

AGREEMENT

BETWEEN

**CONNECTICUT ASSOCIATION OF LABOR UNIONS, CALU #3,
MAES (MILFORD ASSOCIATION OF EDUCATION SECRETARIES)**

AND

MILFORD BOARD OF EDUCATION

July 1, 2023 – June 30, 2027

TABLE OF CONTENTS

ARTICLE I	RECOGNITION	1
ARTICLE II	UNION SECURITY	1
ARTICLE III	NON-DISCRIMINATION	2
ARTICLE IV	PROBATIONARY EMPLOYEES	2
ARTICLE V	WAGES	3
ARTICLE VI	INSURANCE	3
ARTICLE VII	VACANCIES, PROMOTIONS, TRANSFERS	6
ARTICLE VIII	HOURS OF WORK, VACATIONS, HOLIDAYS	7
ARTICLE IX	HOLIDAYS	11
ARTICLE X	SICK LEAVE	11
ARTICLE XI	OTHER LEAVES	12
ARTICLE XII	PENSION PLAN	14
ARTICLE XIII	LAYOFF RECALL RIGHTS	14
ARTICLE XIV	GRIEVANCE PROCEDURE	15
ARTICLE XV	LONGEVITY PAY	16
ARTICLE XVI	RIGHTS OF EMPLOYER	17
ARTICLE XVII	GENERAL PROVISIONS	17
ARTICLE XVIII	DISCIPLINE	19
ARTICLE XIX	UNION ACTIVITIES	19
ARTICLE XX	RESERVATION OF RIGHTS	20
ARTICLE XXI	DURATION	20
APPENDIX A	WAGE SCHEDULE	22
APPENDIX B	INSURANCE BENEFIT SUMMARY	26
APPENDIX C	INSURANCE BENEFIT SUMMARY	36
APPENDIX D	PRO-RATED TIME OFF SCHEDULE	45
APPENDIX E	WEINGARTEN RIGHTS	46

AGREEMENT

Agreement made and entered into in July, 2023 by and between The Milford Board of Education (hereinafter referred to as the "Board") and Connecticut Association of Labor Unions, CALU #3, Milford Association of Educational Secretaries (MAES), (hereinafter referred to as the "Union") wherein the parties agree as follows.

ARTICLE I - RECOGNITION

- 1.1 The Board recognizes Connecticut Association of Labor Unions, CALU #3, Milford Association of Educational Secretaries (MAES), as the exclusive bargaining representative for all employees in the unit consisting of all employees of the Board engaged in clerical or secretarial work and Greeters, in the public school system of the City of Milford for the purposes of, and with all the rights and privileges as provided by the Public Act No. 159 of the 1965 Connecticut General Assembly, in accordance with the Recognition Agreement executed between the Board and the Association April 5, 1966.

ARTICLE II - UNION SECURITY

- 2.1 Each employee covered by this Agreement may become and remain a member of the Union in good standing insofar as the payment of periodic dues and initiation fees, uniformly required, is concerned on the thirtieth (30th) day following the date of hire.
- 2.2 The Board agrees to deduct from the pay of all its employees such membership dues as may be fixed by the Union. Such deductions shall continue for the duration of this Agreement or any extension thereof.
- 2.3 Upon receipt of a voluntary written assignment from an employee the Board shall, pursuant to such assignment, deduct from the wages due said employee each month, the regular monthly dues, if any, as specifically provided for in said authorization. The Board further agrees to make provision to transmit the monthly dues collected to the authorized Union officer who is designated in writing to the Finance Director of the City of Milford or the appropriate fiscal officer, by the President and Treasurer of the Union, so long as the authorization is validly in effect and not revoked by an employee. Said dues remittance will be accompanied by a list of names and employees from whose wages dues deductions have been made.
- 2.4 The Board shall be relieved from making such "check-off" deductions upon (a) termination of employment, or (b) transfer to a job other than one covered by the bargaining unit, or (c) layoff from work, or (d) an approved unpaid leave of absence, or (e) revocation of the check-off authorization in accordance with its terms or with applicable law. Notwithstanding the foregoing, upon return of an employee to work from any one of the foregoing enumerated absences, the Board will immediately resume the obligations of making said deductions. This provision, however, shall not relieve any employee of the obligation to make the required dues and initiation payment pursuant to the Union Constitution in order to remain in good standing.

- 2.5 It is specifically agreed that the Board assumes no obligation, financial or otherwise, arising out of the provisions of this Article, and the Union hereby agrees that it will indemnify and hold the Board harmless from any claims, actions or proceedings by any employee arising from the deductions made by the Board hereunder. Once the funds are remitted to the Union, their disposition thereafter shall be the sole and exclusive obligation and responsibility of the Union.
- 2.6 The Board shall not be obliged to make dues deductions of any kind for any employee who, during any dues month involved, shall have failed to receive sufficient wages to equal the dues deductions.
- 2.7 The deduction of any month shall be made during the second payroll week of said month and shall be remitted to Connecticut Association of Labor Unions, CALU #3, Milford Association of Educational Secretaries (MAES) together with a list of the names of employees from whose wages such deductions have been made not later than the last day of said month.
- 2.8 A copy of this Agreement shall be posted on the District's website within thirty (30) days after the date of signing of this Agreement. New employees will be provided with a copy of this Agreement at the time of hire. Five (5) signed copies will be sent to the office of Connecticut Association of Labor Unions, CALU #3, Milford Association of Educational Secretaries (MAES) by the Board within thirty (30) days after the signing of this Agreement.

ARTICLE III – NON-DISCRIMINATION

- 3.1 The Board and Union agree that there shall be no discrimination because of race, color, ethnicity, sex, age, marital status, sexual orientation, gender identity, religious or political belief, national origin, disability, genetic information, immigration status, any other class protected by law, or membership or non-membership in the Union with respect to the workplace and application of any provision of this Agreement.

ARTICLE IV - PROBATIONARY EMPLOYEES

- 4.1 Newly hired employees shall be considered probationary for a period of one hundred eighty (180) calendar days from the date of hiring, unless extended in writing by the mutual agreement of the parties. Such employee may be discharged or disciplined at the will of the Board during such probationary period and no action of the Board with respect to such employee shall be subject to recourse by either the employee or the Union, nor to grievance or arbitration procedures or other controls by the Union on behalf of the employee. After the completion of the probationary period as aforesaid, all employees shall acquire seniority as of date of hire. Current employees who transfer to another department or position do not serve the probationary period.

ARTICLE V – WAGES

- 5.1 Wages shall be paid in accordance with Appendix A which is attached hereto and made a part hereof. Each employee not on the maximum step of the previous year shall advance

one step on the schedule. Paychecks shall be deposited directly to the banking institution of the employee's choice.

- 5.2 Any employee who voluntarily leaves employment (other than layoff) and returns to employment shall be paid at the last rate of pay if the employee returns within three (3) months and shall retain previous seniority date.
- 5.3 Employees who work more than five (5) consecutive working days in a higher classification to cover for an extended sick leave, workers' compensation or other approved leave of absence (except vacation), shall be paid in accordance with the wage schedule for the higher classification retroactive to the beginning of the assignment.
- 5.4 The following stipends shall be paid to secretarial personnel should they be assigned the responsibilities listed below:

District Transportation Coordinator	\$7,000.00
Special Education Transportation Coordinator	\$2,500.00

ARTICLE VI – INSURANCE

- 6.1 Effective July 1, 2022, all employees will enroll in the HDHP plan, or be subject to a buy up to remain in the existing PPO plan.
- A. Effective July 1, 2022, the PPO buy up plan with the prescription coverage co-pay shall be \$5 for generic, \$25 brand (preferred), \$40 brand (non-preferred); mail order - 3 month supply for one-and-a-half-month co-pay. The Board shall provide, through the Plan Administrator, an appeal process for treating non-preferred drugs as preferred upon presentation of medical certification that the employee cannot tolerate the preferred drug and reimburse employees the difference.
- B. The Board shall offer coverage under a high deductible health plan (HDHP) with a health savings account (HSA) with deductibles of \$2,000 (individual)/\$4,000 (two person and family) funded as follows: the Board shall deposit 50% of the deductible in two equal payments; the first funded on July 1 and the second funded on January 1. The plan will pay 100% in network once the deductibles are met. There shall be a 20% out of network coinsurance. The HDHP/HSA shall be the only plan offered to employees hired on or after July 1, 2016.
- C. Employees shall contribute towards the cost of the HDHP/HSA as follows:
- 7/1/23 - 13%
7/1/24 - 13.5%
7/1/25 - 14%
7/1/26 - 14.5%
- D. Blue Cross Full Service Dental Plan, Riders A, B, C, and D, which shall include the unmarried dependent child (19-26) rider.

- E. Notwithstanding the foregoing, full time Greeters and College and Career Aides regularly scheduled 30 hours or more per week shall be eligible for individual and dependent coverage. Part-time Employees (more than 20 but less than 30 hours) shall be eligible for single coverage only. These employees shall contribute towards the cost of insurance as follows:

7/1/23 - 12%
7/1/24 - 12.5%
7/1/25 - 13%
7/1/26 - 13.5%

6.2 **Retiree Medical Benefits**

- A. For employees hired prior to December 31, 2011, all insurance benefits including family member benefits will continue after retirement, when such employees retire at full pension benefits (i.e. normal retirement for superannuation) and have reached age 60. Such retired employees (not eligible for Medicare) will be eligible for the same health insurance plans offered to active members, and such employees hired after June 30, 2002 who retire at full pension benefits shall pay the same premium co-share as active employees. Employees hired on or before June 30, 2002 are grandfathered without premium co-pay.
- B. Employees hired on or after December 31, 2011 who retire at full pension benefits (i.e. normal retirement for superannuation) and have reached age 60 may purchase health insurance at the same group premium rates as active employees provided the insurance carrier permits them to do so. Such retirees, if permitted by the insurance carrier to purchase health insurance at the group rate, shall pay 100% of the cost of the premiums.
- C. For all employees who retire at full pension benefits, the Board will provide, at no cost to the employee, Medicare supplement insurance after age 65. (Employee only for new hires after August 31, 2015)
- D. The Board shall provide, at its expense, for all retirees under the City of Milford pension plan and their families, who are sixty (60) years of age or older, hired prior to December 31, 2011 and retiring under the HDHP, the benefits then provided to active employees. The Board shall make a 50% contribution toward the deductibles for retirees. The Board shall make this contribution to the HSA account for HSA eligible retirees. For those retirees ineligible for the HSA, the Board will establish a HRA account with a rollover and make the 50% contribution to the HRA account.

- 6.3 Life Insurance and Accidental Death and Dismemberment Benefits in the amount of two (2) times the base annual wages. Notwithstanding the foregoing, Greeters and Part-time Employees shall receive \$10,000 in Life Insurance. Retain \$10,000 Life Insurance upon retirement - costs to be paid by the Board (as per agreement in Pension Agreement effective July 1, 1983). Employees hired after July 1, 2004, shall not be entitled to any life insurance coverage upon retirement.

