

THE CITY OF HARTFORD, CONNECTICUT
AND
LOCAL 1716, COUNCIL 4
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO
JULY 1, 2015– JUNE 30, 2021

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**THE CITY OF HARTFORD, CONNECTICUT
AND
LOCAL 1716, COUNCIL 4
AMERICAN FEDERATION OF
STATE, COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO**

PREAMBLE

The following Agreement, by and between the City of Hartford, Connecticut, hereinafter referred to as the City, and Local 1716, Council 4, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, is recorded in written form to meet the requirements as set forth in § 7-470 (c) in the Municipal Employees Relations Act of the General Statutes of Connecticut. This Agreement is designed to provide for an equitable and peaceful procedure for the resolution of differences in accordance with the grievance procedure specified herein, in order to maintain and promote a harmonious relationship between the Union and the City and to encourage a more effective Service in the public interest.

RECOGNITION

The City recognizes the Union as the sole and exclusive bargaining agent pursuant to certification granted by the Connecticut State Board of Labor Relations June 29, 1966, (M.E. 1412), February 15, 1968, (M.E. 1653), February 27, 1975, (M.E. 2988), September 24, 1975, (M.E. 3175), and (M.E. 3190), March 10, 1976, (M.E. 3251) and October 27, 1993 (M.E. 14,924) for the purpose of collective bargaining on matters of rates of pay, wages, hours and other conditions of employment for all of its employees in the bargaining unit described in Appendix A. Any supervisory class which is later established or any present class which is later reconstituted as a supervisory class shall be excluded from the bargaining unit.

The Union recognizes the Mayor or his/her designated representative or representatives as the sole representative of the City of Hartford for the purpose of collective bargaining. The Union further agrees to bargain in good faith with the Mayor on all matters relating to wages, hours and other conditions of employment.

**ARTICLE I
NON DISCRIMINATION**

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination because of age, sex, marital status, race, color, religion, creed, national origin, political affiliation, union membership, sexual orientation, disability or other protected classification under federal, state or local law.

ARTICLE II MANAGEMENT RIGHTS

Except as otherwise abridged or modified by any provision of this Agreement, it is the right of the City, acting through its departments and agencies, to determine the standards of service to be offered by its departments and agencies; determine the standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which the City's operations are to be conducted; determine the content of job classifications; exercise complete control and discretion over its organization and the technology of performing its work; and fulfill all of its legal responsibilities. The above rights, responsibility and prerogatives are inherent in the Court of Common Council and the Mayor by virtue of statutory and charter provisions and cannot be subject to any grievance or arbitration proceeding except as specifically provided for in this Agreement.

ARTICLE III PRIOR RIGHTS OR BENEFITS

Nothing in this Agreement shall be construed as abridging any right or benefit that employees have enjoyed heretofore, provided such right or benefit is not superseded by the terms of this Agreement. This provision shall not preclude the right of the Mayor to make reasonable changes in any unreasonable prior right or benefit provided that the Union shall have access to the grievance procedure. Before any changes are made the City will discuss such changes with the Union Negotiating Committee.

ARTICLE IV UNION SECURITY

SECTION 4.00 CHECK OFF

The City agrees to deduct from the pay of all employees covered by this Agreement, who authorize such deductions from their wages in writing, such membership dues and initiation fees as may be uniformly assessed by the Union. Such deductions shall continue for the duration of this Agreement. When an employee does not have sufficient money due to him/her, after deductions have been made for pension or other deductions required by law, Union dues for such deduction periods shall be deducted in the first (1st) due's deduction pay period in which the employee has sufficient funds due to him/her. It is also agreed that neither any employee nor the Union shall have any claim against the City for errors made in the processing of deductions unless a claim of error is made in writing to the City within sixty (60) calendar days after the date such deductions were or should have been made. It is also agreed that the obligation of the City for funds actually deducted under this section terminates upon the delivery of the deductions so made to the person authorized to receive such amounts from the City.

The Union agrees to indemnify and hold harmless the City for any loss or damages arising from the operation of this Section.

SECTION 4.01 DEDUCTION PERIOD

The deduction period for any month shall be made during the fourth (4th) payroll week of said month and shall be remitted to the Union, together with a list of names of employees from whose wages such deductions have been made, not later than the fifteenth (15th) day of the following month.

The City further agrees that all new employees shall be given a dues check off card and a memorandum from the Union President at the time of the employee's enrollment in the City's insurance program. The City shall also provide the Union with the work site location of new employees whenever it is practicable to do so.

SECTION 4.02 AGENCY SHOP

All present employees occupying positions in classifications listed in Appendices B and C must either retain their membership for the duration of this Agreement to the extent of paying the monthly dues uniformly required of all members as a condition of continued employment and all new employees must become and remain members of the Union for the duration of this Agreement to the extent of paying an initiation fee and the monthly dues uniformly required of all members as a condition of continued employment, or all present employees must for the duration of this Agreement pay the equivalent of monthly dues in the form of a service charge to the Union as a condition of continued employment and all new employees must pay the equivalent of the initiation fee and monthly dues for the duration of this Agreement as a condition of continued employment within thirty (30) days of their entry into a bargaining unit class. The Human Resources Department will supply the Union President a list of all new employees monthly.

The Union agrees to indemnify and hold harmless the City for any loss or damages arising from the operation of this Section.

SECTION 4.03 NO LOCK-OUT; NO STRIKE

The City agrees that there will be no lock-out of any employee or employees at any time. The Union agrees it will not call or support any strike, work stoppage or work slowdowns against the City at any time.

SECTION 4.04 PEOPLE DEDUCTION

The City agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the City and the Union. The City agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

ARTICLE V DEFINITIONS

The following terms used in this Agreement shall have the following meanings:

- A. Employee means a full-time, permanent employee who has completed his/her probationary period.
- B. Part-time employees in the bargaining unit shall be determined in accordance with the certification dated June 29, 1966, and the stipulation on file with the State Board of Labor Relations.
- C. Paragraph headings used in this Agreement are for reference purposes only and shall not be used to interpret the language of the Agreement.
- D. For purposes of this Agreement, an employee claiming a domestic partner must have notified and placed on file with the Human Resources Department a valid certificate of domestic partnership as is on file with the City of Hartford Town Clerk, pursuant to Section 2-63 of the Municipal Code of Hartford.

ARTICLE VI CLASSIFICATION PLAN

SECTION 6.00 MAINTENANCE

The City maintains a classification plan for the classification of positions in the bargaining unit. For the purposes of this Agreement, the classification plan shall be the one in effect on the effective date of this Agreement. The classification plan consists of class specifications, class relationship material and other related materials. The classification plan shall clearly and concisely set forth for each class of position: the official class title; class code; nature of work; illustrative examples of work; desirable knowledge, abilities and skills; and desirable experience and training.

SECTION 6.01 CHANGES

When the City creates new class specifications or makes other than minor changes in existing class specifications for the purpose of normal maintenance of the classification plan, the City and the Union shall negotiate appropriate pay rates and ranges.

Such new or revised class specifications shall become effective when the pay range for the class has been established through negotiations. The City will give the Union a copy of any new or revised class specifications.

SECTION 6.02 REVIEW OF POSITIONS

Any employee may make a written request for a review of the classification of his/her position through his/her department head to the Director of Human Resources provided that no such review had been made during the previous twelve months. The City will give a formal decision on such requests within six (6) months following receipt of the request in the Human Resources Department, unless such time limit is extended by mutual agreement of the City and the Union. Any differences,

disputes or controversy concerning the classification of individual positions in the bargaining unit shall be resolved through the grievance procedure at Step 3; provided, however, that grievances involving requests for reclassification from one existing classification in the bargaining unit to another existing classification in the bargaining unit may be submitted to arbitration.

SECTION 6.03 INTERPRETATION OF CLASS SPECIFICATIONS

Class specifications will be interpreted in their entirety and in relation to others in the unit classification plan. Particular phrases or examples shall not be isolated and treated as full definitions of a class. The phrase "Related Work as Required" shall mean duties related to those stated in the class specification under Illustrative Examples of Work. The phrase "Routine Maintenance Tasks" in the class specifications for the skilled trades classes shall mean minor maintenance tasks below the journeyman level in the other trades classes.

SECTION 6.04 EFFECT OF REALLOCATION OF POSITIONS

A regular employee who is occupying a position reallocated to a higher class shall be permanently appointed to the position only if he/she successfully completes a working test probationary period of sixty (60) days. If the position is reallocated to a lower class the employee in that division and class with the lowest seniority shall be reclassified to the lower class and assigned to the reallocated position.

