

**COLLECTIVE BARGAINING
AGREEMENT**

By and Between

City of Meriden

and the



**UNITED PUBLIC SERVICE EMPLOYEES UNION
Local 424 - Unit 48
Meriden Supervisors & Professionals**

July 1, 2024 through June 30, 2027

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ARTICLE 1
PREAMBLE

This Agreement is entered into between the City of Meriden, CT (hereinafter referred to as the Employer) and the Supervisors, and Professionals of UPSEU, Unit 48 (hereinafter referred to as the Union).

The general purpose of this Agreement is to set forth the wages, hours, and working conditions which shall prevail for the duration of this Agreement and to promote orderly and-peaceful labor relations for the mutual interest of the Employer, the Employees, the Union, and the Community. Recognizing that the interest of the Community and the job security in an efficient manner to the Community, the Employer and the Union, for and in consideration of the mutual stipulations and conditions hereinafter specified, agree to abide by the terms and provisions set forth herein for the duration of this Agreement.

ARTICLE 2
RECOGNITION

Section 1. The Employer hereby recognizes the Union as the exclusive collective bargaining representative for the purpose of collective bargaining with respect to wages, hours, and other conditions of employment for all of the Employees who are full-time, regular, classified employees and are included in the collective bargaining unit certified by the State of Connecticut Labor Department in Case No. ME 4780 and Case No. ME 29590.

Section 2. The name and address of each newly hired, promoted, or transferred employee eligible for this bargaining unit shall be sent to the President of the Unit by the Human Resources Department of the Employer within thirty (30) calendar days of date of the hire, promotion, or transfer.

ARTICLE 3
UNION SECURITY/ DEDUCTION OF UNION DUES

Section 1. The City agrees to deduct monthly dues from all present employees and any employee hired or transferred into positions governed by this Agreement who authorize such deductions in writing, and the City agrees to submit the same to the Union monthly.

Section 2. The Union agrees to indemnify and save the Employer harmless against any and all claims, demands, suits or proceedings arising out of or by reason of any action taken or not taken by the Employer in reliance upon the check-off and Union security provisions of this Agreement or on the correctness of any dues deduction or agency fee authorization furnished by the Union to the Employer.

Section 3. The weekly deduction for any month shall be remitted to the financial officer of the Union not later than the last day of said month.

Section 4. The monthly dues for or service fees remittance to the Union will be accompanied by a list of names of employees from whose wage deductions have been made.

Section 5. The Employer agrees to deduct from the biweekly wages of each employee, who so authorizes such deduction, the amount of biweekly Union dues, service fee, or initiation fee as certified to the Employer by the Secretary-Treasurer of the Union.

Section 6. Deductions shall be remitted by the Employer to the Secretary-Treasurer of the Union by the fifteenth (15) of the month following such deduction and the Employer shall furnish the Union with a record of each deduction showing the amount and the employee from whom such deduction was made.

Section 7. The Employer's obligation is limited solely to making such deduction, if amount of wages permit, and such obligation shall cease at the time the employee is terminated or laid off for lack of work.

ARTICLE 4 MANAGEMENT RIGHTS

Except as specifically limited by the express provisions of this Agreement, the Employer retains traditional rights to manage and direct the affairs of the City in all of its various aspects and to manage and direct its employees including but not limited to the following: To plan, direct, control and determine all the operations and services of the City; to supervise and direct the working forces; to establish the qualifications for employment and to employ employees to schedule and assign work; to establish work and productivity standards and, from time to time, to change those standards; to assign overtime; to determine the methods, means, organization, and number of personnel by which such operations and services shall be made or purchased so long as this is not done for the purpose of undermining the Union; to make and enforce reasonable rules and regulations; to discipline, suspend, or to discharge employees for just cause (probationary employees without cause); and to change or eliminate existing methods, equipment, or facilities.

ARTICLE 5 NON-DISCRIMINATION/NON-HARASSMENT

The Employer and Union agree that for the duration of the Agreement neither shall discriminate against or harass any employee in any manner which would violate any applicable laws because of race, color, creed, sex, gender, nationality, disability, political belief, or any other protected status provided by law nor shall the Employer or the Union discriminate against or harass any employee because of the membership or non-membership in the Union.

ARTICLE 6
HOURS OF WORK

Section 1. Regular hours of employment shall be forty (40) hours per week (unless otherwise noted) divided equally over five (5) working days, eight (8) hours each as follows:

LIST OF HOURS OF EMPLOYMENT BY DEPARTMENT

- A. Highway Division hours shall be from 6:30 A.M. to 3:00 P.M. Monday through Friday with one half (1/2) hour for lunch.
- B. Landfill/Transfer Station hours shall be from 6:30 A.M. to 3:00 P.M. Monday through Friday with one half (1/2) hour for lunch.
- C. The Park Department hours shall be from 7:00 A.M. to 3:30 P.M. Monday through Friday with one half (1/2) hour for lunch.
- D. Garage and Traffic hours shall be from 6:30 A.M. to 3:00 P.M. Monday through Friday with one half (1/2) hour for lunch.
- E. Water Treatment Plant/Water Pollution Control hours shall be from 7:00 A.M. to 3:30 P.M. Monday through Friday with one-half (1/2) hour for lunch.
- F. Water Distribution/Meter hours shall be from 7:00 A.M. to 3:30 P.M. with one half (1/2) hour for lunch.

Supervisory employees will agree to work a modified schedule during twice yearly shut off for nonpayment period to provide coverage for the hours from 7:00 A.M. to 5:00 P.M. The shift hours will be 7:00 A.M. to 3:30 P.M. and 8:30 A.M. to 5:00 P.M.

Employee must be given as much notice as possible as to when these modified schedules will need to be put into effect. This only covers the twice yearly periods when the Water Division shuts off water services for non-payment and sets no precedent for any other situation in the Water Division or any other Department.

The City shall govern the hours of the library. The City shall take into consideration the advice of the Library Board of Trustees regarding such hours.

Effective for employees newly hired by the City after July 20, 2010, full time Library employees shall work 40 hours and accrue at an eight (8) hour rate. All hours scheduled after 5:00 p.m. will be paid at the 5% shift differential.

Overtime shall be paid as per section 3 of article VI with the exception that there is no double time for Sunday if Sunday is part of their regularly scheduled 40 hour work week.

Employees hired by the City before July 20, 2010 shall continue to work 37 1/2 hour and accrue time (sick, vacation) at 7 1/2 hour per day.

The hours at the library will be calculated Sunday — Saturday.

- G. City Hall hours shall be from 8:00 a.m. — 5:00 p.m. with one-hour lunch. At the City's discretion, City Hall may be open until 7:00 p.m. one day per week for which the employee shall have their choice of receiving a modification in schedule, overtime or comp time.
- H. An employee may request a flextime work schedule. Such schedule shall be signed off on by the Department Head, Union President or Vice President and the Director of Human Resources on an official form. All modified schedules are temporary and are not to become permanent work schedules, unless by mutual agreement, and may change with a thirty (30) day notice.
- I. All flex schedules shall be approved by the Department Head and the Director of Human Resources before being initiated. Flex schedules are at the City's discretion and can be cancelled with 30 days' notice. A flex schedule in place before September 1, 2003, will not be denied/cancelled without a valid business reason.

Section 2. Other assignments of work will be made by the Department Head on the basis of the needs of the department.

Section 3.

A. Overtime or comp time shall be paid / earned at time and one-half (1 ½) for all hours worked Monday through Saturday excluding sick time over forty (40) hours in one week. Double time for Sundays and Holidays shall be paid/earned for all hours worked excluding sick time over forty (40) hours in one week. Additionally, sick time used in any week will not stop overtime or comp time for the on-call person if he/she is called in.

B. All employees hired after July 1, 2003 into grades H, I, or J, will not be eligible for overtime except for on call assignments as specified in Article 6, Section 5 "On Call Pay". They shall only be eligible for compensatory time (hour for hour) for all hours excluding sick time over forty (40) in one week and two (2) hours of compensatory time for each hour worked on Sundays and Holidays. Other employees with comp time shall continue to have comp time rather than overtime.

C. All employees will be required to work extended hours during emergencies such as snowstorms, tornadoes, hurricanes, flood and other emergency situations as declared by the City Manager, the Director of Public Works or the Director of Public Utilities and will be required to remain at work until all sections of the City are secure and the emergency is over, and until they are dismissed from duty by the Department Head or his/her designee, however, they shall work no more than sixteen (16) consecutive hours. If the emergency still exists and only four (4) hours of rest is permissible to complete the

job, that rest shall be paid the employee at straight time figures at his regular base rate and up to a maximum of sixteen (16) consecutive hours again, as needed. Any employee required to work two sixteen (16) hour shifts separated by only four (4) hours of rest shall be allowed to be released from duty for the following work day. The full day off will be charged at one half (1/2) of the employee's choice of earned leave.

D. Emergency Closings:

The City Manager and/or his /her designee and the Director of Health and Human Services are the only City officials who have the authority to close the City's offices and facilities due to emergency situations. In the event that City Offices, facilities, or schools are closed due to an emergency condition, a general announcement will be made to local media and an email will be distributed to all employees. In the event that City Facilities and/or the schools are not officially closed, it is the employee's responsibility to report to work as scheduled at all times including during inclement weather conditions. In the event inclement weather conditions prevent an employee from reporting to work, the employee is required to notify their Supervisor. Such absence shall be unpaid or charged against the employee's available vacation, personal, sick, or compensatory time balance, at the employee's option.

