

FAIRFIELD PROFESSIONAL AND TECHNICAL EMPLOYEES

COLLECTIVE BARGAINING AGREEMENT BETWEEN

THE TOWN OF FAIRFIELD

And

THE FAIRFIELD PROFESSIONAL AND TECHNICAL EMPLOYEES ASSOCIATION
LOCAL 1303-366 OF COUNCIL 4 AFSCME, AFL-CIO

EFFECTIVE 7/1/13 TO 6/30/20

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
Article 1	Recognition	2
Article 2	Agency Shop	2
Article 3	Probationary Period	3
Article 4	Hours of Work	4
Article 5	Wages	5
Article 6	Reclassification	6
Article 7	Merit Plan	6
Article 8	Step Placement	7
Article 9	Holidays	7
Article 10	Vacations	7
Article 11	Health Benefit Coverage	8
Article 12	Sick Leave	13
Article 13	Workers' Compensation	14
Article 14	Funeral Leave	15
Article 15	Jury Duty	16
Article 16	Military Training	16
Article 17	Personal Leave	16
Article 18	Leaves of Absence	17
Article 19	Pension Plan	18
Article 20	Severance Pay	20
Article 21	Prior Practice	21
Article 22	Town Vehicles	22
Article 23	Pension Reopener	22
Article 24	Grievance Procedure and Disciplinary Action	22
Article 25	Notices	24
Article 26	Safety and Health	24
Article 27	Board and Commission Meetings	25
Article 28	Non-Discrimination	26
Article 29	Mid-Contract Negotiations	26
Article 30	Savings Clause	26
Article 31	Job Security	27
Article 32	Length of Contract	27
Appendix A	Salary Grade/Classification	29
Appendix B	Salary 7/1/2013 - 6/30/2014	30
Appendix C	Salary 7/1/2014 - 6/30/2015	31
Appendix D	Salary 7/1/2015 - 6/30/2016	32
Appendix E	Salary 7/1/2016 - 6/30/2017	33
Appendix F	Salary 7/1/2017 - 6/30/2018	34
Appendix G	Salary 7/1/2018 - 6/30/2019	35
Appendix H	Salary 7/1/2019 – 6/30/2020	36

OPENING STATEMENT

The following contract between the Town of Fairfield, hereinafter referred to as the Town, and the Fairfield Professional and Technical Employees, hereinafter referred to as the Association, is designed to maintain and encourage a harmonious relationship between the Town of Fairfield and such of its employees who are within the provisions of this contract in order to foster efficient and progressive public service.

ARTICLE 1 - RECOGNITION

Section 1

The Town recognizes the Association as the sole collective bargaining representative with respect to rates of pay, wages, hours of work and conditions of work, in accordance with the Certification of the Association on June 21, 1984, by the Connecticut State Board of Labor Relations as set forth in Case #Me-8554 and under the Municipal Employee Relations Act.

Section 2

The Association recognizes the First Selectman and/or his/her designated representative or representatives as the sole and exclusive representative of the Town of Fairfield for the purpose of collective bargaining.

ARTICLE 2 - AGENCY SHOP

Section 1

Within thirty (30) days after employment, or the execution of this Agreement, whichever is later, all members of the bargaining unit shall have the opportunity to join the Association and execute an authorization permitting the deduction of Association dues and assessments.

Section 2

Any member of the bargaining unit who has not joined the Association during such period, or having joined, has not remained a member, shall immediately execute an authorization permitting deduction of a service fee which shall be no greater than the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration and grievance adjustment.

The Association shall be required to notify the Human Resources Office sufficiently in advance of the first employee paychecks of the amount of such service fee. It is understood that the payments of such sums shall not constitute an agreement to become a member of the Association.

Section 3

In the event that a member of the bargaining unit does not join the Association or pay the required service fee by the thirtieth (30th) day as required, that member shall be terminated. The Town shall institute the necessary procedures for termination provided the Association has complied with the following:

- a. Sending written notice to the employee (copy to the Human Resources Office) that he/she has not fulfilled his/her obligations by the requisite date or reasonable period of time thereafter, and that a request for his/her termination was being made to the Town.
- b. By stating in the request for termination that such request is in conformance with the provisions of this Article that the employee has not complied with his/her obligations and that it is an official request of the Association.
- c. As a condition of the effectiveness of this Article, the Association agrees to indemnify and save the Town harmless against any and all claims, demands, costs, suits or other forms of liability and all court or administrative agency costs that may arise out of, or by reason of, action taken by the Town for the purpose of complying with this Article and with respect to transmission of same.

Section 4

The Town shall deduct the service fees and dues from the salary of non-members and members of the Association bi-weekly and remit the same to Council 4, AFSCME, AFL-CIO, 444 East Main Street, New Britain, Connecticut 06051. Such authorization comes pursuant to a letter dated August 29, 1992.

ARTICLE 3 -PROBATIONARY PERIOD

Section 1

New hires shall be required to serve a probationary period. The probationary period shall be at the discretion of the Town, up to 120 calendar days. During such probationary period, such employee shall be entitled to the wages and insurance benefits of this contract, but none of the remaining provisions hereof. Employees moving from a former position within the bargaining unit or a position outside the bargaining unit, but within the employ of the Town, shall have a period not to exceed 60 calendar days within which to demonstrate to the satisfaction of the Department Head, the ability of the employee to satisfactorily perform the duties of the position. An employee who is unsuccessful in his/her probationary period shall have the right to move back to his/her previous position within the bargaining unit.

Section 2

The Town will notify the Association of newly hired bargaining unit employees. Following such notice, the Association shall have the right and opportunity to hold an orientation session with all newly hired bargaining unit employees during the work day. This orientation shall be for the purpose of explaining the new employee's contractual

rights and introducing him/her to the Association. The orientation will be conducted no later than ten (10) days from the employee's hire date at a time agreed to by the Town, not to exceed one-half hour duration.

ARTICLE 4 - HOURS OF WORK

Section 1

The regular work week shall be thirty-five (35) hours divided into five (5) consecutive days of seven (7) hours each, Monday through Friday inclusive with the following exceptions:

- a. The Library work week shall be thirty-five (35) hours, Monday through Saturday inclusive.
- b. The Public Works Operations and Open Space Manager's workweek shall be forty (40) hours composed of eight (8) hour work days from Monday through Friday inclusive.

Section 2 - Overtime

Public Works Employees shall receive overtime pay in the following emergency situations:

- a. When snow or ice emergency, or any emergency arising on a Sunday or holiday, is declared by the Director of Public Works, Public Works members of the Association will be paid two (2) times the regular rate of pay for all hours worked, and no less than the equivalent of four (4) hours of his/her straight time rate. In the case of a holiday, the member will also receive his/her regular holiday pay.
- b. A Public Works member of the Association who is called in to work outside of his/her regular shift for emergencies other than snow and ice emergencies occurring other than on Sundays and holidays, will be paid at one and one-half (1-1/2) times his/her hourly rate, but will receive no less than the equivalent of four (4) hours at his/her straight-time rate.
- c. Conservation, Sewer Commission and Water Pollution Control Facility employees shall be paid two (2) time the regular rate of pay when called out in emergency situations directed by employee's supervisor or when called out by police or fire officials, but no less than the equivalent of four (4) hours of his/her straight-time rate. Emergency situations are defined as but not limited to power failures, storms, floods, oil spills. In case of a holiday, the member will also receive his/her regular holiday pay.

