

CONTRACT BETWEEN

VOLUNTOWN BOARD OF EDUCATION

and

**VOLUNTOWN NON-CERTIFIED EMPLOYEES
CSEA, SEIU, LOCAL 2001**

JULY 1, 2023 - JUNE 30, 2026

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ARTICLE I - RECOGNITION

The Voluntown Board of Education (hereinafter "Board") recognizes and certifies the Voluntown Non-Certified Employees, CSEA, SEIU Local 2001 (hereinafter "Union"), for the purposes of professional negotiations as the exclusive representative for all employees in the unit described below for the purposes of, and with all the rights and privileges as provided by, Public Act 491 and General Statutes 7-467 *et seq.*, as amended and as certified by the Connecticut State Labor Relations Board in Case Number ME-12,128 dated July 7, 1989.

The recognition under Case No. ME-12,128 consists of certain employees of the Board employed as school nurses, paraeducators, custodians, secretaries, drivers, library technical assistant, lunchroom supervisor, and clerical employees whose regularly scheduled work week consists of twelve (12) hours or more per week, excluding the Secretary to the Superintendent of Schools (hereinafter "Superintendent"), the Clerk to the Board, the Head of Maintenance and Grounds, and all other employees excluded by the MERA.

ARTICLE II - UNION SECURITY

The provisions of this section shall be in effect only so long as the Union is the sole and exclusive bargaining representative for the employees covered by this Agreement.

Upon receipt of individual written authorization, including electronic authorizations with electronic signatures consistent with federal and state law, from bargaining unit members, the Board agrees to deduct Union dues and voluntary political fund contributions monthly from earned wages and remit these amounts promptly to CSEA, SEIU Local 2001 not later than the last day of each month. The Board agrees that it will comply with all federal and state statutes and regulations regarding deductions of Union dues and transfer of such deductions to the Union. Included in this list will be the addresses of any new employees. The Board further agrees to notify the President of the Chapter of any newly hired bargaining unit employees, their job title and initial salary step placement.

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

ARTICLE III - UNION RIGHTS

The Board shall make an electronic copy of this Agreement available at all times to each employee. New employees shall be provided with such access on their date of hire. Each new employee will be given one-half hour without loss of pay for orientation of the Union contract by the Chapter President.

Representatives of the Union will be permitted to enter the grounds and/or buildings of the Board during bargaining unit working hours with advance notice to the school administration, to process or investigate grievances or to fulfill its role as collective bargaining agent as long as there is no disruption of the educational program.

Officers of the bargaining unit will be granted work time without loss of pay and/or benefits to perform reasonable Union business concerning contract administration. Any "employee" as defined in Article IV, Grievance Procedure, who files a grievance, will be released to attend any level of the grievance procedure without loss of wages and/or benefits.

The Board shall annually, during the month of September, provide the Union and Chapter President with electronic notification of the names, job titles, and addresses of record for all members of the bargaining unit. Such notification will be resubmitted during the contract year upon any changes to that year's listings.

ARTICLE IV - GRIEVANCE PROCEDURE

For the purpose of this Agreement, the term "grievance" shall mean any dispute between the Board and the Union concerning an alleged violation, misinterpretation or misapplication of a specific provision of this Agreement. The term "employee" shall mean, except as otherwise indicated, any employee in this bargaining unit or the Union. The term "employee" may also include a group of employees who are similarly affected by a grievance.

Level One - Principal

1. If an employee feels that he/she may have a grievance, he/she may discuss the matter with the Principal in an effort to resolve the problem with or without, at the employee's discretion, the assistance of the Union. If a grievance is not filed with the Principal within ten (10) workdays after the grievant knew or should have known of the act or condition on which the grievance is based, then the grievance shall be considered to have been waived.

Level Two - Superintendent

1. If the employee is not satisfied with the disposition of his/her grievance at Level One, he/she may, within ten (10) workdays after the action giving rise to the grievance, file his/her written grievance with the Superintendent, with a copy to the Union.
2. The Superintendent may, within five (5) workdays after receipt of the grievance, meet with the aggrieved employee and a representative of the Union for the purpose of resolving the grievance.
3. The Superintendent shall, within five (5) workdays after the final hearing or within ten (10) workdays after the filing of the written grievance with the Superintendent, whichever is later, render his/her decision and the reasons therefore, in writing, to the aggrieved employee, with a copy to the Union.

Level Three - Board

1. If the aggrieved employee is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within ten (10) workdays after the Superintendent's decision, appeal the grievance to the Board, with a copy to the Union President.
2. The Board shall, within twenty (20) workdays after receipt of the appeal, meet with the aggrieved employee and with a representative of the Union for the purpose of resolving the grievance.
3. The Board shall, within fifteen (15) workdays after the final hearing or thirty (30) workdays after receipt of the appeal, whichever is later, render its decision and the reasons therefore, in writing, to the aggrieved employee, with a copy to the Union President.

Level Four - Arbitration

1. In the event the grievance shall not be satisfactorily settled at or before Level Three, the Union or the Board may, within ten (10) workdays of the decision of the Board, submit the dispute to arbitration by the State Board of Mediation and Arbitration, whose decision shall be binding on both parties.
2. The arbitrator shall hear and decide only one grievance in each case, unless the parties mutually agree to combine grievances. He/she shall be bound by and must comply with all the terms of this Agreement. He/she shall have no power to add to, delete from, or modify in any way, any of the provisions of this Agreement. If the Union or the Board submits this grievance to arbitration, the cost of arbitration shall be borne equally by the parties.

