

AGREEMENT

BETWEEN

THE TOWN OF BERLIN, CONNECTICUT

AND

**UE LOCAL 222, CILU/CIPU, CILU #52
BERLIN BLUE COLLAR EMPLOYEES**

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**AGREEMENT
BETWEEN
THE TOWN OF BERLIN
AND
UE LOCAL 222, CILU/CIPU, CILU #52
BERLIN BLUE COLLAR EMPLOYEES**

The Agreement is entered into by and between the Town of Berlin, Connecticut (hereinafter referred to as the "Town") and UE Local 222, CILU/CIPU, and its sublocal CILU #52, a/w United Electrical, Radio and Machine Workers of America (UE) (hereinafter referred to as the "Union").

As used herein, "Town" refers to the Town of Berlin and its agencies and departments, including the Highway Department, Public Grounds and Golf Course Department, Water and Sewer Department, Facilities and Municipal Garage, Animal Control Officers, and Recycling Department. "Employee" as used herein, refers to a member of the bargaining unit defined under Article I of this Agreement.

Now, therefore, in consideration of the mutual obligations contained herein, the parties agree as follows:

**ARTICLE 1
RECOGNITION**

The Town recognizes the Union as the sole and exclusive representative and bargaining agent for all blue collar employees working twenty (20) or more hours per week employed by the Town of Berlin in the Water and Sewer Department, the Highway Department, Building Maintenance Department, Public Grounds and Golf Course Department and Municipal Garage, Animal Control Officers, Community Services Division, and in the Recycling Department, excluding supervisors, professional employees, clerical employees, seasonal employees including Golf seasonal employees, and all other employees excluded by virtue of the provisions of the Connecticut State Municipal Employees Relations Act.

**ARTICLE 2
UNION MEMBERSHIP**

Section 2.0 All employees in the collective bargaining unit who are not members of the UE Local 222, CILU/CIPU in good standing in accordance with the provisions of the UE Local 222, CILU/CIPU Constitution shall, as a condition of employment, pay to the UE Local 222, CILU/CIPU a service fee, equivalent to the amount uniformly required of its members, in the form of payroll deduction.

Section 2.1 The Town agrees to deduct from the pay of all bargaining unit employees who authorize such deductions from their wages in writing such membership dues or service fees as may be fixed by the Union in accordance with Section 2.0 of this Article. Such deductions shall continue for the duration of the Agreement.

Section 2.2 Union dues or service fees for new employees shall be deducted effective on the date of hire in the union.

Section 2.3 The deductions shall be made on a biweekly basis for 24 pays per year and shall be remitted to the Union together with a list of names of employees from whose wages such deductions have been made as soon as practicable after the first of each month.

Section 2.4 The Union agrees to indemnify and to hold the Town harmless against any and all claims, demands, suits, or other forms of liability that shall, or may, arise out of, or by reason of, action taken by the Town for the purpose of complying with the provisions of this Article.

ARTICLE 3 **TOWN RIGHTS**

Section 3.0 Unless expressly and specifically limited, modified, abridged, or relinquished by a specific provision of this Agreement, and whether exercised or not, the rights, powers and authority heretofore, held by the Town pursuant to any Charter, general or special statute, ordinance, regulation or other lawful provision, over the complete operations, practices, procedures and regulation with respect to members of the Town's departments, shall remain vested and exclusively in the Town of Berlin, including, but not limited to the following:

- Determine the standards of services to be offered by Town Departments;
- Determine the standards of selection of Town Employment;
- Direct its employees, including the right to transfer;
- Take disciplinary action;
- Relieve its employees from duty because of lack of work or for other legitimate reasons;
- Issues rules and regulations;
- Maintain the efficiency of governmental operations;
- Determine work schedules;
- Determine the methods, means and personnel by which the Town's operations are to be conducted;
- Determine the content of job classifications; and
- Exercise complete control and discretion over its organization and technology of performing its work; and fulfill all of its legal responsibilities.

Section 3.1 All of the above rights, responsibilities and prerogatives may not be subject to any grievance or arbitration proceeding except as specifically provided for in this Agreement.

ARTICLE 4
HOURS OF WORK AND OVERTIME

- Section 4.0
- (1) The regular first shift work week shall consist of forty (40) hours made up of five (5) days of eight (8) hours each, Monday through Friday, 5:00 a.m. to 5:30 p.m. (as required) provided nothing herein shall be construed as a limitation upon or a guarantee of the number of hours of work in any one day or the days of work in any one week. The work week and pay period will start at 0001 hours Sunday morning through Saturday. Custodians have separate work schedules.

 - (2) The regular second shift work week for custodians shall consist of forty (40) hours made up of five (5) days of eight (8) hours each Monday through Thursday between the hours of 1:00pm and 11:00pm; and Fridays between the hours of 6:00am and 11:00pm providing nothing herein shall be construed as a limitation upon or a guarantee of the numbers of hours of work in any one day or the days of work in any one week. With respect to meal breaks, one thirty (30) minute paid meal break will be provided for all shifts that begin on or after 1:00pm.

 - (3) A. For the full-time Animal Control Officer, the regular work week shall consist of forty (40) hours made up of five (5) days of eight (8) hours each, Monday through Friday, 8:00 a.m. to 4:30 p.m. with a one-half (1/2) hour unpaid lunch.

B. The hours for the Assistant Animal Control Officer shall be:

Fridays*	8:00 a.m. - 4:30 p.m. (*Includes a 30 minute unpaid lunch break)
Saturdays	8:00 a.m. - 2:00 p.m.
Sundays	8:00 a.m. - 2:00 p.m.

Any members of the Blue Collar Union whose main job duties and responsibilities are in other classifications (i.e. Public Grounds or Highway) shall work the same hours as the Assistant Animal Control Officer for Saturday and/or Sunday when requested to fill in for said employees.

 - (4) For the Golf Course Employees, the regular work week shall consist of forty (40) hours per week. Schedules for Golf Course Employees shall be Monday through Friday. Hours for Golf Course Employees may range from 5:00 a.m. - 5:30 p.m.

Section 4.1 Bargaining unit employees who work in excess of eight (8) hours in any one day or forty (40) hours in any one week will be paid at the rate of time and one-half (1-1/2) his regular hourly rate for such hours.

Section 4.2 The Town shall determine overtime opportunities based upon operational requirements. In the event that all qualified employees decline to work overtime, the least senior of those employees must perform such overtime work for the period scheduled. The Town shall maintain overtime lists in all departments. Nothing herein shall preclude the Town from requiring overtime work from any employee.