Section 4. A new position may be created with a Tuesday — Saturday schedule at the City's discretion. A current employee may bid for this shift, to which they will be assigned if qualified.

Section 5. On-Call Assignments: When the City determines that an "on-call" assignment in the Public Works and Public Utilities is necessary, members of Local Unit 48 who are qualified (as determined by the respective department heads) will be asked to volunteer for an on call list. In the event there are not adequate amounts of individuals from the on call list as determined by the City, non probationary qualified individuals will be assigned based on seniority with the least senior assigned first. On call assignments will be rotated through the list. In the event there is a week where the individual who would have been rotated is unavailable due to illness or pre scheduled time off and they cannot secure someone to work in their place the least senior person on the list will be assigned without skipping their spot on the rotation. When the City determines that an "on-call" assignment in the Public Utilities Department is necessary due to State of Connecticut required certification, members of Local 424 within the Department of Public Utilities will be required and assigned such duty as above.

A. One (1) employee per week shall be assigned to on-call duty. The City may add additional employees at its discretion.

The weekly on-call pay as of 7/1/21 is \$367.14 and will increase annually by the GWI.

On-call assignments are a condition of employment for all employees newly hired by the City after January 1, 2013 in Public Works, Public Utilities, Parks and Public Buildings Supervisors whom the City deems eligible.

Other non-Public Works, Parks, Public Buildings, and Public Utilities non-probationary Supervisors whom the city deems qualified may request to be put in the rotation and may only be removed from the list with a physician's note or upon completion of at least six (6) months on the list and with sixty (60) days' notice to the Director of Human Resources.

On Call Pay

- A. In the event the on-call personnel are called out, they shall be compensated at the rate of time and one-half (1 1/2) Monday through Saturday and double time for Sundays and holidays, for the necessary time to complete the assignment. Sick time used in any week will not stop overtime or comp time for the on-call person if he/she is called in.
- B. Employees who are not on call who get called in shall receive a minimum of four (4) hours of overtime or comp time at time and one half (1 ½) or double time as appropriate as long as the call in is not within one (1) hour of their regular start time or the time they are scheduled to leave work for the day.
- C. Any member of the bargaining unit that is part of the on-call program, regardless of their step, shall be compensated as outlined above.

Section 6. In the event the City institutes a second shift at the City Garage and determines a need for a supervisor, said supervisor shall be a Garage Foreman and shall be paid as called for in Article XVII.

Section 7. Overtime & Compensatory Time:

- A. Employees who are covered by Section 3.A. of this Article shall be given compensatory time for the first twenty (20) hours of overtime each fiscal year. Compensatory time shall be afforded at a rate of one (1) hour regular overtime work for one and one half (1 1/2) hours compensatory time Monday through Saturday or one (1) hour double time for two (2) hours compensatory time for Sundays and holidays.

After twenty (20) hours of accrued compensatory time an employee may choose overtime or compensatory time, if compensatory time is offered by the supervisor for an assignment. The choice must be made before the payroll is submitted each week.

Compensatory time cannot accumulate beyond eighty (80) hours in any one fiscal year, except that an employee may request to carry over up to twenty-four (24) hours of comp time for use for non-listed religious holidays, celebrated by the employee in that fiscal year. Compensatory time not used by June 30 of each fiscal year will be paid out in August of each year at the hourly rate of pay for the employee's position as of June 30. Any accumulated compensatory time (up to eighty (80) hours) will be paid at separation of service.

- B. Any employee reaching 80 hours must have the attached form (Appendix G) signed by the department head and submitted to Personnel prior to working any additional comp time.

Employees who are covered by Section 3.B. shall be allowed to accumulate up to two hundred (200) hours of comp time. If an employee reaches two hundred (200) hours, they shall notify their department head and the Director of Personnel and attempt to schedule time off so as to remain at or below the two hundred (200) hours. No employee shall be penalized if they have attempted to take time off and have not been allowed. Comp time up to two hundred (200) hours will be paid upon separation of employment. Any employee reaching 200 hours must have the attached form signed by the department head and submitted to Personnel prior to working any additional comp time.

- C. Compensatory time must be requested with twenty-four (24) hours' notice and may be taken in any increment. Supervisors/Department Heads can refuse a request for a good business reason. However, in emergency situations not covered by sick time, employees may request the use of up to eight (8) hours of comp time within the first thirty (30) minutes of a shift. This is intended for occasional emergency circumstances; it is at the sole discretion of the City.

Supervisors may use less than four (4) hours comp time upon same day request. Such requests will not be unreasonably denied.

ARTICLE 7
HOLIDAYS

Section 1. The following holidays shall be observed as days off with pay:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Juneteenth	

Section 2. The Employer shall pay each employee for each designated holiday his straight time hourly rate of pay times eight (8) hours.

Section 3. When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on a Sunday, the following Monday shall be observed as the holiday. If a holiday occurs during an employee's vacation or bona-fide sick time, that holiday shall not be charged to vacation or sick time. In the event of an unforeseen national or state holiday, that is declared as such and is in fact celebrated by the Employer, each employee shall receive an additional holiday.

Section 4. In addition to the foregoing list, each employee shall receive two additional "floating" holidays which may be taken at the mutual convenience of the employee and department head.

The City may with four (4) month's notice (no later than September 1 of the preceding year) designate one or both of their floating holidays as specific days off

For example: If a holiday falls on a Tuesday or Thursday and the city wants to close the Monday or Friday to save energy etc., it may designate that day as a floating holiday.

Any employee called into work on one of these designated days during his/her normal hours would be paid the regular rate of pay and given his/her floating holiday back to use at a later date.

ARTICLE 8 SICK LEAVE

Section 1. Sick leave as used in this Article is defined as absence from work without loss of pay as a result of a bona-fide illness or injury. Each employee may use his sick leave in cases of his own illness, injury, or exposure to a contagious disease, or attendance upon parents, children or members of their household whose illness or injury requires the care of the employee. As used in this Agreement, "household" shall mean two (2) or more persons living together in a single dwelling.

An employee who is approved for FMLA will be able to use sick leave for a parent's or child's illness or injury.

Section 2. Sick leave may be used after 90 calendar days of employment.

Section 3. Sick leave shall accrue at the rate of one and one quarter (1-1/4) days per month of active work per year to a maximum of fifteen (15) days per year. Said leave may accumulate to a total of one hundred-twenty days (120).

Section 4. An employee who is out as a result of a bona-fide sick day shall be paid at his straight time hourly rate of pay times his normal daily rate.

Section 5. Employees who are absent for three (3) or more consecutive working days may be requested to submit a statement from a physician stating the reason for the absence to support the claim for sick leave. Failure to submit such statement when requested shall result in forfeiture of any sick pay.

Section 6. In the event of the death of an employee, payment for accumulated sick leave shall be made to said employee's estate.

Section 7. In the event of an indication of abuse of sick leave privileges, the Employer may require a statement from an attending physician.

Section 8. Sick leave shall not accrue during any leave of absence without pay or during an extended work related injury which has extended beyond six (6) months in duration.

Section 9.

- A. Any employee, upon formal retirement, shall be entitled to full compensation in a lump sum for that portion of unused sick leave which has been accumulated, not to exceed ninety (90) days except that any employee with 25 or more years of City service may be paid out for up to one hundred and five (105) days of accumulated sick time.
- B. Any employee newly hired by the City after July 1, 2009 into the Supervisor's Bargaining Unit shall upon formal retirement or resignation be entitled to compensation for 1/2 of their accrued sick days to a total of 45 days, except that any employee with twenty five (25) or more years of City service at retirement may be paid out for up to sixty (60) days of accumulated time.

Section 10. For the purposes of determining wages, employees may take sick leave in increments of one quarter (.25) hours.

Section 11. The current balance of accumulated sick leave is on the biweekly check.

Section 12.

Employees Hired By The City Before 7/1/2009

- A. When an employee reaches one hundred twenty (120) days maximum accumulation of sick leave, in any fiscal year, a separate accounting shall be maintained in order to provide payment at the employee's base daily rate of pay for each unused sick leave day beyond one hundred twenty (120) days which the employee would have accumulated.
- B. The maximum number of days beyond one hundred twenty (120) days which may be computed at the employee's base daily rate of pay shall be fifteen (15) days in any fiscal year. Such payment shall then erase all accumulated sick leave beyond one hundred twenty (120) days for said fiscal year. Payment for above unused sick leave shall be made in one lump sum in July of the fiscal year following that year in which the payment is for.

Employees Newly Hired By The City On Or After July 1, 2009

- C. When an employee reaches ninety (90) days maximum accumulation of sick leave, in any fiscal year, a separate accounting shall be maintained in order to provide payment at the employee's base daily rate of pay for unused sick leave days beyond ninety (90) days which the employee would have accumulated. Anything over ninety (90) days will be paid out at one-half (1/2) of the

accumulated time up to seven and one-half (7 1/2) days per year and the count will be reset back to ninety (90) days.

Section 13. Additional leave with pay may be granted, as warranted, by the Director of Personnel, when applied for by an employee in writing to the Director of Personnel, stating the reason for the additional special leave.

Section 14. In the event the City chooses to lay off or administratively separate an employee or an employee chooses to terminate his employment, such employee shall receive payment for each unused sick leave day pursuant to the rules within this agreement.

Section 15. Employees are allowed to contribute their annual unused sick time payout into their 457 Plans pursuant to IRS regulations. The 457 contribution change form must be completed and signed the month prior to the payout.