- 6.4 Employees may elect to participate in the group disability plan. Employees shall pay the full cost of the premiums for said insurance.
- 6.5 The Milford Board of Education may provide insurance programs as described in this Article for bargaining unit members through alternate carriers or through self-insurance. Any change in insurance provided through alternate insurance carriers, through self-insurance or through a combination of such alternatives shall provide benefits taken as a whole that are substantially equivalent to the benefits available to secretaries under the group health insurance policies described in Appendix B, and in Appendix C effective July 1, 2016. Should the Board of Education desire to change insurance carriers, prior to any such change, the Association shall be notified and given an opportunity to review the proposed changes. Should the Association and the Board disagree that the alternative programs proposed will not provide substantially equivalent benefits taken as a whole to those provided by the programs described in this Agreement, arbitration as set forth under Article XIV of this Agreement may be implemented at the request of the Association. Such arbitration shall take place before an impartial arbitrator with expertise in insurance.
- 6.6 In accordance with the provisions of Section 10-235 of the General Statutes, the Board shall protect and save harmless any secretary from financial loss and expense, including legal fees and court costs, if any, arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to or death of any person, or in accidental damage to or destruction of property within or without the school building, or any other acts resulting in any injury, which acts are not wanton, reckless or malicious provided such secretary, at the time of the acts resulting in such injury, damage or destruction was acting in the discharge of her duties or within the scope of her employment or under the direction of the Board.
- 6.7 In accordance with the provisions of Section 10-236a (b), any secretary absent from employment as a result of injury sustained during an assault or for a court appearance in connection with such assault shall continue to receive her full base wages, while so absent, except that the amount of any workers' compensation award may be deducted from salary payments during such absence. The time of such absence shall not be charged against such secretary's sick leave, vacation time or personal leave days.
- 6.8 The Board shall implement and maintain a Section 125 pre-tax deduction plan in accordance with the applicable provisions of Section 125 of the Internal Revenue Code (and in accordance with any amendments to said provisions) so long as said provisions allow for such a plan. Said plan will be designed to permit exclusion from taxable income of the employees' share of health insurance premiums for those employees who complete and sign the appropriate wage deduction form. The Board shall incur no obligation to engage in any form of impact bargaining nor be liable in any way in the event that a change in law reduces or eliminates the tax exempt status of the employee insurance premium contributions.

ARTICLE VII - VACANCIES, PROMOTIONS, TRANSFERS

- 7.1 **Selection:** Vacancies in positions shall be announced within a reasonable time after the existence of the vacancy to present members of the unit; and transfer shall be based on

required qualifications and satisfactory past performance in previous positions as well as an interview with the prospective supervisor. Vacancies will be posted within ten (10) working days after the existence of the vacancy as determined by the Board or its designee. Human Resources shall notify the Union president(s) by email of the vacancy no later than the date the vacancy is posted. Bargaining unit members interested in a posted vacancy shall be interviewed; provided, however, it shall be in the Board's discretion whether to interview Greeters for secretarial vacancies. All vacancies will be filled within forty (40) working days from the close of the posting unless a qualified candidate is not selected by the Board, in which case the position will be reposted.

7.2 **New Hire Placement:** All applicants, who are not present members of the Union, may be tested as to typing, word processing and basic clerical skills, and/or other test appropriate to the position for which the applicant is being considered. Newly hired employees may be placed on the Collective Bargaining Agreement wage schedule not to exceed Step 2, based on previous experience of prior full-time related office work.

7.3 **Promotion:** Shall be based on required qualifications and satisfactory past performance, as well as an interview with prospective supervisor. Seniority shall not be a major factor in the granting of a promotion.

7.4 **Transfer, Promotion or Reclassification:** Present members of the unit may apply in writing to the Superintendent for transfers at the time of the announcement of vacancies. Transfers for Greeters shall be within the Greeter classification only. The Superintendent or her designee shall have the discretion to determine job reclassifications.

1. In granting transfers, promotions or reclassifications from one classification to another (i.e., from Class III to Class IV), the transferred, promoted or reclassified employee shall be placed on the same step in the new wage schedule.
2. In the event of a position reclassification because of added responsibility or added workload, the employee in that position will remain on the same step in the new wage schedule as previously held under the old classification.
3. The superintendent or her designee shall have the discretion to determine job reclassifications.

All reclassifications received by the Superintendent or her designee shall be copied to the Union in a timely manner.

Reclassification request must be received by the Superintendent or her designee between July 1 and September 15 of each contract year.

There shall be a meeting of the Union, employee, and the Superintendent or her designee no later than October 15 of each contract year to review and decide on all submitted reclassification requests. Each employee will be notified in writing about the meeting's results.

Criterion for reclassification will include but not be limited to additional work responsibilities, substantial increases in workload, and/or education and training requirements.

Reclassification and related pay increase will take effect at the start of the next contract year.

ARTICLE VIII - HOURS OF WORK, VACATIONS, HOLIDAYS

8.1 10-Month Elementary School Secretarial Personnel:

1. The workday will be a 7-hour day plus 1/2 hour unpaid lunch while school is in session.
2. The work year will be twenty days in addition to the normal school year, ten at the end of the school year and 10 at the beginning of the school year, for a total of 201 days. These twenty extra days may be changed by mutual agreement between the secretary and the administrator. If the employee and the administrator fail to reach agreement regarding the employee's work schedule, the President of the Local, the Director of Personnel, along with the employee and the administrator shall meet together to arrive at a schedule. In the event the school year would be extended by more than the present required 181 days, the number of days worked by the 10 month personnel would be subject to renegotiation.
3. All 10 month school secretarial personnel will be granted the following paid holidays: January 1st, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Labor Day, Veterans' Day*, Thanksgiving Day, the day following Thanksgiving, and Christmas Day. Holidays falling on a Saturday or Sunday shall be celebrated on an alternate day, usually designated in the annual school calendar.
1. **Early School Closing:** All personnel will adhere to the following schedule for holidays, storm days, etc.:

Early release shall be defined as two (2) hours prior to the end of their regular work day.
2. **Delayed Opening:** Report to work as soon as possible, but not later than 45 minutes before the school is open for students.

8.2 10-Month Secretarial Personnel - Central Office

1. There will be a 7-hour day plus a 1 hour unpaid lunch.
2. The work year will be 196 days.
3. All 10-month secretarial personnel in Central Office will be granted the following paid holidays: January 1st, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Labor Day, Veterans' Day*, Thanksgiving Day, the day following Thanksgiving, and Christmas Day. Holidays falling on a

Saturday or Sunday shall be celebrated on an alternate day, usually designated in the annual school calendar.

4. **Early School Closing** – All personnel will adhere to the following schedule for holidays, storm days, etc.:

Early release shall be defined as two (2) hours prior to the end of their regular work day.

5. **Delayed Opening:** Report to work as soon as possible, but not later than 45 minutes after normal reporting time.

8.3 **10-Month High School Secretarial Personnel, 10-Month Middle School Secretarial Personnel and College and Career Aides**

1. The work day will be a 7-hour day as determined by the Superintendent or designee plus a 1/2 hour unpaid lunch.
2. The work year will be 196 days.
3. All 10-month middle and high school secretarial personnel and College and Career Aides will be granted the following paid holidays: January 1st, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Labor Day, Veterans' Day*, Thanksgiving Day, the day following Thanksgiving, and Christmas Day. Holidays falling on a Saturday or Sunday shall be celebrated on an alternate day, usually designated in the annual school calendar.

1. **Early School Closing** – All personnel will adhere to the following schedule for holidays, storm days, etc.:

Early release shall be defined as two (2) hours prior to the end of their regular work day.

2. **Delayed Opening** - Report to work as soon as possible, but not later than 45 minutes before the school is open for students.

8.4 **11-Month School Secretarial Personnel**

1. There will be a 7-hour workday plus a 1/2 hour unpaid lunch while school is in session.
2. The work year will be 211 days. The 11-month Middle School secretary shall work the regular school year plus a total of six additional weeks (30 working days). The 11-month Middle School secretary shall be on duty one week before classes begin and shall continue to work one week after the termination of classes. Additionally, the 11-month secretary shall be on duty for an additional four weeks to be scheduled between the secretary and the administrator. There shall be a guarantee of three consecutive weeks off during the summer.

3. All 11 month school secretarial personnel will be granted the following paid holidays: January 1st, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, Labor Day, Veterans' Day*, Thanksgiving Day, the day following Thanksgiving, and Christmas Day. Holidays falling on a Saturday or Sunday shall be celebrated on an alternate day, usually designated in the annual school calendar.
4. Such schedule (paragraph 2 above) shall be determined by May 15th and once agreed upon such schedule shall not be changed. If the employee and the administrator fail to reach agreement regarding the employee's work schedule, the President of the Local, the Director of Personnel, the administrator and the employee shall meet to arrive at a schedule.
1. **Early School Closing** – All personnel will adhere to the following schedule for holidays, storm days, etc.:

Early release shall be defined as two (2) hours prior to the end of their regular work day.
2. **Delayed Opening** - Report to work as soon as possible, but not later than 45 minutes before the school is open for students. For Central Office personal, 45 minutes after normal reporting time.

8.5 **12-Month Secretarial Personnel**

1. There will be a 7-hour work day plus a 1 hour unpaid lunch. The Superintendent reserves the right to construct a flexible work schedule for 12 month personnel as long as said work day does not exceed 7 hours, and the employee's hours of work will not change from more than one hour in the morning and one hour in the afternoon as currently stated in this Agreement.
2. The work year will be 260 days (261 in a leap year).
3. All 12-month secretarial personnel will be granted the following paid holidays: January 1st, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, July 4th, Labor Day, Veterans' Day*, Thanksgiving Day, the day following Thanksgiving, day before Christmas Day, Christmas Day, and December 31st and any other days the Board designates in the school calendar when school is not in session, including Rosh Hashanah and Yom Kippur. Holidays falling on a Saturday or Sunday (other than Rosh Hashanah and Yom Kippur) shall be celebrated on an alternative day to be designated.
4. **Vacation** – 12-month personnel will receive 15 vacation days with pay each July 1. Employees who are hired or transferred to a 12-month position any time after July 1 will receive a pro-rated amount of vacation days (per Appendix D) at the time of hire for the remaining months to be worked before the next July 1. Up to five (5) vacation days can be carried over to the following year upon the approval of the Superintendent or her designee.

After completion of 10 years of continuous service, 12 month employees shall be entitled to 1 additional day of vacation for each year of service, with a maximum of 20 working days of vacation.

5. **Early School Closing** – All personnel will adhere to the following schedule for holidays, storm days, etc.:

Early release shall be defined as two (2) hours prior to the end of their regular work day.

6. **All Day Closing** - If a 12-month employee does not report for work, he/she may use a personal or vacation day. In the event of the closure of public roads by either the Governor of the State of Connecticut or Mayor of Milford, the employee shall not suffer a loss of pay nor shall they be required to use a personal or vacation day in order to be compensated.

1. **Delayed Opening** - Report to work as soon as possible but no later than 45 minutes after normal reporting time.

2. **Work Day** – 12-month Personnel - the work day shall be a 7-hour day plus a 1-hour unpaid lunch while school is in session and for 15 days during the summer break. The 15 days shall be distributed as follows: all work days between the close of school and June 30 (inclusive); with the balance worked immediately prior to the beginning of school. When school is not in session (except for 15 days referred to above) working hours for all Office Personnel shall be a six hour day plus a 1 hour unpaid lunch. Notwithstanding the foregoing, Superintendent may designate one or more persons to work 7-hour days when school is not in session, in which event the employee shall receive an additional hours pay for each extra hour worked.

8.6 **Greeters:**

1. There will be an eight (8) hour day which includes a thirty (30) minute unpaid lunch.
2. The work year will be the student school year plus two (2) days immediately preceding the first day of school and one (1) immediately after the last day of school.
3. Greeters will be granted the following paid holidays: Good Friday, Memorial Day, Christmas, New Years and Presidents' Day
4. Early School Closings – Greeters will be released early on storm days the later of (i) two (2) hours early, and (ii) when the last child has been picked up, without loss of pay.
5. Delayed opening: Report to work as soon as possible but no later than 45 minutes after normal reporting time with no loss of pay.
6. Personal Days: three (3).
7. Sick days: ten (10).