Any employee so affected by this provision shall be certified first (1st) to the next vacancy in the department in the class from which he/she was reallocated. If more than one employee in the same division and class are so affected, they shall be reappointed to the class in which they were serving when reclassified in the order of their seniority as vacancies occur.

When, after the written request of an employee or the department head, it is found that an employee through his/her own initiative and intelligent application develops a position warranting a new or different class such employee shall be permanently appointed to the position only if he/she successfully completes a working test probationary period of sixty (60) days.

SECTION 6.05 USE OF NEW AND REVISED TITLES

No person shall be appointed to or employed in a position under a new or revised class title until a pay range for such class has been established as provided in Section 6.01 of this Agreement.

ARTICLE VII COMPENSATION

SECTION 7.00 PAY RATES

The general wage increases for the term of this Agreement shall be as follows:

<u>Contract Year</u>	<u>Wage Increase</u>
July 1, 2015 – June 30, 2016	0%
July 1, 2016 – June 30, 2017	0%
July 1, 2017 -June 30, 2018	0%
July 1, 2018 – June 30, 2019	2%
July 1, 2019 – June 30, 2020	2%
July 1, 2020 – June 30, 2021	0%

The percentage increases are applied to the base rate, rounded to the nearest twenty-five cents (25¢). Additional rates in the range are computed as a five percent (5%) increase above the entrance rate (except for classes listed below which are computed as a three percent (3%) increase), rounded to the nearest twenty-five cents (25¢).

Assistant Park Operations Section Leader	Lead Mason
Assistant Sanitation Section Leader	Machine Shop Mechanic II
Assistant Street Maintenance Section Leader	Mason
Automotive Mechanic	Painter II
Blacksmith	Painter III
Carpenter	Parking Meter Servicer
Cement Finisher	Plumber
Cemetery Sexton	Senior Gardener
Electrician I	Steamfitter
Electro-Mechanical Technician	Tire Repairer
Equipment Mechanic (Parks)	Tree Trimmer II
Lead Carpenter	Welder-Blacksmith

The actual pay rates and ranges are outlined in Appendix F.

Salary increases provided in this Section shall not be granted to employees who are being paid at rates above the maximum rate for their classification (red circle rates).

The City and the Union agree to form a committee in July 2013 to review the job descriptions and salaries of the Clerical, Early Learning Center Teacher and Early Learning Center Teacher Assistant classifications. Any findings may be the subject of negotiations for the contract beginning July 1, 2015.

SECTION 7.01 MINIMUM AND MAXIMUM RATES

During the term of this Agreement, except as elsewhere provided, no positions in the bargaining unit classified service shall be assigned a salary higher than the maximum or lower than the minimum salary provided for the class of position.

SECTION 7.02 NEW PAY RATES

On the effective date of any pay increase each employee in the affected classes shall be adjusted to the new hiring rate or to the growth step next higher to the present salary rate in the amended range; provided, however, that the appointing authority may withhold granting the general increase during an employee's probationary period. Any such increase shall be granted at the successful completion of the probationary period and such increase shall be made retroactive to the date of the general increase.

SECTION 7.03 ADMINISTRATION

The pay plan shall be administered in accordance with the following provisions:

A. *The Payroll Period:* The standard payroll period shall be from 8:00 a.m. Sunday until 8:00 a.m. the following Sunday. Any bargaining unit member may voluntarily convert to a bi-weekly payroll period.

B. *The Effective Date:* The actual effective date of salary increases and other changes that affect the computation of weekly earnings shall be the date specified if Sunday, or the Sunday beginning the pay period that immediately follows the date specified.

C. *The Hiring Rate:* The hiring rate of pay for initial employment shall normally be paid upon appointment to the class. Appointment rates above the hiring rate may be paid if the appointing authority submits to the Director of Human Resources a written request and proof that a prospective employee is entitled to a higher wage rate. Justification for approval will be limited to recognition of extraordinary qualifications of an eligible or lack of available eligibles at the hiring rate. In the event that a new employee is appointed at a higher rate because of a lack of available eligibles, the pay of present incumbents of the class shall be advanced so that no present employee is receiving a rate of pay less than that of the new appointee.

D. *Growth Increments:* Salary increments recognizing normal growth within established ranges shall be as provided for in the pay plan attached hereto as Appendix F during the month on which the anniversary date of appointment of the employee to the class occurred. Employees appointed on or before the fifteenth (15th) of the month and who have displayed normal growth shall be paid approved growth increments effective on the first (1st) of that month. Employees appointed after the fifteenth (15th) of the month shall receive the approved growth increment on the first (1st) day of the succeeding month. Employees shall be granted growth increments unless the department head certifies that the employee has not demonstrated the growth normally expected for the class. Growth increments shall not be more often than provided for by the growth frequency.

E. *Exceptional Service Increments:* Increments for exceptional service shall be paid on recommendation of the department head supported by a convincing showing in writing of exceptional service as related to specific criteria to be recommended by each department applicable to its own work and approved by the Director of Human Resources. Recommendations of the department head for exceptional service awards must be approved by the Director of Human Resources and the Chief Operating Officer.

The increments shall be granted by awarding an amount of five percent (5%) or ten percent (10%) of the employee's base rate which may be authorized for periods of three (3), six (6), nine (9), or twelve (12) months and will automatically terminate on the expiration of the authorized time unless renewed by the same procedure as is required for original approval.

This provision shall not be used by the City to subvert other terms of this Agreement.

F. *Total Remuneration:* Any wage or salary rate established for an employee shall represent the total remuneration for the employee, not including reimbursement for official travel. Except as otherwise provided in this Agreement, no employee shall receive pay from the City in addition to the wage or salary provided for in this Agreement. No reward, gift, fee or other form of remuneration in addition to regular compensation shall be received from any source by employees for the performance of their duties. If a reward, gift, fee or other form of remuneration is made available to any employee, it shall be donated to a charity mutually agreed upon by the City and the Union.

G. *Pay for Part-Time Work:* Employees working less than a regular work week shall be paid the equivalent hourly rate of pay established for the class. Any part-time employee who was paid at a higher hourly rate of pay as of June 30, 2009 will be grandfathered at the higher hourly rate of pay for as long as he/she remains in that part-time class.

H. *Pay Rates in Transfer, Promotion or Assignment:* Employees transferred from one position to another for any reason, shall receive their present rate of pay. Employees promoted or assigned to a higher class shall receive an increase in pay to the next higher growth step.

In the case of assignments to a higher class such change will be made if the assignment is for one week or more, or for a total period of forty (40) hours or more if required on a regular basis and the payment will be retroactive to the beginning of such period; provided, however, that an employee assigned to one of the following jobs shall receive the established rate for such job for each full hour or more so assigned: Heavy Truck Driver, Light Truck and Tractor Operator, Crane Operator, Equipment Operator, Motor Sweeper Operator, Power Shovel Operator, Public Works Dispatcher, Sanitation Laborer, Automotive Servicer, Parking Meter Servicer, Stationary Engineer, Weigher, Delivery Driver, Tire Repairer, Heavy Equipment Operator, Sanitation Crew Leader, Photostat Operator, Cashier, Switchboard Operator, Key punch Operator, Tabulating Equipment Operator, Offset Press Operator, Welder-Blacksmith, Voting Machine Technician, Radio Technician I, Health Education Artist, Laboratory Assistant, Deputy Sealer of Weights and Measures, Building Inspector I, Electrical Inspector I, Heating and Refrigeration Inspector I, Plumbing Inspector I and Blacksmith.

The past practices in compensating employees under this paragraph shall continue for the term of this Agreement.

Employees shall not be rotated on assignments for the purpose of avoiding payments at the higher rates.

Assignment to a higher class means that an employee has been assigned to a class with a higher pay rate either because of the absence of an employee who is classified in the higher class or because operating requirements present the need for such duties to be performed for a period of time.

An employee will not be assigned to a higher class unless he/she is qualified to perform the duties of the higher class; provided, however, that this is not intended to preclude training assignments in accordance with the provision of Section 14.16 of this Agreement.

I. *Voluntary Demotions:* If the employee's salary is higher than the maximum for the class, he/she shall be placed at the maximum salary for the class to which he/she is demoted. If his/her salary is less than the maximum for the class, he/she shall be placed in the next lower step in the new salary range.

J. *Demotions for Physical or Mental Reasons:* An employee may be demoted for physical or mental reasons to a lower classification without loss of pay; such action may be initiated by the department head if he/she certifies that such employee is physically or mentally incapable of performing his/her current duties. Such demotion without loss of pay becomes effective only after approval by the Director of Human Resources.

