

Collective Bargaining Agreement

Between

Office & Professional Employees International Union
Local 153, AFL-CIO

And

AFT Connecticut, Local 8006

October 1, 2019 – September 30, 2022

Agreement

This agreement entered into as of the first day of October 2019, between the AFT Connecticut, Local #8006, AFT, AFL-CIO, hereinafter known as the Employer, and the Office and Professional Employees' International Union, Local 153, AFL-CIO, hereinafter referred to as the Union.

Witnesseth

Both parties, being desirous of maintaining a harmonious relationship between themselves for the purpose of promoting the best interest and fraternal relations of both parties and for the purpose of defining their mutual rights and obligations, do agree as follows:

Article I - Recognition

SECTION 1 The Employer recognizes the Union as the exclusive bargaining agent for all full-time support staff, technology support staff, financial assistant employees, and those part-time employees working fifteen (15) or more hours per week; and will bargain with the Union on all matters of wages, hours of work, and working conditions.

SECTION 2 It is a continuing condition of employment with the Employer that all permanent employees covered by this agreement shall be and remain good standing members of the Union. Persons losing their membership in the Union shall not be retained in the employ of the Employer after receipt by the Employer of official notice from the Union subject to any applicable provisions of the National Labor Relations Act of 1947, as amended.

SECTION 3 A. New employees covered by this agreement shall be regarded as probationary employees for the first ninety (90) calendar days of their employment, after which they shall be considered permanent employees. The probationary period for a new employee may be extended by written agreement between the Employer and the Union for an additional one hundred and twenty (120) calendar days. New employees covered by this agreement must become members of the Union on or before the thirtieth (30th) day of employment.

B. AFT Connecticut agrees, upon submission of written authorization to deduct each month from the employee's salary the proper Union dues and forward same to the Union's treasurer. The Union shall hold the Employer harmless against any and all claims, demands, liabilities, lawsuits, counsel fees or other costs which may arise out of or be by reason of, the administration or enforcement of the provisions of this Section.

SECTION 4 Employees are required to use the Union label as follows: OPEIU 153 AFL-CIO.

SECTION 5 The Employer will continue its policy, as it has in the past, of no discrimination regardless of race, color, creed, marital status, sexual preference, political beliefs, age, or sex.

SECTION 6 It is understood that no bargaining unit employee will be displaced by a member of AFT Connecticut. This does not in any way prevent an officer of AFT Connecticut from carrying out his/her/their duties under the Constitution of AFT Connecticut; and in the process of performing his/her/their duties may not dispose what is historically the function of the Union or any delegated work by AFT Connecticut, nor does it prevent an AFT Connecticut officer or member of AFT Connecticut from substituting for a bargaining unit employee on a temporary basis such as during a vacation period or illness of the employee,

or under emergency conditions not to exceed one (1) month. Upon the request of AFT Connecticut, an automatic extension of one (1) week will be granted. Any further extension will be by mutual agreement.

SECTION 7 The employer will strive to provide a safe working environment.

SECTION 8 Temporary Employees

A. The Employer may hire temporary employees and substitute employees for a period of up to one (1) year. Said temporary employees and/or substitute employees may not be utilized to replace a permanent employee within the bargaining unit but may be utilized to replace employees on authorized leaves of absence and/or to supplement existing staff during periods of peak workload and for the purpose of special projects. The Employer agrees to consult with the Union and explain the specific need prior to the employment of a temporary or substitute employee.

B. Casual employees, to be defined as follows: One who works casually, by chance, intermittently, irregularly, inconsistently; are not then considered part of the bargaining unit.

C. It is understood that temporary employees becoming permanent employees under this Section of this Article are still considered as probationary employees for the first ninety (90) calendar days as defined in Article I.

D. It is further understood that the Employer, prior to hiring a temporary employee, shall contact the Union for the availability of laid off workers. These laid off workers shall be given consideration for hiring into the temporary and/or permanent position provided they have the ability to do the work.

SECTION 9

A. Except as is otherwise specifically provided for in the Agreement, the Employer has all the customary and usual rights, powers, functions, and authority of management. Specifically, the Employer has the right to manage the business of AFT Connecticut, operation of its facilities, direction of its staff, and authority to execute all the various duties, functions, and responsibilities of AFT Connecticut except as abridged, delegated by, granted or modified by the provisions of this Contract. Matters of collective bargaining not covered by this Agreement shall be handled as provided herein above.

B. Matters not covered by this Agreement may be raised by Management or by OPEIU 153 and may be subject to negotiations provided that neither side may raise during the Agreement any question introduced and settled, either negatively or affirmatively, during bargaining prior to final settlement.

Article II - Hours of Work

SECTION 1 The work week for full-time employees shall be thirty-five (35) hours and the work day eight and three-quarters (8.75) hours inclusive of a forty (40) minute lunch, occurring over four days Monday through Friday. The work day shall occur between 8:15am and 5:00pm. Said lunch period shall be scheduled between the hours of 12:00pm and 2:00pm daily.