Section 3 – Sunday or Holiday Work

Hours worked on a Sunday or holiday shall be compensated at two (2) times the regular rate of pay. Hours worked in the Library on a Sunday shall be compensated at the regular rate provided however, such work shall be performed by the employee only on a

voluntary basis and further provided that such employee shall be entitled to time off with regular pay of two (2) hours for every hour worked by such employee.

Section 4 – Public Works and Meal Allowances

The Town will provide a meal allowance of \$10.00 per meal or \$40.00 per day under the following conditions:

- a. If an employee is called prior to 6:00 a.m. or reports on the job at 6:30 a.m. he/she shall receive meal allowance for breakfast and subsequent meals for as long as he/she continues on duty. Insofar as possible, the recognized mealtimes will be 6:30 a.m., 11:30 a.m., 4:30 p.m. and 11:30 p.m. Meal allowances for Water Pollution Control Facility employees shall be granted at the recognized mealtimes provided such mealtimes occur after four (4) hours subsequent to emergency recall.
- b. If an employee is held over after the end of his/her regular hours beyond 6:00 p.m., he/she will receive a meal allowance for dinner. The mealtime, insofar as possible, will be 6:00 p.m. If he/she continues on duty he/she will be entitled to further meal allowance as outlined in (a)above. The Town will provide access for meals in two diners located in the Town of Fairfield.

Section 5 – Compressed Work Week

Supervisory employees may be required to work a flexible schedule by the Superintendent of Operations or his designee. This will occur only during the compressed work week season as defined in the Department of Public Works collective bargaining agreement. Up to two supervisory employees may be required by management to work a compressed work week schedule during any week. Compensatory time must be approved in advance and a maximum of forty hours may be accumulated per year. By March 1 of the following year, all earned compensatory time must be used.

ARTICLE 5 - WAGES

Section 1

The pay structure applicable to the job classification, job description, salary grades and classification structure covered by this Agreement is hereby made a part of this Agreement as Appendix A – H.

Section 2

Pay increases within a Salary Grade/Classification from “Initial Rate” through Step 4 will be awarded on the anniversary date of one year following the date that the current salary Step was granted. These increases are identified as “Normal Step Increments”.

Increases shall be granted to employees who attain their tenth (10th) year, fifteenth (15th) year and twentieth (20th) years of continuous service. Service shall be considered continuous as long as the employee has (1) been continuously employed by

the Town of Fairfield in any capacity and (2) not been off the payroll for more time than is allowed in the retirement program as amended, without an authorized leave.

ARTICLE 6 - RECLASSIFICATION

Section 1

Either the Union or an individual employee in consultation with the Union may request a review of any job classification where there has been a substantial change in the duties performed by an employee; provided however, that no such request has been made within the preceding twelve months. Such review will require the submission of a duties questionnaire by the employee to the department head who will comment on and submit it to the Director of Human Resources, within 30 days of receipt from the employee. The Director of Human Resources shall provide a written response within thirty 30 days. The Association on behalf of any employee aggrieved by the decision of the Director of Human Resources, or if no response is received from the Director of Human Resources within thirty (30) days, may grieve directly to Step Three of the grievance procedure. The Town reserves the right to reclassify any employee.

ARTICLE 7 - MERIT PLAN

Section 1

A pay increase within a Salary Grade/Classification for Step 3 and 4 shall be in recognition of normal growth and satisfactory performance within established ranges and shall be awarded on the anniversary date of one year following the date that the current salary step was granted. These increases are identified as "step increments."

Employees shall be granted the step increments unless the Department Head certifies that the employee has not demonstrated the growth and performance normally expected. A step increment may be withheld if the Department Head's performance appraisal identifies 25% of the specific characteristics which "Needs Improvement" on the Employee Service Report annexed hereto as Appendix I.

Any employee with four or more years in his/her existing position shall be deemed to have satisfied the requirements of the Performance Appraisal.

Section 2

Performance appraisal shall be done by the Department Head annually and shall be submitted to the employee on or before December 31st of each calendar year. The performance appraisal shall be subject to the grievance procedure. In completing and using the Performance Appraisal Form (Appendix I), the Department Head shall follow the guidelines set forth in a pamphlet entitled "Supervisory Performance Appraisal".

ARTICLE 8 - STEP PLACEMENT

Section 1

When an employee is promoted, their new salary exclusive of longevity shall be greater than the salary exclusive of longevity reflected in their current salary grade and step.

ARTICLE 9 - HOLIDAYS

Section 1

The following holidays shall be recognized as paid holidays for all members of the Association:

New Year's Day	Labor Day
Martin Luther King Jr. Observance Day	Columbus Observance Day
Presidents Day	Veteran's Day (November 11)
Good Friday	Thanksgiving Day
Memorial Observance Day	Friday after Thanksgiving Day
Fourth of July	Christmas Day

If a holiday falls on a Sunday, the following Monday shall be considered a holiday. If a holiday falls on a Saturday, the preceding Friday shall be considered a holiday. Pay for hours on the designated holiday or on a Monday or Friday considered as a holiday shall be in accordance with the provision of Article 2 - Hours of Work.

ARTICLE 10 - VACATIONS

Section 1

The vacation period shall extend from July 1st through June 30th of each fiscal year.

Each member of the Association shall be entitled to paid vacation time according to the following Schedule:

<u>Years of Service</u>	<u>Amount of Vacation</u>
Under one (1) year	One (1) working day per month to max of ten (10)
One (1) year to less than five (5) years	Ten (10) working days
Five (5) years to less than ten (10) years	Fifteen (15) working days
Ten (10) years or more	Twenty (20) working days
Twenty (20) years or more	Twenty-five (25) working days

Twelve (12) months prior to retirement at age 62 or over, under the terms of the Pension Plan, two (2) additional paid weeks (ten (10) working days).

Section 2

In addition Public Works employees shall be entitled to ten (10) additional vacation days to be used within the twelve (12) months prior to their retirement date at age 62 or over under the Pension Plan.

The qualifying date for determining earned vacation shall be June 30th of the preceding fiscal year. However, should an employee become eligible for additional vacation during the current fiscal year, on the basis of his/her length of service outlined in this Article, he/she shall be granted the additional vacation time during the current year.

Employees shall be free to choose the time of their vacation subject to their Department Head's approval. Senior employees shall have first choice in scheduling their vacation. All employees, when selecting their vacation days shall notify their department heads, in writing, of the time during which they desire to take their vacation. If the Department Head does not deny in writing, the requested vacation period within ten (10) working days of the receipt of such a written request, such written request shall be deemed to be approved.

Vacations must be taken during the fiscal year in which the employee becomes entitled to the vacation. Pay in lieu of vacation will not be permitted. An employee may carry over unused vacation for one year up to a maximum of ten (10) days to be used the following fiscal year.

Employees voluntarily terminating their services with the Town and giving two (2) weeks notice shall receive vacation accrual equal to 1/12th of their vacation for each full month of service since the previous July 1st. Vacation will be based on the amount they would have become entitled to the following July 1st. Vacation accrual will also be paid to employees who die, retire, or are discharged.

The amount of vacation to which an employee becomes entitled as provided for in this Article, shall be considered an earned right payable upon termination for any cause.

Section 3 – Holidays During Vacation

If a holiday falls during an employee's vacation, he/she will receive an extra working day off either at the start or end of his/her vacation.

ARTICLE 11 - HEALTH BENEFITS COVERAGE

Section 1

A. The Town shall have the option of determining the carrier to provide the benefits and the benefits shall be substantially equivalent as a result of the change in carriers.