ARTICLE 9
MILITARY LEAVE

Section 1. Military Leave will be provided in accordance with City policy.

ARTICLE 10
JURY DUTY

Section 1. If an employee is called for Jury Duty, the Employer will compensate the employee for the difference between the payment received for the Jury Duty and the payment he would have received for the time he was required to lose from his regular work schedule. This compensation shall not exceed five (5) days per week computed at the employee's regular rate.

Payment shall be made upon presentation of documentary proof of Jury Duty and payment received.

ARTICLE 11
BEREAVEMENT LEAVE

Section 1. In the event of a death in an employee's immediate family, an employee will be permitted up to five (5) days off at his regular rate of pay for the purpose of attending the funeral and providing for matters incident to the death. Additional time may be granted by the Employer upon request by the employee, however it will come from their sick time, vacation, float or comp time bank.

Section 2. For the purpose of this Article, the immediate family shall include the following relatives: Parent, spouse, child, sibling, in-law parent, step parent, step-child, grandchild.

Section 3. Employees shall be granted three (3) day's leave with pay in the event of the death of a grandparent.

Section 4. Employees shall be granted one (1) day's leave with pay in the event of the death of other relatives who are related by marriage or are a blood relative.

Section 5. Sick Time for Additional Leave

In the event an employee requires additional bereavement time beyond what is in the contract, he/she may be allowed up to fifteen (15) additional days for a spouse, child or parent. Such time shall be deducted from the employee's accumulated sick leave, vacation, float or comp time bank.

ARTICLE 12
VACATIONS

Section 1. Vacation time shall be earned as follows:

- A. Employees shall accrue vacation at the rate of three (3) weeks (15 working days) annually. No vacation may be taken until after the first six (6) months of employment.
- B. Employees who have completed ten (10) years of service shall be entitled to a vacation with pay of four (4) weeks (twenty (20) working days) annually.
- C. Vacation shall be taken during the year in which it is earned, unless written approval is granted in accordance with the Personnel Policies and Procedures.
- D. Vacation shall be scheduled at the preference of the employee. Vacation may be subject to change, only in cases of emergency as declared by the City Manager, the Director of Public Works or the Director of Public Utilities. The vacation shall be scheduled so as to meet the needs and preferences of the Employer and the Employee, but in no case shall vacation leave be unreasonably withheld or requested.
- E. Except in extraordinary circumstances, such as inability to use time due to a bona fide illness or injury and with written permission of the Director of Personnel an employee may not carry over more than two (2) times allotment up to 8 weeks of vacation time. Employee may only still be paid out at retirement / resignation for 1 1/2 times their allotment.

- F. Except in extraordinary circumstances, such as inability to use time due to a bona fide illness or injury and with written permission of the Director of Personnel an employee may not carry over more than forty (40) earned days. Employees may not be paid out for more than 20 days upon retirement / resignation.
- G. Effective for employees newly hired by the City after July 1, 2009, except in extraordinary circumstances, such as inability to use time due to a bona fide illness or injury and with written permission of the Director of Personnel an employee may not carry over more than two (2) times allotment up to 8 weeks of vacation time. Employee may only be paid out at retirement / resignation for 1 times their allotment (maximum 4 weeks.)
- H. Effective for employees newly hired by the City after July 1, 2009 except in extraordinary circumstances, such as inability to use time due to a bona fide illness or injury and with written permission of the Director of Personnel and employee may not carry over more than twenty (20) earned days. Employees may not be paid out for more than 10 days upon retirement / resignation.
- I. Should vacation time be required before it is accrued, an employee may borrow up to an annual entitlement in any given calendar year (Jan.-Dec.). Borrowed vacation time will be deducted as soon as the days are accrued. (Appropriate form must be filled out). Should an employee leave or be terminated prior to the repayment of borrowed vacation time, it will be charged to the employee in their terminal leave pay.

Section 2. An employee who becomes seriously ill or injured while scheduled to go on vacation or is on vacation shall have the opportunity to change his vacation schedule provided that sufficient evidence by way of a physician's certificate attesting to his bona-fide illness is furnished to the department head.

Section 3. In the event of the death of an employee, with at least one year of service with the City, said employee's Estate shall receive any vacation pay due in a check made payable to the Estate.

Section 4. In the event that an employee with at least one year of service with the City is entitled to vacation leave at the time of his retirement or termination, the employee shall receive one (1) day of vacation pay for each day of such leave accrued up to the amount in Section 1 F above.

Section 5. Any employee who works three (3) consecutive months (90) days, provided that the employee has not used sick time or has been suspended during said time, shall receive one (1) earned vacation day. Injury leave of three (3) consecutive days or more will not stop consecutive count of days toward "perfect attendance". Count will resume when the employee returns to work. Said day may be taken at the mutual agreement as to the convenience of both employee and the City.

- i. Effective for employees newly hired by the City after 7/1/13, there will be no more earned vacation days.

ARTICLE 13
SENIORITY

Section 1. Seniority is defined as the relative status of an employee for the purpose of vacation and layoff. The seniority of each employee covered hereby, which shall entitle such employee to the preference provided for in this Agreement, shall accrue and be determined by the length of continuous employment starting from the date of employment in the municipal service. If any employee is transferred or promoted into another department within the bargaining unit, he shall retain his seniority from their previous position upon completion of his probationary period.

Section 2. The Personnel Department shall prepare and have available a list of employees showing their seniority when requested. Sick, military and vacation leaves shall be included as service time.

Section 3. When it is necessary to terminate employees who are employed by the City in positions no longer funded by outside federal sources, such as CETA, these terminations shall be considered administrative separations and not lay-offs.

ARTICLE 14
GRIEVANCE PROCEDURE

Section 1. The purpose of the grievance procedure shall be to settle employee grievances on as low an administrative level as possible in order to expedite the settlement of grievances.

Section 1 (a) — Union Stewards. When required by an aggrieved employee, the steward or another Union officer may investigate any alleged or actual grievance in order to prepare for the grievance presentation. They shall be allowed reasonable time, therefore, during working hours, without loss of time or pay, upon notification to the immediate supervisor.

Section 2. A grievance, for the purpose of this procedure, shall be considered to be an employee or Union complaint concerned with matters contained in this Agreement, including, but not limited to, discharge, suspension, any disciplinary action, and matters relative to the interpretation and application of the Articles and Sections of the Agreement.

Section 3. Any dispute or grievance shall be handled as follows:

STEP 1. The aggrieved employee, with or without their Union Representative shall state in writing within fifteen (15) working days of the event which gave rise to the grievance or knowledge of the event which, with reasonable diligence, could have been ascertained and submit it to the Department Head who will use their best efforts to settle the dispute and give an answer, in writing, within five (5) working days subsequent to the date of the meeting.

The written grievance shall specify exactly what the problem is and the remedy sought.

STEP 2. In the event the grievance is not adjusted to the satisfaction of the aggrieved employee, the employee and the Union Representative shall, within ten (10) working days, submit the grievance to the Personnel Director. Within ten (10) working days from the date of receipt of said grievance, the Personnel Director shall convene a meeting for the purpose of reviewing all of the facts germane to the grievance. Invited to the meeting shall be the grievant, and/or the designated representatives, and such other persons as may be necessary for the equitable disposition of such grievance. The Personnel Director shall render a written decision within five (5) working days subsequent to the date of the meeting.

STEP 3. In the event the grievance is not adjusted to the satisfaction of the grievant at the conclusion of Step Two, then the grievant and/or his designated representative may, within twenty (20) working days thereafter, submit the dispute to arbitration by the Connecticut State Board of Mediation and Arbitration. Said Board shall hear and act on such dispute in accordance with its rules and render a decision which shall be final and binding on all parties. In the event such dispute involves disciplinary action, the Board will have the power to uphold the action of the Employer or to rescind or modify such action, and such powers shall include, but shall not be limited to the right to reinstate a suspended or discharged employee, with full back pay.

Section 4. Nothing contained herein shall prevent any employee from presenting his own grievance and representing himself. However, the union president shall be notified and has the right to be present.

Section 5. Time limits may be extended by mutual written agreement of the parties.

ARTICLE 15
DISCIPLINE/DISMISSAL

Section 1. The Employer shall not discipline or discharge any employee who has successfully completed his probation period without just cause. The Employer further agrees that disciplinary action shall be in a timely manner.

Section 2. A letter of counseling may be issued prior to Corrective Discipline.

In limited cases concerning minor flaws in work performance or limited tardiness, a letter of counseling will be issued prior to any corrective discipline.

Letters of counseling will be withdrawn, if there are no other reoccurring similar issues, from an employee's personnel file six (6) months from the date of issue. After six (6) months, letters of counseling will be placed in a sealed envelope which shall be signed by said employee, remaining as employment history but shall not be used for any disciplinary proceedings. These letters of counseling cannot be grieved beyond step 2.

Corrective Discipline — The Employer agrees with the tenants of progressive and corrective discipline as follows:

- A. Verbal Warning
- B. Written Warning
- C. Suspension
- D. Discharge

Once the measure of discipline is determined and imposed, the Employer shall not increase it for the particular act of misconduct unless new facts or circumstances become known.

Section 3.

