacation check shall be dated as of the date it is delivered to the employee.
- 12.8 Segments. Vacations shall not be taken in segments of less than a half (1/2) day.

ARTICLE XIII - LEAVE

13.0 Earned Sick Leave.

- (a) Employees shall be entitled to fifteen (15) working days of sick leave with pay during an anniversary year, cumulative to a maximum of one hundred-forty (140) days, to be earned at the rate of one and one-quarter (1-1/4) days per month.
- (b) New employees, upon completion of the probationary period, shall be eligible for sick leave computed from their date of employment.
- (c) Sick leave shall be considered to be absence from duty with pay for the

following reasons:

- (1) Illness or injury;
- (2) When an employee is required to undergo medical, optical or dental treatment, and cannot, despite his/her best efforts, reasonably coordinate such treatment on his/her off duty hours; and/or
- (3) In the event of illness, injury or maternity in the immediate family which requires the attendance or aid of the employee for up to five (5) days in a calendar year.

Whenever an employee has been on sick leave for five (5) or more consecutive days, or used sick leave during vacation, or before or after a holiday, and/or sick leave absence occurs frequently or in a pattern, and the employee has been notified in advance by his supervisor that written verification from a physician and/or or certified medical/mental health provider will be required, the employee shall be required to submit a certificate signed by a physician and/or certified medical/mental health provider verifying the need for sick leave, the nature of the illness or injury, together with a statement that the employee is fit to resume work.

The failure of the Town to request proof of illness pursuant to this section shall not constitute a waiver by the Town of this provision.

- (d) Sick leave may be used in increments of fifteen (15) minutes, subject to the operational needs of the Town, upon twenty-four (24) hours written notice, where a reasonable request is submitted to the supervisor or designee. In the administration of this benefit, the Town may provide reasonable accommodations to qualified Employees with a disability and to Employees based on the need for family leave. The need for, or extent of, such accommodation shall be determined by the Town in accordance with its interpretation of the requirements of the Americans with Disabilities Act and the Family and Medical Leave Act, even if such accommodations may be in conflict with other provisions of this Agreement
- (e) Paid sick leave will be granted only if the requirements of Section 13.9 are complied with and the initial report of illness is made within the hour the employee is scheduled to report to work. Extenuating circumstances will be considered by the Department Head and/or Human Resources Office.
- (f) Any sick leave earned in excess of the maximum one hundred forty (140) days, on the employee's anniversary month of hire, will be paid to the employee at a rate of one (1) day's pay at the standard regular time

amount, for every five (5) days excess accumulation. The maximum amount to be paid in any one anniversary year would be three (3) days.

13.1 Sick Leave Recognition.

(a) In recognition of excellent attendance an employee shall earn one (1) paid attendance incentive day for each calendar quarter in which there has been no sick leave usage, to a maximum of four (4) days in any one calendar year. No reason need be given for the usage of such day(s) but they shall be scheduled based upon the operational needs of the Town. Request for such attendance incentive days shall be made at least three (3) days in advance except in cases of extreme emergency and may not be taken in less than one (1) hour segments. An employee may carry over a maximum of two (2) attendance incentive days to the following calendar year. Any employee who is absent on a workers' compensation leave of absence for ten (10) or more working days in any calendar quarter shall not be eligible for an attendance incentive day.

(b) The Town provides sick leave as a privilege to members of the bargaining unit for specific illness or injury. The Town recognizes discretionary use of sick leave as follows:

(1) For employees hired on or before the ratification date of the July 1, 2015 Agreement, upon death or separation from employment for other than just cause, an employee or the beneficiary on his/her Town sponsored group life insurance shall be paid: Fifty percent (50%) of his/her accumulated sick leave up to seventy-five (75) days, and seventy-five percent (75%) of his/her accumulated sick leave from seventy six (76) days through one hundred (100) days and one hundred percent (100%) from one hundred one (101) days through one hundred forty (140) days (140 maximum) provided he/she has accumulated a minimum of sixty (60) sick leave days.

For employees hired after the ratification date of the July 1, 2015 Agreement, upon death or separation from employment for other than just cause, an employee or the beneficiary on his/her Town sponsored group life insurance shall be paid: Fifty percent (50%) of his/her accumulated sick leave up to seventy-five (75) days, and seventy-five percent (75%) of his/her accumulated sick leave from seventy six (76) days through one hundred (100) days, provided he/she has accumulated a minimum of sixty (60) sick leave days.

(2) Death Benefit: In the event of the death of an eligible employee, funds due in accordance with section (a) & (b) shall be payable to

the beneficiary on the employee's Town sponsored group life insurance.

- (3) Payment Computation: For the purposes of this section, per day pay shall be computed as the employee's annual salary on the date of his/her separation or death, divided by two hundred sixty (260) days. Payment shall include fractional days as payable as fractions.

13.2 Bereavement Leave.

- (a) Special leave, not to exceed five (5) days with pay shall be granted an employee in the event of a death of a spouse, mother, father, grandmother, grandfather, child/stepchild, grandchild, sister or brother.
- (b) Special leave, not to exceed three (3) days with pay, shall be granted an employee to attend the funeral and/or the memorial service in the event of the death of a mother-in-law, father-in-law, stepmother, stepfather, sister-in-law, brother-in-law, aunt, uncle, niece, and nephew.
- (c) Special leave of one (1) day shall be granted an employee to attend the funeral and/or the memorial service in the event of a death of the spouse's grandmother, grandfather, aunt, uncle, niece or nephew.

13.3 Emergency Leave. In the event of critical illness or severe injury in the immediate family, creating an emergency which requires the attendance or aid of the employee, as much as three (3) working days leave with pay shall be granted within the calendar year, and such leave shall be charged to either the employee's regular sick leave or other earned leave.

13.4 Jury Leave. Any employee who shall be required to serve on any state or federal jury shall be paid the difference between the amount paid for such service and his straight time rate, for up to a maximum of thirty five (35) working days, for the time lost from his scheduled work by reason of such service, subject to the following provisions:

- (a) An employee must notify the Department Head within forty-eight (48) hours after receipt of notice of selection for jury duty;
- (b) An employee called for jury duty who shall be temporarily excused from attendance at Court must report for work if sufficient time remains in the workday to permit him to report to his place of employment and work;

- (c) In order to be eligible for such payments, the employee must furnish a written statement to the Employer from the appropriate public official showing the date and time served and the amount of pay received.

13.5 Military Leave. The Town complies with state and federal law regarding military and/or military training leaves.

13.6 Personal Leave. Each employee shall be entitled to two (2) personal days each year of the contract without loss of pay, non-accumulative, for the purpose of transacting personal business which cannot be carried out on the employee's regularly scheduled day off. Personal leave time may not be taken in lieu of sick days or vacation days. Any employee wishing to take personal leave time shall request such leave at least two (2) days in advance, with the reason given to his/her department Head. In cases of extreme emergency when such notice cannot be given, the employee shall, upon request, supply a written statement of reasons. Personal leave shall not be taken on days immediately before or immediately after vacation leave, sick leave or holidays, unless an emergency occurs for which it is necessary to use the personal day, provided such use has been approved by the Department Head.

13.7 Leave of Absence.

- (a) Leaves of absence without pay up to six (6) months may be granted by the First Selectman or his/her designee, in cases of exceptional need for those employees who have acquired seniority, minimum of one (1) year employment. Leaves may be granted for such reasons as serious illness, military, study, personal business, maternity/paternity, government and/or professional service, but not for the purpose of obtaining gainful employment elsewhere. Employees accepting such employment elsewhere during a leave of absence, except as provided in Section 13.7 (e) of this article, shall be considered to have quit without notice.

Employees shall be eligible for leave in accordance with the Family and Medical Leave Act of 1993, and/or other applicable state and/or federal law.

Unless otherwise provided by state and/or federal law, employees granted unpaid leaves of absence may only continue on the Town's group health and dental insurance benefits provided direct payment of the entire monthly premium is made through and as prescribed by the Human Resources Office.

- (b) An employee requesting a leave of absence shall do so in writing, stating the reason for and the length of such leave, to the Department Head, who shall review and forward with a recommendation to the First Selectman or

his/her designee for final decision. An application for extension of a leave of absence shall also be processed in the aforementioned procedure.

- (c) An employee on a leave of absence without pay shall not accrue sick or vacation time and will not receive pay for the holidays falling within the leave of absence. During the period of leave without pay, except for military leave, the employee shall not be credited for length of service. However, the employee's length of service and accumulated sick and vacation time will be reinstated upon return from the absence.
- (d) Subject to and consistent with the regulations of the carrier, the group life insurance coverage may be continued during a leave of absence, provided direct payment of the entire monthly premium is made through and as prescribed by the Human Resources Office.
- (e) An employee who is laid off temporarily shall have the privilege of obtaining a leave of absence, which shall be in writing and not to exceed thirty (30) days, in order to seek other employment during the laid off period.
- (f) When a leave of absence without pay is granted due to illness or disability which requires the services of a physician, then the employee must procure and make available certification that the employee is physically and/or mentally fit to perform his/her duties.
- (g) An employee returning from a leave of absence, shall notify the Department Head and the Human Resources Office, in writing, ten (10) working days prior to the actual return date.
- (h) An employee returning from a leave of absence of a fixed period of time, will be reinstated to his/her former classification, or one of comparable status, unless the employee's circumstances have so changed as to make it unreasonable to do so. In such a case, the employee will be placed in a classification for which she/he has the ability to perform the work, provided the Town has a need to fill a position in such classification.
- (i) An employee who fails to report for work on the specified date after the expiration date of leave of absence shall be considered terminated. However, if the employee's failure to return to work is on account of sickness, injury or other serious reason beyond his/her control, employment will be reinstated provided he/she has notified the Department Head and the Human Resources Office, prior to the specified return date, the cause of delay and the expected return date.

