

AGREEMENT
BETWEEN
THE TOWN OF BOLTON
AND
LOCAL 1303-331 OF CONNECTICUT COUNCIL #4
AMERICAN FEDERATION OF STATE, COUNTY
AND
MUNICIPAL EMPLOYEES
AFL-CIO
(NON-SUPERVISORS)
THROUGH JUNE 30, 2025

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WORKING AGREEMENT
BETWEEN
THE TOWN OF BOLTON
and
LOCAL 1303-331 OF COUNCIL #4
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES
AFL-CIO

This agreement is entered into by and between the Town of Bolton hereinafter referred to as the "Town" and Local 1303-331 of Council #4, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union".

ARTICLE I
RECOGNITION

Section 1.0

The Town recognizes the Union as the sole and exclusive bargaining agent for the purposes of collective bargaining in matters of wages, hours of employment and other conditions of employment for all Town employees in the following job titles: Library Assistant I, Assistant Town Clerk, Buildings and Grounds Maintainer I, Library Assistant I, Library Assistant II, Library Assistant III, Assessment and Collections Assistant, Custodian, Buildings and Grounds Maintainer II, Administrative Clerk I, Administrative Clerk II, Administrative Assistant & Permit Technician and Lead Maintainer II, excluding volunteers, seasonal and temporary employees, supervisors and all others as defined by the Municipal Employee Relations Act. The terms "seasonal" and "temporary" employees shall mean employees who are hired for a period not expected to exceed four (4) months. Given the unique nature of the classification of Assistant Town Clerk, the parties agree that the following contract sections shall not apply to the position of Assistant Town Clerk: 5.0, 5.1, 5.2, 5.3, 5.4 and 5.5.

ARTICLE II
UNION SECURITY

Section 2.0

All new employees shall be given the option to become a member of the Union and pay union dues to cover the cost of collective bargaining, contract administration, grievance adjustment, and other legally permissible costs for the duration of this Agreement and any other extension thereof.

The sum which represents such weekly Union dues deduction shall be certified to the Town as constituting such by the duly authorized Financial Officer of the Union. If the sum once certified is changed, the amount deducted from the earnings of the member-employee who has authorized such deductions shall not be increased until thirty (30) days after such written notice of such change has been received by the Town from the duly authorized Financial Officer of the Union.

Section 2.1

Deductions provided for in Section 2.0 shall be remitted to the duly authorized financial officer of the Union not later than one week following the pay period in which the deduction is made. The Town will simultaneously furnish the duly authorized financial officer of the Union, bi-weekly, the name and address of the employee from whose earnings deductions have been made.

Section 2.2

The Town's obligation to make such deductions shall terminate automatically upon termination of the employee who signed the authorization or upon his/her transfer to a job not covered by this agreement, except that deductions shall be resumed, if any employee, terminated by layoff, is rehired with seniority rights during the life of this contract then in existence.

Section 2.3

The Town agrees that there will not be any lockout of any employee or employees during the life of this agreement. The Union, its agents and each employee agree(s) that during the term of this Agreement, it or they shall not for any reason authorize, aid, or engage in a strike, slowdown, work stoppage, sympathy strike, or other concerted interference with the Town's operation. The Union shall take reasonable, prompt and positive measures to prevent and stop any acts described in this Article.

Section 2.4

The Union shall indemnify and hold the Town harmless from any and all demands, suits, complaints, claims, costs and liabilities including reasonable attorney's fees, caused by or arising out of the administration or enforcement of this Article.

Section 2.5

The Town will place a bulletin board in an accessible place for the exclusive use of the Union.

Section 2.6

The Town will provide each employee as defined in Section 1.0 of this agreement with a copy of this Agreement within thirty (30) days after its signing. New employees, as defined in Section 1.0 of this agreement, will be given a copy of this agreement at the time of hire.

Section 2.7

The union shall have the right and opportunity to hold an orientation session with all newly hired employees. This orientation session shall be for the purpose of explaining the new employee's contractual rights and introducing him/her to the Union. The orientation will be held at the same time the new employee receives new hire information from the Town.

Section 2.8

The Town shall provide, upon written request of the Union, for each employee of the bargaining unit: a) Name; b) Position classification; c) Home and worksite addresses where the employee receives interoffice and/or U.S. mail; and d) Home and work site telephone numbers. The Union may present a written request for employee information twice per calendar year. Additional information such as work and home email addresses will be made available to the Union to the extent such information is available.

Section 2.9

The Union shall have reasonable access to work locations for the purposes of processing grievances or concerning matters within the scope of representation that the building administrator of such work location is notified prior to entry. Such access shall not interfere with the work process, safety or security of the work location.

ARTICLE III
HOURS OF WORK AND OVERTIME

Section 3.0

On a weekly basis, employees may opt to earn compensatory time in lieu of overtime wages for all authorized work performed in excess of forty (40) hours in any work week. Compensatory time shall be earned at the equivalent overtime rate and shall not exceed forty (40) hours per fiscal year. The Town will attempt to honor the requests of employees for use of compensatory time, subject to the operational needs of the Town. Requests to use compensatory time shall not be unreasonably denied.

Compensatory time requests shall be used in the same fiscal year it is earned. When documented work-related circumstances prevent the employee from using earned compensatory time by June 30th of the fiscal year, use of earned compensatory time shall be extended for an additional ninety (90) days into the next fiscal year. The employee and the Town will work together to schedule mutually acceptable dates for the compensatory time to be taken within these ninety (90) days.

Financial compensation for compensatory time shall not be allowed under any circumstances at termination of employment. For the sole purpose of approving and tracking compensatory time or the need for such time, exempt bargaining unit employees will be required to document all hours worked.

- A. The normal scheduled hours of work for bargaining unit employees is attached at Appendix C.
- B. The hours of work may be altered by mutual agreement between the Town and the Union.

