

**COLLECTIVE BARGAINING AGREEMENT**

BETWEEN

THE TOWN OF MANSFIELD

AND

**LOCAL 2001, CSEA, SEIU**

Professional and Technical Employees

July 1, 2018 – June 30, 2021

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**COLLECTIVE BARGAINING AGREEMENT BETWEEN  
THE TOWN OF MANSFIELD AND LOCAL 2001, CSEA, SEIU**

**Preamble**

This agreement is entered into this first day of July 2018 by and between the Town of Mansfield, Connecticut (Town) and Local 2001, CSEA, SEIU (Union).

**Article I  
Recognition**

**Section 1:** The Town recognizes the Union as the exclusive bargaining representative with respect to wages, hours and other conditions of employment for only those Town employees who regularly work twenty (20) hours or more per week in the classifications of administrative assistant, administrative services specialist, assistant animal control officer, assistant planner, assistant to the assessor, assistant town clerk, assistant town engineer, assessor, animal control officer, code enforcement officer (I & II), collector of revenue, finance clerk, housing inspector, library associate, member services coordinator, payroll administrator, planning and community development assistant, planning specialist, program coordinator (senior center and library), project engineer, property appraiser, public works specialist, receptionist, recreation coordinator, recreation supervisor (aquatics, health & fitness), recycling agent, revenue clerk, revenue specialist, senior center supervisor, senior planner, social worker (adult/senior, youth), transportation and program assistant, and youth services supervisor.

**Section 2:** As used in this Agreement, these items are defined as follows.

- a. "Full-time position" means a position with a normal work schedule of at least thirty-five (35) hours per week or more on a year-round basis.
- b. "Part-time position" means a position with a normal work schedule of twenty (20) or more hours per week but less than thirty-five (35) hours per week on a year-round basis.
- c. "Employee" means a full-time, year-round employee employed in a regular position who has completed a probationary period, as well as a part-time, year-round employee employed in a regular position working twenty (20) or more hours per week but less than thirty-five (35) hours per week who has completed a probationary period.
- d. "Temporary employee" means any employee appointed to a temporary position established for a designated period of time not to exceed three months, or temporarily appointed to fill a regular position.
  - i. Following a temporary appointment, if a temporary employee is ultimately hired into a regular position within the same classification, upon successfully

completing their probationary period, the employee shall retroactively be credited monthly sick leave and vacation leave accruals for full calendar months of service during the temporary appointment. Upon successfully completing their probationary period, vacation accruals (length of service), longevity, and seniority in the bargaining unit shall be based off of the original date of hire to the temporary position within the same classification.

## Article II Union Security

### **Section 1:**

a. The Town agrees to deduct Union membership dues and initiation fees uniformly assessed of its members by the Union from the pay of those employees who voluntarily authorize such deductions in writing. The Town further agrees to deduct from the pay of any employee who voluntarily authorizes in writing such deductions a Political Action Organization Fund deduction up to one dollar (\$1.00) per pay period.

b. Upon receipt of a membership list submitted by the Union, the Town agrees to verify within ten (10) business days via electronic notification that the Town's records accurately reflect the membership status of each employee listed in the membership list provided by the Union. The Town shall identify any discrepancies between the membership list and its records.

**Section 2:** The Union shall supply to the Town written notice at least thirty (30) days prior to the effective date of any change in the rates of fees and dues.

**Section 3:** The deduction of Union fees and dues and political action organization fund deductions for any month shall be made during the applicable month and shall be remitted to the financial officer of the Union not later than the third Thursday of the following month. The monthly dues remittance to the Union shall be accompanied by a list of names of employees from whom wage dues deductions have been made.

**Section 4:** No dues or fees will be deducted when an employee is in an unpaid leave status or is not receiving a paycheck from the Town.

**Section 5:** The Town agrees to deduct and transmit to CSEA SEIU Local 2001 PAC from the wages of those employees who voluntarily authorize such contributions on the forms provided for that purpose by the CSEA SEIU Local 2001. These transmittals shall occur for each payroll period and shall be accompanied by a list of the names of those employees for whom such deductions have been made and the amount deducted for each such employee. After this provision is implemented, an employee may change his or her PAC payroll deduction no more than once in any calendar year by doing so in writing to both

the Town and the Union.

**Section 6:** 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 and the cost of hearings caused by or arising out of the administration or enforcement of this article.

**Section 7:** The parties acknowledge and agree that the term "written authorization" as provided in this Agreement includes authorizations created and maintained by use of electronic records and electronic signatures consistent with state and federal law. The Union, therefore, may use electronic records to verify Union membership, authorization for voluntary deduction of Union dues and fees from wages or payments for remittance to the Union, and authorization for voluntary deductions from wages or payments for remittance to PAC, subject to the requirements of state and federal law. The Town shall accept confirmations from the Union that the Union possesses electronic records of such membership and give full force and effect to such authorizations as "written authorization" for purposes of this Agreement.

### Article III Union Business

**Section 1:** A grievance committee comprised of the Union president/steward and two members shall be allowed a reasonable amount (one hour per month or less) of paid working time to perform labor-management business, including but not limited to the investigation and presentation of grievances, and communicating with bargaining unit members and with the Union office.

Before engaging in such labor-management business on Town time, the steward will, whenever possible, seek prior approval from management. The Town agrees such approval will not be unreasonably withheld.

**Section 2:** When grievance, arbitration or labor board hearings take place during normal working hours, employees whose attendance is reasonably required by the Union or the Town will not lose any pay for attending said hearings. Should the specific circumstances of the situation require more than three employees, the Union shall request and obtain agreement from the Town, which shall not be unreasonably withheld.

**Section 3:** Each employee will be provided with an electronic copy of this agreement within thirty (30) days after it becomes effective. This agreement will be placed on the employee intranet. New hires will be given an electronic copy at the time of hire. The Union president/steward shall be provided thirty (30) minutes of paid working time to meet with the new employee during the new employee orientation. The Town shall provide the Union president/steward with an updated roster quarterly or upon the Union's request. The roster will include the name of

all employees in the bargaining unit, their home address, work email, positions, salary, current step, date of hire, date of joining the bargaining group and if provided, personal email, home and mobile phone number. The Town shall provide written notification to the union chapter president and assigned staff representative five (5) working days prior, or in the case that immediate action is required, with as much practical time as possible, in each of the following instances:

- a) Separation of a bargaining unit employee;
- b) Hiring of a bargaining unit employee;
- c) Promotion of a bargaining unit employee;
- d) Intention of the Town to hire a temporary employee to perform bargaining unit work as outlined in Article I, section 2d;
- e) Intention of the Town to contract out bargaining unit work as contemplated in Article IV, Section 1e.

The Town shall provide the Union with electronic notification of the name, job title, department, work location, home address, work e-mail address, and if available personal email, and home and cell phone numbers of any newly hired bargaining unit employee within twenty-four (24) hours of the date of hire.

**Section 4:** Special leave of absence with pay will be granted under the following conditions to authorized Union representatives for attendance at conferences, institutes or seminars sponsored or endorsed by the Union.

- a. Written request for such leave shall be submitted by the Union to the department head at least ten (10) days prior to the first day of such requested leave.
- b. The department head may require that the employee furnish evidence of attendance at a conference, institute or seminar.
- c. No more than an aggregate total of three (3) personal days of leave from scheduled duty shall be granted annually with pay under this section.
- d. The department head may deny a request for paid leave submitted under this section, if, in his/her opinion, the absence from duty of the employee during the period requested leave would be detrimental to the best interests of the department because of operating requirements.

**Section 5.** The Town agrees to participate in quarterly labor-management meetings upon the Union's request. Union members would not be paid for time that extends beyond the end of the workday.

Article IV  
**Management Rights**

**Section 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, responsibility and prerogatives of management of the affairs of the Town and direction of the workforce, including, but not limited to, the following.

- a. To determine the care, maintenance and operation of equipment and property used for and on behalf of the purposes of the Town.
- b. To establish or continue policies, practices and procedures for the conduct of Town business and, from time to time, to change or abolish such policies, practices or procedures.
- c. To discontinue processes or operations or to discontinue their performance by employees.
- d. To select and to determine the number and types of employees required to perform the Town's operations.
- e. To employ, transfer, promote or demote employees, or to lay off, terminate for just cause 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. The Town may enter into contracts or sub-contracts to perform bargaining unit work when it is in the Town's best interests to do so.
- f. 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 and to the Union.
- g. To create job descriptions and specifications and revise existing job descriptions and specifications.
- h. To ensure that related duties connected with Town operations, whether enumerated in job descriptions or not, shall be performed by employees.

**Section 2:** The above rights, responsibilities and prerogatives are inherent in the Town of Mansfield and by virtue of statutory and charter provisions are not subject to delegation in whole or in part.

Article V  
**Vacancies**

**Section 1:** The Town encourages employees to develop skills, attain greater knowledge of their work and make known their qualifications for promotion to more responsible and difficult positions within the bargaining unit. When the Town Manager determines that an insufficient number of well-qualified employees is available from within the classified service, outside applicants may be considered in order to provide an adequate number of candidates for consideration. When the qualifications of two candidates are equal in the judgment of the Town Manager, the applicant with the most seniority will be awarded the position. No more than three well-qualified employees shall be required in order for the position to be filled from within the classified service.

**Section 2:** When the Town determines a vacancy is to be filled, the Town agrees to post a notice of the vacant position via email and on the employee intranet. Job announcements shall be posted via hard copy at work locations in which there is a bargaining unit member(s) without a Town provided email account. The notice shall be posted for a period of not less than five (5) working days.

Article VI  
**Probationary Period**

**Section 1:** Every person appointed to a regular position or promoted to a higher or new classification shall be required to successfully complete a probationary period which shall be of sufficient length to enable the department head or Town Manager to observe the employee's ability to perform the principal duties pertaining to the position. The probationary period shall begin immediately upon appointment or promotion and shall continue for not less than six (6) months or more than twelve (12) months. Any leave or period of worker's compensation in excess of five (5) working days shall be excluded from the time counted as probationary period.

**Section 2:** If after a minimum of six months has been completed, and the supervisor, department head or Town Manager determines that the employee's performance is satisfactory, the probationary period may be determined to be ended. Such action shall be in writing to the employee with a copy to the Town Manager. Written notification must be given to the Town Manager prior to the completion of twelve (12) months' service, as stated in Section 1 above.

**Section 3:** At any time during the probationary period, the department head or Town Manager, in his/her sole discretion, may terminate an employee if the working test indicates that such employee is unable or unwilling to perform the duties of the position satisfactorily or that the individual's work habits and dependability do not merit continuance in the position. Such action shall be in

writing to the employee with a copy to the Town Manager. Successful completion of the probationary period must occur within twelve (12) months or the employee shall be terminated.

An employee appointed through promotion who does not successfully complete the probationary period shall be reinstated in a position in the class occupied by the employee immediately prior to promotion if such a position is available. If such position is not available, the individual will be offered an appointment to a similar position for which s/he is qualified if there is a vacancy in such a position. If neither a position in the same class nor a similar position is available, the employee may displace the least senior employee in the class occupied immediately prior to promotion, provided the displaced employee is less senior than s/he. If none of these options results in the individual obtaining a position, s/he shall be placed on a reappointment list.

If an employee who fails a promotional probation claims that the decision of the department head was arbitrary, capricious or discriminatory, said employee may process a grievance at Step Three of the grievance procedure but not beyond Step Three.

**Section 4:** Probationary employees shall accrue the same benefits as regular employees with the following exceptions:

- a. Vacation days earned during the first six (6) months of employment cannot be utilized until six (6) months of employment have been completed. This subsection shall not apply to existing Town employees that are completing a probationary period as part of a new appointment.
- b. New hires cannot utilize personal days until probation has been completed. This subsection shall not apply to existing Town employees that are completing a probationary period as part of a new appointment.
- c. Promotional opportunities shall not be available to probationary employees.
- d. Insurance shall take effect after an initial waiting period as determined by the Town's insurance carriers, normally the first day of the calendar month following an employee's date of hire.

## Article VII Seniority and Layoff

**Section 1:** Seniority shall be defined as an employee's length of continuous full-time service with the Town from the first day of work since his/her most recent date of hire. At the time of initial hire, probationary employees shall have no seniority during the period of his/her probation, but at the expiration of such period, they shall immediately accrue seniority from their date of hire.

**Section 2:** The term layoff means involuntary separation from employment because of lack of work or funds, elimination of the position or other legitimate reason. The term layoff shall not include demotion or cases where an employee is promoted but does not successfully complete the probationary period for the new classification.

**Section 3:** The Town, in its discretion, shall determine whether layoffs are necessary.

a. Order of Layoff. When a position must be discontinued or abolished because of a change in duties, reorganization, lack of work or lack of funds, if it is determined that layoffs are necessary, employees will be laid off in the following order within classification: temporary and seasonal employees; probationary employees.

b. In the event of further reductions in force, employees will be laid off from the affected classification in accordance with their seniority and their ability to perform the remaining work available without further training. When two or more employees have relatively equal experience, skill, ability and qualifications to do the work without further training, the employee(s) with the least seniority will be laid off first.

i. If no bumping opportunity exists for the affected employee within classification, he/she shall have the option to accept the layoff or to bump the least senior employee in a position with a lower pay grade in his/her job classification grouping, provided that he/she is capable and qualified at the time of bumping to perform the job of the least senior employee in the same job classification grouping who will then be laid off. The determination and decision as to the capability and qualifications of the employee to perform the job of the least senior employee in the same job classification grouping who is to be bumped shall be made in the sole discretion of the Town Manager, but shall be subject to the grievance and arbitration procedure in the event of a dispute. Classification groupings are as follows:

- Receptionists, Administrative Assistants
- Library Assistants, Library Associates
- Finance Clerk, Revenue Specialist
- Recreation Coordinator, Recreation Supervisor
- Social Workers (youth, adult/senior), Youth Services Supervisor
- Project Engineer, Assistant Town Engineer
- Assistant to Assessor, Property Appraiser, Assessor
- Revenue Specialist, Revenue Collector

For example, an administrative assistant could bump a receptionist, but a receptionist could not bump an administrative assistant. Another example is that the assessor could bump a property appraiser, but a property appraiser could not bump an assessor.

**Section 4:** A regular employee with a satisfactory employment record who is laid off from employment in the Town shall be placed on an appropriate re-employment list for the classification that s/he held at the time of lay-off. The name of any employee on the re-employment list shall remain on such list for a period of eighteen (18) months provided that such employee does not refuse a reappointment to a comparable regular/non-temporary position and provided such employee does not request removal of his/her name from the re-employment list. For the purpose of this section, failure to respond to a written offer of recall within seven (7) days of the date on which it is issued by the Town Manager shall constitute a refusal of reappointment.

When an employee is to be recalled in a classification, the first to be offered recall shall be the employee in that classification who has the greatest seniority.

**Section 5:** Seniority shall be broken only by the following:

- a. discharge for cause;
- b. retirement;
- c. resignation;
- d. failure to report for duty within seven (7) working days after notification of recall (unless waived in accordance with preceding section);
- e. layoff of more than eighteen (18) months.

Seniority accumulation shall be suspended, but not broken, during layoff or approved leave of absence without pay for a period of more than five (5) working days.

**Section 6:** The Town shall give notice in writing to the Union and any employee selected for layoff no later than fourteen (14) calendar days prior to the layoff. The Union will be copied on the formal written communication given to the affected employee(s).

