

**CONTRACT AGREEMENT**

**BETWEEN**

**THE ELLINGTON BOARD OF EDUCATION**

**and**

**THE ELLINGTON EDUCATIONAL SUPPORT  
STAFF**

**2014 - 2019**



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**GLOSSARY**

Days. ....	calendar days.
Grievance. ....	A claim alleging a violation, misapplication, or misinterpretation of a specific provision(s) of this Agreement or a condition which affects the health and safety of support staff personnel arising from the specific language of this Agreement.
Superintendent . . . . .	the Superintendent of Schools or his/her designee.

**ARTICLE I  
RECOGNITION**

- 1.0 The Ellington Board of Education, in accordance with Connecticut General Statutes, Section 7-468, recognizes the Ellington Educational Support Staff as exclusive representatives of a bargaining unit composed of bookkeepers, administrative assistants I and administrative assistants II employed twenty (20) hours or more per week by the Ellington Board of Education.
- 1.1 As used herein, the Ellington Board of Education shall be referred to as "the Board", and the members of the bargaining unit shall be referred to individually as "Employee" and jointly as "Employees".
- 1.2 Pursuant to separate petitions filed with the State of Connecticut Department of Labor Board of Labor Relations, the Maintenance and Custodial Employees and the Professional Nurses were removed from this Bargaining Unit as approved by the Board on December 14, 1988 and the health assistants, media center personnel, special education aides, compensatory education program aides, cued speech interpreters and paraprofessionals were removed by agreement between the parties in January of 2014.

**ARTICLE II  
NEGOTIATION**

- 2.0 Not later than the first of December of the year preceding the expiration of this Agreement, the Board agrees to begin negotiations in good faith with bargaining representatives to secure a successor Agreement.
- 2.1 During negotiations, the Board and the bargaining representatives shall confer at reasonable times appropriately scheduled with regard to the budgetary calendar and exchange relevant data, points of view, proposals and counter-proposals.

**ARTICLE III  
NOTICES - MEETINGS**

- 3.0 The Bargaining Unit may call meetings after school, and with the approval of the Superintendent or his designee, may meet in a school building according to the terms and procedures followed by other groups also permitted to hold meetings in a school building. There should be a bulletin board in each building for use by the Bargaining Unit.

**ARTICLE IV  
NO STRIKE PROVISION**

- 4.0 During the life of this agreement, there shall be no strike, slowdown, suspension or stoppage of work in any part of the Board's operation by Employees nor shall there be any lockout by the Board in any part of the Board's operation.

**ARTICLE V  
GRIEVANCE PROCEDURE**

- 5.0 A. The number of days set forth in the processing of grievances shall be the maximum. All time limits may be extended by mutual agreement of the parties.
- B. If an Employee does not file a grievance in writing within twenty (20) days after he/she knew or should have known of the act or condition upon which the grievance is based, then the grievance shall be considered to have been waived.
- C. Failure to appeal a grievance to the next level within the specified time limits shall be deemed to be an acceptance of the decision rendered at that level.
- 5.1 If the Employee or the bargaining unit believes there has been a violation of a specific term of this contract, the Employee will first discuss this matter with his/her immediate supervisor. If the matter is not resolved through informal discussion within three (3) working days, the employee may file a formal grievance through the procedures established in Section 5.2. If either party believes that further discussion might contribute to the resolution of the grievance, a meeting may be arranged by mutual consent and will take precedence over the time limits listed in the following section.
- 5.2 The following procedure shall be observed in processing any grievance:
- A. The aggrieved Employee shall, within twenty (20) days of the onset of the grievance, present in writing, a statement of the grievance to his/her immediate supervisor/principal stating the specific problem, the provision violated, and the action desired. The immediate supervisor/principal will, within five (5) days following receipt of the grievance, render a decision in writing.
- B. If the aggrieved Employee is not satisfied, the Employee within five (5) days may submit the grievance in writing to the Superintendent with a copy to the Principal. Within five (5) days of the receipt of the grievance, a written decision will be rendered to the aggrieved Employee.

- C. If the aggrieved Employee is not satisfied with the decision of the Superintendent, the Employee can then petition the Board for action on the grievance within twenty (20) days from the date the Employee receives the written decision from the Superintendent. The Board, or a committee of the Board, will render a final decision within fifteen (15) days after receipt of the grievance.
- D. If the Bargaining Unit is not satisfied with the Board of Education's reply, the Bargaining Unit may, within thirty (30) days of the reply, submit the grievance in writing to arbitration by the State Board of Mediation and Arbitration. The decision of the arbitrator shall be final and binding on both parties.