The Town will provide to all eligible employees and their eligible dependents the following health care coverage:

- B. Medical: The parties agree to implement the co-pay and other changes set forth in the Town's Insurance Plan (See Table, pp. 11-12) effective July 1, 2017. Anthem Blue Cross and Blue Shield Century Preferred (Preferred Provider Organization) or Blue Care (Health Maintenance Organization) or substantially equivalent plans. Specific provisions of the plans are provided online at myanthem.com. As required by the Affordable Care Act, the plan will extend coverage to dependent children up to the age of 26.
- C. Prescription drug: The parties agree to implement the co-pay and other changes set forth in the Town's Insurance Plan effective July 1, 2017 through Express Scripts or substantially equivalent plan.
- D. Dental: Delta Dental of New Jersey or substantially equivalent plan. Specific provisions of the plan are provided in the Summary Document. The plan will extend coverage to dependent children up to the last day of the month in which they reach the age of 25.
- E. Vision: Anthem Blue View Vision or substantially equivalent plan. Specific provisions of the plan are provided online at myanthem.com.
- F. Employees retiring in accordance with the normal or disability provisions of the Town retirement plan, shall continue to be covered at no cost to the retiree. This shall be reduced to a Medicare Carve-Out for those covered upon reaching the age of Medicare eligibility. The cost of Medicare, if any, shall be borne by the retiree and eligible enrolled dependents. Effective following April 22, 2013, dependent retiree insurance coverage and pension plan is only available to those who are dependents of the retiree at the time of the retirement, not to anyone who may become a dependent of the retiree subsequent to the date of retirement.

Health insurance cost sharing provisions shall be the same for the retired employee, hired after July 1, 2006, as it is for active employees at the time of retirement. The cost share amount shall remain the same until the retiree becomes Medicare eligible at which time the cost share will cease.

Employees who retire after July 1, 2018 shall pay a cost share for Medicare carve-out coverage as follows:

1. Employees with 10 years or more of service on July 1, 2017 shall pay 10%.
2. Employees with less than 10 years of service on July 1, 2017 shall pay 15%.

Employees hired after July 1, 2017 shall pay in retirement the same as active employees pay for health insurance

Section 2

- A. The Town will provide a Group Life Insurance and Accidental Death & Dismemberment Policy in the amount of thirty thousand dollars (\$30,000) paid for by the Town. In the alternative, an employee may choose to receive the same policy in the amount of fifteen thousand dollars (\$15,000) paid for by the Town and be eligible to buy at the current group rate additional coverage of one and one half (1 ½) times their annual salary. Payment for the additional coverage would be made through payroll deductions.

Group Life Insurance for retirees paid for by the Town shall be thirty thousand dollars (\$30,000).

- B. Effective April 22, 2013, employees hired on or after April 22, 2013 shall contribute thirteen percent (13%) of the blended rate for Town premium equivalent costs for medical, prescription drug and dental benefits.

Effective April 22, 2013 employees hired prior to April 22, 2013 shall contribute eleven percent (11%) of the blended rate for Town premium equivalent costs for medical, prescription drug and dental benefits.

Upon ratification of this Agreement (March 27, 2017), the health insurance cost share for active employees and retirees not covered by a Medicare carve-out shall be 13%. This shall increase to 14% from July 1, 2017 through June 30, 2018, 15% from July 1, 2018 through June 30, 2019, and 16% from July 1, 2019.

The term "blended rate" shall be defined as 1) the gross total Town of Fairfield Healthcare cost, including claims plus administrative fees, stop loss fees and network access fees for a given year as determined by the Town; 2) divided by the number of Town employees receiving health care benefits from the Town-sponsored plan.

Such blended rate and the component parts thereof shall be identified by the Town to the Union each year prior to any premium-equivalent cost share adjustments.

Effective July 1, 2017, Medical Insurance as set forth below shall be in effect:

Town of Fairfield		
Century Preferred Plan (In-Network Benefits Only)		
Plan Changes Professional and Technical		
Benefit Description	Current Plan	Effective July 1, 2017
Medical Benefits - Anthem	Century Preferred	Century Preferred
Deductible (ind/fam)	\$0	\$0
Coinsurance	0%	0%
Out-of-Pocket Maximum ⁽¹⁾	\$0	<u>\$3K/\$6K/\$9K</u>
Lifetime Maximum	Unlimited	Unlimited
Office Visit Copays	\$20	<u>\$25</u>
Specialist Visit Copay	\$20	<u>\$30</u>
Hospital Copay	\$150	<u>\$300</u>
Urgent Care Copay	\$50	<u>\$75</u>
Emergency Room Copay	\$100	<u>\$200</u>
Outpatient Surgery Copay	\$0	<u>\$100</u>
Well Child Care	\$0	\$0
Periodic, Routine Health Exam	\$0	\$0
Routine Eye Exams	\$0	\$0
Routine OB/Gyn Exam	\$0	\$0
Mammography	\$0	\$0
Hearing Screening	\$0	\$0
Outpatient MH/SA	\$20	<u>\$30</u>
Diagnostic Lab and X-Ray	\$0	\$0
Allergy Services (except PCP Visit)	\$0	\$0
Semi-Private Room	\$150	<u>\$300</u>
Inpatient MH/SA	\$150	<u>\$300</u>
Skilled Nursing Facility	\$150	<u>\$300</u>

Inpatient Rehabilitative Services	\$0	\$0
Outpatient Surgery	\$0	<u>\$100</u>
Ambulance	\$0	\$0
Outpatient Rehabilitative Services	\$20	<u>\$30</u>
Durable Medical Equipment	\$0	\$0
Prescription Drugs - Medco & Anthem Plans ⁽²⁾	Century Preferred	Century Preferred
Retail Generic	\$10	\$10
Retail Brand Formulary	\$20	\$20
Retail Brand Non-Formulary	\$35	\$35
Mail Order Generic	\$20	\$20
Mail Order Brand Formulary	\$40	\$40
Mail Order Brand Non-Formulary	\$70	\$70
Rx Annual Maximum	Unlimited	Unlimited

⁽¹⁾ Out-of-Pocket maximum equals deductible plus coinsurance maximum

⁽²⁾ assumes mandatory generic substitution and 30 day supply at retail

Out of Network Plan Changes

Benefit Description	Current Plan	Effective Oct 1, 2015
Medical Benefits - Anthem	Century Preferred	Century Preferred
Deductible (ind/fam)	\$200/\$400/\$500	<u>\$400/\$800/\$1000</u>
Out-of-Pocket Maximum ⁽¹⁾	\$600/\$1000/\$1500	<u>\$800/\$1600/\$2000</u>
Emergency Room Copay	\$100	<u>\$200</u>

Prescription drug option requires mandatory mail at two times retail for maintenance drugs.

Section 3

In lieu of accepting medical insurance for themselves and if applicable their family, employees will be eligible as noted below for prorated weekly payments:

- Currently enrolled employees who individually opt out of coverage for one full year will be paid \$2,000.
- Currently enrolled employees and their enrolled spouse or child who opts out of coverage for one full year will be paid \$2,250.
- Currently enrolled employees and their enrolled family who opt out of coverage for one full year will be paid \$2,500.

The employee must notify Human Resources of their interest in participating in this program during the annual open enrollment period with the change effective July 1. To be considered, the employee must waive continued insurance coverage under the provisions of the COBRA. The benefit does not apply to members of a family where both are currently employed by the Town or where one member is a retiree.

Section 4.

In the event that the Town negotiates acceptance of State Health Care Plan Partnership 2.0 with the members of the Fairfield Police Union and the Fairfield Fire Union, the Association agrees to immediately reopen negotiations for the limited purpose of negotiating changes to, or replacement of, the health care provisions of this Agreement.

