

AGREEMENT

between

EAST LYME BOARD OF EDUCATION

and

EAST LYME NON-CERTIFIED EMPLOYEES

SECRETARIAL BARGAINING UNIT

LOCAL 1303-138 OF COUNCIL 4

AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES

AFL-CIO

JULY 1, 2015 - JUNE 30, 2019

Ratified by the EL BOE - 9/12/2016

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PREAMBLE

This Agreement entered into by and between the East Lyme Board of Education (hereinafter referred to as the "Board") and Local 1303-138 of Council #4, AFSCME, AFL-CIO (hereinafter referred to as the "Union"), in order to increase harmonious relationships between the Board and its employees.

ARTICLE I RECOGNITION

Section 1.1

The Board recognizes the Union as the exclusive representative of all non-certified administrative assistants, account clerks, library assistants, office managers, and secretaries working twenty (20) hours or more per week, excluding the Executive Assistant to the Superintendent, the Executive Assistant to the Assistant Superintendent, and the Business Supervisor for the purpose of collective bargaining with respect to wages, hours, and other conditions of employment within the meaning of the Municipal Employee Relations Act.

ARTICLE II MANAGEMENT RIGHTS

Section 2.1

It is recognized that the Board of Education has and will continue to retain the responsibility and prerogative to direct the operations of the public school system in the Town of East Lyme in all its aspects, including, but not limited to, the following: to maintain public elementary and secondary schools and such other education activities as in its judgment will best serve the interest of the Town of East Lyme; to give the children of East Lyme as nearly equal advantages as may be practicable; to decide the need for school facilities; to determine the care, maintenance and operation of buildings, lands, apparatus, and other property used for school purposes; and to employ, transfer, suspend, or dismiss employees of the Board in the manner provided by statute and in accordance with the provisions of the Agreement. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same should 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 AND DUES DEDUCTION

Section 3.1

All employees within the bargaining unit shall become and remain members of the Union or pay a service fee equal to Union dues as a condition of continuing employment not later than thirty (30) days after their date of hire. An agency fee payer may apply to the AFSCME International Union for a rebate in accordance with the Union's existing procedure.

Section 3.2

Upon receipt of a signed authorization form from the employee involved, a copy of which is attached to this Agreement as Appendix A, the Board agrees to deduct from the employee's pay each payroll period such dues and/or service fees as determined by the Union.

Section 3.3

This amount will be certified by a responsible Union Officer in writing and may be raised or lowered by the Union at any time upon notification by said officer to the Board.

Section 3.4

Such payroll deduction as provided herein shall be remitted to the Council 4 office of the Union by the fifteenth (15th) day of the next month following the month in which dues and/or service fees were deducted along with a list of names of employees from whom the deductions have been made.

Section 3.5

New employees shall sign a payroll deduction card at their time of hire, effective the first payroll period following their completion of thirty (30) days of employment.

Section 3.6

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

Section 3.7

The Board shall allow the employees to make a voluntary PEOPLE deduction from their pay. Once authorized, the Board will continue to make the deduction unless and until the bargain unit member provides written notice to the Board that the authorization has been revoked. The Board shall, upon request of the Union no more than once annually, prepare a list of all participating employees.

Section 3.8

The elected Local Union's Officers shall have top seniority in the bargaining unit in the event of layoff.

**ARTICLE IV
NO LOCKOUT OR STRIKE**

Section 4.1

There shall be no strike, slowdown, suspension, sick-out, or any other individual or concerted interference with the operation in any part of the work of the Board's operation by the Union or any of its individual employees, nor shall there be any lockout by the Board in any part of the Board's operation. Any employee who engages in such activity shall be subject to disciplinary action, up to and including discharge.

ARTICLE V
APPOINTMENTS, ASSIGNMENTS, AND TRANSFERS

Section 5.1

A notice of vacancy or newly created position(s) will be posted in each school building and in the central office for ten (10) business days, unless the parties mutually agree to change the number of days posted. All posted positions shall state the specific job title, school, indicate whether a 10, 11, or 12-month position and expected hours of work. In addition, the Union President shall receive a copy of all approved letters of hire.

Section 5.2

No permanent appointments will be made until the posting procedure has been followed. The Union President shall receive a copy of all approved letters of appointment.

Section 5.3

Whenever qualifications are relatively equal, as solely determined by the Superintendent of Schools, seniority shall be the deciding factor with respect to transfer, promotions, filling of vacancies, or new positions and transfers from ten (10) to eleven (11) month or twelve (12) month positions. In any arbitration, the arbitrator shall not substitute his/her judgment for that of the Superintendent in applying the relevant standards for qualifications unless the Superintendent can be shown to have acted arbitrarily or capriciously.

Section 5.4

All new positions shall be posted, and whenever qualifications are relatively equal, as determined by the Superintendent, bargaining unit employees shall have preference over new hires provided they are deemed qualified to perform the work available.

Section 5.5

When promoted or transferred to a higher classification, employees shall move to the same step in the new classification.

Section 5.6

The Board administration will make a good faith effort to use union members during the school year to perform any temporary work or, if necessary, to offer union members the opportunity to work overtime to fulfill the requirements of any temporary duty. The Board will maintain a union secretary sub list composed of retired Local 1303-138 members and other qualified individuals. The rate of pay for retired union members will be Grade 2, Step 1 of the Collective Bargaining Agreement.

In case no union members opts to fulfill the requirements of the temporary duty, only then will the Board offer the temporary work to a person on the substitute list, giving the priority to retired members of Local 1303-138.

In the event of a short-term absence during the school year, the BOE has the option of hiring a substitute from the substitute list, giving the priority to retired members of Local 1303-138.

ARTICLE VI
HOURS OF WORK

Section 6.1

All full-time employees shall work seven and one half (7.5) hours per day not including thirty (30) minutes for lunch, unless otherwise designated to work the lunch hour, in which case the one-half (1/2) hour is included within seven and one half (7.5) hour workday.

Section 6.2

The Board shall designate starting times. In the event starting times need to be changed on a temporary basis, affected employees shall be notified in writing at least twenty-four (24) hours in advance. Any permanent changes in starting times require two (2) weeks' advance written notice.

Section 6.3

The normal work week shall be thirty-seven and one half (37.5) hours, Monday through Friday, but the Board may make changes or additions for good cause.

Section 6.4

In the event schools are closed, twelve (12) month employees are expected to report to work if their immediate supervisors are required to report to work. In the event that the Governor closes the roads to non-essential personnel, twelve month employees will be allowed to stay home, or be sent home without loss of pay.

Section 6.5

Employees shall receive a full day's pay if they are dismissed early, but shall not receive such pay simply because schools are dismissed early.

Section 6.6

Employees working more than forty (40) hours in one (1) week shall be paid overtime at one and one-half (1-1/2) times their regular rate.

Section 6.7

Employees scheduled to work less than seven and one-half (7.5) hours per day may arrange unpaid lunch periods with their immediate supervisors.

Section 6.8

Work year shall be defined as follows:

12 – month employee = 260-261 days based on the number of week days in a given calendar year.

11 – month employee = 240 days

10 – month employee = 226 days

When schools are closed due to inclement weather, 10 and 11 month secretaries are not to report to work. For each school closure day, a day will be added in June until the 226 contractual days are worked.

ARTICLE VII SENIORITY

Section 7.1

Notwithstanding the recall rights of employees who are laid off (Section 8.5), seniority is defined as an employee's total length of service within the bargaining unit, uninterrupted by voluntary termination of employment.

Section 7.2

Seniority shall be deemed broken by involuntary resignation, termination, unauthorized leave of absence, and failure to return on recall from layoff provided adequate notice is given.

Section 7.3

Newly hired employees shall serve a probationary period of ninety (90) days, during which period they shall attain no seniority rights under this Agreement but shall be subject to all other provisions. Probationary employees may be discharged at the will of the Board, and no such action shall be subject to the grievance procedures of this Agreement.

Section 7.4

Upon successful completion of the probationary period, seniority shall accrue retroactive to the date of hire.

ARTICLE VIII REDUCTION IN FORCE

Section 8.1

The Board shall have the sole discretion to determine when it is necessary to lay off employees.