K. All pay-related checks will be direct deposited.

SECTION 7.04 OVERTIME

Time and one-half the employee's regular hourly rate of pay shall be paid once for work under any of the following conditions:

1. All work performed in excess of eight (8) hours in any work day.
2. All work performed in excess of forty (40) hours in any work week.
3. Effective February 8, 2018 (the approval of the 2015-2021 Collective Bargaining Agreement), sick leave shall not count toward hours worked for purposes of time and one-half overtime.
4. All work performed on Saturday and/or Sunday except as noted below.
5. The overtime rate specified above for Saturday and Sunday work shall not be paid to employees who are regularly scheduled to work on Saturdays and Sundays. These employees shall be paid one and one-half (1½) for all work performed on the sixth (6th) and/or seventh (7th) day of their regular work week. Effective July 1, 1989, bargaining unit members who work the seventh (7th) day of their work week and who have worked on each of the preceding six (6) days of their work week

shall be paid at double their regular hourly rate of pay for each hour of work performed on the seventh (7th) day.

6. Overtime shall be distributed equally among qualified full-time employees holding the same job classification within the Division except in those situations in which the peculiar requirements of the job require that employees regularly performing the work should complete the particular assignment. Callback resulting in overtime shall be granted to the first (1st) qualified worker contacted according to the above procedure. Employees not contacted shall not be charged with overtime. A record of overtime hours worked by and charged to each employee in the bargaining unit shall be posted monthly on the Union bulletin boards. Such record shall also be sent monthly to the Union President.

Effective February 8, 2018 (the approval of the 2015-2021 Collective Bargaining Agreement), overtime in the Public Works Department will continue to be equally distributed as set forth in the above, except for the Parks Division, which will now be distributed within the Parks Division as a whole rather than sub-units. The Divisions of the Public Works Department are:

- Parks
- Streets
- Sanitation
- Fleet/Equipment Maintenance
- Facilities
- Flood
- LSNI

The Union will be given a list of all overtime hours, including hours charged, for each employee annually.

7. Employees who do not avail themselves of the opportunity to work overtime shall be charged with the scheduled overtime on the overtime chart as though they had worked.

8. Overtime work shall be given to employees in the following order:

- a. Full-time permanent employees
- b. Full-time probationary employees
- c. Part-time employees

9. An employee may be required to work overtime where no other suitable employee is willing or practicably available and the employee has no justifiable excuse, provided that the overtime is authorized by the department head.

In the event there exists an emergent circumstance which requires additional employees to work overtime, the department may require, at its discretion, that the least senior employees in the affected classifications work the overtime. Emergent circumstance is defined as one in which the health, safety or welfare of the City or its residents is involved or where there is a clear commitment that the City perform.

ARTICLE VIII METHOD OF FILLING VACANCIES

SECTION 8.00 TEMPORARY ASSIGNMENTS

Permanent employees may be assigned to temporary positions of a comparable nature where such assignments involve neither promotion nor demotion. Assignments of permanent employees to temporary positions for periods of more than two (2) weeks shall be by seniority. For the purpose of this Section bidding by seniority will be used. If this fails, the reverse order of seniority may be used. Any permanent employee so assigned shall return to his/her former position when a temporary position is discontinued.

SECTION 8.01 TRANSFERS

Employees wishing to be transferred to a position in the same class in another department or division shall so notify the Director of Human Resources who shall maintain lists of such employees. Such transfers shall be made as follows: If employees wish certification to the vacancy, the Director of Human Resources will notify the head of the department where the vacancy exists by forwarding a list of names of employees who appear on the appropriate transfer list in order of their seniority. A certification shall list no more than one (1) name for each vacancy plus two (2) additional names. The department head will interview the employees referred to him/her and if he/she finds one (1) or more satisfactory to him/her, he/she will make the appointment and notify in writing the employee and the Director of Human Resources. The department head shall make his/her decision within three (3) weeks of receipt of the certification. If the employees so referred are rejected by the department head or if no employees are available for transfer, the Director of Human Resources will proceed to fill the vacancy according to the regular certification procedure. No person shall be transferred to a position for which he/she does not possess the minimum qualifications. Names will be certified by order of seniority. Only regular full-time employees shall be eligible for transfer.

For transfers to vacancies within the same division, the department head will select the most senior employee who has applied for transfer and who meets the qualifications for the position. The employee so transferred will serve a trial period of fifteen (15) workdays.

SECTION 8.02 TEMPORARY APPOINTMENTS TO TEMPORARY OR PERMANENT POSITIONS

When a temporary or permanent position is established and cannot be filled by the assignment of a regular employee or from an existing employment list, the Director of Human Resources may authorize the appointment of a temporary employee. Such temporary employee shall not be considered eligible for any of the benefits provided for in this Agreement for employees in the bargaining unit except that the pay rate for temporary employees shall be the same as for regular classified employees of the bargaining unit. Temporary appointments shall be for a period not to exceed ninety (90) days and shall not be renewed.

ARTICLE IX PROBATIONARY PERIOD

SECTION 9.00 DURATION OF PROBATIONARY PERIOD

Every person appointed to a regular position in the unit shall be required to complete successfully a working test during a probationary period. The working test (probationary period) shall begin immediately upon regular appointment and continue for a period up to six (6) months.

All probationary periods specified herein may be extended for up to three (3) months. Any extension of the probationary period must be made by the department head with notification to the employee and the Council 4 representative at least two (2) weeks before the end of the probationary period. If the Council 4 representative does not concur in the extension, he/she shall notify the department head within three (3) days of receipt of the notice.

Upon receipt of the notice, the probationary period shall be terminated in accordance with Section 9.01 and 9.02. During the probationary period employees shall have no seniority but upon completion of the probationary period, their names shall be added to the seniority list from the date of appointment. Such probationary employees shall be subject to all other provisions of the Agreement unless specifically prohibited.

SECTION 9.01 EVALUATION OF PERFORMANCE

At the end of the first (1st) month of employment during the probationary period and at intervals of one (1) month thereafter for the duration of the probationary period, a probationary report shall be prepared by the supervisor, reviewed by the department head and forwarded to the Director of Human Resources. Such report shall give an accurate and fair appraisal of the employee's work, his/her willingness and ability to perform his/her duties satisfactorily and observations concerning his/her habits and dependability. A copy of the report shall be given to the employee and to the Union if it requests it.

If the employee is not informed to the contrary prior to the end of his/her probationary period, he/she will be continued as a permanent employee. If he/she is not to be made permanent, he/she will be given two (2) week's notice which will, if necessary, continue beyond the end of the probationary period.

SECTION 9.02 DISMISSAL

At any time during the probationary period, the appointing authority may recommend in writing to the Director of Human Resources the removal of an employee, if in his/her opinion, the working test indicates that such employee is unable or unwilling to perform the duties of the position satisfactorily or that his/her habits and dependability do not merit his/her continuance in the service. Such recommendation of the appointing authority and the reasons therefore shall be in writing to the Director of Human Resources with a copy to the employee and to the Union if it requests it. No employee shall be removed from a position during his/her probationary period without the approval of the Director of Human Resources. Any employee so removed shall not have access to the grievance procedure. An employee who is found to have been appointed through fraud or error shall be removed

within ten (10) days of notification to this effect by the Director of Human Resources to the appointing authority.

SECTION 9.03 RESTORATION OF DISMISSED EMPLOYEE TO APPROPRIATE LIST

If an employee is removed from his/her position during, or at the end of, his/her probationary period and the Director of Human Resources determines that he/she is suitable for appointment to another position, his/her name may be restored to the list from which it was certified. An employee appointed from a promotional list who does not successfully complete this probationary period shall be reinstated in a position in the class occupied by the employee immediately prior to his/her promotion. If no vacancy in that class exists at that time, then the provision governing layoff shall be applied.

ARTICLE X HOURS OF WORK, LEAVES OF ABSENCE, HOLIDAYS

SECTION 10.00 WORK SCHEDULES

Normal working hours for employees in the Clerical Series (except Police Communications Operator and Emergency Telecommunications Dispatcher), Engineering and Architectural Series, Nursing and Medical Series, Inspectional Series, Recreation and Related Series, and the Voting Machine Technician and Central Duplicating Operator classifications shall be from 8:00 a.m. to 5:00 p.m. over a period of five (5) consecutive days of eight (8) continuous hours exclusive of a one (1) hour lunch period.

Normal working hours for employees in the Custodial and Related Series, Food Service Series, Labor Series, Equipment Operation Series, Skilled Trade Series (except Voting Machine Technician and Central Duplicating Operator) and Police Communications Operator and Emergency Telecommunications Dispatcher shall be 7:00 a.m. to 3:30 p.m. or 8:00 a.m. to 4:30 p.m. over a period of five (5) consecutive days of eight (8) continuous hours exclusive of a half (½) hour lunch period.

