

AGREEMENT

between

**THE NEW BRITAIN BOARD OF EDUCATION
CONSOLIDATED SCHOOL DISTRICT**

and

**LOCAL 818 OF THE
AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES
AFL-CIO**

JULY 1, 2021 - JUNE 30, 2025

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**AGREEMENT
BETWEEN**

**THE BOARD OF EDUCATION
CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**

**AND
LOCAL 818 OF THE
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES
AFL-CIO**

This Agreement is entered into by and between the Board of Education for the Consolidated School District of New Britain (hereinafter referred to as the "BOARD") and Local 818 of Council 4 of the American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter referred to as the "UNION"). It is the intention of the parties entering into this Agreement to maintain a harmonious relationship between them recognizing the legitimate needs of the employees covered as well as the obligation of the Board to the public.

**ARTICLE I
UNION RECOGNITION**

- 1.0 The Board recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining pursuant to the terms and conditions of sections 7-467 to 7-477 of the Connecticut General Statutes with respect to wages, hours and other conditions of employment for all supervisory employees of the Board, whether or not paid from funds obtained from State or Federal legislation, serving in the positions listed in Appendix A.
- 1.1 No job classifications included in the bargaining unit under Section 1.0 above shall be reclassified outside the unit as defined above during the life of this Agreement without the mutual consent of the parties.
- 1.2 If the Board creates any new positions during the life of the Agreement, it will meet with the Union at the Union's request in an attempt to arrive at a mutual determination as to inclusion or exclusion from the bargaining unit. In the event they are unable to agree, the Union, at its option, may refer the matter to the State Labor Relations Board for determination under Section 7-471 (2) of the General Statutes. If the position is determined to be within the scope of the bargaining unit, the Board and the Union must negotiate on the proper pay grade or use the services of the State Board as stated above in the clause.

**ARTICLE II
THE RIGHTS OF THE BOARD**

- 2.0 It is recognized that the Board has and will continue to retain the right, responsibility and prerogative to direct the operations of the public schools in the City of New Britain in all respects, provided however, that the same rights, responsibilities and prerogatives shall not be exercised in a manner inconsistent with or in violation of any of the specific terms and provisions of the Agreement.

**ARTICLE III
UNION SECURITY**

- 3.0 The Board agrees to deduct a monthly dues, as specified by the Union from the wages of any employees covered by this Agreement who have duly authorized the Board to make such deduction.
- 3.1 The deduction for any month shall be made during the first payroll week of each month and shall be remitted to the Financial Officer of the Union not later than the last day of said month.
- 3.2 The monthly remittance of dues to the Union will be accompanied by a list of names and home addresses of employees from whose wages dues or fee deductions have been made.
- 3.3 The Union shall hold the Board harmless against any and all claims, demands, liabilities, lawsuits, counsel fees or other costs which may arise out of, or be by reason of actions taken against the Board as a result of the administration of the provisions of this section.
- 3.4 The Board agrees to deduct from the pay of bargaining unit members who authorize such deductions from the wages such amounts as each individual employee wishes to contribute to the National PEOPLE Committee of AFSCME. It is understood that such contributions are voluntary and are not required as a condition of employment. The total amount deducted from employees' wages, together with a list of names of employees and their individual contributions, shall be forwarded monthly to the National PEOPLE Committee. A copy of such list shall be provided to the Union Treasurer.
- 3.5 The Union shall have the right and opportunity to hold an orientation session with all newly hired employees. This orientation session shall be for the purpose of explaining the new employee's contractual rights and introducing them to the Union. The orientation will be held within fifteen (15) days of the employee's hire date and shall be during working hours at a time agreed to by the employee's immediate supervisor, not to exceed thirty (30) minutes in duration.
- 3.6 The Employer agrees that Representatives of AFSCME shall be permitted to enter the premises of the employer at any reasonable time for the purpose of transacting Union business, discussing, processing or investigating filed grievances, or fulfilling the role of collective bargaining agent, provided that they do not interfere with the performance of duties.

**ARTICLE IV
SENIORITY, TRANSFERS AND VACANCIES**

- 4.0 Seniority is defined as the length of service of the employee from the last date of employment by the Board. Seniority will continue to accrue during any authorized paid or unpaid leave for purposes of lateral transfer, layoff and recall rights, and longevity pay. Seniority will continue to accrue during any uniformed services leave for all purposes.
- Seniority will be lost if an employee quits, resigns or is discharged, or exceeds an authorized leave of absence.
- 4.1 The Board will maintain a seniority list which shall be revised as of January 1st of each year and a copy furnished to the Union upon request. Any claims by the union for corrections of such list must be made within thirty (30) days after a copy is given to the Union, otherwise the list shall be deemed correct.
- 4.2 No employee shall attain seniority rights in this Agreement, until the employee has worked one-hundred twenty (120) days. During such period the employee shall be subject to all other clauses of this Agreement but shall be on probation and may be discharged by the Board for any reason not prohibited by law and without recourse to the grievance and arbitration provision of the Agreement by either the Union or the employee. Upon completion of the probationary period, the employee's seniority shall date back to the time the employee started work, as set forth in Section 4.0.
- 4.3 All vacancies and new positions shall be sent electronically for a period of five (5) working days prior to any action taken by the Board to fill such vacancies or new positions on a permanent basis. Copies of such postings shall be sent to the Union. The parties may mutually agree in writing to waive the five (5) calendar days' internal posting.
- 4.4 When a vacancy or a new position exists within the School District in the bargaining unit and the Board decides to fill the vacancy or position, the employee within the Local 818 bargaining unit with the highest passing mark on an oral, written or practical examination (or combination thereof) given for the purpose of filling the vacancy or new position shall be given the first opportunity to fill that vacancy. If no employee within the Local 818 bargaining unit is then eligible for the position, the vacancy may be offered to any other applicant. On positions requiring no examination, employees within the Local 818 bargaining unit, if qualified, shall be given first preference to fill the position by seniority. The Union shall be provided with the names and total scores of employees within the Local 818 bargaining unit who have passed examinations before any promotions are made.

**ARTICLE V
HOURS OF WORK AND OVERTIME**

- 5.0 The regular work year, work week and workday shall be as follows:
- a) Payroll Manager, Accounting Manager, Supervisor of Central Registration, Districtwide Therapy Supervisor & Manager of Extended Learning Opportunities, Administrative Aide – Academics and Operations, Administrative Aide - Pupil Services, MIS Manager, and Attendance Supervisor:

Twelve (12) months per year, five (5) days per week, Monday through Friday, generally from 8:00 A.M. to 4:00 P.M. with an unpaid one-half hour lunch break, for a total of thirty-seven and one-half (37-1/2) hours per week.