Section 3.1

Double time shall be paid for all authorized time actually required to be performed on the holiday plus the holiday pay as assigned by the First Selectman or his/her designee. Double time shall also be paid for all non-scheduled time on Sunday.

Section 3.2

Buildings and Grounds Department Staff

- A. Employees at the Building and Grounds Department shall earn a minimum of one and one-half (1 ½) hours compensatory or be paid at the rate of time and one-half (1 ½) with a one (1) hour minimum for each opening and closing of the facilities. Each fiscal year, employees may choose if they wish to be paid or accrue the compensatory time. Each employee must notify the First Selectman or his/her designee by June 1st of their decision for the upcoming year.
- B. An employee who is required to work three (3) hours beyond his regular quitting time shall be allowed a one-half (½) hour eating break without loss of pay. The employee shall be granted similar eating breaks for every complete four (4) hour period thereafter while he continues to work.
- C. Any employee called into work prior to 6:00 a.m. shall be allowed one-half (½) hour for breakfast prior to 8:00 a.m. or as soon as practicable thereafter.
- D. When an employee is called in on an emergency basis to work outside of his regularly scheduled work hours, he shall be paid a minimum of three (3) hours at his applicable overtime rate. If such call-ins run into his regular work day, the employee shall be paid time and one-half (1 ½) his regular hourly rate for all hours worked outside of his regularly scheduled hours, and shall work his regularly scheduled work day. The employee shall be paid double the regular hourly rate if the call-in is on a Sunday or holiday.
- E. The Buildings and Grounds Lead Maintainer II, Maintainer I and II and Custodian shall be entitled to work at the Bolton Residential Transfer Station. The Buildings and Grounds Maintainer's and Custodian's normal labor rate shall apply to this position.
- F. If Town Hall is closed or delays opening or closes early due to inclement weather, Buildings and Grounds Department employees who are working that day will earn compensatory time for the hours during their regularly scheduled work day of 7:00 A.M. to 3:30 P.M. that Town Hall is closed. The second shift custodian shall earn the same number of hours as the daytime shift employees. The compensatory time shall be at a straight time basis. Example: Town Hall closes at 1:30P.M. on a Tuesday. Each member of the Buildings and Grounds who is working that day (not out on leave) will earn 2 hours of compensatory time. A Friday closure of Town Hall is the only exception which will result in earning six (6) hours of compensatory time.

Section 3.3

The Union shall be given annually the opportunity to inspect the Town's record of all overtime hours worked by, and the hourly rate paid therefor, to each employee in the bargaining unit.

Section 3.4

An employee who assumes the full responsibilities of their supervisor for more than twenty (20) consecutive days shall be compensated at \$1.50 per hour for all hours worked in addition to their regular rate of pay.

ARTICLE IV
HOLIDAYS

Section 4.0

The following holidays shall be observed as days off with pay for employees in the bargaining unit. The parties to this Agreement recognize that calendar dates of the following holidays may change from year to year during the term of this contract. Accordingly, the parties hereto agree that the Connecticut General Statutes shall govern the calendar dates on which the following holidays fall, provided, however, that it is expressly understood that only the following holidays, and not State statutory holidays, shall be observed under the present contract as days off with pay. Holiday pay shall be based on the total number of hours an employee is regularly scheduled to work on the day of the observed holiday.

New Year's Day	Memorial Day	Veterans' Day
Presidents' Day	July 4 th	Thanksgiving Day
Labor Day	Christmas Day	Day after Thanksgiving
Good Friday	Columbus Day	Martin Luther King Day
Individual Employee Floating Holiday *		

*An employee shall give a thirty (30) day notice to the first Selectman or his/her designee prior to taking their individual floating holiday. Employees hired after July 1, 1999 who are scheduled to work under thirty (30) hours per week shall not be granted the individual floating holiday.

Section 4.1

Any holiday occurring on a Sunday shall be celebrated on the Monday following. With the exception of Library employees, any holiday occurring on a Saturday shall be celebrated on the preceding Friday. For Library employees, if the actual holiday falls on a day the Library is scheduled to be open, that day will be celebrated as the holiday and the Library will be closed. In addition, Friday holidays for the Library will be celebrated on the Saturday following. For the Buildings and Grounds employees scheduled to work on a July 4th which falls on a Saturday or Sunday, that day shall be considered the holiday.

The library will be closed on the Saturday prior to Memorial Day, Labor Day and July 4th if the fourth of July falls on Sunday or Monday. Employees scheduled to work on the Saturday of Memorial Day weekend, Labor Day weekend, or July 4th weekend when the fourth of July falls on Sunday or Monday shall work their normal non-Saturday work week schedule.

Later shift employees may come in earlier to work their required number of hours when staff is permitted to leave early on Christmas Eve Day and New Year's Eve Day. If an employee opts to take the day off, he/she must utilize the appropriate leave for the whole day.

Section 4.2

When a holiday occurs while an employee is on vacation leave, the employee will not be charged with taking a vacation day for that day.

Section 4.3

In order to obtain holiday pay, an employee must work the day preceding and the day following the holiday, unless he is on vacation, taking a personal leave day, or on sick leave.

ARTICLE V
SENIORITY, VACANCIES AND LAYOFFS

Section 5.0

Seniority shall be defined as the length of time an employee has continuously been employed by the Town of Bolton.

The Town shall prepare a list of bargaining unit employees, showing their seniority in length of service and in job classification and forward same to the Union on January 31st of each year. Upon completion of their probationary period, new employees shall be added to the list.

An employee shall forfeit accrued seniority:

- a. Upon voluntary resignation or retirement,
- b. Upon discharge, or
- c. Upon the expiration of recall rights under Section 5.4.