ARTICLE 12 - SICK LEAVE (NON-OCCUPATIONAL)

Section 1

Employees absent due to non-occupational disability and/or sickness will receive disability and/or sick leave benefits according to the following schedule:

<u>Length of Service</u>	<u>Benefits</u>
Three (3) months to one (1) year	One (1) working day at full pay for each month of service
One (1) year up to five (5) years	Twelve (12) working days at full pay
Five (5) years up to ten (10) years	Twenty (20) working days at full pay
Over ten (10) years	Thirty (30) working days at full pay

Section 2

An employee's anniversary date shall determine his/her length of service and eligibility for disability and/or sick leave benefits.

Section 3

Unused disability benefits will not accumulate from one fiscal year to another, except as provided for in Section 6 of this Article. The Town's fiscal year will be used to re-establish eligibility for disability and/or sick leave benefits.

Section 4

If an employee is absent because of non-occupational disability and during his/her absence while still drawing disability benefits, passes an anniversary date which would entitle him to increased duration of benefits, such increase will apply to his/her current absence.

Section 5

Payment of disability benefits is dependent upon the employee producing evidence of disability satisfactory to his/her supervisor. After more than five (5) consecutive working days of absence, an employee must have a doctor's release to return to work, and the employee may be required to receive approval from the Town Physician. It is understood that the approval will not be unreasonably withheld, and that the confidentiality of an employee's medical record will be maintained.

Section 6

In addition, each employee who has unused disability benefits at the end of a fiscal year as provided for in this Article, shall accumulate such unused disability benefits and carry over such unused benefits to the following fiscal year or years, provided that he/she shall not accumulate more than ten (10) working days of such unused benefits during one fiscal year, and further provided that he/she shall not accumulate a total of more than one hundred twenty (120) working days.

Section 7

The parties agree to meet during the term of this Agreement for the purpose of discussing Wellness Programs, Smoking Cessation and Physical Fitness.

ARTICLE 13 - WORKERS' COMPENSATION (Occupational Disability)

Section 1

The Town will provide Workers' Compensation (Occupational Disability) benefits under the Connecticut State Workers' Compensation Act (as amended) and as further provided for as follows:

<u>Length of Service</u>	<u>Benefits</u>
Three (3) months to one (1) year	Two and one-half (2-1/2) working days at full pay for each month of service
One (1) year up to five (5) years	Thirty (30) working days at full pay
Five (5) years up to ten (10) years	Sixty (60) working days at full pay
Over ten (10) years	Ninety (90) working days at full pay

This full pay disability benefit under Section 1 shall be reduced by the amount of the benefit paid by workers' compensation insurance so that the net after tax amounts received by the employee shall not exceed what the employee would have received had he/she not been on workers' compensation.

Section 2

Employees absent due to occupational disability will receive disability benefits according to the above schedule.

Section 3

An employee's anniversary date shall determine his/her length of service and eligibility for occupational disability benefits.

Section 4

When eligibility for occupational benefits at full pay is exhausted, payment will continue in accordance with the Connecticut State Workers' Compensation Act provisions.

Section 5

If an employee is absent because of occupational disability, and during his/her absence, while still drawing full pay disability benefits, passes an anniversary date which would entitle him/her to increased duration of benefits, such increase will apply to his/her current absence, however, if an employee is absent under the occupational disability leave on the date of the Town's new fiscal year, he/she shall continue to receive such benefits based on length of service which he/she was entitled at the onset for that current leave, until such benefits are exhausted; and he/she shall not be entitled to additional occupational benefits until he/she has returned to active employment (with a doctor's certificate certifying as to recovery) for a period of five (5) consecutive days.

Upon such return, he/she shall be reinstated for occupational disability benefits for the fiscal year in accordance with the provisions of this Article.

Section 6

Time absent due to occupational disability will not be deducted from non-occupational disability benefits.

ARTICLE 14 - FUNERAL LEAVE

Section 1

An employee upon request shall receive time off from the date of death through the date of the funeral if a death occurs in his/her immediate family including step family. He/she will receive his/her regular pay for regularly scheduled work days during that period to a maximum of four (4) days. Immediate family shall be defined as: spouse, parent, child, stepchild, grandchild, stepparent, sibling, grandparent, parent-in-law, and relatives customarily living in the employee's immediate household.

Section 2

Permission for time off with pay due to the death of a relative outside of the immediate family shall be limited to one day through the date of the funeral.

Section 3

In addition, employees shall be granted one day of time off with pay to act as pallbearer, if so requested by the immediate family in the event of the death of a friend, neighbor or employee.

ARTICLE 15 - JURY DUTY

Section 1

The employee shall notify his/her Department Head as soon as is practicable that the employee has been summoned for jury duty and of the terminal dates for required jury duty service.

Section 2

The employee shall provide the Department Head with written verification of the dates on which the employee has been required to attend Court for jury duty service. In the absence of such verification, the Town shall have no obligation to pay the difference between the gross regular pay and the gross jury pay for each day of required service.

Such amounts identified as a travel allowance shall not be included in determining the difference between gross regular pay and gross jury pay.

ARTICLE 16 - MILITARY TRAINING

Section 1

If an employee is a member of the military reserve and is called for annual two weeks training, the Town will pay the difference, if any, between his/her gross service pay and the gross regular pay for the period of his/her required absence. Such time off will not be charged to the employee's vacation.

Section 2

The employee shall notify his/her Department Head upon receipt of notice of the period for which he/she must attend military training. Upon completion of such period, the employee shall provide his/her Department Head with verification of the time spent and of the amount of gross service pay received by such employee during said period. Such amounts identified as travel allowance shall not be included in determining the difference between gross regular pay and gross service pay.

ARTICLE 17 - PERSONAL LEAVE

Section 1

Any eligible employee within the bargaining unit may be granted personal leave days during the year at the discretion of their respective Department Head. Personal leave shall be for unanticipated events that need an employee's attention and not in circumstances where another form of leave is provided for in this Agreement.

ARTICLE 18 - LEAVES OF ABSENCE

Section 1 - General

An employee requesting a leave of absence without pay may be granted the same at the discretion of the Town upon reasonable cause being given. Such leave shall not exceed ninety (90) days, but may be extended in cases of emergency for up to an additional ninety (90) days. Seniority will continue to accumulate during the leave to a maximum of thirty (30) days. An employee on a leave of absence will forfeit 1/12th of the vacation pay earned as of the following July 1st for each 30 calendar days of absence. Service time toward retirement will continue to accrue during a leave of absence.

Section 2 – Pregnancy Disability Leave

The Town shall comply with Section 46a-60(a)(7) of the Connecticut General Statutes.

Section 3 – Maternity Leave

Notification

A female employee who becomes pregnant shall, as early as her condition is known, submit a written statement from her physician indicating her present physical condition, the expected childbirth date, and any limitations which may affect her ability to continue in her regular duty assignments. The Town will make reasonable accommodations to provide for light duty work when in the opinion of the employee's physician, this is appropriate.

Maternity Leave

Upon the request of the employee and supported by her physician's certification of the employee's inability to continue to work, the employee shall be granted maternity leave.

Accumulated sick leave and other accrued leave such as vacation may be used as maternity leave.

An employee who remains unable to resume her duties for a period of eight (8) weeks past the date of delivery shall present a physician's certificate of inability to return to duty due to disability or the need for continued child care. If the continued disability or child care is not proven, then the leave taken past the eight (8) week period shall be deemed Leave of Absence without pay. If the disability or need for continued child care is proven, the sick leave or other accrued leave, if any, may be used as extended maternity leave.