13.8 Injury Leave.

- (a) Any employee who shall suffer personal injury while on the job and who shall be eligible for payment under Workers' Compensation, shall receive the difference between his/her weekly pay (based on forty (40) or thirty-five (35) hours) and the compensation for a period of up to nine (9) months, from the date of injury or until Workers' Compensation payments cease, whichever is sooner.
- (b) Until a determination is made as to the eligibility for Workers' Compensation payments, absences shall be charged, at the employee's option, to accumulated sick leave and or vacation time, leave without pay or disability leave, provided eligibility requirements are met. Employee's time will be credited when compensation becomes effective.
- (c) Notwithstanding the above, if the Town elects to advance pay before eligibility determination is made, and the Employee is thereafter found ineligible or the Employee's eligibility is terminated for any reason, the deficiency shall be charged at the Employee's option to accumulated sick leave and/or accumulated vacation leave.

13.9 Absence Requirements.

- (a) An employee is expected not to be absent from work for any reason without making prior arrangements with his/her supervisor. Unless prior arrangements are made, an employee who, for any reason, fails to report for work, must make a sincere effort to immediately notify his/her supervisor of the reason for being absent. If the absence is to continue beyond the first day, the employee must notify the supervisor on a daily basis unless otherwise arranged with the supervisor. In proper cases exceptions may be made by First Selectman or his/her designee.
- (b) Any unauthorized absence of an employee from duty shall be deemed to be an absence without pay and may be grounds for disciplinary action by the Department Head. In the absence of such disciplinary action, any employee who is absent for three (3) days or more without authorized leave, may be deemed to have resigned. Such absence may be covered, however, by the Department Head, by a subsequent leave with or without pay where extenuating circumstances are found to have existed.

ARTICLE XIV - INSURANCE AND PENSION

- 14.0 (a) The Town shall provide eligible employees and their eligible dependents a preferred provider organization (PPO) medical plan with a prescription

drug rider and vision care endorsement as the primary health insurance program, as described in Appendix C1.

All employees covered by this Agreement shall be responsible for ten percent (10%) of the then effective allocation rate (if self-insured) or fully equivalent rate (if fully insured) determined by the insurance carrier or administrator for all health insurance benefits excluding life insurance and accidental death and dismemberment.

Effective July 1, 2018, the Town shall provide eligible employees and their eligible dependents as the primary Hospital, Medical and Prescription Plan the option of:

1. A PPO as described in Appendix C2. Employees shall be responsible for ten percent (10%) of the applicable fully insured premium rates or fully insured equivalent rates as determined by the insurance carrier or administrator for all health insurance benefits excluding life insurance and accidental death and dismemberment; or
2. An HDHP partnered with an HSA (\$2000 single/\$4000 family), as described in Appendix C3. The Town shall contributed fifty percent (50%) of the \$2000/\$4000 deductible, made each July. Employees shall be responsible for ten percent (10%) of the applicable fully insured premium rates or fully insured equivalent rates as determined by the insurance carrier or administrator for all health insurance benefits excluding life insurance and accidental death and dismemberment.
3. Any employee hired on or after July 1, 2018, is required to participate in the HDHP and does not have the option to participate in the PPO.

Effective July 1, 2019, the PPO Plan shall be eliminated and the HDHP partnered with an HSA (\$2000 single/\$4000 family), as described in Appendix B3 will be the sole plan offered. The Town shall contribute fifty percent (50%) of the \$2000/\$4000 deductible, made each July. Each employee shall be responsible for twelve percent (12%) for the HDHP plan design of the applicable fully insured premium rates or fully insured equivalent rates as determined by the insurance carrier or administrator for all health insurance benefits excluding life insurance and accidental death and dismemberment.

The Town, however, reserves the right to change or provide alternate insurance carriers, or benefit levels or to self-insure as it deems

appropriate for any form or portion of insurance coverage referred to in this article, so long as the new coverage and benefits are equal or better to the conventional insurance set forth above.

These rates shall apply to employees who elect individual, two-person or family coverage.

The employee contributions in this article will be deducted on a pre-tax basis.

In lieu of a non-taxable contribution to an individual's HSA, the Town shall pay individuals ineligible to open an HSA, but who have otherwise enrolled in the HDHP, the same gross amounts as set forth above on a taxable basis.

- (b) The Town offers a Full Dental plan, with Riders A and D.
- (c) Alternate Plan(s). The Town may offer one and/or more alternate health insurance plans. Each employee may choose whether or not to enroll in any alternate plan. The Town reserves the right to determine the terms, conditions, cost shares and all substantive aspects of any alternate plan.

14.1 The Employer shall provide a policy of life insurance on each eligible employee of \$40,000.00.

14.2 Waiver of Insurance.

- (a) Notwithstanding the above, if the Town is self-insured, employees may voluntarily elect to waive, in writing, to the Human Resource Office health and dental insurance outlined in Article XIV and in lieu thereof, shall receive an annual payment of one thousand dollars (\$1,000), provided they are not covered under another Waterford Town or Board of Education Health Plan. Payment to those employees waiving such insurance coverage shall be made payable at the end of the employee's anniversary year.

If the Town is fully-insured, any employee, regardless date of hire, may voluntarily elect to waive, in writing, to the Human Resource Office health and dental insurance outlined in Article XIV and in lieu thereof, shall receive an annual payment of one thousand dollars (\$1,000). Payment to those employees waiving such insurance coverage shall be made payable at the end of the employee's anniversary year.

- (b) Where a change in an employee's status prompts the employee to resume Town provided insurance coverage, the written waiver may, upon written notice to the Human Resources Office, be revoked. Upon receipt of revocation of the waiver, insurance coverage shall be reinstated as soon as possible, subject however, to any regulations or restrictions, including waiting periods, which may be

prescribed by the appropriate insurance carriers. Depending upon the effective date of such reinstated coverage, appropriate financial adjustments shall be made between the employee and the Town, to ensure that the employee has been compensated, but not over-compensated, for any waiver elected in this section.

- (c) Notice of intention to waive insurance coverage must be received in the Human Resources Office, at least two (2) months prior to the 1st of the month that the insurance coverage will cease. The election to waive coverage shall only be approved upon written proof of alternative insurance coverage.
- (d) Waiver of coverage procedures must be acceptable to the applicable insurance carrier.

14.3 Pension Plan. All employees within the bargaining unit shall be eligible for the MERF-B pension plan.

ARTICLE XV - SAFETY, HEALTH & MISCELLANEOUS

15.0 Safety Equipment. The Town agrees to furnish safety equipment as determined to be required by the supervisor or Department, or as necessary to perform the work assignment to any employee working in a hazardous location or around hazardous equipment or materials. Such employees shall wear safety equipment or be subject to disciplinary action. The Union will cooperate with the employer in encouraging employees to observe and abide by all health and safety regulations prescribed by the employer and to work in a safe manner and to eliminate accidents and health hazards.

15.1 Safety Shoes. The Town shall designate those job classifications which require safety shoes and reimburse for such shoes up to one hundred fifty dollars (\$150.00) per fiscal year (i.e., July-June) to each employee required to wear such shoes. All safety shoes shall be ANSI approved.

15.2 Medical. The Town shall provide to the employee, upon his/her consent and free of charge, such medical injections for common and contagious diseases as determined by the First Selectman or his/her designee, to be necessary for the safety, health and welfare of the employees.

15.3 Meal Allowance. Any employee required to work after his/her regular working hours shall, if time extends beyond 6:00 p.m., be entitled to a meal allowance and thereafter shall be entitled to a meal allowance every six (6) hours at the following rates:

Dinner	6:00 p.m.	@	\$10.00
Breakfast	6:00 a.m.	@	\$ 8.00

Lunch

12:00 noon

@ \$10.00

If an employee is called into work prior to the start of the regular working day, he/she will receive a meal allowance for breakfast and lunch as stated above. Any employee called to work for overtime in excess of three (3) hours shall receive a meal allowance in accordance with the above schedule. In no instance will a cash payment be made in lieu of a meal, unless a meal cannot be provided.

- 15.4 Rest Period. Employees who have worked more than sixteen (16) consecutive hours shall be given a four (4) hour rest period if possible.

Employees provided a four (4) hour rest break with the intent that the employees return to work following the break shall receive compensation for the four (4) hour rest period, provided they take the rest period at the public works facility (or other facility designated at the discretion of the Town) and return to work. Employees who do not take the rest break at the public works facility (or other facility designated at the discretion of the Town) or who do not return to work will not receive compensation for the four (4) hours.

Employees who are sent home upon completion of their assignments after working sixteen (16) or more hours without a break shall be paid for four (4) additional hours.

- 15.5 Uniforms. During the month of July each year, any employee who works in the operational forces and does work of a nature that causes unusual hardship on clothes shall receive a clothing allowance of Two Hundred Dollars (\$200) subject to any applicable state and/or federal tax, provided, however, that the following types of clothing will be worn:

1. Trousers, denim or work pants.
2. Solid shirts with "Town of Waterford" patch.
3. Solid jackets with "Town of Waterford" patch.
4. Solid vests and hooded sweatshirts.
5. All outer garments shall have a "Town of Waterford" patch over the left breast pocket.

In lieu of a clothing allowance, the Town will utilize a service to provide Mechanics with uniforms (consisting of eleven (11) pairs of shirts and pants and two (2) jackets and to launder/clean those uniforms.

Employees who successfully complete their probation period will receive a prorated payment for uniforms.

- 15.6 Employees will undertake to carry out properly any work assignment given to them. In the event any grievance arises over the propriety of the assignment of

the work, the work will be performed by the employee without interruption, and the employee shall have the right to have the grievance disposed of in accordance with the grievance procedure established herein.

ARTICLE XVI - SALARY SCHEDULE/CLASSIFICATION PLAN

- 16.0 Each Union position shall be classified in accordance with the Classification Plan as reflected in Appendix A. Changes in position classification shall be done in accordance with Article IX, section 9.0, which shall be subject to the grievance procedures listed under Article VII and shall otherwise remain in full force and effect during the term of this Agreement.
- 16.1 Salary Schedule. The salary schedule for those employees whose positions are covered herein shall be in accordance with the salary schedule as reflected in Appendix A.

ARTICLE XVII - STABILITY

- 17.0 No agreement, understanding, alteration or variation of the agreements, terms or provisions contained herein shall bind the parties signatory hereto, unless made and executed in writing by the parties.
- 17.1 The failure of the Town, or the Union, to insist in any one or more incidents, upon performance of any of the terms or conditions of this Agreement, shall not be considered as a waiver or relinquishment of any such term or condition, and both the Union's and the Town's obligations to such future performance shall continue in full force and effect.