Section 8.2

Before any layoff takes place within the bargaining unit, all newly hired probationary employees shall be laid off first. Employees shall be laid off in inverse order of seniority, and an employee scheduled for layoff may, if he/she desires, replace the least senior employee covered by this contract in an equal or lower job classification, provided the bumping employee is qualified to perform the work of the employee whom he/she bumps. The determination of qualifications shall be solely determined by the Superintendent of Schools. If the employee does not possess the qualifications to perform the work of the least senior employee, the employee scheduled for layoff may replace the next least senior employee whose work the employee is qualified to perform. In any arbitration, the arbitrator shall not substitute

his/her judgment for that of the Superintendent in applying the relevant standards for qualifications unless the Superintendent can be shown to have acted arbitrarily or capriciously.

Section 8.3

Laid-off employees shall be recalled in inverse order of layoff provided the employee is qualified, as solely determined by the Superintendent to perform the work available. In any arbitration, the arbitrator shall not substitute his/her judgment for that of the Superintendent in applying the relevant standards for qualifications unless the Superintendent can be shown to have acted arbitrarily or capriciously.

Section 8.4

No part-time and new employees will be hired while bargaining unit employees who are qualified to perform the available work remain on layoff.

Section 8.5

Employees will be eligible for recall for twenty-four (24) months, provided the following conditions are met:

- A. Failure to respond, by certified mail, return receipt requested, within seven (7) calendar days notice of a job opening by a person on the recall list shall result in that person being dropped from the recall list.
- B. An employee who declines an offer of a position shall be dropped from the recall list.
- C. An employee on the recall list shall be responsible for keeping the Board informed of his/her current address. Notice of openings will be sent certified mail, return receipt requested, to the most recent address provided by the employee. Returning individuals must return to work within thirty (30) calendar days from the date of the mailing of the notification or the date the position becomes open, whichever occurs later.
- D. Due to a short term medical condition, if an employee is unable to report to work on the day the opening is to be filled, the Superintendent may elect to extend the deadline or ask that the employee provide documentation from a medical doctor in order to decline the job offer and still remain on the recall list.

ARTICLE IX GRIEVANCE PROCEDURE

Section 9.1

A grievance is a written claim filed by an employee and/or the Union alleging a misinterpretation or misapplication of a specific provision of the Agreement. All grievances must advise the Board of the specific provisions claimed to have been violated, the nature of the grievance, and the remedy requested. The following steps are agreed to for formally settling properly filed grievances.

Section 9.2 - Procedure

Step 1 - Building Principal/Immediate Supervisor

A grievance shall be filed with the principal/immediate supervisor within fifteen (15) working days after the aggrieved knew or should have known of the occurrence upon which the grievance is based. Working days exclude weekends, school vacations and holidays. This matter will be discussed and a written decision given to the aggrieved and/or his/her representative within fifteen (15) working days following such review.

Step 2 - Superintendent of Schools

If the grievance is not resolved at Step 1, the aggrieved may seek further review by presenting the grievance to the Superintendent of Schools within fifteen (15) working days following receipt of the decision at Step 1. The Superintendent or his/her designee shall confer with the aggrieved and/or his/her representative and, if the grievance is not resolved, render a written decision within fifteen (15) working days of such discussion.

Step 3 - Board of Education

If the grievance is not resolved at Step 2, a review of the grievance may be requested of the Board of Education by filing a written request for appeal to the Board within fifteen (15) working days of receipt of the Superintendent's decision at Step 2. The Board of Education or its designated committee shall confer with the aggrieved and/or his/her representative and issue a written decision within fifteen (15) working days of such review.

Step 4 - Impartial Arbitration

If the grievance is not resolved at Step 3, the Union only may submit the matter to the Connecticut State Board of Mediation and Arbitration for arbitration within thirty (30) days of receipt of the Board's decision at Step 3. The authority of the arbitrator(s) shall be limited to the terms and provisions of this Agreement and the question or questions submitted. The arbitrator(s) shall be bound by this Agreement and shall not have the power to add to, delete from, or modify in any way any of the provisions of this Agreement. The decision of the arbitrators(s) shall be final and binding on the parties in accordance with law. The total cost of the grievance arbitration shall be borne equally by the Union and the Board.

Section 9.3

Failure by the aggrieved at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision at that level.

Section 9.4

In the event the administrator involved fails to render his/her decision within the specified time limits, the aggrieved may proceed to the next step.

Section 9.5

The number of days indicated at each step shall be considered as maximum. The time limit specified may, however, be extended by written agreement of the parties.

Section 9.6

If a grievance meeting at any level is scheduled at a mutually agreeable time during the workday, the aggrieved and his/her representative shall be released for the period of the meeting without loss of pay.

**ARTICLE X
DISCIPLINE AND DISCHARGE**

Section 10.1

No employee will be disciplined except for just cause.

Section 10.2

In the case of discipline that involves a suspension from work, records will be cleared of any offense or derogatory entry, providing there is no further similar discipline within thirty-six (36) work months. In other cases of discipline, records will be cleared of any offense or derogatory entry, providing there is no further similar discipline within twenty-four (24) work months.

Section 10.3

Discharge and discipline shall be subject to the grievance procedure.

**ARTICLE XI
SICK LEAVE**

Section 11.1 - Accrual

A. **Twelve Month Employees**

One and one-quarter (1-1/4) days per month, to a maximum accrual of one hundred twenty-five (125) days' accumulation.

B. **Eleven Month Employees**

One and one eighth (1-1/8) days per month, to a maximum accrual of one hundred fifteen (115) days' accumulation.

C. **Ten Month Employees**

One (1) day per month, to a maximum accrual of one hundred five (105) days' accumulation.

Section 11.2

Employees shall be entitled to the cash equivalent of unused sick leave upon retirement or in the event of their death, to their estate.

If an employee is retiring and is eligible to receive a payout of sick days, the date of notice to the superintendent of the retirement will determine the timing of such payout. If notice is received on or before January 15, the payout will occur in the next fiscal year. If notice is received after January 15, the payout will occur in the fiscal year following the next January 15.

Employees hired after July 1, 2012 shall receive maximum sick time pay-out of: 10-mos. Employees 79 days; 11-mos. Employees 86 days; 12-mos. Employees 94 days.

Employees hired on or after July 1, 2016 shall not be eligible for sick time pay-outs.

Section 11.3

Sick leave shall be allowed for medical appointments during working hours. Sick time may be charged at half ½ day intervals.

Section 11.4

Employees shall be eligible for maternity/paternity leave in accordance with state and federal law.

Section 11.5

The Board may require verification of illness or injury in the form of an acceptable physician's certificate. Failure to provide such verification upon request shall be sufficient to deny sick leave payment. Employees may be subject to a medical examination by a physician of the Board's choice to be paid for by the Board. The Board reserves its right to require reasonable documentation of absences due to chronic or extended employee illness and in cases of suspected abuse of sick time leave.

ARTICLE XII LEAVE

Section 12.1

Paid leave shall not count as time worked for overtime purposes.

Section 12.2 - Personal Leave

Requests for personal leave shall be entered into AESOP (or other website designated by Administration) at least forty-eight (48) hours in advance of the time requested, barring emergencies. Personal leave shall not be used to extend holidays or vacations.

1. **Twelve Month Employees**
Five (5) workdays per year (non-cumulative).
2. **Eleven Month Employees**
Four (4) workdays per year (non-cumulative).
3. **Ten Month Employees**
Three (3) workdays per year (non-cumulative).

Section 12.3 - Bereavement Leave

Each employee shall be entitled to be absent with full salary not to exceed five (5) days for the death of spouse, child, parents, brother, sister, current spouse of brother or sister and parents of current spouse. For the death of other members of the immediate family, this absence shall not exceed three (3) days. Members of immediate family include grandparents, grandchildren, aunts and uncles, brothers and sisters of current spouse and any relative who resides in the employee's household.

Additional days may be applied for under exceptional circumstances.