Section 5.1

New employees shall serve a probationary period of one hundred eighty (180) calendar days, excluding time lost for work for any reason, and shall have not seniority rights during this period but shall be subject to all other provisions of this agreement except those designated in this paragraph. All employees who have completed their probationary period shall acquire length of service records retroactive to date of hire. During or at the end of the probationary period, a probationary employee may be discharged at will by the Employer, with no recourse to the grievance and/or arbitration procedures set forth in this Agreement.

Section 5.2

If the Town elects to fill a vacancy, the Town shall post the vacancy for ten (10) working days. Employees desiring to apply for the job shall file an application in writing within the posted time limit. After the posting period expires, the Town shall select the person who in its judgment is most qualified for the position. If individuals have equal qualifications, preference will be given to current qualified town employees.

Section 5.3

The Town has the sole and exclusive prerogative to eliminate or reduce positions in the bargaining unit. When the Town determines that such a reduction in the work force is required, the reduction shall be made in the following order within classification:

- A. Probationary employees.
- B. Employees with the least amount of seniority, as defined in Section 5.0.
- C. An employee scheduled for lay off, may, if he/she so desires, replace an employee covered by this contract with less seniority in an equal or lower job classification.

The bumping employee must have greater seniority than the employee whom he/she bumps. Also, the employee must possess the ability to do the job.

The employee who goes to a lower job classification shall be paid according to the pay schedule for that classification.

Section 5.4

Employees shall have recall rights to job classifications from which they have been laid off. If a vacancy occurs in a job classification from which an employee has been laid off, employees will be recalled to such positions in inverse order of the order set forth in Section 5.3. Employees shall retain recall rights for a period no longer than one (1) calendar year from the effective date of layoff. Notice of recall shall be sent to the last known address of the employee, return receipt requested. If the employee rejects the appointment offer or fails to respond within fifteen (15) days of receipt, the employee shall forfeit seniority and shall no longer be eligible for recall.

Section 5.5

Where possible, the Town will provide one week's notice to an employee who is to be laid off as a result of a reduction in force.

ARTICLE VI **WAGES**

Section 6.0

The wage schedule for employees in the bargaining unit is attached hereto as APPENDIX B, which is made a part of this Agreement.

Section 6.1

Employees who are required to operate their personal vehicles in the scope of their job responsibilities shall be reimbursed at the IRS rate in effect at such time if a Town vehicle is not available.

Section 6.2

- A. The town shall pay all full and part-time employees hired prior to July 1, 1999, who have successfully completed probation a yearly longevity payment per the following schedule:
 - For employees regularly scheduled to work less than 25 hours per week –
 - 10-15 years of completed service - \$100
 - 15-20 years of completed service - \$200
 - 20+ years of completed service - \$400
 - For employees regularly scheduled to work 25 hours or more per week –
 - 10-15 years of completed service - \$200
 - 15-20 years of completed service - \$300
 - 20+ years of completed service - \$400
- B. The Town shall pay all full-time and part-time employees hired after July 1, 1999 but prior to July 1, 2019 who have successfully completed probation a yearly longevity payment per the following schedule:
 - 15 to 20 years of completed service - \$250
 - 20+ years of completed service - \$350Longevity pay for part-time employees hired after July 1, 1999 shall be prorated based on the full-time regular workweek.
- C. The longevity payment shall be paid on the first payday following the employee’s anniversary.

Section 6.3

The Town shall pay custodians who work the second shift an hourly differential per the following schedule:

7/1/22 – 6/30/25
\$1.25

The pay cycle shall be bi-weekly.

Section 6.4

General Wage Increase:

7/1/2022	7/1/2023	7/1/2024
2.75%	2.75%	2.75%

ARTICLE VII
WORKERS' COMPENSATION

Section 7.0

Employees shall be covered for workers, compensation in accordance with the Connecticut Workers' Compensation Act.

ARTICLE VIII
PENSION

Section 8.0

Employees who have successfully completed the probationary period of employment and who are regularly scheduled to work at least twenty-five hours per week prior to July 1, 1999 may participate in the Town Retirement Program. Employees regularly scheduled to work less than twenty-five hours per week prior to July 1, 1999 and employees hired after July 1, 1999 who have successfully completed the probationary period of employment and who are regularly scheduled to work at least thirty (30) hours per week may participate in the Town Retirement Program. The town will contribute, on a monthly basis, on behalf of each employee, the equivalent of five (5%) percent of each employee's gross base wages earned during the prior month. The town's contribution on behalf of each employee shall be made to a defined benefit 401 plan at ICMA-RC. The term "gross base wages" shall be calculated by multiplying the employees' regular wage rate times the number of hours the employee is regularly scheduled to work in a week times the number of weeks in the fiscal year. The term "gross base wages" shall exclude all other payments, such as additional straight time, overtime, and longevity.

Participation in the plan thereof will be governed by the following rules:

- A. Participation is subject to all the terms and conditions of the plan.
- B. Each new employee hired will become eligible to participate in the plan effective the first day of the next calendar month after completing the probationary period of employment. The Town will hold an orientation meeting with each new employee to explain the operations of the plan.
- C. Once eligible, an employee can also contribute on their own by making weekly payroll deductions to a deferred compensation (457) plan. The Town will forward these contributions on a monthly basis to ICMA-RC.

7/1/2022	7/1/2023	7/1/2024
5%	5%	5.5%

ARTICLE IX
INSURANCE

Section 9.0

For each current employee who: a. is scheduled to work at least twenty-five (25) hours per week prior to July 1, 1999; b. is hired after July 1, 1999 and who is regularly scheduled to work at least thirty (30) hours per week; and c. who was scheduled to work less than twenty-five (25) hours per week prior to July 1, 1999 but currently scheduled to work at least thirty (30) hours per week, the Town shall provide and pay for the full cost of \$20,000 of term life and accidental death and dismemberment insurance, reduced by 35% at age 65 and further reduced by 35% for every five (5) years thereafter, subject to a \$1,000 minimum.