ARTICLE XVIII – RESERVED FOR FUTURE USE


ARTICLE XIX - DURATION

- 19.0 This agreement, shall be effective as of the first day of July 2017, and shall remain in full force and effect through June 30, 2020. It shall then be automatically renewed for a mutually agreeable period thereafter, unless either party shall notify the other in writing, one hundred twenty (120) days prior to the expiration date above, that it desires to modify the Agreement. In the event that such notice is given negotiations shall begin not later than sixty (60) days prior to

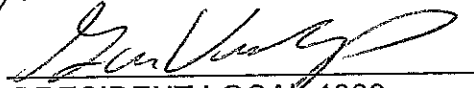
the expiration date. All contract changes, with the exception of wage increases (section 9.2 through 9.5), shall be effective as soon as possible after the ratification by the Union and the approval of the Representative Town Meeting.


IN WITNESS WHEREOF the parties have caused their names to be signed on this the 12th day of April, 2018.

FOR THE TOWN OF
WATERFORD


DANIEL M. STEWARD
FIRST SELECTMAN

FOR LOCAL 1303 OF COUNCIL #4
AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES


PRESIDENT LOCAL 1303
WATERFORD TOWN EMPLOYEES

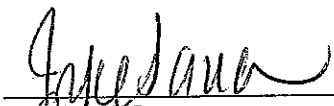

STAFF REPRESENTATIVE
COUNCIL #4, AFSCME, AFL-CIO

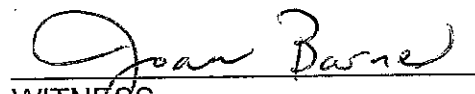

NEGOTIATING TEAM


NEGOTIATING TEAM


NEGOTIATING TEAM


NEGOTIATING TEAM


WITNESS


WITNESS

APPENDIX A – UNION DUES DEDUCTION

**CONNECTICUT COUNCIL 4
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO
DESIGNATION OF REPRESENTATIVE AND PAYROLL DEDUCTION**

By: _____
Please Print Last Name First Name Middle Name

To: _____
Name of Employer

Effective _____, I hereby designate the AFSCME Connecticut Council 4 and/or its appropriate affiliates to be my representative for collective bargaining.

Effective _____, I hereby authorize you to deduct from my earnings each Payroll Period _____ a sufficient amount to provide for the regular payment of the current rate of monthly union dues or service fees as certified by the union.

The amount deducted shall be paid to the treasurer of Local _____ of the American Federation of State, County, and Municipal Employees. This authorization shall remain in effect in accordance with the working agreement or upon termination of my employment.

Dues to AFSCME are not tax deductible as charitable contributions for Federal Income Tax purposes.

However, they may be tax deductible as ordinary and necessary business expenses.

Signature (Do not print)

Social Security No.

Street Address (Print)

Phone No.

City and State (Print)

Zip Code

APPENDIX B1-WAGE SCHEDULE FOR AS EMPLOYEES HIRED PRIOR TO 7/1/18

Grade/Step Effective Date:
7/1/17

LOCAL 1303 – AS SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

1.02

GRADE:01	DESC: UAS-01	PAY PERIODS :52			HOURS/YR:	1820	CALCULATION CODE: 3
		1.05000	1.05000	1.05000	1.05000	1.05000	1.05000
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	14.3782	15.0971	15.8519	16.6445	17.4768	18.3506	19.2681
SALARY/YR	26168.29	27476.70	28850.53	30293.06	31807.71	33398.10	35068.00
GRADE:02	DESC: UAS-02	PAY PERIODS :52			HOURS/YR:	1820	CALCULATION CODE: 3
		15.0971	15.8519	16.6445	17.4768	18.3506	19.2681
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	15.0971	15.8519	16.6445	17.4768	18.3506	19.2681	20.2315
SALARY/YR	27476.70	28850.53	30293.06	31807.71	33398.10	35068.00	36821.41
GRADE:03	DESC: UAS-03	PAY PERIODS :52			HOURS/YR:	1820	CALCULATION CODE: 3
		15.8519	16.6445	17.4768	18.3506	19.2681	20.2315
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	15.8519	16.6445	17.4768	18.3506	19.2681	20.2315	21.2431
SALARY/YR	28850.53	30293.06	31807.71	33398.10	35068.00	36821.41	38662.48
GRADE:04	DESC: UAS-04	PAY PERIODS :52			HOURS/YR:	1820	CALCULATION CODE: 3
		16.6445	17.4768	18.3506	19.2681	20.2315	21.2431
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	16.6445	17.4768	18.3506	19.2681	20.2315	21.2431	22.3053
SALARY/YR	30293.06	31807.71	33398.10	35068.00	36821.41	38662.48	40595.60
GRADE:05	DESC: UAS-05	PAY PERIODS :52			HOURS/YR:	1820	CALCULATION CODE: 3
		17.4768	18.3506	19.2681	20.2315	21.2431	22.3053
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	17.4768	18.3506	19.2681	20.2315	21.2431	22.3053	23.4205
SALARY/YR	31807.71	33398.10	35068.00	36821.41	38662.48	40595.60	42625.38

Grade/Step Effective Date:

7/1/17

LOCAL 1303 – AS SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:06	DESC: UAS-06	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	18.3506	19.2681	20.2315	21.2431	22.3053	23.4205	24.5916
SALARY/YR	33398.10	35068.00	36821.41	38662.48	40595.60	42625.38	44756.65

Clerk/Typist III	Fire Commission
Clerk/Typist III	Public Works
Clerk/Typist III	Recreation & Parks
Data Technician II	Police Department
Town Hall Receptionist/Clerk	Finance Department

GRADE:07	DESC: UAS-07	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	19.2681	20.2315	21.2431	22.3053	23.4205	24.5916	25.8211
SALARY/YR	35068.00	36821.41	38662.48	40595.60	42625.38	44756.65	46994.48

Assessment Aide II	Assessor's Office
Secretary/Clerk	Planning & Zoning
Secretary/Clerk	Utility Commission
Secretary/Clerk	Youth Services

GRADE:08	DESC: UAS-08	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	20.2315	21.2431	22.3053	23.4205	24.5916	25.8211	27.1122
SALARY/YR	36821.41	38662.48	40595.60	42625.38	44756.65	46994.48	49344.20

Accounts Receivable Clerk	Utility Commission
Accounts Receivable Clerk	Tax Collector's Office
Accounts Receivable/Secretary	Police Department
Administrative Assistant I	Town Clerk's Office
Assessment Aide III	Assessor's Office
Finance Technician- Acct. Payable	Finance Department
Finance Technician- Payroll	Finance Department
Secretary I	Finance Department
Secretary I	Planning & Zoning
Secretary I	First Selectman's Office
Secretary I (evening)	Police Department

Grade/Step Effective Date:
7/1/17

LOCAL 1303 – AS SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:09	DESC: UAS-09	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	21.2431	22.3053	23.4205	24.5916	25.8211	27.1122	28.4678
SALARY/YR	38662.48	40595.60	42625.38	44756.65	46994.48	49344.20	51811.41

Senior Services Assistant

Senior Services

GRADE:10	DESC: UAS-10	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	22.3053	23.4205	24.5916	25.8211	27.1122	28.4678	29.8912
SALARY/YR	40595.60	42625.38	44756.65	46994.48	49344.20	51811.41	54401.99

Administrative Assistant
Administrative Secretary
Office Coordinator I
Office Coordinator I
Office Coordinator I
Secretary III

Tax Collector's Office
Police Department
Planning & Zoning
Recreation & Parks
Fire Commission
Police Department

GRADE:11	DESC: UAS-11	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	23.4205	24.5916	25.8211	27.1122	28.4678	29.8912	31.3858
SALARY/YR	42625.38	44756.65	46994.48	49344.20	51811.41	54401.99	57122.08

Office Coordinator II
Office Coordinator II
Office Coordinator II

Police Department
Public Works
Utility Commission

Grade/Step Effective Date:
7/1/18

LOCAL 1303 – AS SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

1.02

GRADE:01	DESC: UAS-01		PAY PERIODS :52		HOURS/YR:	1820	CALCULATION CODE: 3
		1.05000	1.05000	1.05000	1.05000	1.05000	1.05000
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	14.6657	15.3990	16.1690	16.9774	17.8263	18.7176	19.6535
SALARY/YR	26691.65	28026.23	29427.55	30898.92	32443.87	34066.06	35769.36

GRADE:02	DESC: UAS-02		PAY PERIODS :52		HOURS/YR:	1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	15.3990	16.1690	16.9774	17.8263	18.7176	19.6535	20.6362
SALARY/YR	28026.23	29427.55	30898.92	32443.87	34066.06	35769.36	37557.83

GRADE:03	DESC: UAS-03		PAY PERIODS :52		HOURS/YR:	1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	16.1690	16.9774	17.8263	18.7176	19.6535	20.6362	21.6680
SALARY/YR	29427.55	30898.92	32443.87	34066.06	35769.36	37557.83	39435.72

GRADE:04	DESC: UAS-04		PAY PERIODS :52		HOURS/YR:	1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	16.9774	17.8263	18.7176	19.6535	20.6362	21.6680	22.7514
SALARY/YR	30898.92	32443.87	34066.06	35769.36	37557.83	39435.72	41407.51

GRADE:05	DESC: UAS-05		PAY PERIODS :52		HOURS/YR:	1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	17.8263	18.7176	19.6535	20.6362	21.6680	22.7514	23.8889
SALARY/YR	32443.87	34066.06	35769.36	37557.83	39435.72	41407.51	43477.89

Grade/Step Effective Date:
7/1/18

LOCAL 1303 – AS SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:06	DESC: UAS-06	PAY PERIODS :52		HOURS/YR: 1820		CALCULATION CODE: 3	
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	18.7176	19.6535	20.6362	21.6680	22.7514	23.8889	25.0834
SALARY/YR	34066.06	35769.36	37557.83	39435.72	41407.51	43477.89	45651.78

Clerk/Typist III	Fire Commission
Clerk/Typist III	Public Works
Clerk/Typist III	Recreation & Parks
Data Technician II	Police Department
Town Hall Receptionist/Clerk	Finance Department