Present work schedules shall remain in effect unless changed. The City may schedule first shift operations within the hours of 7:00 a.m. and 5:00 p.m.; second shift operations within the hours of 12:00 p.m. and 9:00 p.m. (in the Parks Division and Recreation Division only) and/or 3:00 p.m. and 1:00 a.m.; and third shift operations between the hours of 11:00 p.m. and 9:00 a.m. Exceptions to the above are shown in Appendix B, provided the City shall have the right to change the exceptions to normal shifts. Schedule changes will be for a reasonable period of time but in no case less than one (1) week.

Employees who are assigned to work an eight (8) hour day shall be allowed to take two (2) breaks not to exceed fifteen (15) minutes each (one in the morning and one in the afternoon). Such breaks cannot be combined with each other or combined with the lunch break.

Employees shall regularly take their scheduled lunch breaks. On a case-by-case basis, exceptions may be made. An employee may only work through his/her lunch break with advance permission of his/her supervisor.

The work schedule will be Monday through Friday except:

1. In waste collection, which is Monday through Saturday, and
2. In the following operations which are seven (7) days per week and twenty-four (24) hours per day unless otherwise noted:

Equipment Maintenance and Services

Incinerator and Landfill

Building Operations including Custodians, Watchman and Stationary Boiler Tenders

Police Communications

Police Department Police Aides

Police Records Clerical Employees, subject to Section 14.09, concerning split shifts and rotating split schedules on a seven (7) day basis.

Street Cleaning

Flood Control

Recreation (Sunrise to 10:00 p.m.)

- A. Normal shifts to regular full-time employees.

As park employees are hired or promoted, they will be assigned to schedules requiring regular weekend work, which may include either Saturday or Sunday or both days as part of the regular work week.

Employees presently assigned to such schedules will be returned to a Monday through Friday schedule on a gradual basis as park employees newly hired or promoted are assigned to regularly scheduled weekend work. Employees in the appropriate job classifications will be assigned to regularly scheduled weekend work on the basis of least total seniority with the department.

- B. Shifts between sunrise and sunset for part-time and seasonal employees.

Part-time and seasonal employees are employed to provide services of a part-time, intermittent or seasonal nature which are not normally performed by regular full-time employees and may be scheduled without regard to these provisions.

Any shifts scheduled except as above shall require prior agreement between the City and the Union.

Normal hours for bargaining unit members working in the following offices and divisions, tax collector, assessor's office, town clerk's office, vital records division of the health department, licenses and inspections, and registrar of voters, may, at the option of the City, include an extended day of work on Thursdays from 8:00 a.m. to 8:00 p.m., exclusive of lunch and dinner periods with one (1) hour for lunch and a half ($\frac{1}{2}$) hour for dinner. Employees who work the full extended Thursday schedule will work from 8:00 a.m. to 12:00 p.m. on Friday of the same week. Employees will be scheduled to work an extended day on a rotating volunteer basis, however, if there are insufficient

volunteers in any given week, the least senior member of the bargaining unit will be assigned to work the extended hours.

In the event that Friday of any given week is a contractual holiday, employees who have worked the full extended Thursday schedule shall be paid for such Thursday extra hours in accordance with Section 7.05, and shall have said Friday off, otherwise, this Section is not applicable. Accrued time off taken on a Friday of a week in which an employee has worked the full extended Thursday schedule shall be charged at the rate of four (4) hours for the full Friday off. Employees who work beyond 12:00 p.m. on Friday of a week in which they have worked the full extended Thursday work schedule shall be paid in accordance with Section 7.05.

This extended Thursday work schedule is intended to provide office services to citizens who would not have access to City Hall during traditional business hours. It is not the City's intent to begin providing inspectional services on Thursday nights or to avoid overtime payments for such inspectional services when needed.

The City will not schedule split shifts or shifts which provide for other than five (5) consecutive work days unless agreed to by the Union. Any proposed changes in the split shifts or rotating split schedules on a seven (7) day basis that have been mutually agreed to must be approved by the Union before the changes are put into effect, provided that the City shall have the right to change such schedules to normal shifts. Any split shifts or split schedules agreed to will be defined in a memorandum of understanding.

SECTION 10.01 VACATION

Each employee in the bargaining unit shall accumulate during and after his/her probationary period vacation leave with pay on May 1st according to the following schedule:

A. Employees who have less than a year of service on May 1st shall be entitled to vacation of one (1) day per month of service up to a maximum of ten (10) working days.

B. Employees who have completed one (1) year of service on May 1st shall be entitled to a vacation of ten (10) working days annually.

C. Employees who have completed five (5) years of service on May 1st shall be entitled to a vacation of fifteen (15) work days annually.

D. Employees who have completed fifteen (15) years of service on May 1st shall be entitled to a vacation of twenty (20) work days annually.

E. All bargaining unit members will accumulate vacation during the months of July through April each fiscal year.

F. For the purpose of computing vacation leave the calendar month shall be used, except that a person appointed on or before the fifteenth (15th) of any month shall be considered as having been appointed on the first (1st) day of the month, and those appointed after the fifteenth (15th) of any

month as having been appointed on the first (1st) day of the succeeding month. Effective February 8, 2018 (the approval of the 2015-2021 Collective Bargaining Agreement), vacation leave may be taken in one-hour increments. Employees must take all vacation leave earned or one (1) week whichever is less during the fiscal year following the May 1st on which it is earned. Additional earned vacation leave may be carried over from one (1) fiscal year to the next to permit a maximum accumulation of not more than forty (40) days.

Any carryover in excess of thirty (30) days must be requested in writing and approved by the employee's department head.

G. Vacation leave shall be granted by mutual agreement between the employee and the department head. Employee preference for vacation schedule shall be granted on the basis of seniority by class. With the approval of the department head, all accrued vacation may be taken at one time.

H. Holidays, as provided in this Agreement, occurring during vacation leave, shall not be charged against vacation leave but shall be granted as another day off at a time mutually agreed upon.

I. Effective January 1, 2009, the practice of allowing employees to receive vacation pay advances shall cease.

J. In the event of death of an employee, the spouse and/or minor children shall receive the accrued vacation pay earned by the employee. Where the employee has neither a spouse nor minor children and has notified the Human Resources Department that a valid certificate of domestic partnership is on file with the City of Hartford Town Clerk, pursuant to Section 2-63 of the Municipal Code of Hartford, the domestic partner shall receive the accrued vacation pay earned by the employee. In the event the employee has neither a spouse, nor minor children, nor a domestic partner, the pay will be paid to the estate of the deceased employee.

K. Employees who are separated from the City and who have accrued vacation to their credit at the time of separation shall be paid the salary equivalent to the accrued vacation leave. Vacation leave accrued during the fiscal year in which the employee is separated will not be paid if the employee is dismissed during his/her probationary period nor if the employee leaves without proper notice.

Effective February 8, 2018 (the approval of the 2015-2021 Collective Bargaining Agreement), any vacation lump sum payout shall not be used to extend an employee's last day of employment. The effective date of separation shall be the day immediately following the employee's last day of work.

SECTION 10.02 SICK LEAVE

A. Each employee in the bargaining unit shall earn ten (10) hours per month of sick leave with pay up to a total of one hundred and twenty (120) hours (fifteen (15) days) per year during and after his/her probationary period.

Effective July 1, 1998, bargaining unit members may accumulate sick leave up to a maximum of one hundred and fifty (150) days. For those bargaining unit members whose accumulated total

exceeds one hundred and fifty (150) days as of July 1, 1998, they may continue to accumulate sick leave at the current accumulation rate to an unlimited maximum. Notwithstanding anything herein to the contrary, effective February 8, 2021 (the approval of the 2015-2021 Collective Bargaining Agreement), bargaining unit members may accumulate sick leave up to a maximum of one hundred and twenty (120) days.

B. Except as provided in this Paragraph, sick leave cannot be advanced. In cases of extreme emergency, employees with good records, who through serious and protracted illness, have used up all accumulated sick leave, compensatory time off and vacation leave, an extension of sick leave beyond the maximums provided for in this Agreement may be granted on request of the department head and with the written approval of the Director of Human Resources. This provision shall be subject to the grievance procedure except that after Step 3, the matter shall be referred to the Mayor whose decision shall be final.

C. In the event that a holiday falls while an employee is on sick leave due to a protracted illness which began prior to the holiday, the employee shall be granted an additional day off at a time mutually agreed upon between the employee and the department head provided that the illness is verified by a doctor's certificate.

SECTION 10.03 SICK LEAVE USES

Sick leave is to be used only for the purposes contained below. Any unauthorized use of sick leave shall be cause for disciplinary action.

A. Personal illness, physical incapacity, or non-compensable bodily injury or disease. Disability related to pregnancy, childbirth and related medical conditions will be treated in the same manner as any other temporary disability. Sick leave for pregnancy, childbirth and related conditions will be granted on the same basis as other illnesses and disabilities.