- b) Custodial Foreman and Supervisor of Maintenance, Districtwide Therapy Supervisor & Manager of Extended Learning Opportunities:

Twelve (12) months per year, five (5) days per week, Monday through Friday, eight (8) hours per day, for a total of forty (40) hours per week with an unpaid one-half hour lunch break. The Security/Custodial Supervisor shall work from 6:30 a.m. to 2:30 p.m. with an unpaid one-half hour lunch break.

- c) Nursing Supervisor:

- 1) Will work the student year plus an additional twenty (20) days per year during the summer, at their supervisor's discretion. Health care employees will generally work five (5) days per week, eight (8) hours per day, Monday through Friday, with an unpaid one-half (1/2) hour lunch break, unless, in accordance with the school calendar, students are in school for less than a five (5) day week. In addition, the work year for health care employees may include one (1) hour per month to be spent in a staff meeting scheduled outside the normal work day scheduled by the Director of Pupil Services and may include staff development time up to 20 (twenty) hours per school year, generally an additional two (2) hours per month. Payment for attendance at such meetings and/or staff development will be paid as extra earnings.
- 2) If the student year and/or day changes, the Board may implement a corresponding change in the work year or work day (increase or decrease), by adjusting the salary schedule on a pro-rata basis or by negotiating the impact of such change with the Union.
- 3) Health care employees will not be eligible for paid vacation or paid holidays.
- 4) Health care employees will be eligible for sick leave under the same terms as other employees in this bargaining unit.
- 5) Health care employees will be paid their compensation in twenty-six (26) bi-weekly paychecks.
- 6) Health care employees will be considered district-wide employees, and will be assigned their location(s) by the Director of Personnel and Talent Development and/or their designee.

5.1 The Director of Personnel and Talent Development and/or their designee must approve any work schedule changes.

5.2 Time and one-half shall be paid as follows:

- a) For all work performed by an employee in excess of eight (8) hours in a day or forty (40) hours in a week.

- b) For all work performed on the sixth day of an employee's regular work week as set forth in Section 5.0 (b).
- 5.3 Double time shall be paid as follows:
- a) For all work performed on the seventh day of the employee's regular work week as set forth in Section 5.0 (b).
 - b) For all work performed on holidays plus regular holiday pay.
- 5.4 The Union shall be given, upon request, a list of all overtime hours paid to each employee as of October 1st and April 1st.
- 5.5 Overtime hours shall not be considered as part of an employee's regularly scheduled hours of work.
- 5.6 Employees who have left work after the end of their scheduled work shift and who are called back to work shall receive a minimum of four (4) hours straight time pay or the actual hours worked at time and one half (1½), whichever is greater.

ARTICLE VI LEAVE PROVISIONS

6.0 Paid Sick Leave

- a) Each employee shall receive leave of absence with full pay for personal illness at the rate of one and one-half (1-1/2) days a month, cumulative to a maximum of two hundred twenty five (225) days. Employees shall receive the balance in their account on the pay stubs and should direct any discrepancies to Payroll.
- b) Paid sick leave for any day will be allowed only if an employee reports such absence to the immediate supervisor or authorized agent appropriately. Extenuating circumstances will be taken into consideration.
- c) An investigation by the Superintendent or designee may be made to determine the validity of a sick leave claim including a request for the employee involved to submit a medical certificate to substantiate the illness. In no event shall any claim for sick leave in excess of five (5) consecutive working days be approved without such employee submitting such medical certificate to the Superintendent or designee.
- d) Sick leave in excess of the amount stipulated in this rule may be granted by the Superintendent or designee. A request for such leave shall be presented with a complete statement as to the reason and necessity for such extension. Sick leave may be extended beyond the time earned up to a limit of thirty (30) days with pay, provided that the employee, upon return to work, pays this back at the rate of three fourths (3/4) day per month, while the balance of one-half (1/2) day may be credited to the employee's account. Sick leave in excess of the amount earned will not become effective until the employee has exhausted all other time due. All employees shall sign a stipulated agreement for personal liability to reimburse to the Board in monies for all time extended or balance due the Board at the time of their leaving the employ of the Board.

- e) An employee, upon retirement or death, shall receive, on the basis of current wages, thirty percent (30%) of accumulated sick leave.

Any employee hired after June 30, 2008 shall not receive compensation for any unused accumulated sick leave.

6.1 Personal Days

Employees shall be entitled to up to five (5) personal days per year with pay to:

- (a) Observe mandatory religious holidays;
- (b) To attend weddings or graduations in the immediate family, or;
- (c) To conduct legal or personal business that cannot be conducted outside regular working hours.

A maximum of two (2) paid personal days shall be granted in any school year for legal or personal business that cannot be conducted outside regular work hours. Unless there is a legitimate reason, personal days shall not be granted on the last work day before a holiday or the first work day after a holiday or to extend vacations. Such days shall not be cumulative. Such requests made shall not be arbitrarily or capriciously denied.

6.2 Bereavement Leave

- a) In the event of death in the employee's immediate family or the immediate family of their spouse, the employee shall be granted a maximum of five (5) successive calendar days absence without loss of pay to attend the funeral except that the maximum time for brother-in-law and/or sister-in-law shall be two (2) successive calendar days. Immediate family for purpose of this clause is defined as parents, grandparents, spouse, brother, sister, child, or grandchild, niece or nephew and also any relation who is domiciled in the employee's household. Proof of death may be required by the Superintendent or designee.
- b) An employee may be entitled to one (1) day with pay to attend a funeral outside the immediate family subject to reasonable manpower requirements.
- c) In case of death of the employee's aunt or uncle the employee shall be granted two (2) days leave.

6.5 Superintendent's Discretion

Nothing agreed to herein precludes the Superintendent or designee from granting additional days off, with or without pay, for circumstances not specifically covered or for circumstances specifically covered herein.

6.6 Workers' Compensation Supplement

Whenever an employee is absent from work due to an injury or other incapacity resulting from their employment with the Board of Education, and is entitled to compensation under the Worker's Compensation Act, such absence shall not be charged against the employee's accumulated sick leave for a period not to exceed twelve (12) consecutive months. During said period, such employee shall be paid wages which together with Worker's

Compensation payments do not exceed their regular net weekly check. The Board shall be entitled to have any such employee examined by a doctor chosen and paid for by the Board.