GRADE:07	DESC: UAS-07	PAY PERIODS :52		HOURS/YR: 1820		CALCULATION CODE: 3	
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	19.6535	20.6362	21.6680	22.7514	23.8889	25.0834	26.3376
SALARY/YR	35769.36	37557.83	39435.72	41407.51	43477.89	45651.78	47934.37

Assessment Aide II	Assessor's Office	
Secretary/Clerk	Planning & Zoning	
Secretary/Clerk	Utility Commission	
Secretary/Clerk	Youth Services	(PRB 9/16/13)

GRADE:08	DESC: UAS-08	PAY PERIODS :52		HOURS/YR: 1820		CALCULATION CODE: 3	
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	20.6362	21.6680	22.7514	23.8889	25.0834	26.3376	27.6544
SALARY/YR	37557.83	39435.72	41407.51	43477.89	45651.78	47934.37	50331.09

Accounts Receivable Clerk	Utility Commission
Accounts Receivable Clerk	Tax Collector's Office
Accounts Receivable/Secretary	Police Department
Administrative Assistant I	Town Clerk's Office
Assessment Aide III	Assessor's Office
Finance Technician- Acct. Payable	Finance Department
Finance Technician- Payroll	Finance Department
Secretary I	Finance Department
Secretary I	Planning & Zoning
Secretary I	First Selectman's Office
Secretary I (evening)	Police Department

Grade/Step Effective Date:
7/1/18

LOCAL 1303 – AS SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:09	DESC: UAS-09	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	21.6680	22.7514	23.8889	25.0834	26.3376	27.6544	29.0372
SALARY/YR	39435.72	41407.51	43477.89	45651.78	47934.37	50331.09	52847.64

Senior Services Assistant

Senior Services

GRADE:10	DESC: UAS-10	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	22.7514	23.8889	25.0834	26.3376	27.6544	29.0372	30.4890
SALARY/YR	41407.51	43477.89	45651.78	47934.37	50331.09	52847.64	55490.03

Administrative Assistant
Administrative Secretary
Office Coordinator I
Office Coordinator I
Office Coordinator I
Secretary III

Tax Collector's Office
Police Department
Planning & Zoning
Recreation & Parks
Fire Commission
Police Department

GRADE:11	DESC: UAS-11	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	23.8889	25.0834	26.3376	27.6544	29.0372	30.4890	32.0135
SALARY/YR	43477.89	45651.78	47934.37	50331.09	52847.64	55490.03	58264.53

Office Coordinator II
Office Coordinator II
Office Coordinator II

Police Department
Public Works
Utility Commission

Grade/Step Effective Date:
7/1/19

LOCAL 1303 – AS SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

1.0225

GRADE:01	DESC: UAS-01	PAY PERIODS :52			HOURS/YR:	1820	CALCULATION CODE: 3
		1.05000	1.05000	1.05000	1.05000	1.05000	1.05000
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	14.9957	15.7455	16.5328	17.3594	18.2274	19.1388	20.0957
SALARY/YR	27292.21	28656.82	30089.66	31594.15	33173.86	34832.55	36574.18

GRADE:02	DESC: UAS-02	PAY PERIODS :52			HOURS/YR:	1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	15.7455	16.5328	17.3594	18.2274	19.1388	20.0957	21.1005
SALARY/YR	28656.82	30089.66	31594.15	33173.86	34832.55	36574.18	38402.88

GRADE:03	DESC: UAS-03	PAY PERIODS :52			HOURS/YR:	1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	16.5328	17.3594	18.2274	19.1388	20.0957	21.1005	22.1555
SALARY/YR	30089.66	31594.15	33173.86	34832.55	36574.18	38402.88	40323.03

GRADE:04	DESC: UAS-04	PAY PERIODS :52			HOURS/YR:	1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	17.3594	18.2274	19.1388	20.0957	21.1005	22.1555	23.2633
SALARY/YR	31594.15	33173.86	34832.55	36574.18	38402.88	40323.03	42339.18

GRADE:05	DESC: UAS-05	PAY PERIODS :52			HOURS/YR:	1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	18.2274	19.1388	20.0957	21.1005	22.1555	23.2633	24.4265
SALARY/YR	33173.86	34832.55	36574.18	38402.88	40323.03	42339.18	44456.14

Grade/Step Effective Date:

7/1/19

LOCAL 1303 – AS SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:06	DESC: UAS-06	PAY PERIODS :52	HOURS/YR:	1820	CALCULATION CODE: 3		
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	19.1388	20.0957	21.1005	22.1555	23.2633	24.4265	25.6478
SALARY/YR	34832.55	36574.18	38402.88	40323.03	42339.18	44456.14	46678.95

Clerk/Typist III	Fire Commission
Clerk/Typist III	Public Works
Clerk/Typist III	Recreation & Parks
Data Technician II	Police Department
Town Hall Receptionist/Clerk	Finance Department

GRADE:07	DESC: UAS-07	PAY PERIODS :52	HOURS/YR:	1820	CALCULATION CODE: 3		
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	20.0957	21.1005	22.1555	23.2633	24.4265	25.6478	26.9302
SALARY/YR	36574.18	38402.88	40323.03	42339.18	44456.14	46678.95	49012.89

Assessment Aide II	Assessor's Office
Secretary/Clerk	Planning & Zoning
Secretary/Clerk	Utility Commission
Secretary/Clerk	Youth Services

(PRB 9/16/13)

GRADE:08	DESC: UAS-08	PAY PERIODS :52	HOURS/YR:	1820	CALCULATION CODE: 3		
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	21.1005	22.1555	23.2633	24.4265	25.6478	26.9302	28.2767
SALARY/YR	38402.88	40323.03	42339.18	44456.14	46678.95	49012.89	51463.54

Accounts Receivable Clerk	Utility Commission
Accounts Receivable Clerk	Tax Collector's Office
Accounts Receivable/Secretary	Police Department
Administrative Assistant I	Town Clerk's Office
Assessment Aide III	Assessor's Office
Finance Technician- Acct. Payable	Finance Department
Finance Technician- Payroll	Finance Department
Secretary I	Finance Department
Secretary I	Planning & Zoning
Secretary I	First Selectman's Office
Secretary I (evening)	Police Department

Grade/Step Effective Date:
7/1/19

LOCAL 1303 – AS SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:09	DESC: UAS-09	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	22.1555	23.2633	24.4265	25.6478	26.9302	28.2767	29.6905
SALARY/YR	40323.03	42339.18	44456.14	46678.95	49012.89	51463.54	54036.71

Senior Services Assistant

Senior Services

GRADE:10	DESC: UAS-10	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	23.2633	24.4265	25.6478	26.9302	28.2767	29.6905	31.1750
SALARY/YR	42339.18	44456.14	46678.95	49012.89	51463.54	54036.71	56738.55

Administrative Assistant
Administrative Secretary
Office Coordinator I
Office Coordinator I
Office Coordinator I
Secretary III

Tax Collector's Office
Police Department
Planning & Zoning
Recreation & Parks
Fire Commission
Police Department

GRADE:11	DESC: UAS-11	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	24.4265	25.6478	26.9302	28.2767	29.6905	31.1750	32.7338
SALARY/YR	44456.14	46678.95	49012.89	51463.54	54036.71	56738.55	59575.48

Office Coordinator II
Office Coordinator II
Office Coordinator II

Police Department
Public Works
Utility Commission

APPENDIX B2-WAGE SCHEDULE FOR TC EMPLOYEES HIRED PRIOR TO 7/1/18

Grade/Step Effective Date:
7/1/17

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:01	DESC: 1.02 UTC-01	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
		1.05000	1.05000	1.05000	1.05000	1.05000	1.05000
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	15.8642	16.6574	17.4903	18.3648	19.2831	20.2472	21.2596
SALARY/YR	32997.60	34647.48	36379.85	38198.84	40108.79	42114.22	44219.94

GRADE:02	DESC: UTC-02	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	16.6574	17.4903	18.3648	19.2831	20.2472	21.2596	22.3226
SALARY/YR	34647.48	36379.85	38198.84	40108.79	42114.22	44219.94	46430.93

Maintainer I Public Works
Maintainer I Recreation & Parks

GRADE:03	DESC: UTC-03	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	17.4903	18.3648	19.2831	20.2472	21.2596	22.3226	23.4387
SALARY/YR	36379.85	38198.84	40108.79	42114.22	44219.94	46430.93	48752.48

GRADE:04	DESC: UTC-04	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	18.3648	19.2831	20.2472	21.2596	22.3226	23.4387	24.6106
SALARY/YR	38198.84	40108.79	42114.22	44219.94	46430.93	48752.48	51190.10

Custodian II Police Department

GRADE:05	DESC: UTC-05	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	19.2831	20.2472	21.2596	22.3226	23.4387	24.6106	25.8412
SALARY/YR	40108.79	42114.22	44219.94	46430.93	48752.48	51190.10	53749.61

Maintainer II Public Works
Maintainer II Recreation & Parks

Grade/Step Effective Date:
7/1/17

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:06	DESC: UTC-06	PAY PERIODS :52				HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	
RATE/HOUR	20.2472	21.2596	22.3226	23.4387	24.6106	25.8412	27.1332	
SALARY/YR	42114.22	44219.94	46430.93	48752.48	51190.10	53749.61	56437.09	

Sewer Technician 1 Utility Commission

GRADE:07	DESC: UTC-07	PAY PERIODS :52				HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	
RATE/HOUR	21.2596	22.3226	23.4387	24.6106	25.8412	27.1332	28.4899	
SALARY/YR	44219.94	46430.93	48752.48	51190.10	53749.61	56437.09	59258.94	

Assistant Mechanic	Public Works
Maintainer III	Public Works
Maintainer III	Recreation & Parks
Parts Clerk	Public Works
Printer	Finance Department
Recycle Route Operator	Public Works
Refuse Truck Driver	Public Works
Toolkeeper	Public Works

GRADE:08	DESC: UTC-08	PAY PERIODS :52				HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	
RATE/HOUR	22.3226	23.4387	24.6106	25.8412	27.1332	28.4899	29.9144	
SALARY/YR	46430.93	48752.48	51190.10	53749.61	56437.09	59258.94	62221.89	