- A. In the event the Employer, through corrective discipline, issues letters of warning or discipline, such letters shall be removed from individual Personnel files after one (1) year, provided, that the employee remains in good standing for such period of time.
- B. In the event the Employer, through corrective discipline, issues suspensions, records of such suspensions shall be removed from individual Personnel files after eighteen (18) months provided the employee remains in good standing for such period of time.
- C. Any grievance which may involve suspension or termination may be initiated by the Union at Step Two of the Grievance Procedure.
- D. The parties agree that disciplinary procedures constitute a corrective process designed to improve an employee's behavior through counseling and to make the employee aware of the fact that failure to change will result in increased penalties. When an employee is to

be questioned regarding an incident that may affect the job security of such employee, the employee shall have the right to Union Representation.

ARTICLE 16
INSURANCE

Section 1. The City shall provide and pay for the following

HDHP/HSA PLAN

The HDHP/HSA plan bi-weekly cost share shall be as follows:

	With Wellness	Without Wellness
7/1/24	15%	21%
7/1/25	15%	21%
7/1/26	15%	21%

The premium increase for 7/1/2024 will be effective upon ratification and not retroactive to July 1, 2024

The HDHP/HSA plan deductible shall be as follows:

Single - \$2,000
2 Member/Family - \$4,000

City's Contribution to HSA Account

50% of deductible

Single - \$1,000
2 Member/Family - \$2,000

The employer will fully fund any HSA administration fees; all other HSA related bank fees will be borne by the employee.

HDHP/HSA In-Network Prescription Drug Benefits: There are post deductible in-network prescription drug employee cost shares in the amount of \$5.00/\$25.00/\$40.00. Mail order drugs: \$10.00/\$50.00/\$80.00. Benefit is unlimited. National formulary is applicable. Subject to \$4,000/\$8,000 out of pocket maximums.

Any employee who will be precluded from participating in the HSA bank account because the individual is/will be enrolled in Medicare Part A and/or received non-preventative medical services from the VA in the fiscal year shall receive 55% of the deductible (\$1,100/\$2,200) as income in a separate check to be paid with the first payroll following July 1 of each year.

Any accrued sick time payouts to which employee is entitled as of June 30 or longevity payments in December can be placed directly into an HSA up to the annual IRS limits. HSA contribution forms for the sick time payout need to be submitted to the Human Resource Office by June 1st or the next business day of the respective year. Longevity Contribution forms must be received by November 1st or next business day of the respective year.

For all employees entering the HDHP/HSA for the first time the following shall apply:

1. Each will automatically qualify for the “wellness” rate without the need for a blood draw in that year.
2. The City will fully fund its fifty percent (50%) contribution to each employee's account in the first pay period in July. For each year thereafter, the City will fund its contribution to each account in the same manner as is provided for all other employees, i.e. half in July and half in January of each year.
3. Mid-year hires shall receive the City’s fifty percent (50%) deductible contribution to the HDHP/HSA on a pro-rata basis.
4. Mid-year hires shall automatically qualify for the “wellness” rate without the need for a blood draw in their hire date year.

Wellness:

To qualify for the wellness cost share discount, the employee must meet the wellness standards adopted by the City as may be amended from time to time by the City. Notice of any changes will be provided to the Union. Members who are unable to meet the standards are allowed to either obtain a waiver if they provide a doctor’s medical certificate regarding their inability to medically meet the standards, or participate in coaching through the medical provider.

Life Insurance coverage shall be one times salary for all employees. No life insurance is to be provided for employee's dependents.

Section 2. If the City can provide the equivalent service and benefits of all insurance coverage as presently provided for in this Article through another insurance carrier, the City shall have the right to substitute insurance carriers. Prior to changing insurance carriers, the City shall notify the Union in writing of such intended change and agrees to discuss such change with the Union if so requested. Any dispute regarding equivalency of benefits and service shall be subject to Article VI, Grievance Procedure, and beginning at Step 3.

Section 3. The Union agrees to participate and be represented on the Health Insurance Committee. The call of the Committee is to explore and continue to recommend ways to curb escalating costs and maintain the current level of benefits, if at all possible. If any such recommendations require contract language changes, the Union agrees to present the recommendation to the bargaining unit for acceptance.

Section 4. Bargaining unit members, who are not full-time employees, may purchase any of the available insurance coverage's for themselves and their dependents at the rates paid by the City to the insurance carriers. Checks in the amount determined by the Finance Office must be received by the 15th day of the month for the following month's coverage.

ARTICLE 17
WAGES

Section 1. The wages for all employees of the bargaining unit shall be as set forth in Appendix A, which is attached hereto and hereby, made a part of the agreement. All new employees hired into Grades I and J on the salary matrix will start on Step B.

Section 2. All existing Bargaining Unit Members placed on the salary schedule effective July 1 shall advance one step annually. Through June 30, 2024, the last step of the pay schedule for employees hired as a City employee on or after July 1, 2003 will be Step G.

Section 3. The City may hire to step “C” on the wage scale, however if any current employee in the

same job title and is below step “C” shall also be moved to step “C” currently.

Section 4. New hires shall begin at the probationary period of one (1) year. After successful completion of the probationary period the Employee shall advance to the appropriate step in the grade and thereafter shall advance one step annually.

Section 5. Employees must sign up for direct deposit with the City as a condition of employment.

Section 6. Any current City of Meriden employee that is transferred or promoted into or within the Union shall be placed on the step of the salary schedule which is not less than five percent (5%) higher than their current pay. Said employee shall advance one step annually through Step G. After completion of a full year within Step G, the employee shall become eligible to advance to Step H (10 year) or Step I (20 year), based upon their hire date with the City of Meriden.

ARTICLE 18 SHIFT DIFFERENTIAL

Section 1. Employees required to work the second or third shift shall receive, in addition to their base pay, a premium for this work as follows:

- A. Second Shift — five percent (5%)
- B. Third Shift — ten percent (10%)
- C. This shall not apply to Librarians hired prior to 7/20/2010.

Section 2. These premium rates of pay shall apply only when an employee is assigned on a regular basis to work on the second or third shift. They shall not apply to call-backs or to hours worked beyond a regularly assigned day shift.

ARTICLE 19 JOB CLASSIFICATION

Section 1. The provisions of the Classification and Compensation System of the City of Meriden shall be a part of this Agreement inasmuch as they refer to members of this Bargaining Unit and except as otherwise provided herein.

Section 2. The Director of Personnel agrees to review the job descriptions and salaries of any supervisory union member who supervises employees making a higher base salary than the supervisor and who makes written application to the Director of Personnel for such review.

It is understood that said issues shall be presented to a pointing committee and ultimately to Council Leadership and the full City Council for review.

Section 3. A labor/management committee shall be the designated authority responsible for the maintenance of the job classification system during the term of this Agreement or any extension thereof. Said committee shall be authorized to review job descriptions of newly created jobs and/or changed job descriptions for current job and assign points for grade placement in the pay plan. The City and the Union shall have equal representation on the committee as designated by each party.

Section 4. Employees may request a review of points assigned to their position by completing a Supervisors Upgrade Form and submitting it to their department head. The department head who has ten (10) days to respond will forward the form and new job description to the Personnel Director who has ten (10) days to respond. The Personnel Director will, within sixty (60) days, select a pointing committee (two (2) management/two (2) union members) who will, based on existing job classification language, review the job description and points. An employee who receives an upgrade pursuant to the review shall be given a wage adjustment effective the next feasible pay period but not later than thirty (30) days following approval of the upgrade by the Pointing Committee or an arbitrator. Request for upgrade must be submitted on the appropriate form to the employees' department head.

Section 5. If the labor/management committee reaches impasse on an issue before it, such dispute shall be submitted to an arbitrator chosen by the committee. If the committee cannot agree on an arbitrator, then it shall be submitted to the American Arbitration Association for decision. The Arbitrators decision shall be final and binding. The cost of the Arbitration shall be borne equally by the parties.

ARTICLE 20
LONGEVITY

Section 1. The following longevity pay policy shall be in effect for employees hired before 7/1/2013 throughout the life of this Agreement:

A. Longevity: Annual longevity payments shall be based on the following formula for full time employees:

Employees who have completed 5 years of continuous service\$200.00

Employees who have completed 10 years of continuous service\$300.00

Employees who have completed 15 years of continuous service\$400.00

Employees who have completed 20 years of continuous service\$500.00

Employees who have completed 25 years of continuous service\$600.00

Section 2. Longevity payments shall be made in December of the fiscal year during which the necessary years of service have been attained and thereafter annually in accordance with the formula.

Section 3. Effective July 1, 2010, employees must have the actual years of service on December 1st to qualify for that year's payment. Payments shall not be prorated.

ARTICLE 21 PENSION

The Pension provisions of the City of Meriden Ordinance on Pensions are hereby incorporated into and made part of this Agreement.

ARTICLE 22 HEALTH & SAFETY

Section 1. The Employer and the Union shall cooperate fully in matters contained in this Agreement having to do with safety, health, and sanitary matters affecting the employees.

Section 2. The Employer shall furnish rubber gloves and rubber footwear for all work on sewers. Foul weather clothing shall be furnished to all employees required to work outside in foul weather. September 1st of each calendar year, safety boots will be furnished to employees who primarily perform work outside. The cost shall be no more than \$185.00 per pair of safety boots which will be supplied by the City vendor for the following positions: Superintendent of Operations Water/Water Pollution Control, Superintendent of Traffic Operations, Highway Supervisor (Foreman), Associate and Assistant City Engineers, Parks Superintendent, Parks Supervisor, Recreation Program Coordinator, Building Official, Custodial Supervisor, Golf Course Foreman, Chemist, Assistant Manager — WPCF, Electronic Technician, Two (2) Maintenance Supervisors, Distribution Supervisor in Water, Water Treatment Supervisor, Water Service Supervisor, Water Pollution Control Facility Manager, and all standby personnel.