Section 9.1

For each current employee who: a. is scheduled to work at least twenty-five (25) hours per week prior to July 1, 1999; b. is hired after July 1, 1999 and who is regularly scheduled to work at least thirty (30) hours per week; and c. who was scheduled to work less than twenty-five hours per week prior to July 1, 1999 but currently scheduled to work at least thirty (30) hours per week, the Town shall provide for the following insurance, or comparable coverage, from such employees and their dependents, subject to any and all eligibility requirements imposed by the carrier(s). For new employees hired after January 1, 2009, the Town shall pay for 100% of the remaining insurance premium (after the employee has paid their percentage contribution) for employees scheduled to work forty (40) hours per week (37 hours for Town Hall employees). The Town's share shall be prorated for employees working less than forty (40) hours (37 hours for Town Hall employees). For example, after the employee has paid their employee percentage contribution, the Town shall pay 75% of the remaining insurance premium for an employee working thirty (30) hours per week.

A. The medical plan shall be Connecticut Partnership Plan provided by the State of Connecticut. As of July 1, 2022, the plan has \$15 co-pays for office visits, \$0 co-pays for inpatient and outpatient hospital services and co-pays of \$5/\$10/\$25/\$40 for prescriptions.

As of July 1, 2022, the CIGNA dental plan will cover 100% of services for preventive care and basic restorative care, and 50% of major restorative services.

Vision care shall be provided by the State of CT Partnership Plan. As of July 1, 2022, the plan covers 100% of in-network charges for lenses, up to \$175 for frames, and up to \$360 for contact lenses.

B. Bargaining Union Members working less than thirty (30) hours weekly may purchase the Town Medical Insurance at the same cost as the Town (100% Premium Cost) pays.

C. Should any Federal statute or regulations pertaining to the Internal Revenue Code §49801, otherwise known as the Affordable Care Act, be mandated to take effect during the life of the contract triggering the imposition of an excise tax with respect to the contractually agreed upon insurance plan offered, the parties agree to commence negotiations immediately, within thirty (30) days to address the excise tax. Such negotiations shall be limited solely to the distribution of payment of the excise tax, health insurance plan offerings, coverage, design and premium cost share. Other negotiated subject matter in the 2016- 2019 collective bargaining Agreement shall not be subject to the opener.

D. Cigna "Full-Service Dental" insurance rider or comparable coverage and benefits.

E. Accidental Death and Dismemberment coverage in the principal sum of \$20,000.00 reduced by 35% at age 65 and further reduced by 3 5% for every five years thereafter, subject to a \$ 1,000.00 minimum.

F. Each bargaining unit member who elects coverage under the Town shall contribute through payroll deductions:

7/1/2022	7/1/2023	7/1/2024
13.5%	14.5%	15.5%

- G. The Town shall continue to provide a Section 125 plan for insurance premium conversion, unreimbursed medical expenses and dependent care expenses, consistent with the provisions of all applicable laws.
- H. Insurance coverage for all employees shall be for twelve (12) months of the year.
- I. The Town reserves the option to change insurance carriers, but not more than once in any calendar year, through competitive bidding, for all insurance benefits; however, any insurance benefits being provided shall not be affected by the change in carriers and shall be equivalent or better than existing reference coverage.
- J. Employees who are on FMLA leave or leave of absence shall have the opportunity to continue under group coverage at their own expense to the extent permitted by the carrier, except as otherwise provided by law.
- K. Any eligible employee may waive all of the health insurance coverage provided by the Town as of July 1st of each year and receive \$700.00 for waiving individual coverage and \$1,400.00 for waiving two person or family coverage to be paid half in December and half on or before June 30th of the next calendar year. New hires that choose to waive health insurance coverage for the remainder of the fiscal year in which they are hired shall receive prorated compensation. Such employees must submit in writing their intent to waive coverage within fifteen (15) days from the start of employment. Compensation will be reduced by \$80.00 per month for waiving individual coverage and by \$155.00 per month for waiving two person or family coverage. A new hire starting in April, May or June would not qualify for compensation during their first fiscal year. For good cause an employee may re-enter the Town's health insurance plan in accordance with applicable insurance company procedures and requirements. An employee who elects to receive additional annual compensation in lieu of group medical insurance coverage should be aware a subsequent election to take the insurance coverage may subject him and/or his dependents to certain requirements and/or restrictions being imposed by the carrier. Such requirements and/or restrictions may include, but not be limited to: carrier declining to provide any coverage to the employees and/or his dependents, carrier declining to provide any coverage for pre-existing conditions, carrier requiring employee and/or dependents to undergo medical tests, etc.
- L. New employees who are eligible to participate in the insurance program shall be allowed to do so starting with the next available enrollment period.
- M. All references in this Agreement to types of benefits are solely for the purpose of description and identification and in all cases the terms and provisions of the insurance policies themselves shall govern any claim.

ARTICLE X
VACATIONS

Section 10.0

Employees shall be entitled to vacations with pay at the employee's base earnings on the following basis:

- A. One (1) week upon successful completion of the probationary period.
- B. One additional week upon the completion of one (1) year of service.
- C. Two (2) weeks for at least two (2) year but less than five (5) years of service.
- D. Three (3) weeks for at least five (5) years of service.
- E. Four (4) weeks for at least ten (10) years of service.
- F. One (1) additional day per year of service over fifteen (15) years to a maximum of one additional week. A day shall be equivalent to the total number of hours an employee is regularly scheduled to work during a workweek, divided by the number of days an employee is regularly scheduled to work in a week rounded to the nearest half-hour. When the number of days is equivalent to an employee's regular work week, it shall be considered a week.
- G. The employee's anniversary date will be used to determine the amount of vacation due.
- H. All vacation leave accumulated prior to the date of the Agreement shall be carried forward to each employee.
- I. One week of vacation shall be equivalent to the total number of hours an employee is regularly scheduled to work during a work week. An "hourly" format shall be used to track vacation time.