Miscellaneous

1. If any employee fails to meet the timelines specified herein for the filing of a grievance or appeal, then the grievance shall be considered waived. If the administration or the Board fails to meet any timeline contained herein, the employee shall have the option of proceeding to the next Level in the procedure.
2. If the grievance is in regards to an employee's suspension or termination, the grievance may begin at Level Two.
3. Any employee or group of employees shall have the right at any time to present any grievance through this procedure at any level, up to and including Level Three without representation by the Union. No settlement of any grievance shall, however, be contradictory to the terms of this Agreement. The Union shall receive a copy of all grievance settlements.
4. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual written agreement between the Board and the Union.
5. Grievance documents will be kept separate from the grieving employee's personnel file until the grievance is finalized, either through settlement or arbitration award. Once final, such documents will be maintained by the Board consistent with the terms of such settlement or award.

ARTICLE V - EMPLOYEE REVIEW OF PERSONNEL FILE

Employees desiring to review their official personnel file shall be permitted to do so during the regular business hours by making a request to the Principal or his/her designee.

The Board shall maintain only one (1) official personnel file on each employee. No derogatory material will be placed in an employee's personnel file without the employee's signature. The signature merely indicates that he/she has read the material to be filed and does not indicate agreement with its contents. If the employee refuses to sign the document, then the Chapter President or the Steward will sign signifying that the employee has seen the document.

ARTICLE VI - UNION MEETINGS

The Union may call meetings in a designated school provided that request for use of the facility is made in accordance with Board policy.

ARTICLE VII - DISPLAY OF UNION MATERIAL

The Board shall provide a space, conspicuous to all bargaining unit employees, for the display of Union material.

ARTICLE VIII - JURY DUTY

Any employee who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The employee who is called to fulfill this obligation shall be compensated at the full rate of pay with no deduction for the cost of a substitute. On the 6th day and days thereafter, the Board shall make up the difference between the employee's regularly scheduled pay and the pay received for jury duty, if any, upon the receipt of verification of jury duty requirements and pay. The employee may request the Superintendent to seek a deferral from jury duty. A juror service certificate indicating that jury duty was served must be submitted in order to receive compensation under this provision. The employee shall cooperate in any endeavor by the Board to seek excusal from jury duty.

ARTICLE IX - LEAVES

1. Paid Leave

A. Personal Leave

Each employee shall be entitled to the following personal days with full pay during each contract year for the purpose of conducting business which cannot be conducted outside the employee's regularly scheduled workday. Such leave can be taken in hourly increments.

Employees regularly scheduled to work twelve (12) but less than thirty (30) hours per week shall receive one (1) personal day per year. Employees regularly scheduled to work thirty (30) or more hours per week shall receive two (2) personal days per year. Personal leave is not cumulative from year to year.

Forty-eight (48) hour advance approval by the Superintendent or his/her designee is required, if possible.

Personal leave is defined as, and limited to:

1. Legal transactions or appearances;
2. Birth of the employee's child;
3. Graduation of a member of the immediate family;
4. Care or transportation of an immediate family member during said member's illness;
5. Emergencies as approved by the Superintendent. Denial of emergency requests shall not constitute a grievance.
6. To transact personal business that can only be transacted during business hours (one day only).
7. "Immediate family" is defined to mean spouse, parent, grandparent, grandchildren, siblings, or the employee's children, stepchildren, son-in-law, daughter-in-law, parent-in-law, stepparent, or anyone domiciled within the employee's home.
8. Employees may use personal leave to supplement their regularly scheduled hours when there is a delayed opening and/or early dismissal for the school day. This provision shall not apply during the employee's first academic year of employment.

Personal leave shall not be used to extend vacations or holidays. One of these days may be taken as a personal day without cause.

B. Sick Leave

Sick leave with full pay shall be provided as follows:

1. Employees regularly scheduled to work twelve (12) to less than thirty (30) hours per week shall receive eight (8) days per year.
2. Employees regularly scheduled to work thirty (30) hours or more per week shall receive twelve (12) days per year.
3. All drivers' sick leave days will be converted to hours. Sick days cannot be utilized for substitute driving.
4. All employees may accumulate a maximum of sixty-five (65) sick leave days.

5. Family sick leave: An employee shall be granted sick leave in the event of illness or injury to an immediate family member, providing that no more than two (2) days of sick leave per contract year shall be granted therefor.
6. A doctor's note shall be required prior to returning from any absence for illness of three (3) or more consecutive workdays, or in cases of suspected abuse of sick leave when the employee has received prior notice of the suspected abuse at a meeting with Administration at which he/she is accompanied by a Union representative if requested by the employee.
7. If the Voluntown Public Schools are not in session due to inclement weather and a cancelled day is subsequently rescheduled, employees shall be permitted to use accrued sick leave equal to the difference in hours between the originally scheduled day and the rescheduled day so that there is no loss of pay. This provision will not apply during the employee's first academic year of employment.
8. "Immediate family" is defined to mean spouse, parent, grandparent, grandchildren, siblings, or the employee's children, stepchildren, son-in-law, daughter-in-law, parent-in-law, stepparent, or anyone domiciled within the employee's home.
9. The number of accrued sick leave hours expended by an employee on sick leave shall not exceed the actual number of hours of work missed.
10. The bargaining unit will participate in the Connecticut Paid Family Leave Act.