A Leave of Absence without pay beyond any accumulated leaves shall be available for such reasonable further period of time as an employee is determined by her physician to be disabled from performing the duties of her job because of pregnancy or conditions attendant thereto, or the need for continued child care, provided a request is made to the Director of Human Resources. The commencement and termination dates of the

leaves provided above shall be mutually agreed upon between the employee and the Director of Human Resources, provided, however, that the unpaid leaves of absence shall not exceed one hundred and twenty (120) days. It is understood that the aforementioned Leaves of Absence, whether paid or unpaid, shall be included for purposes of complying with the Family and Medical Leave Act of 1993.

The employee shall provide a two (2) week notice of her intention to return to duty and shall submit a satisfactory medical report from her physician stating that the employee is able to resume her normal duties. She will then be reinstated to her former job or to a substantially equivalent position pursuant to CGS Section 31-51 (k).

Section 4

For the first leave of absence without pay, in a continuous twelve (12) month period, medical and life insurance benefits will be maintained for the employee and dependents if employee contributions are paid by the employee prior to the start of the leave.

For any additional unpaid leave within the continuous twelve (12) month period, medical benefits will be maintained for the employee and dependents if paid for by the employee. Unless management deems otherwise, the maximum amount will be based on the COBRA rate and billed on a monthly basis.

Life insurance benefits will be maintained for the duration of the leave if employee contributions are paid by the employee prior to the start of the leave.

ARTICLE 19 - PENSION PLAN

A Pension Plan as approved by the Representative Town Meeting of the Town is part of this Agreement.

Section 1

Effective July 1, 1986, Normal Retirement is reduced from age 65 and 15 years of continuous service to age 62 and 10 years of continuous service and the penalty for retiring between age 62 and 65 is eliminated. As of July 1, 1986, all employees hired prior to attaining age 60 shall become members of the Retirement Plan. Effective July 1, 2000 all new employees covered by this Agreement, regardless of age, shall become members of the Town Employees Retirement Plan. Those employees currently not members of the Plan and hired after age 50, shall have the option of joining said Plan and making the required contribution as would have been made for each year of their employment. The Plan will also provide for the earned rights benefits to those eligible under the system who fail to select options prior to their death while still in the employ of the Town.

Section 2

Effective July 1, 1988, existing personnel shall have the right to purchase military service time equal to the amount of time served on active duty in the Armed Forces of the United States, but limited to a maximum of four years of such service, by paying for

such service time at the rate equal to five percent of such employee's annual starting salary at the date of hire. Said election shall be made by existing employees before December 31, 1989 and shall be fully paid for by June 30, 1991. Employees hired subsequent to the date of this Agreement shall indicate their election to purchase such military time on or before the second anniversary date of their hire and must complete payment of such credit on or before the tenth anniversary date of their hire.

Section 3

The cost of living adjustment to Pension shall be made annually.

Section 4

The rate of employee contribution for pension shall be four percent (4 %) of the basic annual salary including longevity pay.

Section 5

Effective July 1, 2000, eligible dependents of deceased employees who retire under the Town of Fairfield Employees' Retirement System shall continue to be covered by the Health Benefit provisions as listed in Article 11, Section 2, with no premium costs to the eligible dependent(s). Such coverage shall be changed to a Medicare Carve-Out upon reaching age 65. The cost of Medicare Part B shall be paid by the dependent. Coverage shall cease if the eligible dependent remarries or when the dependent dies.

Section 6

The Town shall establish a Section 414(h) Plan in accordance with the Internal Revenue Code. The effective date will not be earlier than January 1, 2001, provided approval is received by that time.

Section 7

Effective February 22, 2006, the definition for the highest salary (including base pay and longevity pay) shall be defined as the highest salary earned over the period of twelve consecutive months paid to a member during their years of active employment. Such salary shall not include compensation for overtime, bonuses, travel or maintenance allowances or other similar benefits.

Section 8

Effective February 22, 2006, a Member eligible for Normal Retirement shall receive an annual benefit equal to 2.275% of the Member's Highest Salary multiplied by years of creditable service.

Section 9

All employees hired following April 22, 2013 shall participate in a 401(a) type pension plan with no eligibility or vesting rights in the Town's existing Pension System. The employee shall be required to contribute at least four percent (4%) of base salary and longevity to the Plan but may contribute up to the maximum allowed by law. The Town

shall match the employee's contribution up to a maximum of four percent (4%) of base salary and longevity. The Town's contribution shall not vest until the employee has been continuously employed for five (5) years.

The Town shall provide long term disability benefits (LTD) for the permanent and total disability of employees hired on or after April 22, 2013 at the rate of fifty percent (50%) of salary. This benefit will be provided through insurance.

Section 10

Following April 22, 2013, dependent retiree insurance coverage and pension are only available to those who are dependents of the retiree at the time of retirement, not to anyone who may become a dependent of the retiree subsequent to the date of retirement.

ARTICLE 20 - SEVERANCE PAY

Section 1 - Policy

It is the policy of the Town to grant severance compensation to regular full time non-elected administrative group employees in the event of termination from the payroll once per lifetime and in accordance with eligibility conditions outlined below.

Section 2 - Eligibility

- A. Dismissal - Severance compensation will be allowed providing dismissal is for reason other than cause. Cause is defined by the Town Charter, Chapter XXV, Standards of Conduct and other reasons deemed adequate by State Board of Mediation and Arbitration.
- B. Resignation - Severance compensation will be allowed when an employee resigns by request, and the circumstances are such that it would have been due had he/she been dismissed instead.

Section 3 – Severance Pay

One week's pay for each full year of service, up to a maximum of 13 weeks pay, will be paid.

Section 4 – Rules Governing Payment of Severance Compensation

- A. Payment - Severance Compensation may be given only when it is reasonable to anticipate that the termination constitutes a permanent separation.
- B. Base Salary - Severance Compensation will be calculated using the regular salary then in force, excluding overtime or any other kinds of extra compensation.

- C. Method of Payment - Severance compensation shall be paid in installments as a continuation of regular salary. The Town will maintain the individual in an active status (as it applies to all benefits such as insurance, retirement, etc.) during this period.
- D. Vacation - Employees qualifying for severance payment are to be paid for any vacation due and not already taken in addition to severance pay.
- E. Sick Leave - Employees qualifying and accepting severance pay may not also be paid for unused sick leave.
- F. Advance Notice - Employees should be given as much advance notice as is consistent with Town operations. Notice should not be considered as a substitute for severance pay.
- G. Reduction of Benefits - Any benefits which the employee might receive from any other applicable plan or program of the Town which grants benefits for termination of employment will be deducted from the benefits which the employee qualifies for under this program.
- H. Unusual Circumstances - In the event an individual dies while receiving severance pay, is terminated due to occupational illness or injury (Workers' Compensation cases) etc. the facts will be reviewed by the First Selectman and a decision rendered by the Board of Selectman.

Section 5 - Interpretation and Changes

The Board of Selectmen reserves the exclusive right to interpret and apply this policy. Further, the Board also reserves the right to amend this policy by mutual agreement with the administrative group should circumstances dictate.

Section 6 - Appeal

Any administrative employee may appeal the decision of the Board provided he/she shall first be given notice in writing of the specific ground for denial or adjustment of benefits and an opportunity to be heard before the Board, along or with counsel of his/her choice.