## Article VIII Job Classifications

**Section 1:** Each employee shall be provided with a copy of his/her current job description upon request. It is understood that an employee's work assignments may include responsibilities or duties that are not listed as a part of the job description, but which are related duties and responsibilities that could normally or reasonably be expected to be required in accordance with the overall Job description.

**Section 2:** Working out of Class

If, after a period of sixty (60) days, an employee reasonably believes that s/he is being required to perform a majority of the duties of a higher classification, (e.g. a library assistant performing the duties of a library associate) the following procedure shall apply.

a. The employee may file a grievance at Step Two of the grievance procedure. The grievance shall state the duties at issue and the title of the higher classification. If the Town Manager agrees that the employee has been performing the majority of the duties of a higher classification for a period in excess of sixty (60) days, the Town Manager may order removal of the duties or may order reclassification of the employee to the higher classification on a temporary or ongoing basis effective retroactive to the date of the filing of the grievance.

b. If the Town Manager denies the grievance on the grounds that the employee is not performing a majority of the duties of a higher classification, the Union may seek arbitration of the grievance in accordance with the arbitration provisions of Article XXIII. However, in any such arbitration, the arbitrators shall be limited to making a determination of whether the employee is performing a majority of the duties of a higher classification to such an extent as to warrant a remedy. The remedy for such a finding shall be as follows.

(1) The employee will receive back pay for the period of time that s/he was performing such duties, but not prior to the date of the filing of the grievance.

(2) If the duties at issue are still being performed as of the date of the arbitration award, the Town shall have the option to remove the duties or to reclassify the employee on a temporary or ongoing basis.

**Section 3:** Change in Existing Positions

If the Town changes the duties of an existing position/title, and the Union or the Town believes that such changes are so substantial as to merit a change in the pay range for that position/title, the following procedure shall apply.

a. The Town Manager and/or his/her designee(s) shall meet with the Union to discuss any questions or concerns regarding the changed job and to negotiate the pay level.

b. In the event that the Town and Union disagree on the pay range to be assigned to the changed job, the dispute shall be submitted to interest arbitration in accordance with *Connecticut General Statutes* § 7-473c.

c. A change in an existing position pursuant to this section shall not be subject

to the posting requirements of this contract.

d. Pending the outcome of interest arbitration, the Town may pay the employee at the lower of the pay ranges proposed by the Town. Any award, however, shall be retroactive to the arbitrator's finding of the date of the change in the existing position.

Every effort will be made by both parties to expedite the discussions, negotiations and/or interest arbitration with respect to this section.

#### **Section 4:** Reclassification

When Sections 2 and 3 of this article do not apply, an employee may make a written request for a review of the classification of his/her position at any time, provided no such review had been made in the previous twelve months. The reclassification request shall be handled according to the following procedure.

a. The request shall be made through the department head with a copy to the Union President. The department head shall forward the request to the Town Manager.

b. Upon completing his/her investigation, the Town Manager may reclassify the position effective on the date of his/her decision or may order removal of the duties. A reclassified position, including a change in title, shall not be subject to the posting requirements of this contract.

c. If the employee's request and information from the department disclose that the employee is performing such duties as to require the creation of a new job classification, the Town Manager may develop a job description and assign a pay range for the new position or may order removal of the duties. The pay range for the new job classification shall be negotiated with the Union.

For purposes of this section, the decision of the Town Manager and the Union shall be final and shall not be subject to review under the grievance and arbitration provisions of this Agreement.

#### **Section 5:** Creation of New Positions

The following procedure shall apply whenever, during the terms of this Agreement, the Town establishes a new position that the Town views as appropriately placed within the bargaining unit represented by the Union. This procedure shall not apply to new job classifications that result from a reclassification request conducted pursuant to Section 4 of this article.

a. A copy of the job description and a proposed pay range shall be submitted to the Union.

b. Upon request, the Town Manager and his/her designees shall meet with the Union to discuss any questions or concerns concerning the new position and to negotiate the pay level. The Town must receive such request within two weeks of its transmittal of the job description and proposed pay range to the Union.

c. In the event that the Town and the Union disagree on the pay range to be assigned to the new position, the dispute shall be submitted to interest arbitration in accordance with *Connecticut General Statutes* § 7-473c.

d. Pending the outcome of interest arbitration, the Town may fill a position in a new job title at the lower of the pay ranges proposed by the Town. Any award, however, shall be retroactive to the filling of the position.

## Article IX Wages and Hours

**Section 1:** The normal workday for full-time regular employees shall be:

a. A total of thirty-five (35) hour work week for Town hall employees:

|                  |           |    |            |                         |
|------------------|-----------|----|------------|-------------------------|
| Monday-Wednesday | 8:15 a.m. | to | 4:30 p.m.  | (one hour unpaid lunch) |
| Thursday         | 8:15 a.m. | to | 6:30 p.m.  | (one hour unpaid lunch) |
| Friday           | 8:00 a.m. | to | 12:00 p.m. |                         |

The work schedule of employees may be adjusted or “flexed” to accommodate staffing needs such as evening and weekend work. Work schedules of employees may be adjusted at the employee’s request and upon the approval and at the discretion of the department head. Employees flexing their work schedules must do so in accordance with the parameters established in the flex time policy established by management.

b. Thirty-five (35) hour workweek employees not working at Town Hall shall have their work schedule prepared by the department head. Split shifts are permissible only upon mutual consent of the employee and his/her department head.

c. Where service to the public is required on a basis other than the above (seasonal, 24-hour, varied), work schedules shall be prepared by the relevant department head with the approval of the Town Manager.

**Section 3:** Hours for part time employees must be regularly scheduled or may be set on an as needed basis. If adjustments are required as determined by management, at least five working days’ notice will be provided unless circumstances are such that twenty-four hour notice can only be given.

**Section 4:** The Town Manager may authorize the inclusion of a ten-minute rest period during each half of the daily schedule as time actually worked. The department head will schedule specific times for rest periods and may combine both into one twenty-minute period. On Thursdays, the Town Manager may authorize the inclusion of an additional ten-minute break. On Fridays, the Town Manager may authorize the inclusion of one ten-minute rest period.

**Section 5:** Longevity pay is provided in the pay plan to give financial recognition for long and faithful full-time service to the Town. Employees hired on or after November 1, 2016 are not eligible for longevity.

a. Annual longevity payments shall be based on the following schedule:

| Annual Payment<br>FY 18/19, 19/20 & 20/21 |       |
|---|-------|
| 6 years but less than 10                  | \$625 |
| 10 years but less than 15                 | \$700 |
| 15 years but less than 20                 | \$800 |
| 20 years or more                          | \$950 |

b. Longevity pay shall be earned on the Sunday following the employee's anniversary hiring date during the fiscal year and will be paid in the second payroll of November of that fiscal year. Should an employee separate from service for any other reason than retirement in good standing prior to the second payroll in November, said employee shall not receive a longevity payment at separation.

c. Longevity is to be determined on the basis of total years of continuous full-time service in Town employment. Prior years of full-time service which have been interrupted for just and reasonable cause may be added to years of continuous full-time service by the Town Manager. Only full-time, permanent employees are eligible for longevity pay.

**Section 6:** All employees with positions identified in the Town's emergency operations plan may be required to report to work outside of their normal work schedule due to exigent weather or other exigent circumstances. The requirement to report to work will be determined by the Town Manager or his/her designee, the Emergency Management Director, or the employee's department head as appropriate.

Employees assigned to the Emergency Operations Center (EOC) whom are required to stay on site during granted rest periods, shall be compensated for that time.

**Section 7:** An employee may receive an increase in salary annually for meritorious service consistent with the approved pay plan. Increments are not to

be considered automatic or based on length of service alone. Such increase shall be given upon the recommendation of the employee's department head.

**Section 8:** The entrance pay rate of a class shall normally be offered for recruitment purposes and shall normally be paid upon appointment to the class. The Town Manager may approve initial compensation at a rate higher than the minimum in the pay range for the class when the needs of the service make such action necessary, provided that:

- a. The qualifications of the applicant are outstanding in relation to those of competing applicants; the qualifications of the applicant are substantially in excess of the requirements of the class; and the applicant cannot be hired at the minimum rate; and/or
- b. There is a shortage of qualified applicants available at the minimum rate of the range.
- c. The new employee will not be paid at a rate higher than that paid to incumbent employees in the same job classification with comparable experience.

**Section 9:** When a regular employee is transferred or reclassified from a position in one class to a position in another class at the same grade, s/he shall continue to be paid at the same rate.

**Section 10:** When a regular employee is demoted to a lower grade, the salary shall be set at:

- a. If the action is not for cause, the same rate as the employee earned prior to the demotion provided said rate is within the range of the lower grade and the employee may move only to the next higher step at the time of his/her next annual increment; and if the employee's rate prior to demotion is above the range of the lower grade, the new rate shall be the maximum of the lower range.
- b. If the action is for cause, the appropriate rate in the lower grade that is at least two steps less than the employee's existing salary as determined by the Town Manager.

**Section 11:** When an employee is promoted to a class that is one (1) grade higher than his/her current class, the beginning rate shall be at the lowest step in the higher range that will provide an increase of approximately five (5) percent over the rate received prior to promotion, provided the new range will permit such an increase. If the pay range for the class does not allow for a five (5) percent increase, the increase shall be the highest rate available in the pay rate for that class.

When an employee is promoted to a class that is more than one (1) grade higher than his/her current class, the beginning rate shall be at the lowest step in the higher range that will provide an increase of approximately ten (10) percent over the rate received prior to promotion, provided the new range will permit such an increase. If the pay range for the class does not allow for a ten (10) percent increase, the increase shall be the highest rate available in the pay rate for that class.

**Section 12:** Upon satisfactory completion of probation following initial appointment or promotion, the salary of a regular employee may be advanced a half step.

**Section 13:** At the completion of the first 52 weeks of service, the employee may be advanced, upon recommendation of the department head and approval of the Town Manager, to the next higher rate above the hiring rate in the appropriate salary range provided performance has been satisfactory. Subsequent advancement within the range shall be dependent upon the recommendation of the department head concerned and approval of the Town Manager as follows:

- a. An employee whose performance is considered to be satisfactory may receive one step each 52 weeks until the base maximum is reached.
- b. An employee whose performance is considered to be outstanding may receive one additional step each 52 weeks until the base maximum is reached. No employee shall be granted more than two step increases in any one year.

**Section 14:** Each employee covered by this Agreement shall be paid pursuant to the salary schedules attached hereto and captioned in Appendices A & B. Wage increases for the duration of this agreement are as follows:

General Wage Increases\*

|        | <u>FY 18/19</u> | <u>FY 19/20</u> | <u>FY 20/21</u> |
|--------|-----------------|-----------------|-----------------|
| July 1 | 0%              | 2.5%            | 2%              |

\*The wage increase for FY 19/20 shall be retroactive to 7/1/19.

- a. Pay rates which have an effective date which is prior to the implementation of this Agreement shall be applied retroactively to base wages and overtime wages and only for employees who are employed as of the date of implementation of this Agreement, except for retirees that retired after the expiration of the preceding collective bargaining agreement but prior to negotiations for this bargaining agreement being completed.

b. Employees shall be paid on a bi-weekly basis. All employees will be required to utilize direct deposit, unless a hardship is demonstrated and approved.

## Article X Overtime

**Section 1:** From time to time, the Town Manager may prescribe periods of overtime work to meet operational needs. Complete records of overtime of non-exempt employees shall be maintained by Finance. Overtime shall be compensated only when properly authorized as prescribed by the Department Head. The Town Manager shall maintain a list of Fair Labor Standards Act (FLSA) designations for all positions within the bargaining unit and include the list under Appendix A of this agreement.

**Section 2:** Because exempt personnel have an obligation that goes beyond fixed work schedules, these employees shall not be paid for overtime work except under exceptional circumstances and with prior written approval of the Town Manager.

a. Exempt personnel will accrue compensatory time after working forty (40) hours in any one week. Paid compensatory and floating holiday leave shall not be considered workdays or hours worked for the purpose of calculating and earning compensatory time; other paid leave (sick, vacation, holiday, personal) shall be considered workdays for the purpose of calculating and earning compensatory time.

b. Except for employees assigned to the Community Center, exempt employees will accrue compensatory time at the rate of time and a half for each hour worked on a Sunday, holiday or vacation. Exempt employees assigned to the Community Center shall earn compensatory time at the rate of time and a half for each hour worked on the 7th consecutive day of work.

c. The compensatory time earned by an exempt employee can be taken with the approval of his/her supervisor. Compensatory leave balances in excess of thirty-five (35) hours on May 1<sup>st</sup>, 2014 and beyond shall be forfeited annually on May 1<sup>st</sup> unless carryover is approved by the Town Manager.

**Section 3:** When a full-time non-exempt employee is required to work in excess of the normal workweek, s/he will receive payment as follows:

a. Regular hourly rate up to forty (40) hours per week, and one and one-half times the regular hourly rate for all hours worked over forty (40) hours per week.

b. One and one-half the regular rate for all work on Sundays, except for employees assigned to the Library and the Community Center. Employees

assigned to the Library and the Community Center shall be paid one and one-half the regular rate for all work on the 7<sup>th</sup> consecutive day of work.

c. Paid compensatory and floating holiday leave shall not be considered workdays or hours worked for the purpose of calculating and earning compensatory time; other paid leave (sick, vacation, holiday, personal) shall be considered workdays for the purpose of calculating and earning compensatory time.

d. When a full-time employee in a non-exempt position is officially ordered to report back to work for emergency service or to attend a Town meeting after departing from his/her regularly scheduled shift, the employee shall be compensated for all hours worked at the rates set forth in Article IX or two hours pay at his/her regular rate, whichever is greater.

**Section 4:** A regular non-exempt full-time employee may request compensatory leave at the appropriate overtime rate in lieu of payment. Compensatory leave shall be scheduled at a time mutually agreeable to the employee and the department head and may accumulate within the fiscal year up to a maximum of thirty-five (35) hours, but shall not be carried into the next fiscal year. Compensatory time earned and not taken within the fiscal year shall be paid at the rate in which it was earned in the last pay period of the fiscal year.

**Section 5:** In the event the Town closes all offices and facilities, bargaining unit employees who are required to report to work shall receive time and a half for their normal working hours.

## Article XI Holidays

**Section 1:** The following holidays shall be observed as days off with regular straight time pay.

|                        |                           |
|------------------------|---------------------------|
| New Year's Day         | Labor Day                 |
| Martin Luther King Day | Columbus Day              |
| President's Day        | Veterans Day              |
| A Floating Holiday     | Thanksgiving Day          |
| Good Friday            | Friday after Thanksgiving |
| Memorial Day           | Christmas Day             |
| Independence Day       |                           |

**Section 2:** In order to receive pay for an observed holiday, an employee must be in a work or paid leave status on both the scheduled workdays immediately preceding and following the holiday. Employees with approved leaves of absence in excess of ninety (90) continuous calendar days will not be eligible to accrue floating holiday leave until they return to duty; when an employee returns to duty

floating holiday leave accruals will be pro-rated for the fiscal year based upon the employee's return to duty date.