B. Enforced quarantine in accordance with community health regulations.

C. For a limited time only for illness, or physical incapacity in the employee's immediate family. Immediate family is defined for purpose of this provision to be father, mother, sister, brother, wife, husband, domestic partner or children related either by blood, marriage or adoption to the employee.

D. To meet medical and dental appointments of emergency nature. In addition, sick leave may also be granted for a limited time for normal medical and dental appointments when an employee has made reasonable efforts to secure appointments outside of normal working hours provided that the department head is notified in advance of the day on which the absence occurs.

E. Death of relatives or friends, marriage in the immediate family, celebration of religious holidays and christenings, graduation and similar ceremonies, where there is a clear family obligation to attend provided prior notification to the department head is submitted in writing giving full particulars in advance. A maximum of three (3) days a year under this provision shall be granted

except that it may be increased in situations beyond the employee's control upon approval of the Director of Human Resources.

F. Expectant fathers shall be granted reasonable time required to make adjustments in family living conditions due to pregnancy of their wives and shall charge such time to sick leave.

G. The City reserves the right to require proof of illness or other uses of sick leave as provided in this Agreement. For absences over five (5) days, the City may require proof of illness. For periods of five (5) days or less, the City will not normally require proof of sick leave unless, in the judgment of the department head or supervisor, there is a question of authorized usage. Proof of sick leave shall include a doctor's certificate, personal affidavit or other reasonable verification available to the employee. The City will normally require a doctor's certificate for absences of five (5) days or more. The supervisor may submit cases of unauthorized usage of sick leave for a period of less than five (5) days to his/her department head for action which will be subject to the grievance procedure at Step 3.

H. In the event of suspected sick leave abuse or when an employee has established a pattern of absenteeism which may suggest sick leave abuse, the supervisor or department head shall require the employee in writing, on each subsequent occurrence of sick leave use, to provide a physician's statement verifying the legitimate use of such sick leave. This requirement will terminate at the end of six (6) months unless no improvement in attendance has been noted. In such event the requirement shall be renewed in writing. Failure to provide the physician's statement shall preclude the payment of sick leave claimed and may result in disciplinary action.

I. Sick leave provided above shall be granted only if the requirements of these provisions are complied with and the initial report of illness or non-work related injury or disease is made no later than thirty (30) minutes before the employee's scheduled starting time, except that where a relief employee is required such report must be made no later than one (1) hour immediately prior to the employee's scheduled starting time. The employee must call out for each day of his/her absence. Sick leave may be taken in one-hour increments; however, at least 24-hour notice is required for use of sick leave taken in less than four-hour increments. At his/her discretion, a department head may waive the notice requirement of this Paragraph due to extenuating circumstances which have been documented and verified.

J. Domestic partners who are primary care givers shall be allowed to use accumulated sick leave for a maximum of thirty (30) calendar days. If accumulated sick leave is exhausted prior to the thirty (30) calendar days the balance of the leave shall be without pay. In no case will a domestic partner be eligible for maternity or paternity, and primary care leave.

K. Employees who are adoptive parents or the domestic partner of the adoptive parent shall be allowed to use accumulated sick leave for thirty (30) calendar days for adjustment in family living conditions. If accumulated sick leave is exhausted prior to the thirty (30) calendar days, the balance of the adoption leave will be without pay. Only the person primarily responsible for the child will be entitled to this leave. Employees wishing to take an adoption leave, must present copies of legal adoption papers as proof of such adoption. In the case of a domestic partner, proof of a valid

domestic partnership is required. Adoption leave will not be granted without the above documentation.

SECTION 10.04 SICK LEAVE DONATION

Effective July 1, 1998, bargaining unit members who have accumulated at least thirty (30) days of sick leave may donate a portion of their accumulated sick leave to other bargaining unit members with a record of meritorious service, who through serious and protracted illness have used up all of their accumulated sick leave and vacation leave. The Director of Human Resources shall authorize the donation and transfer of such sick leave provided the following conditions are met:

- a) The transferring employee shall have a minimum sick leave accumulation of thirty (30) days.
- b) No more than five (5) days of sick leave for every thirty (30) days of sick leave accumulated by the donating employee to a total donation of thirty (30) days shall be permitted between any two (2) employees.
- c) Sick leave, donated by one (1) employee to another, when used, shall be paid at the hourly rate of the donor or donee, whichever is less.
- d) No more than twenty (20) days of donated leave may be allowed to accumulate in any donee's name at any given time, provided if such donated sick leave should be reduced below twenty (20) days, additional donations may be made to restore the level of accumulated sick leave to twenty (20) days.

SECTION 10.05 PAYMENT OF ACCUMULATED SICK LEAVE AT DEATH OR RETIREMENT

A. Full payment will be made by the City for any accumulated sick leave in the event of the death of the employee. Payment will be made to the estate of the deceased employee.

B. Effective April 1, 1989, full payment will be made by the City to a City employee upon his/her retirement for the first (1st) fifty (50) days of accumulated sick leave or fifty percent (50%) of his/her total accumulation of sick leave, whichever is greater.

Notwithstanding anything herein to the contrary, effective February 8, 2021 (the approval of the 2015-2021 Collective Bargaining Agreement), payment will be made by the City to employees upon their retirement only in the amount of fifty percent (50%) of accumulated and unused sick leave or forty (40) days, whichever is less.

C. No payment will be made to an employee who vests his/her pension benefit and does not immediately begin receiving a pension from CMERS upon termination from the City.

SECTION 10.06 FAMILY AND MEDICAL LEAVE

Effective February 8, 2018 (the approval of the 2015-2021 Collective Bargaining Agreement), an employee who is an “eligible employee” as defined under the Federal Family and Medical Leave Act (“FMLA”), 29 U.S.C. §2601 et seq., shall be granted up to twelve (12) weeks of unpaid leave during a twelve (12) month period in accordance with the applicable provisions of the FMLA. Any accumulated paid leave time must be substituted for unpaid FMLA leave and exhausted first, and said paid leave shall be included in, and shall not be in addition to, the aforementioned twelve (12) weeks of allowable leave as permitted by the Act. The twelve (12) month period shall be measured from the twelve (12) months commencing on the date the employee first takes FMLA. A medical certificate as provided in the FMLA shall be required for FMLA leave situations. Employees on FMLA leave shall have the continuity of their employment preserved for seniority purposes.

Family and medical leave as provided under this Section will not run concurrently with workers’ compensation absences.

SECTION 10.07 OTHER LEAVES OF ABSENCE WITH PAY

Employees shall be granted leave with pay at their current base rate for the following reasons:

A. *Compensation for Injuries and Disease:*

(1) Each employee shall be compensated for any injury or occupational disease under the provisions of the Workers’ Compensation Act of Connecticut. In addition to payments received under the Workers’ Compensation act, any employee with six (6) months of continuous service shall receive payment from the City, which payment will equal the difference between his/her take home pay (gross base pay less deductions for pension, income tax and FICA) and the payments received under the Workers’ Compensation Act not to exceed one (1) year. Notwithstanding anything herein to the contrary, effective February 8, 2018 (the approval of the 2015-2021 Collective Bargaining Agreement), the City’s Workers’ Compensation supplemental payment will not exceed six (6) months.

(2) Each employee of the Health Department and municipal institutions who, during the performance of his/her duty, comes into contact with persons or animals afflicted with any infectious or contagious disease or who shall be required to handle any culture, collection or aggregation of agents capable of producing human disease shall be examined by a physician on behalf of the City prior to assuming such duties, and at regular intervals during his/her period of employment.

If found infected with any such contagious or infectious disease, contracted in such employ of the City, and when it can be established that such employee cared for or came in contact with a patient suffering from or an established carrier of the identical disease or with a culture collection, or aggregation of the specific infectious agent, such disease shall be deemed a personal injury arising out of and in the course of his/her employment, and such employee shall be entitled to all of the benefits to which an injured employee is entitled above. If the disease is not covered by the Workers’ Compensation Act, the employee shall be compensated in accordance with Paragraph A above for a period not to exceed one year.

(3) To receive additional payment from the City, the employee must enter into a written contract with the City whereby the employee assigns to the City any rights he/she may have against any other person who may be liable to pay damages as a result of the employee's injury or disease to the amounts actually paid by the City. The City shall only be entitled to be reimbursed for the amounts actually paid. It is understood that the employee specifically retains any and all claims against third parties for such injuries or disease which shall be in excess of amounts actually paid by the City.

(4) No payments in addition to Workers' Compensation shall be paid when the personal injury shall have been caused by the willful and serious misconduct of the injured employee or by his/her intoxication or the improper or excessive use of drugs.