6.7 Uniformed Services Leave

Any permanent full-time employee in the Classified Service who is a member of the National Guard or Naval Militia or the Military or Naval Forces of the United States who is required to undergo field training therein, shall be entitled to leave of absence with full pay for the period of such field training not to exceed two (2) weeks per fiscal year. The said leave of absence shall be in addition to the annual vacation leave. A statement from military authorities evidencing such attendance shall be required by the Board, as well as a statement from military authorities evidencing rank, pay and allowance. Any benefits granted by the Uniformed Services Employment and Re-Employment Act in addition to such rights will also apply.

6.8 Serious Illness of Family Members

When the serious illness of a member of the employee's immediate family requires the employee's personal attendance, up to ten (10) working days chargeable to sick leave shall be granted, provided, however, that the employee shall, unless otherwise excused by the Superintendent or designee, furnish a medical certificate.

6.9 Unpaid Leave

Upon written request and with the approval of the Board, a leave of absence for a specific purpose and for a specific period not exceeding one (1) calendar year may be granted to an employee of the Board without pay and without loss of seniority.

6.10 Union Business Leave

Union officers and/or delegates shall be granted leave with pay, not to exceed five (5) working days to attend officially sponsored meetings, conferences or conventions, providing no compensation for lost time is received by the employee from the Union. Prior notification of such leave of absence must be given to the Superintendent or designee with two (2) weeks' notice.

6.11 Jury Duty

Employees summoned to jury duty will be paid the difference, if any, between the pay for jury service and their regular day's pay; provided that the employee notifies the Department Head at the time of receipt of summons, furnishes proof of jury service and any payment received, and reports back to the department for work on any day or portion thereof when the jury is not in session.

6.12 Sick Leave Bank

- (a) A sick leave bank is hereby established to be used for extreme hardship cases. Any employee may contribute sick leave days to the sick leave bank and days shall be deducted from their accumulation of sick leave. Each year a maximum of one hundred (100) days may be contributed to the sick leave bank and a maximum of one

hundred (100) days may be granted by the bank. Semi-annual reports shall be submitted to the Union.

- (b) A committee shall be established yearly consisting of two (2) persons Designated by the Union and two (2) persons designated by the Superintendent or designee. The committee shall develop procedures for applying and granting of sick leave from the bank The committee shall: (1) require a doctor's certificate regarding the sickness; (2) limit the number of days granted to any employee in any given school year to thirty (30); (3) consider the seriousness, nature and projected duration of the illness or disability involved; and (4) consider the applicant's prior record of sick leave use. Additional committee criteria may be added.
- (c) The granting of any sick leave days shall be by majority vote of the committee members and such vote shall be final.

6.13 Maternity, Paternity, Adoption and Foster Care Leave

Employees shall be entitled to maternity, adoption and foster care leave pursuant to the Family and Medical Leave Act of 1993, as set forth in the Board's Family and Medical Leave Policy, and the following additional procedures. All such leave will be counted against the employee's annual 12-week entitlement, if any, under the Family and Medical Act:

(a) Child-Bearing Leave:

- (i) An employee shall be entitled to use accrued paid sick leave during such time before the birth of the child for pre-natal care as necessitated by the employee's physician.
- (ii) The period of child-bearing leave shall be the length of time during which the employee's physician certifies that the employee is incapacitated from working. The employee shall provide a letter from their physician stating when the period of incapacity commences and when the period of incapacity is anticipated to cease.

(b) Adoption, Foster Care, and Non-Childbearing Parent Leave

An employee shall be entitled to use any accrued paid personal leave as necessary for the purpose of effectuating the adoption or foster care of a child or, for a non-childbearing parent, for caring for a child after birth, and will be granted up to an additional twenty (20) days under the Superintendent's discretion when necessary to effectuate such adoption or foster care or to provide such care. An employee shall be entitled to an unpaid leave of absence immediately following the adoption of a child, the placement of the child in the foster care of the employee, or the birth of a child for non-childbearing parents in accordance with the Family and Medical Leave Act, provided that the employee is otherwise eligible for FMLA leave, and will be entitled to additional unpaid leave for child-rearing as specified in (c)(ii) below.

(c) Child-Rearing Leave:

- (i) A employee shall be entitled to an unpaid leave of absence for child-rearing purposes immediately following expiration of child bearing leave or adoption, foster care, and non-childbearing parent leave, as set forth in Subsections a and b above.
- (ii) The child-rearing leave may continue for any of up to a continuous 18-week period within the first 12 months following the birth or adoption of the child or placement of the child in the foster care of the employee or for the balance of the school year during which the child was born, placed, or adopted, whichever is longer. The employee may choose to continue the child-rearing leave into the next fiscal year. The employee may choose to continue the child-rearing leave for any or all of the first twelve weeks of the next school year in accordance with the FMLA (i.e., up until the time the baby's 1st birthday) or may remain on such leave for the entire next school year.
- (iii) Such employee must notify the Superintendent in writing on or before June 1 if they will return to work at the beginning of the next school year or continue the child-rearing leave into the next school year, along with the date upon which the employee plans to return to work.

**ARTICLE VII
VACATIONS**

7.0 All eligible employees will accrue paid vacation at the rate of two (2) days per month. One (1) additional day will be added each year on the anniversary date of the employee for a total of 25 days annually.

Employees hired after June 30, 2012 will accrue paid vacation as follows:

One (1) day per month	1 st year of service
One and one-quarter (1¼) days per month	2 nd through 4 th year of service
One and one-half (1½) days per month	5 th through 7 th years of service
Two (2) days per month (25 days annually)	8 th year of service and beyond

- 7.1 When an employee has no days in their sick leave account, they may request that the remaining vacation days be transferred to the sick account.
- 7.2 The vacation period will be set by mutual agreement between the Superintendent or designee and the employee, provided a department's/school's efficiency is not impaired.
- 7.3 Any accrued pro-rata vacation pay due an employee at the time of voluntary termination shall be paid.
- 7.4 In the event of the death of an employee, the employee's estate shall receive any accrued pro-rata vacation pay.
- 7.5 It is agreed that employees may carry over one week of annual earned vacation leave per year to a maximum carry-over of twenty five (25) days.

