

AGREEMENT

Between

**THE LEDYARD BOARD OF
EDUCATION**

and

**THE LEDYARD EDUCATIONAL
SECRETARIES**

**Local 1303-103 of Council
AFSCME, AFL-CIO #4**

July 1, 2016 - June 30, 2019

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PREAMBLE

This Agreement is made and entered into by and between the Ledyard Board of Education and/or its successor, hereinafter referred to as the "Board" or "Employer" and Local 1303-103 of Council #4 AFSCME, AFL-CIO, and/or its successor, hereinafter referred to as the "Union." The word "employee" as used herein refers to bargaining unit members. The terms "Superintendent of Schools" and "Superintendent" shall include the Superintendent and/or his/her designee(s).

ARTICLE I

RECOGNITION

The Ledyard Board of Education recognizes and certifies the Ledyard Educational Secretaries, affiliated with Local 1303-103 of Council 4, AFSCME, AFL-CIO, as the exclusive bargaining representative for all employees of the Board engaged in secretarial work in the public school system of said town, excluding the payroll-accounting bookkeeper for the purposes of, and with all the rights and privileges as provided by, the Municipal Employee Relations Act in accordance with the Recognition Agreement executed between the Board and the Ledyard Association of Educational Secretaries on June 28, 1974. A copy of this Agreement shall be furnished to each employee. New employees shall be given a copy of this Agreement at the time of hire.

ARTICLE II

MANAGEMENT RIGHTS

Pursuant to the Municipal Employee Relations Act, as amended and unless expressly and specifically limited, modified, abridged, or relinquished by a specific provision of this Agreement, and whether exercised or not, the rights, powers, and authority heretofore held by the Board of Education over the complete operations, practices, procedures, and regulations with respect to its employees shall remain solely and exclusively in the Board, except as otherwise prohibited by law, including, but not limited to, the following: to direct and control its employees; to determine the standards of services to be offered by its employees; to determine the standards of selection for its employees; to take disciplinary action; to assign, transfer or promote its employees; to relieve its employees from duty because of lack of work or other legitimate reasons; to issue rules, policies, and regulations including those affecting working conditions and from time to time change them and enforce them; to maintain the efficiency of operations; to determine work schedules; to determine the methods, means and personnel by which the Board's operations are to be conducted; to determine employees' places of work; to determine the content of job classifications; to establish jobs and transfer employees between buildings and classifications and within classifications; to exercise complete control and discretion over the Board's organization, facilities and technology of performing its work, to evaluate its employees; and to fulfill all of its legal responsibilities.

ARTICLE III

UNION SECURITY AND PAYROLL DEDUCTION

Section 1:

All employees in the bargaining unit shall, as a condition of employment, become members of the Union or pay a service charge each month in an amount not to exceed the proportional cost of collective bargaining, contract administration and grievance adjustment; (but not greater than the cost of dues) provided, however, that no employee shall be required to comply with this Section before the completion of his/her probationary period. Any objections to this Section by any bargaining unit member may be appealed in writing to the Union for review.

Section 2:

Nothing herein shall be construed as requiring an employee to become or remain a member of the Union. An employee is free to join the Union or resign from the Union at any time during the period of this Agreement.

Section 3:

Upon receipt of a signed authorization form (Appendix A), the Employer shall deduct from the employee's earned wages each payroll period such dues or service charges as the Union shall determine.

Section 4:

The amount to be deducted will be specified in writing by the responsible Union official and may be increased or decreased at any time with a thirty (30) business days' written notice by said Union official to the Employer.

Section 5:

Deductions as provided above shall be remitted to the Council 4 office of the Union not later than thirty (30) business days after such deductions have been made, along with an initial list of the employees from whom the deductions have been made. Thereafter, the Union will be informed in writing on a monthly basis of additions to or deletions from the list.

Section 6:

The Union agrees to indemnify and to hold the Board harmless against any and all claims, demands, suits, or other forms of liability that shall or may arise out of or by reason of, action taken by the Board for the purpose of complying with the provisions of this Article.