ARTICLE 21 - PRIOR PRACTICE

Section 1

Nothing in this contract shall be construed as abridging any right, benefit, practice, or privilege that employees have enjoyed heretofore unless it is specifically stated that such practice has been superseded by a provision of this contract.

Section 2

Except as such rights and authority are in conflict with or abridged or modified by the provisions of this contract, the Town of Fairfield reserves and retains, solely and exclusively, all rights and authority as existed prior to the execution of this contract and except as such right is in conflict with or abridged or modified by the provisions of this contract the rights of the Town in all respects to manage its business, operations and affairs; to establish wages, hours of work and other items and conditions of employment; to change, combine, establish and discontinue jobs or operations shall be unimpaired. The Town's not exercising any right in a particular way, shall not be deemed a waiver of any rights or preclude the Town from exercising the same in some other way not in conflict with the provisions of this Article or other terms of this contract.

ARTICLE 22 - TOWN VEHICLES

Section 1

The use of Town vehicles shall be limited to on the job usage as required to perform his/her job. The Town vehicles shall not be used for personal use unless specifically approved by the First Selectman in writing and on file in the Human Resources Office. Use of Town Vehicles for personal use or take home use shall not be considered a past practice and the Town shall have the right to rescind such use at its discretion.

ARTICLE 23 - PENSION REOPENER

Section 1

If, during the term of this Agreement, the Town shall negotiate improvements or additions to the Pension Plan for another bargaining unit better or above that which is currently enjoyed by this Unit, the Town, upon request by the Association, shall agree to reopen negotiations with the Association with respect to Pension Plan benefits. Such negotiations shall be conducted in accordance with Sections 7-467 et seq. of the Connecticut General Statutes.

Section 2

Effective July 1, 2006, either party wishing to open the contract for the sole purpose of funding a retiree health insurance benefit plan and providing for contributions to such a plan by the Town and the bargaining unit. Such contributions by the bargaining unit shall be provided by modifying the pension contributions provided for in Article 19 of this Agreement to redirect them in whole or in part to such plan or by adding a provision providing for additional contributions to such plan shall notify the other party, in writing, of its desire to reopen the contract. Such negotiations shall be conducted in accordance with Sections 7-467 et seq. of the Connecticut General Statutes.

ARTICLE 24 - GRIEVANCE PROCEDURE AND DISCIPLINARY ACTION

Section 1

Any employee or group of employees who feel aggrieved concerning his/her or their wages, hours or conditions of employment, which wages, hours, and conditions of

employment are controlled by this contract or by any rule or regulation which is not in conflict with this contract, including any claim of unjust discrimination, may seek adjustment as follows:

Step One - Within sixteen (16) days of the occurrence of the alleged grievance, the Association shall submit such grievance in writing to the immediate supervisor with a copy for the Director of Human Resources. Within seven (7) days (excluding Saturday and Sunday) after the immediate supervisor receives the grievance, he/she shall arrange to and shall meet with the representatives of the Association for the purpose of adjusting or resolving such grievance. The immediate supervisor shall render a decision in writing concerning such grievance within five (5) days (excluding Saturday and Sunday) of said meeting. If such grievance is not resolved to the satisfaction of the Association, the Association may within five (5) days (excluding Saturday and Sunday) of such decision initiate Step Two of this procedure.

Step Two - Further review of such grievance may be made by presenting in writing such grievance to the Director of Human Resources. Within ten (10) days after the Director of Human Resources receives such grievance, he/she shall arrange to and shall meet with the representatives of the Association for the purpose of adjusting or resolving such grievance. The Director of Human Resources shall render a decision in writing concerning such grievance within seven (7) days of such meeting. If such grievance is not resolved to the satisfaction of the Association, the Association may within ten (10) days of such decision initiate Step Three of this procedure.

Step Three – Step Three of this procedure shall be initiated by the Association submitting the dispute to arbitration by the Connecticut State Board of Mediation and Arbitration or with the American Arbitration Association with notice thereof to the Director of Human Resources. Said Board or American Arbitration Association arbitrator shall hear and act on such dispute in accordance with its rules and render a decision which shall be final and binding on all parties.

Section 2

No permanent employee may be removed, dismissed, discharged, suspended, fined or reduced in rank except for just cause. If such an employee is so disciplined and the Association believes that such action was taken without just cause, the Association within ten (10) days (excluding Saturday and Sunday) of the date on which such employee is notified of such disciplinary action, may submit the grievance through the grievance procedure set forth in Section 1 of this Article, provided however, that the Association may initiate such grievance at Step Two of said grievance procedure. In the event a grievance concerning a disciplinary action is submitted to Arbitration, the Board of Mediation and Arbitration or the American Arbitration Association arbitrator shall have the power to uphold the disciplinary action or to rescind or modify such action, and such power shall include but shall not be limited to the right to reinstate a suspended or discharged employee with full back pay.

Section 3

Failure to process a grievance within the time limits established in Section 1 and 2 of this Article presumes that it has been satisfactorily resolved to the last Step that it has been properly processed. Failure on the part of the Town's representative to answer a grievance in said time limits presumes that the claim made in the grievance is sustained and that the satisfaction requested in the grievance will be provided. The above set forth time limits may be extended by mutual agreement of the parties involved.

Section 4

Nothing contained herein shall prevent any employee from presenting his/her own grievance and representing him/herself in all Steps of this grievance procedure. When a grievant is not represented by the Association, the Association shall be immediately notified and have the right to be present and to state its views at all stages of the procedure.

Section 5

Either party may request the services of a mediator from the State of Connecticut while awaiting the services of the Board of Arbitration in any grievance.

Section 6

Days shall not include Saturday and Sunday.

Section 7

The costs for the services of an arbitrator shall be borne equally by the Town and the Association; however, in the case where a grievant is not represented by the Association, the costs of the arbitrator shall be borne equally by the grievant and the Town.

ARTICLE 25 - NOTICES

Section 1

The Town will make the interoffice mail system available for delivery of Association notices.

ARTICLE 26 - SAFETY AND HEALTH

Section 1

Both parties to this Agreement hold themselves responsible for mutual cooperative enforcement of safety rules and regulations including those requirements of the Connecticut State OSHA legislation and Federal OSHA legislation.

Section 2

If an employee complains that their work requires them to be in an unsafe or unhealthy situation in violation of accepted safety rules, the matter shall be discussed as soon as possible with the Department Head of the employee. If the employee is not satisfied with the resolution, they may appeal to the Town Risk Manager, who shall respond as soon as reasonable and practicable under the circumstances. If the matter remains unresolved, a grievance may be processed. It is understood that employees must comply with safety rules and regulations of the Town, State and Federal government.

Section 3

Helmets shall be furnished to employees of the Public Works Department, Water Pollution Control Facility, Conservation Department, Engineering Department and Building Department on jobs whenever overhead hazards are possible. Foul weather gear and gloves shall be furnished to all departments above, as well as members of the Zoning Department.

Section 4

One (1) pair of safety shoes per year shall be furnished by the Town per employee as prescribed by the Director of Risk Management to members of the Public Works Department, Water Pollution Control Facility, Conservation and Engineering Departments.

ARTICLE 27 - BOARD AND COMMISSION MEETINGS

Section 1

The Town and the Association recognize that all members of the Association are part of the management structure of the Town and have accepted responsibilities commensurate with their job titles including the right and obligation to consult with and advise various boards and commissions including the Board or Commissions responsible for their department, the Board of Selectmen and the Board of Finance.

Section 2

Meetings other than those stated in employee's job description in effect when the employee assumed the position will be granted straight compensatory time off. The following job classifications require the following specified monthly meetings.