**ARTICLE VIII
DISCIPLINARY PROCEDURE**

- 8.0 No employee covered by this Agreement shall be discharged or disciplined except for just cause and any appeal there from shall be conducted in accordance with the grievance procedure set forth herein.
- 8.1 Other than in the case of probationary employees, any disciplinary action including discharge may be appealed through the grievance procedure of the Agreement. Any disciplinary action other than an oral warning shall be stated in writing, giving the reason for same, and a copy given to the employee and the Union Steward at the time of such action.
- 8.2 Recorded disciplinary actions in any member's personnel file will be accorded its due weight based upon severity and recency in accordance with existing law.
- 8.3 If an employee is arrested for a crime against a person, sexual assault, child abuse or family violence, they shall notify the Director of Personnel and Talent Development within a reasonable amount of time following the arrest. This information shall be kept confidential.
- 8.4 The disciplinary record of any employee given a written warning under the provisions of this article shall be removed after a period of three (3) years, unless during that time the employee has been disciplined again for the same offense. Any disciplinary action appealed through the grievance procedure and found to be without just cause shall be removed from the employee's record immediately.

**ARTICLE IX
HOLIDAYS**

- 9.0 The recognized paid holidays shall be as follows:

New Year's Day	Indigenous People's Day
Martin Luther King, Jr. Day	Veteran's Day
Lincoln's Birthday*	Thanksgiving Day
President's Day	The day after Thanksgiving
Good Friday	The work day before Christmas
Memorial Day	Christmas Day
Independence Day	The next work day after Christmas
Labor Day	

and any holiday officially proclaimed as such by the Congress of the United States or the legislature of the State of Connecticut

***Shall be celebrated on the day chosen by the Board on the District calendar.**

Effective beginning in the 2022-2023 academic year, Juneteenth shall replace Lincoln's Birthday as a paid holiday, and Lincoln's Birthday shall no longer be a paid holiday.

- 9.1 Holidays that fall on a Saturday shall be observed on the preceding Friday.
- 9.2 Holidays that fall on a Sunday shall be observed on the following Monday.

9.3 No holiday pay shall be paid to an employee who is under suspension.

**ARTICLE X
WAGES AND LONGEVITY**

10.0 The Compensation Plan for employees covered under the Agreement is set forth in Appendix A. An employee, after having served one (1) year (12 months) in grade will advance to the next step of the pay plan. The implementation of this higher rate will become effective the first full work week after such twelve-month period.

10.1 **Longevity**

For each employee covered by this Agreement with a minimum of ten (10) years of continuous service the following amounts shall be added to such employee's annual compensation for the years of service completed by April 1 of each year.

Effective July 1, 2008

For ten (10) through fourteen (14) years of service	\$ 500
For fifteen (15) through nineteen (19) years of service	\$ 650
For twenty (20) through twenty four (24) years of service	\$ 800
For twenty (25) through twenty nine (29) years of service	\$ 950
For thirty (30) or more years of service	\$1100

Such longevity payments shall be made during the month of June of each year.

10.2 **Shift Differential**

Employees working on a regularly scheduled shift operation shall receive a shift differential as follows: Employees on the second shift shall receive one dollar and seventy-five cents (\$1.75) per hour in addition to their regular hourly rate if the majority of their regular work hours are scheduled to be after 2:00 p.m.

**ARTICLE XI
BENEFITS**

11.0 **Health and Dental Insurance**

a) **Plan Description**

High Deductible/Health Savings Plan

A High Deductible/Health Savings Plan ("HSA") shall be the insurance plan for all employees. The deductible for the HSA Plan shall be two thousand dollars (\$2,000) for single coverage and four thousand dollars (\$4,000) for family coverage. Effective July 1, 2024, the deductible for the HSA Plan shall be two thousand five hundred dollars (\$2,500) for single coverage and five thousand dollars (\$5,000) for family coverage. The Board will fund fifty percent (50%) of the applicable HSA deductible amount for each full-time employee who elects coverage under the High Deductible/HSA.

The Board's contribution toward the HSA deductible will be deposited into the HSA accounts as follows: one-fourth (1/4) of the applicable amount in the first paycheck in July each year and the remaining three-fourths (3/4) on each successive first check in October. The parties acknowledge that the Board's contribution toward the funding of the HSA Plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed employees.

The co-pay for prescriptions drugs after the deductible will be as follows:

- Ten dollars (\$10) for generic retail
- Thirty dollars (\$30) for brand formulary retail
- Forty five dollars (\$45) for brand non-formulary retail

Covered members must obtain a prescription through mail order after the third prescription and receive a one hundred (100) day supply at two (2) times the rates listed above.

The Board and the employees shall pay the following percentages of the costs for coverage in the High Deductible/HSA plan:

	2021-2022	2022-2023	2023-2024	2024-2025
Board	83%	82%	81%	81%
Employee	17%	18%	19%	19%

If the Board receives notice that the total cost of a group health plan or plans offered under this contract will trigger an excise tax under Internal Revenue Code Section 4980I, or any other federal statute or regulation, during the term of this contract, the Board and the Union will, upon the request of the Board, engage in mid-term negotiations regarding the impact of such excise tax, in accordance with the Municipal Employees Relations Act (MERA).

All members who are not eligible for the HSA shall be eligible for an HRA plan, consistent with the HSA plan design at the same premium cost sharing formula and level of Board contribution.

11.1 Alternative Health Insurance

An employee covered by alternative insurance has the option to forego insurance provided by the Board. After proof of alternative coverage, the employee will receive a cash payment of \$1000 in lieu of any insurance coverage. The employee must request this option by April 1st of each year.

11.2 Premium Cost Sharing

The term "Premium Cost" as used herein shall mean the premium rate that each carrier charges or would charge the Board to provide the medical benefits listed above for each level of coverage (i.e., individual, two-person, and family) whether or not the Board funds such benefits on a fully-insured basis or a self-insured basis. Upon written request, the Board shall provide the Union with a written statement of the premium rate that the carrier

charges or would charge the Board to provide the benefits of the particular insurance program for each level of coverage. Each employee shall pay a pre-tax premium cost share.

The deduction for the premium cost share is annualized with the premium cost share being paid each pay period between September and August of each contract year.