ARTICLE IV

TERMS OF EMPLOYMENT

Section 1:

Each full-time secretary shall be employed by the Board of Education on a forty (40) hour per week basis and will be compensated according to the salary schedule as set forth in Appendix B. Each full-time secretary's schedule will be established by the Superintendent of Schools. Salary increases are effective on July 1st.

Section 2:

School-term secretaries shall be employed for 214 days at 35 hours/week to be paid according to the salary schedule as set forth in Appendix B. Each school-term secretary's schedule will be established by the Superintendent. Salary increases are effective on July 1st.

Section 3:

Part-time secretaries scheduled to work at least thirty (30) hours per week, shall be eligible for benefits as per the provision for school-term secretaries, pro rated accordingly to the normal hours worked per day. Part-time secretaries working twenty (20) to twenty-nine (29) hours per week shall receive major medical benefits provided by the Board as well as sick and personal leave benefits pro-rated according to the normal hours worked per day. Such secretaries shall be paid according to the salary schedule as set forth in Appendix B.

Section 4:

The Board of Education may utilize Project Learn secretarial assistance for a maximum of twenty-five (25) hours per week. The individual shall not be a member of the bargaining unit. However, the employment of such individual shall not result in the layoff, reduction of wages, hours of work or other benefits of bargaining unit members nor shall it act as a waiver of the Union's claim that such work has been traditionally performed by bargaining unit members.

ARTICLE V

SENIORITY

Section 1:

Each bargaining unit member who has successfully completed his/her probationary period shall be credited with seniority measured by his/her length of service in the Board's employ from his/her last date of hire.

Section 2:

Bargaining unit members shall complete a probationary period of ninety (90) working days, during which time they shall accrue no seniority, and shall be entitled to none of the rights or

benefits under this Agreement, with the exception of health and dental insurance subject to applicable waiting period, and shall be subject to discharge without recourse to the Board or the grievance procedure.

Section 3:

Unless otherwise abridged or modified by this Agreement, seniority shall be a factor in cases of layoff, recall, transfer, filling of vacancies, preference for vacation and movement from school-term to full-time or full-time to school-term providing qualifications are equal.

Section 4:

An employee's seniority shall be lost if:

- (a) the bargaining unit member is discharged for just cause;
- (b) the bargaining unit member quits without notice;
- (c) the bargaining unit member fails to return to work within two (2) business days after being notified of recall;
- (d) the bargaining unit member is laid off for more than twenty-four (24) months.

Section 5:

In the event a layoff is proposed or pending, the Superintendent of Schools shall inform the Union president no less than thirty (30) days prior to any said layoff.

ARTICLE VI

PROMOTIONS, VACANCIES AND TRANSFERS

Section 1:

A notice of vacancy in the bargaining unit will be posted in each school building and in the central office for five (5) days.

Section 2:

In the event new positions in the bargaining unit are created, or when bargaining unit vacancies occur which are to be filled, existing bargaining unit members who apply shall be considered first before the hiring of an outside applicant.

Section 3:

The Superintendent shall appoint a qualified applicant to fill the position, provided that, where two or more qualified applicants for a position from within the bargaining unit possess equal qualifications, preference shall be given to the most senior applicant.

ARTICLE VII

HOURS OF WORK AND OVERTIME

Section 1:

Time and one-half the employee's regular hourly rate or compensatory time at time and one-half the regular rate shall be paid for all hours worked beyond forty (40) hours per week, if assigned by the Superintendent or supervisor.

A maximum of sixteen (16) hours of compensatory time may be accrued and must be used in increments of two (2) to eight (8) hours with the approval of the supervisor before additional time may be accrued. Any hours accumulated beyond the sixteen (16) hours maximum will be paid out in that given week's paycheck.

Section 2:

Time and one-half the employee's regular hourly rate or compensatory time at time and one-half the regular rate shall be paid for all hours worked on Saturday, except flex time worked on Saturday, if assigned by the Superintendent or supervisor.

A maximum of sixteen (16) hours of compensatory time may be accrued and must be used in increments of two (2) to eight (8) hours with the approval of the supervisor before additional time may be accrued. Any hours accumulated beyond the sixteen (16) hours maximum will be paid out in that given week's paycheck.