Section 10.1

The scheduling of vacation periods will be made by the Town. The Town will attempt to honor the requests of employees for vacation schedules, subject to the operational needs of the Town.

Section 10.2

In the event that an employee is terminated or laid off by the Town, he/she shall be paid for his accumulated but unused vacation. If an employee resigns from employment with the Town, the employee shall be paid for his accumulated but unused vacation provided that he has provided the Town with two (2) weeks' written notice in advance of the effective date of the resignation.

Section 10.3

In the event of the death of the employee, his spouse, and/or minor children shall receive his accumulated but unused vacation pay. If the employee has neither spouse nor children, the pay shall be given to the estate of the deceased employee.

Section 10.4

In the event of illness necessitating confinement lasting three (3) or more days during an employee's vacation period, the employee may be given the option of charging the sick days to his sick leave with a doctor's certificate.

Section 10.5

Vacation periods shall be normally be taken in segments of one (1) day and not less than one-half (1/2) day.

Section 10.6

Employees may carry over up to five (5) days of unused vacation time from one year to the next. In order to carry over additional time, an employee must obtain prior approval from the First Selectman or his/her designee. Any decision made by the First Selectman or his/her designee with regard to such a request shall not be subject to the grievance and/or arbitration procedure.

ARTICLE XI
SICK LEAVE

Section 11.0

Sick leave accrual:

- A. All employees hired prior to July 1, 1999 will earn sick leave commencing with their date of hire at the rate of one and one half (1 ½) working days for each complete calendar month of service, to a maximum accumulation of three hundred (300) days.
- B. Employees hired after July 1, 1999 but prior to July 1, 2019 will earn sick leave commencing with their date of hire at the rate of one and one half (1 1/2) working days for each complete calendar month of service if they are scheduled to work thirty (30) hours per week or more or at the rate of one (1) working day for each complete calendar month of service if they are scheduled to work less than thirty (30) hours per week, to a maximum accumulation of one-hundred and eighty (180) days.
- C. Employees hired after July 1, 2019 will earn sick leave commencing with their date of hire at the rate of one and one half (1 1/2) working days for each complete calendar month of service if they are scheduled to work thirty (30) hours per week or more or at the rate of one (1) working day for each complete calendar month of service if they are scheduled to work less than thirty (30) hours per week, to a maximum accumulation of one-hundred and twenty (120) days.
- D. One day of sick leave shall be equivalent to the total number of hours an employee is regularly scheduled to work during a workweek, divided by the number of days an employee is regularly scheduled to work in a week rounded to the nearest half-hour. An “hourly” format shall be used to track sick leave.

All sick leave accumulated prior to the date of this agreement shall be carried forward to each employee. Each employee shall be notified of his accumulated leave by letter when he is given his W-2 form each year.

Sick leave may be used for the following purposes:

- a. Personal illness or injury.
- b. Enforced quarantine of the employee in accordance with community health regulations.
- c. In the event of serious illness or injury to a member of the immediate family creating an emergency, provided that no more than **five (5) days** of sick leave per calendar year shall be granted for this purpose. “Immediate family” means husband, wife, father, mother, sister, brother, child, mother-in-law or father-in-law and also any relative who is domiciled in the employee’s household.

A doctor’s certificate showing date of illness or incapacity may be required in cases of suspected abuse or consistent abuse of sick leave either preceding or following a holiday, vacation or personal day.

Section 11.1

Sick Leave Upon Retirement:

- A. An employee hired before July 1, 1999 who has reached the age of fifty-five (55) and who has completed at least ten (10) years of service with the Town shall be paid upon retirement, on the basis of his/her current wages, compensation for one-half (1/2) of his/her average base hourly wage for the last five (5) years, accumulated but unused accumulated sick leave to a maximum payout of one hundred fifty (150) days.
- B. An employee hired after July 1, 1999 before July 1, 2016 who has reached the age of fifty-five (55) and who has completed at least ten (10) years of service with the Town shall be paid upon retirement, on the basis of his/her current wages, compensation for one-half (1/2) of his/her average base hourly wage for the last five (5) years, accumulated but unused accumulated sick leave to a maximum payout of ninety (90) days.
- C. For new employees hired after July 1, 2016, an employee who has reached the age of 55 and who has completed at least fifteen (15) years of service with the Town shall be paid upon retirement, on the basis of his average base hourly wage for the last three (3) years, compensation for one-half (1/2) of his accumulated but unused accumulated sick leave to a maximum payout of ninety (90) days.
- D. For new employees hired after July 1, 2019, an employee who has reached the age of 55 and who has completed at least fifteen (15) years of service with the Town shall be paid upon retirement, on the basis of his average base hourly wage for the last three (3) years, compensation for one-half (1/2) of his accumulated but unused accumulated sick leave to a maximum payout of sixty (60) days.

Section 11.2

In the event of an employee's death, his spouse and/or minor children shall receive, on the basis of the employee's average base hourly wage for the last five (5) years, full compensation for any of the employee's accumulated but unused sick leave. If the employee has neither spouse nor children, the pay shall be given to the estate of the deceased employee. For new employees hired after July 1, 2016, in the event of an employee's death, his spouse and/or minor children shall receive, on the basis of the employee's average base hourly wage for the last three (3) years, full compensation for any of the employee's accumulated but unused sick leave. If the employee has neither spouse nor children, the pay shall be given to the estate of the deceased employee.

Section 11.3

Donation of Sick Leave:

From time to time, on an as needed basis, bargaining unit members may donate their accrued vacation, personal leave and/or sick leave to a member of the bargaining unit who is suffering from a long-term illness or disability. No employee may donate more than five (5) days of sick leave in a calendar year.