11.3 Section 125 and Flexible Spending Accounts

The premium cost sharing amount for which the member is responsible shall be automatically deducted from the members' pay on a pro-rata monthly basis. In accordance with Internal Revenue Service Regulations, the Board agrees to maintain a Section 125 Plan under which a member may designate pre-tax dollars for certain medical costs such as premium cost sharing amounts, deductibles, co-insurance charges and certain medical care not covered under existing insurance programs. In addition, a member also may designate pre-tax dollars for a flexible spending account for dependent child care expenses. A monthly administrative fee of four dollars (\$4.00) will be charged for enrollment in one (1) or more of the flexible spending account plans.

11.4 Life Insurance

Each employee may elect to participate in a group life insurance plan of the Board in the amount of sixty thousand dollars (\$60,000) during the term of employment and ten thousand (\$10,000) at the time of retirement.

The employee will also be permitted to purchase additional life insurance at their own expense if allowed by the Board's insurance carrier to a maximum of two hundred thousand dollars (\$200,000).

11.5 Pension

Subject to the provisions of 11.7, pension benefit shall be provided for the employee according to the Connecticut Municipal Employees Retirement Fund Act as contained in Sections 7-425 to 7-459, Connecticut General Statutes.

11.6 Voluntary Retirement:

- a) Board employees eligible for retirement who ask for a voluntary retirement of their own free will shall receive upon retirement continued fringe benefits at the Board's expense, as outlined in the present contract, subject to any applicable premium cost sharing, and any amendments and/or modifications during the applicable period, pursuant to collective bargaining, until a five (5) year period of retirement. Thereafter, such retirees will receive the same options as other retirees.

Effective January 1, 2010 after eight (8) years of continuous service, two (2) of which shall be in Local 818, eligible employees who ask for voluntary retirement of their own free will shall receive upon retirement continued fringe benefits at the Board's expense, as outlined in the present contract, subject to any applicable premium cost sharing and any amendments and/or modifications during the applicable period pursuant to collective bargaining until a two (2) year period of retirement. The Board will pay fifty percent (50%) of the cost up to a maximum of seven thousand five hundred dollars (\$7500.00) per year for the cost of the member's

benefits for three (3) additional years, but not past the age of sixty five (65). Thereafter, such retirees will receive the same option as other retirees.

- b) A letter will be given to each prospective voluntary retiree prior to such employee's voluntary retirement explaining said retiree's status for the period as provided in (a) above.
- c) Employees choosing voluntary retirement will receive payment for all accrued contract benefits within a reasonable time after their retirement.
- d) Any employee choosing voluntary retirement must provide at least ninety (90) days' notice unless special arrangements have been made with the Superintendent or designee.
- e) Any employee who has qualified for retirement payments under Plan B of the Municipal Employees' Retirement Fund shall be entitled to the benefits of this section.
- f) At the end of the period as provided in (a) above, the retiring employee shall revert back to the then existing schedule of applicable benefits.
- g) Upon the Statutory Entrance Date, all eligible employees covered by this Agreement will be provided with coverage under Plan B of the Connecticut Municipal Employees' Retirement Act.

11.7 Retiree's Life Insurance

It is agreed that the one thousand dollars (\$1,000) Life Insurance Coverage will be continued for those employees retired prior to the effective date of Plan B.

11.8 Change of Coverage

If the Board finds it desirable to obtain equivalent coverage from alternate carriers, at no additional cost to the employee, the Union agrees to negotiate regarding such change of coverage upon written notice from the Board of such intent. The Board may request an evaluation of the equivalency of coverage by an arbitrator chosen under the provisions of Article 13.3. If the arbitrator finds the coverage to be equivalent, the Board may exercise the option of changing to the equivalent coverage through an alternate carrier.

11.9 Reimbursement for Losses

The Board shall allocate a sum not to exceed two thousand dollars (\$2,000) for the purpose of reimbursing the employees for loss or damage to their cars or other personal property, excluding cash, incurred while in the performance of duty. Payment for loss or damage shall not duplicate those losses covered by the employee's insurance. All reimbursements for the foregoing will be held until the end of the fiscal year, at which time reimbursement will be made in full if the amount allocated is sufficient for such purpose, otherwise pro-rated reimbursements will be made according to the demands made on the allocated fund of two thousand dollars (\$2,000).

11.10 Tuition Reimbursement

Upon prior approval of courses by the Superintendent or their designee, the Board will reimburse bargaining unit members one-half (1/2) of tuition costs, up to twelve (12) semester hours per year, to a maximum of five thousand dollars (\$5,000) per member. The Superintendent (or designee) may pre-approve, at their sole discretion courses and/or programs of studies that they determine to be relevant to the member's assignment, and such decision shall not be grievable.

11.11 Licensing

All employees who are required by Connecticut State Law, in order to maintain their existing positions, to participate in a refresher course shall be reimbursed fifty percent (50%) of the tuition costs for all semester hours needed to fulfill the required courses.

ARTICLE XII SAFETY AND HEALTH

- 12.0 The Board shall make reasonable provisions for the safety and health of its employees during the hours of their employment, including the furnishing of foul weather gear, boots and gloves, protective helmets, authorized safety glasses or goggles to those employees exposed to severe elements or required to work in hazardous locations.
- 12.1 At the request of either party, the members of the bargaining unit and the Superintendent or designee shall meet to discuss issues concerning health and safety.

ARTICLE XIII GRIEVANCE PROCEDURE AND ARBITRATION

- 13.0 Any member of the bargaining unit in company with the Union Representative, if so desired, may informally present their complaint to their immediate supervisor or appropriate administrator.
- 13.1 For the purpose of this agreement, a grievance shall be defined to mean a dispute between an employee and/or the Union with the Board over the interpretation or application of a specific section of the Agreement. No grievance may be filed after fifteen (15) working days of the event giving rise to it. When filed, a grievance shall be handled in accordance with the procedure set forth below.
- 13.2 The grievance shall be put in writing by the employee and/or Union Representative on the form provided in Appendix B, setting forth the specific section of the Agreement involved and shall be submitted to the employee's supervisor who shall answer within five (5) working days. If the grievance is not settled it may be submitted to the superintendent or designee within five (5) working days from the date on which the employee's supervisory answered.
- 13.3 The Superintendent or designee will meet within five (5) working days of receipt of the grievance with the employee and/or Union Representative in an effort to resolve the grievance. The Superintendent or designee will answer in writing within five (5) working days after such meeting.