**Section 3:** Except for employees assigned to the Community Center, all work performed by bargaining unit employees on the above-enumerated holidays shall be paid for at a time and one-half rate of pay or compensatory time. Exempt employees shall be eligible for compensatory time only. Such pay or compensatory time shall be in addition to the holiday pay to which those employees are entitled. In lieu of this provision, Community Center staff whose regularly scheduled workdays include holidays will receive their regular pay for working on the holiday and a day off scheduled by mutual agreement of the employee and the employee's supervisor in lieu of the holiday.

**Section 4:** Regular part-time employees whose normal work week is 20 hours or more shall receive holiday pay in proportion to their normal work week.

## Article XII Sick Leave

**Section 1:** Subject to the provisions of this Article, an employee will be allowed to use accrued sick leave for the following reasons:

- a. Personal illness, physical incapacity or non-compensable bodily injury or disease.
- b. Enforced quarantine in accordance with public health regulations.
- c. To meet medical or dental appointments when an employee has made reasonable effort to secure appointments outside his/her normal working hours, provided the department head is notified at least one (1) day in advance of the day on which the absence occurs.
- d. Illness or physical incapacity in the employee's immediate family (defined as parent, child, spouse requiring his/her personal attention and resulting from causes beyond his/her control not to exceed five (5) days in each calendar year except as otherwise stated in the Town's FMLA policy.
- e. Sexual assault or family violence.

**Section 2:**

- a. Regular employees whose normal work week is thirty-five (35) hours or more shall be eligible for sick leave with pay during and after his/her probationary period at a rate of 8.75 hours per month, not to exceed a maximum accrual of 210 hours.

Employees working twenty (20) or more hours per week but less than thirty-five (35) hours per week shall accrue leave on a prorated basis based upon their FTE status; the maximum accrual will also be prorated based upon their FTE status. Part-time employees who are scheduled to work less than twenty (20) hours per week shall not be eligible for sick leave benefits.

Sick leave may be utilized in no less than one-hour increments.

b. Employees with approved leaves of absence in excess of ninety (90) continuous calendar days shall cease to accrue sick leave until they return to duty.

c. No employee and/or his/her estate are entitled to receive payment for accrued sick leave upon separation from service for any reason, including but not limited to termination, retirement and death.

**Section 3:** A department head may require proof of illness for authorized sick leave. In the judgment of the department head, proof of sick leave may include a doctor's certificate or other proof of illness from the employee's physician indicating the nature and duration of the illness. Proof of illness will not normally be needed for absences of less than three (3) days unless required by the department head. For absences of three (3) days or more, proof of illness will normally be required. The Town may investigate any absence for which sick leave is requested.

**Section 4:** On the first day of absence from work due to illness, the employee's supervisor must be notified no later than one (1) hour after the beginning of the scheduled work assignment. In cases where a relief employee is required such report must be made at least one (1) hour prior to the beginning of the scheduled work assignment. If an employee is absent for more than one (1) day, the employee shall notify the supervisor of his/her expected date of return. Nothing in this section shall preclude the payment of sick leave to an employee who cannot comply with provisions of this section due to extenuating circumstances.

**Section 5:** The Town shall provide short and long term disability insurance for eligible employees as defined in Article I, Section 2. While an employee is on disability leave, both the employee and the Town shall remain responsible for paying their respective portions of the costs of group health insurance that the employee is otherwise eligible to receive as defined in Article XVII.

a. Short-term Disability. The short-term disability policy is intended to cover most non-occupational illnesses or injuries following an elimination period as determined in the plan documents. The benefit following the elimination period shall be 66 2/3 percent of weekly base pay to a maximum of \$1,900 per week. The Town shall supplement the benefit to 100 percent of weekly net pay. Short-term absences are covered for up to eleven (11) weeks prior to commencement of long-term benefits.

b. Long-term Disability. The long-term disability policy is intended to cover most non-occupational illnesses or injuries following an elimination period as determined in the plan documents. The benefit following the elimination period shall be 66 2/3 percent of weekly base pay to a maximum of \$7,778 per month. Employees may only utilize vacation, personal leave, or floating holiday to supplement their long-term disability benefit; employees may utilize earned vacation, personal leave, or floating holiday to get as close as possible to 100% of full net pay while on long-term disability leave. Employees receiving long-term disability benefits will not be eligible to earn any form of accrued leave during the long-term disability absence. The duration of coverage shall be determined by the insurance carrier in accordance with the plan document.

### Article XIII Other Leaves of Absence

**Section 1:** For all leave other than holiday, sick, injury and bereavement leave, a written request on forms prescribed by the Town Manager indicating the kind of leave, duration, and dates of departure and return must be approved by the Town Manager or designee prior to the taking of leave. In the case of sick, injury or bereavement leave, the forms shall be completed and submitted for approval immediately upon the employee's return to duty. Unless an absence is substantiated by an approved leave form, an employee shall not be paid for any absence from scheduled work hours.

**Section 2:** All employees covered by this agreement who have completed their probationary period may request, and department heads may grant, up to a maximum of three (3) personal leave days per year with pay. Personal leave time will not be carried over from fiscal year to fiscal year and may not be taken in less than one-hour intervals of their normal working day. Employees with approved leaves of absence in excess of ninety (90) continuous calendar days will not be eligible to accrue personal leave until they return to duty; when an employee returns to duty personal leave accruals will be pro-rated for the fiscal year based upon the employee's return to duty date. Personal leave may be used for:

- a. Personal business which cannot be conducted outside normal working hours.
- b. Other good and sufficient personal reasons.

**Section 3:** In the event of a death in the immediate family, bargaining unit employees will be entitled to three (3) days paid leave. Part-time employees' days will be based on their actual hours worked. If the funeral of a member of the immediate family takes place further than one-hundred (100) miles from the employee's residence, s/he shall be granted an additional day off with pay. All days must be taken within one week of the funeral. Immediate family includes only

spouse, children, step-children, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, grandparents-in-law, grandchildren, great grandparents, a person for whom the employee or the employee's spouse is the legal guardian, any other family member domiciled in the employee's household, and domestic partner regardless of gender. Domestic partner is defined as an individual in a cohabitating relationship of mutual support, caring, and commitment that intends to remain in such a relationship for the indefinite future.

**Section 4:** The Town Manager may grant a regular full-time employee leave of absence without pay for travel or study for a period not to exceed one (1) year. Such leave shall be granted only after consideration of the service record of the employee and when it will not result in undue harm to the Town's interests. No leave without pay shall be granted except upon written request of the employee and a signed statement by the employee promising to serve the Town for a minimum of one (1) year after return from such leave. Part-time employees are not eligible for leave under this section.

**Section 5:** Court Appearance or Administrative Hearing: A regular employee subpoenaed or directed by proper authority to appear as a witness for a federal, state, county or municipal government, in a matter not related to official duty (such as providing expert testimony), shall be granted leave with full pay for the period he/she is to appear. No leave shall be required for any appearance in connection with official duty. Regular part-time employees whose normal work week is 20 hours or more shall receive pay pursuant to this section in proportion to their normal work week.

An employee who is a principal in, or is subpoenaed in connection with private litigation whether or not subpoenaed, must use vacation, personal leave or leave without pay in order to appear in court.

#### Article XIV Family and Medical Leave

**Section 1:** An employee shall be eligible for leave in accordance with the provisions of the federal Family and Medical Leave Act of 1993 as may be amended from time to time and in accordance with the Town's FMLA policy. An employee shall be required to use all paid leave concurrently with unpaid FMLA leave, with the exception of five (5) vacation days. The Town shall utilize the rolling method when calculating a 12 month FMLA period. Requests for and inquiries concerning family and medical leave shall be submitted to the Town Manager's office.

Article XV  
**Separation Leave**

**Section 1:** An employee who retires under a normal or disability retirement according to the provisions of the Connecticut Municipal Employees Retirement System may utilize his/her vacation accrued at the time of retirement, subject to the maximum time allowed, as separation leave. While on separation leave, the employee will not continue to accrue any form of paid leave, but will retain his/her health insurance benefits as he/she would as an active employee.

Article XVI  
**Vacations**

**Section 1:**

a. Regular employees as defined in Article I, Section 2 whose normal work week is twenty (20) hours or more are eligible to accrue vacation leave. Employees defined in Article I, Section 2 working twenty (20) or more hours per week but less than thirty-five (35) hours per week shall accrue leave on a prorated basis based upon their FTE status.

b. Vacation leave shall be accrued on a monthly basis as defined in the table below beginning July 1, 2017:

| <u>Length of Continuous Service</u>  | <u>Vacation Leave Accrual</u> | <u>Maximum Accrual on Nov. 1<sup>st</sup></u> |
|--|-------------------------------|---|
| Six months -<br>35 hour work week employees                                | 8.75 hrs/mo ≈ 7.5 days        | 52.5 hours ≈ 7.5 days                         |
| 1 year up to but not including 10 years -<br>35 hour work week employees   | 8.75 hrs/mo ≈ 15 days/yr      | 175 hours ≈ 25 days                           |
| 10 years up to but not including 20 years -<br>35 hour work week employees | 11.67 hrs/mo ≈ 20 days/yr     | 210 hours ≈ 30 days                           |
| 20 years and over -<br>35 hour work week employees                         | 14.59 hrs/mo ≈ 25 days/yr     | 245 hours ≈ 35 days                           |

i. Vacation leave earned in any month of service may be used in any subsequent month.

- ii. Employees with approved leaves of absence of ninety (90) continuous calendar days or less shall continue to accrue vacation leave as defined in 16b.
  - iii. Employees with approved leaves of absence in excess of ninety (90) calendar days shall cease to accrue vacation leave until they return to duty.
- c. To apply for vacation leave, employees shall submit a Request For Leave form to their department head. Vacations shall be scheduled by each department head in accordance with departmental requirements giving preference to employee choice according to seniority.
- d. In order to assure the orderly performance and continuity of those municipal services provided by the employees and their respective departments, each employee wishing to schedule a vacation should request such leave as far in advance as reasonably possible, but usually at least one (1) week in advance of the requested vacation period. In order to better assure that their vacations may be scheduled when they want them, employees should make their requests as far in advance as possible.
- e. Eligible employees as defined in 16a may accumulate from year to year a maximum of ten (10) earned vacation days in addition to his/her yearly earned vacation leave as defined in the table in 16b. Any employee with a balance of vacation leave in excess of the maximum accrual amount on November 1<sup>st</sup> of each year shall forfeit said excess accrual amount. Employees seeking to make a vacation carryover request must do so in writing, have the request signed by their department head and then forward the request to Human Resources no later than October 15<sup>th</sup> for review and consideration. Vacation carryovers will only be granted for extenuating circumstances that prevented an employee from being able to use their leave during the past year.
- f. Vacation leave shall be determined by the length of continuous service. For purposes of computing vacation leave, employees who leave the Town service and are later restored shall be considered as new employees.
- g. An employee who is transferred between departments shall retain all accrued vacation credit.
- h. An employee may take vacation leave beyond the amount earned only in the most unusual cases. Requests for advanced vacation must be submitted by the department head to the Town Manager in writing, and no advanced vacation shall be approved without a written agreement signed by the employee ensuring reimbursement to the Town if termination occurs before earning the vacation credit taken.

i. Observed holidays established by this agreement shall not be considered in the computation of vacation credit or as part of vacation leave.

j. An employee may take earned vacation leave during the year with proper authorization except that no employee may take vacation leave of less than one-quarter hour. No additional salary shall be paid an employee in lieu of vacation except in the most unusual cases and with the approval of the Town Manager.

k. An employee who becomes ill while on vacation leave may not charge such illness to sick leave unless the illness exceeds three (3) vacation days and the employee files a physician's certificate describing the nature and duration of the illness with his/her department head.

## Article XVII Insurance Program

**Section 1.** On behalf of eligible employees as defined in Article I, Section 2a and 2b and their dependents, the Town will maintain group membership in medical and life insurance programs as set forth below.

a. Health Insurance. The Town will maintain group membership in a PPO and an HDHP/HSA plan. The details of the insurance plans are summarized in Appendix C of this Agreement. Subject to any plan restrictions, the employee may choose to participate in either of the two options. Employees hired after ratification of the collective bargaining agreement shall not be eligible for enrollment in the PPO and shall only be eligible for the HDHP/HSA.

i. If the PPO or HDHP/HSA plans offered by the Town are not considered an "affordable" options as defined by the Affordable Care Act regulations, the Town and Union agree to a re-opener to develop and implement a health insurance plan that will be considered "affordable" as defined by the Affordable Care Act regulations; this "affordable" plan will then be offered in addition to the Town's PPO or HDHP plans. Employees opting to participate in the PPO or HDHP/HSA plans outlined in Appendix C would then be required to pay the agreed upon employee share of the health insurance premium identified in Article XVII Section 4.

b. Life Insurance. The Town shall provide a term life insurance for eligible employees as defined in Article I, Section 2a and 2b. The life insurance policy shall be in the amount of one and a half (1.5) times the employee's base salary and three (3) times the employee's salary in the event of accidental death and dismemberment. Changes in base salary will be reported to the insurance carrier in the calendar month following the change in salary.

a. Dental Insurance. Employees and their dependents may enroll in the dental coverage offered through the Town. Employees will be responsible for the full cost

of these benefits and shall elect to pay for this coverage through payroll deduction. Upon enrollment, employees and their dependents must remain on the plan for no less than two (2) years from the date of enrollment.

**Section 2:** The Town shall provide the following insurance for retiring employees with the full cost to be borne by the employee: \$10,000 term life insurance and the HDHP/HSA plan or the PPO plan if the retiree's primary residence is outside the state of Connecticut until the retiree reaches age 65 or becomes eligible for Medicare; for those age 65 and older or eligible for Medicare/Medicaid, the retiree may elect to enroll in a Medicare supplemental plan offered through the Town with the full cost to be borne by the retiree. For retirees enrolled in the HDHP/HSA Plan, the Town will not make any payment or contribution towards the deductible for that plan.

a. For retirees that elect to maintain the Town's insurance, the Town agrees to pay \$240 per month toward the cost of insurance defined in 17.2 for each employee who retires after July 1, 2018 (1) upon completing twenty-five (25) years of aggregate service; or (2) upon attaining the age of fifty-five (55) years provided such employee has had ten (10) years of continuous service or fifteen (15) years of aggregate service; or (3) upon receiving a disability retirement under the Connecticut Municipal Employees Retirement System (CMERS). Upon the death of a retiree, this payment is not transferable to the retiree's surviving spouse, heir, dependents, etc. Upon the death of a retiree, a surviving spouse can continue to purchase insurance through the Town with the full cost borne by the surviving spouse. This payment does not apply to insurance obtained by a retiree through a source other than the Town of Mansfield; retirees participating in the retiree payment in lieu of health insurance program are covered in Article XVII, Section 5f of this agreement.

**Section 3:** The Town may elect to change carriers for any of the benefits specified in this Article, provided the coverage is at least equivalent to the coverage in effect immediately prior to the change, and provided the cost to employees and their dependents is not greater than it would be if no such change had been made. The Town may also elect to implement a program of cost containment procedures (such as admission planning services, second surgical opinions, hospital bill audits, etc.) provided the cost to employees and their dependents who follow such procedures is not greater than it would be if no such procedure had been implemented.

**Section 4:** The Town and the employees agree to share the cost of insurance premiums for the coverages enumerated in Article XVII, Section 1, except for 1.b.