Sewer Technician 2 Utility Commission

Recycling Route Operator	Public Works (Grandfathered - PRB 11/18/13)
Traffic Device Control Technician	Public Works

GRADE:09	DESC: UTC-09	PAY PERIODS :52				HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	
RATE/HOUR	23.4387	24.6106	25.8412	27.1332	28.4899	29.9144	31.4101	
SALARY/YR	48752.48	51190.10	53749.61	56437.09	59258.94	62221.89	65332.99	

Maintainer IV	Public Works
Maintainer IV	Recreation & Parks

Grade/Step Effective Date:
7/1/17

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:10	DESC: UTC-10	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	24.6106	25.8412	27.1332	28.4899	29.9144	31.4101	32.9806
SALARY/YR	51190.10	53749.61	56437.09	59258.94	62221.89	65332.99	68599.63

GRADE:11	DESC: UTC-11	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	25.8412	27.1332	28.4899	29.9144	31.4101	32.9806	34.6296
SALARY/YR	53749.61	56437.09	59258.94	62221.89	65332.99	68599.63	72029.62

Mechanic	Public Works
Refuse Collection Foreman	Public Works
Survey Party Chief	Utility Commission

GRADE:12	DESC: UTC-12	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	27.1332	28.4899	29.9144	31.4101	32.9806	34.6296	36.3611
SALARY/YR	56437.09	59258.94	62221.89	65332.99	68599.63	72029.62	75631.10

Highway/Sanitation Foreman	Public Works
Parks Foreman	Recreation & Parks
Sewer Maintenance Operator	Utility Commission
Electrician	Utility Commission

GRADE:13	DESC: UTC-13	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	28.4899	29.9144	31.4101	32.9806	34.6296	36.3611	38.1792
SALARY/YR	59258.94	62221.89	65332.99	68599.63	72029.62	75631.10	79412.65

Senior Mechanic	Public Works
Lead Maintenance Operator	Utility Commission

Grade/Step Effective Date:
7/1/17

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:14	DESC: UTC-14	PAY PERIODS :52				HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	
RATE/HOUR	29.9144	31.4101	32.9806	34.6296	36.3611	38.1792	40.0881	
SALARY/YR	62221.89	65332.99	68599.63	72029.62	75631.10	79412.65	83383.28	

Engineering Technician
Planning Technician
Survey Division Chief
Asst. Construction Inspector
Foreman

Public Works
Planning & Zoning
Utility Commission
Utility Commission
Utility Commission

GRADE:15	DESC: UTC-15	PAY PERIODS :52				HOURS/YEAR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	
RATE/HOUR	31.4101	32.9806	34.6296	36.3611	38.1792	40.0881	42.0925	
SALARY/YR	65332.99	68599.63	72029.62	75631.10	79412.65	83383.28	87552.45	

Grade/Step Effective Date:
7/1/18

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:01	DESC: 1.02 UTC-01	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
		1.05000	1.05000	1.05000	1.05000	1.05000	1.05000
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	16.1815	16.9906	17.8401	18.7321	19.6687	20.6522	21.6848
SALARY/YR	33657.55	35340.43	37107.45	38962.82	40910.96	42956.51	45104.33

GRADE:02	DESC: UTC-02	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	16.9906	17.8401	18.7321	19.6687	20.6522	21.6848	22.7690
SALARY/YR	35340.43	37107.45	38962.82	40910.96	42956.51	45104.33	47359.55

Maintainer I **Public Works**
Maintainer I **Recreation & Parks**

GRADE:03	DESC: UTC-03	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	17.8401	18.7321	19.6687	20.6522	21.6848	22.7690	23.9075
SALARY/YR	37107.45	38962.82	40910.96	42956.51	45104.33	47359.55	49727.53

GRADE:04	DESC: UTC-04	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	18.7321	19.6687	20.6522	21.6848	22.7690	23.9075	25.1028
SALARY/YR	38962.82	40910.96	42956.51	45104.33	47359.55	49727.53	52213.91

Custodian II **Police Department**

GRADE:05	DESC: UTC-05	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	19.6687	20.6522	21.6848	22.7690	23.9075	25.1028	26.3580
SALARY/YR	40910.96	42956.51	45104.33	47359.55	49727.53	52213.91	54824.60

Maintainer II **Public Works**
Maintainer II **Recreation & Parks**

Grade/Step Effective Date:
7/1/18

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:06	DESC: UTC-06	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	20.6522	21.6848	22.7690	23.9075	25.1028	26.3580	27.6759
SALARY/YR	42956.51	45104.33	47359.55	49727.53	52213.91	54824.60	57565.83

Sewer Technician 1 Utility Commission

GRADE:07	DESC: UTC-07	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	21.6848	22.7690	23.9075	25.1028	26.3580	27.6759	29.0597
SALARY/YR	45104.33	47359.55	49727.53	52213.91	54824.60	57565.83	60444.12

Assistant Mechanic	Public Works
Maintainer III	Public Works
Maintainer III	Recreation & Parks
Parts Clerk	Public Works
Printer	Finance Department
Recycle Route Operator	Public Works
Refuse Truck Driver	Public Works
Toolkeeper	Public Works

GRADE:08	DESC: UTC-08	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	22.7690	23.9075	25.1028	26.3580	27.6759	29.0597	30.5127
SALARY/YR	47359.55	49727.53	52213.91	54824.60	57565.83	60444.12	63466.33

Sewer Technician 2 Utility Commission

Recycling Route Operator	Public Works (Grandfathered - PRB 11/18/13)
Traffic Device Control Technician	Public Works

GRADE:09	DESC: UTC-09	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	23.9075	25.1028	26.3580	27.6759	29.0597	30.5127	32.0383
SALARY/YR	49727.53	52213.91	54824.60	57565.83	60444.12	63466.33	66639.64

Maintainer IV	Public Works
Maintainer IV	Recreation & Parks

Grade/Step Effective Date:
7/1/18

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:10	DESC: UTC-10	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	25.1028	26.3580	27.6759	29.0597	30.5127	32.0383	33.6402
SALARY/YR	52213.91	54824.60	57565.83	60444.12	63466.33	66639.64	69971.63

GRADE:11	DESC: UTC-11	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	26.3580	27.6759	29.0597	30.5127	32.0383	33.6402	35.3222
SALARY/YR	54824.60	57565.83	60444.12	63466.33	66639.64	69971.63	73470.21

Mechanic	Public Works
Refuse Collection Foreman	Public Works
Survey Party Chief	Utility Commission

GRADE:12	DESC: UTC-12	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	27.6759	29.0597	30.5127	32.0383	33.6402	35.3222	37.0883
SALARY/YR	57565.83	60444.12	63466.33	66639.64	69971.63	73470.21	77143.72

Highway/Sanitation Foreman	Public Works
Parks Foreman	Recreation & Parks
Sewer Maintenance Operator	Utility Commission
Electrician	Utility Commission

GRADE:13	DESC: UTC-13	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	29.0597	30.5127	32.0383	33.6402	35.3222	37.0883	38.9427
SALARY/YR	60444.12	63466.33	66639.64	69971.63	73470.21	77143.72	81000.90

Senior Mechanic	Public Works
Lead Maintenance Operator	Utility Commission

Grade/Step Effective Date:
7/1/18

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:14	DESC: UTC-14	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	30.5127	32.0383	33.6402	35.3222	37.0883	38.9427	40.8899
SALARY/YR	63466.33	66639.64	69971.63	73470.21	77143.72	81000.90	85050.95

Engineering Technician
Planning Technician
Survey Division Chief
Asst. Construction Inspector
Foreman

Public Works
Planning & Zoning
Utility Commission
Utility Commission
Utility Commission

GRADE:15	DESC: UTC-15	PAY PERIODS :52		HOURS/YEAR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	32.0383	33.6402	35.3222	37.0883	38.9427	40.8899	42.9344
SALARY/YR	66639.64	69971.63	73470.21	77143.72	81000.90	85050.95	89303.50

Grade/Step Effective Date:

7/1/19

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:01	1.0225 DESC: UTC-01	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
		1.05000	1.05000	1.05000	1.05000	1.05000	1.05000
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	16.5456	17.3729	18.2415	19.1536	20.1113	21.1168	22.1727
SALARY/YR	34414.84	36135.59	37942.37	39839.48	41831.46	43923.03	46119.18

GRADE:02	DESC: UTC-02	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
		18.2415	19.1536	20.1113	21.1168	22.1727	23.2813
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	17.3729	18.2415	19.1536	20.1113	21.1168	22.1727	23.2813
SALARY/YR	36135.59	37942.37	39839.48	41831.46	43923.03	46119.18	48425.14

Maintainer I **Public Works**
Maintainer I **Recreation & Parks**

GRADE:03	DESC: UTC-03	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
		20.1113	21.1168	22.1727	23.2813	24.4454	25.6677
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	18.2415	19.1536	20.1113	21.1168	22.1727	23.2813	24.4454
SALARY/YR	37942.37	39839.48	41831.46	43923.03	46119.18	48425.14	50846.40

GRADE:04	DESC: UTC-04	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
		21.1168	22.1727	23.2813	24.4454	25.6677	26.9510
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	19.1536	20.1113	21.1168	22.1727	23.2813	24.4454	25.6677
SALARY/YR	39839.48	41831.46	43923.03	46119.18	48425.14	50846.40	53388.72

Custodian II **Police Department**

GRADE:05	DESC: UTC-05	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
		22.1727	23.2813	24.4454	25.6677	26.9510	28.2222
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	20.1113	21.1168	22.1727	23.2813	24.4454	25.6677	26.9510
SALARY/YR	41831.46	43923.03	46119.18	48425.14	50846.40	53388.72	56058.15

Maintainer II **Public Works**
Maintainer II **Recreation & Parks**

Grade/Step Effective Date:
7/1/19

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:06	DESC: UTC-06	PAY PERIODS :52				HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	
RATE/HOUR	21.1168	22.1727	23.2813	24.4454	25.6677	26.9510	28.2986	
SALARY/YR	43923.03	46119.18	48425.14	50846.40	53388.72	56058.15	58861.06	