8.7 **Part-time Employees (at least 20 but less than 30 hours)**

1. Part-time Employees will be granted the following paid holidays:
Good Friday, Memorial Day, Christmas, New Years and Presidents' Day
 2. Early School Closing - Due to Storms, paid for all scheduled hours; early release for all other reasons, employees will not be paid for scheduled hours, employees will adjust their schedule such that they work the same number of scheduled hours.
 3. Delayed Openings – If due to storm, employee paid for all scheduled hours; for non-storm related reasons, employees will adjust their hours to work the same number of hours they were scheduled to work.
 4. Personal Days: Two (2)
 5. Sick Days: Eight (8)
- 8.8 All employees will be paid at the rate of one and one half times ($\times 1\frac{1}{2}$) all hours worked in excess of eight (8) hours per day or forty (40) hours per week. All overtime must be approved by the employee's administrator or supervisor.
- 8.9 **Administrator in the Building:** When the Administrator is out of the building, and there is no other Board employee in the building other than the Secretary, he/she shall: (a) appoint a designee in her absence and advise members of the Union as to whom the designee is; or (b) allow members of the Union to work at Central Office or another school where an administrator is present; or (c) notify members of the Union where the administrator can be reached, and provide telephone access. During circumstances where an administrator is unavailable and a secretary, in good faith, believes an immediate decision is required, the secretary shall not be disciplined for the decision.
- 8.10 Employees upon their request, shall be provided with a day count statement covering the appropriate periods of August – October, November – January, and February – April.
- *NOTE: The Board may designate an alternative day off when school is in session on Veterans' Day.

ARTICLE IX – HOLIDAYS

- 9.1 Employees required to work on a scheduled holiday shall be compensated at two times (2x) their hourly rate for all hours worked in addition to the paid holiday.

ARTICLE X - SICK LEAVE

10.1 **Sick Leave:**

1. All employees except for Greeters and Part-time Employees shall be entitled to an allowance of full wages not to exceed 15 days for each year; sick days for Greeters and Part-time Employees shall be 10 and 8 days each year as set forth in Sections 8.6 and 8.7, respectively. Employees hired before July 1, 1995 may accumulate sick days up to a maximum of 188 days for absence due to personal illness; employees hired on or after July 1, 1995, shall be entitled to accumulate up to 115 sick days. Mid-year hires will receive a pro-rated amount of sick days

as per Appendix D. Employees whose sick days are capped would start the new contract year with 203 or 130 sick days depending on their hire date. At the end of the year, any sick days above the 188 or 115 caps would be permanently removed.

1. All accumulated sick leave shall cease to exist from the day of retirement or termination of contract pursuant to severance pay.
1. Severance Pay: Upon retirement full time secretarial employees shall be paid one-half (1/2) accumulated sick leave which is to be computed on the employee's daily rate of pay according to the current wage schedule. Full payment of accumulated sick leave is paid to survivor upon death of employee. Severance pay shall be paid to any employee laid off involuntarily. The amount of payment shall be equal to 1/2 of sick leave accumulated by the employee up to the date of lay-off. Greeters and Part-time Employees shall not be eligible for a payout of accumulated sick time upon retirement.
4. In case of serious illness of a member of the immediate family, such absence shall be deducted from sick leave.

ARTICLE XI - OTHER LEAVES

- 11.1 Leaves of Absence: Leaves of absence shall be granted at the discretion of the Superintendent, for compelling reasons without pay. Employees must request a leave of absence by completing a Request for Long-term Absence form.
- 11.2 Medical leaves of absence for the employee shall be in accordance with applicable State and Federal Statutes. Employees, at their option, shall apply any available sick or vacation days to said leave.
- 11.3 Extended leaves of absence may be requested in writing and granted at the Superintendent's discretion (poor health or convalescence beyond accumulated sick leave and/or very personal reasons).
- 11.4 Jury Duty: Any member of the unit who is called upon for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from any accrued paid leave benefit. The employee shall receive a rate of pay equal to the difference between her base wages and the jury fee. No compensation shall be provided for employees who volunteer for jury duty, or for 10 month personnel who postpone jury duty from the summer to the school year.
- 11.5 Military Leave: Military leave shall be granted to a bargaining unit employee who is a member of the reserve corps of any branch of the armed forces of the United States, as defined by section 27-103 of the General Statutes to participate in required field training. The employee shall be paid the difference between her military pay and her regular pay. No employee shall lose any seniority standing because of any military service. No such employee shall be subjected by any person, directly or indirectly, by reason of such absence, to any loss of pay or loss or reduction of vacation or holiday privileges, or any

accrued paid leave benefit, or be prejudiced by reason of such absence with reference to promotion or continuance in employment or to reemployment.

Employees in the reserve corps who are called up for active duty and employees who join an active component of the armed services shall be granted an unpaid leave of absence for the duration of their active military service. Upon return from such active military service, provided that the employee was not separated from service for reasons that would make him/her ineligible for reemployment under the Uniformed Services Employment and Reemployment Rights Act (USERRA), an employee shall be reinstated in his or her former job or its equivalent in terms of wages, classification, hours and other conditions of employment and shall receive credit for the increments awarded during his or her absence on military service provided he or she reports for duty within ninety (90) days of her discharge from military service. The employee's accumulation of sick leave, upon leaving, shall be retained to his or her credit when he/she returns. Any employee returning to the employ of the Milford Board of Education as herein provided shall be credited with the period of such service in said armed forces to the same extent as though it had been a part of the term of employment by such Board of Education.

- 11.6 **Pregnancy or Childbearing Leave:** Any employee who becomes pregnant will notify her supervisor/department head or designee at least one month prior to the expected date of delivery. The employee will complete a request for Long Term Absence form and attach a doctor's note verifying the expected date of delivery. If the employee becomes unable to perform her duties, as determined by her physician, her leave of absence may begin earlier than originally indicated. Leave will be granted when her physician has provided documentation that she is no longer able to work. Except in the case of medical difficulties, normal pregnancy leave does not extend beyond six weeks from the date of delivery. The pregnancy leave will end when the employee's physician has cleared her as physically able to return to work. If there have been medical complications, the physician may extend the period of disability. Any time after six weeks, the Board of Education may obtain a second opinion as to the employee's physical ability to work. If the Board physician and the employee's physician disagree, the two physicians will agree on a third physician whose opinion shall be final and binding as to her fitness to work. Vacation and personal days may be applied at the employee's option if all accumulated sick time has been exhausted. The employee may request an additional unpaid time off for child rearing leave under FMLA (this includes prior period of disability). Upon her return, the employee shall return to her former position. Any leave taken pursuant to this Section shall be applied toward eligibility under the FMLA.

11.7 **Personal Days**

- a. All full time secretarial members of the unit shall be entitled to 4 personal days leave of absence with pay each contract year for personal, legal, business, household, or family matters which require absence during business hours. Unused personal days cannot be carried over to the following year. Mid-year hires will receive pro-rata personal days. Pursuant to Section 8.6, Greeters are entitled to three (3) personal days annually. Pursuant to Section 8.7, Part-time Employees are entitled to two (2) personal days each contract year.

- a. Application for leave shall be made to the Superintendent or her designee at least 48 hours before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to indicate the reason for taking such leave, other than the applicant is taking it under this section, i.e. legal, personal or other.
- b. These days shall not be granted immediately prior to or immediately following holidays or vacations, or to extend the provisions of the sick leave article, unless requested in writing and approved by the Superintendent or her designee for good cause.

11.8 **Bereavement Leave**

In case of the death of a member of the immediate family, a period not to exceed four working days of bereavement leave shall be allowed with pay. Immediate family to include spouse, parents, mother-in-law, father-in-law, child, foster child, step-child, brother, sister, grandchild, grandfather or grandmother.

- a. In addition to the provision above, employees shall be excused with pay to attend the funeral of a close relative related by blood or marriage. This attendance shall be limited to one day's leave.
- b. If circumstances require additional time beyond that prescribed in the above, the decision will be at the discretion of the Superintendent.

ARTICLE XII - PENSION PLAN

- 12.1 **Pension Plan:** All eligible personnel shall belong to the City of Milford and the Connecticut Independent Labor Union #64 (UE Local 222, CILU/CIPU #64) Pension Plan and its successor Union. Greeters, College and Career Aides and Part-time Employees shall not be eligible to participate in the City's Pension Plan; rather, shall be eligible to participate in the Board's 401(a) plan and shall receive a match on contributions of up to 5%.

ARTICLE XIII - LAYOFF RECALL RIGHTS

- 13.1 Layoffs within classifications shall take effect as follows:
- a. Bargaining unit members performing less than twenty (20) hours of work per week;
 - b. Probationary employees;
 - c. Those employees working twenty (20) or more hours but less than full-time;
 - d. Except as provided in Section 15.2 hereof, the employee with the least seniority first.
- 13.2 An employee scheduled for layoff may, if he/she so desires, replace an employee with less seniority in an equal or lower job classification provided the bumping employee is qualified and has greater seniority than the employee whom he/she bumps.

- 13.3 Employees who have been laid off pursuant to the above shall be recalled in inverse order (i.e. most senior is recalled first), and no new employees shall be hired to perform bargaining unit secretarial or clerical work until all employees laid off have been given an opportunity to return to work. Employees on layoff will retain recall rights for eighteen (18) months or their length of service, whichever is less; and shall terminate sooner if the employee fails to report within two (2) weeks of being notified by certified mail.
- 13.4 In the event of an opening for a temporary or seasonal job, employees on layoff shall be offered and have the right of first refusal with respect to such job, provided they are qualified to fill it.
- 13.5 Officers and Stewards of the Union shall have super seniority, within each classification, in the event of a layoff.

ARTICLE XIV - GRIEVANCE PROCEDURE

- 14.1 In order to insure fair and equitable treatment of all members of the bargaining unit, there is hereby established a formal procedure to permit discussion and resolution of grievances.
- 14.2 Definition of a grievance shall be as follows:
- a Discharge, suspension or other disciplinary action.
 - b Interpretation and application of the Articles and Sections of this Agreement.
- 14.3 **Procedure** **Step One:** A member having a grievance shall first discuss it with the immediate supervisor or Principal, either directly or through a Union Representative, with the objective of resolving the matter informally, within ten (10) days of the occurrence giving rise to the grievance. The immediate supervisor or Principal shall give his answer within five (5) days of such discussion. If the grievance is not satisfactorily resolved, it may then be processed to Step Two. Should a grievance involve multiple employees in multiples offices or building locations for the same issue, the Union and the Employer may agree to skip Step One and proceed directly to Step Two.

Step Two: An employee shall, within ten (10) days after receipt of the answer of the immediate supervisor or Principal submit said grievance in writing to the Superintendent of Schools or her designee, setting forth the nature of the grievance and the relief requested. The Superintendent or her designee shall meet with the grievant and the Union Representative within five (5) days of receipt of the grievance. The Superintendent of Schools shall answer said grievance, in writing within ten (10) days from the date thereof, setting forth her decision.

Step Three: If the Superintendent of Schools' decision is unsatisfactory to the employee, the employee shall submit her grievance, in writing to the Board within ten (10) days of the receipt of the answer of the Superintendent of Schools. The Board shall schedule the grievance for a hearing before it, not later than fifteen (15) days from the date of receipt of the grievance. The employee shall have the opportunity to be heard at said meeting, and shall have the right to the representation of the Union. The Board shall render its decision on said grievance, in writing, within five (5) days from the date of said hearing.