- 13.4 If the grievance is not settled, it may be submitted at the request of the Union only within ten (10) working days of the receipt of the second step answer to mediation by the State Board of Mediation and Arbitration. If the grievance remains unsettled, it may then be submitted at the request of the Union only within twenty (20) working days of the first meeting with the mediator to arbitration. The matter shall be then heard by the Connecticut Mediation and Arbitration Board in accordance with its usual procedure. The Arbitrator selected shall hear and decide only one (1) grievance at a time. The award shall be final and binding by law. The Arbitrator(s) shall be bound and must comply with all terms of the Agreement and shall have no power to add to, subtract from or in any way modify the provisions of this Agreement.
- 13.5 Any time limits specified within this Article may be extended by written mutual agreement of the Union and the Director of Personnel and Talent Development, provided that if a grievance is not submitted to a higher step in the above procedure, it shall be deemed settled on the basis of the Board's answer in the last step considered.
- 13.6 In the event the Board fails to answer a grievance at any step within the time limits set forth in this Agreement, the grievance may be taken to the next step at the option of the employee or the Union.
- 13.7 One (1) Union Representative (steward) shall be permitted to handle grievances. The steward shall be permitted a reasonable amount of time to adjust grievances during working hours without loss of pay, provided that they shall notify their immediate supervisor when leaving their position for such purposes.
- 13.8 One officer of the local Union shall be permitted time off without loss of pay for all time actually spent in arbitration hearings. The same shall apply for the principal participants as mutually agreed upon by the Superintendent and the Union.
- 13.9 Reasonable work rules may be established provided:
- a) That the Union shall be notified promptly, in writing, when such rules or changes are proposed.
 - b) That the Union may present its position on such rules or changes at a meeting with the Superintendent or designee.
 - c) For the purpose of this Agreement, the term "reasonable work rules" shall mean the employee's conduct and the manner of performance on the job.
 - d) These rules shall not be in conflict with any provision of this Agreement.

ARTICLE XIV GENERAL PROVISIONS

- 14.0 The parties agree there shall be no discrimination against any employee because of race, color, ancestry, national origin, citizenship status, gender, marital status, physical or mental disability, religion, age, sexual orientation, gender identity, veteran's status, or membership in the Union.

14.1 Disability:

Any employee of Local 818, who has been retired by reason of physical or mental disability, pursuant to the provisions of Section 7-432, Connecticut General Statutes, may be required by the State of Connecticut to submit to a re-examination. Such examination is to be conducted by a surgeon or physician appointed by the State Employees' Retirement Commission and paid for either by said Commission or the Board. Should the employee be found capable of returning to active duty the employee shall be reinstated at the pay grade and step held at the time of the employee's retirement under terms of the Local 818 Contract in force at the time of re-instatement.

14.2 New Bargaining Unit Work:

Bargaining unit work shall not be offered to non-bargaining unit personnel if there are bargaining unit employees in the appropriate category available to perform such work.

14.3 Any employee who is required to use their personal vehicle shall be reimbursed for any additional insurance cost and paid the standard mileage rate published by the Internal Revenue Service.

**ARTICLE XV
LAYOFF AND RECALL**

15.0 Layoff shall mean the following measures initiated by the Board:

Involuntary, non-disciplinary termination of an employee because of lack of work, or the elimination of a position.

15.1 The Board shall make notify the Union and the employee at least thirty (30) calendar days in advance of any layoff of a bargaining unit employee.

15.2 The Board or its designated representative shall give the Union the opportunity to discuss any proposed layoff and shall consider any alternatives to such proposed layoff suggested by the Union. Such alternatives might include, but are not limited to, early retirement, attrition, transfer or leave of absence.

15.3 Absent any alternatives, the Board or its designated representative shall place any employee scheduled for lay off in any equal or lesser position in the bargaining unit providing the employee meets the minimum qualifications of the classification.

15.4 If a change in the duties of an employee's position renders the employee unqualified for their position, the Board shall offer to provide that employee with appropriate training prior to consideration of any layoff.

15.5 Regardless of the source of funding, in the event of a layoff the order of layoff in each category shall be as follows:

- a) Substitute employees;
- b) Temporary employees;

- c) Part-time employees;
 - d) Full-time employees with the least seniority within Local 818.
- 15.6 Any employee who is laid off may request that their name be placed on a reemployment list(s). An employee shall be entitled to specify placement on the reemployment list for any and all bargaining unit classifications which they are qualified to work.
- 15.7 The names of employees shall be arranged on the reemployment list in order of seniority and shall remain thereon for a period of two (2) years.
- 15.8 An employee appointed from a reemployment list to a position in their former classification shall be paid at the same step as held when they were laid off plus any step advances such employee would have received if they had remained in such classification if such employee is reappointed within 30 days of their layoff.
- 15.9 Employees on a reemployment list shall be rehired in accordance with their seniority and there shall be no appointments from outside the bargaining unit to such classification until employees on such recall list have been offered reemployment.
- 15.10 An employee who fails to accept recall to an available position after layoff within two (2) calendar days when contacted by telephone or seven (7) working days after notice by certified return receipt mail to the employee's last known address, shall be removed from such recall list. It is the responsibility of the laid off employee to notify the Board of any change of address.
- 15.11 In instances where there is a reassignment unrelated to the performance of the employee, before new employees are hired in their former job, such employee shall be transferred back to their former job, title and pay grade.
- 15.12 In the event of a layoff, an employee who is scheduled to be laid off, may bump another employee within the same or lower classification who has less seniority than the employee being laid off, provided the employee is qualified to perform the work.
- 15.13 Within one (1) week of receipt of notice of layoff, an employee may notify the Superintendent in writing that such employee has the qualifications and demonstrated ability to perform a job within the same or lower classification held by another employee who has less seniority. Upon receipt of such notice, the Superintendent or designee shall reassign the employee to the lower classification if the employee has the requisite qualifications and demonstrated ability. Any employee who is denied such reassignment is entitled to receive a written response why their request is denied within ten (10) days of such request. The employee is entitled to pursue the denial of their request through the grievance process.

ARTICLE XVI
NO STRIKE/NO LOCKOUT

- 16.0 The Board agrees that there will be no lockout of any employee or employees during the life of this Agreement. The Union and the individual employees covered here under expressly agree that there will be no strike, slowdown, work stoppage or other interference with the operations of the Board during the life of this Agreement.