<u>Employee</u>	<u>Specified Monthly Meetings</u>
Zoning Enforcement Officer	1 ZBA Meeting
Open Space Manager	1 Conservation Commission
Wetlands Compliance Officer	1 Inland Wetlands Agency
Supervisor WPCA Administration	1 Sewer Commission
Assistant Planning Director	2 Town Plan and Zoning Commission
Conservation Administrator	1 Conservation Commission
	1 Inland Wetlands Agency

ARTICLE 28 - NON-DISCRIMINATION

Section 1

The Town acknowledges that it is an equal opportunity employer and the Town and the Association agree that there shall be no discrimination against any person or group of persons on the grounds of race, color religion, creed, age, marital status, national origin, sex, developmental disability or physical disability, including, but not limited to blindness, unless it is shown that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut.

Section 2

Both parties to this Agreement agree that sexual harassment of any employee by another employee is absolutely prohibited. Any employee who feels he or she is being subjected to sexual harassment may contact one of the persons below with whom the employee feels most comfortable. Complaints may be made orally or in writing to:

1. The employee's immediate supervisor
2. The Director of Human Resources
3. The First Selectman

The employee shall have the right to have Association representation if so desired.

ARTICLE 29 - MID-CONTRACT NEGOTIATIONS

Section 1

If, pursuant to the Town's duty to bargain, or per order and decision of the State Labor Relations Board, or as otherwise required by this Agreement, the Town will negotiate with respect to a mandatory subject of bargaining or proposed change in an existing practice that affects or impacts upon a major term or condition of employment during the life of this Agreement, and a minimum of ninety (90) days has elapsed from the commencement of such negotiations, and the Town has not reached agreement with the Association, any unresolved issue(s) shall be submitted to the State Board of Mediation and Arbitration for resolution of such dispute(s) in accordance with the procedures set forth in Sections 7-472 to 7-475, inclusive, of the Connecticut General Statutes.

ARTICLE 30 - SAVINGS CLAUSE

Section 1

Should any provisions of this Agreement be found unlawful by a court of competent jurisdiction, the remainder of the Agreement shall continue in force.

ARTICLE 31 - JOB SECURITY

Section 1

Bargaining unit employees who become adversely affected as a result of technological changes or as a consequence of the delivery of public services, upon association request, the parties will meet to negotiate over the effects of such.

ARTICLE 32 - LENGTH OF CONTRACT

Section 1

The duration of this contract shall commence July 1, 2013 and shall extend through June 30, 2020.

Section 2

Either party wishing to amend or modify any provisions of this contract must notify the other party in writing. The Association shall notify the First Selectman with a copy to the Director of Human Resources or the Town shall notify the Association by notice to the President of the Association. Such notice shall be given no more than one hundred and eighty (180) days nor less than one hundred and fifty (150) days prior to the applicable expiration date.

Within ten (10) days of receipt of such notification by either party, a conference shall be held between the Town and Association negotiating Committee for the purpose of discussing such amendment or modification.

IN WITNESS THEREOF, the parties hereto set their hands and seals this 27th day of September, 2017.

TOWN OF FAIRFIELD

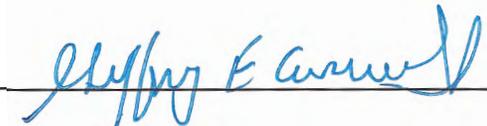




FAIRFIELD PROFESSIONAL and
TECHNICAL EMPLOYEES, LOCAL
1303-366, COUNCIL 4, AFSCME,
AFL-CIO



Edward Bonar



APPENDIX A
SALARY GRADE/CLASSIFICATION

SG 6	SG 7	SG 8	SG 9
Help Desk Technician	Animal Control Officer Ass't Zoning Enforcement Off. Director of Recycling Information Tech. Librarian Maintenance Mgr. WPC Facility Solid Waste Mgr. Technical Support Supervisor Teen Librarian	Assistant Director of Recreation Construction Supvr. Deputy Tax Collector General Foreperson-Trees Internal Auditor PC Programmer Wetlands Compliance Officer Zoning Enforcement Officer	Cad Specialist Children's Services Librarian Contracts Manager Deputy Tax Assessor Garage Supervisor General Supervisor of Parks Open Space Manager Programmer/Analyst Reference Services Librarian Senior Civil Engineer Senior Internal Auditor Staff Accountant Supv. Emergency Communications Ctr. Supervisor of Street Maintenance Technical Services Librarian

SG 10	SG 11	SG 11	SG 12
Ass't Dir. Town Planning & Zoning Ass't Director of Health Branch Librarian Building Maintenance Supervisor Conservation Adm. Supervisor of Nurses	Ass't Director of Public Works Budget Director Building Official Deputy Town Librarian Engineering Manager General Supv Streets & Highways	Information Systems Manager Superintendent of WPC Facility (Operations) (Administration) Tax Collector	Controller

APPENDIX B
2.00%
SALARY SCHEDULE
July 1, 2013 - June 30, 2014

GRADE	STEP 0	STEP 1	STEP 2	STEP 3	STEP 4
6	\$54,683	\$60,091	\$64,931	\$70,310	\$76,089
7	\$58,843	\$64,663	\$69,770	\$75,553	\$81,737
8	\$63,248	\$69,507	\$75,016	\$81,198	\$87,921
9	\$68,140	\$74,879	\$80,929	\$87,652	\$94,911
10	\$72,302	\$79,452	\$85,769	\$92,895	\$100,556
11	\$76,338	\$83,888	\$90,610	\$98,136	\$106,203
12	\$80,620	\$88,593	\$95,717	\$103,649	\$112,252

Longevity

From 10th anniversary through 14th year-add 3% to applicable wage.

From 15th anniversary through 19th year-add an additional 3% (total 6%) to applicable wage.

From 20th anniversary and thereafter-add an additional 3% (total 9%) to applicable wage.

APPENDIX C
2.00%
SALARY SCHEDULE
July 1, 2014 - June 30, 2015

GRADE	STEP 0	STEP 1	STEP 2	STEP 3	STEP 4
6	\$55,777	\$61,293	\$66,230	\$71,716	\$77,611
7	\$60,020	\$65,956	\$71,165	\$77,064	\$83,372
8	\$64,513	\$70,897	\$76,516	\$82,822	\$89,679
9	\$69,503	\$76,377	\$82,548	\$89,405	\$96,809
10	\$73,748	\$81,041	\$87,484	\$94,753	\$102,567
11	\$77,865	\$85,566	\$92,422	\$100,099	\$108,327
12	\$82,232	\$90,365	\$97,631	\$105,722	\$114,497

Longevity

From 10th anniversary through 14th year-add 3% to applicable wage.

From 15th anniversary through 19th year-add an additional 3% (total 6%) to applicable wage.

From 20th anniversary and thereafter-add an additional 3% (total 9%) to applicable wage

APPENDIX D
2.00%
SALARY SCHEDULE
July 1, 2015 - June 30, 2016

GRADE	STEP 0	STEP 1	STEP 2	STEP 3	STEP 4
6	\$56,892	\$62,519	\$67,555	\$73,150	\$79,163
7	\$61,220	\$67,275	\$72,588	\$78,605	\$85,039
8	\$65,803	\$72,315	\$78,046	\$84,478	\$91,473
9	\$70,893	\$77,904	\$84,199	\$91,193	\$98,745
10	\$75,223	\$82,662	\$89,234	\$96,648	\$104,618
11	\$79,422	\$87,277	\$94,270	\$102,101	\$110,494
12	\$83,877	\$92,172	\$99,584	\$107,836	\$116,787

Longevity

From 10th anniversary through 14th year-add 3% to applicable wage.