Step Four: If the Board's decision is not satisfactory to the employee, the grievance may be submitted by the Union to the Connecticut State Board of Mediation and Arbitration within thirty (30) calendar days after the decision of the Board. The decision of the Arbitration Board shall be final and binding provided it is not contrary to the law. The authority of the Arbitration Board shall be limited to the application and interpretation of the Agreement. It shall have no authority to add to or subtract from the Agreement.

- 14.4 Any time limits specified within this Article may be extended by the written mutual agreement of the Union and the Board. The parties agree that the fees and expenses of arbitration shall be borne equally between the Union and the Board. The parties further agree that all grievances may be processed in the name of the individual employee and/or the Union.
- 14.5 All time limits herein specified shall be deemed to be exclusive of Saturdays, Sundays, and holidays. Any disposition of a grievance from which no appeal is taken within the time limits specified herein shall be deemed waived.

ARTICLE XV - LONGEVITY PAY

- 15.1 Longevity shall be paid annually according to the following schedule. All members of the Union who reach the years of service as stated in the longevity schedule at any time during the current contract year, up to the disbursement date of the longevity check, will receive that longevity payment which correlates to the years of service according to the Collective Bargaining Agreement longevity schedule.

	5 – 9 Years	10 - 14 Years	15 - 19 Years	20 - 24 Years	25+ Years
Classification 1 10 months	\$364	\$970	\$1,091	\$1,213	\$1,334
Classification 1 11 months	\$391	\$1,042	\$1,169	\$1,301	\$1,433
Classification 2 10 months	\$397	\$1,058	\$1,191	\$1,323	\$1,455
Classification 2 12 months	\$485	\$1,312	\$1,477	\$1,643	\$1,803
Classification 3 10 months	\$419	\$1,119	\$1,257	\$1,400	\$1,538
Classification 3 11 months	\$441	\$1,169	\$1,317	\$1,466	\$1,610
Classification 3 12 months	\$507	\$1,351	\$1,521	\$1,692	\$1,858
Classification 4 12 months	\$540	\$1,422	\$1,599	\$1,775	\$1,951

Classification 5	\$562	\$1,507	\$1,698	\$1,878	\$2,070
Classification 6 12 months	\$584	\$1,566	\$1,764	\$1,951	\$2,150
Classification 7 +	\$628	\$1,684	\$1,898	\$2,099	\$2,313

- 15.2 Longevity Pay shall be issued in one separate check paid on the first pay period of June of the current contract in a lump sum check to the employee(s).
- 15.3 Greeters, College and Career Aides and Part-time Employees shall not be eligible for longevity pay.

ARTICLE XVI - RIGHTS OF EMPLOYER

- 16.1 The Board maintains the exclusive right to direct the operations of each of the schools, its secretaries and clerical personnel, and nothing in this agreement shall be construed to limit or impair the right of the Board to exercise its own discretion on all of the following matters, whatever may be the effect upon employment, when in its sole discretion it may be determined if advisable to do any or all of the following: to (a) manage its business generally; (b) direct employees; (c) hire, lay off, promote, transfer, and assign employees, and to increase or decrease the work force; (d) suspend, demote, discharge, or take other disciplinary action for just cause; (e) to relieve employees from duty due to lack of work or other legitimate reasons; (f) to take any action necessary in order to maintain the efficiency of the school system; (g) to determine the methods, means and personnel by which services shall be rendered; (h) to take any actions necessary in situations of emergency, regardless of prior commitments, to carry out the responsibility of the Board to the citizens of Milford; (i) to decide the location, number and layoff of offices and other areas where clerical activity is carried on; (j) to determine the schedules of work; (k) to maintain order and efficiency in school offices and all places of work; (l) to determine the qualifications of employees; (m) to determine and re-determine job content and description; (n) to determine starting and quitting time; (o) to determine the number of hours to be worked; (p) to make such reasonable rules and regulations as it may from time to time to deem best for the purposes of maintaining order, safety, and/or effective operation of the school offices and clerical areas, and after advance notice thereof to the Union and the employees to require compliance therewith by employees.

The Board shall have all of the rights and prerogatives, including those exercised unilaterally in the past, subject only to express restrictions on such rights, if any, as are provided in this agreement.

- 16.2 The right to make reasonable rules and regulations shall be considered an acknowledged function of the Board. In making rules and regulations relating to personnel policy, procedures, practices, and matter of working conditions, the Board shall be bound by the obligations imposed by law.

ARTICLE XVII - GENERAL PROVISIONS

- 17.1 **Workers' Compensation:** Whenever a secretary is absent from school as a result of a personal injury compensable under the Workers Compensation law of Connecticut and caused by an accident (other than an assault) arising out of and in the course of her employment, she may elect to charge all or part of such absence, up to twelve calendar months, during the period of temporary disability due to the accident to the sick leave days to her credit under the Board's rules and regulations pertaining to sick leave, in which event (a) she shall receive the sick leave pay to which she is entitled for the period so charged to her sick leave credits less the amount of any Workers Compensation award made for temporary disability due to said injury for any period for which such sick leave is paid, and (b) her accumulated sick leave as of the last day worked prior to the said period of absence shall be charged proportionately in the same ratio that the amount of her total daily sick leave benefit less her daily Workers Compensation benefit bears to her total daily sick leave benefit. (For example: a secretary entitled to \$120 per day as a sick leave benefit who makes the election and receives \$80 per day in Workers Compensation benefits will receive \$40 per day in sick leave benefits and will have her accumulated sick leave charged with one-third of a day for every full day of absence). In the absence of such election, such secretary shall not receive her sick leave payment during the period of her absence for temporary disability due to the accident and her sick leave credits shall not be reduced by reason of any Workers Compensation payments she may receive for temporary disability due to the injury. Acceptance of sick leave payments (other than those made in connection with injury due to an assault) for any period for which the secretary may be entitled to receive temporary disability payment under the Workers Compensation Law shall constitute an election to charge her absence for such period to the sick leave days to her credit.
- 17.2 **Issuance of Paychecks:** Paychecks shall be received on a bi-weekly basis for 26 pays via direct deposit. 10 month personnel wishing to receive summer pay in one lump sum must request this, in writing, to the Superintendent by the first day of June. Pay will be received on the first pay day in July.
- 17.3 **Personnel File**
- A. The employee shall, upon request, be given the opportunity to review the contents of her personnel and/or medical file. All medical information shall be maintained separately from the employee's personnel file.
 - B. Each employee shall receive, upon request, a copy of all items contained in her personnel and/or medical file, once per year without charge.
 - C. The employee shall have the right to reply to any document contained in the personnel file with a formal letter addressed to the Superintendent of Schools. This letter will be placed in the personnel file.
- 17.4 In the event that any provision of this Agreement is, or shall at any time be contrary to law, all other provisions of this Agreement shall continue in effect.

- 17.5 A representative of the Union shall have reasonable access to the places of work of the secretaries for the purpose of conferring with Union delegates or employees within the unit. Where the Union representative finds it necessary to enter a place of work for this purpose, he/she shall first telephone the Personnel Director, the Department Head and her designee, as the Board shall require. Such visits shall not interfere with the orderly and efficient operation of the school system.
- 17.6 **Bulletin Boards:** Where available, space on a bulletin board shall be reserved at an accessible place in each school for the exclusive use of the Union for the posting of official Union notices or announcements. Such notices shall be identified by a signature of an officer or stamp of the Union.
- 17.7 In the event of any changes to an employee's employment status, or upon the hiring of any new employees, the secretary of the Union shall be notified by a representative of the Human Resources Department in writing within ten (10) working days of the effective date of a change if a change in classification or of the date of hire.

ARTICLE XVIII - DISCIPLINE

- 18.1 No employee shall be discharged, demoted or disciplined in any manner except for just cause.
- 18.2 All disciplinary actions shall be applied in a fair manner and will be constructive and progressive. Disciplinary action shall include (a) a verbal warning; (b) a written warning; (c) suspension with or without pay and (d) discharge. Whatever disciplinary action the Board deems appropriate, the parties recognize that the merits of a given situation play an important role in determining what action is appropriate and as such it is not the intent of the parties that all discipline will follow the order steps cited above. All disciplinary action will be recorded in the employee's personnel file and may be appealed through the grievance procedure.

Prior to any disciplinary related meeting the administrator will notify the employee of the right to have a union representative present.

- 18.3 All disciplinary actions must be stated in writing with the reason given. Copies thereof to be provided to both the employee and the Union at the time of the disciplinary action.

ARTICLE XIX - UNION ACTIVITIES

- 19.1 No employee shall engage in any Union activity which interferes with the performance of work during her working time or in working areas of the Board at any time except for the grievance procedure as herein provided.
- 19.2 Five (5) members of the Union negotiating committee shall be granted time off from work during normal working hours, without loss of pay, in order to attend all bargaining sessions between the Board and the Union for the purposes of negotiating the terms of the Agreement, when such sessions take place at a time during which such members are scheduled to work.

- 19.3 The President(s) or her designee, and the grievant, shall be granted leave from work with full pay for all meetings between the Board of Education and the Union for the purpose of processing grievances when such meetings take place at a time during which such employees are scheduled to work. This also applies to attendance at arbitration hearings.
- 19.4 The President(s) or her designee, with permission of the Superintendent of Schools or her designee shall, without loss of pay, shall be permitted to visit Board of Education job sites and have access to bargaining unit members during working hours provided such visits do not materially interfere with the operations of the school or department. The President(s) or her designee will exercise this language only when necessary; otherwise such meetings will occur during non-work hours. The President(s) or designee will notify their supervisor of such visits and record them in their time sheets.
- 19.5 The President(s) and one other member of the Union, designated in writing by the Union, designated in writing by the Union, shall be granted leave from work with full pay for union business, labor conventions and educational conferences, provided the total leave for the bargaining unit for such purposes shall not exceed sixteen (16) hours in any fiscal year. Such leave shall be taken in four (4) hour increments.

ARTICLE XX - RESERVATION OF RIGHTS

- 20.1 The signing of this Agreement shall not abrogate any of the parties' respective rights and privileges to which they are or it is entitled pursuant to any ordinance, charter, Board ruling of known and accepted historical practices. Any Memorandum of Agreement, Memorandum of Understanding or similar agreement entered into prior to the signing of this Agreement shall be null and void unless attached hereto.

ARTICLE XXI - DURATION

- 21.1 The provisions of this Agreement shall be effective as of July 1, 2023 with the first year wage increase payable retroactive to July 1, 2023 and shall continue to remain in full force and effect to and including June 30, 2027.


IN WITNESS WHEREOF, the parties hereunto set their hands and seals this 21st day of November, 2023.

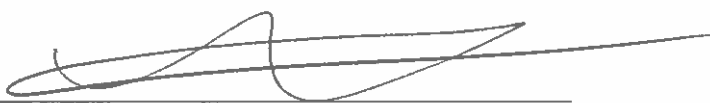
Milford Board of Education

By: 
Susan Glennon, Board Chair

By: 
Sean Brennan, Assistant Superintendent of Business and Operations

Connecticut Association of Labor Unions, CALU #3,
MAES (Milford Association of Educational Secretaries)

By: 
Maggie Germanese, Co-President

By: 
Marcy Gonski, Co-President

APPENDIX A - Wage Schedule July 1, 2023 – June 30, 2027

All employees that are employed on date of ratification of this agreement, shall receive wage increases retroactive to July 1, 2023.