#### **ARTICLE VI CLOSING OF SCHOOLS**

- 6.0 In the event schools are closed due to inclement weather, all Employees, except ten-month Employees, are expected to report to work as soon as possible.
- 6.1 Whenever schools have to close early due to severe weather change, Employees may be allowed to leave one-half hour after their respective school closes with the permission of the school principal. Central office Employees may leave one-half hour after the last school has closed with the Superintendent's permission. When inclement weather causes a delayed opening of school, all Employees are expected to report to work as soon as possible and work their regular number of scheduled hours.

#### **ARTICLE VII COMPENSATORY TIME**

- 7.0 Compensatory time shall be granted on an hour for hour basis and must be used by the Employee within the time period provided by applicable law or regulation. If unusual circumstances arise which prevent the Employee from using said time within the appropriate period, the Employee shall be compensated for said time in accordance with applicable law or regulation. All compensatory time must be pre-approved by the Employee's immediate supervisor.

#### **ARTICLE VIII PROBATIONARY PERIOD**

- 8.0 Newly hired Employees shall be considered probationary and shall attain neither seniority nor other rights under this Agreement until the following probationary time lines have been met: ninety (90) calendar days for evaluation purposes and for all other rights under this Agreement excluding insurance

benefits. All insurance benefits will begin the first day of the month following the successful completion of thirty (30) calendar days.

Such Employee may be discharged or disciplined at the will of the Board during these probationary periods, and no such discharge by the Board shall be subject to the grievance procedure of this Agreement or other controls by the Bargaining Unit on behalf of the Employee. Once the probationary period has been successfully completed, seniority shall be retroactive to the commencement of the employment. All present and new Employees will be covered by this Agreement.

#### **ARTICLE IX PAST PRACTICE**

- 9.0 All benefits which Employees received from the Board in the past which are not specifically granted in this Agreement shall cease at the time this Agreement becomes effective.

#### **ARTICLE X SAVINGS CLAUSE**

- 10.0 In the event that any article, section or portion of this Agreement is declared illegal or void, then such special articles, section or portion specified to be illegal, shall be deleted from this Agreement. Unless substantially affected by any such deletion, all other articles, sections or portions shall remain effective.

#### **ARTICLE XI MANAGEMENT RIGHTS**

- 11.0 Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, the Board shall have sole and unquestioned rights, responsibilities and prerogatives of management; provided, however, that the Board shall at all times adhere to the standards of good faith and reasonableness in all actions taken.
- 11.1 In the administration of all matters covered by this Agreement, Employees are governed by the provisions of any existing or future laws and regulations including policies adopted by the Board and any other Board regulation which may be applicable. This Agreement shall at all times be applied subject to such laws, regulations and policies.
- 11.2 Among those rights specifically vested in the Board are:
- A. The right to hire, promote, transfer, assign, and retain Employees in positions within the school district, and to suspend, demote, discharge, or take other disciplinary action against Employees.

- B. To determine the methods, means and personnel by which school district operations are to be conducted.
- C. To take whatever action may be necessary to carry out its legal/statutory responsibilities.

These rights and duties of the Board are set forth as specific examples and in no way are intended to limit the overall discretion of the Board.

## ARTICLE XII LAYOFF/RECALL/RESIGNATION

12.0 In the event of a layoff, the Employee who has the least seniority, within a specific job classification, will be laid off first. Seniority shall be defined as an Employee's continuous full-time employment within the Ellington School System. The Superintendent shall notify the bargaining unit as soon as possible should a reduction in force become necessary.

12.1 A. If a position within any classification is eliminated, the Employee filling that position on the date the position is eliminated has the following options:

1. Fill any open position in the Employee's classification; or
2. Fill any open position in the bargaining unit for which the Employee is qualified. It is understood that this option relates only to then-open positions, and not positions open through bumping; or
3. Accept a one (1) year layoff with recall rights; or
4. Bump the least Senior Employee in that person's classification and fill that Employee's position if the Employee whose position is eliminated elects to not change his/her classification, or if there are no open positions either in or out of the Employee's classification.

If a reduction in force is necessary, the Superintendent shall notify, in writing, the Employee whose position is eliminated and the co-presidents of the bargaining unit and shall include a listing of open positions within the bargaining unit which are available.

The Employee whose position is eliminated is responsible for informing the Superintendent of his/her decision regarding the four above listed options within two (2) weeks of the Superintendent's written notification.