Section 12.4 - Unpaid Leave

1. An employee may apply for a leave of no longer than one (1) year's duration provided that he/she has been employed on a full-time basis in a bargaining unit position for at least seven (7) years. A leave may be granted for such reasons as illness of the employee or his/her spouse or child, the temporary transfer of a spouse, or the presentation of compelling evidence that would suggest that a leave may be in the best interest of the Board and the employee. Leave decisions shall be in the sole discretion of the Board and shall not be subject to the grievance and arbitration provisions of this agreement.
2. If the leave is granted, all pay and benefits will cease. At the discretion of the Superintendent, benefits may be extended for up to one calendar year from the date of the commencement of the approved leave. The cost of benefits to be paid in full by the employee.
3. Leave of more than six (6) months will not count as experience on the salary schedule, but employment will be considered continuous for retirement purposes.
4. An employee who requests reinstatement will be reemployed at the earliest opportunity. There can be no certain assurance that the employee can be rehired on the date his/her leave expires.

Section 12.5 - Pro-Ration of Benefits

Employees who regularly work less than thirty-seven and one-half (37.5) hours per week but twenty or more (20) hours per week receive benefits on a pro-rata basis unless otherwise required by law. Less than twenty hours per week receive no benefits.

Section 12.6 - Union Professional Development

Two (2) Union Representatives shall be allowed time off with pay to attend the Council #4 Convention, Educational Conferences and Seminars or to attend to Union business for a total not to exceed three (3) days/per representative/per year.

ARTICLE XIII
VACATIONS

Section 13.1

- A. **Twelve Month Employees**
- | | |
|--------------------|-----------|
| 1 through 5 years | - 10 days |
| 6 through 15 years | - 15 days |
| 16+ years | - 20 days |
- B. **Eleven Month Employees**
- | | |
|--------------------|-----------|
| 1 through 5 years | - 9 days |
| 6 through 15 years | - 12 days |
| 16+ years | - 14 days |
- C. **Ten Month Employees**
- | | |
|--------------------|-----------|
| 1 through 5 years | - 8 days |
| 6 through 15 years | - 10 days |
| 16+ years | - 12 days |

Newly hired employees shall accrue vacation days at a rate of one day per month until they reach the maximum level of days to be awarded in each category for one year of service.

Section 13.2

All vacations shall be entered into AESOP (or other website designated by Administration) and are subject to prior approval by the building principal or direct supervisor. All ten (10) month employees wishing to take vacation in June must request such time no later than April 30th. Such vacation requests will be approved on a first come, first serve basis and the Superintendent and or his/her designee shall have the right to deny any such requests based on the operational needs of the District.

Section 13.3

When an employee changes employment status within the bargaining unit, he/she will retain any accumulated vacation time and, prospectively, accrue vacation time in accordance with the provisions applicable to his/her new status.

Section 13.4

Twelve (12) month and eleven (11) month employees will be allowed to accumulate their vacation time to no more than the two (2) year entitlement (maximum accumulation twenty (20) days; thirty (30) days after five (5) years of service).

Twelve (12) and eleven (11) month employees hired on or after July 1, 2016, will be allowed to accumulate their vacation time to no more than the one (1) year entitlement (maximum accumulation fifteen days).

Section 13.5

Employees shall receive payment for accumulated vacation pay upon non-disciplinary termination or death.

**ARTICLE XIV
HOLIDAYS**

Section 14.1

Twelve month employees shall be granted 14 paid holidays yearly as listed below when school is not in session.

Eleven and ten month employees shall be granted 13 paid holidays yearly as listed below when school is not in session

Independence Day	Christmas Day
Labor Day	New Year's Eve Day
Columbus Day	New Year's Day
Veteran's Day	Martin Luther King Day
Thanksgiving Day	President's Day
Thanksgiving Friday	Good Friday
Christmas Eve Day	Memorial Day

In the event that a Holiday is worked as a make up school day, employees will receive a compensatory day.

Section 14.2

Employees shall be eligible for paid holidays effective their date of hire.

Section 14.3

All holidays shall be paid even though the employee is on sick leave, vacation, or on Workers' Compensation.

Section 14.4

Employees will receive holidays declared by the President or Governor and accepted by the Board.

Section 14.5

An employee assigned to work on a holiday will be paid at a rate equal to two (2) times his/her regular rate for all hours worked in lieu of a paid holiday.

ARTICLE XV
RESIGNATIONS

Section 15.1

A signed written notice of resignation must be filed with the Superintendent of Schools at least two (2) weeks in advance of separation. This notice shall include a statement of the reasons for this action and effective date of resignation. The Superintendent has the discretion to grant exceptions to the notice requirements. Failure to provide such notice may result in forfeiture of any accrued severance entitlements (sick leave or vacation leave accumulation).

ARTICLE XVI
PERSONNEL FOLDERS

Section 16.1

Each employee shall be allowed access to his/her personnel file by appointment with the Superintendent or his/her designee provided a written request is filed and provided that the employee shall exercise this right during non-working hours.

ARTICLE XVII
WAGES

Section 17.1

Employees shall be paid on a bi-weekly basis by direct deposit. A copy of the voucher will be transmitted.

Section 17.2

During the life of this Agreement, salary increases shall be implemented as follows:

- A. Retroactive to July 1, 2015, each employee shall receive a 2.25% wage increase reflected in Appendix B. There shall be no step advancement.
- B. Retroactive to July 1, 2016, each employee shall receive a 2.25% wage increase as reflected in Appendix B. There shall be step advancement.
- C. Effective July 1, 2017, each employee shall receive a 2.25% wage increase reflected in Appendix B. There shall be step advancement.
- D. Effective July 1, 2018, each employee shall receive a 2.50% wage increase reflected in Appendix B. There shall be step advancement.
- E. Employees hired prior to January 1 in any contract year will be eligible for a step increase the following July 1. Employees hired after January 1 in any contract year will be eligible for a step increase on the second July 1 of their employment with the Board.

Section 17.3

- A. Effective July 1, 1999, beginning with the ninth (9th) year of service employees shall be paid an annual longevity payment of 1.5% of the employees' annual salary. Payment to the qualified employees shall be made after July 1 and prior to August 31 in the fiscal year following the employees' anniversary date and shall be included in the regular paycheck.
- B. Effective July 1, 2011, an employee who has reached the 20th year of continuous service with the East Lyme Public Schools shall be paid an annual longevity payment of 1.75% of the employee's annual salary. Payment to the qualified employees shall be made after July 1 and prior to August 31 in the fiscal year following the employee's anniversary date and shall be included in the regular paycheck.

ARTICLE XVIII **INSURANCE**

Section 18.1

The following insurance coverage shall be made available to bargaining unit employees. All benefits will be paid according to the terms of the insurance contract in force at the time of the claim.

- A. The Board shall provide all employees with individual life insurance in the amount listed, with the full premium paid by the Board. \$40,000
- B. Employees who retire may continue the hospital /medical coverage by paying the group rate.
- C. The Board shall provide all employees and their families coverage under the Full Service Dental Plan (Basic) including Rider A.

Section 18.2

- A. For the 2016-17 contract year, the Board shall offer the following health insurance option:
 - Point of Service Plan (POS) See Summary in Appendix D.
- B. For the 2017-18 and 2018-19 contract years, the Board shall offer the following two health insurance options:
 - 1. Option 1: Point of Service Plan (POS) See Summary in Appendix E.
 - Only employees hired on or before June 30, 2016 are eligible to enroll in this option.
 - 2. Option 2: - High Deductible Health Plan (HDHP) with Health Savings Account (HSA). See Summary in Appendix F.
 - a. In the 2017-2018 contract year only, the Board will contribute sixty percent (60%) of the applicable HDHP deductible amount on or around July 1st.
 - b. In the 2018-19 contract year, the Board will contribute 50% of the applicable HDHP deductible amount. The Board's contribution toward the HDHP deductible will be deposited into a Health Savings Account (HSA) in two (2) equal payments, with the first payment with the first September payroll and the second with the first January

payroll. Should a member demonstrate extraordinary need, the Superintendent shall have the discretionary authority to have the Board's HSA contribution deposited prior to September 1st.

- c. Employees who are not eligible for an HSA can participate in a Health Reimbursement Account (HRA) with the Board providing the same contributions towards reimbursement as in the HSA.
- d. The parties acknowledge that the Board's contribution toward the HSA and/or HRA plans is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for active employees. The Board shall have no obligation to fund any portion of the HDHP deductible for individuals upon their separation from employment.