Section 4.3 In lieu of pay for department overtime, any member may opt to receive compensatory time off for any overtime they work during the year based on 1 ½ times the number of hours actually worked. Any member wishing to receive compensatory time in lieu of pay shall write "CP" on their time card for that period. No member shall be credited with more than ten (10) days of compensatory time during any fiscal year. Requests for compensatory time off shall be denied if it creates overtime. There shall be no carry over of unused compensatory time from fiscal year to fiscal year, unless otherwise authorized in writing by the Town Manager and/or her/his designee. Approval or denial of any such request shall not be subject to the grievance or arbitration provisions of this Agreement. There shall be no accumulation of compensatory time during the month of June. No member can be ordered to take compensating time in lieu of pay by the Town for any reason.

Section 4.4 All employees scheduled to work on Sundays shall receive one and one-half times (1 ½) his or her regular hourly rate for such hours, except the Assistant Animal Control Officer, or any other employee whose regular work week includes Sunday work. Employees called in to work on Sundays due to emergencies shall be paid double time (2X) his or her regular hourly rate for such hours. Emergencies shall include call-ins, snow emergencies, and acts of nature necessitating work as determined by the Town Manager or his/her designee.

Section 4.5 A bargaining unit employee who is required to work on a holiday shall be paid at the rate of double time (2X) his/her regular hourly rate for such hours plus eight (8) hours of holiday pay. The premium rates specified herein shall be applicable to hours worked on the actual holiday.

Section 4.6 Overtime shall be divided equally within the classification within each department. On a weekly basis, a record of overtime hours worked shall be conspicuously posted in each department indicating the amount of hours credited to each employee. An employee who is offered overtime work, but refuses, shall be charged with such time as if he had worked such hours and such time shall be included in the crediting of hours specified above. Whenever the Town determines that overtime must be worked, when such work is traditionally performed by bargaining unit members during normal work hours, such overtime will first be offered to bargaining unit members in accordance with the provisions of Section 4.2 herein. Nothing herein shall preclude the assignment of mandatory overtime.

Section 4.7 Employees who are called to work either by telephone or verbal instruction outside of their normal work hours shall be paid a minimum of three (3) hours pay at the applicable overtime rate. In situations where individuals are called by

telephone, they shall be paid an additional one-half (1/2) hour at the applicable overtime rate as a travel allowance, providing they punch in within a half hour of receiving the call. A total of forty-five (45) minutes paid travel time shall be allowed in the event of a storm which creates hazardous traveling conditions. If an employee is instructed the night before, as an example, to report for work three (3) or less hours before the normal beginning of his shift, the three (3) hour minimum payment is to be applied in that situation. The limits specified herein shall not serve as a basis for avoiding the requirements of Section 4.5 regardless of the employee's home location.

Section 4.8 Each employee shall take a one-half hour paid coffee break in the morning and a thirty (30) minute unpaid lunch break, scheduled by the Town.

Section 4.9 The Union shall quarterly be given a list of all overtime hours and the hourly rate paid to employees, if requested.

Section 4.10 Employees who are required to work overtime four (4) or more hours beyond the end of their regular shift will be permitted a one-half (1/2) hour meal break during that four (4) hour period with no interruption in pay.

Section 4.11 Temporary Employees: A temporary employee may be employed at an entry level to service in place of a regular employee who is out of work due to a long-term illness or injury. Such temporary employee may serve in such position for up to fifteen (15) months. The Union President shall be notified when an employee reports that he/she is unable to report to work because of a long-term illness or injury. Additionally, the Union President shall be notified upon the Town hiring a temporary employee serving in the place of a regular employee under this provision. Should a position become vacant as a result of an employees illness or injury, the Town shall post the vacant position pursuant to this Agreement. If no bargaining unit member applies, the temporary employee may be hired to fill the position.

ARTICLE 5

PROBATIONARY PERIOD

Section 5.0 No employee shall attain seniority or other rights or benefits under this Agreement until he has been continuously on the payroll of the Town for a probationary period of one hundred and eighty (180) calendar days. During such period, the employee shall be on probation and may be disciplined or terminated by the Town in its sole discretion for any reason whatsoever and neither the employee nor the Union shall have recourse to the grievance and arbitration provisions of this Agreement. Upon completion of an employee's probationary period, the employee's seniority shall date back to his/her original hiring date. All employees who are promoted shall be on a probationary period for a period of sixty (60) calendar days. Upon successful completion of the promotional probationary period, the employee shall be permanently appointed to the new position.

Section 5.1 The Town will provide each employee in the bargaining unit a copy of this Agreement within thirty (30) days after the date of execution of same, and new employees shall receive a copy of this Agreement at the time of hire.

ARTICLE 6
SENIORITY

Section 6.0 Seniority is hereby defined as the relative length of an employee's continuous employment in the bargaining unit on a regular full time basis by the Town of Berlin. An employee's earned seniority shall not be lost to absence from work caused by lay off, illness, or authorized leave of absence.

Section 6.1 For the purpose of lay off, recall, promotion, and transfer within the bargaining unit only, employee shall also accumulate seniority within their respective department of employment. In the event of a permanent lay off, the employees least senior in service shall be laid off first by department; provided, however, that the remaining employees in the department will be capable of performing the work available. In the event of a recall from lay off, employees shall be called back by department on the basis of seniority, starting with the most senior employee, provided they are able to perform work available. In cases of promotion, the most qualified employee shall be selected provided that where ability to perform the required work is equal; priority shall be given to the senior employee. The Town shall be the sole judge of the qualifications of an employee to perform the required work.

Section 6.2 The Town agrees to furnish the Union with a seniority list showing the full time employees, together with the length of service of such employees with their respective department of employment, upon request.

Section 6.3 Upon layoff, employees shall be placed on a recall list for a period not to exceed one (1) calendar year. Employees shall lose all seniority rights if they remain on the recall list for a period in excess of one (1) calendar year or if they fail to work within ten (10) days after notice of recall is sent to the last known home address on file with the Town.

Section 6.4 Laid off full time employees with the most seniority shall be hired first, provided they can perform the work available and no new employee shall be hired until all laid off employees have been given an opportunity to return to work provided they can perform the work available.

ARTICLE 7
PROMOTIONS AND TRAINING

Section 7.0 All vacancies and new positions in the bargaining unit shall be posted on the Union bulletin boards. Employee shall be allowed seven (7) full work days from the date of posting to apply for such vacancy or new position. The Town shall refrain from recruiting outside applicants during such period.