Every effort will be made to ensure that the office will have coverage on Mondays and Fridays except in cases of unforeseen circumstances. No employee shall be subject to

discipline for the office not having coverage when every effort has been made for said days. In the event an employee works more than 35 hours during that week, a comp day will be earned in exchange to be used within 30 days.

A part-time employee shall be defined as an employee who works more than fifteen (15), but less than thirty-five (35) hours per week. The benefits extended to part-time employees covered by this agreement shall be limited to basic medical and dental insurance, vision care reimbursement, and one-half (1/2) of the amount designated for childcare reimbursement.

The position of Technology Support Staff will function with a flextime schedule. The parties agree that in order to fulfill the obligations of the position it is necessary, at times, that work be done in hours outside the normal workday. The start and end time for each seven-hour day shift will be flexible and dependent upon the needs of the Employer. For scheduling, reasonable notice will be given for scheduling whenever possible and all attempts will be made to accommodate as normal a schedule as possible, consistent with the Collective Bargaining Agreement and this intent of the parties regarding the Technology Support Staff position.

SECTION 2 Time and one-half shall be paid for overtime after 35 hours, and up to 40 hours per week, either monetarily or in compensation time, at the discretion of the employee. After 40 hours, employees will be paid overtime in accordance with the Fair Labor Standards Act and State Law. Double time shall be paid for all work performed on Sunday.

SECTION 3 Holidays

The following days shall be paid holidays:

Day before New Year's Day	Indigenous People's Day
New Year's Day	Veterans' Day
Martin Luther King's Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Good Friday	Day before Christmas Day
Memorial Day	Christmas Day
Independence Day	Employee's Birthday <i>(or day selected by employee in lieu of)</i>
Labor Day	

and any other legal holiday mutually agreed to. If any of these listed holidays fall on a Saturday, they shall be observed on the preceding Friday; if they fall on Sunday, they shall be observed on the following Monday. Any work performed on these holidays shall be paid for at triple time. A bargaining unit employee may voluntarily agree to work on Veterans' Day. An employee agreeing voluntarily to work on Veterans' Day shall receive one compensation day that may be used at a mutually agreeable time within one (1) year. Holidays will be on a pro rata basis for part time employees.

SECTION 4 At the discretion of AFT Connecticut, flexible scheduling may be made available. The structure and implementation of said flexible schedule shall be mutually agreed to by AFT Connecticut, affected employee and OPEIU, but in no event shall such schedule result in less than a thirty-five (35) hour per week schedule. Overtime for flextime employees shall be paid for any work performed outside of the agreed-to work day. Except in emergency situations employees shall be given two weeks notice of any temporary

change in his/her/their work schedule and four weeks notice of any permanent change in an employee's work schedule.

SECTION 5 The Union may hold a 1-1/2 hour membership meeting every three (3) months during working hours. The Union must notify the President or his/her/their designee of the meeting at least two (2) workdays in advance of such meeting.

Article III - Seniority

SECTION 1 Employees shall acquire seniority from date of hire. Part-time employees shall acquire seniority on a pro-rata basis, from the date of hire. Temporary employees shall not acquire seniority.

SECTION 2 In the event of a layoff, employees with the least seniority shall be first to be laid off, provided that those with more seniority have the ability to perform the work required. Rehiring shall be in the reverse order of layoff. Seniority shall accumulate during such layoff.

SECTION 3 A permanent employee about to be laid off indefinitely shall receive two (2) weeks notice, or the equivalent in wages, plus accrued vacation and sick leave pay. A permanent employee about to be put on a short week must receive one (1) week's notice of any change of hours of work. OPEIU 153, AFL-CIO and the employee must receive a copy of the notice in writing for any type of the aforementioned situations in this Section. There shall be no layoff of any member of the OPEIU bargaining unit who has been hired prior to October 1, 2017. However, in the event that the Employer declares extreme financial exigencies the parties shall meet and bargain over the impact to the bargaining unit members.

SECTION 4 Seniority rights shall be lost for any of the following reasons:

- (a) If employee quits.
- (b) If employee is discharged for just cause.
- (c) If a laid off employee fails to return to work after five (5) days notification by registered mail to last known address.

SECTION 5 Employees laid off will carry their seniority for a period of two years, equivalent to the seniority they had acquired prior to the time of such layoff.

SECTION 6 On the matter of promotion, the employee's seniority and demonstrated ability to perform the responsibilities of the position shall be considered. If an employee is unable to perform in such position within a reasonable time, he/she/they shall return to his/her/their former classification upon written notification to the Union as to the reason why such action was taken.

SECTION 7 When new jobs are created, or vacancies occur, the oldest employee, in point of seniority, shall be given preference in filling them, provided such employee has the ability to perform the work required.