- B. If an Employee whose position has been eliminated:
1. Fills a position within his/her classification in accordance with the terms of this Article 12.1, the Employee shall remain at the same step within said classification;
  2. Fills a position which is not within his/her classification in accordance with the terms of this Article 12.1, the Employee shall be placed at the step within his/her new classification which provides for a rate which is the closest to, but higher than, the then-current rate of the step within the classification in which the Employee was on the date he/she changed classifications.
- 12.2 A. An Employee who is laid off and who leaves his/her name and address with the Superintendent's Office shall have recall rights with respect to the position previously held for a period of one (1) year from the date of layoff. An Employee who declines a recall relinquishes any further recall rights. An Employee who, while on layoff, is offered a position within another classification can reject it without waiving rights to recall within his/her original classification.
- B.
1. An Employee who is recalled must respond to that recall notice within fifteen (15) days. The Employee shall return to a position within the classification he/she was in on the date of layoff, shall return at the same step he/she was in on the date of layoff, and shall receive the then-current rate for such step;
  2. An Employee who is recalled and returns to a position within a higher classification than he/she was in on the date of layoff, shall return at the step within the higher classification which provides for a rate which is the closest to, but higher than, the then-current rate of the step within the classification in which the Employee was in on the date of layoff;
  3. An Employee who is recalled and returns to a position within a lower classification than he/she was in on the date of layoff, shall return at the step within the lower classification which provides for a rate which is the closest to, but higher than, the then-current rate of the step within the classification in which the Employee was in on the date of layoff;
- C. An Employee who is recalled shall retain credit for all previous years of service for retirement purposes, and shall also retain credit for all other accrued time and benefits and rights existing on the date of layoff.

- 12.3 A. An Employee shall give two (2) weeks notice of intent to resign employment in the school system.
- B. Failure to report to work for three consecutive days without appropriate approval or authorization shall be considered a resignation.
- C. An Employee hired prior to July 1, 2011, who resigns and then returns within twelve (12) months of the effective date of his/her resignation shall retain credit for all previous years of service for retirement purposes and:
1. If he/she returns to a position within the classification he/she was in on the effective date of resignation, he/she shall return at the same step he/she was in on said date, and shall receive the then-current rate for such step;
  2. If he/she returns to a position within a higher classification than he/she was in on the effective date of resignation, he/she shall return at the step within the higher classification which provides for a rate which is closest to, but higher than, the then-current rate of the step within the classification in which the Employee was in on the effective date of his/her resignation;
  3. If he/she returns to a position within a lower classification than he/she was in on the effective date of resignation, he/she shall return at the step within the lower classification which provides for a rate which is the closest to, but higher than, the then-current rate of the step within the classification in which the Employee was in on the effective date of his/her resignation; provided, however, that in no event shall the Employee receive more than the then-current rate of the highest step within said classification.

Employees hired after June 30, 2011 shall not be eligible for the provisions of this Section 12.3.C

### ARTICLE XIII VACANCIES/PROMOTIONS

- 13.0 Application for appointment to such vacancies must be submitted in writing to the Superintendent of Schools. All vacancies within the Bargaining Unit shall be posted in all schools for a period of seven (7) working days. Any promotion of an Employee shall be based upon the Employee's qualifications, work history and seniority. Where the qualifications and work histories of applicants are equal, the applicant with the longest seniority shall be given preference. This clause shall not limit the right of the Board to fill positions with applicants from outside the system after qualified applicants from the system have been considered. An Employee promoted to a position within a higher classification

shall start at said position in the step which provides for the rate which is closest to but higher than the then-current rate of the step and classification in which the Employee was on the effective date of his/her promotion.

- 13.1 After ten (10) days of working in a temporary reassignment, an Employee shall automatically receive an increase equal to the difference in base rates between his/her then-current rate and the then-current rate of the position being filled. This differential will remain in effect until the Employee is returned to his/her regular assignment.

#### ARTICLE XIV LEAVES WITHOUT PAY

- 14.0 Leaves of absence without pay may be granted by the Board. Unless unusual circumstances exist, it is contemplated that such periods shall not exceed one year. Application for such leaves must be made in writing stating the reason for the request and the length of time desired.
- 14.1 Upon the Employee's return from a leave of absence without pay, he/she shall return at the same step he/she was in on the effective date of the leave, and shall receive the then-current rate for such step. In addition, the Employee shall retain credit for all previous years of service for retirement purposes, and shall also retain credit for all other accrued time and benefits and rights existing on the effective date of the leave. With respect to benefits, the Employee shall have the option of maintaining his/her benefits during the leave of absence at no cost to the Board.