Section 7.1 If, in the Town's sole discretion, three (3) bargaining unit members are deemed to meet the minimum qualifications for the position, such members shall be subject to a promotional examination process as determined by the Town. Such examination process shall be conducted at the same time and location and by the same examining body. The Blue Collar Union president or other Union Officers only, shall be authorized to observe said examination process and will be notified reasonably in advance of the date and time. While the Union President or other Union Officers shall not participate in nor interrupt this process, he alone shall have the right to grieve only the application of the provisions of this paragraph. No matters of substance, content or results or scores of any promotional examination shall be grievable. If, in the sole discretion of the Town, two (2) members attain equal rank on a promotional process, the most senior employee shall be advanced. However, nothing herein contained shall be a guarantee that vacancies or new positions will be filled from within the bargaining unit.

Section 7.3 All employees who are promoted shall be on a trial period for a period of sixty (60) calendar days in his new position.

ARTICLE 8 **COMPENSATION**

Section 8.0 As of the effective date of this Agreement, employees shall be compensated according to the Compensation Schedule which is attached to and made part of this Agreement as Appendix A. There will be a GWI of: 2.25% on 7/1/2018, 2.25% effective 7/1/2019, and 2.25% effective 7/1/2020.

Section 8.1 Employees hired on or before July 1, 2010 shall, in addition to their regular pay, receive annual longevity pay in accordance with the following schedule:

After five (5) years	\$600.00
After ten (10) years	\$800.00
After fifteen (15) years	\$1050.00
After twenty (20) years	\$1250.00

Section 8.2 Upon becoming eligible for longevity pay, such pay shall be prorated from the employee's anniversary date to the start of the next fiscal year (July 1st). Thereafter, employees shall receive longevity pay in two payments on the pay day following December 1 and June 1. Longevity shall be paid only as earned and not in advance.

Section 8.3 Town shall pay the cost of employees maintaining CDL A or CDL B Licenses.

Section 8.4 Direct Deposit. Employees shall be paid bi-weekly via electronic direct deposit into a designated bank account of the employee's choice. Such bank account number shall be provided to the Director of Human Resources or her/his designee.

ARTICLE 9
HEALTH AND PENSION BENEFITS

Section 9.0 Health Insurance Benefits:

The Town of Berlin agrees to provide employees with access to the health insurance and pension benefits agreed to by the Town and the Union in Appendix B, unless modified through agreement by the Town and the Union through the consortium medical and pension group. Any such changes shall be by way of a signed written agreement and appended hereto as Revised Appendix B.

Section 9.1 Other Insurances:

1. Disability Insurance providing income of 66-2/3% of base weekly wage (to a maximum of \$600.00) per week in the event of disability with a thirteen (13) week maximum per fiscal year.
2. The Town shall provide Long-Term Disability insurance coverage. Such coverage shall be 50% of base pay (minimum \$100 monthly benefit, maximum \$5,000 monthly benefit) less necessary and appropriate deductions.
3. Group Life Insurance for each employee in an amount equal to his annual wage rounded up to the nearest \$1,000, with a minimum of \$10,000 and a maximum of \$100,000.
4. Accidental Death and Dismemberment Insurance equal to the Life Insurance amount.
5. Whenever an employee is out on workers' compensation as a result of his employment with the Town, he shall be paid his full net pay, providing such period does not exceed six (6) months. Beyond six (6) months, the employee shall have the option of making up the difference between his weekly workers' compensation entitlement and his net pay, chargeable to the employee's accrued earned time.
6. Additional Accidental Death and Dismemberment Insurance in the amount of One Hundred Thousand Dollars (\$100,000).
7. An employee who retires no younger than age 60 with greater than ten (10) years of service, shall be allowed to purchase the above coverages at the Town's group rates at his/her own expense, but only until the employee reaches Medicare eligibility. The Town shall establish reasonable procedures for the employee's payment of such premiums.
8. The Town may change insurance carriers as long as benefits and coverages remain substantially equivalent to those provided under the Alternatives, when considered as a whole. If the Union objects to said change, the issue shall be submitted to SBMA under its Expedited Arbitration procedure with all administrative costs and fees paid by the Town.

Section 9.2 Employee Assistance Program

The Town shall maintain an Employee's Assistance Program.

ARTICLE 10
HOLIDAY PAY

Section 10.0 The following shall be recognized as paid holidays irrespective of the day on which they fall and all eligible employees shall receive eight (8) hours pay at their regular straight time hourly rate:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Good Friday
Thanksgiving Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Christmas Day	Independence Day
Two (2) Floating Holidays	

Holidays which fall on a Saturday shall be observed on the preceding Friday; holidays which fall on a Sunday shall be observed on the following Monday. There shall be no carry over of Floating Holidays from fiscal year to fiscal year.

Section 10.1 An employee who has been absent from work on sick leave on either the work day before or after a holiday, for the major part of such work day, may be required to provide a medical certificate justifying the need for such sick leave in order to receive holiday pay.

Section 10.2 If a holiday occurs while an employee is on vacation leave, the holiday will be considered as a paid holiday and not a vacation day.

Section 10.3 Personal Days: Employees shall be eligible for three (3) paid personal days to conduct business that may not be transacted during working hours. Personal days shall not be carried over from fiscal year to fiscal year.

Section 10.4 Berlin Fair: There shall be 1:00 p.m. dismissal on the Friday of the Berlin Fair weekend. On such days, there shall be no lunch breaks. In the event that employees are required to work their regularly scheduled work hours on such day, it shall be considered part of the normal workweek, and not a holiday.