ARTICLE XII
JURY DUTY

Section 12.0

Employees shall be granted leaves for required jury duty provided such notice is given to the First Selectman or his/her designee, promptly after the employee has been advised of jury duty selection. The time spent in court shall count towards the employee's normal workday hours. If this time is less than the employee's scheduled workday, he/she shall report to work for the remaining portion of their day. Such employee shall receive that portion of his/her regular pay which will, together with all monies received from jury duty, equal his/her total regular pay for the same period.

ARTICLE XIII
MILITARY LEAVE

Section 13.0

Military leave shall be granted in accordance with applicable law.

ARTICLE XIV
BEREAVEMENT LEAVE

Section 14.0

Three (3) days shall be granted to an employee for death in the immediate family. Immediate family for purposes of this section is defined as: parents, grandparents, spouse, brother, sister, child, stepchild, mother-in-law, father-in-law, son-in-law, daughter-in-law or grandchild, and also any relative who resides in the employee's household. One day of funeral leave shall be equivalent to the total number of hours an employee is regularly scheduled to work on that day.

ARTICLE XV
PERSONAL LEAVE

Section 15.0

Employees hired prior to July 1, 1999 who have successfully completed probation and who are regularly scheduled to work at least twenty-five (25) hours per week shall be granted up to three (3) paid personal leave days per calendar year.

Employees hired after July 1, 1999 who have successfully completed probation and are scheduled to work thirty (30) hours per week or more shall be granted up to three (3) paid personal leave days per calendar year. Employees hired after July 1, 1999 who are scheduled to work less than thirty (30) hours per week shall not be granted any personal leave days.

Employees hired during the year shall receive pro-rata leave days as follows and shall be allowed to use same at the completion of the probation period:

Hired on or after July 1 through September 30 – 3 personal leave days
Hired on or after October 1 through December 31 – 2 personal leave days
Hired on or after January 1 through March 31– 1 personal leave day
Hired on or after April 1 through June 30 – 0 personal leave days

One day of personal leave shall be equivalent to the total number of hours an employee is regularly scheduled to work on that day.

Section 15.1

Personal leave days are granted for use within a calendar year. Personal leave days not used in any calendar year shall not carry over to the next calendar year. Written requests for use of personal leave time shall be submitted to the employee's department head at least one (1) week in advance except in emergency situations. Personal leave time shall only be taken in segments of either one (1) full day or one-half (1/2) day.

No more than one (1) personal leave day shall be taken at any time. Requests for use of consecutive personal leave days shall not be allowed. No more than one (1) personal leave day shall be taken in the month of November and no more than one (1) personal leave day shall be taken in the month of December of each calendar year. Personal leave time shall not be taken either the day before or the day after any of the following events (i.e., the employee shall work at least one full intervening scheduled work day immediately before and after the personal leave): (1) an employee's scheduled vacation days; (2) a holiday; (3) sick leave or workers' compensation leave; (4) compensatory leave time.

ARTICLE XVI **LEAVE OF ABSENCE**

Section 16.0

Employees shall be granted up to three (3) days of paid leave which shall be deducted from sick leave in connection with the birth, adoption or taking of custody of a child. One day of leave shall be equivalent to the total number of hours an employee is regularly scheduled to work on that day.

Section 16.1

Any employee who becomes pregnant shall so notify the First Selectman or his/her designee at least four months prior to the expected date of delivery. Such employee shall receive a leave of absence for the reasonable period of physical disability due to childbirth. Except in the case of unusual medical difficulties, as verified by a physician, leave is expected not to exceed six (6) weeks after delivery. Such leave shall be treated the same as any other short-term disability, and shall be with pay to the extent of accumulated sick leave. Upon return, the employee shall be assigned to her former position, provided that the employee notifies the First Selectman or his/her designee in writing at least sixty (60) days in advance that she intends to return to work.

Section 16.2

All employees shall be covered by the Federal Family and Medical Leave Act. All accrued paid leave time shall be used by the employee during their FMLA leave.

Section 16.3

An employee may request an unpaid leave of absence from the First Selectman or his/her designee. No decision by the First Selectman or his designee regarding such a request shall be subject to the grievance and/or arbitration procedure.

ARTICLE XVII
SAFETY AND HEALTH

Section 17.0

- A. Safety helmets and safety goggles shall be furnished to employees working in the classifications of Building and Grounds Maintainer I and II and Custodian, while working in hazardous locations and on hazardous equipment. Failure to wear authorized safety equipment as required under OSHA regulations when directed shall result in appropriate disciplinary action.
- B. The Town will provide flu shots to its employees annually.
- C. The Town will pay an annual shoe allowance of up to \$100 to employees working in the classification of Custodian or Building and Grounds Maintainer I and II. The shoe allowance shall be paid once during each fiscal year upon the employee's submittal of a valid receipt for the purchase (excluding sales tax).
- D.
 - 1. The Town shall provide and pay for a uniform/clothing allowance up to \$9.00 per week for employees working in the classifications of Building and Grounds Maintainer I and II or Custodian.
 - 2. The Town reserves the right to request bids for new uniform services at its discretion.
- E. The Town shall furnish foul weather gear for use by employees working in the classifications of Building and Grounds Maintainer I and II and Custodian.
- F. The Town shall maintain a Labor-Management Safety and Health Committee.

ARTICLE XVIII
DISCIPLINARY PROCEDURE

Section 18.0

- A. Disciplinary actions shall be applied in a fair manner and shall not be inconsistent with the infraction for which disciplinary action is being applied.
 - B. Disciplinary actions shall include:
 - 1. a verbal warning;
 - 2. a written warning;
 - 3. suspension without pay;
 - 4. discharge;
- and normally follow this order, depending on the seriousness of the alleged infraction.
- C. All suspensions and discharges must be for just cause, in writing with reasons stated and a copy given to the employee and the Union within twenty-four (24) hours of suspension or discharge.