2. Unpaid Leave

An employee may request from the Superintendent an extended leave without pay for any purpose, including childrearing, illness, injury or disability which continues beyond accumulated sick leave, provided such request must be in writing and be submitted at least two (2) weeks prior to the commencement of such leave, if possible. The employee's written request for such leave must also include the proposed duration thereof.

Such leave may be granted for a period not to exceed sixty (60) calendar days. The employee may return to work prior to the expiration of leave provided there are no work restrictions, and that the employee gives to the Superintendent thirty (30) days' notice, if possible, but no less than two weeks' notice, of her/his intention to return to work. However, unpaid leave may be extended at the sole discretion of the Superintendent if the employee submits a request for extension in writing ten (10) workdays prior to the end of the initial unpaid leave period, the denial of which shall not constitute a grievance.

Employees shall continue to receive during such leave, all medical benefits that are implemented into the labor agreement, subject to policy limitations. An employee who continues the medical benefits shall pay the Board a sum equal to the rate the Board would be paying if that employee were not granted leave. No retirement or other employee benefits shall be continued in force during such leave.

Any employee returning from unpaid leave shall be reinstated to his/her position, if such position has not been eliminated, or, if eliminated, to the first equivalent vacant position for which the employee is qualified.

3. Pregnancy Disability Leave

Pregnancy leave shall be provided as per Connecticut General Statutes.

4. Injury Leave

An injury leave, as distinguished from sick leave, shall mean leave given to an employee due to absence from duty caused by an accident or injury arising out of or in the course of the

employee's employment with the Board. Injury leave shall be made subject to the same rules and regulations as the workers' compensation insurance and shall not be available if the accident shall have been due to intoxication, use of drugs or narcotic or willful misconduct on the part of the employee. Lost time under injury leave shall not be charged to vacation or sick leave accruals.

5. Bereavement Leave

An employee, absent due to a death in the immediate family or a dependent who lives in the household, will be paid his/her regular salary or hourly rate for a period not to exceed three (3) days. Such leave shall commence on the day of the death and continue through and include day of burial, but not over three (3) days in total, although leave may be extended at the discretion of the Superintendent, upon recommendation of the Supervisor.

"Immediate family" is defined to mean spouse, parent, grandparent, grandchildren, siblings, or the employee's children, stepchildren, son-in-law, daughter-in-law, parent-in-law or stepparent. The foregoing is also intended to include leave for the death of anyone domiciled within the employee's home.

One day of leave with pay shall be granted to an employee who attends the funeral of a sister-in-law, brother-in-law, aunt, or uncle, which may be extended at the discretion of the Superintendent, upon recommendation of the Supervisor.

6. Union Leave

Upon written notice from the Union, the Board shall release employees without pay for participation in the following Union activities:

- Up to two (2) employees to attend the Union's biennial convention;
- Up to four (4) additional days per contract year.

ARTICLE X - BREAKS

With the exception of bus drivers, each bargaining unit employee who works four (4) hours or more per day shall receive one (1) fifteen (15) minute break with pay per day.

Each bargaining unit employee who works six (6) hours or more per day shall, in addition to the above, receive a one-half (1/2) hour unpaid duty-free lunch period, with the exception of the School Secretary, Office ParaEducator, Office Clerk, and the School Nurse who shall work straight through the workday.

ARTICLE XI - HOLIDAYS

Section 1: Employees who are regularly scheduled to work forty (40) hours per week, at least forty (40) but less than fifty-two (52), weeks per year, will receive paid holidays per contract year as listed below.

Section 2: Employees not covered by Section 1 above will earn two (2) paid holidays per year for each full year worked with the Board, not to exceed ten (10) paid holidays as listed below:

Section 1:	11 days	Independence Day	New Year's Day
		Labor Day	Martin Luther King Day
		Columbus Day	Presidents' Day
		Thanksgiving Day	Good Friday
		Day after Thanksgiving	Memorial Day
		Christmas Day	
Section 2:	10 days	Labor Day	New Year's Day
		Columbus Day	Martin Luther King Day

Thanksgiving Day	Presidents' Day
Day after Thanksgiving	Good Friday
Christmas Day	Memorial Day

ARTICLE XII - VACATION

Section 1: Employees who are regularly scheduled to work forty (40) hours per week, at least forty-two (42) weeks per year, shall receive ten (10) paid vacation days per year, after the completion of one full contract year of employment with the Board. After five (5) full contract years of continuous service with the Board, such employee shall receive twelve (12) paid vacation days per year. After ten (10) full contract years of continuous service with the Board, such employee shall receive fifteen (15) paid vacation days per year.

Section 2: All vacations, except for employees who are regularly scheduled to work forty (40) hours per week, at least forty-two (42) weeks per year, shall be taken when school is not in session for students and must be requested, in writing, at least thirty (30) days in advance of the requested vacation. Approval of vacation requests will be based upon the Superintendent's determination of the workloads in the system but shall not be unreasonably denied.

ARTICLE XIII - JUST CAUSE DISCIPLINE

No employee shall receive a written reprimand, suspension or termination without just cause. When it becomes necessary to discipline an employee, the discipline will be administered privately. If disciplinary action is contemplated by an employee's supervisor as a result of a meeting, the supervisor will inform the employee of his/her right to Union representation. Nothing in this Article will preclude an employee from asking for Union representation at any meeting at which he/she believes disciplinary action may result.

ARTICLE XIV - SENIORITY

Seniority shall be defined as an employee's unbroken accumulated length of service with the Board in a bargaining unit position. Seniority shall begin upon an employee's completion of probation and revert to the day of hire. Date of hire shall be the date the employee was hired by the Board. All benefit accumulations will be based upon this definition. All new employees shall serve a probationary period of sixty (60) days worked, during which time they shall be subject to all provisions of the Agreement except the grievance procedure. The Superintendent may extend the probationary period up to one hundred and eighty (180) days with proper written notification to the employee, the Union, and the Chapter President. The employee will be given a written directive from the Superintendent, or his/her designee, as to areas of work performance deficits and suggestions regarding means of improving his/her performance to an acceptable quality level.

The Board shall provide the Union, or designee, with a seniority list by October 1 of each year. If no objections are made by the Union or designee, within thirty (30) days of receipt of this list, said list shall control all seniority-based decisions under this Agreement.

Routes for Bus/Van Drivers will be assigned by the Superintendent prior to the opening of school in accordance with the applicant's seniority, performance, and evaluation by the Transportation Supervisor. Hours and times will be developed, and drivers will submit application for a specific run/set of runs along with a second choice. Assignments will be determined based on aims and objectives of the management team and accumulated time in a driver's position for the Board, and not accumulated length of service with the Board. The wishes of the driver will be observed whenever possible. Changes in assignments will be made at the discretion of the Superintendent. Any change in assignment will not result in loss of compensation, except in the case of Special Education runs, which may change due to a student's individualized placement needs.

ARTICLE XV - LAYOFF AND RECALL

In the event of a proposed or pending layoff, the Board will give at least ten (10) days' notice to the Union and the bargaining unit President. Prior to any layoff action being taken, the Superintendent will meet with the Union to discuss alternatives to avoid the layoff.

If there are no alternatives mutually acceptable to the parties, employees will be given thirty (30) days' notice before a layoff takes place. Layoffs will then be decided by job classification and by inverse seniority.

An employee who is laid off who leaves his/her address with the Superintendent's office shall be notified of all bargaining unit job postings and shall have recall rights with respect to the classification previously held, for a period of one (1) year from the date of layoff. An employee who declines a recall offer relinquishes any further recall rights. Recall will be by seniority with the employees having the most seniority being recalled first. Employees shall have their seniority restored to the original date of hire upon return from laid off status.

If an employee who has been laid off returns to a position other than in the classification for which he/she previously held with the Board, he/she will serve the probationary period as defined in this contract.

ARTICLE XVI - NO STRIKE - NO LOCKOUT

There shall be no strike, slowdown, suspension, or stoppage of work in any part of the Board's operations by any employee or employees or by the Union, nor shall there be any lockout by the Board in any part of the Board's operation.

ARTICLE XVII - VACANCIES AND PROMOTIONS

Section 1: All vacancies and new positions shall be posted in the front office for five (5) consecutive working days prior to the Board filling such vacancies and new positions, except during July and August when the posting period will be for five (5) consecutive days on which the Board's Central Office is open for business. Postings shall also be made by school electronic mail and on the Board's web site.

Any employee wishing to apply for such vacancies and new positions shall submit his/her application to the Superintendent or his/her designee for review. All qualified applicants from the bargaining unit will be considered and provided an opportunity for an interview if necessary.

Any employee who applies for such positions shall not be considered probationary but shall serve a sixty (60) days worked evaluation period, during which time the Board or the employee may decide to transfer the employee back to his/her original position.

Positions contained within the bargaining unit that extend beyond the regular work year or that are created for summer work will be posted (if position is established outside the school year or during vacation, a copy of the posting will be sent to the chapter president), and preference will be given to any qualified bargaining unit employee who applies within five (5) working days of posting. In the event of multiple qualified bargaining unit applicants, the position shall be awarded at the discretion of the Superintendent.

Section 2: In the event that an involuntary transfer is necessary, the Superintendent will first seek volunteers for the transfer. If there are no volunteers, the Superintendent will transfer the least senior qualified employee.

When an employee is involuntarily transferred and the Board seeks to fill a position, the Board will fill the position the employee was involuntarily transferred into, not the position the employee was transferred from. Once the position is filled, the employee will be restored to his/her original position.

Section 3: When possible, bus drivers may remain in the assigned bus route from the previous year. However, if a bus driver wants to transfer to another route, he/she will select from the remaining available routes and be assigned according to seniority. At least one week prior to the beginning of the school year, regular runs will be posted and then assigned in accordance with the above procedure, unless for just cause shown by the Administration.

ARTICLE XVIII - MILEAGE

Any employee who utilizes his/her automobile for Board business, approved by the Superintendent or his/her designee, shall be paid the IRS recognized rate for mileage upon proper submittal of vouchers.

ARTICLE XIX - EVALUATION

All employees shall receive an annual evaluation completed by their immediate supervisor. Evaluations shall be reviewed and signed by the employee in the presence of a school administrator by June 10th.

ARTICLE XX - TEMPORARY HELP

Should an employee be out for an extended time due to an illness, injury, jury duty, *etc.*, temporary help may be hired for the duration of the absence. Nothing herein shall, however, require the Board to hold such position available for more than six (6) months.

ARTICLE XXI - SCHOOL BUSES

Section 1: A bus driver will receive his/her normal rate of pay for any day that a bus is incapacitated through no fault of the bus driver.

Section 2: Bus drivers shall be guaranteed a minimum of two (2) hours of work or pay for the a.m. run and a separate two (2) hour minimum for the p.m. run. There shall also be a one (1) hour minimum for midday or late runs and a two (2) hour minimum for any extracurricular transportation, including field trips, sport trips and private charter assignments. In addition, bus drivers will have fifteen (15) minutes to complete a pre-trip inspection before the bus's first run of the day only.

Section 3: The Board will make its best efforts to equitably distribute extracurricular transportation opportunities to Drivers.

Section 4: The Board shall reimburse employees in full for the cost of physical examinations and licensing fees. Employees who are required to receive physical examinations will be paid one (1) hour for such exams. Employees who are required to receive licensing renewals or tests, training, or to attend other related activities shall be paid at their regular rate of pay for all time, including travel time, spent engaged in such activities.

Section 5: In the event that out-of-district transportation is canceled by the student on a day that the Voluntown Public Schools are in session, Drivers who are not given an alternative assignment will receive the minimum guarantees for a.m. and p.m. runs.

Section 6. The Board shall electronically post the Bus Driver Manual.

ARTICLE XXII - INSURANCE

Section 1:

1. The Board will provide 82.5% of the Individual Coverage in the established plan (currently the Connecticut Partnership Plan 2.0) during the 2023-24 contract year, 82.0% for contract year 2024-25, and 81.5% for contract year 2025-26, and the subscriber will pay 17.5% of the Individual Coverage in the established plan during the 2023-24 contract year, 18.0% for contract year 2024-25, and 18.5% for contract year 2025-26, plus the cost of any extension of the plan to cover family members.

2. A twenty-thousand-dollar (\$20,000) Life/AD&D Insurance policy will be provided to all members of the bargaining unit provided by the Board of Education.
3. The Union and the Chapter President shall be notified in writing within thirty (30) days of any need to change insurance and have reasonable opportunity to review the proposed changes. Should the Union and the Board disagree that the changes proposed will provide coverage at least equal to the coverage, benefits and administration described in the current plan, the disagreement(s) shall be expedited under the rules of the Connecticut State Board of Mediation and Arbitration for expedited mediation/arbitration and no change shall be made until the mediator/arbitrator has rendered his/her award. The status quo shall be maintained during the above process.

Section 2: Health Insurance Waiver

1. All non-certified employees hired before September 15, 2010 and scheduled to work thirty (30) hours or more per week may elect to waive, in writing, all health and insurance benefits provided as a condition of employment and in lieu thereof, may receive an annual payment equal to two thousand (\$2,000) dollars. Payment to those employees waiving such coverage shall be made in two (2) equal payments during the months of November and June. All employees hired after September 15, 2010 are not eligible for the waiver stipend.
2. All employees regularly scheduled to work twelve (12) but less than thirty (30) hours per week are not eligible for insurance or the waiver stipend. Employees hired prior to July 1, 2007 will be grandfathered with this benefit at an annual payment equal to two thousand (\$2,000) dollars.
3. Notice of intention to waive insurance coverage must be submitted to the Superintendent prior to September 2, before such a waiver is to take effect, subject, however, to any regulations or restrictions which may be prescribed by the appropriate insurance carriers. ANY INDIVIDUAL REQUESTING A WAIVER OF INSURANCE MUST PROVIDE PROOF OF OTHER MEDICAL INSURANCE COVERAGE. The first payroll of the new school year (in August or September) will reflect each eligible employee's insurance status from the prior June 1.
4. Any employee may elect to resume Board provided insurance coverage upon written notice to the Board. Upon receipt of such notice, insurance coverage shall be reinstated as soon as possible, subject, however, to any regulations or restrictions, including waiting periods, which may then be prescribed by the appropriate insurance carriers.
5. If an employee resumes Board provided insurance, the employee and/or the Board shall make whatever adjustments in payments or reimbursements which are necessary in order to provide that the employee receives his/her proportionate share of two thousand (\$2000) dollars for the period of time he/she is not covered by insurance and no more.

Section 3: Waiver of Group Insurance

I have been given the opportunity to apply for group insurance as offered by my employer, and after careful consideration I have decided NOT to take advantage of this offer as I have OTHER medical insurance coverage.

I wish to waive Medical Insurance Coverage for myself ____ (please check).

I understand that in the event I should decide to apply for such insurance hereafter, that such subsequent application should be subject to the applicable terms and conditions of the group insurance contract(s), which may require additional limitations and waiting periods.

I also understand that I may be required to furnish, at my own expense, evidence of insurability satisfactory to the current insurance carrier, and that the current carrier may reject such application.

Date

Employee's Signature

Please return immediately.

ARTICLE XXIII – RESIGNATIONS

Any bargaining unit member who voluntarily leaves the employment of the Board shall give the Board two (2) weeks' notice.

ARTICLE XXIV - JOB DESCRIPTIONS

Each employee shall be provided electronic access to her/his current job specifications. Work assignments shall be in accordance with the job specification. The term "related duties" shall be interpreted to mean duties and responsibilities, which could normally and reasonably be expected to be required in accordance with the over-all job specification. The ParaPro with Special Services shall be responsible for assisting students with personal bodily needs such as toilet or diaper issues. In the event a ParaPro with Special Services is not available, the School Nurse shall be responsible for the personal bodily needs of student(s).

The Board may create and maintain as many ParaPro with Special Services positions as are necessary to meet the needs of the students. No employee shall be involuntarily transferred into the ParaPro with Special Services position.

ARTICLE XXV - HOURS OF WORK

The times listed represent a range and are not to be considered specific. All times are approximate and are subject to change. The schedule of hours of work shall be as follows:

Position	Hours Per Day	Days Per Year	Hours Per Year
School Nurse	7.5	184-203	1380-1421
School Secretary	8.0	203	1624
Special Education Secretary	7.5	184-203	1380-1522.5
Library Technical Assistant	7.0	184-203	1288-1421
Special Education Clerk	7.5	184-203	1380-1522.5
Office Clerk	7.0	184-193	1288-1351
Bus/Van Driver	3.5-7.0	184	637-1281
Bus Driver* (CDL Class B, PS Endorsements, Air Brakes)	3.5-7.0	184	637-1281
Special Education ParaPro	3.5-6.5	184	637-1261.5
Classroom ParaPro	3.5-6.5	184	637-1261.5
Sub/Teacher ParaEducator (State requires college degree)	7.0	184	1288
Office ParaEducator	4.0	184	738
Office ParaEducator	7.0	184-193	1288-1351
Copy ParaEducator	7.0	184-193	1288-1351
Para w/60 credits and/or ParaPro Status	3.5-6.5	184	637-1261.5
ParaPro w/Special Services†	3.5-6.5	184	637-1261.5
Lunchroom Supervisor	5.5	184	1012
Custodian	6.0	184	1104
Kitchen Custodian	4.0	184	736

†*This position will be required to perform special services for students, including assisting a student in taking care of the student's personal bodily needs such as toileting or diapering.*

If hours are reduced within the range of hours above for any member of the bargaining unit, then the benefits that a bargaining unit member receives will be continued for the balance of the school year.

Employees shall be paid for all hours worked up to forty (40) hours per week at straight time; all-hours over forty (40) hours per week shall be paid at time and one-half and must receive prior approval of the immediate supervisor and the Superintendent.

Employees, excluding Bus/Van Driver's and Preschool ParaPros (with or without Special Services), shall not be scheduled to work split shifts. A split shift is any workday on which hours are nonconsecutive exclusive of breaks.

ARTICLE XXVI - CLOTHING ALLOWANCE

Custodians shall receive a \$200.00 clothing allowance annually paid in two installments: September 1st and February 1st, prorated.

ARTICLE XXVII - SEVERABILITY

Section 1: In the event that any article, section or portion of this Agreement is declared invalid by agreement, statute or legal process, then such specific article, section or portion specified to be invalid shall be deleted. The remainder of this Agreement shall, however, remain in effect.

Section 2: This Agreement shall not be altered, amended or changed, except in writing, signed by both the Board and the Union, which amendment shall be appended hereto and become a part hereof.

Section 3: This Agreement constitutes the full and complete agreement between the parties and nothing herein shall require negotiations during the term hereof.

ARTICLE XXVIII - MANAGEMENT RIGHTS

Section 1: The Board reserves and retains, solely and exclusively, all its rights, express or implied, to manage the school system and its employees as such rights existed prior to the execution of this Agreement. The Union agrees that the functions and rights of management belong solely to the Board and that the Union will not interfere with the Board's exercise of these rights and functions.

Section 2: The exclusive functions and rights of the Board include, but are not restricted to, the right to: direct the operation of the public schools in the system and the direction of its work force; determine methods and levels of financing and budget allocation; provide when necessary, for the transportation of students; designate the schools to be attended by the children in the system; establish the number of schools to be utilized by the system; maintain good public elementary and secondary schools and provide such other educational activities as in its judgment will best serve the interests of the system; give the children of the system as nearly equal advantages as may be practicable; maintain and operate buildings, lands, apparatus and other property used for school purposes; decide the textbooks to be used; make rules for the arrangement, use and safekeeping of the school libraries and to approve the books selected therefore; prepare and submit budgets and, in its sole discretion, expend monies appropriated to the Board for maintenance and operation of the schools, and to make such transfers of funds within the appropriated budget as it shall deem desirable; determine, and from time to time re-determine, the number of Board personnel and the methods and materials to be employed; select and determine qualifications of Board employees required to promote the efficient operation of the school system; distribute work to Board employees in accordance with the job content and job requirements determined by the Board; establish assignments for Board personnel; create, enforce, and, from time to time, change rules and regulations concerning discipline and safety of Board personnel; discipline, suspend or discharge Board personnel; and, otherwise take such measures as the Board may determine to be necessary to promote the orderly, efficient and safe operation of the school system.

Section 3: The listing of specific rights in Section 2 of this Article is not intended to be all inclusive, restrictive or a waiver of any rights of the Board not listed which have not been expressly and specifically surrendered herein, whether or not such rights have been exercised by the Board in the past.

ARTICLE XXIX - PROFESSIONAL DEVELOPMENT

The Board shall provide to all ParaEducators such professional development day(s) each school year as required by state statute. Each ParaEducator shall be compensated at his/her normal rate of pay for attendance at professional development days. The dates of the professional development days and the content of the associated training shall be determined by the Board. This provision does not preclude the parties from consulting regarding the content of the training.

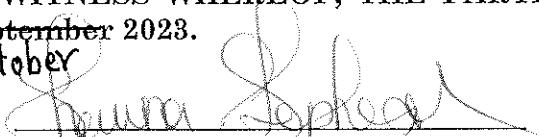
ARTICLE XXX – LABOR MANAGEMENT COMMITTEE

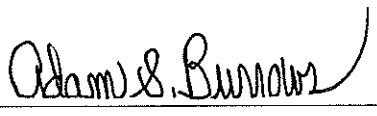
The parties shall meet by mutual agreement to discuss issues that arise in the absence of contract negotiations. The Committee shall include representatives from both the Union and the Board as both parties deem appropriate for discussion and remedy.


ARTICLE XXXI - DURATION - SIGNATURE BLOCK


This Agreement shall be binding upon the Board, the Union and the employees for the period from July 1, 2023 until June 30, 2026. It shall continue in full force and effect from year to year thereafter unless either party shall, on or before March 1, 2026 give notice by registered mail to the other party of the intention to amend.

IN WITNESS WHEREOF, THE PARTIES hereunto set their seals this 11th day of ~~September~~ October 2023.

By 
Shawna Stephanski,
President, Voluntown Chapter
CSEA, SEIU Local 2001

By 
Adam S. Burrows
Superintendent of Schools

By 
Diana Busch,
SEA, SEIU Local 2001 Representative

By 
Kate Beauparlant, Chairperson
Voluntown Board of Education

By _____
Member of CSEA Local 2001

By _____
Member of CSEA Local 2001

By _____
Member of CSEA Local 2001

By _____
Member of CSEA Local 2001

By _____
Member of CSEA Local 2001

APPENDIX A: WAGES

2023-24

	Steps 1-4 GWI 2.50%	Steps 1-4 GWI 2.50%	Steps 1-4 GWI 2.50%	Steps 1-4 GWI 2.50%	Steps 1-4 GWI 2.50%	Step 5 GWI 3.50%
2023-24 GWI 2.5% Steps 1-4 & 3.5% Step 5						
Effective July 1, 2023						
School Nurse	Step 1 \$32.88	Step 2 \$33.40	Step 3 \$33.91	Step 4 \$34.41	Step 5 \$35.26	
School Secretary	\$21.01	\$21.33	\$21.65	\$21.99	\$22.52	
Special Education Secretary	\$19.40	\$19.69	\$19.98	\$20.27	\$20.79	
Library Tech Assistant	\$19.40	\$19.69	\$19.98	\$20.27	\$20.79	
Special Ed Clerk	\$18.25	\$18.52	\$18.79	\$19.08	\$19.54	
Office Clerk	\$18.25	\$18.52	\$18.79	\$19.08	\$19.54	
Bus/Van Driver	\$18.25	\$18.52	\$18.79	\$19.08	\$19.54	
Bus Driver** (CDL Class B, PS Endorsements, Air Brakes)	\$20.30	\$20.57	\$20.84	\$21.13	\$21.61	
Special Ed ParaPro	\$17.47	\$17.72	\$18.00	\$18.27	\$18.71	
Classroom ParaPro	\$17.47	\$17.72	\$18.00	\$18.27	\$18.71	
Sub/Teacher ParaEducator (State requires college degree.)	\$17.47	\$17.72	\$18.00	\$18.27	\$18.71	
Office ParaEducator	\$16.87	\$17.13	\$17.39	\$17.66	\$18.08	
Copy ParaEducator	\$16.87	\$17.13	\$17.39	\$17.66	\$18.08	
Para w/60 credits and/or ParaPro Status	\$17.47	\$17.72	\$18.00	\$18.27	\$18.71	
ParaPro w/Special Services**	\$18.49	\$18.75	\$19.02	\$19.29	\$19.75	
Lunchroom Supervisor	\$16.87	\$17.13	\$17.39	\$17.66	\$18.08	
Custodian	\$16.40	\$17.31	\$17.53	\$17.74	\$18.16	
Kitchen Custodian	\$16.40	\$17.31	\$17.53	\$17.74	\$18.16	