ARTICLE 11
VACATIONS

Section 11.0 Regular full time employees shall receive vacation with pay at forty (40) hours times their straight time hourly rate at their normal weekly salary, exclusive of overtime for each week in accordance with the following schedule:

<u>Length of Employment</u>	<u>Vacation</u>
One (1) year	Two (2) weeks
Five (5) years	Three (3) weeks
Ten (10) years	Four (4) weeks
Twenty (20) years	Five (5) weeks

- Section 11.1 In a mutual effort to produce harmony and understanding, employees shall request vacation time as far in advance as practicable and supervisors shall approve such requests in timely fashion. When the operational requirements of the Town preclude the approval of a specific request, the employee shall have such reasons for denial clearly explained, and every effort shall be made by employees and supervisor to agree upon an alternate vacation period. When necessary, preference as to time of taking vacation shall be given to employees of greater seniority.
- Section 11.2 Preference as to time of taking vacation shall be given to employees of greater seniority, but all requests for vacation must be approved by the Town based upon operational requirements.
- Section 11.3 Vacation days shall be earned on a pro-rata basis from date hired until July 1 during the first year of employment. (See Appendix C). All vacations must be taken during the course of the fiscal year from July 1 through June 30 and may not be accumulated or carried over to a succeeding fiscal year, unless approved by the Chief Executive Officer.
- Section 11.4 During the year in which an employee becomes eligible for an additional week of vacation, the additional time will be allotted on the July 1st which begins said fiscal year.
- Section 11.5 Vacation time shall be earned month by month on a pro-rata basis.
- Section 11.6 Vacation time periods may start and end any day of the week desired by the employee. Subject to Section 11.2 above.
- Section 11.7 Upon voluntary termination of employment or layoff from the Town, the employee shall be paid for all accumulated and unused vacation time, and such payment shall be paid to the employee (or if deceased, to the employee's beneficiary as designated on the employee's Town policy of life insurance). In no event shall such payment exceed three (3) weeks of pay.
- Section 11.8 In the event of illness during an employee's vacation period, the employee shall be given the option of charging the days to his sick leave with a Doctor's certificate.
- Section 11.9 Paid leave for jury duty shall be granted upon presentation of summons for such duty. Payment for jury duty, excluding meal and travel allowance, shall be reimbursed to the Town.
- Section 11.10 An employee who terminates or is terminated with less than one (1) year of employment shall not be entitled to vacation pay upon termination.
- Section 11.11 Employees may not request advance vacation pay.

Section 11.12 Employees may, upon written request to the Town Manager, carry over up to forty (40) hours of vacation time from one fiscal year into the subsequent fiscal year. Time carried over in this fashion must be used no later than November 30th of such subsequent fiscal year.

ARTICLE 12 **SICK LEAVE**

Section 12.0 The parties hereby agree that sick leave shall be allowed in the event of actual illness or injury of an employee, and shall not be considered a privilege which an employee may use at his discretion. Sick leave shall be allowed for lost time for medical, optical or dental appointments during workday hours as approved by the Supervisor. Sick leave shall be used in increments of at least one (1) hour.

Section 12.1 No more ten (10) sick days per year may be used to care for the illness of an immediate family member who is residing in the employee's household. If necessary, employees may apply to the Town Manager or his/her designee to seek additional days to be used for the care for the illness of an immediate family member who is residing in the employee's household. Such decision shall not be subject to the grievance and arbitration provisions of this Agreement. Sick leave may be cumulative to one hundred fifty (150) days. When absent from work on sick leave, an employee shall receive compensation at his regular straight time rate for the period of the absence. All regular full-time employees shall earn sick leave credits at the rate of one and one-quarter (1-1/4) normal work days per month, up to a maximum of fifteen (15) sick leave days per fiscal year.

Section 12.2 For any absence for which sick leave is claimed, notice must be given on scheduled work day to the Supervisor within one (1) hour prior to the employee's scheduled starting time. After three (3) days, the Town may require evidence of eligibility for sick leave in the form of a physician's certificate or a report from a Public Health Nurse. Such certificate shall state the nature of the illness or injury and the expected duration.

Section 12.3 The Town reserves the right to require the employee to submit to an independent medical examination by a doctor of the Town's choice and at the Town's expense. During this process, the employee shall not be required to use additional sick time and the employee shall not suffer a loss in pay.

Section 12.4 If an employee is out sick with a serious illness or injury for a period of two (2) weeks or more, the Town may require to have the Town's physician of record examine the employee before he/she returns to work. The Town will pay for this physical and the employee will be on paid status after being released to return to work by their own physician.

ARTICLE 13
BEREAVEMENT LEAVE

Section 13.0 Special leave of absence of up to five (5) consecutive working days with pay shall be granted to an employee in the event of death of the employee's: Spouse, Sister or Half-Sister, Child or Step-child, Brother or Half-Brother, Parent.

Section 13.1 Special leave of absence of up to a maximum of three (3) consecutive working days with pay shall be granted to an employee in the event of death of the employee's: Mother-in-law, Father-in-law, Step-parent, Step-brother, Step-Sister, Grandchild, Grandparent, other relative domiciled in employee's household.

Section 13.2 Special leave of absence of one (1) working day with pay shall be granted an employee for the purpose of funeral attendance in the event of death of employee's: Niece, Nephew, Sister-in-law, Brother-in-law, Aunt, Uncle, Daughter-in-law, Son-in-law.

Section 13.3 No pay shall be granted pursuant to this Article when one or more days used by an employee for bereavement purposes falls on a day when the employee would not normally work. The Town may require proof of death.

Section 13.4 Employees shall be granted two (2) additional bereavement leave days in the event a funeral takes place out of the state.

ARTICLE 14
DISCHARGE AND DISCIPLINE

Section 14.0 No employee shall be discharged, demoted or otherwise disciplined, without just cause.

Section 14.1 Discipline shall normally proceed in the following order:

- (a) Verbal warning
- (b) Written warning
- (c) Suspension without pay
- (d) Discharge

The parties recognize and agree that certain infractions of a serious nature require immediate serious disciplinary action without recourse to progressive discipline.

Section 11.2 All disciplinary actions may be appealed through the established grievance procedure except as provided in Article 5 of this Agreement.

ARTICLE 15
GRIEVANCE AND ARBITRATION

Section 15.0 Should any dispute arise with the Town by the Union and/or an employee over the interpretation or application of any specific provision of this Agreement, it shall be settled in the following manner:

STEP ONE: The Union Steward and/or the aggrieved employee shall present the grievance verbally or in writing to his immediate supervisor not later than ten (10) working days after the occurrence of the incident giving rise to the grievances. The grievance must set forth the specific section of the Agreement involved. Specific sections of the Agreement involved may be amended up to the actual arbitration hearing. Failure to present a grievance within this time limit shall constitute a waiver of the right to file same. Failure to file or pursue a grievance through arbitration does not constitute a waiver by the union on future similar grievances nor does it have any correlation with regard to the merits of the union's position on an alleged violation. The grievance shall be orally discussed by the supervisor, the employee, and/or the steward who shall attempt to settle it within three (3) working days.