#### ARTICLE XV LEAVES WITH PAY

##### 15.0 SICK LEAVE

- A. All 12-month Employees shall be entitled to fifteen (15) sick days per year to accumulate to two hundred (200).
- B. All 10-month Employees, covered under this agreement shall be entitled to twelve (12) sick days per year to accumulate to one hundred seventy (170).
- C. Any Employee who has accumulated the maximum number of sick days within his/her classification shall, at the beginning of each school year (July 1 for 12-month Employees) be entitled to an additional block of sick days. If these additional sick days are not used in the current year, they may not be accumulated.

- D. An Employee who begins after January 1 shall be entitled to one-half the above designated number of sick days for that balance of that contract year.

#### 15.1 OTHER LEAVE

Additional leave with pay, not to exceed six (6) days annually and not cumulative, shall be authorized as follows, unless such request creates a hardship on the system as determined by the Superintendent or designee:

1. For religious holidays;
2. For legal requirements;
3. When a member of the immediate family of the employee is critically ill or disabled, and requires the personal attention of the employee. Immediate family shall mean parent, mother-in-law, father-in-law, sibling, spouse, child, stepparent, grandparent or other person domiciled in such employee's home. The Superintendent may, at his/her discretion, extend this list of individuals.
4. Two (2) unspecified days will be allowed. These will not be taken as vacation, and will not be used to extend holiday or vacation time, without the prior approval of the Superintendent.
5. Emergencies.

#### 15.2 FUNERAL DAYS

All Employees shall be entitled to three (3) funeral days per occurrence for the employee's spouse, children, parents, grandparents, brother, sister, or spouse's parents.

#### 15.3 VACATION DAYS

Vacations requested, including those during the school year, may be granted at the discretion of the Superintendent or his/her designee. Requests for vacation time for more than four (4) consecutive working days must be submitted by the Employee in writing to the Superintendent or his/her designee at least one month prior to the start of the requested vacation time in order to be considered. When two (2) or more employees request coinciding vacations, preference shall be given based on seniority on a building by building basis.

When a bargaining unit employee moves from a ten (10) month position to a twelve (12) month position, vacation time shall be calculated as follows:

Each year of service as a ten (10) month employee shall be considered as seventy-nine percent (79%) of a year. For all other classifications, each year of service in a ten (10) month position shall be considered as seventy-three (73%) of a year. This shall apply to all current employees who have moved from a ten (10) month position to a twelve (12) month position.

**12-Month Employees (As of July 1, 1994)**

1	Year of Employment (Anniversary Date)	2 Weeks
5	Years of Employment (Anniversary Date)	3 Weeks
10	Years of Employment (Anniversary Date)	4 Weeks
20	Years of Employment (Anniversary Date)	5 Weeks

**12-Month Employees (Hired after July 1, 1994)**

	After 6 Months of Employment	1 Week
1	Year of Employment (Anniversary Date)	2 Weeks
5	Years of Employment (Anniversary Date)	3 Weeks
10+	Years of Employment (Anniversary Date)	4 Weeks

**15.4 HOLIDAYS**

**12-Month Employees – (14 Paid Holidays)**

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Thanksgiving (2)
Good Friday	Christmas (2)
Memorial Day	Floating Day
Independence Day (2)	

**10-Month Employees – (10 Paid Holidays)**

Martin Luther King Day	Labor Day
Presidents' Day	Columbus Day
Good Friday	Thanksgiving (2)
Memorial Day	Christmas Day
Independence Day	

All floating days must be approved in advance by the Superintendent or his/her designee and must not cause a hardship for the school system. The floating holiday may not be taken to extend a school vacation.

**15.5 PROFESSIONAL DAYS**

All Employees shall be entitled to one (1) professional day per year. The professional day must be used for a job-relevant activity by classification; and must be approved by the Employee's supervisor and the Superintendent of Schools. The Board shall allocate \$100.00 per year per 10-month Employee and \$200.00 per year per 12-month Employee for mileage and registration fees in connection with professional days.

**15.6 MILITARY LEAVE**

Military leave will be provided in accordance with state and federal law.

**15.7 TRAVEL REIMBURSEMENT**

Mileage reimbursement for travel, including conferences and job responsibilities, shall reflect the Internal Revenue Service value allowance as of July 1 of the current contract year. Mileage will be calculated from the building where the employee works to the destination and return.

**ARTICLE XVI  
RETIREMENT**

16.0 If notification of intent to retire is given to the Superintendent prior to December 1 of a school year, earned vacation time will be paid in the first payroll of the new fiscal year.