SECTION 8 Employees will endeavor to give the Employer one (1) month's notice of any quit. However, in no case will they give less than two (2) weeks. For the purpose of this section, two (2) weeks shall be defined as two (2) work weeks (70 working hours).

Article IV - Grievance Procedure

SECTION 1 Definition of Grievance

A grievance shall be defined as the belief by an individual or the Union that there has been a misapplication, misinterpretation, or violation of the specific provisions of this Agreement, or concerning his or her conditions of employment not covered by this Agreement. It is mutually understood that the arbitrator will be empowered to rule not only on matters directly referred to herein, but also on all other conditions of employment and past practices not referred to in this Agreement.

SECTION 2 Procedures

A. Informal

Within ten (10) working days after an employee or the Union becomes aware of a grievance, he/she shall discuss the matter informally with the AFT Connecticut President or his/her/their designee, with the Union present, in an effort to resolve the complaint amicably and informally.

B. Formal

Step 1 - If the grievance has not been resolved informally, it shall be submitted in writing to the AFT Connecticut President or his/her/their designee within five (5) working days of the last informal discussion. The AFT Connecticut President will respond in writing within five (5) working days.

Step 2 - Within five (5) working days after receipt of the President's or his/her/their designee's response, if the grievance is not resolved, it shall be forwarded in writing to the AFT Connecticut Personnel Committee. No more than ten (10) days following the submission of the grievance, the Personnel Committee shall meet with the grievant and his/her/their Union Representative to attempt to resolve the dispute. The AFT Connecticut Personnel Committee shall respond in writing within five (5) working days of such meeting.

Step 3: - Within five (5) working days after receipt of the Personnel Committee response, if the grievance is not resolved, it shall be forwarded in writing to the AFT Connecticut Executive Committee. At the next scheduled Executive Committee meeting, but in no case more than thirty (30) days following the submission of the grievance, the Executive Committee shall meet with the grievant and his/her/their Union Representative to attempt to resolve the dispute. The AFT Connecticut Executive Committee shall respond in writing within five (5) working days of such meeting.

Step 4: - If the grievance remains unresolved after the Step 3 decision, the Union may, within thirty (30) days, file for arbitration to either the American Arbitration Association (AAA) or the Connecticut State Board of Mediation and Arbitration. If the Union chooses to file a grievance to the CSBMA, it will be heard by a tripartite panel of arbitrators. The cost of arbitration shall be shared equally.

Step 5: - If the Employer becomes aware of a situation involving an employee that may warrant an investigation and/or counseling letter, the employer will be limited to ten (10) workdays to notify the employee and the Union President, in writing, that an investigation may occur.

The Employer will then meet with the bargaining unit member and the union within ten (10) days to discuss the timelines for the pending investigation. If necessary, a mutual timeline extension may be agreed upon. The Employer shall strive to complete the investigation in a timely manner that will benefit the well-being of the bargaining unit member.

SECTION 3 The Employer agrees not to dismiss or suspend an employee except for just and sufficient cause. Any grievance concerning the discharge or suspension of an employee shall be sent to the Employee by registered mail, signed by the President or his/her/their designee and postmarked no later than five (5) working days after notice has been given of such discharge or suspension. When an employee is discharged, he/she/they shall be given a hearing within forty-eight (48) hours. Not more than six (6) representatives designated by the Employer and the Union (three from each) shall make up the Hearing Committee. If agreement is reached by the representatives designated in this Section, such agreement shall be final and binding on all parties. If no agreement is reached by the representatives designated in this Section, such grievance shall be referred to the grievance procedure beginning with Step Four. The procedure outlined in this Section shall also apply to employees who are demoted.

SECTION 4 Failure of any party to meet the time limits contained herein shall mean forfeiture of the grievance to the other party, unless extensions are mutually agreed to.

Article V - Vacations

SECTION 1 A. Bargaining unit members shall accrue vacations in the following manner:

- 0 - 2 years of service - 2 weeks (70 hours)
- 2 - 4 years of service - 3 weeks (105 hours)
- 4 - 8 years of service - 4 weeks (140 hours)

Starting with the completion of the eighth year of service, one 7 hours of vacation shall be added for each fully completed year of service up to a total of 175 hours.

B. During the first year of employment, vacation time shall not be taken during the first six (6) months, nor shall the two (2) weeks be taken together, i.e., back-to-back.

C. By January 1 of each year, bargaining unit employees shall request any or all tentative vacation time for that calendar year. Vacation shall be granted by seniority. Individual vacation periods may be changed at any time by mutual agreement between the employees concerned and AFT Connecticut.

Any vacation requests after January 1 will be on a first come, first serve basis with a minimum of two (2) weeks' notice for vacation of one (1) week or more to AFT Connecticut by the requesting employee. A minimum of forty-eight (48) hours notice for vacations of less than one week must be provided to AFT Connecticut by the requesting employee.