Wage increases shall be as follows:

7/1/2023 - 2.50%

7/1/2024 - 2.75%

7/1/2025 - 2.75%

7/1/2026 - 2.75%

10-month employee - 196 work days plus 10 holidays x 7 hours = 1442 hours per contract year.

10-month elementary school employee - 201 work days plus 10 holidays x 7 hours = 1477 hours per contract year

11-month employee - 211 work days plus 10 holidays x 7 hours = 1547 hours per contract year

12-month employee - 226 work days, holidays, vacation days x 7 hours PLUS 34 work days at 6 hours = 1786 hours per contract year.

12-month employee – 227 work days, holidays, vacation days x 7 hours PLUS 34 work days at 6 hours = 1793 hours per contract year in a leap year.

Appendix A

Class 1	23/24	24/25	25/26	26/27
Step 1	\$22.87	\$23.50	\$24.14	\$24.81
2	\$23.47	\$24.12	\$24.78	\$25.46
3	\$24.08	\$24.74	\$25.42	\$26.12
4	\$24.65	\$25.33	\$26.03	\$26.74
5	\$25.25	\$25.94	\$26.65	\$27.39
6	\$25.85	\$26.56	\$27.29	\$28.04
7	\$26.40	\$27.13	\$27.88	\$28.64

Class 5	23/24	24/25	25/26	26/27
Step 1	\$27.35	\$28.10	\$28.87	\$29.67
2	\$28.57	\$29.35	\$30.16	\$30.99
3	\$29.13	\$29.93	\$30.75	\$31.60
4	\$30.07	\$30.90	\$31.75	\$32.62
5	\$30.96	\$31.81	\$32.68	\$33.58
6	\$31.90	\$32.78	\$33.68	\$34.60
7	\$32.74	\$33.64	\$34.56	\$35.51

Class 2	23/24	24/25	25/26	26/27
Step 1	\$24.49	\$25.16	\$25.85	\$26.56
2	\$25.23	\$25.92	\$26.63	\$27.36
3	\$25.94	\$26.66	\$27.39	\$28.14
4	\$26.68	\$27.41	\$28.17	\$28.94
5	\$27.43	\$28.18	\$28.96	\$29.75
6	\$28.15	\$28.92	\$29.72	\$30.53
7	\$28.82	\$29.62	\$30.43	\$31.27

Class 6	23/24	24/25	25/26	26/27
Step 1	\$28.66	\$29.45	\$30.26	\$31.09
2	\$29.59	\$30.41	\$31.24	\$32.10
3	\$30.52	\$31.36	\$32.23	\$33.11
4	\$31.51	\$32.37	\$33.27	\$34.18
5	\$32.46	\$33.35	\$34.27	\$35.21
6	\$33.40	\$34.32	\$35.27	\$36.24
7	\$34.29	\$35.23	\$36.20	\$37.19

Class 3	23/24	24/25	25/26	26/27
Step 1	\$25.06	\$25.75	\$26.46	\$27.19
2	\$25.81	\$26.52	\$27.25	\$28.00
3	\$26.58	\$27.31	\$28.06	\$28.83
4	\$27.36	\$28.11	\$28.88	\$29.68
5	\$28.15	\$28.92	\$29.72	\$30.53
6	\$28.93	\$29.72	\$30.54	\$31.38
7	\$29.70	\$30.52	\$31.36	\$32.22

Class 7	23/24	24/25	25/26	26/27
Step 1	\$29.02	\$29.82	\$30.64	\$31.48
2	\$29.95	\$30.77	\$31.62	\$32.49
3	\$30.90	\$31.75	\$32.63	\$33.52
4	\$31.90	\$32.78	\$33.68	\$34.60
5	\$32.85	\$33.75	\$34.68	\$35.64
6	\$33.79	\$34.72	\$35.68	\$36.66
7	\$34.69	\$35.64	\$36.62	\$37.63

Class 4	23/24	24/25	25/26	26/27
Step 1	\$26.04	\$26.75	\$27.49	\$28.24
2	\$26.94	\$27.68	\$28.44	\$29.22
3	\$27.75	\$28.51	\$29.29	\$30.10
4	\$28.66	\$29.45	\$30.26	\$31.09
5	\$29.49	\$30.30	\$31.13	\$31.99
6	\$30.37	\$31.21	\$32.06	\$32.95
7	\$31.16	\$32.02	\$32.90	\$33.80

Class 8	23/24	24/25	25/26	26/27
Step 1	\$29.51	\$30.32	\$31.16	\$32.01
2	\$30.44	\$31.28	\$32.14	\$33.02
3	\$31.40	\$32.26	\$33.15	\$34.06
4	\$32.39	\$33.28	\$34.20	\$35.14
5	\$33.34	\$34.26	\$35.20	\$36.17
6	\$34.29	\$35.23	\$36.20	\$37.19
7	\$35.18	\$36.15	\$37.14	\$38.16

Greeters

Step	23/24	24/25	25/26	26/27
------	-------	-------	-------	-------

1	\$16.04	\$16.48	\$16.93	\$17.40
2	\$16.41	\$16.86	\$17.32	\$17.80
3	\$16.80	\$17.26	\$17.74	\$18.22
4	\$17.20	\$17.67	\$18.16	\$18.66
5	\$17.60	\$18.08	\$18.58	\$19.09

College and Career Aides

College and Career Aides shall be placed on the Class 2 scale.

Part-time Employees

Effective and retroactive to July 1, 2023, Part-time Employees shall be paid \$19.96. For 2024-25 they shall be paid \$20.51; for 2025-26 they shall be paid \$21.07; and for 2026-27, they shall be paid \$21.65.

Wage Classification Grid

Classification 1

Classification 2

Office Support Secretary Alternative Education Secretary
Middle School 10 month Secretary
Office Support Secretary – Maintenance
College and Career Aides

Classification 3

High School Secretary to Assistant Principals
Elementary School Secretary
Middle School 12 month Secretary
Bookkeeper
Guidance Secretary
Human Resource Secretary
Adult Education Secretary
Benefits Secretary
Assessment Secretary
Special Education Secretary to Supervisor
Food Service Secretary
Data Processor

Classification 4

High School Secretary to the Principal
Secretary in the Chief Operations Officer's Office
Payroll Processor
Accounts Payable Processor
Secretary to Food Services Officer
Instructional Secretary
Superintendent's Office Secretary (Adult Ed)
Payroll Assistant/Business Office Generalist

Classification 5

Accounts Payable Supervisor
Student Activity/Grants Bookkeeper
PPS Director's Secretary

Classification 6

Secretary to Chief Operating Officer
Secretary to the Assistant Superintendent of Teaching and Learning
Secretary to Maintenance Director

Classification 7

Purchasing Agent

Classification 8

Payroll Supervisor
Benefits Supervisor

APPENDIX B

Summary of Benefits and Coverage: What this Plan Covers & What You Pay for Covered Services

Coverage for: Individual + Family | Plan Type: PPO + HSA

MILFORD: CITY AND BOARD OF EDUCATION: Anthem Century Preferred PPO HSA PS CSV



The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, <https://eoc.anthem.com/eocdps/aso>. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms, see the Glossary. You can view the Glossary at www.healthcare.gov/sbc-glossary/ or call (888) 224-4896 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	\$2,000/person or \$4,000/family for In-Network Providers. \$2,000/person or \$4,000/family for Non-Network Providers.	Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the policy, the overall family deductible must be met before the plan begins to pay.
Are there services covered before you meet your deductible?	Yes. Preventive Care for In-Network Providers. Children's eye exam for In-Network Providers.	This plan covers some items and services even if you haven't yet met the deductible amount. But a copayment or coinsurance may apply. For example, this plan covers certain preventive services without cost-sharing and before you meet your deductible. See a list of covered preventive services at https://www.healthcare.gov/coverage/preventive-care-benefits/ .
Are there other deductibles for specific services?	No.	You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan?	\$3,000/person or \$5,000/family for In-Network Providers. \$4,000/person or \$8,000/family for Non-Network Providers.	The out-of-pocket limit is the most you could pay in a year for covered services. If you have other family members in this plan, the overall family out-of-pocket limit must be met.
What is not included in the out-of-pocket limit?	Premiums, balance-billing charges, and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the out-of-pocket limit.
Will you pay less if you use a network provider?	Yes, Century Preferred. See www.anthem.com or call (888) 224-4896 for a list of network providers.	This plan uses a provider network. You will pay less if you use a provider in the plan's network. You will pay the most if you use an out-of-network provider, and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (balance billing). Be aware, your network provider might use an out-of-network provider for some services (such as lab work). Check with your provider before you get services.
Do you need a referral to see a specialist?	No.	You can see the specialist you choose without a referral.

! All copayment and coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	0% <u>coinsurance</u>	20% <u>coinsurance</u>	Virtual visits (Telehealth) benefits available.
	Specialist visit	0% <u>coinsurance</u>	20% <u>coinsurance</u>	Virtual visits (Telehealth) benefits available.
	Preventive care/ screening/ Immunization	No charge	20% <u>coinsurance</u>	You may have to pay for services that aren't preventive. Ask your <u>provider</u> if the services needed are preventive. Then check what your <u>plan</u> will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	0% <u>coinsurance</u>	20% <u>coinsurance</u>	Costs may vary by site of service.
	Imaging (CT/PET scans, MRIs)	0% <u>coinsurance</u>	20% <u>coinsurance</u>	Costs may vary by site of service.
If you need drugs to treat your illness or condition More information about <u>prescription drug coverage</u> is available at http://www.anthem.com/pharmacy	Tier 1 - Typically Generic	\$5/prescription (retail) and \$7.50/prescription (home delivery)	20% <u>coinsurance</u> (retail) and Not covered (home delivery)	For more information, refer to "National Drug List" at http://www.anthem.com/pharmacyinformation/ *See Prescription Drug section
	Tier 2 - Typically Preferred Brand	\$25/prescription (retail) and \$37.50/prescription (home delivery)	20% <u>coinsurance</u> (retail) and Not covered (home delivery)	
	Tier 3 - Typically Non-Preferred Brand and Generic drugs	\$40/prescription (retail) and \$60/prescription (home delivery)	20% <u>coinsurance</u> (retail) and Not covered (home delivery)	
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	0% <u>coinsurance</u>	20% <u>coinsurance</u>	-----none-----
	Physician/surgeon fees	0% <u>coinsurance</u>	20% <u>coinsurance</u>	-----none-----
	Emergency room care	0% <u>coinsurance</u>	Covered as In-Network	-----none-----
If you need immediate medical attention	Emergency medical transportation	0% <u>coinsurance</u>	Covered as In-Network	-----none-----
	Urgent care	0% <u>coinsurance</u>	20% <u>coinsurance</u>	-----none-----
If you have a hospital stay	Facility fee (e.g., hospital room)	0% <u>coinsurance</u>	20% <u>coinsurance</u>	100 days/benefit period for Inpatient rehabilitation.
	Physician/surgeon fees	0% <u>coinsurance</u>	20% <u>coinsurance</u>	-----none-----
If you need mental health,	Outpatient services	Office Visit 0% <u>coinsurance</u>	Office Visit 20% <u>coinsurance</u>	Office Visit Virtual visits (Telehealth)

* For more information about limitations and exceptions, see plan or policy document at <https://eoc.anthem.com/eocdps/aso>.