Notification of intent to retire given between December 1 and June 30 of a school year will allow the Superintendent the option of requiring vacation time be taken prior to June 30 or denying vacation time and paying vacation pay in January of the year following retirement.

Retirement benefits from the Board shall be granted to those eligible Employees upon verification that an Employee fulfills the requirements of the Municipal Employees Retirement Plan of the State of Connecticut and has filed for retirement benefits under this plan.

16.1 Upon retirement from the Board after ten (10) years of consecutive service within the Ellington School System in any capacity (excluding summer vacations for 10-month Employees and subject to the terms of this Agreement regarding layoff, resignation and leave without pay periods), an Employee hired prior to July 1, 2014 shall be paid by the Board, the following:

A. One hundred seventy-five dollars (\$175.00) per year of consecutive service (subject to the aforesaid provisions); and

- B. Twenty-five dollars (\$25.00) per unused sick day up to a maximum of two hundred (200) days for 12-month Employees and one hundred seventy (170) days for 10-month Employees.

The Employee shall have the option of receiving these payments in the first payroll check of the next fiscal year immediately following retirement, or in the first payroll check in the month of January immediately following retirement.

#### **ARTICLE XVII SEVERANCE**

- 17.0 An Employee hired prior to July 1, 2011, who resigns from a Unit position after a minimum of ten (10) years of consecutive service within the Ellington School System in any capacity (excluding summer vacations for 10-month Employees and subject to the terms of this Agreement regarding layoff, resignation and leave without pay periods) shall be entitled to the following severance benefits:
  - A. Fifty dollars (\$50.00) for each year of consecutive service (subject to the aforesaid provisions); and
  - B. Ten dollars (\$10.00) for each unused sick day up to two hundred (200) for 12-month Employees and one hundred and seventy (170) for 10-month Employees.
  - C. The Employee shall have the option of receiving these payments in the first payroll check of the next fiscal year immediately following resignation, or in the first payroll check in the month of January immediately following resignation.
  - D. The employee shall be paid for any vacation time which is due at the date of resignation but which has not been taken, provided that he/she has satisfied the notice requirement as set forth in section 12.3 A.

Employees hired after June 30, 2011 shall not be eligible for the provisions of this Article XVII.

#### **ARTICLE XVIII JURY DUTY**

- 18.0 Special leave for and pay while on jury duty will be granted to employees in accordance with state and federal law, with the Board paying the difference between the Employee's regular pay and any compensation he/she may receive for jury duty. Employees must notify the Superintendent at least three (3) days prior to the commencement of jury duty. Employees who have been tentatively granted jury duty leave and subsequently are released from appearing are expected to report to work.

**ARTICLE XIX  
INSURANCE BENEFITS**

19.0 The Board agrees to provide to each Employee the following health benefit plans. New 10-month employees hired after July 1, 2011 shall be eligible for Single coverage only, while paying the applicable premium share as indicated below, and may, at their own expense, participate in 2-Person or Family coverage by paying, in addition to the applicable premium share for single coverage, the entire additional cost for the dependant coverage selected.

19.1 A. **OPTION 1** The Board and the Administrator of the health benefit will provide an open enrollment of at least thirty (30) days following the end of all appeal periods following the Arbitration Award in SBMA Case Number 2015-MBA-89 and employees in Option 1 shall enroll in Option 2, or opt out, within said enrollment period.

The Board will provide medical and dental insurance for individual and/or family coverage. The certificate of insurance policy form number, as supplied by the Board, will be distributed to each enrolled employee.

Coverage includes, but is not limited to (with managed benefits):

- Management
- \$500/\$2,000 out of network deductible
- 80/20 coinsurance to \$2,900/\$8,000
- \$2,900/\$8,000 cost share maximum
- \$250 per admission hospital co-pay
- \$50 emergency room co-pay
- \$200 outpatient hospital surgery co-pay
- \$20 home and office co-pay (unlimited)
- Unlimited home and office maximum
- Lifetime maximum:       in network – unlimited
- out of network – unlimited
- Based on co-pay drug rider

Premium Cost Share percentages for Employees participating in the above Option 1 insurance plan, who were hired prior to July 1, 2011 will, effective July 1, 2014, be 16% and continue at that rate until the close of the enrollment period provided for above.

Premium Cost Share percentages for Employees participating in the above Option 1 insurance plan, who were hired on or after July 1, 2011 will, effective July 1, 2014 be 20% with ten month employees in this category being eligible for Single coverage only, and may, at their own expense, participate in 2-Person or Family coverage by paying, in

addition to the applicable premium share for Single coverage, the entire additional cost or the dependent coverage selected.