**ARTICLE XIX
GRIEVANCE PROCEDURE**

Section 19.0

A "grievance" shall mean a complaint by an employee, the Union, or a group of employees that his/her/their rights under the specific language of this Agreement have been violated.

Failure by the grievant and/or the Union at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

Section 19.1

Grievances, as defined in Section 19.0, shall be processed as follows:

- A. Step One: The aggrieved employee and the Union Steward shall first attempt to resolve the grievance informally with the aggrieved employee's immediate supervisor, within five (5) working days after the aggrieved employee knew or should reasonably have known of the occurrence of the condition giving rise to the grievance.
- B. Step Two: In the event the grievance is not resolved at Step One, the aggrieved employee and/or the Union Steward shall submit the grievance in writing to the First Selectman or his/her designee. The grievance must be filed in writing with the First Selectman or his/her designee within ten (10) days after the aggrieved employee knew or should reasonably have known of the occurrence of the condition giving rise to the grievance. The written grievance must state: the specific contract provision(s) allegedly violated; the facts underlying the grievance; and the remedy requested. The First Selectman or his/her designee shall provide a written answer to the grievance within five (5) working days of the date of submission to him.
- C. In the event the grievance is not resolved at Step Two, the matter may be submitted to arbitration by the Union or the Employer. In order to file for arbitration, the Employer or the Union must file a written demand for arbitration with the State Board of Mediation and Arbitration within ten (10) days of the Step Two response, with a concurrent copy to the other party.
- D. The arbitrator shall have no power to add to, subtract from, alter or modify any provision of this Agreement. The arbitrator shall render his decision in writing no later than thirty (30) days after the conclusion of the hearing. The decision of the arbitrator shall be final and binding, as provided by law.

**ARTICLE XX
MANAGEMENT RIGHTS**

Section 20.0

1. Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, the Town has and will continue to retain, whether exercised or not, all the rights, powers and authority heretofore had by it, and shall have the sole right, responsibility and prerogative of management of the affairs of the Town and direction of the working forces, including, but not limited to those rights provided by the Constitution, laws and regulations of the United States and of the State of Connecticut, and including, but not limited to, the following:

- a. To determine the care, maintenance and operation of equipment and property used for and in behalf of the purposes of the Town, including the right to determine the methods and locations for storing all Town vehicles.
 - b. To discontinue processes or operations or to discontinue their performance by employees.
 - c. To select and to determine the number and types of employees required to perform the Town's operations.
 - d. To employ, transfer, promote or demote employees, or to lay off, terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interests of the Town.
 - e. To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Town, provided such rules and regulations are made known in a reasonable manner to the employees affected by them.
 - f. The Town will have the right to subcontract bargaining unit work if the Town deems such subcontracting to be in the best interest of the Town and: 1) there are no qualified bargaining unit employees available to perform the work in question; or 2) circumstances occur which make the use of bargaining unit employees impracticable.
 - g. To create and revise job descriptions subject to the Union's right to negotiate the assigned wage rate.
 - h. To conduct written employee evaluations on an annual or semi-annual basis.
2. Notwithstanding any provision of this Agreement, the Town shall have the right to take any action necessary in order to comply with any provision of federal and/or state law, including, but not limited to, the Americans with Disabilities Act and the Drug Free Workplace Act.
3. The above rights, responsibilities and prerogatives are inherent in the Town by virtue of statutory and charter provisions and are not subject to delegation in whole or in part.

ARTICLE XXI
ENTIRE AGREEMENT

Section 21.0

The agreement expressed herein in writing, constitutes the entire agreement between the parties and no practice or oral statement shall add to or supersede any of its provisions.

Section 21.1

The parties acknowledge that during the bargaining leading up to this agreement, each had unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity, are set forth in this agreement.

Section 21.2

The Town and the Union for the life of this agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to, or not settled, during bargaining, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this agreement.

ARTICLE XXII
TRAINING

Section 22.0

In its discretion, the Town may provide release time and reimbursement for employees for courses/seminars which are job related. In order to receive release time and/or reimbursement under this section, an employee must receive prior written approval from the First Selectman or his/her designee. Any decision made by the First Selectman or his/her designee under this section shall not be subject to the grievance and/or arbitration procedure.

ARTICLE XXIII
NON-DISCRIMINATION

Section 23.0

The Town of Bolton and the Union recognize that employees covered by this Agreement may not be discriminated against on account of his/her race, religion, ethnic origin, national origin, marital status, age, sex, sexual orientation, physical or mental disability, membership or non-membership in the Union, or any other State or Federal Statute which affects the employees covered by this Agreement.

ARTICLE XXIV
SAVINGS CLAUSE

Section 24.0

If any section, sentence, clause or phrase of this agreement shall be held for any reason to be inoperative, void or invalid by a court of final jurisdiction, the validity of the remaining portions of this Agreement shall not be affected thereby, it being the intention of the parties in adopting this Agreement that no portion thereof or provisions therein shall become inoperative or fail by reason of the invalidity of any other portion or provision, and the parties do hereby declare that they would have severally approved of and adopted the provisions contained herein separately and apart from the other. The parties agree to immediately negotiate a substitute for the invalidated Article, Section, sentence, clause or phrase.

ARTICLE XXV
DURATION

Section 25.0

Unless otherwise indicated this agreement shall become effective from **July 1, 2022**, and shall remain in effect through and including **June 30, 2025** and from fiscal year to fiscal year thereafter unless either party notifies the other by registered or certified mail, return receipt requested, no later than one hundred twenty (120) days before the expiration date of the agreement, that it wishes to negotiate a new Agreement.