Section 18.3

For contract year 2016-2017, the Board shall pay 88.5% of the premium of medical and dental coverage, and each employee shall pay 11.5% of the premium of this coverage.

For contract year 2017-2018, the Board shall pay 90% of the premium of medical and dental coverage, and each employee shall pay 10% of the premium of this coverage.

For contract year 2018-2019, the Board shall pay 89% of the premium of medical and dental coverage, and each employee shall pay 11% of the premium of this coverage.

Effective July 1, 2017, the HDHP Plan shall be the core insurance plan. For any employee hired on or before June 30, 2016 who remains enrolled in the POS Plan, the Board will pay the same total dollar amount toward the premium cost for the POS Plan as the Board pays toward the premium cost for the HDHP Plan for an employee enrolled at the same coverage level. The employee shall pay 100% of the difference between the Board's total dollar premium contribution and the total premium cost for the POS Plan.

Payment shall be made through a payroll deduction, which will be done by the adoption of an Internal Revenue Code Section 125 pre-tax premium conversion account for staff so that health insurance contributions may be made from pre-tax dollars.

Section 18.4

The Board reserves the right to change insurance carriers provided there is no reduction in the level of benefits or services. A requirement to complete additional forms shall not be construed to be a change in service. The Board may change carriers and/or administrators, for the above insurance, or provide such coverage through a consortium of other employers, provided that the coverage and benefits are substantially equal to those currently offered, and that no such change shall result in any lapse of benefits. At least sixty (60) days prior changing of carrier, the Board or its designee shall notify the President of the Union, and the parties will meet to discuss the proposed change.

If the Board and the Union are unable to agree that the changes proposed are substantially equal within sixty (60) days from notice by the Board of its intention to change carriers and/or administrators, the matter, at the request of either party, shall be submitted to binding arbitration. Either party may request that such arbitration be expedited under the Rules of The American

Arbitration Association for expedited arbitration. No change shall be implemented prior to the completion of arbitration, if required.

Section 18.5

Members who opt out of insurance coverage will be reimbursed \$1,500.00 annually. Prorated payment will be made on December 31 and June 30 of each contract year for members enrolled prior to June 30, 2016. The decision to opt out will be made during the open enrollment period. Effective July 1, 2017, this provision shall expire and members who opt out of insurance will no longer be eligible for any payment.

Section 18.6

The Board will no longer offer an FSA as of June 30, 2017.

Section 18.7

Secretaries, their spouses and their enrolled dependents, who voluntarily enroll in the Board's wellness program, which will require participants to obtain recommended preventive care services on a specified schedule, will be granted a premium cost-share discount of 1%, to be deducted from the premium cost-sharing percentages set forth above. The schedule of preventive care services is set forth below. Effective July 1, 2018, secretaries, their spouses and enrolled dependents will be required to demonstrate compliance with the preventive service schedules to obtain the premium cost-sharing discount.

**PREVENTIVE SERVICES SCHEDULES FOR
WELLNESS INCENTIVE**

These preventive schedules will change as per the carrier recommendations, without the need for further negotiations. Required wellness screenings are provided at no cost to the member.

Preventative Screening Requirements	*Birth to 19	Ages 20 to 29	Ages 30 to 39	Ages 40 to 49	Ages 50 Plus
Preventive Physical Exam including:	NA	1 exam every 3 years			
Cholesterol Screening	NA	1 screening every 5 years			
Colorectal Screening	NA	NA	NA	NA	Colonoscopy every 10 years
Routine OB/GYN Exam including: Clinical breast exam and cervical cancer screening	NA	1 exam every 2 years			
Mammogram	NA	NA	NA	1 exam every year	1 exam every year

*Birth to Age 1 requires visits at Months 1, 2,4,6,9, and 12 per the American Academy of Pediatrics

**ARTICLE XIX
PENSION**

Section 19.1

All employees shall be eligible to participate in the Town of East Lyme pension plan as applicable to Board of Education employees at the level of benefits provided for Town employees.

**ARTICLE XX
WORKERS' COMPENSATION**

Section 20.1

Workers' compensation payments shall be made in accordance with state law.

ARTICLE XXI
GENERAL

Section 21.1

An employee assigned by his/her building administrator or immediate supervisor to fully perform the duties of another classification for more than three (3) consecutive workdays shall be compensated at the rate established for such other classification, retroactive to the first day of assignment.

Section 21.2

The Board shall pay workshops and study courses, required by the Board.

Section 21.3

The Board shall provide each present employee and each new employee, when hired, with a copy of this Agreement. Thirty (30) days after the signing of a new Agreement, the Board shall furnish each employee with a copy of this Agreement. The Board shall assume the cost of reproduction of this Agreement.

Section 21.4

During the term of this Agreement, if the Union and the Town of East Lyme enter into negotiations over the terms of the Town of East Lyme Pension Plan, the Union President or his/her designee will be released for the period of time needed, to attend such negotiations, without loss of pay.

ARTICLE XXII
NO DISCRIMINATION

Section 22.1

There shall be no discrimination, coercion, or intimidation of any kind against any employee or the employer on any basis provided by law. This section is for informational purposes only and shall not be subject to the grievance process.

ARTICLE XXIII
SAVINGS CLAUSE

Section 23.1

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

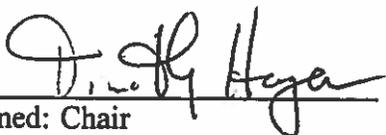
ARTICLE XXIV
DURATION

Section 24.1

Unless specifically provided otherwise, the terms of this Agreement shall take effect on July 1, 2015 and shall continue and remain in effect until and including June 30, 2019.

IN WITNESS WHEREOF, the parties hereunto have caused these presents to be executed by their proper officers, hereunto duly authorized, and their seals affixed hereto to this _____ day of _____, 2016.

**FOR THE EAST LYME
BOARD OF EDUCATION**

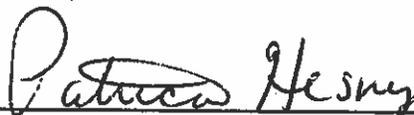


Signed: Chair
Dr. Timothy Hagen



Signed: Superintendent
East Lyme Public Schools
Jeffrey Newton

**EAST LYME NON CERTIFIED EMPLOYEES
LOCAL 1303-138 OF COUNCIL #4
AFSCME, AFL-CIO**

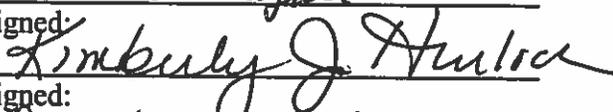


Signed: Union President

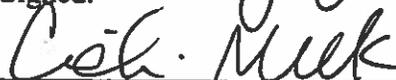
Patricia Hesney



Signed:



Signed:



Signed:

 10/26/16

Signed: Staff Representative

Kelly Cashman

Council #4

AFSCME, AFL-CIO

APPENDIX A

CONNECTICUT COUNCIL #4
AMERICAN FEDERATION OF STATE COUNTY AND MUNICIPAL EMPLOYEES AFL-CIO

AUTHORIZATION FOR PAYROLL DEDUCTION
(PLEASE PRINT)

I hereby apply for membership in Council 4 (hereinafter "Union") and I agree to abide by its Constitution and Bylaws. I authorize the Union and its successor or assign to act as my exclusive bargaining representative for purposes of collective bargaining with respect to wages, hours and other terms and conditions of employment with my Employer.

Effective immediately, I hereby voluntarily authorize and direct my Employer to deduct from my pay each pay period, regardless of whether I am or remain a member of the Union, the amount of dues certified by the Union, and as they may be adjusted periodically by the Union, and to authorize my Employer to remit such amount monthly to the Union.