Section 3. Clothing or eyeglasses that are damaged in the course of employment under accidental circumstances shall be replaced by the Employer when the employee documents the accidental circumstances and the Employer determines that it was in fact work related.

Section 4. – Employee Assistance Program The Employer and the Union recognize the value of counseling and assistance programs to those employees experiencing personal problems which interfere with the employee's efficient and productive performance of his job duties and responsibilities. The Employer and the Union will hereafter aid such employees who request assistance with such problems. The Employer and the Union will encourage the employee to seek professional assistance when necessary.

The records concerning an employee's treatment of alcoholism, drugs, or chemical substance, or stress related problems shall remain confidential and shall remain separate from other personnel materials.

The Employer and the Union agree that employees being rehabilitated will have income while in the program. Employees participating shall be entitled to use their accumulated sick, vacation, or any other accrued time. It is agreed that after exhausting all leave benefits, the employee shall be advanced sick leave benefits to an extent mutually agreed upon by the Personnel Director and the Union. Sick days borrowed will be repaid through future service or in the event of termination, from wages and benefits due at the time of termination.

Section 5 – Health and Safety Committee

There shall be a Joint Labor Management Safety Committee comprised of two (2) representatives from the Union and two (2) representatives from the City. The Committee shall meet at least twice a year to review and discuss health and safety measures in the City. All meeting dates and times shall be based on mutual agreement. Disputes arising over meeting dates and time shall not be subject to the grievance procedures.

ARTICLE 23 JOB RELATED INJURY

Section 1. An employee absent from duty because of a compensable Workers' Compensation injury and/or occupational disease shall have injury leave counted for his/her absence.

- A. Injury leave shall mean paid leave, given to an employee due to an approved physician absence from duty, caused by an injury and/or occupational disease arising out of and in the course of, his/her employment. The City, in the case of compensable injury and/or occupational disease, shall continue the employee's full normal base pay during his/her absence, up to one (1) month if necessary for each injury and/or occupational disease. An employee who has a compensable injury and/or occupational disease, which exceeds the aforesaid duration, shall receive the Workers' Compensation rate, that rate being determined by Workers' Compensation Act, Section 31-307. Employee's W-2 will reflect Workers' Compensation payments as appropriate under the tax law.

Employees sustaining an injury and/or occupational disease requiring medical attention shall report to the competent physician, surgeon, clinic, or hospital within the City's Third Party Administrator's approved Medical Care Plan Network.

- B. Sick time shall not be deducted from an employee's accrued time for compensable injuries and/or occupational diseases when supported by a treating physician's medical report. Employee injuries and/or occupational diseases that are contested by the City or the City's Third Party Administrator shall be charged Unapproved Workers' Comp. Unapproved Workers' Comp shall mean the employee receives his or her full normal base pay and a "UC" appears on their payroll sheet. Unapproved Workers' Comp shall be used for a contested claim or a claim where the City has not had adequate time to determine compensability. Employee claims that have been contested and receive written notification of such from the City or City's Third Party Administrator (43-67 form), shall have 30 calendar days to file a request for informal hearing with the Workers' Compensation Commissioner having jurisdiction in order to refute the contest. Employees who have filed such a request shall remain on Unapproved Workers' Comp for three (3) months or until the claim is resolved, whichever comes first. Unapproved Workers' Comp shall be changed on an employee's personnel calendar to sick time or

other accrued time in the event the City prevails and the claim is found not to be compensable by the Workers' Compensation Commissioner having jurisdiction. Unapproved Workers' Comp shall be changed on an employee's personnel calendar to injury leave (up to three (3) months) in the event the employee prevails and the claim is found compensable by the Workers' Compensation Commissioner having jurisdiction.

- C. An employee having an injury and/or occupational disease, who has been released to return to work by his physician in a limited or restricted capacity, shall be provided, if available as determined by the City, limited and/or restricted duty assignments as devised by his department/division head. All such assignments shall be approved by the employee's treating physician prior to returning to work. All such assignments shall be temporary in nature, subject to change, and shall not constitute a permanent condition. An employee who has reached maximum medical improvement and is permanently physically unable to return to his/her regular duties as a result of a compensable injury and/or occupational disease, may apply for a position within the City for which he is physically and professionally qualified, may pursue his right to a disability pension, or may be terminated from the employ of the City.
- D. An employee who is still unable to return to work as certified by their physician after six (6) months, may exhaust their sick and vacation time or other leave prior to being terminated or applying for retirement benefits, if qualified.
- E. An employee who has a compensable injury and/or occupational disease shall comply with all sections of the State of Connecticut Workers' Compensation Act, being Chapter 568 of the General Statute.

ARTICLE 24 UNION ACTIVITIES

Section 1. Union Officers shall be allowed to attend official Union conferences not to exceed eighteen (18) days total time in any fiscal year without loss of pay for the period required to attend such functions.

Section 2. Three (3) Employees as designated by the Union shall be allowed the necessary time off without loss of pay for the purpose of contract negotiations.

Section 3. Three (3) members of the Union Grievance Committee shall be granted leave from duty with full pay for all meetings between the Employer and the Union for the purpose of processing grievances, and when such meetings take place at a time during which such members are scheduled to be on duty or working.

Section 4. In all of the above, reasonable prior notification shall be given to their respective department head. Employees must document their use of any paid time off for union business.

Section 5. During the course of any employment orientation program for new employees, or, where such orientation program does not exist, during the first month of a new hire's appointment, the Union shall be provided an opportunity to meet such new employees on employee time. Such time shall not exceed thirty (30) minutes.

ARTICLE 25 GENERAL

- Section 1. The Employer shall post a copy of the Agreement on the City's website.
- Section 2. As used in this Agreement, masculine or feminine pronouns shall include reference to either gender.

ARTICLE 26
VEHICLE ALLOWANCE

Section 1. Employees authorized by their supervisors to use their vehicle for City duties shall receive the current allowance allowed by the Internal Revenue Service. Such allowance shall be payable monthly after proper submission of the necessary form. The City's vehicle policy shall be reviewed and signed by employees upon hire into the City and from time to time as revisions are made and implemented.

Only those employees listed in Appendix F are allowed take home vehicles.

All take home vehicles are at the City's discretion and an employee given a car is only given it until such time as it is no longer in the City's best interest for said employee to have it.

ARTICLE 27
TUITION REIMBURSEMENT

Section 1. The following provisions are established to govern the administration of the City's Tuition Reimbursement Program:

- a. Applications for reimbursement will only be considered from full time employees.
- b. Applications will be approved only for course work related to the employees' present position or for a position to which he/she may be promoted.
- c. Reimbursement shall be made only for course work completed at accredited public or business trade schools, colleges and universities.

- d. Applications will not be considered if the employee is receiving funds for the same course from any other source.
- e. Applications will not be considered if the course work is available to the employee through in-service training conducted by the City.
- f. Tuition costs of one thousand four hundred dollars (\$1,400) for undergraduate courses and two thousand dollars (\$2,000) for graduate courses or less per fiscal year are eligible for 100% reimbursement. The employee must present an official school receipt indicating the cost of tuition for the course prior to enrollment.
- g. Reimbursement shall be made only for course work in which the employee received a grade C or its numerical equivalent or better. Employees must present an official transcript showing the final grade received.

Section 2. Procedure

The following procedure permits the employee to know in advance whether or not the course(s) will be approved for tuition reimbursement, assuming the course is completed with a satisfactory grade.

- a. Employee obtains a "Tuition Reimbursement Application" form and submits it to the Personnel Department.
- b. The Personnel Department views the application. One copy is returned to the employee. The other copy is retained by Personnel.
- c. Within one week after the employee has completed the course and has received his final grade, the employee must submit a copy of the approved request form to the Director of Personnel along with his grade and tuition receipt.
- d. Upon receipt of the completed application form, the Director of Personnel will prepare a service voucher to pay the employee for the amount of the tuition reimbursement.

ARTICLE 28
PROBATIONARY PERIOD

To enable the Employer to exercise sound discretion in filling positions within the Bargaining Unit, no appointment to a classification with the Bargaining Unit shall be deemed a regular final and permanent appointment until the successful completion of a one (1) year probationary period. During the probationary period of any such employee, the Employer may terminate the employment of such employee for any reason without recourse to the grievance procedure. However, said employee or the Union may discuss said termination with the Director of Personnel, if they so desire.

ARTICLE 29
WORK IN HIGHER CLASSIFICATIONS

Employees assigned to work in a higher classification in excess of five (5) days will be paid at a rate not less than fifteen percent (15%) above their current rate, providing this is not beyond the maximum or below the minimum for the higher classification.

- A. Employees required to work in a higher classification for more than five (5) working days will be compensated from the sixth (6th) work day.
- B. Employees will only be granted acting pay in the absence of a department or division head if that absence lasts for five (5) or more days. The pay shall be not less than 15% above his/her current rate of pay.
- C. Employees in grades H, I and J are expected to act in a higher capacity when necessary and will not be paid any acting pay unless the department/division head vacates the position permanently or for a period exceeding four (4) weeks.

ARTICLE 30
LAYOFF AND RECALL

Section 1. In the event the Employer decreases the work force in the Bargaining Unit, employees shall be laid off in inverse order of their seniority by department, by classification.