The employees are responsible for the percentage amounts listed below on a yearly basis with the payments to be made by payroll deduction from each check in substantially equal payments.

|          | <u>1/1/19</u> | <u>1/1/20</u> | <u>1/1/21</u> |
|----------|---------------|---------------|---------------|
| PPO      | 20%           | 20%           | 20%           |
| HDHP/HSA | 15%           | 15%           | 15%           |

For purposes of medical insurance, regular part-time employees whose normal workweek is 20 hours or more shall pay a percentage of the premium that is proportional to their FTE status. For example, an employee working twenty-five (25) hours per week is a .71 FTE. If that same employee selected single coverage PPO plan for FY 20/21, the Town would contribute as follows:

(80% of total premium for 1P PPO coverage\* .71) = employer contribution

- a. For employees enrolled in the HDHP/HSA plan, the Town will fund the following amounts toward the annual deductible for eligible employees based on the employee's level of coverage, into the employee's Health Savings Account (HSA):

- January 2020 & January 2021 - 55% of the \$2,000 or \$4,000 deductible based on the employee's level of coverage in one payment made on the first payroll in January.

The amount of the Town's contribution towards the deductible for new hires or employees that enroll in the plan due to a qualifying event or open enrollment will be pro-rated based upon the month that coverage in the plan begins. For example if a new hire or employee enrolls in the plan for single coverage, and coverage begins in August, they would receive a contribution equivalent to the total Town contribution amount, divided by 12 months, multiplied by five months (ex:  $((\$1,100/12)*5)=\$458.33$ ).

Deductible amounts are listed in Appendix C.

### **Section 5: Payment in Lieu of Health Benefits**

This program is designed for those employees who currently have dual health insurance coverage or who have the ability to acquire health insurance from another employer that does not participate in the Town of Mansfield health insurance pool. Employees purchasing health insurance through any state health insurance exchange are not eligible to participate in this program. The plan provides some reimbursement for employees who terminate their coverage with the Town. The covered benefits are limited to health benefits only and do not include dental insurance benefits.

- a. To enroll in this program, employees must complete the "Waiver of Insurance Agreement" and provide documentation of coverage from their spouse or another source that is not a health insurance state exchange. Employees can

enroll in the program in June of each year. New employees can enroll at the time of employment or may enroll during the June following the date of employment.

b. The annual payments in lieu of coverage are as follows:

|            |         |
|------------|---------|
| Individual | \$2,500 |
| Two-person | \$4,000 |
| Family     | \$5,000 |

c. Payments will be made in two installments during the fiscal year, in January and in July. If an employee terminates or joins the program at any time following the June enrollment period for that fiscal year, the payments will be prorated on a monthly basis.

Participating employees may opt to have their payment contributed to their 457 deferred compensation account so long as the contribution is within the annual allowable contribution limits for 457 accounts as designated by the IRS.

d. Payments are considered taxable in accordance with the IRS Code.

e. Employees may re-enroll in the Town Group Health Insurance Plan under the following circumstances:

- (1) The coverage that the employee had through another plan is terminated. (Copy of plan documents required.)
- (2) The employee and/or his/her dependents become ineligible for coverage under the other plan.
- (3) The employee acquires a new dependent through marriage, birth or adoption, and the dependent is not covered by the other plan.
- (4) The coverage that is provided by the other plan is substantially reduced or the cost of that plan becomes prohibitive.
- (5) The employee has not been enrolled in the Town's Health Insurance Plan for the past two years from his/her date of cancellation and now wishes to renew coverage.
- (6) The employee is eligible to retire under Town's pension plan and qualifies for the group health benefit. The employee must re-enroll one year prior to retirement.

Employees re-enrolling may only enroll in the Town's Health Insurance Program. Employees must provide required documentation and notify the Town in writing that they are requesting reinstatement. Provided that all information is received, the Town will enroll the employee in the Group Health Insurance Plan effective the first of the month preceding the notification.

f. Employees retiring on or after July 1, 2018 may participate in the payment in lieu of health benefits program for a benefit of \$1,740 per year if the participant is age 65 or older or Medicaid/Medicare eligible or for a benefit of \$2,700 per year

if the participant is under age 65 and not Medicaid/Medicare eligible. The requirements of sections 17.5(A), 17.5(C), 17.5(E)(1) – 17.5(E)(5) and 17.5(F) shall apply to this subsection with the exception that retirees purchasing health insurance through any state health insurance exchange are eligible to participate in this program.

Article XVIII  
**Flexible Benefit Plan**

**Section 1:** All regular employees defined in Article I, Section 2 are eligible to participate in the Town's Flexible Benefits Plan, established in accordance with federal and state regulations. Plan design and administration is at the sole discretion of the Town. Employees may elect to participate in the medical and/or dependent care flexible spending account programs.

Article XIX  
**Pensions**

**Section 1:** All members of the bargaining unit who are eligible shall be covered by the Connecticut Municipal Employees Retirement System (MERS) Fund B at the time of execution of this agreement, under its terms and conditions. This article shall not be subject to the grievance arbitration provisions of the contract. The only exception shall be the Town's failure to meet its obligation to enroll a bargaining unit member who otherwise is eligible to be covered by MERS.

Article XX  
**Education Assistance**

**Section 1:** Regular full-time employees who wish to pursue formal courses of study on their own time outside of normal working hours, which, in the opinion of the Town Manager, will contribute to their ability and skill to perform as an employee of the Town may apply to the Town Manager in writing for financial assistance.

**Section 2:** Approved educational and training programs will be reimbursed at 100% of cost to a maximum of \$1,800 per employee per fiscal year. The Town Manager may waive this maximum when there are unexpended funds in the tuition reimbursement account after approved applications have been reimbursed.

**Section 3:** Reimbursable costs include tuition, required course fees, workbooks and text books. Costs not eligible for reimbursement include admission application, registration, service fees, special or activity fees, transportation, meals, supplies and other related items.

**Section 4:** Reimbursement will be paid the employee when proof of a grade of "C" (2.0 quality point average) or better in the course is provided, proof of payment

is provided, and the applicant is still a full-time regular employee of the Town at the time the request for reimbursement is submitted.

Article XXI  
**Clothing**

**Section 1:** The Town shall provide an initial issue of shirts to employees who regularly work at the Mansfield Community Center, and shall replace shirts as necessary.

Article XXII  
**Disciplinary Procedure**

**Section 1:** No employee covered by this agreement shall be discharged or suspended or otherwise disciplined except for just cause.

**Section 2:** Other than in the case of probationary employees, any discipline or discharge may be appealed through the grievance procedure of this agreement.

**Section 3:** Written warnings shall remain a part of an employee's personnel record for eighteen (18) months from the date of the warning. However, if another written warning is received within the eighteen (18) month period, both warnings shall remain on the record for a period of eighteen (18) months from the date of the most recent warning. Other more severe disciplinary actions shall remain a permanent part of the employee's personnel record. Written warnings will become null and void in keeping with the above, however, they will not be literally destroyed by the Town until official permission is received from the State Public Records Administrator.

**Section 4:** Former employees who have been dismissed or who resigned while charges were pending will not be rehired by the Town.

**Section 5:** The employer and employee shall sign each disciplinary document for receipt purposes only.

**Section 6:** The employee shall receive a copy of any type of disciplinary document.

**Section 7:** The chapter president shall be copied on disciplinary documents.

Article XXIII  
**Grievance Procedure**

**Section 1:** The following terms are agreed to mean as stated below.

a. "Grievant" is defined as any member of the bargaining unit and may include a group of employees similarly affected by a grievance or the Union. "Town" shall mean the Town, an agent of the Town or a committee of the Town, at the Town's option.

b. "Days" are defined as working days (Monday through Friday) excluding Saturdays, Sundays and holidays.

c. "Grievance" shall mean a claim that there has been a violation, misinterpretation or misapplication of a specific provision of this agreement.

**Section 2:** The following time limits are established regarding grievances.

a. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties.

b. If an aggrieved person does not file a grievance in writing with the appropriate administrator within ten (10) working days after the employee knew or reasonably should have known of the event or condition giving rise to the grievance, then the grievance shall be considered waived.

c. Failure at any step of this procedure to communicate a decision within the specified time limits shall be deemed denial of the grievance and shall permit the aggrieved person to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be deemed to be acceptance of the last decision rendered.

d. Any time limits specified within this article may be extended by written mutual agreement of the Union and the Town, provided that if the grievance is not submitted to a higher step in the above procedures, it shall be deemed settled on the basis of the Town's answer in the last step considered.

**Section 3: Step One** - Immediate Supervisor. The aggrieved employee who wishes to pursue a grievance shall present the grievance in writing within ten (10) working days after the employee knew or reasonably should have known of the event or condition giving rise to the grievance. The immediate supervisor, shall, within ten (10) working days after the receipt of the written grievance, render his/her decision and the reasons therefore in writing to the grievant. A copy shall be sent to the Union representative designated on the grievance form. In the case where the immediate supervisor is a member of Local 760 Supervisor's Unit, the Step One grievance shall be immediately moved to the Step Two level, without prejudice. The direct supervisor of the employee shall be simultaneously provided

with a copy of the grievance. The department head will hear the grievance and render a decision.

**Section 4: Step Two** - Department Head. If the grievant is not satisfied with the disposition of his/her grievance at Step One, he/she may, within ten (10) working days after receipt of the decision at Step One, file the grievance with his/her department head. The department head may, within ten (10) working days after receipt of the grievance, meet with the grievant, witnesses, and representatives of the Union for the purpose of resolving the grievance, and render his/her decision and the reasons for it in writing to the grievant and to the Union representative designated on the grievance form.

**Section 5: Step Three** - Town Manager. If the grievant is not satisfied with the disposition of his/her grievance at Step Two, s/he may, within ten (10) working days of receipt of the decision at Step Two, refer the grievance to the Town Manager. The Town Manager may, within fifteen (15) working days after receipt of the grievance, meet with the grievant, witnesses and representatives of the Union for the purpose of resolving the grievance. Within fifteen (15) working days after such meeting, the Town Manager will render his/her decision on the grievance in writing.

**Section 6: Step Four** - Arbitration. Within thirty (30) working days after receipt of the Town Manager's decision, the Union may submit the grievance to arbitration by so notifying the Town Manager and the American Dispute Resolution Center in writing. Arbitration shall proceed in accordance with the rules of the American Dispute Resolution Center.

- a. The arbitrator shall hear and decide only one grievance in each case. The arbitrator shall have no power in any matter to make an award which amends, adds to, subtracts from, or eliminates any provision of this agreement. S/he shall be bound by, and must comply with, all terms of this agreement.
- b. The arbitrator shall, within thirty (30) days after the hearing, render his/her decision in writing to the parties in interest, setting forth his/her findings of fact, reasoning and conclusions. Such decisions shall be binding on all parties.
- c. The costs of the arbitrator's fee shall be borne equally by both parties. It is understood that each party is responsible for its own costs for legal counsel, expert witnesses and other expenses.
- d. No employee may proceed to Step Four on his/her own; only the Union may submit a grievance to arbitration.

Article XXIV  
**Outside Employment**

**Section 1:** An employee may engage in additional employment unless the additional employment could interfere with the proper and effective performance of the duties of his/her position, result in a conflict of interest as defined by the Town's ethics ordinance which may be amended by the Town Council from time to time, or if it is reasonable to anticipate that such employment may subject the Town to public criticism or embarrassment in the opinion of the Town Manager. Upon notification in writing by the Town Manager, such outside employment shall be terminated if it is disadvantageous to the Town.

- a. Outside employment includes but is not limited to a self-owned/operated business, internet based business, or other type of business employment.
- b. Any employee who engages in outside employment shall not perform duties for his/her outside employer during work hours for the Town. Outside employment shall not interfere with an employee's Town related job duties and work hours. Any employee who engages in employment outside of his/her regular working hours shall be subject to perform his/her assigned Town duties first.
- c. The Town shall in no respect be liable nor grant sick leave in case of an injury to an employee while s/he is engaged in outside employment or any occupational illness attributed thereto.

Article XXV  
**Non-Discrimination**

All provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination because of race, color, creed, religion, sex, age, national origin, marital status, sexual orientation, genetic makeup, gender identity, political affiliation, union membership, military service and veteran's status, disability, except on the basis of bona fide occupational qualification or business necessity, or any other protected class. Any employee who files a grievance alleging breach of this provision may pursue that grievance through Step 3 – Town Manager. However, in recognition of the employee's alternate remedies under state and federal law, no grievance alleging breach of this provision may be submitted to arbitration under Article XXIII (grievance procedure).

The Town will not retaliate against employees who report alleged violations of Article XXV or who participate in internal or external investigations related to alleged violations of this Article. However, employees who knowingly make false reports under this Article will be subject to disciplinary action.

Article XXVI  
**No Lockout--No Strike**

**Section 1:** The Town agrees that it will not lock out the employees covered by this agreement during its term.

**Section 2:** The Union and the employees expressly agree that there will be no strikes, slowdowns, picketing during working hours, work stoppages, mass absenteeism, mass feigned illness or other similar forms of interference with the operation of the Town.

**Section 3:** Any or all employees participating in such strike or other prohibited activity described above in Section 2 shall be subject to disciplinary action by the Town up to and including discharge.

Article XXVII  
**Workers' Compensation**

The Town and the Union recognize the importance of assuring a safe work environment. Employees have a responsibility to perform their duties so as to minimize injuries to themselves and co-workers. Workers' Compensation leave, is granted to an employee with an accepted claim due to absence from duty caused by an accident, injury, or occupational disease that occurred while the employee was engaged in the performance of work-related duties. As part of the Town's workers' compensation coverage, the Town is a member of a preferred provider network for health care services as they relate to workers' compensation injuries. The Town will also utilize the services of a managed care program provided by the workers' compensation insurance carrier.

a. Injuries arising out of an accident in the course of employment and while engaged in the performance of one's duties shall be reported immediately by the employee to his/her supervisor who shall make a full report to the Town's workers' compensation insurance carrier. In the event that emergency medical treatment is needed, the employee may seek treatment at a hospital or by calling 911. If non-emergency medical treatment is needed, the employee must seek initial treatment at the Town approved occupational health facility and continued treatment within the preferred provider network as determined by the managed care program. It is the responsibility of the employee to submit initial and continued medical documentation related to their injury or illness to their immediate supervisor as well as to the Town's insurance carrier.

b. Employees of the Town are covered by workers' compensation insurance for occupational illness or injury sustained on the job for the Town. All payments while on workers' compensation leave shall be made subject to the same rules and regulations as workers' compensation insurance and shall not be payable if the accident was due to intoxication, drug use, or willful misconduct on the part of

the employee. Lost time during regularly scheduled work hours due to workers compensation leave will be handled in the following manner:

i. In the case of workers' compensation injuries causing absences of three (3) or less work days, the Town shall pay the employee's full net base pay for that time, since payments are not made under workers' compensation insurance for such accidents.

ii. For absences in excess of three (3) work days and up to and including sixty (60) work days, the Town shall provide for salary continuation of the employee's full net base pay for that time. The employee will not need to use accrued sick leave during this specified period for salary continuation.