This voluntary authorization and assignment shall remain in effect in accordance with the applicable collective bargaining agreement. If the applicable collective bargaining agreement does not address revocation, then this voluntary authorization and assignment shall be irrevocable, regardless of whether I am or remain a member of the Union, for a period of one year from the date of execution or until the termination date of the collective bargaining agreement (if there is one) between the Employer and the Union, whichever occurs sooner, and for year to year thereafter unless I give the Employer and the Union written notice of revocation not less than ten (10) days and not more than twenty (20) days before the end of any yearly period. The applicable collective bargaining agreement is available for review, upon request. This card supersedes any prior check-off authorization card I signed. I recognize that my authorization of dues deductions, and the continuation of such authorization from one year to the next, is voluntary and not a condition of my employment.

Payments to the Union are not deductible as charitable donations for federal income tax purposes. However, they may be tax deductible as ordinary and necessary business expenses.

Local Number

Last Name First Name M.I.

Street Address Apt. No.

City State Zip Code

Social Security No. Payroll No.

Department Telephone No.

Signature Effective Date

APPENDIX B.1.

SECRETARIAL WAGE SCHEDULE 2015-2016
EFFECTIVE 7/1/15

Retroactive to 7/1/15
2.25% GWI - No Step

	STEP							
	1	2	3	4	5	6	7	8
Grade 6 Administrative Asst II	\$22.79	\$23.87	\$24.55	\$25.19	\$26.02	\$26.85	\$27.70	\$28.53
Grade 5 Payroll Coordinator	\$22.10	\$23.18	\$23.91	\$24.46	\$25.23	\$26.02	\$26.80	\$27.65
Grade 4 Registrar, Secretary to HS Principal	\$21.47	\$22.34	\$22.88	\$23.39	\$24.05	\$24.72	\$25.35	\$26.04
Grade 3 Accounts Payable, Sped Sec/DW Test Coord	\$19.82	\$20.35	\$21.01	\$21.66	\$22.35	\$22.99	\$23.73	\$24.42
Grade 2 Accounts Clerk, Admin Asst I	\$18.41	\$19.29	\$19.84	\$20.34	\$21.01	\$21.66	\$22.34	\$22.99
Grade 1 Library Asst	\$17.42	\$18.29	\$18.75	\$19.27	\$19.88	\$20.50	\$21.15	\$21.83

APPENDIX B.2.

SECRETARIAL WAGE SCHEDULE 2016-2017
EFFECTIVE 7/1/16

Retroactive to 7/1/16
2.25% GWI - with Step

	STEP							
	1	2	3	4	5	6	7	8
Grade 6 Administrative Asst II	\$23.30	\$24.41	\$25.10	\$25.76	\$26.61	\$27.45	\$28.32	\$29.17
Grade 5 Payroll Coordinator	\$22.60	\$23.70	\$24.45	\$25.01	\$25.80	\$26.61	\$27.40	\$28.27
Grade 4 Registrar, Secretary to HS Principal	\$21.95	\$22.84	\$23.39	\$23.92	\$24.59	\$25.28	\$25.92	\$26.63
Grade 3 Accounts Payable, Sped Sec/DW Test Coord	\$20.27	\$20.81	\$21.48	\$22.15	\$22.85	\$23.51	\$24.26	\$24.97
Grade 2 Accounts Clerk, Admin Asst I	\$18.82	\$19.72	\$20.29	\$20.80	\$21.48	\$22.15	\$22.84	\$23.51
Grade 1 Library Asst	\$17.81	\$18.70	\$19.17	\$19.70	\$20.33	\$20.96	\$21.63	\$22.32

APPENDIX B.3.

SECRETARIAL WAGE SCHEDULE 2017-2018
EFFECTIVE 7/1/17

Effective 7/1/17
2.25% GWI - with Step

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Grade 6 Administrative Asst II	\$23.82	\$24.96	\$25.66	\$26.34	\$27.21	\$28.07	\$28.96	\$29.83
Grade 5 Payroll Coordinator	\$23.11	\$24.23	\$25.00	\$25.57	\$26.38	\$27.21	\$28.02	\$28.91
Grade 4 Registrar, Secretary to HS Principal	\$22.44	\$23.35	\$23.92	\$24.46	\$25.14	\$25.85	\$26.50	\$27.23
Grade 3 Accounts Payable, Sped Sec/DW Test Coord	\$20.73	\$21.28	\$21.96	\$22.65	\$23.36	\$24.04	\$24.81	\$25.53
Grade 2 Accounts Clerk, Admin Asst I	\$19.24	\$20.16	\$20.75	\$21.27	\$21.96	\$22.65	\$23.35	\$24.04
Grade 1 Library Asst	\$18.21	\$19.12	\$19.60	\$20.14	\$20.79	\$21.43	\$22.12	\$22.82

APPENDIX B.4.

SECRETARIAL WAGE SCHEDULE 2018-2019
EFFECTIVE 7/1/18

Effective 7/1/18
2.50% GWI - with Step

	STEP							
	1	2	3	4	5	6	7	8
Grade 6 Administrative Asst II	\$24.42	\$25.58	\$26.30	\$27.00	\$27.89	\$28.77	\$29.68	\$30.58
Grade 5 Payroll Coordinator	\$23.69	\$24.84	\$25.63	\$26.21	\$27.04	\$27.89	\$28.72	\$29.63
Grade 4 Registrar, Secretary to HS Principal	\$23.00	\$23.93	\$24.52	\$25.07	\$25.77	\$26.50	\$27.16	\$27.91
Grade 3 Accounts Payable, Sped Sec/DW Test Coord	\$21.25	\$21.81	\$22.51	\$23.22	\$23.94	\$24.64	\$25.43	\$26.17
Grade 2 Accounts Clerk, Admin Asst I	\$19.72	\$20.66	\$21.27	\$21.80	\$22.51	\$23.22	\$23.93	\$24.64
Grade 1	\$18.67	\$19.60	\$20.09	\$20.64	\$21.31	\$21.97	\$22.67	\$23.39

APPENDIX C
SECRETARIES CO-PAY POS Plan
7/1/16-6/30/17 (Plan will not be available after 6/30/17)

East Lyme Town and Board of Education - Secretaries

Effective Date: 07-01-2016 through 06-30-2017

Aetna Choice™ POS II - ASC



PLAN DESIGN AND BENEFITS
ADMINISTERED BY AETNA LIFE INSURANCE COMPANY

PLAN FEATURES	PREFERRED CARE		NON-PREFERRED CARE	
Deductible (per plan year)	None	Individual	\$300	Individual
	None	2 Person/Family	\$600	2 Person/Family

Unless otherwise indicated, the out of network Deductible must be met prior to benefits being payable.

Once the 2 Person/Family Deductible is met, all family members will be considered as having met their Deductible for the remainder of the plan year. An individual is considered as having met their deductible when they reach the individual deductible/payment limit and that amount will accrue toward the 2 Person/Family deductible total.

Member Coinsurance	Covered 100%		30%	
Applies to all expenses unless otherwise stated.				

Payment Limit (per plan year)	None	Individual	\$1,700	Individual
	None	2 Person/Family	\$3,400	2 Person/Family

Certain member cost sharing elements may not apply toward the Payment Limit.

Only those out-of-pocket expenses resulting from the application of coinsurance percentage (except any deductibles, copays, and penalty amounts) may be used to satisfy the Payment Limit.

Once the 2 Person/Family Payment Limit is met, all family members will be considered as having met their Payment Limit for the remainder of the plan year.

Lifetime Maximum	Unlimited except where otherwise indicated.			
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Primary Care Physician Selection	Optional		Not applicable	
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Certification Requirements -

Certification for certain types of Non-Preferred care must be obtained to avoid a reduction in benefits paid for that care. Certification for Hospital Admissions, Treatment Facility Admissions, Convalescent Facility Admissions, Home Health Care, Hospice Care and Private Duty Nursing is required - excluded amount applied separately to each type of expense is \$400 per occurrence.