Sewer Technician 1 Utility Commission

GRADE:07	DESC: UTC-07	PAY PERIODS :52				HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	
RATE/HOUR	22.1727	23.2813	24.4454	25.6677	26.9510	28.2986	29.7135	
SALARY/YR	46119.18	48425.14	50846.40	53388.72	56058.15	58861.06	61804.12	

Assistant Mechanic	Public Works
Maintainer III	Public Works
Maintainer III	Recreation & Parks
Parts Clerk	Public Works
Printer	Finance Department
Recycle Route Operator	Public Works
Refuse Truck Driver	Public Works
Toolkeeper	Public Works

GRADE:08	DESC: UTC-08	PAY PERIODS :52				HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	
RATE/HOUR	23.2813	24.4454	25.6677	26.9510	28.2986	29.7135	31.1992	
SALARY/YR	48425.14	50846.40	53388.72	56058.15	58861.06	61804.12	64894.32	

Sewer Technician 2 Utility Commission

Recycling Route Operator	Public Works (Grandfathered - PRB 11/18/13)
Traffic Device Control Technician	Public Works

GRADE:09	DESC: UTC-09	PAY PERIODS :52				HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07	
RATE/HOUR	24.4454	25.6677	26.9510	28.2986	29.7135	31.1992	32.7592	
SALARY/YR	50846.40	53388.72	56058.15	58861.06	61804.12	64894.32	68139.04	

Maintainer IV	Public Works
Maintainer IV	Recreation & Parks

Grade/Step Effective Date:

7/1/19

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:10	DESC: UTC-10	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	25.6677	26.9510	28.2986	29.7135	31.1992	32.7592	34.3971
SALARY/YR	53388.72	56058.15	58861.06	61804.12	64894.32	68139.04	71545.99

GRADE:11	DESC: UTC-11	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	26.9510	28.2986	29.7135	31.1992	32.7592	34.3971	36.1170
SALARY/YR	56058.15	58861.06	61804.12	64894.32	68139.04	71545.99	75123.29

Mechanic	Public Works
Refuse Collection Foreman	Public Works
Survey Party Chief	Utility Commission

GRADE:12	DESC: UTC-12	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	28.2986	29.7135	31.1992	32.7592	34.3971	36.1170	37.9228
SALARY/YR	58861.06	61804.12	64894.32	68139.04	71545.99	75123.29	78879.45

Highway/Sanitation Foreman	Public Works
Parks Foreman	Recreation & Parks
Sewer Maintenance Operator	Utility Commission
Electrician	Utility Commission

GRADE:13	DESC: UTC-13	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	29.7135	31.1992	32.7592	34.3971	36.1170	37.9228	39.8190
SALARY/YR	61804.12	64894.32	68139.04	71545.99	75123.29	78879.45	82823.43

Senior Mechanic	Public Works
Lead Maintenance Operator	Utility Commission

Grade/Step Effective Date:
7/1/19

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED PRIOR TO 7/1/18)

GRADE:14	DESC: UTC-14	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	31.1992	32.7592	34.3971	36.1170	37.9228	39.8190	41.8099
SALARY/YR	64894.32	68139.04	71545.99	75123.29	78879.45	82823.43	86964.60
Engineering Technician		Public Works					
Planning Technician		Planning & Zoning					
Survey Division Chief		Utility Commission					
Asst. Construction Inspector		Utility Commission					
Foreman		Utility Commission					

GRADE:15	DESC: UTC-15	PAY PERIODS :52		HOURS/YEAR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	STEP 06	STEP 07
RATE/HOUR	32.7592	34.3971	36.1170	37.9228	39.8190	41.8099	43.9004
SALARY/YR	68139.04	71545.99	75123.29	78879.45	82823.43	86964.60	91312.83

APPENDIX B3-WAGE SCHEDULE FOR AS EMPLOYEES HIRED ON/AFTER 7/1/18

Grade/Step Effective Date:
7/1/18

LOCAL 1303 – AS SCHEDULE (EMPLOYEES HIRED ON/AFTER 7/1/18)

1.02							
GRADE A	DESC: UAS-A	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
		1.05000	1.05000	1.05000	1.05000		
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	14.6657	15.3990	16.1690	16.9774	17.8263		
SALARY/YR	26691.65	28026.23	29427.55	30898.92	32443.87		
GRADE B	DESC: UAS-B	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	15.3990	16.1690	16.9774	17.8263	18.7176		
SALARY/YR	28026.23	29427.55	30898.92	32443.87	34066.06		
GRADE C	DESC: UAS-C	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	16.1690	16.9774	17.8263	18.7176	19.6535		
SALARY/YR	29427.55	30898.92	32443.87	34066.06	35769.36		
GRADE D	DESC: UAS-D	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	17.8263	18.7176	19.6535	20.6362	21.6680		
SALARY/YR	32443.87	34066.06	35769.36	37557.83	39435.72		

Grade/Step Effective Date:
7/1/18

LOCAL 1303 – AS SCHEDULE (EMPLOYEES HIRED ON/AFTER 7/1/18)

GRADE E	DESC: UAS-E	PAY PERIODS :52				HOURS/YR:	1820	3	CALCULATION CODE:
		STEP 01	STEP 02	STEP 03	STEP 04	STEP 05			
RATE/HOUR		18.7176	19.6535	20.6362	21.6680	22.7514			
SALARY/YR		34066.06	35769.36	37557.83	39435.72	41407.51			

Clerk/Typist III
Clerk/Typist III
Clerk/Typist III
Data Technician II
Town Hall Receptionist/Clerk

Fire Commission
Public Works
Recreation & Parks
Police Department
Finance Department

GRADE F	DESC: UAS-F	PAY PERIODS :52				HOURS/YR:	1820	3	CALCULATION CODE:
		STEP 01	STEP 02	STEP 03	STEP 04	STEP 05			
RATE/HOUR		19.6535	20.6362	21.6680	22.7514	23.8889			
SALARY/YR		35769.36	37557.83	39435.72	41407.51	43477.89			

Assessment Aide II
Secretary/Clerk
Secretary/Clerk
Secretary/Clerk

Assessor's Office
Planning & Zoning
Utility Commission
Youth Services

(PRB 9/16/13)

GRADE G	DESC: UAS-G	PAY PERIODS :52				HOURS/YR:	1820	3	CALCULATION CODE:
		STEP 01	STEP 02	STEP 03	STEP 04	STEP 05			
RATE/HOUR		20.6362	21.6680	22.7514	23.8889	25.0834			
SALARY/YR		37557.83	39435.72	41407.51	43477.89	45651.78			

Accounts Receivable Clerk
Accounts Receivable Clerk
Accounts Receivable/Secretary
Administrative Assistant I
Assessment Aide III
Finance Technician- Acct. Payable
Finance Technician- Payroll
Secretary I
Secretary I
Secretary I
Secretary I (evening)

Utility Commission
Tax Collector's Office
Police Department
Town Clerk's Office
Assessor's Office
Finance Department
Finance Department
Finance Department
Planning & Zoning
First Selectman's Office
Police Department

Grade/Step Effective Date:
7/1/18

LOCAL 1303 – AS SCHEDULE (EMPLOYEES HIRED ON/AFTER 7/1/18)

GRADE H	DESC: UAS-H	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	21.6680	22.7514	23.8889	25.0834	26.3376		
SALARY/YR	39435.72	41407.51	43477.89	45651.78	47934.37		

Senior Services Assistant

Senior Services

GRADE I	DESC: UAS-I	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	22.7514	23.8889	25.0834	26.3376	27.6544		
SALARY/YR	41407.51	43477.89	45651.78	47934.37	50331.09		

Administrative Assistant
Administrative Secretary
Office Coordinator I
Office Coordinator I
Office Coordinator I
Secretary III

Tax Collector's Office
Police Department
Planning & Zoning
Recreation & Parks
Fire Commission
Police Department

GRADE J	DESC: UAS-J	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	23.8889	25.0834	26.3376	27.6544	29.0372		
SALARY/YR	43477.89	45651.78	47934.37	50331.09	52847.64		

Office Coordinator II
Office Coordinator II
Office Coordinator II

Police Department
Public Works
Utility Commission

Grade/Step Effective Date:
7/1/19

LOCAL 1303 – AS SCHEDULE (EMPLOYEES HIRED ON/AFTER 7/1/18)

1.0225

GRADE A	DESC: UAS-A	PAY PERIODS :52				HOURS/YR:	1820	CALCULATION CODE: 3
		1.05000	1.05000	1.05000	1.05000			
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05			
RATE/HOUR	14.9957	15.7455	16.5328	17.3594	18.2274			
SALARY/YR	27292.21	28656.82	30089.66	31594.15	33173.86			
GRADE B	DESC: UAS-B	PAY PERIODS :52				HOURS/YR:	1820	CALCULATION CODE: 3
		1.05000	1.05000	1.05000	1.05000			
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05			
RATE/HOUR	15.7455	16.5328	17.3594	18.2274	19.1388			
SALARY/YR	28656.82	30089.66	31594.15	33173.86	34832.55			
GRADE C	DESC: UAS-C	PAY PERIODS :52				HOURS/YR:	1820	CALCULATION CODE: 3
		1.05000	1.05000	1.05000	1.05000			
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05			
RATE/HOUR	16.5328	17.3594	18.2274	19.1388	20.0957			
SALARY/YR	30089.66	31594.15	33173.86	34832.55	36574.18			
GRADE D	DESC: UAS-D	PAY PERIODS :52				HOURS/YR:	1820	CALCULATION CODE: 3
		1.05000	1.05000	1.05000	1.05000			
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05			
RATE/HOUR	18.2274	19.1388	20.0957	21.1005	22.1555			
SALARY/YR	33173.86	34832.55	36574.18	38402.88	40323.03			

Grade/Step Effective Date:
7/1/19

LOCAL 1303 – AS SCHEDULE (EMPLOYEES HIRED ON/AFTER 7/1/18)

GRADE E	DESC: UAS-E	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	19.1388	20.0957	21.1005	22.1555	23.2633		
SALARY/YR	34832.55	36574.18	38402.88	40323.03	42339.18		