- A. The laid off employee(s) may bump the least senior employee(s) in the same or lower classification within the same department.
- B. If a laid off employee is unable to bump another employee in their own department, the employee may opt to bump an employee of a similar or lesser classification in another department in the Bargaining Unit providing the Employer determines said employee is able to perform the job.

Section 2. The Employer shall give employees affected at least two (2) weeks advance notice of layoff.

Section 3. Employees shall be recalled from layoff in inverse order of their layoff when work becomes available by department, by classification. Employees shall have the right to be recalled for two (2) years from the date of layoff.

ARTICLE 31
LEAVES OF ABSENCE WITHOUT PAY

The Employer may grant leave of absence without pay to any employee upon his request for a period not to exceed one (1) year. The Union shall be notified when such leave of absence is granted. Upon the expiration of the approved leave, the employee shall be reinstated to the position held at the time leave was granted. The Department Head, the Director of Personnel and

the City Manager shall determine the length and conditions of such leave of absence without pay and the conditions of reinstatement, including a physical examination if deemed necessary. Seniority shall not accrue during the period of such leave. The Employer may or may not, in its sole discretion, fill the position with a temporary employee.

ARTICLE 32
SAVINGS CLAUSE

Should any provision of this Agreement, or the application of any such provision, be rendered or declared invalid by any court action or by reason of an existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect. The Union and the Employer shall negotiate a mutually acceptable alternative to the affected provision.

ARTICLE 33
EMPLOYEES TO RECEIVE COPIES OF THE CONTRACT

The City shall:

1. Maintain an updated version of this Agreement on the City website.

ARTICLE 34
DURATION OF AGREEMENT

Section 1. The date of July 1, 2024 shall be the effective date of this Agreement and shall run through June 30, 2027.

IN WITNESS WHEREOF, the parties have caused their names to be signed on this the 16 day of July, 2025.

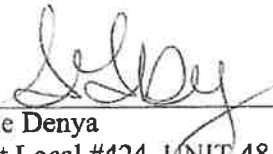
FOR THE CITY OF MERIDEN



Brian P. Daniels
City Manager

FOR UPSEU LOCAL 424, UNIT 48
SUPERVISORS AND PROFESSIONALS





Stephanie Denya
President Local #424, UNIT 48

APPENDIX B SALARY RANGE CHART

TITLE	RANGE
Assessor	J
Assistant Director of Water Operations	J
Manager of Information Technology Services	J
City Engineer	J
Deputy City Attorney	J
Superintendent of Operations – Water/Wastewater	J
Director of Accounting	I
Associate City Attorney II	I
Associate City Engineer	I
Purchasing Officer	I
Superintendent Traffic Operators/Vehicle Repair	I
Tax Collector	I
Associate Director of Health & Human Services	I
Water Pollution Control Facility Manager	I
Risk Manager	I
Technology Specialist	I
Assistant Director of Parks & Rec	H
Environmental Health Administrator	H
Assistant Planning Director	H
Director of Public Health Nurses	H
Director of Senior Affairs	H
Geographic Information System Specialist	H
Librarian IV	H
Police Business Manager	H
Staff Attorney	H
Superintendent/Manager Golf	H
Youth Services Manager	H
Associate Planner	H
Assistant Manager – Water Pollution Control Facility	H
Building Official	H
Assistant City Engineer	G
Supervisor Water Treatment	G
Librarian III	G

Highway Foreman	G
Highway, Sanitation & Landfill Supervisor	G
Water Distribution Supervisor	G
Chemist Water Pollution Control Facility	G
Program Supervisor Woman, Infants and Children	G
Park Superintendent	G
Housing/Neighborhood Preservation Manager	G
Supervisor Water Pollution Control Facility Maintenance	G
Supervisor of Water Services	G
Accountant II	G
Technology Support Specialist	G
Superintendent of Building Maintenance Operators	G
Custodial Supervisor	F
Librarian II	F
Deputy Assessor	F
Garage Supervisor	F
Parks Supervisor	F
Accountant	F
Data Processing Programmer	E
Golf Course Foreman	E
Electronic Technician - Water Pollution Control Facility	E
Librarian I	E
Recreation Program Coordinator	D
Delinquent Revenue Collector	C
Computer Systems Operator	C
Airport Manager	B
Manager/Security Attendant/Parking	A
Police Records Supervisor	A

APPENDIX C

Summary of Benefits and Coverage: What this Plan Covers & What You Pay for Covered Services

Meriden, City and Board of Education:
Cigna Health and Life Insurance Co.
HDHPQ2 Clerks, Custodians, Supervisors
Benefit Options - HDP2I, HDP2F
Branch Codes - 107/120/148/180/C106

Coverage Period: 07/01/2025 - 06/30/2026

Coverage for: Individual/Individual + Family | Plan Type: OAP



The Summary of Benefits and Coverage (SBC) document will help you choose a health [plan](#). The SBC shows you how you and the [plan](#) would share the cost for covered health care services. **NOTE:** Information about the cost of this [plan](#) (called the [premium](#)) will be provided separately. This is **only a summary**. For more information about your coverage, or to get a copy of the complete terms of coverage, go online at www.cigna.com/sp. For general definitions of common terms, such as [allowed amount](#), [balance billing](#), [coinsurance](#), [copayment](#), [deductible](#), [provider](#), or other underlined terms, see the Glossary. You can view the Glossary at <https://www.healthcare.gov/sbc-glossary> or call 1-800-Cigna24 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	For in-network providers : \$2,000/individual - employee only or \$4,000/family maximum For out-of-network providers : \$2,000/individual - employee only or \$4,000/family maximum Combined medical/behavioral and pharmacy deductible Deductible per individual applies when the employee is the only individual covered under the plan .	Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the policy, the overall family deductible must be met before the plan begins to pay.
Are there services covered before you meet your deductible?	Yes. In-network preventive care & immunizations.	This plan covers some items and services even if you haven't yet met the deductible amount. But a copayment or coinsurance may apply. For example, this plan covers certain preventive services without cost-sharing and before you meet your deductible . See a list of covered preventive services at https://www.healthcare.gov/coverage/preventive-care-benefits/ .
Are there other deductibles for specific services?	No.	You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan?	For in-network providers : \$4,000/individual - employee only or \$8,000/family maximum (no more than \$4,000 per individual - within a family) For out-of-network providers : \$4,000/individual - employee only or \$8,000/family maximum (no more than \$4,000 per individual - within a family) Combined medical/behavioral and pharmacy out-of-pocket limit	The out-of-pocket limit is the most you could pay in a year for covered services. If you have other family members in this plan , they have to meet their own out-of-pocket limits until the overall family out-of-pocket limit has been met.

Important Questions	Answers	Why This Matters:
What is not included in the out-of-pocket limit ?	Penalties for failure to obtain pre-authorization for services, premiums , balance-billing charges, and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the out-of-pocket limit .
Will you pay less if you use a network provider ?	Yes. See www.cigna.com or call 1-800-Cigna24 for a list of network providers .	This plan uses a provider network . You will pay less if you use a provider in the plan's network . You will pay the most if you use an out-of-network provider , and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (balance billing). Be aware your network provider might use an out-of-network provider for some services (such as lab work). Check with your provider before you get services.
Do you need a referral to see a specialist ?	No.	You can see the specialist you choose without a referral .



All [copayment](#) and [coinsurance](#) costs shown in this chart are after your [deductible](#) has been met, if a [deductible](#) applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	No charge/visit	20% coinsurance	None
	Specialist visit	No charge/visit	20% coinsurance	None
	Preventive care/ screening/ immunization	No charge Deductible does not apply	20% coinsurance	You may have to pay for services that aren't preventive. Ask your provider if the services needed are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	No charge	20% coinsurance	None
	Imaging (CT/PET scans, MRIs)	No charge	20% coinsurance	None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need drugs to treat your illness or condition More information about prescription drug coverage is available at www.cigna.com	Generic drugs (Tier 1)	No charge/prescription (retail 30 days), No charge/prescription (retail & home delivery 90 days)	Not covered	Coverage is limited up to a 90-day supply (retail and home delivery); up to a 30-day supply (retail and home delivery) for Specialty drugs . Certain limitations may apply, including, for example: prior authorization, step therapy, quantity limits. In-network Federally required preventive drugs will be provided at no charge.
	Preferred brand drugs (Tier 2)	No charge/prescription (retail 30 days), No charge/prescription (retail & home delivery 90 days)	Not covered	
	Non-preferred brand drugs (Tier 3)	No charge/prescription (retail 30 days), No charge/prescription (retail & home delivery 90 days)	Not covered	
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	No charge	20% coinsurance	None
	Physician/surgeon fees	No charge	20% coinsurance	None
If you need immediate medical attention	Emergency room care	No charge/visit	No charge/visit	Out-of-network services are paid at the in-network cost share and deductible .
	Emergency medical transportation	No charge	No charge	Out-of-network air ambulance services are paid at the in-network cost share and deductible .
	Urgent care	No charge/visit	No charge/visit	None
If you have a hospital stay	Facility fee (e.g., hospital room)	No charge	20% coinsurance	Lesser of 50% of covered expenses or \$500 penalty for no out-of-network precertification.
	Physician/surgeon fees	No charge	20% coinsurance	Lesser of 50% of covered expenses or \$500 penalty for no out-of-network precertification.
If you need mental health, behavioral health, or substance abuse services	Outpatient services	No charge/office visit No charge/all other services	20% coinsurance /office visit 20% coinsurance /all other services	Includes medical services for MH/SA diagnoses.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
	Inpatient services	No charge	20% coinsurance	Lesser of 50% of covered expenses or \$500 penalty for no out-of-network precertification. Includes medical services for MH/SA diagnoses.
If you are pregnant	Office visits	No charge	20% coinsurance	Primary Care or Specialist benefit levels apply for initial visit to confirm pregnancy. Cost sharing does not apply for preventive services . Depending on the type of services, a copayment , coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e., ultrasound).
	Childbirth/delivery professional services	No charge	20% coinsurance	
	Childbirth/delivery facility services	No charge	20% coinsurance	
If you need help recovering or have other special health needs	Home health care	No charge	20% coinsurance	Coverage is limited to 200 days annual max. 16 hour maximum per day (The limit is not applicable to mental health and substance use disorder conditions.)
	Rehabilitation services	No charge/visit for Cardiac and Pulmonary Rehab No charge/visit for Other therapies (days 1-50) 20% coinsurance /visit for Other therapies (days 51+)	20% coinsurance /visit	None
	Habilitation services	No charge/visit	20% coinsurance /visit	Services are covered when Medically Necessary to treat a mental health condition (e.g. autism) or a congenital abnormality.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
	Skilled nursing care	No charge	20% coinsurance	50% penalty for no out-of-network precertification. Coverage is limited to 220 days annual max.
	Durable medical equipment	No charge	20% coinsurance	None
	Hospice services	No charge/inpatient services No charge/outpatient services	20% coinsurance /inpatient services 20% coinsurance /outpatient services	50% penalty for failure to precertify out-of-network inpatient hospice services .
If your child needs dental or eye care	Children's eye exam	Not covered	Not covered	None
	Children's glasses	Not covered	Not covered	None
	Children's dental check-up	Not covered	Not covered	None