Referral Requirement	None		None	
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PREVENTIVE CARE	PREFERRED CARE		NON-PREFERRED CARE	
Routine Adult Physical Exams/ Immunizations	Covered 100%		30%; after deductible	
1 exam every calendar year age 22 and over.				
Routine Well Child Exams/Immunizations	Covered 100%		30%; after deductible	
7 exams in the first calendar year of life, 3 exams in the second calendar year of life, 3 exams in the third calendar year of life, 1 exam per calendar year thereafter through age 21.				
Routine Gynecological Care Exams	Covered 100%		30%; after deductible	
1 routine exam every calendar year, includes routine tests and related lab fees				
Routine Mammograms	Covered 100%		30%; after deductible	
Recommended one baseline mammogram for covered females age 35 to 40. One mammogram per calendar year for covered females age 40 and older.				
Women's Health	Covered 100%		30%; after deductible	
Routine Digital Rectal Exam / Prostate-specific Antigen Test	Covered 100%		30%; after deductible	
Recommended for covered males age 40 and over				

APPENDIX C
SECRETARIES CO-PAY POS Plan
7/1/16-6/30/17 (Plan will not be available after 6/30/17)

PREVENTIVE CARE	PREFERRED CARE	NON-PREFERRED CARE
Colorectal Cancer Screening For all members age 50 and over.	Covered 100%	30%; after deductible
Routine Eye Exams 1 routine exam per 24 months	\$20 copay	30%; after deductible
Routine Hearing Exams 1 routine exam per 24 months	\$20 copay	30%; after deductible
PHYSICIAN SERVICES	PREFERRED CARE	NON-PREFERRED CARE
Office Visits to Non-Specialist Includes services of an internist, general physician, family practitioner or pediatrician.	\$20 copay	30% after deductible
Specialist Office Visits	\$20 copay	30% after deductible
Pre-Natal Maternity	Covered 100%	30% after deductible
Allergy Testing and Therapy	\$20 copay	30% after deductible
Allergy Injections (serum)	Covered 100%	30% after deductible
DIAGNOSTIC PROCEDURES	PREFERRED CARE	NON-PREFERRED CARE
Diagnostic Laboratory	Covered 100%	30% after deductible
Diagnostic X-ray and Complex Imaging Services	Covered 100%	30% after deductible
EMERGENCY MEDICAL CARE	PREFERRED CARE	NON-PREFERRED CARE
Urgent Care Provider (benefit availability may vary by location)	Covered 100%	30% after deductible
Emergency Room	Covered 100%	Covered 100%
Ambulance	Covered 100%	30% after deductible
HOSPITAL CARE	PREFERRED CARE	NON-PREFERRED CARE
Inpatient Coverage		30% after deductible
	\$200 per confinement copay	
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay		
Inpatient Maternity Coverage		30% after deductible
	\$200 per confinement copay	
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay		
Outpatient Hospital Expenses and Surgery	Covered 100%	30% after deductible
The member cost sharing applies to all Covered Benefits incurred during a member's outpatient visit		
MENTAL HEALTH SERVICES	PREFERRED CARE	NON-PREFERRED CARE
Inpatient		30% after deductible
	\$200 per confinement copay	
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay		
Outpatient	\$20 copay	30% after deductible
The member cost sharing applies to all covered benefits incurred during a member's outpatient visit		
ALCOHOL/DRUG ABUSE SERVICES	PREFERRED CARE	NON-PREFERRED CARE
Inpatient		30% after deductible
	\$200 per confinement copay	
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay		
Outpatient	\$20 copay	30% after deductible
The member cost sharing applies to all Covered Benefits incurred during a member's outpatient visit		

APPENDIX C
SECRETARIES CO-PAY POS Plan
7/1/16-6/30/17 (Plan will not be available after 6/30/17)

OTHER SERVICES	PREFERRED CARE	NON-PREFERRED CARE
Convalescent Facility Limited to 180 days per plan year. The member cost sharing applies to all covered benefits incurring during a member's inpatient stay	Covered 100%	30% after deductible
OTHER SERVICES	PREFERRED CARE	NON-PREFERRED CARE
Home Health Care Limited to 200 visits per plan year.	Covered 100%	30% after deductible
Hospice Care - Inpatient The member cost sharing applies to all covered benefits incurred during a member's inpatient stay	Covered 100%	30% after deductible
Hospice Care - Outpatient The member cost sharing applies to all covered benefits incurred during a member's outpatient visit	Covered 100%	30% after deductible
Outpatient Short-Term Rehabilitation Includes Chiro, Physical/ Occupational Therapy and Speech Therapy. Combined 50 visits max. per member per plan year.	Covered 100%	30% after deductible
Durable Medical Equipment	Covered 100%	30% after deductible
Diabetic Supplies -- (if not covered under Pharmacy benefit)	Covered 100%	30% after deductible
Contraceptive drugs and devices not obtainable at a pharmacy (includes coverage for contraceptive visits)	Covered 100%	30% after deductible
Transplants	Covered 100%	30% after deductible
Bariatric Surgery	\$200 per confinement copay	30% after deductible
FAMILY PLANNING	PREFERRED CARE	NON-PREFERRED CARE
Infertility Treatment Diagnosis and treatment of the underlying medical condition.	Member cost sharing is based on the type of service performed and the place of service where it is rendered	30% after deductible
Voluntary Sterilization Including tubal ligation and vasectomy	Member cost sharing is based on the type of service performed and the place of service where it is rendered	30% after deductible
PHARMACY	PREFERRED CARE	NON-PREFERRED CARE
Retail	\$10 copay for generic drugs, \$20 copay for formulary brand-name drugs, and \$35 copay for non-formulary brand-name drugs up to a 30 day supply at participating pharmacies.	30% coinsurance for up to a 30 day supply at non-participating pharmacies.
Mail Order	\$20 copay for generic drugs, \$40 copay for formulary brand-name drugs, and \$70 copay for non-formulary brand-name drugs up to a 31-100 day supply from Aetna Rx Home Delivery®.	Not applicable
Annual Benefit Maximum (per calendar year) - \$3,000		
Mandatory Generic (MG) - If the member requests brand when generic is available, the member pays the applicable copay plus the difference between the generic price and the brand price.		
Plan Includes: Contraceptive drugs and devices obtainable from a pharmacy, Oral fertility drugs, Diabetic supplies.		
Formulary Generic FDA-approved Women's Contraceptives covered 100% in network		
Precert for growth hormones included		

APPENDIX D
Secretaries POS Plan 2017-19
(Buy-up Plan ONLY for Employees hired on or before June 30, 2016)

East Lyme Town and Board of Education - Secretaries

Effective Date: 07-01-2017 through 06-30-2019

Aetna Choice™ POS II - ASC



PLAN DESIGN AND BENEFITS
ADMINISTERED BY AETNA LIFE INSURANCE COMPANY

PLAN FEATURES	PREFERRED CARE		NON-PREFERRED CARE	
Deductible (per plan year)	None	Individual	\$600	Individual
	None	2 Person/Family	\$1,200	2 Person/Family
Unless otherwise indicated, the out of network Deductible must be met prior to benefits being payable. Once the 2 Person/Family Deductible is met, all family members will be considered as having met their Deductible for the remainder of the plan year. An individual is considered as having met their deductible when they reach the individual deductible/payment limit and that amount will accrue toward the 2 Person/Family deductible total.				
Member Coinsurance Applies to all expenses unless otherwise stated.	Covered 100%		30%	
Payment Limit (per plan year)	\$6,350	Individual	\$2,000	Individual
	\$12,700	2 Person/Family	\$4,000	2 Person/Family
Certain member cost sharing elements may not apply toward the Payment Limit. Those out-of-pocket expenses resulting from the application of coinsurance percentage, deductibles, and copays (except any penalty amounts) may be used to satisfy the Payment Limit. Once the 2 Person/Family Payment Limit is met, all family members will be considered as having met their Payment Limit for the remainder of the plan year.				
Lifetime Maximum	Unlimited except where otherwise indicated.			
Primary Care Physician Selection	Optional		Not applicable	
Certification Requirements -	Certification for certain types of Non-Preferred care must be obtained to avoid a reduction in benefits paid for that care. Certification for Hospital Admissions, Treatment Facility Admissions, Convalescent Facility Admissions, Home Health Care, Hospice Care and Private Duty Nursing is required - excluded amount applied separately to each type of expense is \$400 per occurrence.			
Referral Requirement	None		None	
PREVENTIVE CARE	PREFERRED CARE		NON-PREFERRED CARE	
Routine Adult Physical Exams/ Immunizations	Covered 100%		30%; after deductible	
1 exam every calendar year age 22 and over.				
Routine Well Child Exams/Immunizations	Covered 100%		30%; after deductible	
7 exams in the first calendar year of life, 3 exams in the second calendar year of life, 3 exams in the third calendar year of life, 1 exam per calendar year thereafter through age 21.				
Routine Gynecological Care Exams	Covered 100%		30%; after deductible	
1 routine exam every calendar year, includes routine tests and related lab fees				
Routine Mammograms	Covered 100%		30%; after deductible	
Recommended one baseline mammogram for covered females age 35 to 40. One mammogram per calendar year for covered females age 40 and older.				
Women's Health	Covered 100%		30%; after deductible	