For absences in excess of sixty (60) work days, the employee may elect to utilize earned sick leave as salary continuation to get as close as possible to the employee's full net base pay for that time.

iii. When an employee returns to duty, but needs continued medical care as determined by their treating medical provider in the managed care program, the employee may attend said medical appointments during regularly scheduled work hours with full pay.

c. Health insurance will continue as long as the employee is receiving workers' compensation, as required by law. The Town shall pay its share of the premium for the employee's health insurance; the employee is responsible for his or her cost share of their health insurance premium. Failure by the employee to pay the employee share of the cost of health insurance shall result in a disruption of health benefits subject to the rights of the employee to continue such coverage pursuant to COBRA.

d. An employee who, based on the medical opinion of his/her medical provider in the managed care program, is able to return to work in a modified capacity shall be provided with modified duty work related to their job functions if, in the Town's discretion, such modified duty work is available. Employees will be provided with modified duty work for so long as it is available up to six months. Any employee who is unable to fully resume the essential functions of his/her position within a reasonable period of time not to exceed one year from the date of injury or occupational illness shall be terminated from employment with the Town unless the condition is deemed disabling under the American with Disabilities Act (ADA), the Town and employee have engaged in the ADA interactive process, and a reasonable accommodation has been determined and granted by the Town.

Article XXIII  
**Complete Agreement**

It is understood and agreed that this agreement contains the complete agreement of the parties, and that it may be amended or altered only by mutual agreement in writing signed by the parties. The Town and the Union agree that each had a full opportunity to raise issues, and that all matters to be included in this agreement have been presented, discussed and incorporated herein or rejected. Accordingly, it is agreed that for the life of this agreement each party voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter, whether or not referred to in this agreement.

Article XXIX  
**Severability Clause**

In the event any sentence or provision of this Agreement is determined to be void and unenforceable by an authority of competent legal jurisdiction, that sentence or provision shall be severed from this Agreement, and the remainder of the Agreement shall continue in full force and effect.

Article XXX  
**Supervisor's Unit**

The Supervisor's Agreement is covered by the terms of this agreement. Exceptions are illustrated in ADDENDUM.

Article XXXI  
**Duration**

This agreement shall be effective upon ratification by both parties and shall remain in full force and effect through and including June 30, 2021.

In the event that federal, state or local laws or regulations become effective, or a decision from a court of competent jurisdiction is issued, which affect both parties' ability to perform their obligations in accordance with the terms of this Agreement, both parties agree to reopen this Agreement for good faith negotiations with respect to such matters.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this agreement on the date and year above written.

TOWN OF MANSFIELD

  
John Carrington, Interim Town Manager

11/26/2019  
Date

LOCAL 2001, CSEA, SEIU

  
Adrean Rodriguez, Business Representative

  
Theresa Leon-Guerrero, Union President

**ADDENDUM**

**LOCAL 2001, CSEA, SEIU**  
**SUPERVISORS**

This agreement sets forth the terms and conditions of employment for the bargaining unit of supervisors of the Town of Mansfield (the "Town"), represented by Local 2001, CSEA, SEIU (the "Union"). For ease of reference, this agreement incorporates certain provisions of the collective bargaining agreement between the non-supervisory bargaining unit in which the supervisory positions were formerly placed. The reference to the collective bargaining agreement shall in no way be construed to imply that the two bargaining units are covered by the same contract or are otherwise combined. Subject to this understanding, the Town and the Union agree that the terms and conditions of employment for the supervisor's unit shall be the same as those set forth in the collective bargaining agreement between the Town and the Union for the non-supervisory employees, with the following exceptions:

Article I  
**Recognition**

Section 1: The Town recognizes the Union as the exclusive bargaining representative with respect to wages, hours and other conditions of employment for supervisors who work twenty (20) hours or more per week in the positions of animal control officer, assistant town engineer, assessor, collector of revenue, member services coordinator, recreation supervisor, senior center supervisor and youth services supervisor.

Article II  
**Union Business**

Section 2: When a grievance, arbitration or labor board hearing takes place during normal working hours, the Town shall release from duty without loss of pay, a maximum of two (2) employees from the bargaining unit. In the event that all the Local 2001 officers are in the non-supervisory bargaining unit, the Town shall also release from duty without loss of pay one (1) such officer from that unit when the grievance, arbitration, or labor board proceeding takes place at the Town offices.

Should the specific circumstances of the situation require more than three (3) employees, the Union shall request and obtain agreement from the Town, which shall not be unreasonably withheld.

### Article XXIII Grievance Procedure

**Section 1:** The following terms are agreed to mean as stated below:

- a. "Grievant" is defined as any member of the bargaining unit and may include a group of employees similarly affected by a grievance or the Union. "Town" shall mean the Town, an agent of the Town or a committee of the Town, at the Town's option.
- b. "Days" are defined as working days (Monday through Friday) excluding Saturdays, Sundays and holidays.
- c. "Grievance" shall mean a claim that there has been a violation, misinterpretation or misapplication of a specific provision of this agreement.

**Section 2:** The following time limits are established regarding a grievance:

- a. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties.
- b. If an aggrieved person does not file a grievance in writing with the appropriate administrator within ten (10) working days after the employee knew or reasonably should have known of the event or condition giving rise to the grievance, then the grievance shall be considered waived.
- c. Failure at any step of this procedure to communicate a decision within the specified time limits shall be deemed denial of the grievance and shall permit the aggrieved person to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be deemed to be acceptance of the last decision rendered.
- d. Any time limits specified within this article may be extended by written mutual agreement of the Union and the Town, provided that if the grievance is not submitted to a higher step in the above procedures, it shall be deemed settled on the basis of the Town's answer in the last step considered.

**Section 3: Step One** - Department Head. The aggrieved employee who wishes to pursue a grievance shall present the grievance in writing within ten (10) working days after the employee knew or reasonably should have known of the event or condition giving rise to the grievance. The department head shall, within ten (10) working days after the receipt of the written grievance, render his/her decision and the reason therefore in writing to the Grievant. A copy shall be sent to the Union representative designated in the grievance form.

**Section 4: Step Two - Town Manager.** If the Grievant is not satisfied with the disposition of his/her grievance at Step One, s/he may, within ten (10) working days of receipt of the decision at Step One, refer the grievance to the Town Manager. The Town Manager may, within fifteen (15) working days after the receipt of the grievance, meet with the Grievant, witnesses and representatives of the Union for the purpose of resolving the grievance. Within fifteen (15) working days after such meeting, the Town Manager will render his/her decision on the grievance in writing.

**Section 5: Step Three – Arbitration.** Within thirty (30) working days after receipt of the Town Manager's decision, the Union may submit the grievance to arbitration by so notifying the Town Manager and the American Arbitration Association in writing. The arbitration shall proceed in accordance with the rules of the American Arbitration Association.

a. The arbitrator shall hear and decide only one grievance in each case. The arbitrator shall have no power in any matter to make an award, which amends, adds to, subtracts from, or eliminates any provision of this agreement. S/he shall be bound by, and must comply with, all terms of this agreement.

b. The arbitrator shall, within thirty (30) days after the hearing, render his/her decision in writing to the parties in interest, setting forth his/her findings of fact, reasoning and conclusions. Such decisions shall be binding on all parties.

c. The costs of the arbitrator's fee shall be borne equally by both parties. It is understood that each party is responsible for its own costs for legal counsel, expert witnesses and other expenses.

d. No employee may proceed to Step Three on his/her own; only the Union may submit a grievance to arbitration.

#### Article XXV **Non-Discrimination**

All provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination because of race, color, creed, religion, sex, age, national origin, marital status, sexual orientation, genetic makeup, gender identity, political affiliation, union membership, military service and veteran's status, disability, except on the basis of bona fide occupational qualification or business necessity, or any other protected class. Any employee who files a grievance alleging breach of this provision may pursue that grievance through Step 3 – Town Manager. However, in recognition of the employee's alternate remedies under state and federal law, no grievance alleging breach of this provision may be submitted to arbitration under Article XXI (grievance procedure).

The Town will not retaliate against employees who report alleged violations of Article XXV or who participate in internal or external investigations related to alleged violations of this Article. However, employees who knowingly make false

reports under this Article will be subject to disciplinary action.

**Article XXXI**  
**Duration**

This agreement shall be effective upon ratification by both parties and shall remain in full force and effect through and including June 30, 2021.

In the event that federal, state or local laws or regulations become effective, or a decision from a court of competent jurisdiction is issued, which affect both parties' ability to perform their obligations in accordance with the terms of this Agreement, both parties agree to reopen this Agreement for good faith negotiations with respect to such matters.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to execute this agreement on the date and year above written.

**TOWN OF MANSFIELD**

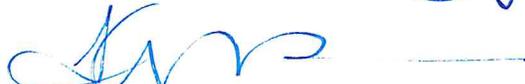
  
\_\_\_\_\_  
John Carrington, Interim Town Manager

11/26/2019

Date

**LOCAL 2001, CSEA, SEIU**

  
\_\_\_\_\_  
Adrean Rodriguez, Business Representative

  
\_\_\_\_\_  
Theresa Leon-Guerrero, Union President

**APPENDIX A  
Position, FLSA Status & Salary Ranges**

| Classification                                     | Grade | FLSA | Salary Ranges<br>FY 18/19 |          | Salary Ranges<br>FY 19/20 |          | Salary Ranges<br>FY 20/21 |           |
|--|-------|------|---------------------------|----------|---------------------------|----------|---------------------------|-----------|
|  |       |      | Min.                      | Max.     | Min.                      | Max.     | Min.                      | Max.      |
| Receptionist                                       | 12    | NE   | \$39,335                  | \$49,731 | \$40,384                  | \$51,040 | \$41,034                  | \$51,868  |
| Administrative Assistant                           | 13    | NE   | \$41,327                  | \$52,234 | \$42,402                  | \$53,607 | \$43,080                  | \$54,462  |
| Library Associate                                  | 13    | NE   | \$41,327                  | \$52,234 | \$42,402                  | \$53,607 | \$43,080                  | \$54,462  |
| Revenue Clerk                                      | 13    | NE   | \$41,327                  | \$52,234 | \$42,402                  | \$53,607 | \$43,080                  | \$54,462  |
| Transportation & Program Assistant                 | 13    | NE   | \$41,327                  | \$52,234 | \$42,402                  | \$53,607 | \$43,080                  | \$54,462  |
| Assistant to the Assessor                          | 14    | NE   | \$43,209                  | \$54,390 | \$44,346                  | \$55,826 | \$45,053                  | \$56,728  |
| Finance Clerk                                      | 14    | NE   | \$43,209                  | \$54,390 | \$44,346                  | \$55,826 | \$45,053                  | \$56,728  |
| Administrative Services Specialist                 | 15    | NE   | \$45,419                  | \$57,240 | \$46,620                  | \$58,743 | \$47,374                  | \$59,688  |
| Assistant Town Clerk                               | 15    | NE   | \$45,419                  | \$57,240 | \$46,620                  | \$58,743 | \$47,374                  | \$59,688  |
| Planning Specialist                                | 15    | NE   | \$45,419                  | \$57,240 | \$46,620                  | \$58,743 | \$47,374                  | \$59,688  |
| Program Coordinator (Senior Center & Library)      | 15    | NE   | \$45,419                  | \$57,240 | \$46,620                  | \$58,743 | \$47,374                  | \$59,688  |
| Recycling Agent                                    | 15    | NE   | \$45,419                  | \$57,240 | \$46,620                  | \$58,743 | \$47,374                  | \$59,688  |
| Revenue Specialist                                 | 15    | NE   | \$45,419                  | \$57,240 | \$46,620                  | \$58,743 | \$47,374                  | \$59,688  |
| Public Works Specialist                            | 16    | NE   | \$46,442                  | \$58,921 | \$47,665                  | \$60,466 | \$48,433                  | \$61,442  |
| Animal Control Officer                             | 17    | NE   | \$49,731                  | \$62,867 | \$51,040                  | \$64,520 | \$51,868                  | \$65,552  |
| Code Enforcement Officer I                         | 17    | NE   | \$49,731                  | \$62,867 | \$51,040                  | \$64,520 | \$51,868                  | \$65,552  |
| Payroll Administrator                              | 17    | NE   | \$49,731                  | \$62,867 | \$51,040                  | \$64,520 | \$51,868                  | \$65,552  |
| Code Enforcement Officer II                        | 19    | NE   | \$54,390                  | \$69,097 | \$55,826                  | \$70,920 | \$56,728                  | \$72,056  |
| Member Services Coordinator                        | 19    | NE   | \$54,390                  | \$69,097 | \$55,826                  | \$70,920 | \$56,728                  | \$72,056  |
| Recreation Supervisor                              | 19    | NE   | \$54,390                  | \$69,097 | \$55,826                  | \$70,920 | \$56,728                  | \$72,056  |
| Property Appraiser                                 | 19    | E    | \$54,390                  | \$69,097 | \$55,826                  | \$70,920 | \$56,728                  | \$72,056  |
| Recreation Supervisor (Aquatics, Health & Fitness) | 20    | E    | \$57,240                  | \$72,495 | \$58,743                  | \$74,405 | \$59,688                  | \$75,601  |
| Senior Center Supervisor                           | 20    | E    | \$57,240                  | \$72,495 | \$58,743                  | \$74,405 | \$59,688                  | \$75,601  |
| Social Worker (Adult/Senior, Youth)                | 20    | E    | \$57,240                  | \$72,495 | \$58,743                  | \$74,405 | \$59,688                  | \$75,601  |
| Senior Planner                                     | 22    | E    | \$62,867                  | \$79,639 | \$64,520                  | \$81,741 | \$65,552                  | \$83,055  |
| Project Engineer                                   | 23    | E    | \$65,882                  | \$83,476 | \$67,619                  | \$85,684 | \$68,713                  | \$87,056  |
| Revenue Collector                                  | 24    | E    | \$69,097                  | \$87,532 | \$70,920                  | \$89,829 | \$72,056                  | \$91,276  |
| Assistant Town Engineer                            | 25    | E    | \$72,496                  | \$91,661 | \$74,405                  | \$94,065 | \$75,601                  | \$95,588  |
| Youth Services Supervisor                          | 25    | E    | \$72,496                  | \$91,661 | \$74,405                  | \$94,065 | \$75,601                  | \$95,588  |
| Town Assessor                                      | 26    | E    | \$75,930                  | \$96,064 | \$77,945                  | \$98,595 | \$79,200                  | \$100,192 |

**Notes:**

Salary ranges reflect full-time hours.

FY 19/20 (based on 262 days) reflects 2.50% GWI.

FY 20/21 (based on 261 days) reflects 2.0% GWI.

One incumbent in the Public Works Specialist classification grandfathered at Grade 17.