STEP TWO: If they are unable to do so, the grievance may be submitted to the appropriate department head within ten (10) working days thereafter. If submitted, the grievance shall be discussed by the employee or representative of the Union and the Department Head who shall attempt to settle it within five (5) working days.

STEP THREE: If the employee or the Union are not satisfied with the Department Head's Step Two decision, the grievance shall be submitted to the Town Manager within ten (10) days of the Step Two decision, and then discussed by the employee or the local Union Representative and UE Local 222, CILU/CIPU Representative with the Town Manager or his/her authorized representative. The Town's answer to the grievance shall be in writing. In the event they are unable to settle the grievance within ten (10) working days, it may be submitted by the Union for arbitration as provided below.

Section 15.1 In the event the parties are unable to settle the grievance as outlined above, it may be submitted by the Union to arbitration at the State Mediation and Arbitration Service. The request for arbitration must be in writing and be filed with the State Board of Mediation and Arbitration not later than thirty (30) days after the written answer of the Town's designated representative in Step Three is given to the Union.

Section 15.2 The arbitrator's award shall be final and binding as provided by law, but he shall have no power to add to, subtract from, or modify in any way the provisions of this collective bargaining agreement.

Section 15.3 The fee and expense of the arbitrator, excluding legal fees, shall be borne equally by the parties.

Section 16.4 Any grievance not submitted to a higher step in the grievance procedure within the specified time limits provided above shall be deemed settled on the basis of the decision of the Town in the last step in which the grievance was discussed and shall not be subject to further processing.

ARTICLE 16
MISCELLANEOUS PROVISIONS

- Section 16.0 The Town agrees to provide the Union with a bulletin board located on the premises of each respective department for the posting of notices pertaining to Union affairs.
- Section 16.1 If the Town decides to fill a position, such position shall be filled within ninety (90) calendar days from the time of posting if personnel are qualified and available.
- Section 16.2 If the Town decides to fill a position, all vacancies shall be posted within thirty (30) calendar days of the decision to fill same.
- Section 16.3 The Town shall provide a room where Union meetings can be held.
- Section 16.4 Uniforms. The Town shall furnish all employees uniforms (care and cleaning included), and necessary foul weather gear. Appropriate safety equipment will be provided for employees working in hazardous locations and equipment. The Town shall reimburse each employee in an amount not to exceed one hundred and seventy five dollars (\$175.00) each fiscal year toward the purchase of two (2) pairs of safety shoes.
- Section 16.5 The Town shall insure employees' personal tools used in the performance of their duties against loss or theft in the course of work. Employees shall be reimbursed for the replacement cost of such tools.
- Section 16.6 While serving in a stand-by or on-call status, employees of the Water Department shall be provided with a Department truck for the duration of that assignment. Employees shall arrange to transfer the vehicle from one to another on their own time.
- Section 16.7 Whenever Town equipment is to be used, qualified bargaining unit members who are available shall be given the first opportunity to work.
- Section 16.8 Seasonal employees may perform all duties they are capable of performing including weekend work. A maximum of four (4) seasonal employees may be hired by the Golf Course and such employees may work up to 1200 hours per season (March through November). Golf Course seasonal employees may not perform weekend work unless there is an equal ratio of seasonal employees to bargaining unit employees for all weekend work.
- Section 16.9 All employees holding the positions of Animal Control Officer (ACO) or Assistant Animal Control Officer shall be required to hold and maintain certification in firearms handling. The Town shall provide and pay for all such required training. All other provisions of the contract shall apply to these above referenced positions.

Section 16.10 Employees who have second jobs must put into writing the type of job and hours worked on an annual basis.

Section 16.11 Meal Reimbursement - An employee working storm-related overtime or during a period of emergency shall be allowed a meal reimbursement as follows (meal receipts required):

Breakfast	\$6.00
Lunch	\$7.50
Dinner	\$10.00

Section 16.12 During the term of this Agreement, the Town may not subcontract out new work which does not vary significantly in kind or degree from work which has been customarily performed by members of this bargaining unit if it causes a reduction in the bargaining unit membership.

Section 16.13 The Town of Berlin hereby agrees that bargaining unit employees will perform all grass cutting at the soccer fields and the baseball fields. Bargaining unit employees will also continue to perform all grass cutting at Town buildings at which they are currently the sole provider of cutting service.

ARTICLE 17 **NO STRIKES OR LOCKOUTS**

Section 17.0 The Union and the employees expressly agree that during the life of this Agreement, there will be no strikes, slowdown, picketing, work stoppages, mass absenteeism, mass resignations, or other concerted activities or similar forms of interference with the operations of the Town. Any or all employees participating in such strikes or other prohibited activity described above in this Article shall be subject to appropriate disciplinary action by the Town, up to and including discharge.

Section 17.1 The Town agrees that it will not lockout the employees during the term of this Agreement.

ARTICLE 18 **HEALTH AND SAFETY**

Section 18.0 The Town Manager and/or her or his designated representative and the officers of the Union shall comprise a safety committee. Meetings of the committee may be requested by either the Town or the Union and shall be scheduled by mutual agreement of the parties.

Section 18.1 The parties agree to meet to review any recommendations which may be made by CONN OSHA, and to discuss the implementation of an on-going program to monitor working conditions and procedures.

Section 18.2 It is the Town's policy that no Blue Collar employee shall be expected to perform

work which involves the removal or disturbance of asbestos which may jeopardize his health and/or safety. The Town and Union both acknowledged that the primary concern in this area is health and safety. Further, it is acknowledged that on many occasions, neither the Town nor Union will have the expertise to determine whether a hazard exists, the degree of a hazard, proper procedures to follow, or whether professional firms should be brought in. Therefore, in light of the above, any reasonable, suspicion or concern for health or safety (especially related to asbestos) shall immediately be brought to the attention of the supervisor by the employee, who shall state both the specifics of such concern and the basis for such concern. All such concerns shall be addressed immediately by the supervisor without reprisal. If mutual agreement is not reached, the resolution of the issue shall be left to a mutual body such as CONN OSHA, prior to work being performed. This process has been jointly developed to deal with a genuine concern for health and safety in a reasonable manner. It is agreed that both sides shall conduct themselves in such a reasonable manner.