Clerk/Typist III	Fire Commission
Clerk/Typist III	Public Works
Clerk/Typist III	Recreation & Parks
Data Technician II	Police Department
Town Hall Receptionist/Clerk	Finance Department

GRADE F	DESC: UAS-F	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	20.0957	21.1005	22.1555	23.2633	24.4265		
SALARY/YR	36574.18	38402.88	40323.03	42339.18	44456.14		

Assessment Aide II	Assessor's Office
Secretary/Clerk	Planning & Zoning
Secretary/Clerk	Utility Commission
Secretary/Clerk	Youth Services

(PRB 9/16/13)

GRADE G	DESC: UAS-G	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	21.1005	22.1555	23.2633	24.4265	25.6478		
SALARY/YR	38402.88	40323.03	42339.18	44456.14	46678.95		

Accounts Receivable Clerk	Utility Commission
Accounts Receivable Clerk	Tax Collector's Office
Accounts Receivable/Secretary	Police Department
Administrative Assistant I	Town Clerk's Office
Assessment Aide III	Assessor's Office
Finance Technician- Acct. Payable	Finance Department
Finance Technician- Payroll	Finance Department
Secretary I	Finance Department
Secretary I	Planning & Zoning
Secretary I	First Selectman's Office
Secretary I (evening)	Police Department

Grade/Step Effective Date:
7/1/19

LOCAL 1303 – AS SCHEDULE (EMPLOYEES HIRED ON/AFTER 7/1/18)

GRADE H	DESC: UAS-H	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	22.1555	23.2633	24.4265	25.6478	26.9302		
SALARY/YR	40323.03	42339.18	44456.14	46678.95	49012.89		

Senior Services Assistant

Senior Services

GRADE I	DESC: UAS-I	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	23.2633	24.4265	25.6478	26.9302	28.2767		
SALARY/YR	42339.18	44456.14	46678.95	49012.89	51463.54		

Administrative Assistant
Administrative Secretary
Office Coordinator I
Office Coordinator I
Office Coordinator I
Secretary III

Tax Collector's Office
Police Department
Planning & Zoning
Recreation & Parks
Fire Commission
Police Department

GRADE J	DESC: UAS-J	PAY PERIODS :52		HOURS/YR:		1820	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	24.4265	25.6478	26.9302	28.2767	29.6905		
SALARY/YR	44456.14	46678.95	49012.89	51463.54	54036.71		

Office Coordinator II
Office Coordinator II
Office Coordinator II

Police Department
Public Works
Utility Commission

APPENDIX B4-WAGE SCHEDULE FOR TC EMPLOYEES HIRED ON/AFTER 7/1/18

Grade/Step Effective Date:
7/1/18

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED ON/AFTER 7/1/18)

GRADE A	DESC: UTC-A	1.02	PAY PERIODS :52	HOURS/YR:	2080	CALCULATION CODE: 3
		1.05000	1.05000	1.05000	1.05000	
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	
RATE/HOUR	16.1815	16.9906	17.8401	18.7321	19.6687	
SALARY/YR	33657.55	35340.43	37107.45	38962.82	40910.96	

GRADE B	DESC: UTC-B	PAY PERIODS :52	HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
RATE/HOUR	16.9906	17.8401	18.7321	19.6687	20.6522
SALARY/YR	35340.43	37107.45	38962.82	40910.96	42956.51

Maintainer I Public Works
Maintainer I Recreation & Parks

GRADE C	DESC: UTC-C	PAY PERIODS :52	HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
RATE/HOUR	17.8401	18.7321	19.6687	20.6522	21.6848
SALARY/YR	37107.45	38962.82	40910.96	42956.51	45104.33

GRADE D	DESC: UTC-D	PAY PERIODS :52	HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
RATE/HOUR	19.6687	20.6522	21.6848	22.7690	23.9075
SALARY/YR	40910.96	42956.51	45104.33	47359.55	49727.53

Custodian II Police Department

GRADE E	DESC: UTC-E	PAY PERIODS :52	HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05
RATE/HOUR	20.6522	21.6848	22.7690	23.9075	25.1028
SALARY/YR	42956.51	45104.33	47359.55	49727.53	52213.91

Maintainer II Public Works
Maintainer II Recreation & Parks

Grade/Step Effective Date:
7/1/18

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED ON/AFTER 7/1/18)

GRADE F	DESC: UTC-F	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	21.6848	22.7690	23.9075	25.1028	26.3580		
SALARY/YR	45104.33	47359.55	49727.53	52213.91	54824.60		

Sewer Technician 1 Utility Commission

GRADE G	DESC: UTC-G	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	22.7690	23.9075	25.1028	26.3580	27.6759		
SALARY/YR	47359.55	49727.53	52213.91	54824.60	57565.83		

Assistant Mechanic	Public Works
Maintainer III	Public Works
Maintainer III	Recreation & Parks
Parts Clerk	Public Works
Printer	Finance Department
Recycle Route Operator	
Refuse Truck Driver	Public Works
Toolkeeper	Public Works

GRADE H	DESC: UTC-H	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	23.9075	25.1028	26.3580	27.6759	29.0597		
SALARY/YR	49727.53	52213.91	54824.60	57565.83	60444.12		

Sewer Technician 2 Utility Commission

Recycling Route Operator	Public Works (Grandfathered - PRB 11/18/13)
Traffic Device Control Technician	Public Works

GRADE I	DESC: UTC-I	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	25.1028	26.3580	27.6759	29.0597	30.5127		
SALARY/YR	52213.91	54824.60	57565.83	60444.12	63466.33		

Maintainer IV	Public Works
Maintainer IV	Recreation & Parks

Grade/Step Effective Date:
7/1/18

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED ON/AFTER 7/1/18)

GRADE J	DESC: UTC-J	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	26.3580	27.6759	29.0597	30.5127	32.0383		
SALARY/YR	54824.60	57565.83	60444.12	63466.33	66639.64		

GRADE K	DESC: UTC-K	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	27.6759	29.0597	30.5127	32.0383	33.6402		
SALARY/YR	57565.83	60444.12	63466.33	66639.64	69971.63		

Mechanic	Public Works
Refuse Collection Foreman	Public Works
Survey Party Chief	Utility Commission

GRADE L	DESC: UTC-L	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	29.0597	30.5127	32.0383	33.6402	35.3222		
SALARY/YR	60444.12	63466.33	66639.64	69971.63	73470.21		

Highway/Sanitation Foreman	Public Works
Parks Foreman	Recreation & Parks
Sewer Maintenance Operator	Utility Commission
Electrician	Utility Commission

GRADE M	DESC: UTC-M	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	30.5127	32.0383	33.6402	35.3222	37.0883		
SALARY/YR	63466.33	66639.64	69971.63	73470.21	77143.72		

Senior Mechanic	Public Works
Lead Maintenance Operator	Utility Commission

Grade/Step Effective Date:
7/1/18

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED ON/AFTER 7/1/18)

GRADE N	DESC: UTC-N	PAY PERIODS :52		HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05	
RATE/HOUR	32.0383	33.6402	35.3222	37.0883	38.9427	
SALARY/YR	66639.64	69971.63	73470.21	77143.72	81000.90	
Engineering Technician		Public Works				
Planning Technician		Planning & Zoning				
Survey Division Chief		Utility Commission				
Asst. Construction Inspector		Utility Commission				
Foreman		Utility Commission				

Grade/Step Effective Date:
7/1/19

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED ON/AFTER 7/1/18)

GRADE A	1.0225 DESC: UTC-A	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
		1.05000	1.05000	1.05000	1.05000		
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	16.5456	17.3729	18.2415	19.1536	20.1113		
SALARY/YR	34414.84	36135.59	37942.37	39839.48	41831.46		

GRADE B	DESC: UTC-B	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	17.3729	18.2415	19.1536	20.1113	21.1168		
SALARY/YR	36135.59	37942.37	39839.48	41831.46	43923.03		

Maintainer I Public Works
Maintainer I Recreation & Parks

GRADE C	DESC: UTC-C	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	18.2415	19.1536	20.1113	21.1168	22.1727		
SALARY/YR	37942.37	39839.48	41831.46	43923.03	46119.18		

GRADE D	DESC: UTC-D	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	20.1113	21.1168	22.1727	23.2813	24.4454		
SALARY/YR	41831.46	43923.03	46119.18	48425.14	50846.40		

Custodian II Police Department

GRADE E	DESC: UTC-E	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	21.1168	22.1727	23.2813	24.4454	25.6677		
SALARY/YR	43923.03	46119.18	48425.14	50846.40	53388.72		

Maintainer II Public Works
Maintainer II Recreation & Parks

Grade/Step Effective Date:
7/1/19

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED ON/AFTER 7/1/18)

GRADE F	DESC: UTC-F	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	22.1727	23.2813	24.4454	25.6677	26.9510		
SALARY/YR	46119.18	48425.14	50846.40	53388.72	56058.15		

Sewer Technician 1 Utility Commission

GRADE G	DESC: UTC-G	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	23.2813	24.4454	25.6677	26.9510	28.2986		
SALARY/YR	48425.14	50846.40	53388.72	56058.15	58861.06		

Assistant Mechanic	Public Works
Maintainer III	Public Works
Maintainer III	Recreation & Parks
Parts Clerk	Public Works
Printer	Finance Department
Recycle Route Operator	Public Works
Refuse Truck Driver	Public Works
Toolkeeper	Public Works

GRADE H	DESC: UTC-H	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	24.4454	25.6677	26.9510	28.2986	29.7135		
SALARY/YR	50846.40	53388.72	56058.15	58861.06	61804.12		

Sewer Technician 2 Utility Commission

Recycling Route Operator	Public Works (Grandfathered - PRB 11/18/13)
Traffic Device Control Technician	Public Works

GRADE I	DESC: UTC-I	PAY PERIODS :52			HOURS/YR:	2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	25.6677	26.9510	28.2986	29.7135	31.1992		
SALARY/YR	53388.72	56058.15	58861.06	61804.12	64894.32		

Maintainer IV	Public Works
Maintainer IV	Recreation & Parks

Grade/Step Effective Date:
7/1/19

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED ON/AFTER 7/1/18)

GRADE J	DESC: UTC-J	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	26.9510	28.2986	29.7135	31.1992	32.7592		
SALARY/YR	56058.15	58861.06	61804.12	64894.32	68139.04		