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services .)		
<ul style="list-style-type: none"> • Acupuncture • Cosmetic surgery • Dental care (Adult) • Dental care (Children) 	<ul style="list-style-type: none"> • Eye care (Children) • Long-term care • Non-emergency care when traveling outside the U.S. • Private-duty nursing 	<ul style="list-style-type: none"> • Routine eye care (Adult) • Routine foot care • Weight loss programs
Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)		
<ul style="list-style-type: none"> • Bariatric Surgery (if you qualify for coverage) • Chiropractic care (combined with Rehabilitation Services) 	<ul style="list-style-type: none"> • Hearing aids (\$1,000 maximum per 24 months, through age 12) 	<ul style="list-style-type: none"> • Infertility treatment

Your Rights to Continue Coverage:

There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: Cigna at 1-800-Cigna24, Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 1-877-267-2323 x61565 or www.cciio.cms.gov. Other coverage options may be available to you, too, including buying individual insurance coverage through the [Health Insurance Marketplace](#). For more information about the [Marketplace](#), visit www.HealthCare.gov or call 1-800-318-2596.

Your Grievance and Appeals Rights:

There are agencies that can help if you have a complaint against your [plan](#) for a denial of a [claim](#). This complaint is called a [grievance](#) or [appeal](#). For more information about your rights, look at the explanation of benefits you will receive for that medical [claim](#). Your [plan](#) documents also provide complete information on how to submit a [claim](#), [appeal](#) or a [grievance](#) for any reason to your [plan](#). For more information about your rights, this notice, or assistance, contact: Cigna Customer service at 1-800-Cigna24. Additionally, a consumer assistance program can help you file your [appeal](#). Contact: Connecticut Office of the Health Care Advocate at (866) 466-4446.

Does this plan provide Minimum Essential Coverage? Yes.

[Minimum Essential Coverage](#) generally includes [plans](#), [health insurance](#) available through the [Marketplace](#) or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of [Minimum Essential Coverage](#), you may not be eligible for the [premium tax credit](#).

Does this plan meet the Minimum Value Standards? Yes.

If your [plan](#) doesn't meet the [Minimum Value Standards](#), you may be eligible for a [premium tax credit](#) to help you pay for a [plan](#) through the [Marketplace](#).

Language Access Services:

Spanish (Español): Para obtener asistencia en Español, llame al 1-800-244-6224.

Tagalog (Tagalog): Kung kailangan ninyo ang tulong sa Tagalog tumawag sa 1-800-244-6224.

Chinese (中文): 如果需要中文的帮助, 请拨打这个号码 1-800-244-6224.

Navajo (Dine): Dinek'ehgo shika at'ohwol ninisingo, kwijigo holne' 1-800-244-6224.

To see examples of how this [plan](#) might cover costs for a sample medical situation, see the next section.

About these Coverage Examples:



This is not a cost estimator. Treatments shown are just examples of how this [plan](#) might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your [providers](#) charge, and many other factors. Focus on the [cost sharing](#) amounts ([deductibles](#), [copayments](#) and [coinsurance](#)) and [excluded services](#) under the [plan](#). Use this information to compare the portion of costs you might pay under different health [plans](#). Please note these coverage examples are based on self-only coverage.

Peg is Having a Baby
(9 months of in-network pre-natal care and a hospital delivery)

- The [plan's](#) overall [deductible](#) \$2,000
- [Specialist coinsurance](#) 0%
- Hospital (facility) [coinsurance](#) 0%
- Other [coinsurance](#) 0%

This EXAMPLE event includes services like:
[Specialist](#) office visits (*prenatal care*)
 Childbirth/Delivery Professional Services
 Childbirth/Delivery Facility Services
[Diagnostic tests](#) (*ultrasounds and blood work*)
[Specialist](#) visit (*anesthesia*)

Total Example Cost	\$12,700
---------------------------	-----------------

In this example, Peg would pay:

<i>Cost Sharing</i>	
Deductibles	\$2,000
Copayments	\$0
Coinsurance	\$0
<i>What isn't covered</i>	
Limits or exclusions	\$20
The total Peg would pay is	\$2,020

Managing Joe's Type 2 Diabetes
(a year of routine in-network care of a well-controlled condition)

- The [plan's](#) overall [deductible](#) \$2,000
- [Specialist coinsurance](#) 0%
- Hospital (facility) [coinsurance](#) 0%
- Other [coinsurance](#) 0%

This EXAMPLE event includes services like:
[Primary care physician](#) office visits (*including disease education*)
[Diagnostic tests](#) (*blood work*)
[Prescription drugs](#)
[Durable medical equipment](#) (*glucose meter*)

Total Example Cost	\$5,600
---------------------------	----------------

In this example, Joe would pay:

<i>Cost Sharing</i>	
Deductibles	\$2,000
Copayments	\$0
Coinsurance	\$0
<i>What isn't covered</i>	
Limits or exclusions	\$40
The total Joe would pay is	\$2,040

Mia's Simple Fracture
(in-network emergency room visit and follow up care)

- The [plan's](#) overall [deductible](#) \$2,000
- [Specialist coinsurance](#) 0%
- Hospital (facility) [coinsurance](#) 0%
- Other [coinsurance](#) 0%

This EXAMPLE event includes services like:
[Emergency room care](#) (*including medical supplies*)
[Diagnostic test](#) (*x-ray*)
[Durable medical equipment](#) (*crutches*)
[Rehabilitation services](#) (*physical therapy*)

Total Example Cost	\$2,800
---------------------------	----------------

In this example, Mia would pay:

<i>Cost Sharing</i>	
Deductibles	\$2,000
Copayments	\$0
Coinsurance	\$0
<i>What isn't covered</i>	
Limits or exclusions	\$0
The total Mia would pay is	\$2,000

The [plan](#) would be responsible for the other costs of these EXAMPLE covered services.

Plan Name: HDHPQ2 Clerks, Custodians, Supervisors **Ben Ver:** 32 **Plan ID:** 36944243

Discrimination is against the law.

Medical coverage

Cigna Healthcare complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Cigna Healthcare does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Cigna Healthcare:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, contact customer service at the toll-free number shown on your ID card, and ask a Customer Service Associate for assistance.



If you believe that Cigna Healthcare has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance by sending an email to **ACAGrievance@Cigna.com** or by writing to the following address:

Cigna Healthcare

Nondiscrimination Complaint Coordinator
P.O. Box 188016
Chattanooga, TN 37422

If you need assistance filing a written grievance, please call the number on the back of your ID card or send an email to **ACAGrievance@Cigna.com**. You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services

200 Independence Avenue, SW
Room 509F, HHH Building
Washington, DC 20201
1.800.368.1019, 800.537.7697 (TDD)

Complaint forms are available at
<https://www.hhs.gov/civil-rights/filing-a-complaint/complaint-process/index.html>

Cigna Healthcare products and services are provided exclusively by or through operating subsidiaries of The Cigna Group, including Cigna Health and Life Insurance Company, Connecticut General Life Insurance Company, Evernorth Behavioral Health, Inc., Evernorth Care Solutions, Inc. and HMO or service company subsidiaries of Cigna Health Corporation, including Cigna HealthCare of Arizona, Inc., Cigna HealthCare of California, Inc., Cigna HealthCare of Colorado, Inc., Cigna HealthCare of Connecticut, Inc., Cigna HealthCare of Florida, Inc., Cigna HealthCare of Georgia, Inc., Cigna HealthCare of Illinois, Inc., Cigna HealthCare of Indiana, Inc., Cigna HealthCare of St. Louis, Inc., Cigna HealthCare of North Carolina, Inc., Cigna HealthCare of New Jersey, Inc., Cigna HealthCare of South Carolina, Inc., Cigna HealthCare of Tennessee, Inc., and Cigna HealthCare of Texas, Inc. ATTENTION: If you speak languages other than English, language assistance services, free of charge are available to you. For current Cigna customers, call the number on the back of your ID card. Otherwise, call 1.800.244.6224 (TTY: Dial 711). ATENCION: Si usted habla un idioma que no sea inglés, tiene a su disposición servicios gratuitos de asistencia lingüística. Si es un cliente actual de Cigna, llame al número que figura en el reverso de su tarjeta de identificación. Si no lo es, llame al 1.800.244.6224 (los usuarios de TTY deben llamar al 711).