Section 3:

Two (2) times the employee's regular hourly rate shall be paid for all hours worked on holidays listed elsewhere in this Agreement or on Sundays. No such time shall be worked without the prior approval of the Superintendent or supervisor.

Section 4:

Secretaries shall receive full pay for regularly scheduled school days which have been designated emergency closing days. For school-term secretaries this shall be a maximum of twelve (12) days during the term of this Agreement, not to exceed four (4) days in any one school year; for full year secretaries there shall be no maximum.

Section 5:

When schools are dismissed early, for emergency reasons or for pre-holiday early dismissal only, secretaries shall be allowed to leave after the school buses have departed and shall suffer no loss of pay. This Section shall apply only to employees who are at work at the time of the early dismissal.

Section 6:

Flex time may be utilized only with the prior, written approval of the immediate supervisor. Flex time made up on Saturdays will be paid as straight time.

Flex time means a work schedule other than the regular work schedule but with the same total weekly number of hours.

ARTICLE VIII

SICK LEAVE

Section 1:

Sick leave shall accumulate at the rate of one and one-quarter (1-1/4) days per month for each employee, for each month of work, to a total maximum accumulation of one hundred ten (110) days. Upon submission of a doctor's report and the recommendation of the Superintendent, an additional twenty (20) days may be granted without loss of pay.

Section 2:

Sick leave may be used for illness or injury of the employee or illness or injury of a member of the employee's family, defined as spouse, domestic partner, children and parents, or for medical or dental appointments which occur during regular working hours.

Section 3:

The Superintendent may require medical verification of illness or injury in the form of a note from a doctor for any absence in excess of three (3) working days.

Section 4:

All school-term employees shall receive a full accrual of sick leave for work performed during the month of August.

ARTICLE IX

HOLIDAYS

Section 1:

Full-time secretaries will be entitled to the following holidays with pay: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Thanksgiving Friday, Christmas Day, and a floating holiday mutually agreed to between the secretary and his/her supervisor. In the event that any of the above falls on a weekend, either Friday or Monday will be observed as a holiday, as determined by the Superintendent, provided that it does not interfere with school sessions, in which case the secretary will receive one day's pay as remuneration for the holiday. Good Friday will also be a paid holiday if school is not in session. If school is in session on Good Friday, the first business day after Christmas will be added as a paid holiday during that academic year.

Section 2:

School-term secretaries will be entitled to the following holidays with pay: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Labor Day, Columbus Day, Veterans' Day*, Thanksgiving Day, Thanksgiving Friday, Christmas Day, and a floating holiday to be observed during the Christmas school vacation. In the event that any of the above days fall on a weekend, either Friday or Monday will be observed as a holiday, as determined by the Superintendent, provided that it does not interfere with school sessions, in which case the secretary will receive one day's pay as remuneration for the holiday. Good Friday will also be a paid holiday if school is not in session. If school is in session on Good Friday, the first business day after Christmas will be added as a paid holiday during that academic year.

*In the event that Veterans' Day is deemed a workday by the Board of Education, employees shall work Veterans' Day and be granted a floating holiday.

Section 3:

In order to receive holiday pay, secretaries must work their full scheduled shift on the working day immediately preceding the holiday, and the working day immediately following the holiday, unless written evidence of reasonable cause for the absence is presented to and determined to exist by the employee's immediate supervisor.

Section 4:

In the event an employee is on sick leave when a holiday occurs, the employee shall receive holiday pay in place of sick leave.

ARTICLE X

PERSONAL LEAVE DAYS

Section 1:

A total of five (5) days leave per year without loss of pay, non-cumulative, shall be allowed for full-time secretaries, upon written request to and approval by the employee's immediate supervisor for such consideration as death or illness in the immediate family, attendance in court or other legal demands and extraordinary circumstances of a personal nature that cannot be carried out at any other time, and one day for death in other than the immediate family.

Section 2:

A total of four (4) leave days per year without loss of pay, non cumulative, shall be allowed for school term secretaries, upon written request to and approval by the employee's immediate supervisor for such consideration as death or illness in the immediate family, attendance in court or other legal demands and extraordinary circumstances of a personal nature that cannot be carried out at any other time, and one day for death in other than the immediate family.