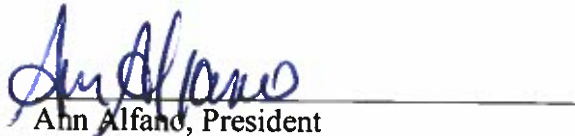
**ARTICLE XVII
DURATION AND RENEWAL**

- 17.0 This Agreement shall be binding upon the parties either by their ratification or by process of law, whichever event occurs earlier, and shall continue in full force and effect until midnight June 30, 2025. The provisions of this Agreement shall only be retroactive when specifically provided in the language of a provision.
- 17.1 If either the Union or the Board desires to meet for the purpose of negotiating changes or modifications in the provisions of this Agreement, they shall give written notice of such desire to the other by certified or registered mail not more than one hundred fifty (150) nor less than one hundred twenty (120) days prior to the expiration hereof.
- 17.2 In the event agreement is not reached by the expiration date set forth in Section 17.0, the parties may extend the Agreement, in writing, for any mutually satisfactory period.

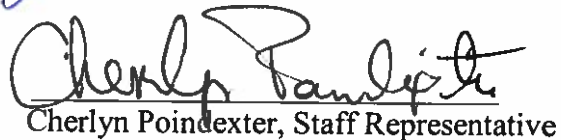
FOR THE BOARD:

FOR LOCAL 818-31, AFSCME,
COUNCIL 4, AFL-CIO:


Gayle Sanders-Connelly, President


Ann Alfano, President


Jacqueline Bonaiuto, Vice President


Cherlyn Poindexter, Staff Representative

Date

APPENDIX A

NONEXEMPT CLASSIFICATIONS

Grade 1

Nursing Supervisor
8 hrs per day
200 days
1600 hours

Grade 2

Grade 3

Supervisor of Maintenance

Grade 4

Grade 5

Grade 6

Attendance Supervisor

Grade 7

Supervisor of Central Registration

NOTE: The Board in its discretion may hire employees above Step 1.

EXEMPT CLASSIFICATIONS

Grade 1a

Assistant Director – Finance
Manager – Pupil Services

Grade 2a

Payroll Manager
Manager – Academic Operations
MIS Manager
Manager – Transportation

Grade 2b

Manager of Partnership Programs

Grade 3a

Transportation Facilitator
Manager of Technology & Special Projects

Grade 4a

Manager of Custodians
Manager – Security
Manager of Facilities Operations

Grade 5a

Supervisor of Custodians

NOTE: The Board in its discretion may hire employees above Step 1.

2021-2022

Nonexempt Salaries

Note: Step 1 from 2020/2021 Salary Scale was removed and a step was added between step 7 and 8

Eligible employees shall advance one (1) step effective and retroactive to July 1, 2021. 2% All Steps

Grade	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step
1	83,120	85,600	88,144	90,912	93,680	96,576	100,048	103,488
biweekly	3,196.92	3,292.31	3,390.15	3,496.62	3,603.08	3,714.46	3,848.00	3,980.31
8 hrs	51.95	53.50	55.09	56.82	58.55	60.36	62.53	64.68
2	69,030	72,248	75,563	79,034	82,661	85,937	89,388	92,820
37.5 hrs	35.40	37.05	38.75	40.53	42.39	44.07	45.84	47.60
3	72,779	76,149	79,643	83,304	87,152	90,605	94,245	97,864
40 hrs	34.99	36.61	38.29	40.05	41.90	43.56	45.31	47.05
4	71,906	75,088	78,395	81,848	85,530	88,837	92,352	95,867
40 hrs	34.57	36.10	37.69	39.35	41.12	42.71	44.40	46.09
5	69,056	72,259	75,546	79,061	82,680	85,966	89,419	92,872
40 hrs	33.20	34.74	36.32	38.01	39.75	41.33	42.99	44.65
6	64,740	67,743	70,824	74,120	77,513	80,594	83,831	87,068
37.5 hrs	33.20	34.74	36.32	38.01	39.75	41.33	42.99	44.65
7	64,019	66,827	69,693	72,716	75,875	78,800	81,920	85,059
37.5 hrs	32.83	34.27	35.74	37.29	38.91	40.41	42.01	43.62

Exempt Salaries

Note: Step 1 from 2020/2021 Salary Scale was removed and a step was added between step 7 and 8

Eligible employees shall advance one (1) step effective and retroactive to July 1, 2021. 2% All Steps

Grade	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step
1a	116,806	118,558	120,337	122,142	123,973	125,832	127,733	129,634
2a	99,080	101,556	104,095	106,698	109,365	112,099	114,649	117,199
2b	69,030	72,248	75,563	79,034	82,661	85,937	89,388	92,820
3a	84,476	86,589	88,753	90,972	93,246	95,577	97,752	99,926
4a	76,029	77,930	79,878	81,874	83,922	86,020	87,977	89,933
5a	69,117	70,845	72,617	74,431	76,292	78,199	79,179	80,159

2022-2023

Nonexempt Salaries

Eligible employees shall advance one (1) step effective July 1, 2022. 2% All Steps

Grade	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step
1	84,784	87,312	89,904	92,736	95,552	98,512	102,048	105,552
biweekly	3,260.92	3,358.15	3,457.85	3,566.77	3,675.08	3,788.92	3,924.92	4,059.69
8 hrs	52.99	54.57	56.19	57.96	59.72	61.57	63.78	65.97
2	70,415	73,691	77,084	80,613	84,318	87,653	91,182	94,673
37.5 hrs	36.11	37.79	39.53	41.34	43.24	44.95	46.76	48.55
3	74,235	77,667	81,245	84,968	88,899	92,414	96,138	99,819
40 hrs	35.69	37.34	39.06	40.85	42.74	44.43	46.22	47.99
4	73,341	76,586	79,955	83,491	87,235	90,605	94,203	97,781
40 hrs	35.26	36.82	38.44	40.14	41.94	43.56	45.29	47.01
5	70,429	73,694	77,064	80,642	84,344	87,693	91,208	94,723
40 hrs	33.86	35.43	37.05	38.77	40.55	42.16	43.85	45.54
6	66,027	69,089	72,248	75,602	79,073	82,212	85,508	88,803
37.5 hrs	33.86	35.43	37.05	38.77	40.55	42.16	43.85	45.54
7	65,306	68,172	71,078	74,178	77,396	80,379	83,558	86,756
37.5 hrs	33.49	34.96	36.45	38.04	39.69	41.22	42.85	44.49

Exempt Salaries

Eligible employees shall advance one (1) step effective July 1, 2022. 2% All Steps