FY 19/20 2.50%

Bargaining Unit: T  
 Schedule: T760  
 Grade: 1  
 Effective Date: 01-Nov-2019  
 2.5% COLA EFFECTIVE 7/1/2019

Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,834.00  
 Days in Period: 10.00  
 Periods in Year: 26.200000  
 Per Diem Days/Year: 262.000000

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 24,869.04 | 949.20   | 94.92  | 13.5600 | 94.92   | 1     |
| 2    | 25,914.42 | 989.10   | 98.91  | 14.1300 | 98.91   | 1     |
| 3    | 27,143.20 | 1,036.00 | 103.60 | 14.8000 | 103.60  | 1     |
| 4    | 28,206.92 | 1,076.60 | 107.66 | 15.3800 | 107.66  | 1     |
| 5    | 29,637.44 | 1,131.20 | 113.12 | 16.1600 | 113.12  | 1     |
| 6    | 30,939.58 | 1,180.90 | 118.09 | 16.8700 | 118.09  | 1     |

Bargaining Unit: T  
 Schedule: T760  
 Grade: 10  
 Effective Date: 01-Nov-2019  
 2.5% COLA EFFECTIVE 7/1/2019

Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,834.00  
 Days in Period: 10.00  
 Periods in Year: 26.200000  
 Per Diem Days/Year: 262.000000

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 36,845.06 | 1,406.30 | 140.63 | 20.0900 | 140.63  | 1     |
| 2    | 38,679.06 | 1,476.30 | 147.63 | 21.0900 | 147.63  | 1     |
| 3    | 40,384.68 | 1,541.40 | 154.14 | 22.0200 | 154.14  | 1     |
| 4    | 42,402.08 | 1,618.40 | 161.84 | 23.1200 | 161.84  | 1     |
| 5    | 44,346.12 | 1,692.60 | 169.26 | 24.1800 | 169.26  | 1     |
| 6    | 46,620.28 | 1,779.40 | 177.94 | 25.4200 | 177.94  | 1     |

Bargaining Unit: T  
 Schedule: T760  
 Grade: 12  
 Effective Date: 01-Nov-2019  
 2.5% COLA EFFECTIVE 7/1/2019

Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,834.00  
 Days in Period: 10.00  
 Periods in Year: 26.200000  
 Per Diem Days/Year: 262.000000

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 40,384.68 | 1,541.40 | 154.14 | 22.0200 | 154.14  | 1     |
| 2    | 42,402.08 | 1,618.40 | 161.84 | 23.1200 | 161.84  | 1     |
| 3    | 44,346.12 | 1,692.60 | 169.26 | 24.1800 | 169.26  | 1     |
| 4    | 46,620.28 | 1,779.40 | 177.94 | 25.4200 | 177.94  | 1     |
| 5    | 48,637.68 | 1,856.40 | 185.64 | 26.5200 | 185.64  | 1     |
| 6    | 51,040.22 | 1,948.10 | 194.81 | 27.8300 | 194.81  | 1     |

APPENDIX B

Appendix B

FY 19/20 2.50%

Town of Mansfield  
Bargaining Unit Salary Listing [TRAINING]

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical  
 Schedule: T760  
 Grade: 13  
 Effective Date: 01-Nov-2019  
 2.5% COLA EFFECTIVE 7/1/2019  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 42,402.08 | 1,618.40 | 161.84 | 23.1200 | 161.84  | 1     |
| 2    | 44,346.12 | 1,692.60 | 169.26 | 24.1800 | 169.26  | 1     |
| 3    | 46,620.28 | 1,779.40 | 177.94 | 25.4200 | 177.94  | 1     |
| 4    | 48,637.68 | 1,856.40 | 185.64 | 26.5200 | 185.64  | 1     |
| 5    | 51,040.22 | 1,948.10 | 194.81 | 27.8300 | 194.81  | 1     |
| 6    | 53,607.82 | 2,046.10 | 204.61 | 29.2300 | 204.61  | 1     |

=====  
 Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,834.00  
 Days in Period: 10.00  
 Periods in Year: 26.200000  
 Per Diem Days/Year: 262.000000  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 44,346.12 | 1,692.60 | 169.26 | 24.1800 | 169.26  | 1     |
| 2    | 46,620.28 | 1,779.40 | 177.94 | 25.4200 | 177.94  | 1     |
| 3    | 48,637.68 | 1,856.40 | 185.64 | 26.5200 | 185.64  | 1     |
| 4    | 51,040.22 | 1,948.10 | 194.81 | 27.8300 | 194.81  | 1     |
| 5    | 53,607.82 | 2,046.10 | 204.61 | 29.2300 | 204.61  | 1     |
| 6    | 55,826.96 | 2,130.80 | 213.08 | 30.4400 | 213.08  | 1     |

=====  
 Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,834.00  
 Days in Period: 10.00  
 Periods in Year: 26.200000  
 Per Diem Days/Year: 262.000000  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 46,620.28 | 1,779.40 | 177.94 | 25.4200 | 177.94  | 1     |
| 2    | 48,637.68 | 1,856.40 | 185.64 | 26.5200 | 185.64  | 1     |
| 3    | 51,040.22 | 1,948.10 | 194.81 | 27.8300 | 194.81  | 1     |
| 4    | 53,607.82 | 2,046.10 | 204.61 | 29.2300 | 204.61  | 1     |
| 5    | 55,826.96 | 2,130.80 | 213.08 | 30.4400 | 213.08  | 1     |
| 6    | 58,743.02 | 2,242.10 | 224.21 | 32.0300 | 224.21  | 1     |

=====  
 Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,834.00  
 Days in Period: 10.00  
 Periods in Year: 26.200000  
 Per Diem Days/Year: 262.000000  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 46,620.28 | 1,779.40 | 177.94 | 25.4200 | 177.94  | 1     |
| 2    | 48,637.68 | 1,856.40 | 185.64 | 26.5200 | 185.64  | 1     |
| 3    | 51,040.22 | 1,948.10 | 194.81 | 27.8300 | 194.81  | 1     |
| 4    | 53,607.82 | 2,046.10 | 204.61 | 29.2300 | 204.61  | 1     |
| 5    | 55,826.96 | 2,130.80 | 213.08 | 30.4400 | 213.08  | 1     |
| 6    | 58,743.02 | 2,242.10 | 224.21 | 32.0300 | 224.21  | 1     |

Town of Mansfield  
Bargaining Unit Salary Listing [TRAINING]

=====  
 Bargaining Unit: T  
 Schedule: T760  
 Grade: 16  
 Effective Date: 01-Nov-2019  
 2.5% COLA EFFECTIVE 7/1/2019  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 47,665.66 | 1,819.30 | 181.93 | 25.9900 | 181.93  | 1     |
| 2    | 50,031.52 | 1,909.60 | 190.96 | 27.2800 | 190.96  | 1     |
| 3    | 52,507.42 | 2,004.10 | 200.41 | 28.6300 | 200.41  | 1     |
| 4    | 54,744.90 | 2,089.50 | 208.95 | 29.8500 | 208.95  | 1     |
| 5    | 57,624.28 | 2,199.40 | 219.94 | 31.4200 | 219.94  | 1     |
| 6    | 60,466.98 | 2,307.90 | 230.79 | 32.9700 | 230.79  | 1     |

=====  
 -CSEA TOWN-Prof/Clerical  
 Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,834.00  
 Days in Period: 10.00  
 Periods in Year: 26.200000  
 Per Diem Days/Year: 262.000000  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 51,040.22 | 1,948.10 | 194.81 | 27.8300 | 194.81  | 1     |
| 2    | 53,607.82 | 2,046.10 | 204.61 | 29.2300 | 204.61  | 1     |
| 3    | 55,826.96 | 2,130.80 | 213.08 | 30.4400 | 213.08  | 1     |
| 4    | 58,743.02 | 2,242.10 | 224.21 | 32.0300 | 224.21  | 1     |
| 5    | 61,714.10 | 2,355.50 | 235.55 | 33.6500 | 235.55  | 1     |
| 6    | 64,520.12 | 2,462.60 | 246.26 | 35.1800 | 246.26  | 1     |

=====  
 -CSEA TOWN-Prof/Clerical  
 Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,834.00  
 Days in Period: 10.00  
 Periods in Year: 26.200000  
 Per Diem Days/Year: 262.000000  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 53,607.82 | 2,046.10 | 204.61 | 29.2300 | 204.61  | 1     |
| 2    | 55,826.96 | 2,130.80 | 213.08 | 30.4400 | 213.08  | 1     |
| 3    | 58,743.02 | 2,242.10 | 224.21 | 32.0300 | 224.21  | 1     |
| 4    | 61,714.10 | 2,355.50 | 235.55 | 33.6500 | 235.55  | 1     |
| 5    | 64,520.12 | 2,462.60 | 246.26 | 35.1800 | 246.26  | 1     |
| 6    | 67,619.58 | 2,580.90 | 258.09 | 36.8700 | 258.09  | 1     |

=====  
 Bargaining Unit: T  
 Schedule: T760  
 Grade: 18  
 Effective Date: 01-Nov-2019  
 2.5% COLA EFFECTIVE 7/1/2019  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 53,607.82 | 2,046.10 | 204.61 | 29.2300 | 204.61  | 1     |
| 2    | 55,826.96 | 2,130.80 | 213.08 | 30.4400 | 213.08  | 1     |
| 3    | 58,743.02 | 2,242.10 | 224.21 | 32.0300 | 224.21  | 1     |
| 4    | 61,714.10 | 2,355.50 | 235.55 | 33.6500 | 235.55  | 1     |
| 5    | 64,520.12 | 2,462.60 | 246.26 | 35.1800 | 246.26  | 1     |
| 6    | 67,619.58 | 2,580.90 | 258.09 | 36.8700 | 258.09  | 1     |

Printed 04-Nov-2019 at 09:10:39 by DUCHARMEM  
Town of Mansfield  
Bargaining Unit Salary Listing [TRAINING]

6648-HRBARGSALARY.REP

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical  
 Schedule: T760  
 Grade: 19  
 Effective Date: 01-Nov-2019  
 2.5% COLA EFFECTIVE 7/1/2019  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 55,826.96 | 2,130.80 | 213.08 | 30.4400 | 213.08  | 1     |
| 2    | 58,743.02 | 2,242.10 | 224.21 | 32.0300 | 224.21  | 1     |
| 3    | 61,714.10 | 2,355.50 | 235.55 | 33.6500 | 235.55  | 1     |
| 4    | 64,520.12 | 2,462.60 | 246.26 | 35.1800 | 246.26  | 1     |
| 5    | 67,619.58 | 2,580.90 | 258.09 | 36.8700 | 258.09  | 1     |
| 6    | 70,920.78 | 2,706.90 | 270.69 | 38.6700 | 270.69  | 1     |

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical  
 Schedule: T760  
 Grade: 20  
 Effective Date: 01-Nov-2019  
 2.5% COLA EFFECTIVE 7/1/2019  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 58,743.02 | 2,242.10 | 224.21 | 32.0300 | 224.21  | 1     |
| 2    | 61,714.10 | 2,385.50 | 235.55 | 33.6500 | 235.55  | 1     |
| 3    | 64,520.12 | 2,462.60 | 246.26 | 35.1800 | 246.26  | 1     |
| 4    | 67,619.58 | 2,580.90 | 258.09 | 36.8700 | 258.09  | 1     |
| 5    | 70,920.78 | 2,706.90 | 270.69 | 38.6700 | 270.69  | 1     |
| 6    | 74,405.38 | 2,839.90 | 283.99 | 40.5700 | 283.99  | 1     |

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical  
 Schedule: T760  
 Grade: 22  
 Effective Date: 01-Nov-2019  
 2.5% COLA EFFECTIVE 7/1/2019  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 64,520.12 | 2,462.60 | 246.26 | 35.1800 | 246.26  | 1     |
| 2    | 67,619.58 | 2,580.90 | 258.09 | 36.8700 | 258.09  | 1     |
| 3    | 70,920.78 | 2,706.90 | 270.69 | 38.6700 | 270.69  | 1     |
| 4    | 74,405.38 | 2,839.90 | 283.99 | 40.5700 | 283.99  | 1     |
| 5    | 77,945.00 | 2,975.00 | 297.50 | 42.5000 | 297.50  | 1     |
| 6    | 81,741.38 | 3,119.90 | 311.99 | 44.5700 | 311.99  | 1     |

Town of Mansfield

Bargaining Unit Salary Listing [TRAINING]

Bargaining Unit: T  
 Schedule: T760  
 Grade: 23  
 Effective Date: 01-Nov-2019  
 2.5% COLA EFFECTIVE 7/1/2019

-CSEA TOWN-Prof/Clerical

Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,834.00  
 Days in Period: 10.00  
 Periods in Year: 26.200000  
 Per Diem Days/Year: 262.000000

User Defined #1  
 User Defined #2  
 User Defined #3  
 User Defined #4  
 User Defined #5

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 67,619.58 | 2,580.90 | 258.09 | 36.8700 | 258.09  | 1     |
| 2    | 70,920.78 | 2,706.90 | 270.69 | 38.6700 | 270.69  | 1     |
| 3    | 74,405.38 | 2,839.90 | 283.99 | 40.5700 | 283.99  | 1     |
| 4    | 77,945.00 | 2,975.00 | 297.50 | 42.5000 | 297.50  | 1     |
| 5    | 81,741.38 | 3,119.90 | 311.99 | 44.5700 | 311.99  | 1     |
| 6    | 85,684.48 | 3,270.40 | 327.04 | 46.7200 | 327.04  | 1     |

-CSEA TOWN-Prof/Clerical

Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,834.00  
 Days in Period: 10.00  
 Periods in Year: 26.200000  
 Per Diem Days/Year: 262.000000

User Defined #1  
 User Defined #2  
 User Defined #3  
 User Defined #4  
 User Defined #5

Bargaining Unit: T  
 Schedule: T760  
 Grade: 24  
 Effective Date: 01-Nov-2019  
 2.5% COLA EFFECTIVE 7/1/2019

-CSEA TOWN-Prof/Clerical

Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,834.00  
 Days in Period: 10.00  
 Periods in Year: 26.200000  
 Per Diem Days/Year: 262.000000

User Defined #1  
 User Defined #2  
 User Defined #3  
 User Defined #4  
 User Defined #5

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 70,920.78 | 2,706.90 | 270.69 | 38.6700 | 270.69  | 1     |
| 2    | 74,405.38 | 2,839.90 | 283.99 | 40.5700 | 283.99  | 1     |
| 3    | 77,945.00 | 2,975.00 | 297.50 | 42.5000 | 297.50  | 1     |
| 4    | 81,741.38 | 3,119.90 | 311.99 | 44.5700 | 311.99  | 1     |
| 5    | 85,684.48 | 3,270.40 | 327.04 | 46.7200 | 327.04  | 1     |
| 6    | 89,829.32 | 3,428.60 | 342.86 | 48.9800 | 342.86  | 1     |

-CSEA TOWN-Prof/Clerical

Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,834.00  
 Days in Period: 10.00  
 Periods in Year: 26.200000  
 Per Diem Days/Year: 262.000000

User Defined #1  
 User Defined #2  
 User Defined #3  
 User Defined #4  
 User Defined #5

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 74,405.38 | 2,839.90 | 283.99 | 40.5700 | 283.99  | 1     |
| 2    | 77,945.00 | 2,975.00 | 297.50 | 42.5000 | 297.50  | 1     |
| 3    | 81,741.38 | 3,119.90 | 311.99 | 44.5700 | 311.99  | 1     |
| 4    | 85,684.48 | 3,270.40 | 327.04 | 46.7200 | 327.04  | 1     |
| 5    | 89,829.32 | 3,428.60 | 342.86 | 48.9800 | 342.86  | 1     |
| 6    | 94,065.86 | 3,590.30 | 359.03 | 51.2900 | 359.03  | 1     |