Section 3:

For one of the days referenced in Section 1 and Section 2 above, the employee need not give the reason for the desired personal day, provided five (5) days notice of the requested day is given. Exceptions to this notice will be made for emergencies.

ARTICLE XI

VACATION

Section 1:

Vacation periods shall be scheduled by the building principal and approved by the Superintendent of Schools.

Section 2:

Full-time secretaries' eligibility for vacation shall be established after six (6) consecutive months of employment. At this time a secretary shall be eligible for five (5) days vacation and will thereafter accrue vacation days at a rate of ten-twelfths (10/12ths) of a day per month until a maximum of ten (10) days per year is reached. After the fifth (5th) consecutive year of employment, the secretary shall accrue vacation days at a rate of fifteen-twelfths (15/12ths) of a day per month until a maximum of fifteen (15) days is accrued. After the fifteenth (15th) consecutive year of employment, the secretary shall accrue vacation days at the rate of (20/12ths) of a day per month until a maximum of twenty (20) days is accrued.

Section 3:

Employees shall be allowed to carry over no more than one (1) year's vacation accrual into the next fiscal year, with the approval of the employee's immediate supervisor.

Section 4:

For purposes of determining years of employment under this Article, full-time secretaries' years of employment as a school-term secretary, if any, shall be included.

ARTICLE XII

JURY DUTY

Section 1:

Any employee who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The employee who is called to fulfill this obligation shall be compensated at the full rate of pay with no deduction for the cost of a substitute. On the 6th day and days thereafter, the employee will sign over the compensation check for jury duty to the Board. The employee may request the Superintendent to request a deferral from jury duty. A juror service certificate indicating that jury duty was served must be submitted in order to receive compensation under this provision.

ARTICLE XIII

RESIGNATION FROM EMPLOYMENT

Section 1:

An employee may sever relations by submitting two (2) week's notice to the Superintendent of Schools. Such two (2) week notice will normally constitute a termination in good standing and the employee will receive all unused accumulated vacation leave remaining to his/her credit on the last day worked. If the employee gives such two (2) week notice upon retirement or death after ten (10) years of employment with the Board, but not before age 55, an employee, or his /her beneficiary or estate, shall receive payment for up to fifteen (15) days of accrued sick leave.

Section 2:

Subject to the availability of coverage by the carrier, employees may have the option of being retained in the Board's approved carrier's insurance plans upon retirement as defined in the Ledyard Employee's pension plan, until reaching Medicare eligibility. Upon reaching Medicare eligibility, the employee may purchase any available Medicare supplements offered by the carrier. Any premiums or membership costs shall be paid fully by the employee and shall involve no expense to the Board. The employee may not continue with the active employee insurance plan. Payments shall be submitted to the Office of the Superintendent in accordance with the schedule established between the Board and the insurance carrier. Failure to do so will result in an automatic loss of coverage.

ARTICLE XIV

INSURANCE AND PENSION

Section 1:

A. The employer shall provide Anthem Blue Cross/Blue Shield Century Preferred insurance coverage, as set forth in Appendix C, and as further described in the Anthem Health Benefits Manual, or comparable coverages. The employee's contribution for each year shall be set forth in Appendix C.

B. Long Term Disability Insurance at 60% of salary after 180 days, with 15% of premium to be paid by employees who choose to enroll, and life insurance in the amount equal to \$20,000 for part-time employees and \$30,000 for school year and full-time employees.

C. Blue Cross Full Service Dental coverage including Dental Riders A, B and C; Full coverage for eligible dependents.

D. Vision Rider.

E. Family members shall be defined as spouses and other eligible dependents as defined in Blue Cross Century Preferred or comparable choices.

F. The Board shall maintain a "Section 125" salary reduction agreement which will be designed to permit exclusion from taxable income of the employee's share of health insurance premiums.