ARTICLE 19 **COMPENSATION STEP SCHEDULE**

- Section 19.0 Effective July 1, 2004, employees at the one year step or above will advance one step, and thereafter as stated in the compensation schedule. Step increments due to an employee in the fiscal year shall be paid at the beginning of the fiscal year, except for the 6 month step which shall be paid on the pay period immediately following the employee's anniversary date.
- Section 19.1 New Employees shall be placed in Step 1 and shall remain in that step for six (6) months, after which they shall be advanced to Step 2, and subsequently follow Section 20.0 above.
- Section 19.2 Current employees promoted to the next higher classification shall remain at the same step, but in the higher classification. Employees promoted to a classification higher than the next classification, (for example a Maintainer II promoted to Maintainer IV) shall be placed at the step in the newly promoted classification that provides a pay increase equal to or higher than the immediate lower classification. (Example of promotion two classification higher: Employee moves to next classification at the same step. Than going to his/her final classification, the employee moves into whatever wage step provides a rate of pay equal to or higher than the wages in the previous classification).
- Section 19.3 Differentials for additional specified duties shall be paid as follows:
- Crew Chiefs = \$.75 per hour
Cross Connection Certification - \$.79 hourly
- Chemical Application (Golf & Grounds & Painters) = 1.5 x regular wage per occurrence. Employees can choose to take wages or use as compensatory time

(chemical time off). Time earned must be taken in fiscal year earned or within three (3) months.

Individuals other than Golf Course employees hired after July 1, 2016 shall not be eligible for Chemical Application differentials in either wages or compensatory time, except with the employee works with lead paint.

Chemical Spray Examples:

8 hours of Chem Time on a Friday equals 8 hours of straight pay plus 4 hours of straight pay or 4 hours of Chem Time off.

8 hours of Chem Time on a Saturday equals 8 hours of time and a half (for Saturday pay) and 4 hours of straight pay or 4 hours of Chem Time off.

8 hours of Chem Time on a holiday equals 8 hours of double time and 4 hours of straight pay or 4 hours of Chem Time off.

ARTICLE 20
UNION BUSINESS

Section 20.0 The Town shall allow time off without loss of pay or benefits up to a total of ten (10) days per calendar year for officers or other Local Union Representatives for Union business limited to attendance at conventions or educational conferences. The Union shall notify the Chief Executive Officer's office in writing of time and locations of such events, five (5) days in advance and not more than one (1) officer per Town Department shall be off at any one time. Such leave may be taken in one hour increments. The Union shall provide the Town with a list of Union Officers.

Section 20.1 Members whose attendance is required shall suffer no loss of pay or benefits for time spent attending meetings with the Town, or hearings scheduled by the State Board of Labor Relations, or Board of Mediation and Arbitration.

Section 20.2 No more than four (4) members of the Union shall be allowed work release time, with pay, for the purpose of contract negotiations.

Section 20.3 The Union President or Steward shall be allowed to leave his/her work station for the purpose of investigating matters relative to the term and conditions of this Agreement, provided, however, that such work release time is subject to approval of the Chief Executive Officer. Requests for work release time for the purpose stated herein shall not be unreasonably denied.

ARTICLE 21
PART-TIME POSITIONS

Section 21.0 The Town agrees it will not take a full-time position and make it into a part-time position(s).

Section 21.0 A part-time position is defined as a position working less than twenty-five (25) hours per week.

Section 21.1 A part-time employee shall not receive longevity or insurance benefits, however, said employee(s) shall receive all other contractual benefits on a pro-rata basis (e.g., part-time hours divided into 40 hours per week = ratio of benefits).

ARTICLE 22
DURATION

Section 22.0 This Agreement shall be binding upon this Town and the Union and the employees from the 1st day of July, 2018 and shall continue until midnight of the 30th day of June, 2021.

Section 22.1 If either the Union or the Town desires to meet for the purpose of negotiating changes or modifications in the provisions of this Agreement, either shall give written notice of such desire to the other by certified or registered mail not less than one hundred twenty (120) days prior to the expiration of this Agreement.

Section 22.2 Unless specifically stated to the contrary, all benefits, rights and responsibilities shall commence upon the effective date of this Agreement.

Section 22.3 Upon request of either the Town or the Union to discuss the work schedule of the Town Garage, the resulting agreement shall be reduced to language and incorporated into this contract in a side letter.

IN WITNESS WHEREOF, the parties have caused their names to be signed on the 18th day of April, 2018.

FOR THE TOWN OF BERLIN

REPRESENTING CONNECTICUT
UE Local 222, CILU/CIPU CILU #52





APPENDIX A SALARY SCHEDULE

Pay/Grade/Title	As of Date	Steps									
		1	2	3	4	5	6*	7*	8*	9*	10*
		Entry	6 Mos.								
"NO BC EMPLOYEES IN MNTR I"	7/1/2018	18.77	19.33	19.92	20.50	21.11	21.77	22.41	23.07	23.76	24.48
	7/1/2019	19.19	19.76	20.37	20.96	21.58	22.26	22.91	23.59	24.29	25.03
	7/1/2020	19.62	20.20	20.83	21.43	22.07	22.76	23.43	24.12	24.84	25.59
CUSTODIAN	7/1/2018	20.09	20.70	21.30	21.94	22.61	23.27	23.98	24.69	25.45	26.21
	7/1/2019	20.54	21.17	21.78	22.43	23.12	23.79	24.52	25.25	26.02	26.80
	7/1/2020	21.00	21.65	22.27	22.93	23.64	24.33	25.07	25.82	26.61	27.40
MAINTAINER III	7/1/2018	21.47	22.13	22.79	23.48	24.18	24.91	25.62	26.42	27.23	28.01
	7/1/2019	21.95	22.63	23.30	24.01	24.72	25.47	26.20	27.01	27.84	28.64
	7/1/2020	22.44	23.14	23.82	24.55	25.28	26.04	26.79	27.62	28.47	29.28
MAINTAINER IV	7/1/2018	22.99	23.67	24.40	25.11	25.89	26.64	27.43	28.28	29.10	30.00
	7/1/2019	23.51	24.20	24.95	25.67	26.47	27.24	28.05	28.92	29.75	30.68
	7/1/2020	24.04	24.74	25.51	26.25	27.07	27.85	28.68	29.57	30.42	31.37
MAINTAINER V	7/1/2018	24.59	25.34	26.10	26.86	27.69	28.53	29.39	30.23	31.17	32.07
	7/1/2019	25.14	25.91	26.69	27.46	28.31	29.17	30.05	30.91	31.87	32.79
	7/1/2020	25.71	26.49	27.29	28.08	28.95	29.83	30.73	31.61	32.59	33.53
MAINTAINER VI	7/1/2018	26.32	27.12	27.91	28.77	29.62	30.53	31.42	32.38	33.35	34.34
	7/1/2019	26.91	27.73	28.54	29.42	30.29	31.22	32.13	33.11	34.10	35.11
	7/1/2020	27.52	28.35	29.18	30.08	30.97	31.92	32.85	33.85	34.87	35.90