Town of Mansfield

Bargaining Unit Salary Listing [TRAINING]

```

=====
Bargaining Unit: T              Salary Base: H          User Defined #1      .00
Schedule: T760                Pay Type: Salaried   User Defined #2      .00
Grade: 26                     Hours in Year: 1,834.00 User Defined #3      .00
Effective Date: 01-Nov-2019   Days in Period: 10.00  User Defined #4      .00
2.5% COLA EFFECTIVE 7/1/2019  Periods in Year: 26.200000 User Defined #5      .00
Per Diem Days/Year: 262.000000
=====
Step Annual          Period          Daily          Hourly          PerDiem Tier#
=====
1  77,945.00         2,975.00         297.50         42.5000         297.50         1
2  81,741.38         3,119.90         311.99         44.5700         311.99         1
3  85,684.48         3,270.40         327.04         46.7200         327.04         1
4  89,829.32         3,428.60         342.86         48.9800         342.86         1
5  94,065.86         3,590.30         359.03         51.2900         359.03         1
6  98,595.84         3,763.20         376.32         53.7600         376.32         1
=====

```

Selection Legend:

Bargaining Unit: 'T CSEA'  
Effective Date: '11012019'

FY 20/21 2.0%

Printed 04-Nov-2019 at 09:25:14 by DUCHARMEAM  
Town of Mansfield  
Bargaining Unit Salary Listing [TRAINING]

6648-HRBARGSALARY.REP

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical  
 Schedule: T760  
 Grade: 1  
 Effective Date: 01-Jul-2020  
 2% COLA EFFECTIVE 7/1/2020  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 25,267.41 | 968.10   | 96.81  | 13.8300 | 96.81   | 1     |
| 2    | 26,327.07 | 1,008.70 | 100.87 | 14.4100 | 100.87  | 1     |
| 3    | 27,587.70 | 1,057.00 | 105.70 | 15.1000 | 105.70  | 1     |
| 4    | 28,665.63 | 1,098.30 | 109.83 | 15.6900 | 109.83  | 1     |
| 5    | 30,108.96 | 1,153.60 | 115.36 | 16.4800 | 115.36  | 1     |
| 6    | 31,442.67 | 1,204.70 | 120.47 | 17.2100 | 120.47  | 1     |

=====  
 Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,827.00  
 Days in Period: 10.00  
 Periods in Year: 26.100000  
 Per Diem Days/Year: 261.000000  
 =====

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical  
 Schedule: T760  
 Grade: 10  
 Effective Date: 01-Jul-2020  
 2% COLA EFFECTIVE 7/1/2020  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 37,435.23 | 1,434.30 | 143.43 | 20.4900 | 143.43  | 1     |
| 2    | 39,298.77 | 1,505.70 | 150.57 | 21.5100 | 150.57  | 1     |
| 3    | 41,034.42 | 1,572.20 | 157.22 | 22.4600 | 157.22  | 1     |
| 4    | 43,080.66 | 1,650.60 | 165.06 | 23.5800 | 165.06  | 1     |
| 5    | 45,053.82 | 1,726.20 | 172.62 | 24.6600 | 172.62  | 1     |
| 6    | 47,374.11 | 1,815.10 | 181.51 | 25.9300 | 181.51  | 1     |

=====  
 Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,827.00  
 Days in Period: 10.00  
 Periods in Year: 26.100000  
 Per Diem Days/Year: 261.000000  
 =====

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical  
 Schedule: T760  
 Grade: 12  
 Effective Date: 01-Jul-2020  
 2% COLA EFFECTIVE 7/1/2020  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 41,034.42 | 1,572.20 | 157.22 | 22.4600 | 157.22  | 1     |
| 2    | 43,080.66 | 1,650.60 | 165.06 | 23.5800 | 165.06  | 1     |
| 3    | 45,053.82 | 1,726.20 | 172.62 | 24.6600 | 172.62  | 1     |
| 4    | 47,374.11 | 1,815.10 | 181.51 | 25.9300 | 181.51  | 1     |
| 5    | 49,420.35 | 1,893.50 | 189.35 | 27.0500 | 189.35  | 1     |
| 6    | 51,868.53 | 1,987.30 | 198.73 | 28.3900 | 198.73  | 1     |

=====  
 Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,827.00  
 Days in Period: 10.00  
 Periods in Year: 26.100000  
 Per Diem Days/Year: 261.000000  
 =====

# Appendix B

FY 20/21 2.0%

Town of Mansfield  
Bargaining Unit Salary Listing [TRAINING]

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical  
 Schedule: T760  
 Grade: 13  
 Effective Date: 01-Jul-2020  
 2% COLA EFFECTIVE 7/1/2020  
 =====

| Step | Annual    |          | Period |         | Daily  |         | Hourly          |  | PerDiem |  | Tier# |
|------|-----------|----------|--------|---------|--------|---------|-----------------|--|---------|--|-------|
|      | Step      | Annual   | Period | Daily   | Hourly | PerDiem | Tier#           |  |         |  |       |
| 1    | 43,080.66 | 1,650.60 | 165.06 | 23.5800 | 165.06 | 1       | User Defined #1 |  |         |  |       |
| 2    | 45,053.82 | 1,726.20 | 172.62 | 24.6600 | 172.62 | 1       | User Defined #2 |  |         |  |       |
| 3    | 47,374.11 | 1,815.10 | 181.51 | 25.9300 | 181.51 | 1       | User Defined #3 |  |         |  |       |
| 4    | 49,420.35 | 1,893.50 | 189.35 | 27.0500 | 189.35 | 1       | User Defined #4 |  |         |  |       |
| 5    | 51,868.53 | 1,987.30 | 198.73 | 28.3900 | 198.73 | 1       | User Defined #5 |  |         |  |       |
| 6    | 54,462.87 | 2,086.70 | 208.67 | 29.8100 | 208.67 | 1       |                 |  |         |  |       |

=====  
 Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,827.00  
 Days in Period: 10.00  
 Periods in Year: 26.100000  
 Per Diem Days/Year: 261.000000  
 =====

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical  
 Schedule: T760  
 Grade: 14  
 Effective Date: 01-Jul-2020  
 2% COLA EFFECTIVE 7/1/2020  
 =====

| Step | Annual    |          | Period |         | Daily  |         | Hourly          |  | PerDiem |  | Tier# |
|------|-----------|----------|--------|---------|--------|---------|-----------------|--|---------|--|-------|
|      | Step      | Annual   | Period | Daily   | Hourly | PerDiem | Tier#           |  |         |  |       |
| 1    | 45,053.82 | 1,726.20 | 172.62 | 24.6600 | 172.62 | 1       | User Defined #1 |  |         |  |       |
| 2    | 47,374.11 | 1,815.10 | 181.51 | 25.9300 | 181.51 | 1       | User Defined #2 |  |         |  |       |
| 3    | 49,420.35 | 1,893.50 | 189.35 | 27.0500 | 189.35 | 1       | User Defined #3 |  |         |  |       |
| 4    | 51,868.53 | 1,987.30 | 198.73 | 28.3900 | 198.73 | 1       | User Defined #4 |  |         |  |       |
| 5    | 54,462.87 | 2,086.70 | 208.67 | 29.8100 | 208.67 | 1       | User Defined #5 |  |         |  |       |
| 6    | 56,728.35 | 2,173.50 | 217.35 | 31.0500 | 217.35 | 1       |                 |  |         |  |       |

=====  
 Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,827.00  
 Days in Period: 10.00  
 Periods in Year: 26.100000  
 Per Diem Days/Year: 261.000000  
 =====

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical  
 Schedule: T760  
 Grade: 15  
 Effective Date: 01-Jul-2020  
 2% COLA EFFECTIVE 7/1/2020  
 =====

| Step | Annual    |          | Period |         | Daily  |         | Hourly          |  | PerDiem |  | Tier# |
|------|-----------|----------|--------|---------|--------|---------|-----------------|--|---------|--|-------|
|      | Step      | Annual   | Period | Daily   | Hourly | PerDiem | Tier#           |  |         |  |       |
| 1    | 47,374.11 | 1,815.10 | 181.51 | 25.9300 | 181.51 | 1       | User Defined #1 |  |         |  |       |
| 2    | 49,420.35 | 1,893.50 | 189.35 | 27.0500 | 189.35 | 1       | User Defined #2 |  |         |  |       |
| 3    | 51,868.53 | 1,987.30 | 198.73 | 28.3900 | 198.73 | 1       | User Defined #3 |  |         |  |       |
| 4    | 54,462.87 | 2,086.70 | 208.67 | 29.8100 | 208.67 | 1       | User Defined #4 |  |         |  |       |
| 5    | 56,728.35 | 2,173.50 | 217.35 | 31.0500 | 217.35 | 1       | User Defined #5 |  |         |  |       |
| 6    | 59,688.09 | 2,286.90 | 228.69 | 32.6700 | 228.69 | 1       |                 |  |         |  |       |

=====  
 Salary Base: H  
 Pay Type: Salaried  
 Hours in Year: 1,827.00  
 Days in Period: 10.00  
 Periods in Year: 26.100000  
 Per Diem Days/Year: 261.000000  
 =====

Town of Mansfield  
Bargaining Unit Salary Listing [TRAINING]

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical Salary Base: H User Defined #1 .00  
 Schedule: T760 Pay Type: Salaried User Defined #2 .00  
 Grade: 16 Hours in Year: 1,827.00 User Defined #3 .00  
 Effective Date: 01-Jul-2020 Days in Period: 10.00 User Defined #4 .00  
 2% COLA EFFECTIVE 7/1/2020 Periods in Year: 26.100000 User Defined #5 .00  
 Per Diem Days/Year: 261.000000  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem Tier# |
|------|-----------|----------|--------|---------|---------------|
| 1    | 48,433.77 | 1,855.70 | 185.57 | 26.5100 | 1             |
| 2    | 50,845.41 | 1,948.10 | 194.81 | 27.8300 | 1             |
| 3    | 53,348.40 | 2,044.00 | 204.40 | 29.2000 | 1             |
| 4    | 55,632.15 | 2,131.50 | 213.15 | 30.4500 | 1             |
| 5    | 58,555.35 | 2,243.50 | 224.35 | 32.0500 | 1             |
| 6    | 61,442.01 | 2,354.10 | 235.41 | 33.6300 | 1             |

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical Salary Base: H User Defined #1 .00  
 Schedule: T760 Pay Type: Salaried User Defined #2 .00  
 Grade: 17 Hours in Year: 1,827.00 User Defined #3 .00  
 Effective Date: 01-Jul-2020 Days in Period: 10.00 User Defined #4 .00  
 2% COLA EFFECTIVE 7/1/2020 Periods in Year: 26.100000 User Defined #5 .00  
 Per Diem Days/Year: 261.000000  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem Tier# |
|------|-----------|----------|--------|---------|---------------|
| 1    | 51,868.53 | 1,987.30 | 198.73 | 28.3900 | 1             |
| 2    | 54,462.87 | 2,086.70 | 208.67 | 29.8100 | 1             |
| 3    | 56,728.35 | 2,173.50 | 217.35 | 31.0500 | 1             |
| 4    | 59,688.09 | 2,286.90 | 228.69 | 32.6700 | 1             |
| 5    | 62,702.64 | 2,402.40 | 240.24 | 34.3200 | 1             |
| 6    | 65,552.76 | 2,511.60 | 251.16 | 35.8800 | 1             |

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical Salary Base: H User Defined #1 .00  
 Schedule: T760 Pay Type: Salaried User Defined #2 .00  
 Grade: 18 Hours in Year: 1,827.00 User Defined #3 .00  
 Effective Date: 01-Jul-2020 Days in Period: 10.00 User Defined #4 .00  
 2% COLA EFFECTIVE 7/1/2020 Periods in Year: 26.100000 User Defined #5 .00  
 Per Diem Days/Year: 261.000000  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem Tier# |
|------|-----------|----------|--------|---------|---------------|
| 1    | 54,462.87 | 2,086.70 | 208.67 | 29.8100 | 1             |
| 2    | 56,728.35 | 2,173.50 | 217.35 | 31.0500 | 1             |
| 3    | 59,688.09 | 2,286.90 | 228.69 | 32.6700 | 1             |
| 4    | 62,702.64 | 2,402.40 | 240.24 | 34.3200 | 1             |
| 5    | 65,552.76 | 2,511.60 | 251.16 | 35.8800 | 1             |
| 6    | 68,713.47 | 2,632.70 | 263.27 | 37.6100 | 1             |

Bargaining Unit Salary Listing [TRAINING]

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical Salary Base: H User Defined #1 .00  
 Schedule: T760 Pay Type: Salaried User Defined #2 .00  
 Grade: 19 Hours in Year: 1,827.00 User Defined #3 .00  
 Effective Date: 01-Jul-2020 Days in Period: 10.00 User Defined #4 .00  
 2% COLA EFFECTIVE 7/1/2020 Periods in Year: 26.100000 User Defined #5 .00  
 Per Diem Days/Year: 261.000000  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 56,728.35 | 2,173.50 | 217.35 | 31.0500 | 217.35  | 1     |
| 2    | 59,688.09 | 2,286.90 | 228.69 | 32.6700 | 228.69  | 1     |
| 3    | 62,702.64 | 2,402.40 | 240.24 | 34.3200 | 240.24  | 1     |
| 4    | 65,552.76 | 2,511.60 | 251.16 | 35.8800 | 251.16  | 1     |
| 5    | 68,713.47 | 2,632.70 | 263.27 | 37.6100 | 263.27  | 1     |
| 6    | 72,056.88 | 2,760.80 | 276.08 | 39.4400 | 276.08  | 1     |

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical Salary Base: H User Defined #1 .00  
 Schedule: T760 Pay Type: Salaried User Defined #2 .00  
 Grade: 20 Hours in Year: 1,827.00 User Defined #3 .00  
 Effective Date: 01-Jul-2020 Days in Period: 10.00 User Defined #4 .00  
 2% COLA EFFECTIVE 7/1/2020 Periods in Year: 26.100000 User Defined #5 .00  
 Per Diem Days/Year: 261.000000  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 59,688.09 | 2,286.90 | 228.69 | 32.6700 | 228.69  | 1     |
| 2    | 62,702.64 | 2,402.40 | 240.24 | 34.3200 | 240.24  | 1     |
| 3    | 65,552.76 | 2,511.60 | 251.16 | 35.8800 | 251.16  | 1     |
| 4    | 68,713.47 | 2,632.70 | 263.27 | 37.6100 | 263.27  | 1     |
| 5    | 72,056.88 | 2,760.80 | 276.08 | 39.4400 | 276.08  | 1     |
| 6    | 75,601.26 | 2,896.60 | 289.66 | 41.3800 | 289.66  | 1     |

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical Salary Base: H User Defined #1 .00  
 Schedule: T760 Pay Type: Salaried User Defined #2 .00  
 Grade: 22 Hours in Year: 1,827.00 User Defined #3 .00  
 Effective Date: 01-Jul-2020 Days in Period: 10.00 User Defined #4 .00  
 2% COLA EFFECTIVE 7/1/2020 Periods in Year: 26.100000 User Defined #5 .00  
 Per Diem Days/Year: 261.000000  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 65,552.76 | 2,511.60 | 251.16 | 35.8800 | 251.16  | 1     |
| 2    | 68,713.47 | 2,632.70 | 263.27 | 37.6100 | 263.27  | 1     |
| 3    | 72,056.88 | 2,760.80 | 276.08 | 39.4400 | 276.08  | 1     |
| 4    | 75,601.26 | 2,896.60 | 289.66 | 41.3800 | 289.66  | 1     |
| 5    | 79,200.45 | 3,034.50 | 303.45 | 43.3500 | 303.45  | 1     |
| 6    | 83,055.42 | 3,182.20 | 318.22 | 45.4600 | 318.22  | 1     |