-OR-

**B. OPTION 2 High Deductible Health Plan with Health Savings Account (HSA)**

A HSA plan as an option for employees with the following elements:

**In Network:**

Deductible: \$2,000/\$4,000 (shared with out-of-network)  
Preventative care covered 100%

**Out of Network:**

Deductible: \$2,000/\$4,000 (shared with in-network)  
Member's co-insurance 20% to \$4,000/\$8,000  
Member's out of pocket max: \$4,000/\$8,000

Lifetime in network: unlimited  
Lifetime out of network: unlimited

The Board will fund fifty percent (50%) of the applicable HDHP/HSA deductible amount in 2014-18 and zero percent (0.0%) of the 2018-19 deductible. Employees who are not eligible for an HSA plan can participate in a Health Reimbursement Arrangement/Account (HRA).

Premium Cost Share percentages for Employees participating in the above Option 2 insurance plan, who were hired prior to July 1, 2011 will, effective July 1, 2014, be 8%; effective July 1, 2016 12%; and effective July 1, 2018 3%.

Premium Cost Share percentages for Employees participating in the above Option 2 insurance plan, who were hired on or after July 1, 2011 will, effective July 1, 2014, be 10%; effective July 1, 2016 14%; and effective July 1, 2018 5%, with 10 month employees in this category being eligible for Single coverage only, and may, at their own expense, participate in 2-Person or Family coverage by paying, in addition to the applicable premium share for Single coverage, the entire additional cost for the dependent coverage selected.

- C. 1. Rider (Options 1 and 2) Prescription drugs (managed three-tier formulary) – [includes oral contraceptives]
- \$10 generic (effective on and after July 1, 2015, \$5)
  - \$25 brand name
  - \$40 non-formulary brand name
  - 2.0 co-pay mail order for up to 90 day supply
2. Flex Dental Plan (Options 1 and 2)
- \$1,500 calendar year maximum
  - Orthodontics payable at 50%, \$2,000 lifetime maximum (children only to age 19)
- D. Notwithstanding the Premium Cost Share percentages listed above, should policy costs exceed \$10,200 (single) or \$27,500 (family) the parties agree to commence mid-term negotiations, in accordance with the provisions Connecticut General Statutes Section 7-473c, limited only to only discussion and good faith negotiations with respect to Article XIX, section 19.1 of this Agreement, on or about July 1, 2017 and/or July 1, 2018.
- E. Life insurance equal to two times each Employee's salary, to the nearest \$1,000.

- 19.2 The Board will also provide to all Employees the benefits provided by Fund B of the Connecticut Municipal Employees' Retirement Fund and pay such employer contributions as are required by the Fund. Employee contributions will be in accordance with the requirements of such Fund.
- 19.3 Any Employee who retires before the age of 65 may remain in the group insurance plan until he/she reaches the age of 65 by submitting the monthly premium to payroll.
- 19.4 Should the Board determine that a new carrier will provide the Employees with a comparable plan including the benefits, coverage and administration in the existing plan, the Board is free to change carriers or plans.
- 19.5 Payroll deductions for insurance premiums paid by Employees will be through an I.R.S. Section 125 pre-tax conversion account. Employees will be allowed to deposit monies into a flexible spending account ("FSA") under and in accordance with the provisions of Section 125 of the Internal Revenue Code, except as excluded for those participating in the HSA health insurance option. These monies may be expended for medical care and/or dependent care under Section 129 of the Internal Revenue Code.

**ARTICLE XX  
PAY PERIOD OPTIONS**

- 20.0 All Employees shall be paid in accordance with state and federal wage and hour laws and regulations.
- 20.1 Long-term disability insurance, if available, and tax-sheltered annuities will be deducted by the Board for those Employees, who at their expense, choose to enroll in the plans.
- 20.2 At the discretion of the bargaining unit, members' dues will be paid through payroll deduction.

**ARTICLE XXI  
CLASSIFICATIONS/STEPS/WAGES**

- 21.0 All Employees shall be classified within one of the following job classifications:
- A. Bookkeeper;
  - B. Administrative Assistant I;
  - C. Administrative Assistant II;

The classification of Employees shall be listed on Appendix A, attached hereto and made a part hereof.

- 21.1 All Employees will, for the life of this Agreement, be paid in accordance with the provisions of Appendix B of this Agreement.
- 21.2 Each Employee's wages will be based on the hourly rate for the step he/she is on within his/her classification as is listed in Appendix B, attached hereto and made a part hereof.