Section 2:

Members of the bargaining unit shall be covered by the Town of Ledyard non-certified improved employees' pension plan as agreed in writing on March 13, 2002 in accordance with its eligibility requirements. This applies to employees hired before July 1, 2013, and as to them the Memorandum of Agreement annexed hereto to protect the benefits under such plan is applicable. Employees hired on or after July 1, 2013, will be eligible to participate in the Town of Ledyard Defined contribution Plan only, with an Employer match under such plan capped at 6%.

Section 3:

The Board may change carriers for any of the above insurance provided that the coverage and benefits are comparable to those currently offered, and that no such change shall result in any lapse of benefits. At least thirty (30) days prior to change of carrier, the Board or its designee shall notify the President of the Association and the parties will meet to discuss the proposed change. Should the Union and the Board of Education disagree that the proposed changes will provide coverages comparable to that currently in existence for the bargaining unit, the disagreement(s) shall be subject to impartial arbitration as set forth in Article XVIII of this Agreement. No change shall be made until the arbitrator has rendered his/her award. The Union may re-open this Article regarding medical coverage if a comparable or better plan becomes available at a lesser cost through a state law or program.

Section 4:

Secretaries who elected to waive health insurance benefits during the 2009-2010 school year may continue to elect to waive all health insurance benefits, and in lieu, thereof be remunerated in the amount of fifteen percent (15%) of the premium saved by the Board at the time of the waiver. No other secretaries shall be eligible to participate in the health insurance waiver. Such remuneration shall be paid twice per year on or about December 1 and June 1. Secretaries choosing this option shall be able to change their option by July 1, for any reason, and/or at one other time during each year, if there has been a significant change in the secretary's circumstances, such as divorce, death of a spouse, etc., which warrants such change must be presented, in writing, to the business manager at least sixty (60) days prior to the beginning of the month in which the change is to take effect and shall be subject to any conditions established by the applicable carrier. Upon receipt of a written revocation of waiver, coverage by the insurer shall be subject to any limitations, including but not limited to, waiting periods, which may then be in effect. Waivers under this section are subject to the approval of the applicable insurance carrier.

Section 5:

The Patient Protection and Affordable Care Act ("PPACA"; Public Law 111-148) as set forth and codified under the Internal Revenue Code (IRC) §4980I imposes an excise tax related to employer provided health insurance plans that exceed certain value thresholds. Should any Federal statute or regulation pertaining to the IRC §4980I be mandated to take effect triggering the imposition of an excise tax with respect to the contractually agreed upon insurance plan offered herein, this agreement shall be reopened only on the issue of who shall be responsible for payment of the excise tax.

ARTICLE XV

WAGES AND CLASSIFICATIONS

Section 1:

All wage rates shall be reduced to writing and attached to this Agreement as Appendix B.

Effective July 1, 2016, wage rates shall be increased by 1.5%

Effective July 1, 2017, wage rates shall be increased by 1.5%

Effective July 1, 2018, wage rates shall be increased by 1.5%

There shall be no step movement during the 2016-2019 Agreement.

Section 2:

All employees shall be paid by direct deposit into a checking or savings account consistent with the schedule set forth in Appendix D.

Section 3:

Each bargaining unit member shall receive longevity payment annually in accordance with the schedule listed below. Longevity payments shall be made by November 30 of each year, based on years of employment as of November 1 of that year.

- | | | |
|----|--|-------|
| A. | More than seven (7) consecutive years of employment | \$350 |
| B. | More than twelve (12) consecutive years of employment | \$400 |
| C. | More than seventeen (17) consecutive years of employment | \$450 |
| D. | More than twenty-five (25) consecutive years of employment | \$500 |

Section 4:

Nothing in this Agreement shall be construed as a limitation upon the right of the Board to set the initial salary of a newly hired employee and to place said employee at any step of the salary schedule. When a new employee is hired in at a higher step than any existing employee, the Superintendent shall provide a written statement of the reasons for bringing in the new employee at a higher step than the existing one.

ARTICLE XVI

DISCIPLINARY PROCEDURE

Section 1:

No employee shall be discharged or disciplined without just cause. Just cause for discipline or discharge shall include, but not be limited to, improper behavior, incompetence, insubordination or a revealing of security information, making the secretary's continued presence in his/her position unacceptable.