* Steps 6-10 occur at 2 yr intervals

**APPENDIX B - MEDICAL
COALITION BARGAINING AGREEMENT**

THIS AGREEMENT, made and entered into this 8th day of February, 2017, by and between the Town of Berlin (the "Town") and the following bargaining units (collectively the "Unions"): Berlin Blue Collar Employees (UE Local 222, CILU/CIPU, CILU #52); Berlin White Collar Employees (UE Local 222, CILU/CIPU, CILU #28); Home Care and School Health Care Workers of Berlin Unit #20 (Connecticut Health Care Associates National Union of Hospital and Health Care Employees, AFSCME); Berlin Middle Management Association; and Berlin Police Union (Fraternal Order of Police Lodge 56).

WHEREAS, the Town and the Unions wish to have a single health benefit plan for all Town employees;

WHEREAS, the parties wish to enter into a Medical Insurance Coalition Agreement (hereinafter "MICA") in an effort to control rising insurance costs;

WHEREAS, a description of the 2017-2021 MICA insurance plan is attached hereto as Exhibit A; and

WHEREAS, except as otherwise provided herein, all terms and conditions of affected Town employees shall be set forth in the collective bargaining agreement between the Town and each of the respective unions named above;

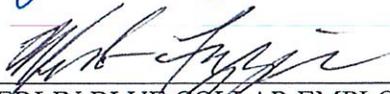
NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Town and the Unions, acting of their own free will, hereby agree as follows:

1. The updated MICA agreement effective July 1, 2017 shall replace the existing coalition health insurance provisions from the 2014-2017 agreement. It shall be available to those members of the Unions who are eligible for health insurance as of July 1, 2017.
2. MICA shall remain in effect from the date of the execution of this agreement until July 1, 2021.
3. If by June 30, 2021, no party seeks a change in the insurance plan that is in effect at the time of the execution of this agreement, the Town and a representative of each of the unions named above shall negotiate to develop a successor insurance plan.

IN WITNESS WHEREOF, the undersigned have executed this agreement this 8 of February 2017.



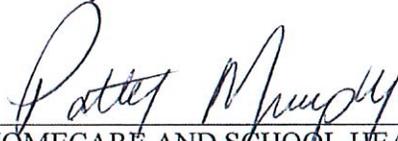
TOWN OF BERLIN



BERLIN BLUE COLLAR EMPLOYEES, UE LOCAL
222, CILU/CIPU, CILU #52



BERLIN WHITE COLLAR EMPLOYEES, UE LOCAL
222, CILU/CIPU, CILU #28



HOMECARE AND SCHOOL HEALTH CARE WORKERS OF BERLIN
UNIT #20, CONNECTICUT HEALTH CARE ASSOCIATES NATIONAL
UNION OF HOSPITAL AND HEALTH CARE EMPLOYEES, AFSCME



BERLIN MIDDLE MANAGEMENT ASSOCIATION



THE BERLIN POLICE UNION FRATERNAL ORDER OF POLICE LODGE 56

TOWN OF BERLIN MEDICAL PROGRAM

July 1, 2017 - June 30, 2021

OPTION 1: Century Preferred PPO:

NO CHANGE IN CURRENT PLAN DESIGN

<p>In-Network: Hospital Co-pay Outpatient Surgery Co-pay Emergency Room Co-pay Urgent Care Office Co-pay (Prev/Sick/Specialist) Maximum</p> <p>Out-of-Network: Deductible (Ee/Ee+Sp/Family) 80% Coins to OOP Lifetime Maximum Dependent Child Age</p> <p>Prescription Drug: Retail Co-pay Mail Order Co-pay Maximum Formulary</p>	<p>Employee Cost \$100 Co-pay \$100 Co-pay \$100 Co-pay \$25 Co-pay \$0 / \$20 / \$20 Co-pay unlimited</p> <p>\$200 / \$400 / \$500 Deductible \$1000 / \$2000 / \$2500 OOP \$1,000,000 To age 26</p> <p>Managed Drug Plan \$10 / \$25 / \$40 Co-pay \$20 / \$50 / \$80 for 90 days No annual maximum 3 Tier Formulary Plan</p>
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RIDERS INCLUDED WITH MEDICAL PLAN OPTIONS:

Vision:	Blue View Vision Plan BVMO
Dental:	Full
Rider A, B, C & D	Yes
Dependent Child Coverage	To age 26

EMPLOYEE PREMIUM COST SHARES

Century Preferred PPO	
Plan Year 2017-2018	20% Employee Cost Share 80% Employer Cost Share
Plan Year 2018-2019	23% Employee Cost Share 77% Employer Cost Share
Plan Year 2019-2020	25% Employee Cost Share 75% Employer Cost Share
Plan Year 2020-2021	27% Employee Cost Share 73% Employer Cost Share

TOWN OF BERLIN MEDICAL PROGRAM

July 1, 2017 - June 30, 2021

OPTION 2: High Deductible Plan & HSA:

\$2,000/\$4,000 High Deductible plan with HSA.
 All Well Visits provided at no cost to the participant without impact on deductible.
 Managed Rx with co-pays after deductible is met.

Health Savings Account Funding:

Plan Year 2017-2018	Town Funds 100% of Deductible 50% on July 1, 2017 50% on January 1, 2018
<i>During the initial year, if an employee has a medical situation that incurs an expense beyond the balance of their deductible prior to January 1, 2018, the Town will fund the remaining portion of the deductible early to accommodate the employee's need to pay the expense.</i>	
Plan Year 2018-2019	Town Funds 50% of Deductible on July 1st
Plan Year 2019-2020	Town Funds 50% of Deductible on July 1st
Plan Year 2020-2021	Town Funds 50% of Deductible on July 1st

RIDERS INCLUDED WITH MEDICAL PLAN OPTIONS:

Vision:	Blue View Vision Plan BVMO
Dental: Rider A, B, C & D Dependent Child Coverage	Full Yes To age 26

EMPLOYEE PREMIUM COST SHARES

High Deductible with H.S.A.	
Plan Year 2017-2018	16% Employee Cost Share 84% Employer Cost Share
Plan Year 2018-2019	16% Employee Cost Share 84% Employer Cost Share
Plan Year 2019-2020	17% Employee Cost Share 83% Employer Cost Share
Plan Year 2020-2021	17% Employee Cost Share 83% Employer Cost Share

TOWN OF BERLIN MEDICAL PROGRAM

July 1, 2017 - June 30, 2021

WELLNESS INCENTIVE

The Town will continue to offer a Wellness Incentive that provides a monetary incentive to employees who participate in the program. In order to be eligible, employees and their participating dependents must have completed all of their age appropriate screenings and have their physician certify completion of those screenings.