GRADE K	DESC: UTC-K	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	28.2986	29.7135	31.1992	32.7592	34.3971		
SALARY/YR	58861.06	61804.12	64894.32	68139.04	71545.99		

Mechanic	Public Works
Refuse Collection Foreman	Public Works
Survey Party Chief	Utility Commission

GRADE L	DESC: UTC-L	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	29.7135	31.1992	32.7592	34.3971	36.1170		
SALARY/YR	61804.12	64894.32	68139.04	71545.99	75123.29		

Highway/Sanitation Foreman	Public Works
Parks Foreman	Recreation & Parks
Sewer Maintenance Operator	Utility Commission
Electrician	Utility Commission

GRADE M	DESC: UTC-M	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	31.1992	32.7592	34.3971	36.1170	37.9228		
SALARY/YR	64894.32	68139.04	71545.99	75123.29	78879.45		

Senior Mechanic	Public Works
Lead Maintenance Operator	Utility Commission

Grade/Step Effective Date:
7/1/19

LOCAL 1303 – TC SCHEDULE (EMPLOYEES HIRED ON/AFTER 7/1/18)

GRADE N	DESC: UTC-N	PAY PERIODS :52		HOURS/YR:		2080	CALCULATION CODE: 3
	STEP 01	STEP 02	STEP 03	STEP 04	STEP 05		
RATE/HOUR	32.7592	34.3971	36.1170	37.9228	39.8190		
SALARY/YR	68139.04	71545.99	75123.29	78879.45	82823.43		

Engineering Technician
Planning Technician
Survey Division Chief
Asst. Construction Inspector
Foreman

Public Works
Planning & Zoning
Utility Commission
Utility Commission
Utility Commission

APPENDIX C1- INSURANCE PPO PLAN DESIGN

(2017-18)
Contract Year

PPO Plan	2011 / 2012/ 2013/ 2014	2015 / 2016
	Yr 1 / Yr 2 / Yr 3 / Yr 4	Yr 1/Yr 2
CO-PAY CHANGES:	In-Network Member Pays:	In-Network Member Pays:
Primary Care Office Visit	\$ 25	\$30/\$35
Specialist Visit	\$ 25	\$40/\$45
Outpatient Mental Health (Prior Authorization required after 40 th visit)		\$40/\$45
Emergency Room Visit	\$100	\$125/\$125
Urgent Care	\$25	\$75/\$75
High Cost Diagnostic Testing	\$50/use \$375 annual maximum	\$50/\$375 annual maximum
Outpatient Rehabilitative Services (For PT, OT, ST, and Chiro. 50 visit max)	\$ 25	\$40/\$45
Outpatient Surgery	\$100	\$250/\$300
Inpatient Hospital	\$ 0 / \$25 / \$50 / \$100	\$250/\$300
Prescription Drugs:		
Generic	\$5	\$5
List Brand	\$ 20	\$25
Non List Brand	\$ 30	\$40
Mail Order	\$3	2x retail
Annual Maximum		\$2000
Plan		Managed

APPENDIX C2 - PPO PLAN DESIGN

2018-19 (Option)

COST SHARE PROVISIONS	In-Network Member pays:
Office Visit Copayment	\$35 per visit
Specialist Visit Copayment	\$45 per visit
Hospital Copayment	\$300 per admission
Urgent Care Copayment	\$75 per visit
Emergency Room Copayment	\$125 per visit
Outpatient Surgery Copayment	\$200 per procedure
Lifetime Maximum	Unlimited

PREVENTIVE CARE

<u>Well child care :</u> Birth to 12 years All others	No Charge No charge
Periodic, routine health exam	No charge
Routine eye exam 1 exam 2 yr.	No charge
Routine OB/GYN visits	No charge
Mammography	No charge
Hearing screening 1 exam 2 yr.	No charge

MEDICAL CARE

<u>Office visits:</u> Primary Care Specialists	\$35 per visit \$45 per visit
<u>Outpatient mental health</u> Prior authorization required after 40th visit	\$35 per visit
OB/GYN care	\$45 per visit
Maternity care, initial visit	\$45 per visit
Laboratory	No charge
Diagnostic X-ray	No charge
High cost diagnostic (MRI, CAT, etc.)	\$50, max \$375 yr.
<u>Allergy services:</u> Office visits/testing Injections - 80 visits in 3 years	\$45 per visit No charge

APPENDIX C2 - PPO PLAN DESIGN (CONTINUED)

HOSPITAL CARE - Prior authorization required

Semi-private room	\$300 co-payment
Inpatient Mental Health	\$300 co-payment
Inpatient Substance Abuse	\$300 co-payment
Skilled nursing facility (120 days)	\$300 co-payment
Rehabilitative services (60 days)	\$300 co-payment
Outpatient surgery	\$200 co-payment

OTHER HEALTH CARE

Outpatient rehabilitative services For PT, OT, ST, and Chiro. 50 visit max.	\$45 per visit
Durable medical equip. / Prosthetics	No charge
Diabetic supplies	No charge
Infertility services	State Mandate
Home Health Care	No charge

***PRESCRIPTION DRUGS**

Generic	\$5 copayment
Listed Brand	\$20 copayment
Non-Listed Brand	\$35 copayment
Mail Order	2x retail
Annual Maximum	\$1,000
Plan	Managed

OUT-OF-NETWORK SERVICES

<u>Calendar Year Deductible:</u>	
Individual	\$200
Two Person	\$400
Family	\$500
Coinsurance	20% after deductible
<u>Coinsurance Maximum:</u>	
Individual	\$800
Two Person	\$1,600
Family	\$2,000
<u>Cost Share Maximum:</u>	
Individual	\$1,000
Two Person	\$2,000
Family	\$2,500
Lifetime Maximum	Unlimited

*** The drug rider includes certain management features including but not limited to features such as step therapy and mandatory generic substitution.**

APPENDIX C3 – HIGH DEDUCTIBLE HEALTH PLAN

2018-19 (Option); 2019-20 (Mandatory)

BENEFIT

COST SHARES

- - - - - - - - - - - - - -	<p>In Network Services and Out-of-Network Services and Out-of-Network Services Subject to Deductible and coinsurance.</p> <p>No Referrals Required</p> <p>Deductible: \$2,000 Individual, \$4,000 Two or More</p> <p>In Network Coinsurance 100%</p> <p>In Network Coinsurance Max \$1000/\$2000</p> <p>In Network</p> <p>Out-of-pocket Maximum \$3,000 individual, \$6,000 Two or More</p> <p>Lifetime Maximum In-Network – Unlimited</p> <p>-</p> <p>Out-of-Network Benefits</p> <p>Coinurance 80% / 20%</p> <p>Out of Network Coinsurance Maximum \$2000/\$4000</p> <p>Out of Network Out-of-Pocket Maximum \$4000/\$8000</p> <p>Combined In/Out-of-pocket Maximum \$5,000 Individual, \$10,000 Two or More</p> <p>Lifetime Maximum Out-of-Network – Unlimited</p> <p>Only In-Network Benefits Illustrated Below</p>
PREVENTIVE CARE	Annual
Pediatric	Covered 100% - Not Subject to Deductible
Adult	Covered 100% - Not Subject to Deductible
Vision Exam	Covered 100% - Not Subject to Deductible
Hearing	Covered 100% - Not Subject to Deductible
Routine Gynecological	Covered 100% - Not Subject to Deductible

APPENDIX C3 – HIGH DEDUCTIBLE HEALTH PLAN (CONTINUED)

MEDICAL SERVICES	
Medical Office Visit	100% after deductible
Outpatient-PT/OT-Speech	100% after deductible
Chiropractic	50 visits per calendar year combined Additional coverage after 50 visits subject to OON deductible/coinsurance
Allergy Services	100% after deductible
Diagnostic Lab & X-ray	100% after deductible
Surgery Fees	100% after deductible
Office Surgery	100% after deductible
Outpatient MH/SA	100% after deductible
EMERGENCY SERVICES	
Emergency Room	100% after deductible
Urgent Care Facility	100% after deductible
Ambulance	100% after deductible
INPATIENT HOSPITAL	
General/Medical & Surgical	100% after deductible
Ancillary Services (Medication, Supplies)	100% after deductible
Psychiatric	100% after deductible
Substance Abuse/Detox	Covered 100%
Rehabilitative	100% after deductible Covered up to 100 days per calendar year. Additional coverage after 100 days subject to OON deductible/coinsurance
Skilled Nursing Facility	100% after deductible 120 days per calendar year
Hospice	100% after deductible
OUTPATIENT HOSPITAL	
Outpatient Surgery Facility Charges	100% after deductible
Diagnostic Lab & X-ray	100% after deductible
Pre-Admission Testing	100% after deductible

APPENDIX C3 – HIGH DEDUCTIBLE HEALTH PLAN (CONTINUED)

OTHER SERVICES	
Durable Medical Equipment	100% after deductible
Prosthetics	100% after deductible
Home Health Care	100% after deductible 200 visits per calendar year
Infertility Services	100% after deductible No Age or Cycle Limits GIFT/ZIFT are covered
Prescription Drugs	After the deductible, prescriptions will be subject to copays of: \$0 Generic/\$25 Listed Brand/\$40 Non-Listed Brand with 2x Mail Order Copay

The parties acknowledge that the Town's fifty percent (50%) contribution toward the funding of the HDHP plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for active employees. The Town shall have no obligation to fund any portion of the HDHP deductible for retirees or other individuals upon their separation from employment.

In addition to the insurance offerings, the Town may implement such Wellness Incentive Plan(s) as may be suitable and desirable.

APPENDIX D - DRUG AND ALCOHOL POLICY

The Town and Union are committed to a drug and alcohol free workplace. The Town has an Employee Assistance Program ("EAP"), and the Town and Union encourage employees to voluntarily seek help through EAP for any drug, alcohol or other personal issues. Employees who appear impaired at work and/or bring, sell and/or use drugs and/or alcohol in the workplace, however, may be subject to drug and/or alcohol testing and/or disciplinary action; employees with CDLs may be subject to additional requirements and/or disciplinary action as a result of federal regulations governing CDL.