Town of Mansfield  
Bargaining Unit Salary Listing [TRAINING]

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical Salary Base: H User Defined #1 .00  
 Schedule: T760 Pay Type: Salaried User Defined #2 .00  
 Grade: 23 Hours in Year: 1,827.00 User Defined #3 .00  
 Effective Date: 01-Jul-2020 Days in Period: 10.00 User Defined #4 .00  
 2% COLA EFFECTIVE 7/1/2020 Periods in Year: 26.100000 User Defined #5 .00  
 Per Diem Days/Year: 261.000000  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 68,713.47 | 2,632.70 | 263.27 | 37.6100 | 263.27  | 1     |
| 2    | 72,056.88 | 2,760.80 | 276.08 | 39.4400 | 276.08  | 1     |
| 3    | 75,601.26 | 2,896.60 | 289.66 | 41.3800 | 289.66  | 1     |
| 4    | 79,200.45 | 3,034.50 | 303.45 | 43.3500 | 303.45  | 1     |
| 5    | 83,055.42 | 3,182.20 | 318.22 | 45.4600 | 318.22  | 1     |
| 6    | 87,056.55 | 3,335.50 | 333.55 | 47.6500 | 333.55  | 1     |

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical Salary Base: H User Defined #1 .00  
 Schedule: T760 Pay Type: Salaried User Defined #2 .00  
 Grade: 24 Hours in Year: 1,827.00 User Defined #3 .00  
 Effective Date: 01-Jul-2020 Days in Period: 10.00 User Defined #4 .00  
 2% COLA EFFECTIVE 7/1/2020 Periods in Year: 26.100000 User Defined #5 .00  
 Per Diem Days/Year: 261.000000  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 72,056.88 | 2,760.80 | 276.08 | 39.4400 | 276.08  | 1     |
| 2    | 75,601.26 | 2,896.60 | 289.66 | 41.3800 | 289.66  | 1     |
| 3    | 79,200.45 | 3,034.50 | 303.45 | 43.3500 | 303.45  | 1     |
| 4    | 83,055.42 | 3,182.20 | 318.22 | 45.4600 | 318.22  | 1     |
| 5    | 87,056.55 | 3,335.50 | 333.55 | 47.6500 | 333.55  | 1     |
| 6    | 91,276.92 | 3,497.20 | 349.72 | 49.9600 | 349.72  | 1     |

=====  
 Bargaining Unit: T -CSEA TOWN-Prof/Clerical Salary Base: H User Defined #1 .00  
 Schedule: T760 Pay Type: Salaried User Defined #2 .00  
 Grade: 25 Hours in Year: 1,827.00 User Defined #3 .00  
 Effective Date: 01-Jul-2020 Days in Period: 10.00 User Defined #4 .00  
 2% COLA EFFECTIVE 7/1/2020 Periods in Year: 26.100000 User Defined #5 .00  
 Per Diem Days/Year: 261.000000  
 =====

| Step | Annual    | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|-----------|----------|--------|---------|---------|-------|
| 1    | 75,601.26 | 2,896.60 | 289.66 | 41.3800 | 289.66  | 1     |
| 2    | 79,200.45 | 3,034.50 | 303.45 | 43.3500 | 303.45  | 1     |
| 3    | 83,055.42 | 3,182.20 | 318.22 | 45.4600 | 318.22  | 1     |
| 4    | 87,056.55 | 3,335.50 | 333.55 | 47.6500 | 333.55  | 1     |
| 5    | 91,276.92 | 3,497.20 | 349.72 | 49.9600 | 349.72  | 1     |
| 6    | 95,588.64 | 3,662.40 | 366.24 | 52.3200 | 366.24  | 1     |

Town of Mansfield  
Bargaining Unit Salary Listing [TRAINING]

```

=====
Bargaining Unit: T      -CSEA TOWN-Prof/Clerical      Salary Base: H      User Defined #1      .00
Schedule: T760          Pay Type: Salaried      User Defined #2      .00
Grade: 26              Hours in Year: 1,827.00  User Defined #3      .00
Effective Date: 01-Jul-2020  Days in Period: 10.00   User Defined #4      .00
2% COLA EFFECTIVE 7/1/2020  Periods in Year: 26.100000  User Defined #5      .00
Per Diem Days/Year: 261.000000
=====

```

| Step | Annual     | Period   | Daily  | Hourly  | PerDiem | Tier# |
|------|------------|----------|--------|---------|---------|-------|
| 1    | 79,200.45  | 3,034.50 | 303.45 | 43.3500 | 303.45  | 1     |
| 2    | 83,055.42  | 3,182.20 | 318.22 | 45.4600 | 318.22  | 1     |
| 3    | 87,056.55  | 3,335.50 | 333.55 | 47.6500 | 333.55  | 1     |
| 4    | 91,276.92  | 3,497.20 | 349.72 | 49.9600 | 349.72  | 1     |
| 5    | 95,588.64  | 3,662.40 | 366.24 | 52.3200 | 366.24  | 1     |
| 6    | 100,192.68 | 3,838.80 | 383.88 | 54.8400 | 383.88  | 1     |

Selection Legend:

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Bargaining Unit: 'T      CSEA'
Effective Date: '07012020'

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**APPENDIX C  
Century Preferred ~ PPO**

| <b>BENEFIT</b>   | <b>Century Preferred ~ PPO (Plan # 236)</b>  |
|--|--|
| <b><u>Costshares</u></b>                               | <p>In-Network services subject to co-pays</p> <p>Out-of-Network Services Available ~ Subject to deductible and coinsurance</p> <p><b>Co-Pays: \$25 PCP / \$25 Specialist</b><br/> <b>\$175 Outpat Hosp / \$350 Inpat Hosp co-pay</b><br/> <b>\$50 Emergency / \$25 Urgent Care Facility</b></p> <p><b>Out-of-Network Deductible: \$400/\$800/\$1,000</b><br/> <b>Out-of-Network Cost Share Maximum:</b><br/> <b>\$1,600/\$3,200/\$4,000</b></p> <p><b>Out-of-Network "Out of Pocket" Cost:</b><br/> <b>\$2,000/\$4,000/\$5,000</b></p> <p><b>Lifetime Maximum In-Network &amp; Out-Of-Network-<br/>Unlimited</b></p> |
| <b><u>Preventive Care</u></b><br>Pediatric             | <p>Covered according to age-based schedule:<br/> <b>\$0 co-pay</b><br/>           Birth to 1 year - 7 exams<br/>           1 year through 5 years - 7 exams<br/>           5 years through 11 years - 1 exam every year<br/>           11 years through 22 years - 1 exam every year</p>   |
| Adult  | <p>Covered according to age-based schedule:<br/> <b>\$0 co-pay</b><br/>           22 and over one exam per year</p>  |
| Vision   | <p><b>\$0 co-pay</b><br/>           ( Frames &amp; Lenses covered under vision rider )</p>   |
| Hearing  | <p><b>\$0 Co-pay one exam every two years</b></p>  |
| Gynecological  | <p><b>\$0 co-pay</b><br/>           One Routine Exam Per Member per Calendar Year</p>  |
| <b><u>Medical Services</u></b><br>Medical Office Visit | <p><b>\$25 office visit co-pay PCP</b><br/> <b>\$25 office visit co-pay Specialist</b></p>   |
| Outpatient PT/OT/<br>Chiro/Speech                      | <p><b>\$25 office visit co-pay</b><br/>           50 combined visits per member per calendar year<br/>           ( subject to medical necessity )</p>  |
| Allergy Services                                       | <p><b>\$25 office visit co-pay</b><br/>           No copay for injections<br/>           Unlimited injections</p>  |
| Diagnostic Lab & X-ray                                 | <p>Covered</p>   |
| Inpatient Medical Services                             | <p>Covered</p>   |
| Surgery Fees   | <p>Covered</p>   |
| Office Surgery   | <p>Covered</p>   |
| Outpatient MH  | <p><b>\$25 office visit co-pay</b><br/>           Limited to 40 visits per calendar year</p>   |

**APPENDIX C  
Century Preferred ~ PPO (continued)**

| <b>BENEFIT</b>  | <b>Century Preferred ~ PPO (Plan #236)</b>  |
|---|---|
| <b>Emergency Care</b><br>Emergency Room                                       | <b>\$50 co-pay</b><br>( waived if admitted )  |
| <b>Urgent Care</b>  | <b>\$25 co-pay</b><br>Participating Facilities only   |
| Ambulance   | Covered Land & Air Ambulance  |
| <b>Hospital Care</b><br>General/Medical/Surgical/<br>Maternity (Semi-Private) | <b>Note: All hospital admissions require pre-cert \$ 350 per admission co-pay</b>   |
| Ancillary Services<br>(Medication, Supplies)                                  | Covered   |
| Psychiatric   | <b>\$ 350 per admission co-pay</b>  |
| Substance Abuse/ Detox  | <b>\$ 350 per admission co-pay</b>  |
| Rehabilitative  | <b>\$ 350 per admission co-pay</b><br>up to 60 days per calendar year   |
| Skilled Nursing Facility  | <b>\$ 350 per admission co-pay</b><br>up to 120 days per calendar year  |
| Hospice   | <b>\$ 350 per admission co-pay</b><br>Unlimited days  |
| <b>Outpatient Hospital</b><br>Outpatient Surgery<br>Facility Charges          | <b>\$ 175 per admission co-pay</b>  |
| Diagnostic Lab & X-ray  | Covered   |
| Pre-Admission Testing   | Covered   |
| <b>Other Services</b><br>Durable Medical Equip.                               | Unlimited Max<br>(Limited to covered items only )   |
| Prosthetics   | Unlimited Max   |
| Prescription Drugs  | <b>\$15 Generic / \$30 Brand / \$40 Non listed Brand</b><br><br><b>1 co-pays mail - \$ 3,000 max add'l benefits subject to<br/>ded &amp; coin ( Oral contraceptives are covered )</b>   |
| <b>Infertility</b>  | A <b>lifetime</b> maximum of 4 cycles for ovulation induction up to age 40<br>A <b>lifetime</b> maximum of 3 cycles for intrauterine insemination up to age 40.<br>A <b>lifetime</b> maximum of 2 cycles combines for in-vitro fertilization, GIFT, ZIFT, and Low<br>Tubal Ovum Transfer up to age 40.<br>Services related to male infertility<br>All related prescription drugs<br>All covered and medically necessary medical office visits, surgical procedures.<br>All covered and medically necessary medical office visits, surgical procedures,<br>associated laboratory testing & procedures.<br>All covered services will be paid at the benefit level subject to policy guidelines. |
| <b>Dependent Age Max</b>  | <b>To 26 years of age</b>   |

**APPENDIX C**  
**HDHP Plan – Effective January 1, 2018**

|   | <b>IN-NETWORK</b>               | <b>OUT-OF-NETWORK</b>            |
|---|---------------------------------|----------------------------------|
| <b><u>FINANCIAL:</u></b>                      |                                 |                                  |
| Deductible                                    | \$2,000/\$4,000                 |                                  |
| Co-insurance                                  | 0%                              | 20%                              |
| Out-of-Pocket Maximum                         | \$4,000/\$8,000                 |                                  |
| Maximum Lifetime Benefit Per Member           | None                            | Unlimited                        |
| Gatekeeper Network                            | No                              | No                               |
| <b><u>DEPENDENT LIMITING AGE:</u></b>         | <b>26</b>                       | <b>26</b>                        |
| <b><u>PREVENTIVE CARE:</u></b>                |                                 |                                  |
| Physical Examination – Child                  | No Charge                       | Ded. & Co-ins.                   |
| Physical Examination – Adult                  | No Charge                       | Ded. & Co-ins.                   |
| Vision Examination                            | No Charge                       | Ded. & Co-ins.                   |
| Immunizations                                 | No Charge                       | Ded. & Co-ins.                   |
| <b><u>OUTPATIENT CARE:</u></b>                |                                 |                                  |
| Physician Office Visits                       | Ded.                            | Ded. & Co-ins.                   |
| Specialist Office Visits                      | Ded.                            | Ded. & Co-ins.                   |
| Outpatient Surgical Services                  | Ded.                            | Ded. & Co-ins.                   |
| Diagnostic X-Ray or Lab Examinations          | Ded.                            | Ded. & Co-ins.                   |
| Outpatient Rehabilitation                     | Ded.                            | Ded. & Co-ins.                   |
| Prenatal and Postnatal Maternity Care         | Ded.                            | Ded. & Co-ins.                   |
| <b><u>MENTAL HEALTH:</u></b>                  |                                 |                                  |
| Outpatient Treatment                          | Ded.                            | Ded. & Co-ins.                   |
| Inpatient Treatment                           | Ded.                            | Ded. & Co-ins.                   |
| <b><u>SUBSTANCE ABUSE:</u></b>                |                                 |                                  |
| Outpatient Treatment                          | Ded.                            | Ded. & Co-ins.                   |
| Inpatient Treatment                           | Ded.                            | Ded. & Co-ins.                   |
| <b><u>ALLERGY CARE:</u></b>                   |                                 |                                  |
| Visits  | Ded.                            | Ded. & Co-ins.                   |
| Injections                                    | Ded.                            | Ded. & Co-ins.                   |
| <b><u>HOSPITAL CARE:</u></b>                  |                                 |                                  |
| Semi-Private Hospital Room Admission          |                                 |                                  |
| Skilled Nursing and Rehabilitation Facilities |                                 |                                  |
|   | Ded.                            | Ded. & Co-ins.<br>Ded. & Co-ins. |
| <b><u>HOME HEALTH CARE:</u></b>               | Ded.                            | Ded. & 25% Co-ins.               |
|   |                                 |                                  |
|   | <b>IN-NETWORK<br/>HDHP Plan</b> | <b>OUT-OF-NETWORK<br/>HDHP</b>   |
| <b><u>EMERGENCY CARE:</u></b>                 |                                 |                                  |
| Emergency Room (waived if admitted)           | Ded.                            | paid as in-network               |
| Ambulance Service                             | Ded.                            | Ded. & Co-ins.                   |
| Urgent Care (participating centers only)      | Ded.                            | paid as in-network               |
| <b><u>PRESCRIPTION DRUGS:</u></b>             |                                 |                                  |
| Generic Tier 1 Drugs                          | \$10 after Ded is satisfied     | Ded. & Co-ins.                   |
| Listed Brand Tier 2 Drugs                     | \$20 after Ded is satisfied     | Ded. & Co-ins.                   |
| Non-Listed Brand Tier 3 Drugs                 | \$30 after Ded is satisfied     | Ded. & Co-ins.                   |
| Mail Order                                    | 2 x after Ded is satisfied      |                                  |
| Annual Maximum                                | Ded. & Co-Pays                  | Ded. & Co-ins.                   |

Note:

Effective plan year 2020 (January 1, 2020 – December 31, 2020), the employer will contribute fifty-five percent (55%) of the HSA deductible into the member's HDHP account for use on the first payroll in January 2020.

Effective plan year 2021 (January 1, 2021 – December 31, 2021), the employer will contribute fifty-five percent (55%) of the HSA deductible into the member's HDHP account for use on the first payroll in January 2021.

The amount of the Town's contribution towards the deductible for new hires or employees that enroll in the plan due to a qualifying event or open enrollment will be pro-rated based upon the month that coverage in the plan begins. Details are provided in Article 17.4 (a) of this Agreement.