All requests must be in writing via email. Any vacation leave request shall be approved by the employee's supervisor within twenty-four (24) hours if possible. Requests may not be denied unreasonably and will take into consideration the reasonable needs of AFT Connecticut. If denied, the reason shall be given.

SECTION 2 Each employee shall take time off for which he/she/they is/are qualified.

SECTION 3 Notice of layoff or discharge, except for misappropriation of funds, may not be given during the vacation period.

SECTION 4 Should a holiday occur during the vacation period of an employee, such employee shall receive an additional day of vacation.

SECTION 5 Any employee who terminates his/her/their employment, is laid off, or is discharged for just cause, shall be given pro-rated vacation pay in accordance with the following formula:

Total eligible vacation days/year over two hundred and sixty (260) work days per year equals daily vacation pro-ration rate.

The daily pro-ration rate will be multiplied by the number of the employee's days of service for that year, i.e., the number of days worked between the employee's last anniversary date and the date of termination.

SECTION 6 Part-time employees will be entitled to vacation pay based on a pro-rata basis, determined by the number of hours they work.

Article VI - Sick Leave, Personal Leave, and General Leave Provisions of Absence

Section 1—Sick Leave

- A. All full time employees shall have sick leave with pay for up to a maximum of 140 hours per year. Employees may accumulate up to a maximum of 980 hours of sick leave. An accurate account of employees' sick leave accumulation will be kept by the AFT Connecticut Chief of Staff and the Union's Steward.
- B. Employees may utilize sick leave for the purposes of verified illness, including pregnancy illness, or injury involving the employee, the employee's spouse or domestic partner, mother, father, child, grandchild, or sibling.
- C. It is also provided that time off under this provision will be subject to reasonable verification. A doctor's verification will be required for sick time taken if the absence is for full week's duration. This doctor's verification is to confirm the employee's inability to work during the sick leave absence.
- D. Should a holiday occur while an employee is collecting sick leave benefits, the employee's sick leave balance will not be charged for that day.
- E. When an employee with one (1) year's seniority or more exhausts his/her/their sick leave, he/she/they shall be granted an unpaid leave of absence of up to one (1) year. Seniority shall continue to accumulate during this leave. An employee who wishes an extension of this one (1) year leave of absence must make his/her/their request in writing to the AFT Connecticut President or his/her/their designee before the expiration of the one (1) year period.
- F. Upon voluntary severance of layoff of employment after ten (10) years of service after ten (10) years of service, each employee shall receive seventy-five percent (75%) of a day's pay for all unused accumulated sick leave.
- G. Part-time employees shall be granted sick leave on a pro-rata basis.
- H. The date to use in computing sick leave benefits is the employee's anniversary date. Where pay is to be pro-rated, the following formula will apply: *Sick leave pro-ration: one hundred forty (140) sick leave sick hours/year divided by one thousand eight hundred*

twenty (1820) work hours per year equals .0769. [.0769 equals daily sick leave pro-rata rate.]

Section 2 –Personal Days

- A. Members of the bargaining unit will be granted a maximum of forty two (42) personal hours without loss of pay per contract year. It is understood that all forty two (42) hours are granted only for matters of pressing personal need which cannot otherwise legitimately be performed outside of the normal workday. Part time employees shall be granted personal days on a pro-rata basis.

The reasons for which personal days are granted are:

1. The death of a relative (*spouse or domestic partner, child, parent, sister, brother, aunt, uncle, grandparent, grandchild,*) and in-laws (*mother, father, brother, sister*).
 2. Legal business.
 3. Wedding and/or college graduation within the bargaining member's immediate family (*spouse, child, parent*).
 4. Religious holidays.
 5. Medical appointments.
 6. Illness within the bargaining unit member's immediate family (*spouse or domestic partner, child, parent, grandchild*).
 7. Inclement weather.
- B. Except in cases of emergency, notice shall be given to the AFT Connecticut President or his/her/their designee at least forty-eight (48) hours in advance.
- C. Personal days shall not be available without prior approval immediately prior to or immediately after a vacation or holiday.
- D. Employees who elect to remain home or leave work because of inclement weather will be charged for each hour that they remain away from work based upon inclement weather. Said charge of personal time does not apply to days or hours when the AFT Connecticut closes its office. Employees who are without personal leave under Article VI Section 5, may utilize accumulated sick leave for the purpose of remaining home or leaving work due to inclement weather.

Section 3—General Leave Provisions

- A. An employee on leave of absence for illness or injury shall retain full vacation and sick leave rights for the year in which such leave is taken. An employee on leave for any other reason shall be granted a pro-rata share of vacation pay based on the amount of time he/she/they has/have worked during the vacation year, but shall not be granted sick leave or holiday pay.
- B. The Employer may grant unpaid leaves of absence for reasonable cause to employees with more than one year's seniority. Employees requesting this leave must do so in writing. The request shall state the nature, the duration, and the effective date of the leave and shall be submitted to the Employer within a reasonable amount of time. If the leave is approved, the Employer will confirm such leave in writing with a copy to the Union.

- C. Leaves of absence may be extended at the discretion of the Employer.
- D. No employee will be granted a leave of absence to work for another employer, except in the case of an employee granted a leave to work for the Union, on written request from the Union, for a period of up to one year.
- E. An employee granted a leave of absence under any one of these provisions shall be returned to work in the same classification and job, with full retention of his/her/their seniority rights, and at the prevailing rate of pay, provided that he/she reports for work at the end of the stated period of leave.

Article VII - Job Tenure and Discharge

SECTION 1 There shall be no change in the established classification of employees resulting from a change in officers or the Administration of the Employer.

SECTION 2 It is understood that office employees covered by this Agreement shall not release any confidential or personal information relating to the Administration of the Employer. It is further understood that such employees shall not involve themselves in local union politics or in the internal affairs of the Employer. Violation of any one of these provisions shall be considered just cause for discharge.

SECTION 3 The Employer shall notify the Union in writing of any disciplinary action taken against a member of the bargaining unit.

SECTION 4 Upon written request of the Union, the Employer will remove from an employee's personnel file, and notify said employee in writing, any letter of discipline after one (1) year from the date it was written, provided there have been no subsequent letters for the same offense.

SECTION 5 A committee comprised of two members appointed by the OPEIU and two members appointed by the AFT shall develop a procedure for staff evaluation for implementation on or before July 1, 2014.

Evaluation Committee & Staff Performance Evaluations

1. Evaluation Committee

AFT Connecticut shall establish a joint labor-management Evaluation Committee. Membership of the Evaluation Committee shall consist of four (4) people, two (2) of whom shall be appointed by the AFT Connecticut President and two (2) of whom shall be appointed by the union. Committee members may be rotated at the discretion of the respective parties. The Evaluation Committee shall be responsible for addressing issues relating to the Evaluation Program.

2. Staff Performance Evaluation Program

- a. The staff performance evaluation program shall include, but not be limited to: (1) the timing and frequency of performance evaluations; (2) the selection and use of performance evaluation designators, e.g. satisfactory, unsatisfactory, etc.; (3) detailed criteria for each designator; (4) the detailed methods by which staff performance is assessed; (5) the development of a staff performance evaluation instrument for each job description consistent with the guidelines listed in Section

- 2b; (6) the creation of individual improvement and remediation plans that (a) identify resources, support and other strategies to be provided to address documented deficiencies, (b) indicate a timeline for implementing such resources, support, and other strategies, and (c) include indicators of success at the conclusion of the improvement and remediation plan; and (7) a validation procedure that provides for a third-party entity to substantiate evaluation ratings in dispute.
- b. The staff performance evaluation instrument for each job description shall include, but not be limited to: (1) the identification of strengths; (2) the identification of areas needing improvement; and (3) opportunities for career development and professional growth.
 - c. Staff performance evaluations shall not be used for disciplinary purposes. Claims of failure to follow staff performance evaluation procedures shall be subject to the grievance procedure. Unsatisfactory evaluations shall be for just cause.
 - d. All staff being evaluated and those performing the evaluations shall be trained on the evaluation instrument and evaluation processes prior to the implementation of the staff performance evaluation program.

Article VIII - Group Insurance Coverage

SECTION 1 Medical Insurance:

A. Each employee and eligible dependents(s), including domestic partners, shall be provided with Health Insurance. The parties recognize that AFTCT is considered a small group employer and that the plan design options are limited. However, AFTCT shall offer an insurance plan that is mutually agreed upon by both parties.

Each employee may designate \$1500 each contract year pursuant to an IRS Section 125 Plan to offset the out of pocket expenses experienced by utilization of the Health Insurance Plan.

B. Each employee and eligible dependent(s), including domestic partners, shall be provided with Blue Cross full service dental plan, including dental riders, A, B, C and D, and Blue Cross Three-tier prescription drug plan (\$5 generic/\$15 name brand/\$30 non-formulary)

C. Effective at age 65 with 13 years of service, AFT Connecticut will pay for supplemental insurance to Medicare at no cost to the employee. Employees may purchase spousal supplemental insurance through AFT Connecticut at the same rate as the employee.

D. Should any Federal or State Health Insurance legislation be enacted during the term of this agreement, the parties agree to bargain the impact of said legislation regarding the cost and all other related subject matters.

Article IX - Miscellaneous Benefits

SECTION 1 Vision Care Allowance

AFT Connecticut shall provide each employee and eligible dependents up to one hundred and seventy-five (\$175.00) dollars per year for eye glasses or contact lenses. Said amount may accumulate from year to year during the term of this contract to a maximum of three hundred and fifty (\$350.00) dollars. Said amounts expended shall be reimbursed by AFT Connecticut upon presentation of a receipt.

SECTION 2 Life and Long-term Care Insurance

AFT Connecticut shall contribute one thousand (\$1,000.00) dollars per year to each OPEIU member for life insurance or long-term disability insurance. Such contribution shall be made on July 1st of each year. In the event an OPEIU member resigns during the year, the OPEIU member shall reimburse AFT Connecticut for the portion of that OPEIU member's life insurance contribution covering the remainder of that year. Said reimbursement shall be effective for the period beginning on the first day of the month following the OPEIU member's resignation.

SECTION 3 Tuition Reimbursements

AFT Connecticut agrees to reimburse employees for tuition costs for courses taken by an employee in work related subjects. Such reimbursement shall be for three (3) credits per semester only. The employee must also receive approval from the AFT Connecticut President or his/her/their designee in advance of the taking of the course and the unit member must receive a grade of "C" or better to receive tuition reimbursement.

In addition, AFT Connecticut shall create a one thousand dollar (\$1,000.00) per year fund from which employees may draw for tuition costs for courses taken by employees that are required to be taken as part of a work-related degree seeking program. Such reimbursement shall be for three (3) credits per semester only. The employee must also receive written approval from the AFT Connecticut President or his/her/their designee in advance of taking the course.

SECTION 4 Child Care Reimbursements

AFT Connecticut shall provide up to one thousand, seven hundred and fifty dollars (\$1,750.00) per year for each employee for the purpose of providing child care at a child care center or by a child care provider, within the scope and meaning of IRS Rules and Regulations governing child care providers, for the employee's own children or children of the employee's spouse or domestic partner up to age seven (7) domiciled in the employee's household.

AFT Connecticut shall provide one thousand, five hundred dollars (\$1500.00) per year per employee for child care at a child care center or by a child care provider within the scope and meaning of the IRS Rules and Regulations governing child care provisions for employee's own children or children of the employee's spouse or domestic partner between the age of seven (7) and thirteen (13) domiciled in the employee's household. Said amounts shall not be cumulative and are paid only for child care that is provided during working hours and is properly documented.

SECTION 5 Layoff

If a layoff occurs as a result of a reduction in membership, the employee shall be provided Group Insurance Coverage at no cost to the employee for a period of (6) months or until the employee is covered by another plan, whichever is sooner.

Article X - Pension Fund

SECTION 1 AFT Connecticut shall contribute on a monthly basis to an account established by OPEIU, an amount equal to eleven percent (11%) of the salary account (including longevity) for OPEIU bargaining unit members. Effective July 1, 2020, that amount shall increase to twelve percent (12%). Effective July 1, 2021, that amount shall increase to thirteen percent (13%). In addition, the employer shall match up to 3% of what said employees make in individual contributions to their accounts.

SECTION 2 It is understood that after the contribution has been made by the Employer, its obligation and liability is ended.

SECTION 3 A committee will be established to discuss a Defined Benefit Plan and possible future implementation.

Article XI – Wages

SECTION 1 A. The work classifications shall be as follows:
Support Staff
Technology Support Staff
Financial Assistant

All members of the bargaining unit shall be paid in accordance with the following pay schedules:

Support Staff and Technology Support Staff	
STEP	10/1/2019 - 9/30/2022
1	42,187
2	45,763
3	49,322
4	52,372
5	55,324
6	58,925
7	61,278
8	62,455
9	63,880
10	65,181
11	66,729
12	69,154

Financial Assistant	
STEP	10/1/2019 - 9/30/2022
1	49,322
2	52,528
3	55,942
4	59,578
5	63,450
6	67,574
7	69,928
8	71,105
9	72,530
10	73,831
11	75,379
12	77,804

B. Consideration for placement in the first three (3) steps of the salary schedule will be given for non-AFT Connecticut experience as long as such experience is comparable to work performed in the AFT Connecticut office.

C. Each employee shall receive \$1500 payable on November 1, 2019 and this amount will be subject to employer 401k pension contributions.

Employees not on top step of the salary schedule will receive step movement on July 1 in each year.

SECTION 2

- A. The Union will pay the lost time for any employee representing the Union during contract negotiations.
- B. The Employer will pay lost time for any of its own employees representing the Union on grievances related to their employment.
- C. A total of up to five days (thirty-five hours) per year shall be granted with no loss of pay to the President of OPEIU Local 153 or her/his/their designee to attend to union business.

SECTION 3 The Employer agrees to pay any regular employee required to serve on any jury the difference between his/her/their regular weekly pay and the amount received as jury pay.

SECTION 4 Pay Day


The pay day for members of the OPEIU Bargaining Unit shall be every other Friday, by automatic direct deposit to an account specified by each employee.

Article XII - Duration

This Agreement shall be effective as of October 1, 2019 and shall remain in full force and effect until midnight, September 30, 2022. Either party may reopen this Agreement for negotiations by serving written notice upon the other party not later than sixty (60) days prior to the expirations date (i.e. midnight, September 30, 2022) specifying the change or amendments desired. In the event that such notice is not given, this Agreement will be automatically extended from time to time on a sixty-day basis after the stated expiration date, and in the event that change or amendments are desired by either party, a similar sixty-day notice may be given.

For the Employer
AFT Connecticut, AFT, AFL-CIO

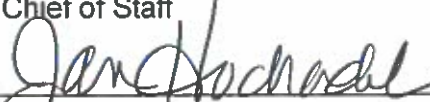
For the Union
OPEIU 153, AFL-CIO


Stuart Savelkoul, AFT CT
Chief of Staff

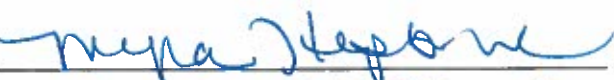
11-6-19
Date


Seth Goldstein, Local 153
Business Rep

12/10/19
Date


Jan Hochadel, AFT CT
President

11/25/19
Date


SECRETARY, TREASURER

12/20/19
Date

Evaluation for AFT Connecticut Employees

Vision Statement

Develops and empowers staff by creating a collaborative, comprehensive, and fair evaluation process that is consistently implemented across the organization. AFT CT is committed to providing staff with the tools and resources necessary for success and career development. The vision statement should keep in mind organizational, departmental, and individual staff goals.

Evaluation Process

The evaluation system will be a dynamic, continuous improvement process designed to provide ongoing professional support and development opportunities to employees. The goal of this process is to foster teamwork and open the door to better communication between employees, supervisors, and throughout the entire organization. This process is aimed at establishing a system for professional development that enables employees to actualize their potential and help the organization thrive.

All employee documents of the evaluation process will be in their own personal growth file; this is a digital file and will be password-protected.

The Evaluation Process will be a January to December cycle; with an annual and mid-year check-in. A written notice by the employee's supervisor will be given one month in advance to find a mutually agreed upon date to meet. Supervisor can do monthly meetings/emails and employees can respond but are not obligated to do so. These monthly check-ins would be used by supervisor to support the goals of employees.

Supervisors will receive training on how to do evaluations of staff. Document on employee feedback of management/supervisors – go out May 1st.

Dispute Resolution Committee

Any complaints or concerns will be handled by the labor-management committee.

The Evaluation Cycle (January – December)

PHASE 1—PLAN

Annually employees will begin the appraisal process by completing a self-assessment and working collaboratively with their supervisor to identify goals for the coming year.

- **INITIAL EMPLOYEE SELF-ASSESSMENT**

The employee will assess his or her current skill levels and identify areas to focus on and ways to develop professionally. This assessment will be shared with the employee's supervisor. It is intended as a resource tool and will not be retained in the employee's personnel file.

- **GOAL SETTING**

The employee and supervisor will work collaboratively to identify goals for the upcoming year. No more than 2 goals should be identified for the year, though, each goal may have sub-goals and objectives built in. They will develop a working document which may be updated to reflect new assignments and action items throughout the year. The goals should align with the strategic agenda of the AFT CT, department goals and the employee's professional development goals. The documented goals will be used as a resource and will not be placed in the employee's personnel file.

PHASE 2—PERFORM

The employee and supervisor will have at least one interim meeting during the year to discuss goals.

- **INTERIM MEETING**

The employee and supervisor will meet halfway through the year to discuss challenges and progress toward achieving goals. The meeting date will be recorded on the appraisal tracking form but there will be no formal documentation related to the meeting. Supervisors and employees are encouraged but not required, to meet more often throughout the year.

PHASE 3—EVALUATE

At the end of the year the employee will complete a self-assessment and the supervisor will complete an evaluation of the employee's overall performance. The employee and supervisor will have a meeting at the end of the year to discuss their appraisals. Performance measurement criteria should be applied fairly, objectively, equitably and without regard to race, creed, age, gender, sexual orientation or disability.

- **ANNUAL EVALUATION**

This will be the final year end appraisal. These documents along with the cover sheet will be retained in the employee's personnel growth file.

- Employee self-assessment
- Supervisor's evaluation summary

INITIAL EMPLOYEE SELF-ASSESSMENT – PHASE 1

Employees will have the opportunity to share with their supervisor a self-assessment of their skills and identify expectations and action items for the year ahead. Employees should identify action items and areas for improvement to be incorporated into their goals for the upcoming year.

- In what areas would you like to develop professionally i.e. gain more experience, training or education?
- What steps will you take to develop professionally and what resources and support from your supervisor might you need?
- List one example of how you could perform your job duties more efficiently in the coming year.
- Describe your organizational skills, strengths, and weaknesses.
- Identify any other relevant information.
- Give annual feedback on employee's job description

GOAL SETTING—PHASE 1

The employee and supervisor will collaboratively identify and create goals. The process provides for the opportunity to update goals as new priorities and assignments unfold throughout the year. The employee selects goals and identifies actions necessary to achieve those goals by utilizing the S.M.A.R.T. goals framework.