ARTICLE XVII
MISCELLANEOUS

Section 1:

Pertinent information on current insurance will be given to secretaries upon written request, when the employee becomes eligible to receive benefits or when the plan changes.

Section 2:

"Business days" when used herein shall mean those days on which the central office is open for business.

ARTICLE XVIII
GRIEVANCE PROCEDURE

Section 1:

A "grievance" shall be defined as a dispute between a bargaining unit member and the Board arising out of a specific section of this Agreement.

Section 2:

If a bargaining unit member(s) feels that he/she/they may have a grievance, the matter shall first be discussed with the building principal and/or administrator within fifteen (15) days of the alleged grievable occurrence in an effort to resolve the problem informally. "Days" herein shall mean days when the Central Office is open for business.

Section 3:

If the aggrieved is not satisfied with the outcome of the informal procedure, the aggrieved may submit a written request for a review by the Superintendent of Schools within ten (10) business days after the date of the informal decision. Within ten (10) business days of the receipt of such request, a conference with the aggrieved, a Union representative (if requested by the aggrieved) and the building principal and/or administrator shall be scheduled to take place.

If the matter is not resolved at the conference, the Superintendent shall within ten (10) business days express his decision in writing with copies to the aggrieved, the Union and the building principal and/or administrator.

Section 4:

If the decision of the Superintendent is not accepted by the aggrieved, the aggrieved shall make a written request for a meeting with the Board through the Board. Said meeting shall take place within twenty-one (21) business days of the written request.

The decision shall be made by the Board within fifteen (15) business days of the meeting and conveyed in writing by the Superintendent to the aggrieved, the Union and the building principal and/or administrator.

Section 5:

In the event the decision of the Board is unacceptable, the Union may file for arbitration by the State Board of Mediation and Arbitration within thirty (30) days following receipt of a written decision by the Board. The Arbitrator(s) shall have no power to alter, amend, add to, subtract from or to modify the terms of this Agreement. The decision of the Arbitrator(s) shall be final and binding on the parties to the extent required by law.

Section 6: The costs of the Arbitrator and the arbitration shall be borne equally by the parties.

ARTICLE XIX

SAVINGS CLAUSE

Section 1:

In the event any provision or portion of this Agreement is ultimately determined invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this Agreement shall remain in full force and effect.

ARTICLE XX

IN-SERVICE/STAFF DEVELOPMENT DAYS

Section 1:

Employees shall attend, with no loss in pay, any in-service-staff development days funded by the Board and designed to improve the skills of secretaries.

Employees may apply to attend workshops or courses on subjects relevant to their jobs, with no loss of pay. The applications must be approved by their immediate supervisor and the Superintendent. The cost of such workshops or courses shall be paid by the Board and, if needed, a substitute shall be provided for the employee if it is a workshop which is scheduled on a school day.

Section 2:

The Board shall subsidize up to fifteen dollars (\$15) per year per employee for the cost of membership in any professional secretarial organization.

ARTICLE XXI

LEAVES OF ABSENCE

Section 1:

Leaves of absence not exceeding six (6) calendar months may be granted by the Superintendent in cases of exceptional need for those employees who have acquired seniority and have been employed for a minimum of two (2) years. Leaves may be granted for such reasons as study and personal business, but not for the purpose of gainful employment elsewhere. Leave will be taken without pay or credit toward salary increments or seniority. Medical benefits may be continued during the leave at no cost to the Board.

Section 2:

Employees will be eligible for leave in accordance with the Family and Medical Leave Act, as amended.

Section 3:

Employees will be eligible for leave to serve military duty in accordance with the Uniformed Services Employment and Reemployment Right Act (USERRA), as amended.

ARTICLE XXII

REIMBURSEMENT FOR EXPENSES

Employees who utilize their own automobile on school business with prior authorization shall be reimbursed at the IRS allowable rate.

ARTICLE XXIII

LABOR MANAGEMENT COMMITTEE

There shall be created a Labor-Management Committee, comprised of up to three (3) bargaining unit members of the Union's own choosing, and up to three (3) management members of its own choosing, which shall meet quarterly after regular working hours to discuss matters of mutual concern.