**APPENDIX A: WAGES
(cont.)**

2024-25

	Steps 1-4 GWI	Steps 1-4 GWI	Steps 1-4 GWI	Steps 1-4 GWI	Steps 1-4 GWI	Step 5 GWI
	2.50%	2.50%	2.50%	2.50%	2.50%	3.50%
	Step 1	Step 2	Step 3	Step 4	Step 5	
2024-25 GWI 2.5% Steps 1-4 & 3.5% Step 5						
Effective July 1, 2024						
School Nurse	\$33.70	\$34.24	\$34.76	\$35.27	\$36.49	
School Secretary	\$21.54	\$21.86	\$22.19	\$22.54	\$23.31	
Special Education Secretary	\$19.89	\$20.18	\$20.48	\$20.78	\$21.52	
Library Tech Assistant	\$19.89	\$20.18	\$20.48	\$20.78	\$21.52	
Special Ed Clerk	\$18.71	\$18.98	\$19.26	\$19.56	\$20.22	
Office Clerk	\$18.71	\$18.98	\$19.26	\$19.56	\$20.22	
Bus/Van Driver	\$18.71	\$18.98	\$19.26	\$19.56	\$20.22	
Bus Driver** (CDL Class B, PS Endorsements, Air Brakes)	\$20.81	\$21.08	\$21.36	\$21.66	\$22.37	
Special Ed ParaPro	\$17.91	\$18.16	\$18.45	\$18.73	\$19.36	
Classroom ParaPro	\$17.91	\$18.16	\$18.45	\$18.73	\$19.36	
Sub/Teacher ParaEducator (State requires college degree.)	\$17.91	\$18.16	\$18.45	\$18.73	\$19.36	
Office ParaEducator	\$17.29	\$17.56	\$17.82	\$18.10	\$18.71	
Copy ParaEducator	\$17.29	\$17.56	\$17.82	\$18.10	\$18.71	
Para w/60 credits and/or ParaPro Status	\$17.91	\$18.16	\$18.45	\$18.73	\$19.36	
ParaPro w/Special Services**	\$18.95	\$19.22	\$19.50	\$19.77	\$20.44	
Lunchroom Supervisor	\$17.29	\$17.56	\$17.82	\$18.10	\$18.71	
Custodian	\$16.81	\$17.74	\$17.97	\$18.18	\$18.80	
Kitchen Custodian	\$16.81	\$17.74	\$17.97	\$18.18	\$18.80	

**APPENDIX A: WAGES
(cont.)**

2025-26

	Steps 1-4 GWI 2.50%	Steps 1-4 GWI 2.50%	Steps 1-4 GWI 2.50%	Steps 1-4 GWI 2.50%	Steps 1-4 GWI 2.50%	Step 5 GWI 3.50%
	Step 1	Step 2	Step 3	Step 4	Step 5	
2025-26 GWI 2.5% Steps 1-4 & 3.5% Step 5						
Effective July 1, 2025						
School Nurse	\$34.54	\$35.10	\$35.63	\$36.15	\$37.77	
School Secretary	\$22.08	\$22.41	\$22.74	\$23.10	\$24.13	
Special Education Secretary	\$20.39	\$20.68	\$20.99	\$21.30	\$22.27	
Library Tech Assistant	\$20.39	\$20.68	\$20.99	\$21.30	\$22.27	
Special Ed Clerk	\$19.18	\$19.45	\$19.74	\$20.05	\$20.93	
Office Clerk	\$19.18	\$19.45	\$19.74	\$20.05	\$20.93	
Bus/Van Driver	\$19.18	\$19.45	\$19.74	\$20.05	\$20.93	
Bus Driver* (CDL Class B, PS Endorsements, Air Brakes)	\$21.33	\$21.61	\$21.89	\$22.20	\$23.15	
Special Ed ParaPro	\$18.36	\$18.61	\$18.91	\$19.20	\$20.04	
Classroom ParaPro	\$18.36	\$18.61	\$18.91	\$19.20	\$20.04	
Sub/Teacher ParaEducator (State requires college degree.)	\$18.36	\$18.61	\$18.91	\$19.20	\$20.04	
Office ParaEducator	\$17.72	\$18.00	\$18.27	\$18.55	\$19.36	
Copy ParaEducator	\$17.72	\$18.00	\$18.27	\$18.55	\$19.36	
Para w/60 credits and/or ParaPro Status	\$18.36	\$18.61	\$18.91	\$19.20	\$20.04	
ParaPro w/Special Services *	\$19.42	\$19.70	\$19.99	\$20.26	\$21.16	
Lunchroom Supervisor	\$17.72	\$18.00	\$18.27	\$18.55	\$19.36	
Custodian	\$17.23	\$18.18	\$18.42	\$18.63	\$19.46	
Kitchen Custodian	\$17.23	\$18.18	\$18.42	\$18.63	\$19.46	

* includes hourly stipend

- Employees hired after February 1st of any year will not be eligible for step advancement the following year. Step placement at hiring will continue for the next full year.
- Increase wages by 2.50% Steps 1-4 and 3.50% for Step 5 each year of the contract effective July 1, 2023 and each July 1 in years 2024 and 2025 with Step Increase.

APPENDIX B: RETIREMENT

The Board shall match up to four percent (4%) of each employee's gross regular wages to a 403(b) plan or similar plan selected by the employee. Within IRS regulations and limitations, employees may – at their discretion – pay additional amounts into their 403(b) plan and the Board will, to any limits of said IRS regulations and limitations, match at fifty percent (50%) of up to an additional two percent (2%) of each employee's gross regular wages; *i.e.* an employee contributing up to 4% of his/her gross regular wages will receive an equal contribution from the Board into his/her plan and, should the employee contribute more than 4%, the Board will contribute 50% of such additional contributions of the employee until the total contribution of the employee reaches 6% of such employee's annual gross regular wages. Employee contributions shall be made through payroll deduction and sent to the plan administrator once per month.