Grade	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step
1a	119,142	120,929	122,743	124,585	126,452	128,349	130,288	132,227
2a	101,061	103,587	106,177	108,832	111,553	114,341	116,942	119,543
2b	70,415	73,691	77,084	80,613	84,318	87,653	91,182	94,673
3a	86,166	88,321	90,528	92,791	95,111	97,489	99,707	101,925
4a	77,549	79,489	81,476	83,512	85,600	87,740	89,736	91,732
5a	70,500	72,262	74,069	75,920	77,818	79,763	80,763	81,762

2023-2024

Nonexempt Salaries

Eligible employees shall advance one (1) step effective July 1, 2023. 2% All Steps

Grade	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step
1	86,480	89,056	91,696	94,592	97,456	100,480	104,096	107,664
biweekly	3,326.15	3,425.23	3,526.77	3,638.15	3,748.31	3,864.62	4,003.69	4,140.92
8 hrs	54.05	55.66	57.31	59.12	60.91	62.80	65.06	67.29
2	71,819	75,173	78,624	82,232	85,995	89,408	93,015	96,564
37.5 hrs	36.83	38.55	40.32	42.17	44.10	45.85	47.70	49.52
3	75,712	79,227	82,867	86,674	90,667	94,266	98,051	101,816
40 hrs	36.40	38.09	39.84	41.67	43.59	45.32	47.14	48.95
4	74,818	78,125	81,557	85,155	88,982	92,414	96,096	99,736
40 hrs	35.97	37.56	39.21	40.94	42.78	44.43	46.20	47.95
5	71,843	75,171	78,603	82,264	86,029	89,440	93,038	96,616
40 hrs	34.54	36.14	37.79	39.55	41.36	43.00	44.73	46.45
6	67,353	70,473	73,691	77,123	80,652	83,850	87,224	90,578
37.5 hrs	34.54	36.14	37.79	39.55	41.36	43.00	44.73	46.45
7	66,612	69,537	72,501	75,660	78,936	81,978	85,235	88,491
37.5 hrs	34.16	35.66	37.18	38.80	40.48	42.04	43.71	45.38

Exempt Salaries

Eligible employees shall advance one (1) step effective July 1, 2023. 2% All Steps

Grade	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step
1a	121,525	123,347	125,198	127,076	128,981	130,916	132,893	134,871
2a	103,083	105,659	108,301	111,009	113,784	116,628	119,281	121,934
2b	71,819	75,173	78,624	82,232	85,995	89,408	93,015	96,564
3a	87,889	90,087	92,339	94,647	97,014	99,438	101,701	103,963
4a	79,100	81,078	83,105	85,182	87,312	89,495	91,531	93,567
5a	71,910	73,707	75,551	77,438	79,374	81,359	82,378	83,397

2024-2025

Nonexempt Salaries

Eligible employees shall advance one (1) step effective July 1, 2024. 2% All Steps

Grade	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step
1	88,208	90,832	93,536	96,480	99,408	102,496	106,176	109,824
biweekly	3,392.62	3,493.54	3,597.54	3,710.77	3,823.38	3,942.15	4,083.69	4,224.00
8 hrs	55.13	56.77	58.46	60.30	62.13	64.06	66.36	68.64
2	73,262	76,674	80,204	83,870	87,711	91,202	94,868	98,495
37.5 hrs	37.57	39.32	41.13	43.01	44.98	46.77	48.65	50.51
3	77,230	80,808	84,531	88,400	92,477	96,158	100,006	103,854
40 hrs	37.13	38.85	40.64	42.50	44.46	46.23	48.08	49.93
4	76,315	79,685	83,179	86,861	90,771	94,266	98,010	101,733
40 hrs	36.69	38.31	39.99	41.76	43.64	45.32	47.12	48.91
5	73,278	76,669	80,184	83,907	87,755	91,229	94,890	98,550
40 hrs	35.23	36.86	38.55	40.34	42.19	43.86	45.62	47.38
6	68,699	71,877	75,173	78,663	82,271	85,527	88,959	92,391
37.5 hrs	35.23	36.86	38.55	40.34	42.19	43.86	45.62	47.38
7	67,938	70,922	73,944	77,181	80,516	83,616	86,931	90,266
37.5 hrs	34.84	36.37	37.92	39.58	41.29	42.88	44.58	46.29

Exempt Salaries

Eligible employees shall advance one (1) step effective July 1, 2024. 2% All Steps

Grade	2nd Step	3rd Step	4th Step	5th Step	6th Step	7th Step	8th Step	9th Step
1a	123,956	125,814	127,702	129,618	131,561	133,534	135,551	137,568
2a	105,144	107,772	110,467	113,229	116,059	118,960	121,666	124,373
2b	73,262	76,674	80,204	83,870	87,711	91,202	94,868	98,495
3a	89,647	91,889	94,186	96,540	98,954	101,427	103,735	106,043
4a	80,682	82,700	84,767	86,886	89,058	91,285	93,361	95,438
5a	73,348	75,181	77,062	78,987	80,962	82,986	84,025	85,065

APPENDIX B

CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
LOCAL 818, AFSCME
GRIEVANCE FORM

Union Code:

Mgmt Code:

NAME OF GRIEVANT

TITLE

DATE OF ALLEGED VIOLATION

SPECIFIC CONTRACT PROVISION VIOLATED (ARTICLE, SECTION)

Statement of Grievance (Facts and Issues Involved)

Specific Remedy Requested

I hereby declare that all statements made herein are true and accurate to the best of my knowledge.
I desire representation in this grievance as follows:

My Representative will be _____ .

I will represent myself.

Signature of Employee

Signature of Representative

DATE FILED AT STEP 1 _____

ANSWER AT STEP 1 (Supervisor, Director of Personnel and Talent Development, or designee)

_____/_____/_____
Signature of Respondent/ Date of Meeting (if held)/ Date of Response

I acknowledge settlement of my grievance
 I appeal the decision and request response at next step

Signature of Employee Signature of Representative

DATE FILED FOR NEXT STEP _____

ANSWER AT STEP 2 (Superintendent or designee)

_____/_____/_____
Signature of Superintendent or designee/Date of Meeting (if held)/Date of Response

I acknowledge settlement of my grievance
 I appeal the decision and request response at next step

Signature of Employee Signature of Representative

DATE FILED FOR ARBITRATION

Attach an additional sheet as necessary