Union and Management shall exchange agenda items at least five (5) calendar days before the quarterly meeting; this shall consist of the issues the parties wish to discuss.

If there are compelling reasons for either party to have a meeting before the regularly scheduled one, this shall be communicated to the other party, and the meeting shall be scheduled at the earliest possible time.

ARTICLE XXIV

DURATION

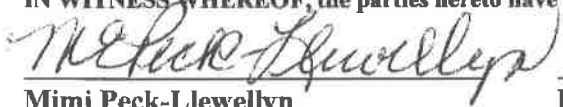
Section 1:

Except as provided herein, the provisions of this Agreement shall be effective as of July 1, 2016 and shall continue and remain in full force and effect for an original period of three (3) years to and including June 30, 2019. This Agreement shall remain in effect from year to year thereafter unless either party notifies the other no less than one hundred twenty (120) days from the expiration date that it wishes to modify or change this Agreement in any manner.

Section 2:

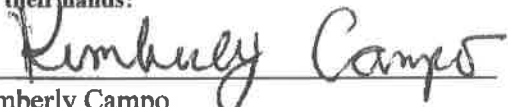
In the event that the Board of Education and the Union shall fail to secure a successor Agreement prior to the termination of this Agreement, this Agreement will remain in full force pending the negotiation of a successor Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands:



Mimi Peck-Llewellyn
Chairman, Ledyard Board of Education

Date: 5/23/16



Kimberly Campo
President, Local 1303-103

Date: 5/25/16



Timothy Oppenheimer
Staff Representative
Council 4, AFSCME, AFL-CIO

APPENDIX B

SALARY SCHEDULES

The wages for the term of the contract shall be as follows:

STEP	(1.5%) EFFECTIVE 7/1/16	(1.5%) EFFECTIVE 7/1/17	(1.5%) EFFECTIVE 7/1/18
1.	\$19.00	\$19.29	\$19.58
2.	\$19.63	\$19.92	\$20.22
3.	\$20.24	\$20.54	\$20.85
4.	\$20.82	\$21.13	\$21.45
5.	\$21.45	\$21.77	\$22.10
6.	\$22.27	\$22.60	\$22.94

APPENDIX C

HEALTH BENEFITS

		2016-2019
<u>Medical</u>		
In-Network:		
Hospital Copay		\$ 100
Outpatient/Surg. Copay		\$ 150
Urgent Care		\$ 75
Emerg. Room Copay		\$ 100
Preventive Care		\$ 20
Specialist Visit		\$ 20
Home & Office Copay		\$ 20
Out-of-Network:		
Deductible (Ee/2P/F)		\$200/400/500
Coinsurance		80%/20%
Cost Share Max.		800/1600/2000
Maximum Benefit		\$1,000,000
Dep Age		25/25
<u>Rx Rider</u>		
Retail Copay		15/20/35
Mail Order (90days)		30/40/70
Maximum Benefit		\$2,000
Formulary		Yes
One copay for # of pills		30
<u>Vision</u>		Yes
<u>Dental</u>		
Copay/Full		Full
Rider A		Yes
Rider B		Yes
Rider C		Yes
Rider D		No
Dep Age		25/25
Premium Cost Share %		17%

Effective July 1, 2016, employee premium cost share shall be 17%.