SPECIFIC What exactly would you like to accomplish?
What is your desired outcome?

MEASURABLE How will you measure progress? What will your benchmarks be?

ACHIEVEABLE Do you have the ability and motivation to successfully accomplish this goal? Do you have the resources to achieve this goal?

RELEVANT Does this goal support your work and reflect your priorities as well as those of your department and the AFT CT?

TIME What is the time frame for achieving each goal?

All goals will align with the strategic agenda of AFT CT and the employee's department. The goal setting also gives employees and supervisors an opportunity to identify areas of support, professional development, and growth.

GUIDING PRINCIPLES FOR SUMMARY EVALUATION – PHASE 3

This provides a resource for the supervisor's evaluation of the employee's performance. It is designed to develop and empower staff in a collaborative, comprehensive and fair manner that is consistent throughout the AFT CT. Not all competencies will be applicable to all bargaining unit staff. This is a tool intended as a resource to the supervisor and will not be retained in the employee's personnel file.

Part One—Accountability and Transparency

- Approaches work analytically utilizing critical thinking skills
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Listens to and accepts feedback
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Works collaboratively with all staff
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Embraces changes made within the organization
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Complies with all the AFT CT department policies and guidelines
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Comments

Part Two—Supports the work of our union

- Is aware of AFT CT strategic plan/ goals and how the employee's work relates to the initiatives through the work of the employee's department
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Dialogues with manager about their professional development goals
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Attends trainings and professional development seminars to strengthen their skills and learn new skills especially when directly related to the employee's job
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Embraces and supports a working environment that fosters collaboration and collegiality
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Comments

Part Three—Productivity and Skills

- Productivity and skills
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Able to handle multiple assignments and effectively meet deadlines
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Sets priorities
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Follows direction and instruction and completes work in a timely manner
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Supports coworkers
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Is an effective communicator
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Comments

Part Four—Program/project oversight

- Develops and implements organizing/campaign plans with clear goals and plausible strategies for success
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Works collaboratively with all departments and staff
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Effectively recruits and mentors project staff and provides the necessary training and resources
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Establishes and maintains effective and productive working relationships with affiliate staff and leaders
 - Requires a Conversation No Concerns Showcases Exemplary Work/Good Practices
- Comments

AFT CT/SUC PERFORMANCE EVALUATION TRACKING FORM

This annual evaluation provides a documented record of the employee's performance during the past year and is intended to develop and empower staff through a collaborative, comprehensive and fair evaluation process.

Employee Name:
Job Title:
Supervisor:
Review Period:
Goal-setting meeting held and priorities discussed (Date):
Supervisor Signature:
Employee Signature:
Mid-year feedback meeting held (Date):
Supervisor Signature:
Employee Signature:
Component/Documents Completed Dates
• Employee Self-Assessment:
• SMART Goals:
• Annual Performance:
• Evaluation Sections 1 & 2:

This document will be retained in the employee's official personnel growth file.

Appendix A

EMPLOYEE SELF-ASSESSMENT

(Reflecting on my accomplishments)

Employee Name:
Supervisor:

Section 1. Employees will reflect on their work during the past year and complete a self-assessment to share with their supervisor. The self-assessment is designed to empower the employee and encourage transparent communication with his/her supervisor.

This appraisal will be retained in the employee's official personnel growth file.

Please provide specific examples:

- What do you see as your two greatest accomplishments in the past year?
- What do you see as your biggest challenges during the past year?
- How did your work during the past year advance the AFT CT strategic plan?
- How did you grow professionally during the past year?
- Identify resources/professional growth training if needed.
- Please provide any other information relevant to your performance during the past year.

Appendix B

SUPERVISOR'S SUMMARY

Employee Name:
Supervisor:

Section 2. In this section the supervisor will have the opportunity to summarize the employee's performance, acknowledge the individual's unique Accomplishments and identify areas for improvement.

This evaluation will be retained in the employee's official personnel growth file.

- **Goals:** Did the employee achieve his/her identified goals?
- **Quality of work:** Did the employee efficiently produce quality work?
- **Quantity of work:** Was the employee able to effectively meet deadlines throughout the year?
- **Continuous improvement:** Based on the employee's performance during the past year, what skills can he/she focus on developing to improve performance?
- **Identify professional growth training if needed**
- **Summary:** How did the employee perform during the past year?

Annual Appraisal Meeting Held (Date):
Supervisor Signature:
Employee Signature:

By signing this document, the supervisor and employee acknowledge meeting on the date listed. Signing this document does not confirm agreement with the meeting or appraisal content.