behavioral health, or substance abuse services		Other Outpatient 0% <u>coinsurance</u>	Other Outpatient 20% <u>coinsurance</u>	benefits available. Other Outpatient -----none----- -----none-----
If you are pregnant	Inpatient services	0% <u>coinsurance</u>	20% <u>coinsurance</u>	-----none-----
	Office visits	No charge	20% <u>coinsurance</u>	Cost sharing does not apply for preventive services. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound).
	Childbirth/delivery professional services	0% <u>coinsurance</u>	20% <u>coinsurance</u>	
	Childbirth/delivery facility services	0% <u>coinsurance</u>	20% <u>coinsurance</u>	
	Home health care	0% <u>coinsurance</u>	20% <u>coinsurance</u>	200 visits/benefit period.
If you need help recovering or have other special health needs	Rehabilitation services	0% <u>coinsurance</u>	20% <u>coinsurance</u>	Costs may vary by site of service.
	Habilitation services	0% <u>coinsurance</u>	20% <u>coinsurance</u>	*See Therapy Services section.
	Skilled nursing care	0% <u>coinsurance</u>	20% <u>coinsurance</u>	120 days/benefit period for skilled nursing services.
	Durable medical equipment	0% <u>coinsurance</u>	20% <u>coinsurance</u>	*See Durable Medical Equipment Section
If your child needs dental or eye care	Hospice services	0% <u>coinsurance</u>	20% <u>coinsurance</u>	-----none-----
	Children's eye exam	No charge	20% <u>coinsurance</u>	*See Vision Services section
	Children's glasses	Not covered	Not covered	-----none-----
	Children's dental check-up	Not covered	Not covered	

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)

- Cosmetic surgery
- Dental Check-up
- Routine foot care unless you have been diagnosed with diabetes
- Dental care (Adult)
- Glasses for a child
- Weight loss programs

- Dental care (Pediatric)
- Long-term care

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)

- Acupuncture
- Hearing aids 1 item(s)/ear every 2 benefit periods
- Private-duty nursing \$15,000 maximum/benefit period in a Home Setting only
- Bariatric surgery
- Infertility treatment
- Routine eye care (Adult) 1 exam/benefit period
- Chiropractic care 50 visits/benefit period combined with all other therapies
- Most coverage provided outside the United States. See www.bcbglobalcare.com

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: Connecticut Department of Insurance, 153 Market Street, 7th Floor, Hartford, CT 06103, (860) 297-3000, (800) 203-3447, Department of Labor,

* For more information about limitations and exceptions, see plan or policy document at <https://eoc.anthem.com/eocdps/aso>.

Employee Benefits Security Administration, (866) 444-EBSA (3272), www.dol.gov/ebsa/healthreform, or contact Anthem at the number on the back of your ID card. Other coverage options may be available to you too, including buying individual insurance coverage through the [Health Insurance Marketplace](#). For more information about the [Marketplace](#), visit www.HealthCare.gov or call 1-800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your [plan](#) for a denial of a [claim](#). This complaint is called a [grievance](#) or [appeal](#). For more information about your rights, look at the explanation of benefits you will receive for that medical [claim](#). Your [plan](#) documents also provide complete information on how to submit a [claim](#), [appeal](#), or a [grievance](#) for any reason to your [plan](#). For more information about your rights, this notice, or assistance, contact:

ATTN: Grievances and Appeals, P.O. Box 1038, North Haven, CT 06473-4201

Department of Labor, Employee Benefits Security Administration, (866) 444-EBSA (3272), www.dol.gov/ebsa/healthreform

Connecticut Office of Healthcare Advocate, P.O. Box 1543, Hartford, CT 06144, (866) 466-4446, www.ct.gov/oha, healthcare.advocate@ct.gov

Does this plan provide Minimum Essential Coverage? Yes/No

[Minimum Essential Coverage](#) generally includes [plans](#), [health insurance](#) available through the [Marketplace](#) or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of [Minimum Essential Coverage](#), you may not be eligible for the [premium tax credit](#).

Does this plan meet the Minimum Value Standards? Yes/No

If your [plan](#) doesn't meet the [Minimum Value Standards](#), you may be eligible for a [premium tax credit](#) to help you pay for a [plan](#) through the [Marketplace](#).

To see examples of how this plan might cover costs for a sample medical situation, see the next section.

* For more information about limitations and exceptions, see [plan](#) or policy document at <https://eoc.anthem.com/eocdps/aso>.

About these Coverage Examples:



This is not a cost estimator. Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

Peg is Having a Baby
(9 months of in-network pre-natal care and a hospital delivery)

The total Peg would pay is \$2,070
Managing Joe's Type 2 Diabetes
(a year of routine in-network care of a well-controlled condition)

- The plan's overall deductible \$2,000
- Specialist coinsurance 0%
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This EXAMPLE event includes services like:

- Specialist office visits (*prenatal care*)
- Childbirth/Delivery Professional Services
- Childbirth/Delivery Facility Services
- Diagnostic tests (*ultrasounds and blood work*)
- Specialist visit (*anesthesia*)

Total Example Cost	\$12,700
--------------------	----------

In this example, Peg would pay:

Cost Sharing	
Deductibles	\$2,000
Copayments	\$10
Coinsurance	\$0
What isn't covered	
Limits or exclusions	\$60

The plan would be responsible for the other costs of these EXAMPLE covered services.

- The plan's overall deductible \$2,000
- Specialist coinsurance 0%
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This EXAMPLE event includes services like:

- Primary care physician office visits (*including disease education*)
- Diagnostic tests (*blood work*)
- Prescription drugs
- Durable medical equipment (*glucose meter*)

Total Example Cost	\$5,600
--------------------	---------

In this example, Joe would pay:

Cost Sharing	
Deductibles	\$2,000
Copayments	\$700
Coinsurance	\$0
What isn't covered	
Limits or exclusions	\$20
The total Joe would pay is	\$2,720

Mia's Simple Fracture
(in-network emergency room visit and follow up care)

- The plan's overall deductible \$2,000
- Specialist coinsurance 0%
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This EXAMPLE event includes services like:
Emergency room care *(including medical supplies)*
Diagnostic test *(x-ray)*
Durable medical equipment *(crutches)*
Rehabilitation services *(physical therapy)*

Total Example Cost	\$2,800
In this example, Mia would pay:	
<u>Cost Sharing</u>	
<u>Deductibles</u>	\$2,000
<u>Copayments</u>	\$0
<u>Coinsurance</u>	\$0
<i>What isn't covered</i>	
Limits or exclusions	\$0
The total Mia would pay is	\$2,000

Language Access Services:

(TTY/TDD: 711)

Albanian (Shqip): Nëse keni pyetje në lidhje me këtë dokument, keni të drejtë të merrni falas ndihmë dhe informacion në gjuhën tuaj. Për të kontaktuar me një përkthyes, telefononi (888) 224-4896

Amharic (አማርኛ): ስኬዚህ ሰነድ ማሻሻያዎ ሞድክ ንክምታ ባራሰዎ ቋንቋ እርዳታ እና ይህን መረጃ በነጻ የማሻሻላችሁ መብት እክምታ። አስተርጓሚ ከማርች 1 (888) 224-4896 ይጀምራል።
(888) 224-4896 ላይ ግንኙኝ፣ ወይንም ግንኙኝ ወደ ባለሙያዎች ለመቀላቀል ይችላሉ።

Armenian (հայերեն). Եթե այս փաստաթղթի հետ կապված հարցեր ունեւ, դուք իրավունք ունեւ անվճար ստանալ օգնություն և տեղեկատվություն ձեր լեզվով: Թարգմանչի հետ խոսելու համար զանգահարեք հետևյալ հեռախոսահամարով՝ (888) 224-4896:

Bassa (Bàsɔ̀ wùdù): M̐ dyi dyi-diè-dè b̐ b̐ é é b̐ á céé-dè n̐ à ké dyí ní, ɔ̀ m̐ mò n̐ dyí-b̐ é d̐ è in-d̐ è b̐ é m̐ ké gbo-kpá-kpá kè b̐ b̐ kpò d̐ é m̐ b̐ í d̐ í-wù d̐ ù ù n̐ b̐ ó pí d̐ yí. B̐ é m̐ ké wu du-zì in-nyò d̐ ò gbo wù d̐ ù ké, d̐ á (888) 224-4896.

Bengali (বাংলা): যদি এই নথিপত্রের বিষয়ে আপনার কোনো প্রশ্ন থাকে, তাহলে আপনার ভাষায় বিনামূল্যে সাহায্য পাওয়ার অধিকার আপনাকে আছে। একজন দোভাষীর সাথে কথা বলার জন্য (888) 224-4896 - (ত কল করুন।)

Burmese (မြန်မာ): ဤစာရွက်စာတမ်းနှင့် ပတ်သက်၍ သင့်တွင် မေးမြန်းလိုသည်များရှိပါက အချက်အလက်များနှင့် အကူအညီကို အခကြေးငွေ ပေးစရာမလိုပဲ သင့်ဘာသာစကားဖြင့် ရယူနိုင်ခွင့် သင့်တွင် ရှိပါသည်။ စကားပြန် တစ်ဦးနှင့် စကားပြောနိုင်ရန် (၈၈၈) ၂၂၄-၄၈၉၆ သို့ ခေါ်ဆိုပါ။

Chinese (中文): 如果您對本文件有任何疑問，您有權使用您的語言免費獲得協助和資訊。如需與譯員通話，請致電(888) 224-4896。

Dinka (Dinka): Na naq thiëc në ke de ya thorë, ke yin naq loq bë yi kuony ku wer alëu bë gëer yic yin ne thoq du ke cin wëu tääwë ke piny. Te kor yin ba jam wënë ran ye thok gexyc, ke yin col (888) 224-4896.

Dutch (Nederlands): Bij vragen over dit document hebt u recht op hulp en informatie in uw taal zonder bijkomende kosten. Als u een tolk wilt spreken, belt u (888) 224-4896.

Farsi (فارسی): در صورتی که سوالی بپرسامون این سند دارید، این حق را دارید که اطلاعات و کمک را بدون هیچ هزینه ای به زبان مادریتان دریافت کنید. برای گفتگو با یک مترجم شمامی، با شمارۀ (888) 224-4896 تماس بگیرید.

French (Français): Si vous avez des questions sur ce document, vous avez la possibilité d'accéder gratuitement à ces informations et à une aide dans votre langue. Pour parler à un interprète, appelez le (888) 224-4896.