APPENDIX D

**Biweekly Payroll Calendar
2016-2017**

Straight	Holiday Corrected
Friday, July 01, 2016	Friday, July 01, 2016
Friday, July 15, 2016	Friday, July 15, 2016
Friday, July 29, 2016	Friday, July 29, 2016
Friday, August 12, 2016	Friday, August 12, 2016
Friday, August 26, 2016	Friday, August 26, 2016
Friday, September 09, 2016	Friday, September 09, 2016
Friday, September 23, 2016	Friday, September 23, 2016
Friday, October 07, 2016	Friday, October 07, 2016
Friday, October 21, 2016	Friday, October 21, 2016
Friday, November 04, 2016	Friday, November 04, 2016
Friday, November 18, 2016	Friday, November 18, 2016
Friday, December 02, 2016	Friday, December 02, 2016
Friday, December 16, 2016	Friday, December 16, 2016
Friday, December 30, 2016	Friday, December 30, 2016
Friday, January 13, 2017	Friday, January 13, 2017
Friday, January 27, 2017	Friday, January 27, 2017
Friday, February 10, 2017	Friday, February 10, 2017
Friday, February 24, 2017	Friday, February 24, 2017
Friday, March 10, 2017	Friday, March 10, 2017
Friday, March 24, 2017	Friday, March 24, 2017
Friday, April 07, 2017	Friday, April 07, 2017
Friday, April 21, 2017	Friday, April 21, 2017
Friday, May 05, 2017	Friday, May 05, 2017
Friday, May 19, 2017	Friday, May 19, 2017
Friday, June 02, 2017	Friday, June 02, 2017
Friday, June 16, 2017	Friday, June 16, 2017

**Biweekly Payroll Calendar
2017-2018**

Straight	Holiday Corrected
Friday, July 07, 2017	Friday, July 07, 2017
Friday, July 21, 2017	Friday, July 21, 2017
Friday, August 04, 2017	Friday, August 04, 2017
Friday, August 18, 2017	Friday, August 18, 2017
Friday, September 01, 2017	Friday, September 01, 2017
Friday, September 15, 2017	Friday, September 15, 2017
Friday, September 29, 2017	Friday, September 29, 2017
Friday, October 13, 2017	Friday, October 13, 2017
Friday, October 27, 2017	Friday, October 27, 2017
Friday, November 10, 2017	Friday, November 10, 2017
Friday, November 24, 2017	Friday, November 24, 2017
Friday, December 08, 2017	Friday, December 08, 2017
Friday, December 22, 2017	Friday, December 22, 2017
Friday, January 05, 2018	Friday, January 05, 2018
Friday, January 19, 2018	Friday, January 19, 2018
Friday, February 02, 2018	Friday, February 02, 2018
Friday, February 16, 2018	Friday, February 16, 2018
Friday, March 02, 2018	Friday, March 02, 2018
Friday, March 16, 2018	Friday, March 16, 2018
Friday, March 30, 2018	Friday, March 30, 2018
Friday, April 13, 2018	Friday, April 13, 2018
Friday, April 27, 2018	Friday, April 27, 2018
Friday, May 11, 2018	Friday, May 11, 2018
Friday, May 25, 2018	Friday, May 25, 2018
Friday, June 08, 2018	Friday, June 08, 2018
Friday, June 22, 2018	Friday, June 22, 2018

**Biweekly Payroll Calendar
2018-2019**

Straight	Holiday Corrected
Sunday, July 01, 2018	Monday, July 02, 2018
Sunday, July 15, 2018	Monday, July 16, 2018
Wednesday, August 01, 2018	Wednesday, August 01, 2018
Wednesday, August 15, 2018	Wednesday, August 15, 2018
Saturday, September 01, 2018	Tuesday, September 04, 2018
Saturday, September 15, 2018	Monday, September 17, 2018
Monday, October 01, 2018	Monday, October 01, 2018
Monday, October 15, 2018	Monday, October 15, 2018
Thursday, November 01, 2018	Thursday, November 01, 2018
Thursday, November 15, 2018	Thursday, November 15, 2018
Saturday, December 01, 2018	Monday, December 03, 2018
Saturday, December 15, 2018	Monday, December 17, 2018
Tuesday, January 01, 2019	Wednesday, January 02, 2019
Tuesday, January 15, 2019	Tuesday, January 15, 2019
Friday, February 01, 2019	Friday, February 01, 2019
Friday, February 15, 2019	Friday, February 15, 2019
Friday, March 01, 2019	Friday, March 01, 2019
Friday, March 15, 2019	Friday, March 15, 2019
Monday, April 01, 2019	Monday, April 01, 2019
Monday, April 15, 2019	Monday, April 15, 2019
Wednesday, May 01, 2019	Wednesday, May 01, 2019
Wednesday, May 15, 2019	Wednesday, May 15, 2019
Saturday, June 01, 2019	Monday, June 03, 2019
Saturday, June 15, 2019	Monday, June 17, 2019