APPENDIX D
Secretaries Co-Pay Plan 2017-19
(Buy-up Plan for employees hired on or before June 30, 2016)

PREVENTIVE CARE	PREFERRED CARE	NON-PREFERRED CARE
Routine Digital Rectal Exam / Prostate-specific Antigen Test Recommended for covered males age 40 and over	Covered 100%	30%; after deductible
Colorectal Cancer Screening For all members age 50 and over.	Covered 100%	30%; after deductible
Routine Eye Exams 1 routine exam per 24 months	\$30 copay	30%; after deductible
Routine Hearing Exams 1 routine exam per 24 months	\$30 copay	30%; after deductible
PHYSICIAN SERVICES	PREFERRED CARE	NON-PREFERRED CARE
Office Visits to Non-Specialist Includes services of an internist, general physician, family practitioner or pediatrician.	\$30 copay	30% after deductible
Specialist Office Visits	\$30 copay	30% after deductible
Pre-Natal Maternity	Covered 100%	30% after deductible
Allergy Testing and Therapy	\$30 copay	30% after deductible
Allergy Injections (serum)	Covered 100%	30% after deductible
DIAGNOSTIC PROCEDURES	PREFERRED CARE	NON-PREFERRED CARE
Diagnostic X-Ray and Laboratory	Covered 100%	30% after deductible
Complex Imaging Services	\$75 copay	30% after deductible
EMERGENCY MEDICAL CARE	PREFERRED CARE	NON-PREFERRED CARE
Urgent Care Provider (benefit availability may vary by location)	\$150 copay	30% after deductible
Emergency Room	\$150 copay	Covered 100%
Ambulance	Covered 100%	30% after deductible
HOSPITAL CARE	PREFERRED CARE	NON-PREFERRED CARE
Inpatient Coverage The member cost sharing applies to all covered benefits incurred during a member's inpatient stay	\$500 per confinement copay	30% after deductible
Inpatient Maternity Coverage The member cost sharing applies to all covered benefits incurred during a member's inpatient stay	\$500 per confinement copay	30% after deductible
Outpatient Hospital Expenses and Surgery The member cost sharing applies to all Covered Benefits incurred during a member's outpatient visit	\$200 copay	30% after deductible
MENTAL HEALTH SERVICES	PREFERRED CARE	NON-PREFERRED CARE
Inpatient The member cost sharing applies to all covered benefits incurred during a member's inpatient stay	\$500 per confinement copay	30% after deductible
Outpatient The member cost sharing applies to all covered benefits incurred during a member's outpatient visit	\$30 copay	30% after deductible
ALCOHOL/DRUG ABUSE SERVICES	PREFERRED CARE	NON-PREFERRED CARE
Inpatient The member cost sharing applies to all covered benefits incurred during a member's inpatient stay	\$500 per confinement copay	30% after deductible
Outpatient The member cost sharing applies to all Covered Benefits incurred during a member's outpatient visit	\$30 copay	30% after deductible

APPENDIX D
Secretaries Co-Pay Plan 2017-19
(Buy-up Plan for employees hired on or before June 30, 2016)

OTHER SERVICES	PREFERRED CARE	NON-PREFERRED CARE
Convalescent Facility Limited to 180 days per plan year. The member cost sharing applies to all covered benefits incurring during a member's inpatient stay	Covered 100%	30% after deductible
Home Health Care Limited to 200 visits per plan year.	Covered 100%	30% after deductible
Hospice Care - Inpatient The member cost sharing applies to all covered benefits incurred during a member's inpatient stay	Covered 100%	30% after deductible
Hospice Care - Outpatient The member cost sharing applies to all covered benefits incurred during a member's outpatient visit	Covered 100%	30% after deductible
Outpatient Short-Term Rehabilitation Includes Chiro, Physical/ Occupational Therapy and Speech Therapy. Combined 50 visits max. per member per plan year.	Covered 100%	30% after deductible
Durable Medical Equipment	Covered 100%	30% after deductible
Diabetic Supplies -- (if not covered under Pharmacy benefit)	Covered 100%	30% after deductible
Contraceptive drugs and devices not obtainable at a pharmacy (includes coverage for contraceptive visits)	Covered 100%	30% after deductible
Transplants	Covered 100%.	30% after deductible.
Bariatric Surgery	\$500 per confinement copay	30% after deductible
FAMILY PLANNING	PREFERRED CARE	NON-PREFERRED CARE
Infertility Treatment Diagnosis and treatment of the underlying medical condition.	Member cost sharing is based on the type of service performed and the place of service where it is rendered	30% after deductible
Voluntary Sterilization Including tubal ligation and vasectomy	Member cost sharing is based on the type of service performed and the place of service where it is rendered	30% after deductible
PHARMACY	PREFERRED CARE	NON-PREFERRED CARE
Retail	\$5 copay for generic drugs, \$35 copay for formulary brand-name drugs, and \$60 copay for non-formulary brand-name drugs up to a 30 day supply at participating pharmacies.	30% coinsurance for up to a 30 day supply at non-participating pharmacies.
Mail Order	\$10 copay for generic drugs, \$70 copay for formulary brand-name drugs, and \$120 copay for non-formulary brand-name drugs up to a 31-100 day supply from Aetna Rx Home Delivery®.	Not applicable
Annual Benefit Maximum (per calendar year) - \$3,000		
Mandatory Generic (MG) - If the member requests brand when generic is available, the member pays the applicable copay plus the difference between the generic price and the brand price.		
Plan Includes: Contraceptive drugs and devices obtainable from a pharmacy, Oral fertility drugs, Diabetic supplies.		
Formulary Generic FDA-approved Women's Contraceptives covered 100% in network		
Precert for growth hormones included		
GENERAL PROVISIONS		

APPENDIX D
Secretaries Co-Pay Plan 2017-19
(Buy-up Plan for employees hired on or before June 30, 2016)

Dependents Eligibility

Spouse, children from birth to age 26

Pre-existing Conditions Exclusion

On effective date: Waived
After effective date: Full Postponement

This plan does not cover all health care expenses and includes exclusions and limitations. Members should refer to their plan documents to determine which health care services are covered and to what extent. The following is a partial list of services and supplies that are generally not covered. However, your plan documents may contain exceptions to this list based on state mandates or the plan design or rider(s) purchased by your employer.

All medical or hospital services not specifically covered in, or which are limited or excluded in the plan documents:

- Charges related to any eye surgery mainly to correct refractive errors;
- Cosmetic surgery, including breast reduction;
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- Hearing aids; except as state mandated
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- Over-the-counter medications and supplies;
- Services for the treatment of sexual dysfunction or inadequacies, including therapy, supplies, or counseling;
- Weight control services including weight control/loss programs, dietary regimens and supplements, appetite suppressants and other medications; food or food supplements, exercise programs, exercise or other equipment; and other services and supplies that are primarily intended to control weight or treat obesity, including Morbid Obesity, or for the purpose of weight reduction, regardless of the existence of comorbid conditions.

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Plans are administered by Aetna Life Insurance Company.