Plan Year 2017-2018	\$100 Single Option \$200 Employee plus One Option \$300 Family Option
Plan Year 2018-2019	\$200 Single Option \$300 Employee plus One Option \$500 Family Option
Plan Year 2019-2020	\$200 Single Option \$300 Employee plus One Option \$500 Family Option
Plan Year 2020-2021	\$200 Single Option \$300 Employee plus One Option \$500 Family Option

Employees participating in the High Deductible/H.S.A. plan can elect to have their wellness incentive benefit deposited directly into their Health Savings Account

INSURANCE WAIVER BENEFIT

Upon presentation of documentation that an employee is covered under a health insurance policy existing elsewhere, an employee may elect to waive, in writing, all health and dental insurance coverage. In lieu of such health insurance and dental coverage, such employee may receive on an annual basis the following amounts (paid quarterly):

Individual Coverage: \$500, Employee Plus One: \$1,800, Family: \$2,500

** Employees who elect to waive coverage and receive the In Lieu of Premium will not be eligible to enroll in benefits (or the Wellness Incentive) until open enrollment unless he/she has a qualifying event as defined in the federal regulations and which allows for changes midyear. At which point, the Waiver would discontinue.*

If in any year of this agreement, the insurance premium increases more than 10%, the Coalition Agreement may be opened to re-evaluate premium cost shares.

APPENDIX C - DEFINED CONTRIBUTION

COALITION BARGAINING AGREEMENT

THIS AGREEMENT, made and entered into this 8th day of January, 2015, by and between the Town of Berlin (the "Town") and the following bargaining units (collectively the "Unions"): Berlin Blue Collar Employees (UE Local 222, CILU/CIPU, CILU #52); Berlin White Collar Employees (UE Local 222, CILU/CIPU, CILU #28); Home Care and School Health Care Workers of Berlin Unit #20 (Connecticut Health Care Associates National Union of Hospital and Health Care Employees, AFSCME); and Berlin Middle Management Association.

WHEREAS, the Town and the Unions wish to have a single defined contribution plan for all Town employees;

WHEREAS, the parties wish to enter into a Defined Contribution Retirement Plan Coalition Agreement (hereinafter "DCRP-CA") in an effort to reduce the financial impact of employee retirement plan costs while providing consistency in plan design for all bargaining units;

WHEREAS, a description of the 2015 - 2025 DCRP-CA plan is attached hereto as Exhibit A; and

WHEREAS, except as otherwise provided herein, all terms and conditions of affected Town employees shall be set forth in the collective bargaining agreement between the Town and each of the respective unions named above;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Town and the Unions, acting of their own free will, hereby agree as follows:

1. DCRP-CA shall replace all individual defined contribution provisions contained in the collective bargaining agreements of the respective unions, and shall be available to those members of the Unions who are eligible Employees as of January 1, 2015.
2. DCRP-CA shall remain in effect from the date of the execution of this agreement until January 1, 2025.
3. If by January 1, 2025, no party seeks a change in the defined contribution retirement plan that is in effect at the time of the execution of this agreement, the Town and a representative of each of the unions named above shall negotiate to develop a successor Defined Contribution Retirement Plan.

IN WITNESS WHEREOF, the undersigned have executed this agreement this 8th of January 2015.

Denise M. McNair
TOWN MANAGER

Walter [Signature]
BERLIN BLUE COLLAR EMPLOYEES, UE LOCAL
222, CILU/CIPU, CILU #52

[Signature]
BERLIN WHITE COLLAR EMPLOYEES, UE LOCAL
222, CILU/CIPU, CILU #28

Patty Murphy
HOMECARE AND SCHOOL HEALTH CARE WORKERS OF BERLIN
UNIT #20, CONNECTICUT HEALTH CARE ASSOCIATES NATIONAL
UNION OF HOSPITAL AND HEALTH CARE EMPLOYEES, AFSCME

[Signature]
BERLIN MIDDLE MANAGEMENT ASSOCIATION

EXHIBIT A

The Town of Berlin Defined Contribution Plan is available to Eligible Participants who are members of the DCRP-CA as follows:

Eligibility Date

- 1) Employees hired prior to January 1, 2015 will be eligible to participate in the plan upon their date of hire.
- 2) Employees hired on or after January 1, 2015 will be eligible to participate following the completion of one full year of service.

Employee Contributions

- 1) Employees hired prior to January 1, 2015 will be eligible to contribute between one (1%) and five (5%) percent of their base wages into the plan.
- 2) Employees hired on or after January 1, 2015 will be eligible to contribute between one (1%) and six (6%) percent of their base wages into the plan.

Employer Matching Contribution

- 1) Employees hired prior to January 1, 2015 will be eligible for a 200% employer match of their contributions to the plan.
- 2) Employees hired on or after January 1, 2015 will be eligible for a 100% employer match of their contributions to the plan.

Duration

The employee and employer contributions defined above will not be eligible for negotiations until the successor agreements following January 1, 2025.

The plan document will be amended to mirror the above noted changes.

**APPENDIX D
VACATION TABLE**

Starting Date	Rate	Number of Days
July 1 – 15	1.00	10
July 16-21	.9583	10
August 1 -15	.9167	9.5
August 16-31	.8750	9
September 1-15	.8333	8.5
September 16 – 30	.7917	8
October 1 – 15	.7500	7.5
October 16 – 31	.7083	7.5
November 1 – 15	.6666	7
November 16 – 30	.6250	6.5
December 1 – 15	.5833	6
December 16 – 31	.5417	5.5
January 1 – 15	.5000	5
January 16 – 31	.4583	5
February 1 – 15	.4167	4.5
February 16 – 28	.3750	4
March 1 – 15	.3333	3.5
March 16 – 31	.2917	3
April 1 – 15	.2500	2.5
April 16 – 30	.2083	2.5
May 1 – 15	.1666	2
May 16 – 31	.1250	1.5
June 1 – 15	.0833	1
June 16 – 30	.0417	.5