Language Access Services:

- German (Deutsch):** Wenn Sie Fragen zu diesem Dokument haben, haben Sie Anspruch auf kostenfreie Hilfe und Information in Ihrer Sprache. Um mit einem Dolmetscher zu sprechen, bitte wählen Sie (888) 224-4896.
- Greek (Ελληνικά):** Αν έχετε τυχόν απορίες σχετικά με το παρόν έγγραφο, έχετε το δικαίωμα να λάβετε βοήθεια και πληροφορίες στη γλώσσα σας δωρεάν. Για να μιλήσετε με κάποιον διερμηνέα, τηλεφωνήστε στο (888) 224-4896.
- Gujarati (ગુજરાતી):** જો આ દસ્તાવેજ અંગે આપને કોઈપણ પ્રશ્નો હોય તો કોઈપણ ખર્ચ વગર આપની ભાષામાં મદદ અને માહિતી મેળવવાનો તમને અધિકાર છે. દુભાષિયા સાથે વાત કરવા માટે કોલ કરો (888) 224-4896.
- Haitian Creole (Kreyòl Ayisyen):** Si ou gen nenpòt kesyon sou dokiman sa a, ou gen dwa pou jwenn èd ak enfòmasyon nan lang ou gratis. Pou pale ak yon entèprèt, rele (888) 224-4896.
- Hindi (हिंदी):** अगर आपके पास इस दस्तावेज के बारे में कोई प्रश्न हैं, तो आपको निःशुल्क अपनी भाषा में मदद और जानकारी प्राप्त करने का अधिकार है। दुभाषिये से बात करने के लिए, कॉल करें (888) 224-4896 ।
- Hmong (White Hmong):** Yog tias koj muaj lus nug dab tsi ntsig txog daim ntawv no, koj muaj cai tau txais kev pab thiab lus qhia hais ua koj hom lus yam tsim xam tus nqi. Txhawm rau tham nrog tus neeg txhais lus, hu xov tooj rau (888) 224-4896.
- Igbo (Igbo):** O bụrụ na ị nwere ajụjụ ọ bụla gbasara akwụkwọ a, ị nwere ikike ịnweta enyemaka na ozị n'asụsụ gị na akwughị ugwo ọ bụla. Ka gị na ọkọwa okwu kwuo okwu, kpọọ (888) 224-4896.
- Ilokano (Ilokano):** Nu addaan ka iti aniaman a saludsod panggep iti daytoy a dokumento, adda karbengam a makaala ti tulong ken impormasyon babaen ti lengguahem nga awan ti bayad na. Tapno makatungtong ti maysa nga tagipatarus, awagan ti (888) 224-4896.
- Indonesian (Bahasa Indonesia):** Jika Anda memiliki pertanyaan mengenai dokumen ini, Anda memiliki hak untuk mendapatkan bantuan dan informasi dalam bahasa Anda tanpa biaya. Untuk berbicara dengan interpreter kami, hubungi (888) 224-4896.
- Italian (Italiano):** In caso di eventuali domande sul presente documento, ha il diritto di ricevere assistenza e informazioni nella sua lingua senza alcun costo aggiuntivo. Per parlare con un interprete, chiami il numero (888) 224-4896.
- Japanese (日本語):** この文書についてなにかご不明な点があれば、あなたにはあなたの言語で無料で支援を受け情報を得る権利があります。通訳と話すには、(888) 224-4896 にお電話ください。
- Khmer (ខ្មែរ):** បើអ្នកមានសំណួរណាមួយទៀតអំពីឯកសារនេះ អ្នកមានសិទ្ធិទទួលជំនួយនិងព័ត៌មានជាភាសាប្រស្នឹមអ្នកដោយឥតគិតថ្លៃ។

Language Access Services:

ਖੇਡੀਜ਼ਿਕਦਾਖ਼ੁਧਖ਼ੁਕਪਕਪ੍ਰੇਪ ਸੁਖਸੇਮ(888) 224-4896 ੴ

Kirundi (Kirundi): Ugize ikibazo icyo ariko cose kuri iyi nyandiko, ufise uburenganzira bwo kuronka ubufasha mu rurimi rwawe ata giciro. Kugira uvugishye umusemuzi, akura (888) 224-4896.

Korean (한국어): 본 문서에 대해 어떠한 문의사항이라도 있을 경우, 귀하에게는 귀하가 사용하는 언어로 무료 도움 및 정보를 얻을 권리가 있습니다. 통역사와 이야기하려면(888) 224-4896 로 문의하십시오.

Lao (ລາວ): ຖ້າທ່ານມີຄຳຖາມໃດໆກ່ຽວກັບເອກະສານນີ້, ທ່ານມີສິດໄດ້ຮັບຄວາມຊ່ວຍເຫຼືອ ແລະ ຂໍ້ມູນເປັນພາສາຂອງທ່ານໂດຍບໍ່ເສຍຄ່າ. ຕື່ມອໃຈວິມັດທະນະພາບພາສາ, ໃຫ້ໃບໜາ (888) 224-4896.

Navajo (Diné): Dii naaltsoos bika'ígíí łahgo bina'ídiłkíidgo ná bohónéedzą dóó bee ahóót'í t'áá ni nizaad k'ehj́ bee níl hodoonih t'áadoo bą́ąh ń́línígóó. Ata' balné'ígíí ł́ bich'íi hadeesdzih nínízingo koǵ́i' hodílnih (888) 224-4896.

Nepali (नेपाली): यदि यो कागजातबारे तपाईंसँग केही प्रश्नहरू छन् भने, आफ्नै भाषामा निःशुल्क सहयोग तथा जानकारी प्राप्त गर्न पाउने हक तपाईंसँग छ। दोभाषेसँग कुरा गर्नका लागि, यहाँ कल गर्नुहोस् (888) 224-4896

Oromo (Oromifaa): Sanadi kanaa wajjin walqabaate gaffi kamiyuu yoo qabduu tanaan, Gargaarsa argachuu fi odeeffanoo afaan ketiin kaffaltii alla argachuuf mirgaa qabdaa. Turjumaana dubaachuuf, (888) 224-4896 bilbilla.

Pennsylvania Dutch (Deutsch): Wann du Frooge iwver selle Document hoscht, du hoscht die Recht um Hilfe un Information zu griege in dei Schprooch mitaus Koscht. Um mit en Iwwersetze zu schwetze, ruff (888) 224-4896 aa.

Polish (polski): W przypadku jakichkolwiek pytań związanych z niniejszym dokumentem masz prawo do bezpłatnego uzyskania pomocy oraz informacji w swoim języku. Aby porozmawiać z tłumaczem, zadzwoń pod numer (888) 224-4896.

Portuguese (Português): Se tiver quaisquer dúvidas acerca deste documento, tem o direito de solicitar ajuda e informações no seu idioma, sem qualquer custo. Para falar com um intérprete, ligue para (888) 224-4896.

Punjabi (ਪੰਜਾਬੀ): ਜੇ ਤੁਹਾਡੇ ਇਸ ਦਸਤਾਵੇਜ਼ ਬਾਰੇ ਕੋਈ ਸਵਾਲ ਹੁੰਦੇ ਹਨ ਤਾਂ ਤੁਹਾਡੇ ਕੋਲ ਮੁਫਤ ਵਿੱਚ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਮਦਦ ਅਤੇ ਜਾਣਕਾਰੀ ਪ੍ਰਾਪਤ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਹੁੰਦਾ ਹੈ। ਇੱਕ ਦੁਬਾਰੀਏ ਨਾਲ ਗੱਲ ਕਰਨ ਲਈ(888) 224-4896 ਤੇ ਕਾਲ ਕਰੋ।

Romanian (Română): Dacă aveți întrebări referitoare la acest document, aveți dreptul să primiți ajutor și informații în limba dumneavoastră în mod gratuit. Pentru a vă adresa unui interpret, contactați telefonic (888) 224-4896.

Russian (Русский): Если у вас есть какие-либо вопросы в отношении данного документа, вы имеете право на бесплатное получение помощи и

Language Access Services:

информации на вашем языке. Чтобы связаться с устным переводчиком, позвоните по тел. (888) 224-4896.

Samoan (Samoa): Afai e iai ni ou fesili e uiga i lenei tusi, e iai lou 'aia e maua se fesoasoani ma faamatalaga i lou lava gagana e aunoa ma se totogi. Ina ia talanoa i se tagata faaliliu, vili (888) 224-4896.

Serbian (Srpski): Ukoliko imate bilo kakvih pitanja u vezi sa ovim dokumentom, imate pravo da dobijete pomoć i informacije na vašem jeziku bez ikakvih troškova. Za razgovor sa prevodiocem, pozovite (888) 224-4896.

Spanish (Español): Si tiene preguntas acerca de este documento, tiene derecho a recibir ayuda e información en su idioma, sin costos. Para hablar con un intérprete, llame al (888) 224-4896.

Tagalog (Tagalog): Kung mayroon kang anumang katanungan tungkol sa dokumentong ito, may karapatan kang humingi ng tulong at impormasyon sa iyong wika nang walang bayad. Makipag-usap sa isang tagapagpaliwanag, tawagan ang (888) 224-4896.

Thai (ไทย): หากท่านมีคำถามใดๆ เกี่ยวกับเอกสารฉบับนี้ ท่านมีสิทธิ์ที่จะได้รับความช่วยเหลือและข้อมูลในภาษาของท่านโดยไม่ค่าใช้จ่าย โดยโทร (888) 224-4896 เพื่อพูดคุยกับล่าม

Ukrainian (Українська): якщо у вас виникають запитання з приводу цього документа, ви маєте право безкоштовно отримати допомогу й інформацію вашою рідною мовою. Щоб отримати послуги перекладача, зателефонуйте за номером: (888) 224-4896.

Urdu (اردو): اگر اس دستاویز کے بارے میں آپ کا کوئی سوال ہے، تو آپ کو اور اپنی زبان میں مفت معلومات حاصل کرنے کا حق حاصل ہے۔ کسی مترجم سے بات کرنے کے لئے، (888) 224-4896 پر کال کریں۔

Vietnamese (Tiếng Việt): Nếu quý vị có bất kỳ thắc mắc nào về tài liệu này, quý vị có quyền nhận sự trợ giúp và thông tin bằng ngôn ngữ của quý vị hoàn toàn miễn phí. Để trao đổi với một thông dịch viên, hãy gọi (888) 224-4896.

Yiddish (אידיש): אויב איר האט שאלות וועגן דעם דאקומענט, האט איר דא רעכט צו באקומען דעם אינפארמאציע אין אידיש. (888) 224-4896.

Yoruba (Yorùbá): Tí o bá ní èròkálẹ̀ yí ibèrè nípá àkòsílẹ̀ yí, o ní ètò láti gba iranwo àti ìwífún ní èdè rẹ lófẹẹ. Bá wa ògbùfọ kan sọrọ, pe (888) 224-4896.

It's important we treat you fairly

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

Language Access Services:

1019 (TDD: 1- 800-537-7697) or online at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>. Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>

Milford Board of Education: Secretaries Century Preferred PPO \$25

FD: 001016-135

Coverage Period: 07/01/2015 – 06/30/2016

Summary of Benefits and Coverage: What this Plan Covers & What it Costs Coverage for: Individual/Family | Plan Type: PPO

Common Medical Event	Services You May Need	Your Cost If You Use an In-network Provider	Your Cost If You Use an Out-of-network Provider	Limitations & Exceptions
needs	Rehabilitation services	\$35 copay	20% coinsurance, after deductible	Prior authorization required after the first visit for Physical Therapy and Occupational Therapy. Coverage limited to 50 visit limit for physical, occupational, and speech therapy combined with Chiropractic care. Excess coverage beyond 50 visits subject to out of network deductible and coinsurance.
	Habilitation services	\$35 Copay	20% coinsurance, after deductible	All rehabilitation and habilitation visits count toward your rehabilitation visit limit.
	Skilled nursing care	\$300 Copay per admission	20% coinsurance, after deductible	Prior authorization is required. Skilled nursing facility services limited to 120 days per member per calendar year.
	Durable medical equipment	No charge	20% coinsurance, after deductible	For a complete list of exclusions and limitations, please reference your Certificate of Coverage.
	Hospice service	No Charge	20% coinsurance, after deductible	Prior authorization is required.
	Eye exam (routine or medical)	No Charge	20% coinsurance, after deductible	1 exam every calendar year.
If your child needs dental or eye care	Glasses	Not Covered	Not Covered	none
	Dental check-up	Not Covered	Not Covered	none

Questions: Call 800-233-4947 or visit us at www.anthem.com

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at www.anthem.com or call 800-233-4947 to request a copy.