Proficiency of Language Assistance Services

English – ATTENTION: Language assistance services, free of charge, are available to you. For current Cigna Healthcare customers, call the number on the back of your ID card. Otherwise, call 1.800.244.6224 (TTY: Dial 711).

Spanish – ATENCIÓN: Hay servicios de asistencia de idiomas, sin cargo, a su disposición. Si es un cliente actual de Cigna Healthcare, llame al número que figura en el reverso de su tarjeta de identificación. Si no lo es, llame al 1.800.244.6224 (los usuarios de TTY deben llamar al 711).

Chinese – 注意：我們可為您免費提供語言協助服務。對於 Cigna Healthcare 的現有客戶，請致電您的 ID 卡背面的號碼。其他客戶請致電 1.800.244.6224（聽障專線：請撥 711）。

Vietnamese – XIN LƯU Ý: Quý vị được cấp dịch vụ trợ giúp về ngôn ngữ miễn phí. Dành cho khách hàng hiện tại của Cigna Healthcare, vui lòng gọi số ở mặt sau thẻ Hội viên. Các trường hợp khác xin gọi số 1.800.244.6224 (TTY: Quay số 711).

Korean – 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 현재 Cigna Healthcare 가입자님들께서는 ID 카드 뒷면에 있는 전화번호로 연락해주시시오. 기타 다른 경우에는 1.800.244.6224 (TTY: 다이얼 711)번으로 전화해주시시오.

Tagalog – PAUNAWA: Makakakuha ka ng mga serbisyo sa tulong sa wika nang libre. Para sa mga kasalukuyang customer ng Cigna Healthcare, tawagan ang numero sa likuran ng iyong ID card. O kaya, tumawag sa 1.800.244.6224 (TTY: I-dial ang 711).

Russian – ВНИМАНИЕ: вам могут предоставить бесплатные услуги перевода. Если вы уже участвуете в плане Cigna Healthcare, позвоните по номеру, указанному на обратной стороне вашей идентификационной карточки участника плана. Если вы не являетесь участником одного из наших планов, позвоните по номеру 1.800.244.6224 (TTY: 711).

Arabic – برجاء الانتباه خدمات الترجمة المجانية متاحة لكم. لعملاء Cigna Healthcare الحاليين برجاء الاتصال بالرقم المدون علي ظهر بطاقتكم الشخصية. او اتصل ب 1.800.244.6224 (TTY: اتصل ب 711).

French Creole – ATANSYON: Gen sèvis èd nan lang ki disponib gratis pou ou. Pou kliyan Cigna Healthcare yo, rele nimewo ki dèyè kat ID ou. Sinon, rele nimewo 1.800.244.6224 (TTY: Rele 711).

French – ATTENTION: Des services d'aide linguistique vous sont proposés gratuitement. Si vous êtes un client actuel de Cigna Healthcare, veuillez appeler le numéro indiqué au verso de votre carte d'identité. Sinon, veuillez appeler le numéro 1.800.244.6224 (ATS : composez le numéro 711).

Portuguese – ATENÇÃO: Tem ao seu dispor serviços de assistência linguística, totalmente gratuitos. Para clientes Cigna Healthcare atuais, ligue para o número que se encontra no verso do seu cartão de identificação. Caso contrário, ligue para 1.800.244.6224 (Dispositivos TTY: marque 711).

Polish – UWAGA: w celu skorzystania z dostępnej, bezpłatnej pomocy językowej, obecni klienci firmy Cigna Healthcare mogą dzwonić pod numer podany na odwrocie karty identyfikacyjnej. Wszystkie inne osoby prosimy o skorzystanie z numeru 1 800 244 6224 (TTY: wybierz 711).

Japanese – 注意事項：日本語を話される場合、無料の言語支援サービスをご利用いただけます。現在のCigna Healthcareのお客様は、IDカード裏面の電話番号まで、お電話にてご連絡ください。その他の方は、1.800.244.6224 (TTY: 711) まで、お電話にてご連絡ください。

Italian – ATTENZIONE: Sono disponibili servizi di assistenza linguistica gratuiti. Per i clienti Cigna Healthcare attuali, chiamare il numero sul retro della tessera di identificazione. In caso contrario, chiamare il numero 1.800.244.6224 (utenti TTY: chiamare il numero 711).

German – ACHTUNG: Die Leistungen der Sprachunterstützung stehen Ihnen kostenlos zur Verfügung. Wenn Sie gegenwärtiger Cigna Healthcare-Kunde sind, rufen Sie bitte die Nummer auf der Rückseite Ihrer Krankenversicherungskarte an. Andernfalls rufen Sie 1.800.244.6224 an (TTY: Wählen Sie 711).

Persian (Farsi) – توجه: خدمات کمک زبانی، به صورت رایگان به شما ارائه می شود. برای مشتریان فعلی Cigna Healthcare، لطفاً با شماره ای که در پشت کارت شناسایی شماست تماس بگیرید. در غیر اینصورت با شماره 1.800.244.6224 تماس بگیرید (شماره تلفن ویژه ناشنوایان: شماره 711 را شماره گیری کنید).

APPENDIX D
POSITIONS NOT SUBJECT TO OVERTIME PROVISIONS OF THIS CONTRACT

Assessor

Associate City Attorney

Director of Accounting

Deputy City Attorney

Staff Attorney/Human Rights Advocate

Risk Manager

Director of Senior Affairs

Technology Specialist

Programmer Analyst

Senior Programmer Analyst

Accountant

Performance/Budget Analyst

Youth Services Director

Director of Public Health Nurses/School Health Services

Purchasing Officer

APPENDIX E
City of Meriden Dress Code Policy
Local 424, Unit 48 Employees

All Local 424 employees who receive uniforms and laundry service shall wear uniform pants (no jeans), uniform shirt or department T-shirts and work boots. All uniform shirts must be buttoned, over any non-department T-shirt. The shirts worn must display a City emblem; emblems may not be removed.

Employees who receive polo shirts and sweatshirts will wear them everyday. Jeans may be worn if neat with no holes or tears.

All uniforms must be clean and serviceable.

Failure to abide by this policy will cause employee to be sent home on their own time to change and discipline will ensue. Any Department head may speak to an employee who is out of uniform and instruct him to correct the situation.

APPENDIX F

SIDE LETTER TO THE COLLECTIVE BARGAINING AGREEMENT
FOR ON CALL PERSONNEL
ON CALL TAKE HOME VEHICLE POLICY

APPENDIX F

SIDE LETTER TO THE COLLECTIVE BARGAINING AGREEMENT
FOR ON CALL PERSONNEL
ON CALL TAKE HOME VEHICLE POLICY

The parties agree to the following parameters for such vehicles:

- Vehicles are only to be used to transport the employee to and from work. An employee may make a reasonable stop on the way to or from work as they would normally, i.e. to pick up coffee, dinner etc, as long as this is on their regular route.
- Employee may use the vehicle within a 10 mile radius from their home or place of work or if traveling to Meriden for any reason off hours.
- No one but the employee may be transported in these vehicles without specific permission from the Personnel Director.
- Accidents, damage, or mechanical problems incurred with the vehicle while in the employee's possession, must be reported within 24 hours to employee's supervisor and the Risk Manager.
- If an employee becomes ill or injured while on call he must return the vehicle to the department (or arrange to have it returned) and may not use it during this time.
- Employees who are put out on administrative leave for any reason will also be asked to surrender their vehicle. City Personnel will transport the employee home, if necessary.
- Employees are expected to maintain their vehicles in a tidy and clean condition. Employees will not be compensated during this time or for any time they spend maintaining the cleanliness of the vehicle while off-duty.
- Employees are expected to present a neat appearance while operating the vehicle. The image that is projected while a City of Meriden vehicle is being operated is important to the City and each Department. This means NO tank tops, shorts, T-shirts bearing inappropriate slogans etc. may be worn while operating a City vehicle.
- ABSOLUTELY NO SMOKING WHILE IN A CITY VEHICLE
- Seat belts must be worn at all times

- The on call vehicle will have magnet signs on both doors and rear tailgate that reads: "This is an after hours City of Meriden vehicle for emergencies only".
- This will ensure that these vehicle are clearly identified to citizens of Meriden and what they are used for.
- Employees who violate this agreement will have the privilege removed in addition to any other discipline.

Employees will sign a copy of this agreement if they intend at any time to have an on call take-home vehicle. This program does not affect, alter, or abridge the right of the City to continue to assign City vehicles to personnel for operational reasons.

APPENDIX G
COMP TIME FORM

APPENDIX G
COMP TIME FORM

Name _____

Dept. _____

I currently have _____ hours of comp time and have requested time off but have been unable to take the time due to my departmental workload.

Employee Signature _____

Date _____

Department Head Approval _____

Date _____

Submitted to Personnel on _____

Comp time overage approval. _____

Director of Personnel _____