**APPENDIX E
2017-18 and 2018-19
HDHP Plan Option**

East Lyme Town and Board of Education - Secretaries HDHP

Effective Dates: 07-01-2017 through 06-30-2019

Aetna Choice™ POS II - ASC with HSA/HDHP



**PLAN DESIGN AND BENEFITS
ADMINISTERED BY AETNA LIFE INSURANCE COMPANY**

PLAN FEATURES	PREFERRED CARE		NON-PREFERRED CARE	
Deductible (per plan year)	\$2,000	Individual	\$2,000	Individual
	\$4,000	Family	\$4,000	Family
All covered expenses accumulate simultaneously toward both the preferred and non-preferred Deductible. Unless otherwise indicated, the Deductible must be met prior to benefits being payable. Once Family Deductible is met, all family members will be considered as having met their Deductible for the remainder of the calendar year.				
Member Coinsurance	Covered 100%		20%	
Applies to all expenses unless otherwise stated.				
Payment Limit (per plan year)	\$3,000	Individual	\$5,000	Individual
	\$6,000	Family	\$10,000	Family
All covered expenses accumulate simultaneously toward both the preferred and non-preferred Payment Limit. Certain member cost sharing elements may not apply toward the Payment Limit. Only those out-of-pocket expenses resulting from the application of coinsurance percentage (except any deductibles, copays, and penalty amounts) may be used to satisfy the Payment Limit. Once Family Payment Limit is met, all family members will be considered as having met their Payment Limit for the remainder of the calendar year.				
Lifetime Maximum	Unlimited except where otherwise indicated.			
Primary Care Physician Selection	Optional		Not applicable	
Certification Requirements -	Certification for certain types of Non-Preferred care must be obtained to avoid a reduction in benefits paid for that care. Certification for Hospital Admissions, Treatment Facility Admissions, Convalescent Facility Admissions, Home Health Care, Hospice Care and Private Duty Nursing is required - excluded amount applied separately to each type of expense is \$400 per occurrence.			
Referral Requirement	None		None	
PREVENTIVE CARE	PREFERRED CARE		NON-PREFERRED CARE	
Routine Adult Physical Exams/ Immunizations	Covered 100%; deductible waived		20% after deductible	
Routine Well Child Exams/Immunizations	Covered 100%; deductible waived		20% after deductible	
Routine Gynecological Care Exams Included routine tests and related lab fees	Covered 100%; deductible waived		20% after deductible	
Routine Mammograms	Covered 100%; deductible waived		20% after deductible	
Women's Health	Covered 100%; deductible waived		20% after deductible	
Routine Digital Rectal Exam / Prostate-specific Antigen Test	Covered 100%; deductible waived		20% after deductible	
Colorectal Cancer Screening	Covered 100%; deductible waived		20% after deductible	
Routine Eye Exams	Covered 100%; deductible waived		20% after deductible	
Routine Hearing Screening	Covered 100%; deductible waived		20% after deductible	
PHYSICIAN SERVICES	PREFERRED CARE		NON-PREFERRED CARE	
Office Visits to Non-Specialist Includes services of an internist, general physician, family practitioner or pediatrician.	Covered 100%; after deductible		20% after deductible	
Specialist Office Visits	Covered 100%; after deductible		20% after deductible	

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PHYSICIAN SERVICES	PREFERRED CARE	NON-PREFERRED CARE
Office Visits for Surgery	Covered 100%; after deductible	20% after deductible
Allergy Testing and Therapy	Covered 100%; after deductible	20% after deductible
Allergy Injections (serum)	Covered 100%; after deductible	20% after deductible
DIAGNOSTIC PROCEDURES	PREFERRED CARE	NON-PREFERRED CARE
Diagnostic Laboratory and X-ray	Covered 100%; after deductible	20% after deductible
Diagnostic X-ray for Complex Imaging Services	Covered 100%; after deductible	20% after deductible
EMERGENCY MEDICAL CARE	PREFERRED CARE	NON-PREFERRED CARE
Urgent Care Provider (benefit availability may vary by location)	Covered 100%; after deductible	20% after deductible
Emergency Room	Covered 100%; after deductible	Covered 100%; after deductible
Ambulance	Covered 100%; after deductible	Covered 100%; after deductible
HOSPITAL CARE	PREFERRED CARE	NON-PREFERRED CARE
Inpatient Coverage	Covered 100%; after deductible	20% after deductible
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay		
Inpatient Maternity Coverage	Covered 100%; after deductible	20% after deductible
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay		
Outpatient Hospital Expenses and Surgery	Covered 100%; after deductible	20% after deductible
The member cost sharing applies to all Covered Benefits incurred during a member's outpatient visit		
MENTAL HEALTH SERVICES	PREFERRED CARE	NON-PREFERRED CARE
Inpatient	Covered 100%; after deductible	20% after deductible
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay		
Outpatient	Covered 100%; after deductible	20% after deductible
The member cost sharing applies to all covered benefits incurred during a member's outpatient visit		
ALCOHOL/DRUG ABUSE SERVICES	PREFERRED CARE	NON-PREFERRED CARE
Inpatient	Covered 100%; after deductible	20% after deductible
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay		
Outpatient	Covered 100%; after deductible	20% after deductible
The member cost sharing applies to all Covered Benefits incurred during a member's outpatient visit		
OTHER SERVICES	PREFERRED CARE	NON-PREFERRED CARE
Convalescent Facility	Covered 100%; after deductible	20% after deductible
Limited to 220 days per plan year. The member cost sharing applies to all covered benefits incurring during a member's inpatient stay		
Home Health Care	Covered 100%; after deductible	20% after deductible
Limited to 200 visits per calendar year.		
Hospice Care - Inpatient	Covered 100%; after deductible	20% after deductible
The member cost sharing applies to all covered benefits incurred during a member's inpatient stay		
Hospice Care - Outpatient	Covered 100%; after deductible	20% after deductible
The member cost sharing applies to all covered benefits incurred during a member's outpatient visit		
Outpatient Short-Term Rehabilitation	Covered 100%; after deductible	20% after deductible
Includes Chiro, Physical/ Occupational Therapy and Speech Therapy. Combined 50 visits max. per member per plan year.		
Durable Medical Equipment	Covered 100%; after deductible	20% after deductible
Diabetic Supplies -- (if not covered under Pharmacy benefit)	Covered 100%; after deductible	20% after deductible

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OTHER SERVICES	PREFERRED CARE	NON-PREFERRED CARE
Contraceptive drugs and devices not obtainable at a pharmacy (includes coverage for contraceptive visits)	Covered 100%; after deductible	20% after deductible
Transplants	100% after deductible. Preferred coverage is provided at an IOE contracted facility only; after deductible	20% Non-Preferred coverage is provided at a Non-IOE facility; after deductible
Bariatric Surgery	Covered 100%; after deductible	20% after deductible
FAMILY PLANNING	PREFERRED CARE	NON-PREFERRED CARE
Infertility Treatment	Covered 100%; after deductible	20% after deductible
Voluntary Sterilization Including tubal ligation and vasectomy	Covered 100%; after deductible	20% after deductible
PHARMACY	PREFERRED CARE	NON-PREFERRED CARE
Retail	\$10 copay for generic drugs, \$25 copay for formulary brand-name drugs, and \$40 copay for non-formulary brand-name drugs up to a 30 day supply at participating pharmacies, after deductible.	20% coinsurance for up to a 30 day supply at non-participating pharmacies, after deductible.
Mail Order	\$10 copay for generic drugs, \$25 copay for formulary brand-name drugs, \$40 copay for non-formulary brand-name drugs up to a 31-100 day supply from Aetna Rx Home Delivery®, after deductible.	Not applicable
Mandatory Generic (MG) - If the member requests brand when generic is available, the member pays the applicable copay plus the difference between the generic price and the brand price.		
Plan Includes: Contraceptive drugs and devices obtainable from a pharmacy, Oral fertility drugs, Diabetic supplies.		
Formulary Generic FDA-approved Women's Contraceptives covered 100% in network		
Precert for growth hormones included		
GENERAL PROVISIONS		
Dependents Eligibility	Spouse, children from birth to age 26	
Pre-existing Conditions Exclusion	On effective date: Waived After effective date: Full Postponement	

This plan does not cover all health care expenses and includes exclusions and limitations. Members should refer to their plan documents to determine which health care services are covered and to what extent. The following is a partial list of services and supplies that are generally not covered. However, your plan documents may contain exceptions to this list based on state mandates or the plan design or rider(s) purchased by your employer.

All medical or hospital services not specifically covered in, or which are limited or excluded in the plan documents:

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