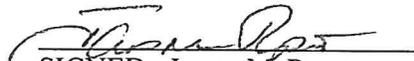
Section 25.1

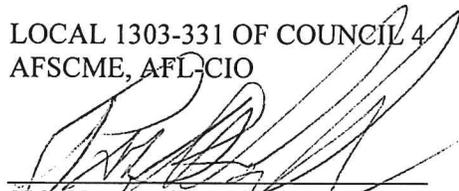
Upon receipt of such notice, meetings will begin as soon as possible to negotiate such changes, but no later than thirty (30) days after such notice has been received by either party.

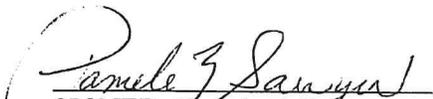
Section 25.2

The agreement shall remain in full force and effect during such negotiations for a successor agreement.

TOWN OF BOLTON

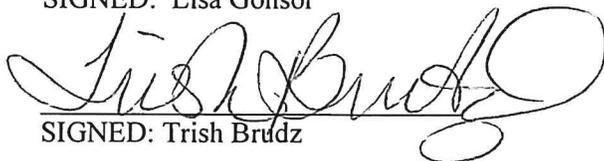

SIGNED: James M. Rupert

LOCAL 1303-331 OF COUNCIL 4
AFSCME, AFL-CIO

SIGNED: John Cole
Service Representative
Connecticut Council 4
AFSMCE, AFL-CIO


SIGNED: Pamela Z. Sawyer


SIGNED: Lisa Gonsor


SIGNED: Robert R. Morra


SIGNED: Trish Brudz

SIGNED:

APPENDIX B
Salaries/Wages

	7/1/22	7/1/23	7/1/24
Assistant Town Clerk	26.70	27.43	28.18
Assessment and Collection Assistant	27.43	28.18	28.95
Administrative Clerk I	27.35	28.10	28.87
Administrative Clerk II	33.51	34.43	35.37
Administrative Assistant and Permit Technician	26.70	27.43	28.18
Building and Grounds Maintainer I	27.40	28.15	28.92
Building and Grounds Maintainer II	30.97	31.82	32.69
Lead Maintainer II	33.09	34.00	34.94
Custodian*	24.34	25.00	25.68
Library Assistant I	24.92	25.60	26.30
Library Assistant II	29.17	29.97	30.79

New employees entering a classification shall start at the entry-level rate which is 90% of the job rate. At the completion of the probationary period, the employee shall be compensated at 95% of the job rate. At the employees first anniversary date he/she shall be paid at the full (100%) rate of pay.

* Does not include the shift differential.

WORK SCHEDULE

<u>Name</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Total</u>
Asst. Town Clerk	8:30AM-4:00PM	9:00AM-6:30PM	9:00AM-4:00PM	9:00AM-4:00PM	9:00AM-1:00PM	35
Assessment and Collection Assistant	8:30AM-4:00PM	8:30AM-6:30PM	8:30AM-4:00PM	8:30AM-4:00PM	8:30AM-1:00PM	37
Administrative Clerk II	8:30AM-4:30PM	8:30AM-4:30PM	8:30AM-4:30PM	8:30AM-4:30PM	8:30AM-1:30PM	37
Administrative Clerk I	8:30AM-4:30PM	8:30AM-4:30PM	8:30AM-4:30PM	8:30AM-4:30PM	8:30AM-1:30PM	37
Administrative Asst. and Permit Technician	8:00AM-4:00PM	8:00AM-6:30PM	7:45AM-4:00PM	7:45AM-4:00PM	8:00AM-1:00PM	40
Building & Grounds Maintainer I*	The hours of work for the Building & Grounds Maintainer position shall be 40 hours in a week, Monday through Sunday. Employees and management agree on specific seasonal hours.					40
Building & Grounds Maintainer II* and Lead Maintainer II	The hours of work for the Building & Grounds Maintainer II position shall be 40 hours in a week, Monday through Sunday. Employees and management agree on specific seasonal hours.					40
Custodian	2:30PM-11:00PM	2:30PM-11:00PM	2:30PM-11:00PM	2:30PM-11:00PM	2:00PM-10:30PM	40

*Building and Grounds Maintainer I's, Building and Grounds Maintainer II's and Lead Maintainer II's schedule changes depending on the time of year and facilities open. Employees and management agree on specific seasonal hours.

Bentley Memorial Library Work Schedule 2023-2024

TITLE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	SATURDAY
Library Assistant II (Pro)	2-8:00	10-4:00	10-5:00	2-8:00	
	2-8:00	OFF	10-5:00	2-8:00	9-3:00
Library Assistant I (Cat)	2-8:00	10-5:00	10-4:00	2-8:00	
	2-8:00	10-5:00	OFF	2-8:00	9-3:00
Library Assistant I (Clerk)	9-5:00	9-8:00	10-4:00	OFF	
	9-5:00	9-8:00	OFF	OFF	9-3:00
Library Assistant I (Cir)	10-4:00	2-8:00	2-8:00	10-5:00	
	OFF	2-8:00	2-8:00	10-5:00	9-3:00

SUPPLEMENTAL AGREEMENT NO. 1
BETWEEN
THE TOWN OF BOLTON
and
LOCAL 1303-331 OF CONNECTICUT COUNCIL #4 AFSCME

The employees covered by this agreement shall be entitled to use Herrick Park once during the calendar year with the user fee waived. All other regulations and fees shall apply.

This agreement shall only be altered by mutual agreement between the Town and the Union.

For the Town

For the Union

Jamela Z. Sangu 9/5/23
Signature Date

Wish Brouse 8/9/23
Signature Date

Tina De 9/5/23
Signature Date

Chris Warden 8/17/23
Signature Date

Rob N. M 7/8/23
Signature Date

[Signature] 8-28-2023
Signature Date

Signature Date

Signature Date