**ARTICLE XXII  
TABLE OF EDUCATIONAL SUPPORT STAFF ORGANIZATION**

22.0	CLASSIFICATION	MONTHS EMPLOYED	HOURS/DAY EMPLOYED
A.	Bookkeeper		
	1. Accounting	12	8 hrs/day
	2. Payroll	12	8 hrs/day

B. Administrative Assistant I

1.	Administrative Assistant, Dir. of Sp. Services	12	8.0 hrs/day
2.	High School Principal	12	7.5 hrs/day
3.	High School Guidance	12	7.5 hrs/day
4.	High School Assistant Principal	12	7.5 hrs/day
5.	Middle School Principal	12	8.0 hrs/day
6.	Administrative Assistant, Dir. of Educational Services	12	7.5 hrs/day
7.	Windermere Principal	12	8.0 hrs/day
8.	Administrative Assistant /Receptionist Central Office	12	7.0 hrs/day

C. Administrative Assistant II

1.	Middle School Office	10	7.0 hrs/day (196)
2.	Middle School Guidance	10	7.0 hrs/day (196)
3.	Elementary Office	10	7.5 hrs/day (196)
4.	High School Paraprofessional	10	7.5 hrs/day (196)

**ARTICLE XXIII  
JOB DESCRIPTIONS**

23.0 Job descriptions will be developed for all support staff positions by the school administration with input from the Bargaining Unit within one (1) year of the ratification of this Agreement.

**ARTICLE XXIV  
DURATION**

The provisions of this Agreement shall be effective as of July 1, 2014 and shall continue and remain in full force and effect to and including June 30, 2019.

IN WITNESS WHEREOF, the parties hereto have set their hands this 26<sup>th</sup> day May, 2016.

**THE ELLINGTON BOARD  
OF EDUCATION**

**THE ELLINGTON EDUCATIONAL  
SUPPORT STAFF**

By:   
Daniel C. Keune, Chair

By:   
Anita Yost, President

## APPENDIX A

Name	2014-15 Step	2015-16 Step	2016-17 Step	2017-18 Step	2018-19 Step
O'BRIEN, JENNIFER	A3	A4	A5	A6	A7
MARGNELLI, COREEN	A4	A5	A6	A7	A8
MILLETTE, ROBIN	A8	A9	A10	A11	A12
YOST, ANITA MARIE	Redlined*	Redlined*	Redlined*	Redlined*	Redlined*
KELLIHER, BARBARA	B3	B4	B5	B6	B7
RUSICH, KAREN	B1	B2	B3	B4	B5
KALAGHER, SUSAN	B1	B2	B3	B4	B5
MCFALL, KIM	B1	B2	B3	B4	B5
DZIADUL, CATHERINE	B5	B6	B7	B8	B9
BUXTON, CHRISTIN	B7	B8	B9	B10	B11
EASTMAN, IRENE	B8	B9	B10	B11	B12
SHORTS, MARY	B12	B13	B14	B15	B15
KUPFERSCHMID, MARCIA	B14	B15	B15	B15	B15
CHASE, LISA	C6	C7	C8	C9	C10
LEVANDOSKI, SUZANNE	C4	C5	C6	C7	C8
JONES, CYNTHIA	C4	C5	C6	C7	C8
CARON, SHERRY	C4	C5	C6	C7	C8
VANDEVENTER, CAROL	C14	C15	C15	C15	C15
SCALLEY, GAIL	Redlined*	Redlined*	Redlined*	Redlined*	Redlined*
RIGGS, SHARON	Redlined*	Redlined*	Redlined*	Redlined*	Redlined*

\* Redlined employees will receive a "Bonus", as a percentage of their wage rate in effect on June 30, 2014, in accordance with Appendix B. No general wage increase (GWI).

## APPENDIX B

### Ellington Support Staff Wage Schedule\* 2014-15

Step	A	B	C
1	\$18.60	\$17.47	\$15.79
2	\$19.07	\$17.91	\$16.18
3	\$19.55	\$18.36	\$16.58
4	\$20.04	\$18.82	\$16.99
5	\$20.54	\$19.29	\$17.41
6	\$21.05	\$19.77	\$17.85
7	\$21.58	\$20.26	\$18.30
8	\$22.12	\$20.77	\$18.76
9	\$22.67	\$21.29	\$19.23
10	\$23.24	\$21.82	\$19.71
11	\$23.82	\$22.37	\$20.20
12	\$24.42	\$22.93	\$20.70
13	\$25.03	\$23.50	\$21.22
14	\$25.66	\$24.09	\$21.75
15	\$26.30	\$24.69	\$22.30

\* Wages will be retroactive to January 1, 2015.