From 15th anniversary through 19th year-add an additional 3% (total 6%) to applicable wage.

From 20th anniversary and thereafter-add an additional 3% (total 9%) to applicable wage

APPENDIX E
2.00%
SALARY SCHEDULE
July 1, 2016 - June 30, 2017

GRADE	STEP 0	STEP 1	STEP 2	STEP 3	STEP 4
6	\$58,030	\$63,769	\$68,906	\$74,613	\$80,746
7	\$62,445	\$68,621	\$74,040	\$80,177	\$86,740
8	\$67,119	\$73,761	\$79,607	\$86,168	\$93,302
9	\$72,311	\$79,462	\$85,883	\$93,017	\$100,720
10	\$76,727	\$84,315	\$91,019	\$98,581	\$106,710
11	\$81,010	\$89,023	\$96,155	\$104,143	\$112,704
12	\$85,555	\$94,016	\$101,576	\$109,993	\$119,123

Longevity

From 10th anniversary through 14th year-add 3% to applicable wage.

From 15th anniversary through 19th year-add an additional 3% (total 6%) to applicable wage.

From 20th anniversary and thereafter-add an additional 3% (total 9%) to applicable wage

APPENDIX F
2.00%
SALARY SCHEDULE
July 1, 2017 - June 30, 2018

GRADE	STEP 0	STEP 1	STEP 2	STEP 3	STEP 4
6	\$59,191	\$65,044	\$70,284	\$76,105	\$82,361
7	\$63,694	\$69,993	\$75,521	\$81,781	\$88,475
8	\$68,462	\$75,237	\$81,199	\$87,891	\$95,169
9	\$73,757	\$81,051	\$87,601	\$94,877	\$102,734
10	\$78,262	\$86,001	\$92,839	\$100,553	\$108,845
11	\$82,631	\$90,803	\$98,079	\$106,226	\$114,958
12	\$87,266	\$95,896	\$103,608	\$112,193	\$121,505

Longevity

From 10th anniversary through 14th year-add 3% to applicable wage.

From 15th anniversary through 19th year-add an additional 3% (total 6%) to applicable wage.

From 20th anniversary and thereafter-add an additional 3% (total 9%) to applicable wage

APPENDIX G
2.00%
SALARY SCHEDULE
July 1, 2018 - June 30, 2019

GRADE	STEP 0	STEP 1	STEP 2	STEP 3	STEP 4
6	\$60,374	\$66,345	\$71,690	\$77,627	\$84,008
7	\$64,967	\$71,393	\$77,031	\$83,416	\$90,244
8	\$69,831	\$76,741	\$82,823	\$89,649	\$97,072
9	\$75,232	\$82,672	\$89,353	\$96,775	\$104,789
10	\$79,827	\$87,721	\$94,696	\$102,564	\$111,021
11	\$84,283	\$92,619	\$100,040	\$108,350	\$117,257
12	\$89,011	\$97,814	\$105,680	\$114,436	\$123,935

Longevity

From 10th anniversary through 14th year-add 3% to applicable wage.

From 15th anniversary through 19th year-add an additional 3% (total 6%) to applicable wage.

From 20th anniversary and thereafter-add an additional 3% (total 9%) to applicable wage

APPENDIX H
2.00%
Salary Schedule
July 1, 2019 - June 30, 2020

GRADE	STEP 0	STEP 1	STEP 2	STEP 3	STEP 4
6	\$61,582	\$67,672	\$73,124	\$79,180	\$85,689
7	\$66,267	\$72,821	\$78,572	\$85,085	\$92,049
8	\$71,228	\$78,276	\$84,480	\$91,442	\$99,013
9	\$76,737	\$84,326	\$91,140	\$98,710	\$106,885
10	\$81,424	\$89,476	\$96,590	\$104,615	\$113,242
11	\$85,969	\$94,472	\$102,041	\$110,517	\$119,602
12	\$90,791	\$99,770	\$107,794	\$116,725	\$126,414

Longevity

From 10th anniversary through 14th year-add 3% to applicable wage.

From 15th anniversary through 19th year-add an additional 3% (total 6%) to applicable wage.

From 20th anniversary and thereafter-add an additional 3% (total 9%) to applicable wage

APPENDIX I

Employee Service Report
Town of Fairfield
Fairfield, Connecticut 06430

Employee _____ Date _____

Department _____ Classification _____

Period of Review _____ To _____

Purpose: To improve Town service and employee job satisfaction through review of the employee's performance and accomplishments on assigned responsibilities, plans and objectives.

This Employee Service Report is to be made annually on each employee. To obtain valid results, deliberate and thorough consideration of each rating factor is necessary. You are asked to use your own independent judgment. Circle the appropriate rating per the following:

Definition of Rating Factors

1. Needs Improvement - Results are less than normally expected and below the requirements of the position. Requires more frequent and closer supervision. Employee performance needs improvement.
2. Satisfactory - Performance which is satisfactory and consistent with job requirements. Assignments are accomplished with minimal supervision and direction. Performance level is as expected of a fully qualified and experienced employee in the position.
3. Above Average - Performance consistently exceeds that which the job requires.
4. Outstanding - Ranks with the very best.

SINCE THIS FORM SHOULD BE USED TO FACILITATE COMMUNICATION IT IS IMPORTANT THAT COMMENTS ARE USED TO IDENTIFY AN EMPLOYEE'S STRENGTHS AND WEAKNESSES. The employee will receive the form when the manager does. This will also help to identify the types of training needed for improvement or for professional development. Both parties should have the form filled out at the actual review. An employee must first go to their department manager if an evaluation is not given three weeks from the annual review. If no response is given then employee should go to the Human Resources Department.

Work Ethics

Promptness in reporting for work	1	2	3	4
Dresses appropriately for the job	1	2	3	4
Starts work promptly	1	2	3	4
Uses time responsibly	1	2	3	4
Absenteeism	1	2	3	4

Comments: _____

Interpersonal Skills

Ability to work with others	1	2	3	4
Ability to work for others	1	2	3	4
Ability to accept feedback	1	2	3	4
Deals with the public appropriately	1	2	3	4
Able to Effectively Communicate	1	2	3	4

Comments:

Performance

Knowledge of work	1	2	3	4
Ability to understand directions	1	2	3	4
Shows ingenuity - creative problem solving	1	2	3	4
Volume of work	1	2	3	4
Quality of work	1	2	3	4
Ability to meet specific job assignments	1	2	3	4

Comments:

Attitude

Initiative; seeks additional tasks	1	2	3	4
Shows interest & enthusiasm	1	2	3	4
Projects a positive influence	1	2	3	4
Team Player	1	2	3	4

Comments:

Supervisory Skills & Characteristics

Number of people supervised _____

Type (level) of supervision _____

Quality of supervision	1	2	3	4
Accomplishment of Dept. Goals & Objectives	1	2	3	4
Ability to motivate employees	1	2	3	4
Ability to delegate/assign work	1	2	3	4

Comments: _____

Overall Rating of the Employee

- 1. Needs improvement _____
- 2. Satisfactory _____
- 3. Above Average _____
- 4. Outstanding _____

Comments: _____

Do you recommend that this employee be given a merit salary increase? (Check one)

Yes _____ No _____ Employee at top of range _____

Goals:

A. List three most important goals and objectives and timeframe to accomplish these:

- 1. _____
- 2. _____
- 3. _____

B. Significant accomplishments and contributions:

