

AGREEMENT

BETWEEN

**THE WINCHESTER BOARD OF EDUCATION
WINSTED, CONNECTICUT**

AND

**EXECUTIVE ASSISTANT AND ADMINISTRATIVE ASSISTANT
AFFILIATED WITH
NATIONAL ASSOCIATION
OF GOVERNMENT EMPLOYEES, SEIU
LOCAL R1-234**

EFFECTIVE JULY 1, 2022 to JUNE 30, 2025

DATE: March 31 2022

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INTRODUCTION

This agreement (hereinafter called the "Agreement") is made and entered into this ____ day of _____, 2022, by and between the Winchester Board of Education (hereinafter called the "Board") and the National Association of Municipal Employees, Local R1-234 (hereinafter called the "Union").

PREAMBLE

WHEREAS, the Board and the Union recognize the importance of sustaining a high level of morale among the Executive Assistants and Administrative Assistants and maintaining harmonious relationship between the Board and the Executive Assistants and Administrative Assistants and encouraging the Executive Assistants and Administrative Assistant to provide full service to the Board of Education and to the improvement of quality of said service and assuring necessary, usual and beneficial communication between the Board and the Executive Assistants and Administrative Assistants.

NOW THEREFORE, in consideration of these promises and other good consideration, the Board and the Union enter into this Agreement.

BARGAINING HISTORY

AND

ORGANIZATION OF THE AGREEMENT

During the 2019 negotiations, the parties agreed to combining duplicate areas of the Agreement. Although the parties negotiated certain changes to the Agreement, the reorganization of the Agreement itself was not intended to change any of the terms and conditions of employment for any specific employee or any group of employees.

Naturally, any reorganization of a document of this size demands that some wording must be changed. This is necessary in order to retain continuity, meaning, and flow in the document. In this case for instance, some provisions had to be split and others partially duplicated in order to meet the goal of describing benefits on a category-by-category basis.

For purposes of interpretation, the Agreement should be read as consistent with the agreements between the parties that were executed prior to 2019, subject to agreed upon changes to the terms and conditions of employment.

ARTICLE I - RECOGNITION

SECTION 1

The Board recognizes the Union under the provisions of Chapter 113 of the General Statutes of Connecticut, as amended, as the sole and exclusive bargaining agent for the purpose of collective bargaining on matters of wages, hours and other conditions of employment for all school

executive assistants and administrative assistants working one hundred twenty (120) days or more per year, excluding all central staff employees, within the meaning of the Municipal Employees Relations Act, and all other employees employed by the Winchester Board of Education.

SECTION 2

The term "Superintendent of Schools" or "Superintendent" as used in this Agreement shall mean the Superintendent or his or her designee. The term "Board of Education" or "Board" as used in this Agreement shall mean the Board or its designee.

ARTICLE II - RIGHTS OF THE BOARD OF EDUCATION

Except where it is specifically abridged by any provision of this Agreement, the Winchester Board of Education has and will continue to retain, whether exercised or not in the past, the sole and unquestioned right and prerogative to manage and direct the operation of the Winchester Public School System.

ARTICLE III - NO STRIKE

During the term of this agreement, the Union agrees there shall be no authorized or sanctioned cessation, retarding, or stoppage of work, picketing, sympathy strikes, work to rule action, or other interference, because of any dispute that may result from the interpretation of this Agreement or for any cause whatsoever.

ARTICLE IV - UNION SECURITY

SECTION 1

Each employee who is a member of the Union on the effective date of this Agreement may remain a member in good standing for the duration of this Agreement.

SECTION 2

Each new employee may become a member of the Union in good standing after six (6) months of employment.

SECTION 3

The Board agrees to deduct from each employee who has signed an authorization permitting the deduction of dues and submitted authorization to the Board an amount equal to the Association membership dues by means of payroll deductions. The amount of the deduction from each paycheck shall be equal to the total Association membership divided by the number of paychecks including the last paycheck in June. The amount of membership dues shall be certified by the Association to the Board of Education prior to July 1 of the school year.

SECTION 4

In the event an employee receives no pay on that day that Union dues are deducted said dues shall be deducted from the next regular pay.

SECTION 5

The Union agrees to indemnify and hold and to save the Board harmless from any and all claims, damages, suits or any other form of liability, including reasonable attorney's fees that shall or may arise out of or by reason of any action taken by the Board for the purpose of complying with the provisions of this article.

ARTICLE V - SENIORITY - LAYOFF - RECALL

SECTION 1

Seniority, for purposes of this Agreement, is defined as the total length of an employee's most recent period of continuous service with the Board. The employee's earned seniority shall not be lost because of absence due to illness (pregnancy, maternity leave), bereavement, jury duty, personal leave or authorized leave or while eligible for recall. Seniority and seniority rights will not be accrued during unpaid leave of absence or recall eligibility but such right will not be lost by the employee during such periods.

SECTION 2

All other factors being equal, seniority will be used to determine transfers, or promotions, if any, of employees. Other factors are defined to include performance evaluations, qualifications and competence to perform the work.

SECTION 3

A seniority list shall be furnished to the Union annually on about October 1st of each year, and unless mistakes are brought to the attention of the Superintendent of Schools within thirty (30) working days the list shall be considered conclusive.

SECTION 4

New employees shall be considered probationary during their first six (6) months of employment. During such probationary period the employee shall not attain seniority rights under this Agreement, and such probationary employee will be subject to discharge by the Board, without access to the grievance procedure. At the successful completion of the probationary period, seniority shall be retroactive to the commencement of employment.

SECTION 5

When new jobs are created within the union the Board shall post the job title for seven (7) calendar days and notify the Union Steward to such posting. Each employee who is interested will have the opportunity to apply for said opening(s), providing he/she is qualified. The senior qualified employee shall be given first consideration for the job. If the senior employee is not promoted, consideration shall then be given to the next senior employee in the unit who has applied for the position. The Board retains the right to fill positions from outside the unit and the system.

SECTION 6

For the purpose of layoff and recall there shall be one seniority group comprised of Executive and Administrative Assistants.

SECTION 7

In the event there is a reduction in or a proposed reduction in the number of employees or work hours, the employees with the least seniority in the job title affected shall be laid off first. The Board shall notify the Union President as soon as practical, but in no event less than forty-eight (48) hours prior to the time in which the layoff is to be effective. The Board shall notify the least senior employee within the affected job title at least ten (10) calendar days before the effective date of the layoff.

SECTION 8

An employee who receives such notice may elect within seven (7) calendar days thereafter to bump into a lower job title, provided that the employee has more seniority than the least senior employee in the lower job title. The employee to be bumped shall have the same bumping rights to positions held by less senior employees in a lower job title provided all such bumping rights are exercised prior to the effective date of layoff.

SECTION 9

Employees who are laid off or bumped into a lower job title under this Article shall have recall rights as follows:

- a. The affected employee shall notify the Superintendent in writing at the time of layoff that he/she requests placement on a recall list.
- b. Employees who are bumped to a lower job title shall have recall rights to return to his/her former job title. When an employee is bumped to a lower job title, he/she shall be placed on the appropriate pay scale and step that represents the least reduction to the pay of the employee.

- c. For a period of twelve (12) months the affected employee shall have the right to be recalled to the job title from which he/she was laid off if a position should become vacant or be reinstated or to a position in a lower job if qualified.
- d. No person shall be newly employed until all persons on the recall list have been notified by phone and certified mail. Employee will provide a phone number for recall purposes at the time of layoff. An employee who declines an offer of re-employment shall forfeit recall rights. Failure to respond within (7) seven calendar days to a notice of an opening shall be deemed a refusal to accept re-employment.

ARTICLE VI – DISCIPLINE

SECTION 1

Each employee shall have the right to see and review his or her personnel file at least twice a year by appointment with the business office. The Board shall provide copies of all materials in the file upon request of the employee. Employees may request that the Board correct, amend or delete incorrect or inaccurate material. Failing mutual agreement the employee shall have the right to respond in writing to all items in their personnel file. Such responses shall be made part of the file. No separate personnel file shall be maintained other than the one subject to employee inspection.

SECTION 2

Each employee will be given copies of any evaluation reports placed in the employee's personnel file. Poor performance evaluations shall be deemed just cause for dismissal.

SECTION 3

All disciplinary action shall be applied in a fair and equitable manner and shall be consistent with the infraction for which disciplinary action is being applied. All suspensions and discharges must be given in writing with reasons stated and a copy given to the employee and the Union at the time of the suspension or discharge. Depending on the offense, disciplinary action may include but not be limited to verbal and/or written warning, suspension without pay, and discharge. Progressive discipline shall be applied when appropriate. No employee shall be discharged without just cause. Disciplinary action normally shall follow in this order:

- a. Verbal Warning
- b. Written warning
- c. Suspension with or without pay
- d. Discharge.

All disciplinary action may be appealed through the established grievance procedure.

SECTION 4

All disciplinary actions, verbal or written warnings and any other type of action shall be removed from the records of the employee one (1) year after the occurrence of a particular offense from which disciplinary action has resulted unless a pattern of repeated conduct is suspected. In situations involving repeated or severe conduct, removed records may be taken into consideration for purposes of progressive discipline.

ARTICLE VII - GRIEVANCE PROCEDURE

SECTION 1

A grievance shall mean a complaint by any employee or group from within the bargaining unit represented by the Union that there has been a violation of a specific section of this Agreement. The grievance must be in writing and must set forth the specific sections of the contract alleged to have been violated. The purpose of the grievance procedure is to resolve at the earliest possible level, issues that may arise from time to time with respect to the provisions of this Agreement. The steps of the grievance procedure shall be as follows:

SECTION 2 - PROCEDURE

STEP ONE

Within thirty (30) calendar days of the date of the event which gives rise to the grievance, the employee or the Union must present a written statement of the grievance to the building Principal or Director. The matter may be discussed and a decision given to the employee and the Union within seven (7) calendar days of receipt of the grievance.

STEP TWO

If the grievant is not satisfied with the disposition of the grievance at Step One, the written grievance shall be presented to the Superintendent within ten (10) calendar days of receipt of the decision at Step One. The grievance shall be considered by the Superintendent who shall render a decision on the grievance within seven (7) calendar days of its receipt.

STEP THREE

If the matter has not been satisfactorily resolved at Step Two the matter may, within ten (10) working days following receipt of the Step Two decision, be presented in writing to the Personnel Committee of the Board of Education for discussion by the full Board at its next

regularly scheduled meeting. The Board shall render its decision in writing within ten (10) working days following the meeting, by certified mail.

STEP FOUR

Should the Union be dissatisfied with the answer of the Board, it shall notify the Superintendent in writing within twenty (20) working days of receipt of his answer of its desire to proceed to arbitration. Any grievance submitted to arbitration shall be referred to the Connecticut State Board of Mediation and Arbitration. Only the Union and not any individual employee may proceed to arbitration. In any arbitration proceeding, the arbitrator shall hear and decide only one grievance, unless the parties by mutual agreement decide to consolidate one or more grievances for hearing. The arbitrator shall have no power to add to, subtract from, or in any way modify the terms and provisions of this Agreement. The arbitrator's decision shall be final and binding according to law.

SECTION 3

Any grievance not taken to a higher step in the grievance procedure in accordance with the above time limitations shall be deemed settled on the basis of the last decision rendered by the Board's representative and shall not be subject to further processing. However, any of the above time limits, except for the initial filing period, may, in particular circumstances, be reduced or extended by mutual agreement which must be recorded in writing and signed by both parties.

SECTION 4

Either party may request the services of a State Mediator prior to arbitration of a grievance.

SECTION 5

The Union shall have the same rights to process a grievance as an individual employee.

SECTION 6

For a grievance arising in the month of June, the time limits above prescribed shall be modified to these respects:

- a. The grievance must be presented within three (3) calendar days after the occurrence of the act or conditions which is the basis of the complaint.
- b. The Principal/Director shall communicate his/her decision within three (3) calendar days after receiving the complaint.
- c. The grievance must be appealed to the Superintendent within three (3) calendar days after the decision in Step One has been received.

- d. The Superintendent of Schools shall process the grievance as expeditiously as possible.

SECTION 7

No employee shall be disciplined or discharged without just cause.

ARTICLE VIII - BULLETIN BOARD

SECTION 1

The Board agrees to provide bulletin board space that may be used by the Union for the following notices:

1. Notices of Union meetings.
2. Notices of Union elections and the results when they pertain to the employees.
3. Notices of Union recreational and social events.

SECTION 2

Said posting shall be furnished to the Building Administration prior to posting.

ARTICLE IX - ACCESS TO PREMISES

SECTION 1

The Union's business representative may be permitted to visit specific job sites where bargaining unit members are employed provided such visits are at normal business hours and do not interfere with the operation of the schools or interrupt the performance of any Board employees. Upon entering the premises, the Union's business representative shall notify the building principal of his or her presence.

ARTICLE X - MISCELLANEOUS PROVISIONS

SECTION 1

The Board shall post a copy of this Agreement on the District website.

SECTION 2

If an article or section of the Agreement is declared invalid by a court of competent jurisdiction, said invalidity shall not affect the balance of this Agreement.

SECTION 3

There shall be no alteration, variation, or amendment of the terms and conditions of this Agreement, unless made and agreed to in writing by both parties.

SECTION 4

If there is any previously adopted policy, rule, practice or regulation of the Board that is in conflict with any provision of the Agreement, said Agreement provision shall prevail during the term of this Agreement.

SECTION 5

The Board shall protect and save harmless any employee covered by this Agreement from financial loss and expense, including legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in bodily injury to or death to any person or damage to or destruction of property within or without the school building, providing such employee at the time of the occurrence resulting in such injury, damage or destruction was acting in the discharge of duties within the scope of employment and under the direction of the Board. This provision is intended to confer no more or no fewer rights than those granted under Connecticut General Statute §10-235, as amended.

SECTION 6

When an employee is required to use his/her own motor vehicle to perform Board business, he/she shall be reimbursed at the current IRS rate per mile traveled.

SECTION 7

Any employee who is required by the Board to attend any training or conference, shall be reimbursed reasonable expenses associated with said training or conferences.

SECTION 8

The Union will notify the Board of changes in the Union Executive Board and Steward roster.

SECTION 9

When the Board creates a new classification or extensively changes an existing job, the Board and the Union shall negotiate appropriate pay rates for such new or changed classification upon request.

ARTICLE XI – SAFETY

The Board and the Union agree that employee safety is of high importance and that it is a responsibility that is shared by the Board, the Union, and every employee covered by this agreement. If an employee reasonably believes that an unsafe situation exists, the employee should report his or her concerns to his or her supervisor or the Superintendent.

ARTICLE XII – HOURS AND OVERTIME PROVISIONS

SECTION 1

Hours of work shall be determined by the Board of Education consistent with the operational requirements and the interests of education in the system.

The regular work day and week for full-time employees shall consist of seven (7) hours per day, five (5) days per week, one hundred and ninety (190) days per year, Monday through Friday, for a total of thirty-five (35) hours per week. Any work performed in excess of forty (40) hours in any one week will be compensated for at the rate of one and one-half (1½) times the regular hourly rate.

Administrative Assistants will work (4) four days after the end of the school year and return (5) five days prior to the start of the school year.

Executive Assistants will work (6) six days after the end of the school year providing the six days do not extend past June 30th. Executive Assistants will return (3) three days prior to the start of the school year contiguous to 35 hours of their 100 summer hours..

SECTION 2

SUMMER HOURS

During the summer recess period, Executive Assistants will work a total of one hundred (100) hours.

Additional hours may be added in the summer, as needed, at the discretion of the administrator.

SECTION 3

If an employee is called in to work overtime on Saturday, he/she shall be paid at one and one-half (1-1/2) times his/her regular hourly rate. If an employee is called in to work on Sunday, he/she shall be paid double his/her regular hourly rate. All overtime must be approved in advance.

SECTION 4

An employee called back to work for a period not contiguous to normal work hours shall be paid three (3) hours minimum pay.

ARTICLE XIII – HOLIDAY PROVISIONS

SECTION 1

Paid holidays occurring on Saturday shall be observed on the preceding Friday provided there is no school on said Friday. Paid holidays occurring on Sunday shall be observed on the following Monday provided there is no school on said Monday. In the event that school is in session on either Friday or Monday, the employees shall be given another day off to compensate for said holiday at a time mutually agreeable to the employee and his/her supervisor.

SECTION 2

An employee must work his or her regularly scheduled workday immediately before and immediately after a holiday in order to receive holiday pay. An employee will not lose Holiday pay if they present a Doctor's note for the absence the day before or after the holiday.

Whenever any paid holiday falls during an authorized vacation the employee shall be given another paid day at a time mutually agreeable to the employee and the building Principal.

SECTION 3

Employees will receive the following holidays:

New Years' Day	Columbus Day
Martin Luther King Day	*Veterans' Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
July 4 th (Executive Assistants only)	Christmas Day
Labor Day	

*Veterans' Day as holiday but if school is in session floating holiday to be used by June 30th

SECTION 4

Part-time employees will receive holiday pay on a pro-rata basis. A part-time employee is defined as an employee who works twenty (20) hours or more per week but less than thirty-five (35) hours per week.

ARTICLE XIV – LEAVE PROVISIONS

SECTION 1

SICK LEAVE

- A. The Board may require a physician's certification for sick leave of three (3) consecutive days or where a pattern of abuse is suspected. In all cases where sick leave is taken because of illness, bodily injury or exposure to contagious disease and such leave exceeds five (5) working days, a physician's certificate must be provided by the employee indicating the nature and extent of disability and probable duration of the disability. When accumulated sick leave has been exhausted, vacation time may be used to extend sick leave on request of the employee and prior approval of the building Principal and the Superintendent.
- B. An employee shall notify the proper authority of his/her illness no later than thirty minutes prior to his/her scheduled starting time in order to receive proper credit.
- C. Full-time executive assistants shall be entitled to fifteen (15) sick days per fiscal year, which may be accumulated to a maximum of one hundred and eighty (180) days.
- Ten-month administrative assistants shall be entitled to ten (10) sick days per fiscal year, which may be accumulated to a maximum of seventy (70) days.
- D. Annual sick leave allowance shall be credited to each part-time employee covered by this chapter at the rate of one-half (½) day per month for ten (10) months totaling five (5) days per year which may be accumulated to a maximum of thirty (30) working days.
- E. In the event of a critical illness or severe injury or sickness in the immediate family, creating an emergency which requires the attendance or aid of the employee, as much as five (5) working days leave with pay to Executive Assistants and four (4) days to Administrative Assistants shall be granted within the fiscal year to full-time employees.
- F. Employees hired before October 18, 2012 shall be paid for accumulated sick leave as follows:
- Executive Assistants who retire and whose age and years of full-time service with the Board equal seventy 70 shall be paid fifty percent (50%) of their accumulated sick leave up to ninety (90) days at their hourly rate but not to exceed \$23.50 per hour.
 - The estate of an Executive Assistant/twelve-month employee who dies with ten (10) years of full-time service shall be paid his/her accumulated sick leave up to forty-five (45) days at their hourly rate but not to exceed \$23.50 per hour.

- Administrative Assistants who retire and whose age and years of full-time service with the Board equal seventy (70) shall be paid their accumulated sick leave up to 45 days at their hourly rate.
- The estate of an Administrative Assistant who dies with ten years of full-time service shall be paid his/her accumulated sick leave up to 30 days at their hourly rate.
- Payment of accumulated sick leave of an employee who retires or dies on or before January 1 during the contract year shall be made on the July 1 following retirement or death and of an employee who retires or dies after January 1 shall be made on the second July 1 following retirement or death. As used in this section, the term "accumulated sick leave" shall mean the number of accumulated days times the employee's then current per diem rate of pay but not to exceed \$23.50 per hour for Executive Assistants.

SECTION 2

WORKERS COMPENSATION LEAVE

If an employee is absent from work because of injury sustained in the course of his work for which he is entitled to compensation under the Worker's Compensation Act, the Board shall pay to the employee during the period of disability an amount equal to the difference between the employee's regular salary and the amount of Worker's Compensation received by the employee for the first 90 days of disability. In no case, however, shall the differential received by the employee exceed an amount that, after taxes, allows the employee to net take-home wages that are greater than he or she would have earned while working. Lump sum worker's compensation payment for indemnification to the employee for permanent injuries received by him shall not be paid over or assigned to the Board.

SECTION 3

PERSONAL LEAVE

Employees shall be granted three (3) personal days, with pay, for personal business that cannot be conducted at other than scheduled work time.

One day may be taken without providing an explanation of the purpose for which the day is being taken. Except in the case of a bona fide emergency, permission for a personal day must be obtained from the employee's supervisor prior to the leave. Such permission shall not be unreasonably withheld.

SECTION 4

JURY LEAVE

Any employee called to Jury Duty shall be paid the difference between the employee's regular base rate of pay and the fee received for serving as a juror. An employee called to jury duty shall furnish the Board with a notice to serve and evidence of attendance.

SECTION 5

UNION LEAVE

One (1) member of the Union grievance committee and the grievant shall be granted leave from duty with full pay for all meetings between the Board and the Union for the purpose of processing grievances when such meetings take place at a time during which such members are scheduled to be on duty, at each step of the grievance procedure through arbitration.

The Union shall have the right to have two (2) members of its negotiation committee present to all negotiation meetings. When such meetings take place at a time during which such members are scheduled for work, they will be granted leave from their duties with full pay for such meetings.

SECTION 6

FUNERAL LEAVE

That all members receive 5 days bereavement leave in the event of the death of the employee's spouse, father, mother, sibling, child, grandparent, grandchild, mother-in-law, father-in-law, brother in-law, sister-in-law, daughter-in-law, or son-in-law.

In the event of death of an aunt, uncle, niece, nephew or cousin, an employee may have one (1) day to attend the funeral without loss of regular pay. Such day off shall not be charged to sick leave

ARTICLE XV – EXECUTIVE ASSISTANT VACATIONS

SECTION 1

Full time executive assistants/twelve-month employees shall be granted time off with pay for vacation according to the following schedule:

After 1 year.....	5 days
After 5 years.....	10 days
After 10 years.....	17 days
After 15 years.....	19 days
After 20 years.....	21 days

SECTION 2

Seniority shall prevail in the selection of vacations. Employees shall indicate their preference of vacation time no later than the last day of April of each year.

SECTION 3

The vacation period shall be between July 1 and June 30 of each fiscal year. Vacation days must be taken during the vacation period and cannot be taken when school is in session unless prior approval is given by the Superintendent, but in no event may more than five (5) days be carried into a subsequent period.

SECTION 4

Vacation time shall be taken in increments of no less than one (1) day.

SECTION 5

Part-time employees covered by this chapter shall receive vacation benefits on a pro-rata basis. A part-time employee covered by this chapter is defined as one who works more than twenty (20) hours per week but less than thirty-five (35) hours per week.

SECTION 6

If an employee covered by this chapter dies while employed by the Board, his or her estate shall be paid for any unused and earned vacation time.

ARTICLE XVI –INSURANCE

SECTION 1

Health Insurance - The Board shall provide to all employees and their dependents, one of the two following HIGH DEDUCTIBLE HEALTH INSURANCE PLANS (HDHP) WITH HEALTH SAVINGS ACCOUNTS (HSA) or HEALTH REIMBURSEMENT ACCOUNTS (HRA):

- A. The insurance shall be annually subject to a \$2,000 individual/\$4,000 family deductible co-insurance of 100% in network, 80% / 20% out of network, in accordance with the general plan description. Drugs at \$5/\$30/\$40 after deductible if in network.
- B. The insurance shall be annually subject to a \$5,000 individual/\$10,000 family deductible, co-insurance of 100% in network, 80% / 20% out of network, in accordance with the general plan description. Drugs Rx-\$5/\$30/\$40 after deductible.

The HDHP premium cost share for employees shall be 14% 2022-2023, 15% 2023-2024, and 15.5% 2024-2025

The Board will contribute 50% 2022-2023, 50% 2023-2024, and 50% 2024-2025 of the deductible into a Health Savings Account (HSA) or Health Reimbursement account (HRA) for each employee participating in a HDHP plan. The Board's contribution will be deposited into HSA accounts in two equal installments in July and January except for new employees who will receive their contribution at the completion of their successful probationary period. Health Reimbursement Accounts (HRA) will be reimbursed up to the same annual amounts.

Dental Insurance - Delta Full Service Dental Plan. Employee premium cost share for dental insurance shall be 14% 2022-2023, 15% 2023-2024, and 15.5% 2024-2025

Employees who do not take the insurance will receive a \$2,500 stipend to be paid out proportionately each pay period.

IRS Section 125 Plan - Employees participate in the Board's established IRS Section 125 plan for purposes of allowing employees to participate in the plans described above, at their option, to have their insurance premium co-payments withheld from their income. The Section 125 plan is established solely for the purpose of health insurance premium co-payments.

To be eligible to receive this insurance benefit, each employee must execute a written wage deduction authorization, permitting the Board to deduct the cost of the employee's share of the premium. The employee and dependents participating in either plan are subject to all the terms and conditions of the plan.

SECTION 2

The Board shall provide Basic Group Term Life/Accidental Death & Dismemberment (AD&D) Insurance for each Employee at the rate of one (1) times annual salary, rounded to the nearest thousand.

ARTICLE XVII – PENSION

Any Executive Assistant who is currently participating in the Town of Winchester Employee's Pension Plan, as amended, shall have this benefit continued during the life of this Agreement.

ARTICLE XVIII - WAGES

SECTION 1

An employee promoted to a higher classification shall be placed on the schedule in accordance with their years of service.

SECTION 2

Newly hired employees shall be hired at the start rate however the superintendent has the discretion to otherwise place ne hires based on experience.. When applicable, employees shall advance one step on July 1 of each year, except employees hired at the start rate on or after May 1 of each contract year shall remain at the start rate until the second July 1 following the date of employment. This provision shall not be interpreted to entitle any employee to a step increase not described in the wage appendices or to a step increase after the expiration of this agreement.

SECTION 3

Employees may select their method of payment from the following options:

1. 26 equal payments.
2. 21 equal payments.

SECTION 4

Additional position was added to the wage schedule for the Pupil Services Gilbert Administrative Assistant in accordance with MOU executed on 1/3/2019.

SECTION 5

GWI	2022-2023	2023-2024	2024-2025
	0% plus \$1.00/hr	2.00%	2.00%

All steps have been frozen.

ARTICLE XIX – DURATION

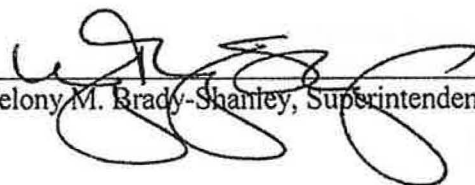
Provisions of this Agreement shall be effective July 1, 2022 and shall continue and remain in full force and effect through June 30, 2025.

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

WINCHESTER BOARD OF EDUCATION

DATE: 5/10/2022

BY 
Melony M. Brady-Shanley, Superintendent

**LOCAL R1-234 OF THE NATIONAL
ASSOCIATION OF MUNICIPAL
EMPLOYEES**

DATE: 5-11-22

BY 
Lisa Whipple, COMMITTEE MEMBER

NATIONAL REPRESENTATIVE/N.A.G.E.

DATE: 5/12/22

BY 
Ed Kosinski, REPRESENTATIVE

APPENDIX A

HOURLY RATE SCHEDULE

APPENDIX A

HOURLY RATE SCHEDULE

For the 2022-2023 school year there shall be a wage increase of 0% plus \$1.00/hour

Step	1	2	3	4	5	6
Admin Assistant	17.39	18.16	19.02	19.90	20.77	21.71
Gil Admin Asst	19.50	20.27	21.12	22.01	22.88	23.82
Exec Asst	21.87	22.41	23.27	24.09	25.07	26.07

For the 2023-2024 school year there shall be a wage increase of 2%

Step	1	2	3	4	5	6
Admin Assistant	17.74	18.52	19.40	20.30	21.19	22.15
Gil Admin Asst	19.89	20.67	21.54	22.45	23.34	24.30
Exec Asst	22.31	22.86	23.74	24.57	25.57	26.59

For the 2024-2025 school year there shall be a wage increase of 2%

Step	1	2	3	4	5	6
Admin Assistant	18.10	18.90	19.78	20.70	21.61	22.59
Gil Admin Asst	20.29	21.09	21.98	22.90	23.81	24.78
Exec Asst	22.75	23.31	24.21	25.07	26.09	27.13