(5) Injuries arising out of and in the course of employment shall be reported forthwith by the employee to his/her department head, or some person representing him/her, who, in turn, shall make a full report on prescribed form to the Director of Human Resources and other City authorities designated to handle compensation matters.

Effective November 1, 1999, bargaining unit members shall be covered under a workers' compensation managed care plan as approved by the State Workers' Compensation Commission, as presented to the Union during negotiations and as administered through the City's Insurance Carrier.

B. *Jury Duty:* For required jury or any other civic duty requiring appearance before a court or other public body. Such employees shall receive that portion of their regular salary which will, together with their jury pay or fees, equal their total salary for the same period.

C. *Conventions:* Six (6) duly accredited delegates of the Union, and not more than one (1) duly accredited delegate from each veteran's organization shall be granted leaves to attend state and national conventions of such organizations for a period not to exceed the length of such conventions plus one (1) additional day for travel to national conventions when required. The organization involved agrees to give the Director of Human Resources a list of the delegates and provide the dates and location of the convention.

D. *Training:* With the approval of the Director of Human Resources, leave with pay may also be granted by a department head for the purpose of allowing a regular employee to engage in official training courses or to participate in other official activities.

E. *Military Training:* Any employee who is a member of the National Guard, Naval Militia, or other reserve forces of the United States, and is required to undergo field training therein, shall be entitled to a leave of absence with pay for the period of such field training to a maximum of one (1) month, provided the amount of compensation paid to such employee for such leave of absence shall be the difference between his/her compensation for military activities as shown by a statement by military authorities giving his/her rank, pay and allowances and the amount of salary or wages due as an employee of the City. If the compensation for military service is equal to or greater than the salary or wages due as a City employee for the period covered by such military leave, then no payment

shall be made, except that normal payroll deductions for pension and insurance purposes shall be paid by the City during such leave.

F. *Bereavement:* Five (5) days special leave with full pay shall be granted for the death of an employee's spouse, child, parent, brother, sister, mother-in-law or father-in-law or domestic partner. Two (2) days special leave with pay shall be granted for death of an employee's grandparent, son-in-law, daughter-in-law, grandchild, brother-in-law, sister-in-law, or any relation who is domiciled in the employee's household.

SECTION 10.08 LEAVES OF ABSENCE WITHOUT PAY

A. A department head, with the approval of the Director of Human Resources, may grant an employee a leave of absence without pay for a period not to exceed one (1) year for travel or study. Such leave shall be granted only when it will not result in undue prejudice to the interest of the City as an employer beyond any benefits to be realized. No leave without pay shall be granted except upon written request of the employee and a guarantee by the employee that he/she will serve the City for at least one (1) year after return from such leave. Whenever granted, such leave shall be approved in writing and signed by the department head and a copy filed with the Director of Human Resources and the Union President.

B. Upon expiration of a regularly approved leave without pay, the employee shall return to work in the position held at the time leave was granted. Failure on the part of an employee on leave to report promptly at its expiration, without good cause, shall be considered as a resignation. No such leave shall be granted primarily in the interest of the employee except in the case of one who has shown by his/her record of service or by other evidence to be of more than average value to the City and whose service it is desirable to retain even at such sacrifice.

C. Leaves of absence without pay may also be granted for a period of up to three (3) months upon written application to the Director of Human Resources stating reason for the request and with his/her prior approval.

D. Leaves of absence without pay shall, upon request, be granted to any employee in order to serve in a Union position.

SECTION 10.09 PROCEDURE IN REQUESTING LEAVES

An employee requesting a leave of absence for any reason other than sick leave must fill out a request form and submit it to his/her department. Requests requiring the approval of the Director of Human Resources will be forwarded to the Department of Human Resources. Requests for vacation leave must be made far enough in advance to allow time to carry out this procedure.

SECTION 10.10 HOLIDAYS

The following holidays shall be observed as days off with full pay:

Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	New Year's Day
Labor Day	Martin Luther King Day
Veterans Day	Lincoln's Birthday
Columbus Day	Washington's Birthday

Employees shall receive one (1) day's pay for each of the holidays listed above on which they perform no work provided the employee is on the payroll the day before and the day after the holiday unless excused in advance.

Whenever the holidays listed above shall fall on a Sunday, the following Monday shall be observed as the holiday.

Whenever the holidays listed above shall fall on a Saturday, the preceding Friday shall be observed as the holiday.

In addition to holiday pay, the employee shall receive two (2) times the regular hourly rate of pay for work performed on a holiday as follows:

- a. If the employee works on both the actual and the observed holiday, two (2) times the regular hourly rate of pay will be paid on the actual holiday and one and one-half (1½) times the regular hourly rate of pay on the observed holiday.
- b. If the employee works on either the actual or the observed holiday, the employee will be paid two (2) times the regular hourly rate of pay for the day worked.
- c. In a week involving a holiday, employees on a work schedule other than Monday through Friday may have five (5) scheduled work days that include neither an actual nor observed holiday. In such cases each employee, with the department head's prior approval based on staffing needs, may elect to take a regular work day off with pay during such week or the following week in lieu of receiving holiday pay.

SECTION 10.11 FLOATING HOLIDAYS

Effective July 1, 1995, and on each July 1st thereafter, two (2) floating holidays shall be granted to employees who have been employed by the City for the entire previous fiscal year.

Holiday leave under this Section shall be granted by mutual agreement between the employee and the department head, or designee. Employee preference for holiday leave shall be granted on the basis of seniority by class. With the approval of the department head, or designee, the two (2) floating holidays may be taken on consecutive days.

The two (2) floating holidays provided under this Section must be used within the fiscal year in which they are granted. They cannot be accrued and carried over to the next fiscal year.

ARTICLE XI SEPARATIONS

SECTION 11.00 LAYOFF

A. Order of Layoff: Layoffs shall be made within the department affected, by classification and seniority by total length of full-time service with the City. No probational or permanent full-time employee shall be laid off while any part-time seasonal or temporary employee is still employed in the same class. No regular full-time employee shall be laid off while another person is employed on a probationary basis in the same class. In the event of a layoff, officers and stewards of the Union shall have superseniority.

B. Notice of Layoff: A department head shall give written notice to the employee and to the Union of any proposed layoff and the reasons therefore at least fourteen (14) calendar days prior to the effective date of such action.

C. Recalls: On recall after layoff, the last employee laid off shall be the first (1st) employee recalled. No new employee shall be hired in the class until all full-time and probationary employees have been recalled to work. Employees laid off shall have two (2) years recall rights.

D. Ties in seniority will be broken by a review of the employees' attendance records for the twelve (12) months preceding the notice of layoff. Such review shall exclude legitimate Workers' Compensation claims, long term illnesses and bereavement leave.

SECTION 11.01 DISCHARGE

The City may discharge an employee for just cause. In doing so, the City must notify the employee and the Union in writing of the action against him/her. Any discharged employee who has completed his/her probationary period shall have the right to appeal his/her discharge starting at Step 3 of the grievance procedure and to have Union representation provided such appeal is made within ten (10) working days of the effective date of such action.

SECTION 11.02 RESIGNATION

To resign in good standing an employee must give the appointing authority at least fourteen (14) calendar days prior notice unless the appointing authority, because of extenuating circumstances, agrees to permit a shorter period of notice. A written resignation shall be supplied by the employee to the appointing authority giving reasons for leaving.

The resignation shall be forwarded to the Director of Human Resources with a statement by the appointing authority containing pertinent information concerning the cause for resignation. The Director of Human Resources shall supply the Union with a copy of such resignation upon request.

Failure to comply with this rule shall be entered on the service record of the employee and may be cause for denying future employment by the City. The resignation of an employee who fails to give notice shall be reported to the Director of Human Resources by the department head immediately. The Director of Human Resources may take steps to verify reasons for the resignation; he/she shall notify the employee in writing as to the acceptance of his/her resignation and shall notify the Finance Department of the effective date of the resignation. The City, upon request of the Union, will send a copy of the above letter to the president of the Union.

Permanent employees with a satisfactory record of service who resign their position may, on written request, withdraw such resignation within one (1) year from the effective date thereof and be placed on appropriate lists providing for consideration for re-employment in the same or comparable classification to the one resigned. The ranking of such employees on the list will be based on the same factors used for employees separated from the service. The eligibility of all candidates on re-employment lists will expire two (2) years from the date on which they became entitled to the re-employment rights.

ARTICLE XII DISCIPLINE

A. The City shall have the right to discipline employees for just cause. All disciplinary actions shall be applied in a fair manner and shall not be inconsistent with the infraction for which the disciplinary action is being applied.

B. Off duty misconduct by an employee which constitutes a misdemeanor and which does not adversely impact the employee's ability to perform his/her job and which does not reflect on the City as employer shall not be cause for discipline.