Milford Board of Education: Secretaries Century Preferred PPO \$25

FD: 001016-135

Coverage Period: 07/01/2015 – 06/30/2016

Summary of Benefits and Coverage: What this Plan Covers & What it Costs

Coverage for: Individual/Family | Plan Type: PPO

Excluded Services & Other Covered Services:

Services Your Plan Does NOT Cover (This isn't a complete list. Check your policy or plan document for other excluded services.)
<ul style="list-style-type: none">• Cosmetic surgery• Dental care (Adult)• Weight loss programs• Long-term care• Routine foot care• Acupuncture

Other Covered Services (This isn't a complete list. Check your policy or plan document for other covered services and your costs for these services.)
<ul style="list-style-type: none">• Chiropractic care (limits apply)• Hearing aids- (restrictions apply)• Non-emergency care when traveling outside the U.S.• Coverage provided outside the United States. See www.BCBS.com/bluecardworldwide• Bariatric surgery• Infertility treatment (restrictions apply)• Private-duty nursing- (restrictions apply)• Routine eye care

Your Rights to Continue Coverage:

If you lose coverage under the plan, then, depending upon the circumstances, Federal and State laws may provide protections that allow you to keep health coverage. Any such rights may be limited in duration and will require you to pay a premium, which may be significantly higher than the premium you pay while covered under the plan. Other limitations on your rights to continue coverage may also apply.

For more information on your rights to continue coverage, contact the plan at 1-888-401-3539. You may also contact your state insurance department, the U.S. Department of Labor, Employee Benefits Security Administration at 1-866-444-3272 or www.dol.gov/ebsa, or the U.S. Department of Health and Human Services at 1-877-267-2323 x61565 or www.cms.gov.

Questions: Call 800-233-4947 or visit us at www.anthem.com

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at www.anthem.com or call 800-233-4947 to request a copy.

6 of 10

Milford Board of Education: Secretaries Century Preferred PPO \$25

FD: 001016-135

Coverage Period: 07/01/2015 – 06/30/2016

Summary of Benefits and Coverage: What this Plan Covers & What it Costs Coverage for: Individual/Family | Plan Type: PPO

Your Grievance and Appeals Rights:

If you have a complaint or are dissatisfied with a denial of coverage for claims under your plan, you may be able to appeal or file a grievance. For questions about your rights, this notice, or assistance, you can contact:

Anthem Blue Cross & Blue Shield Appeals
108 Leigus Road, Wallingford CT 06492

Department of Labor's Employee Benefits Security Administration
1-866-444-EBSA (3272)
www.dol.gov/ebsa/healthreform

Connecticut Insurance Department
153 Market Street, 7th Floor, Hartford, CT 06103

Additionally, a consumer assistance program can help you file your appeal. Contact:
Connecticut Office of the Healthcare Advocate

P.O. Box 1543
Hartford, CT 06144
(866) 466-4446
www.ct.gov/oha
healthcare-advocate@ct.gov

Questions: Call 800-233-4947 or visit us at www.anthem.com

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at www.anthem.com or call 800-233-4947 to request a copy.

7 of 10

Milford Board of Education: Secretaries Century Preferred PPO \$25

FD: 001016-135

Coverage Period: 07/01/2015 – 06/30/2016

Summary of Benefits and Coverage: What this Plan Covers & What it Costs

Coverage for: Individual/Family | Plan Type: PPO

Does this Coverage Provide Minimum Essential Coverage?

The Affordable Care Act requires most people to have health care coverage that qualifies as “minimum essential coverage.” This plan or policy does provide minimum essential coverage.

Does this Coverage Meet the Minimum Value Standard?

The Affordable Care Act establishes a minimum value standard of benefits of a health plan. The minimum value standard is 60% (actuarial value). This health coverage does meet the minimum value standard for the benefits it provides.

Language Access Services:

Si no es miembro todavía y necesita ayuda en idioma español, le suplicamos que se ponga en contacto con su agente de ventas o con el administrador de su grupo. Si ya está inscrito, le rogamos que llame al número de servicio de atención al cliente que aparece en su tarjeta de identificación.

如果您是會員並需要中文協助，請聯絡您的銷售代表或小組管理員。如果您已參保，則請使用您 ID 卡上的號碼聯絡客戶服務人員。

Kung hindi ka pa miyembro at kailangan ng tulong sa wikang Tagalog, mangyaring makipag-ugnayan sa iyong sales representative o administrator ng iyong pangkat. Kung naka-enroll ka na, mangyaring makipag-ugnayan sa serbisyo para sa customer gamit ang numero sa iyong ID card.

Doo bee a'ah ni'liigoo ci dooda'i, shikaa adoolwol iinirinigoo t'aa dinc k'ejigoo, t'aa shoodi ba na alinhi ya sidahi bich'i naabidilkiid. Ii doo biigha daago ni ba'nija'go ho'aalagit bich'i hodiini. Hai'daa iini'taago ciya, t'aa shoodi dinc ya atah halne'igii ni beesh bee hane'i wolta' bi'ki si'niiligi bi'kehgo bich'i hodiini.

To see examples of how this plan might cover costs for a sample medical situation, see the next page.

Questions: Call 800-233-4947 or visit us at www.anthem.com

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at www.anthem.com or call 800-233-4947 to request a copy.

8 of 10

Milford Board of Education: Secretaries Century Preferred PPO \$25

FD: 001016-135

Coverage Examples

Coverage Period: 07/01/2015 – 06/30/2016

Coverage for: Individual/Family | Plan Type: PPO

About these Coverage Examples:

These examples show how this plan might cover medical care in given situations. Use these examples to see, in general, how much financial protection a sample patient might get if they are covered under different plans.



**This is
not a cost
estimator.**

Don't use these examples to estimate your actual costs under this plan. The actual care you receive will be different from these examples, and the cost of that care will also be different.

See the next page for important information about these examples.

Having a baby

(In-network Provider- 2 day normal delivery)

- Amount owed to providers: \$15,540
- Plan pays \$15,010
- Patient pays \$300

Sample care costs:

Hospital charges (mother)	\$10,700
Routine obstetric care	\$2,100
Hospital charges (baby)	\$900
Anesthesia	\$900
Laboratory tests	\$500
Prescriptions	\$200
Radiology	\$200
Vaccines, other preventive	\$40
Total	\$15,540

Patient pays:

Deductibles	\$0
Copays	\$300
Coinsurance	\$0
Limits or exclusions	\$0
Total	\$300

Managing type 2 diabetes

(In-network Provider -maintenance of a well-controlled condition)

- Amount owed to providers: \$1,600
- Plan pays \$1,510
- Patient pays \$175

Sample care costs:

Prescriptions	\$500
Medical Office Visits and Procedures	\$700
Education	\$300
Laboratory tests	\$100
Total	\$1,600

Patient pays:

Deductibles	\$0
Copays	\$175
Coinsurance	\$0
Limits or exclusions	\$0
Total	\$175

Questions: Call 800-233-4947 or visit us at www.anthem.com

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at www.anthem.com or call 800-233-4947 to request a copy.

9 of 10

Milford Board of Education: Secretaries Century Preferred PPO \$25

FD: 001016-135

Coverage Examples

Coverage Period: 07/01/2015 – 06/30/2016

Coverage for: Individual/Family | Plan Type: PPO

Questions and answers about the Coverage Examples:

What are some of the assumptions behind the Coverage Examples?

- Costs don't include premiums.
- Sample care costs are based on national averages supplied by the U.S. Department of Health and Human Services, and aren't specific to a particular geographic area or health plan.
- The patient's condition was not an excluded or preexisting condition.
- All services and treatments started and ended in the same coverage period.
- There are no other medical expenses for any member covered under this plan.
- Out-of-pocket expenses are based only on treating the condition in the example.
- The patient received all care from in-network providers. If the patient had received care from out-of-network providers, costs would have been higher.

What does a Coverage Example show?

For each treatment situation, the Coverage Example helps you see how deductibles, copayments, and coinsurance can add up. It also helps you see what expenses might be left up to you to pay because the service or treatment isn't covered or payment is limited.

Does the Coverage Example predict my own care needs?

✗ No. Treatments shown are just examples. The care you would receive for this condition could be different based on your doctor's advice, your age, how serious your condition is, and many other factors.

Does the Coverage Example predict my future expenses?

✗ No. Coverage Examples are not cost estimators. You can't use the examples to estimate costs for an actual condition. They are for comparative purposes only. Your own costs will be different depending on the care you receive, the prices your providers charge, and the reimbursement your health plan allows.

Can I use Coverage Examples to compare plans?

✓ Yes. When you look at the Summary of Benefits and Coverage for other plans, you'll find the same Coverage Examples. When you compare plans, check the "Patient Pays" box in each example. The smaller that number, the more coverage the plan provides.

Are there other costs I should consider when comparing plans?

✓ Yes. An important cost is the premium you pay. Generally, the lower your premium, the more you'll pay in out-of-pocket costs, such as copayments, deductibles, and coinsurance. You should also consider contributions to accounts such as health savings accounts (HSAs), flexible spending arrangements (FSAs) or health reimbursement accounts (HRAs) that help you pay out-of-pocket expenses.

Questions: Call 800-233-4947 or visit us at www.anthem.com

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at www.anthem.com or call 800-233-4947 to request a copy.

10 of 10

APPENDIX D
PRO-RATED TIME OFF SCHEDULE

10-month Secretary – Pro-rated Sick and Personal Days

Month Employment Begins	Sick Days (1.5 per month)	Personal days (.4 per month)
August/September	15	4
October	13.5	3.6
November	12	3.2
December	10.5	2.8
January	9	2.4
February	7.5	2
March	6	1.6
April	4.5	1.2
May	3	.8
June	1.5	.4

11-Month Secretary – Pro-rated Sick and Personal Days

Month Employment Begins	Sick Days	Personal Days
August	15	4
September	13.6	3.6
October	12.2	3.24
November	10.8	2.88
December	9.4	2.52
January	8	2.16
February	6.6	1.8
March	5.2	1.44
April	4	1.08
May	2.8	.72
June	1.4	.36

12-Month Secretary – Pro-rated Vacation, Sick and Personal Days

Month Employment Begins	Sick Days (1.25 per month)	Vacation Days (1.25 per month)	Personal Days (.33 per month)
July	15	15	4
August	13.75	13.75	3.66
September	12.5	12.5	3.33
October	11.25	11.25	3
November	10	10	2.66
December	8.75	8.75	2.33
January	7.5	7.5	2
February	6.25	6.25	1.66
March	5	5	1.33
April	3.75	3.75	1
May	2.5	2.5	.66
June	1.25	1.25	.33

APPENDIX E

Weingarten Rights

UNION REPRESENTATION AND THE DISCIPLINARY INTERVIEW

An employee who is called to an interview with his or her employer which may lead to some disciplinary action is entitled to union representation. An employee must request to have a union representative present during investigatory interviews which the employee reasonably believes will result in disciplinary action.

If management wants to question or "interview" you,

First:

Ask what is involved. Ask if this might lead to you being disciplined.

If so:

Tell management that you want a union representative present. (The employer is not required to postpone the interview because a particular representative is unavailable).

Refuse to answer any questions until a union representative is present.

Refuse to allow any tape or any other electronic recording of the interview.

If management insists on proceeding with the interview without regard for your rights, make clear that you are proceeding under protest. Take careful notes. Answer questions briefly, but honestly.

If you make the mistake of starting the interview and become disturbed by the direction the interview is taking, stop the interview, request that a union representative be present before continuing with the interview.