**Redlined 1% Bonus; no GWI**

## APPENDIX B

(continued)

### Ellington Support Staff Wage Schedule\* 2015-16

Step	A	B	C
<del>1</del>	<del>\$18.81</del>	<del>\$17.67</del>	<del>\$15.97</del>
2	\$19.29	\$18.12	\$16.37
3	\$19.77	\$18.57	\$16.77
4	\$20.27	\$19.04	\$17.18
5	\$20.78	\$19.51	\$17.61
6	\$21.29	\$20.00	\$18.05
7	\$21.83	\$20.49	\$18.51
8	\$22.37	\$21.01	\$18.97
9	\$22.93	\$21.53	\$19.45
10	\$23.51	\$22.07	\$19.94
11	\$24.09	\$22.63	\$20.43
12	\$24.70	\$23.19	\$20.94
13	\$25.32	\$23.77	\$21.46
14	\$25.95	\$24.37	\$22.00
15	\$26.60	\$24.97	\$22.55

\* Wages will be retroactive to, July 1, 2015.

Redlined 1% Bonus; no GWI

## APPENDIX B

(continued)

### Ellington Support Staff Wage Schedule 2016-17

Step	A	B	C
<del>1</del>	<del>\$19.13</del>	<del>\$17.97</del>	<del>\$16.24</del>
<del>2</del>	<del>\$19.62</del>	<del>\$18.43</del>	<del>\$16.65</del>
3	\$20.10	\$18.88	\$17.05
4	\$20.61	\$19.36	\$17.47
5	\$21.13	\$19.84	\$17.91
6	\$21.65	\$20.34	\$18.35
7	\$22.20	\$20.84	\$18.82
8	\$22.75	\$21.36	\$19.29
9	\$23.32	\$21.89	\$19.78
10	\$23.91	\$22.44	\$20.28
11	\$24.50	\$23.01	\$20.77
12	\$25.12	\$23.58	\$21.29
13	\$25.75	\$24.17	\$21.82
14	\$26.39	\$24.78	\$22.37
15	\$27.05	\$25.39	\$22.93

Redlined 1% Bonus; no GWI

**APPENDIX B**  
(continued)

**Ellington Support Staff Wage Schedule  
2017-18**

Step	A	B	C
<del>1</del>	<del>\$19.44</del>	<del>\$18.26</del>	<del>\$16.51</del>
<del>2</del>	<del>\$19.94</del>	<del>\$18.73</del>	<del>\$16.92</del>
<del>3</del>	<del>\$20.43</del>	<del>\$19.19</del>	<del>\$17.33</del>
4	\$20.95	\$19.68	\$17.76
5	\$21.48	\$20.17	\$18.20
6	\$22.01	\$20.67	\$18.65
7	\$22.56	\$21.18	\$19.13
8	\$23.12	\$21.71	\$19.61
9	\$23.70	\$22.25	\$20.10
10	\$24.30	\$22.81	\$20.61
11	\$24.90	\$23.39	\$21.11
12	\$25.53	\$23.97	\$21.64
13	\$26.17	\$24.57	\$22.18
14	\$26.82	\$25.19	\$22.74
15	\$27.49	\$25.81	\$23.31

**Redlined 1% Bonus; no GWI**

**APPENDIX B**  
(continued)

**Ellington Support Staff Wage Schedule  
2018-19**

Step	A	B	C
<del>1</del>	<del>\$19.82</del>	<del>\$18.62</del>	<del>\$16.83</del>
<del>2</del>	<del>\$20.33</del>	<del>\$19.10</del>	<del>\$17.25</del>
<del>3</del>	<del>\$20.83</del>	<del>\$19.56</del>	<del>\$17.67</del>
<del>4</del>	<del>\$21.36</del>	<del>\$20.06</del>	<del>\$18.11</del>
5	\$21.90	\$20.56	\$18.55
6	\$22.44	\$21.07	\$19.01
7	\$23.00	\$21.59	\$19.50
8	\$23.57	\$22.13	\$19.99
9	\$24.16	\$22.68	\$20.49
10	\$24.77	\$23.25	\$21.01
11	\$25.39	\$23.85	\$21.52
12	\$26.03	\$24.44	\$22.06
13	\$26.68	\$25.05	\$22.61
14	\$27.34	\$25.68	\$23.18
15	\$28.03	\$26.31	\$23.76

Redlined 1% Bonus; no GWI