C. No demotion shall be made as a disciplinary action unless the employee to be demoted is eligible for permanent employment in the lower class and no employee shall be demoted if a permanent employee in the lower class would be laid off by reason of this action.

D. Except for probationary employees, all suspensions and discharges must be stated in writing with reason given and a copy given to the employee and mailed to the Union President at the time of suspension or discharge.

E. An employee who has completed his/her probationary period may appeal any disciplinary action through the grievance procedure and the Union may file to arbitration.

ARTICLE XIII GRIEVANCE PROCEDURE

Any grievance or dispute which may arise between the parties concerning the application, meaning or interpretation of this Agreement, unless specifically excluded by this Agreement, shall be settled in the following manner:

Step 1. The aggrieved employee, who may be represented by a representative of the Union, shall present the facts to his/her immediate supervisor within twenty (20) days of the date on which

the grievance or dispute arose, who shall render the decision to the employee and the Union representative within ten (10) working days from the day the grievance was presented.

Step 2. If the grievance is not resolved in Step 1, the employee or Union representative shall reduce the grievance to writing within fifteen (15) working days and present it to the department head. It shall include:

- a. A statement of the grievance and the facts involved.
- b. The alleged violation of the agreement, specifying the date of the violation and provision of the contract being violated.
- c. The remedy requested.

The department head shall arrange a meeting with all parties concerned present, to review the facts within ten (10) working days of receipt of the grievance and shall notify the employee and the Union representative of his/her decision in writing within fifteen (15) working days from the day the grievance was submitted to him/her. During this meeting, the Union shall be allowed no more than two (2) official representatives, not including the Union President or the staff representative from Council 4. This limit shall not include employees present as witnesses.

Step 3. If the grievance is not resolved in Step 2, the employee or the Union representative shall present it to the Director of Human Resources within ten (10) working days after the decision of the department head is received. If requested by the employee or the Union, or if he/she so determines, the Director of Human Resources or his/her designated representative shall meet with the interested parties no later than ten (10) working days after the receipt of the grievance and in any case shall render his/her decision in writing within fifteen (15) working days of receipt of the grievance. During this meeting, the Union shall be allowed no more than two (2) official representatives, not including the Union President and the Staff Representative from Council 4. In addition, this limit shall not include employees present as witnesses. A copy of this decision will be forwarded to the grievant and to each Union representative present at the hearing.

Step 4. If the Union is not satisfied with the decision rendered in Step 3, it may submit the grievance to the State Board of Mediation and Arbitration for either mediation or arbitration. Such filing shall be made by the Union only and must be accomplished within twenty (20) working days of receipt of the Step 3 decision. The Union must simultaneously notify the Director of Human Resources of the filing.

If the grievance is submitted for mediation and remains unsettled following mediation, the Union may submit the grievance to arbitration. Such submission must be made within thirty (30) days after the first (1st) meeting with the mediator and notice of such filing must be made simultaneously to the Director of Human Resources.

The State Board of Mediation and Arbitration shall act on such request in accordance with its rules and procedures. Said Board shall be limited to the expressed terms of the contract and shall not have the power to modify, amend or delete any terms or provisions of the Agreement or to render a decision contrary to law. Failure of either party to insist upon compliance with any provisions of the Agreement at any given time or times under any given set or sets of circumstances shall not operate

to waive or modify such provisions, or in any manner whatsoever to render it unenforceable, as to any other time or times or as to any other occurrence or occurrences, whether the circumstances are, or are not, the same.

Nothing in this article is intended to prohibit the City from processing a grievance through the grievance procedure up to and including arbitration. Any such grievance shall be submitted first (1st) to the Union President. If not satisfactorily resolved within two (2) weeks of its submission, the City may submit the grievance to the State Board of Mediation and Arbitration.

ARTICLE XIV GENERAL PROVISIONS

SECTION 14.00 BULLETIN BOARDS

The City will furnish and maintain suitable bulletin boards in convenient places in each work area to be used by the Union. The Union agrees that material posted will not contain propaganda against or attacks upon the City, any department or agency, or any official thereof. All materials posted shall be in good taste.

SECTION 14.01 UNION ACTIVITIES

The City agrees that the Union official or steward shall have a reasonable time during working hours without loss of pay for the investigation and adjustment of local union business, provided that he/she shall request permission from his/her supervisor to absent himself from his/her work area. Permission to absent himself from his/her work area may be withheld by the supervisor only because of operating requirements but in no event later than the start of the next regular shift of the Union officer or steward. The Union agrees that the complaint will be handled as quickly as possible.

The City agrees that the Union President will be paid for time spent in handling local union business during his/her regularly scheduled working hours, provided such time does not exceed sixty (60) hours in any one month and provided he/she informs his/her supervisor at least twenty-four (24) hours in advance when it is necessary for him/her to absent himself from his/her work area for attendance at such meetings; and provided further that the supervisor may release the Union President without twenty-four (24) hours advance notice if operating requirements permit. The Union President must indicate on his/her time record that such time was spent handling local union business during his or her regularly scheduled working hours and provide a quarterly report of such hours to Human Resources.

The internal business of the Union shall be conducted during the non-duty hours of the employee involved.

Union officials may attend meetings for the purpose of negotiations during working hours without loss of pay.

Union officials may attend meetings during working hours without loss of pay when such meetings are requested or approved by the Director of Human Resources.

SECTION 14.02 VISITS BY UNION REPRESENTATIVES

Accredited representatives of the American Federation of State, County and Municipal Employees shall have reasonable access to the premises of the employer provided that he/she notifies the supervisor in the work area of the reasons for his/her presence when he/she arrives.

SECTION 14.03 WORK RULES

A. All existing reasonable work rules shall remain in effect, except to the extent that any provision thereof may be superseded by a provision or provisions of this Agreement, in which event this Agreement shall control.

B. The City may change the existing reasonable work rules and establish new reasonable work rules, provided, however:

1. That no such changes or new rules shall override or contradict any provision of this Agreement.

2. That the Union shall be notified in writing promptly upon the determination of the City to propose such changes or new rules.

3. That the Union may present its position on such changes or new rules at a meeting with the City, provided, however, that when operating requirements make it necessary, such meeting may occur during the posting period, and

4. When such changes or new rules are established, they shall be posted prominently on all bulletin boards for a period of ten (10) consecutive working days before becoming effective.

C. For the purpose of this Agreement, the term "work rules" shall apply to all reasonable rules relating to the employee's conduct and the manner of performance on the job.

SECTION 14.04 INFORMING EMPLOYEES

As soon as practicable after the signing of this Agreement, the City will provide the Union with copies of the Agreement to distribute to each employee in the bargaining unit and fifty (50) additional copies to the Union President.

SECTION 14.05 SAFETY

The City/Union Safety Committee shall meet monthly to review and recommend safety and health conditions. Members of the Safety Committee, when attending Committee meetings shall do so without loss of pay.

The City and the Union further agree to the rules and regulations of Conn-OSHA and any violation of a specific Conn-OSHA regulation as determined by the Safety Committee shall be

promptly reported by the Director of Human Resources to Conn-OSHA with a copy to the Chief Operating Officer unless the violation has been corrected within a reasonable period of time.

The Safety Committee shall consist of nine (9) members. Four (4) members shall be appointed by the Union President and four (4) members shall be appointed by the Chief Operating Officer. The ninth (9th) member shall be the Safety Analyst of the City of Hartford. The members shall elect a chairperson at the beginning of the fiscal year. All appointed members shall serve for one (1) year and their appointments may be renewed.

SECTION 14.06 UNIFORMS

The City will furnish each operational employee with summer weight and winter weight uniforms as appropriate, in the following manner:

- A. Department of Public Works
 - 1. Waste Collection
 - 2. Equipment Maintenance Division
 - 3. Street Services
 - 4. Skilled Trades and Helpers
 - 5. Sign Shop
- B. Parks and Recreation Department
 - 1. Park Maintenance Division
- C. Police Department Parking Meter Servicers
- D. Civic Center Maintenance Work

The City will furnish one (1) pair of safety shoes every other year to all bargaining unit employees in the divisions listed below that are engaged in laboring, equipment or inspectional operations. In situations of immediate need, reviews will be done on a case by case basis to determine if a new pair of safety shoes is warranted.

- A. Public Works Department
 - 1. Waste Collection
 - 2. Equipment Maintenance
 - 3. Street Services
 - 4. Facilities Services
 - 5. Parks
- B. Licenses and Inspections Division
 - 1. Building Inspectors
 - 2. Housing Inspectors
 - 3. Rodent Control

C. Police Department
1. Parking Meter Servicers

These employees must wear their safety shoes while on duty or will be subject to disciplinary action.

The City will provide employees who are required to work outside in inclement weather with foul weather gear.

The City will provide one (1) pair of foul weather boots to employees in waste collection as necessary. Such boots are to be returned in order to receive a new pair under this provision.

Building and Trades Inspectors in the Department of Licenses and Inspections will be issued three-quarter ($\frac{3}{4}$) length protective coats to be used when inspecting damaged structures or buildings under construction.

Public Works employees who are assigned the responsibility of handling dead animals will be furnished with appropriate protective clothing such as gloves, aprons and foul weather boots.

All employees who receive uniforms under this Section will be required to wear such uniforms during work hours.

SECTION 14.07 BARGAINING UNIT WORK

All work customarily performed by the employees of the bargaining unit shall continue to be so performed unless there is no bargaining unit member available. This does not limit the provisions of Article II of the Agreement, but the City agrees it will not lay off employees except for lack of work or funds.

The City retains the right to subcontract the maintenance of bocce fields and cricket courts. Additionally, the Youth Corp may assist in performing bargaining unit work, unless and until any bargaining unit member in the Parks Division is laid off, at which time the City must cease use of the Youth Corp.

SECTION 14.08 LONGEVITY

Longevity payments to all full-time employees in the bargaining unit (excluding temporary, seasonal part-time, and per diem employees) shall be based on the following scale:

<u>Aggregate Years of Service</u>	<u>Total Annual Longevity Payment</u>
6 years but less than 10 years	\$125
10 years but less than 15 years	\$175
15 years but less than 20 years	\$250
20 years or more	\$350

Time spent in the armed forces of the United States (i.e., Army, Navy, Air Force, Marine Corps, and Coast Guard) while on leave from the City, shall be included in determining the number of aggregate years of service.

The date used to determine eligibility for longevity payments shall be July 1st of each and every year; provided, however, that the annual earned longevity payment shall be due and payable in one (1) lump sum payment on December 1st of each and every year only to those employees who are in active service on said December 1st and to those employees who have retired in the period between the determination of their eligibility on July 1st and the date of payment on December 1st.

Said longevity payments shall not affect the annual increment to which an employee is entitled but are compensation for continued and faithful service to the City.

SECTION 14.09 SHIFT DIFFERENTIALS

Employees regularly working on a shift other than the regular day shift shall receive a shift differential of five percent (5%) for the second (2nd) shift and seven percent (7%) for the third (3rd) shift. The provision shall not apply to night cleaning staffs in City buildings. For the purposes of this Section, any shift beyond 5:00 p.m. will be considered the second (2nd) shift. Any shift beyond 1:00 a.m. will be considered the third (3rd) shift.

Any shift differential paid to an employee for his/her regular shift shall be included in computing premium rates for overtime.

Employees on any split shift or rotating split schedule on a seven (7) day basis that is mutually agreed to shall receive an additional seven percent (7%) on their current salary. Employees normally assigned to the third (3rd) shift will continue to receive their third (3rd) shift differential when they are temporarily assigned on a seasonal basis to the first (1st) shift.

SECTION 14.10 INSURANCE

Employees who are eligible or who become eligible for insurance coverage under existing terms and conditions shall be provided the following coverage:

A. Medical and Prescription Drug. The City will continue to provide medical and prescription drug benefits for each employee and each employee's enrolled dependents as outlined in Appendix E.

Effective July 1, 2018, the current PPO plan will be replaced with a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) as described below and outlined in Appendix E-1:

Component	In Network	Out of Network
Deductible	\$2,000/\$4,000	\$4,000/\$8,000
Co-Insurance	100%	70%
Out-of-Pocket (OOP) Max	\$3,000/\$6,000	Federal OOP Max
Prescription Drug/RX (deductible)	\$5/\$20/\$40 2x mail order Mandatory Mail Order Under State Maintenance Drug Network	\$5/\$20/\$40 2x mail order Mandatory Mail Order Under State Maintenance Drug Network
HSA Funding	50%	50% of In-Network Deductible

Prescription Drugs. Prescription drugs are treated like any other service until the deductible is met. Above the deductible, prescription drug copays are as outlined above and must be paid until the OOP Max is reached.

The City may move to the standard CVS formulary at its discretion without obligation to negotiate with the Union.

Health Savings Account. For all employees enrolled in the HDHP, the City will contribute fifty percent (50%) of the employee's In-Network Deductible to the employee's HSA. In Fiscal Year 2018-2019, the City's fifty percent (50%) contribution will be paid as follows:

- Fifty percent (50%) of the City's total contribution in July 2018;
- Twenty-five percent (25%) of the City's total contribution in January 2019; and
- Twenty-five percent (25%) of the City's total contribution in January 2019.

In Fiscal Year 2019-2020 and thereafter, the City's HSA contribution will be paid in equal installments on a quarterly basis.

Notwithstanding anything herein that may be contrary, the City will not contribute to the HSA of any retired employee who is eligible to purchase retiree health insurance through the City by virtue of other provisions of this Collective Bargaining Agreement.

PPO True Buy-Up Option: Employees who were bargaining unit members of the Union before February 8, 2018 shall have the option to purchase the PPO plan in effect as of June 30, 2018 and outlined in Appendix E. Those employees who elect to purchase the PPO will pay the employee contribution provided below plus the difference between the cost to the City of the HDHP, including the City's contribution to the HSA, and the PPO, as may change in each plan year. The option to purchase the PPO plan sunsets on June 30, 2021.

Employee Contributions. Effective July 1, 2013, each employee enrolled in the health coverage shall continue to pay, via payroll deduction, twelve percent (12%) of the carrier's determined rates for their health insurance based on single, two person or family coverage under the Plan.

Effective July 1, 2018, each employee enrolled in the health coverage shall pay, via payroll deduction, thirteen percent (13%) of the carrier's determined rates for their health insurance based on single, two person or family coverage under the Plan.

Effective July 1, 2019, each employee enrolled in the health coverage shall pay, via payroll deduction, fourteen percent (14%) of the carrier's determined rates for their health insurance based on single, two person or family coverage under the Plan.

Effective July 1, 2020, each employee enrolled in the health coverage shall pay, via payroll deduction, fifteen percent (15%) of the carrier's determined rates for their health insurance based on single, two person or family coverage under the Plan.

B. HMO. The City and the Union agree that qualified Health Maintenance Organizations (HMOs) may be offered to bargaining unit members on an individual basis as such plans become available as an alternative to the City's primary plan, provided that the Union and Council 4, AFSCME agree to such HMO offering.

Any employee who enrolls in an alternative plan will pay through payroll deduction any and all costs for the selected plan that are in excess of the rates paid by the City's primary plan.

C. Dental Plan. Effective July 1, 2018 the City will provide each employee and each employee's enrolled dependents with the Full Service Dental Plan as described in Appendix E-2. Effective July 1, 2018, employees shall contribute the same percentage toward the total cost of the full service dental plan as they contribute for medical insurance as set forth above.

D. Healthy Hartford Program. The City will implement the Healthy Hartford Program which will be modeled after the State of Connecticut Plan. Employees and eligible dependents shall have until June 30, 2019 to become compliant with all age appropriate health and dental assessments and screenings. Effective July 1, 2019, non-compliance will result in an additional one hundred (\$100.00) per month supplemental charge until the month following compliance.

E. Insurance Waiver. Employees may waive receipt of City-provided health insurance to the extent allowed by law, but will receive no compensation, stipend or other consideration for said waiver.

F. Group Life Insurance. The City will pay the cost of group life insurance for all employees enrolled in such plan or who thereafter enroll in such plan according to present terms, which terms include longevity pay in determining the amount of insurance for which each employee is eligible. The employee's life insurance is approximately one and one-half (1½) times the employee's annualized wages including longevity as of July 1st in any year to a maximum of fifty thousand dollars (\$50,000). Any payment made under this provision shall be made in accordance with the terms and conditions of the group life insurance policy.

G. Coverage. All insurance coverage shall become effective as follows:

For a person employed on or before the twentieth (20th) of the month, these insurances will become effective on the first (1st) of the month following one (1) complete month of service.

For a person employed after the twentieth (20th) of the month, these insurances will become effective on the first (1st) of the month following two (2) complete months of service.

H. Survivor's Insurance. Effective February 8, 2018 (the approval of the 2015-2021 Collective Bargaining Agreement), the City will allow eligible survivors of an active or retired employee whose date of hire into the Union is before February 8, 2018 to purchase medical, dental and prescription drug insurance by pension deduction at the rates payable for employees who are included in the City's group plan. Said retiree health insurance coverage will be the same health insurance coverage that is offered to active employees as that coverage may change from time to time through negotiations. There will be no City contribution to the HSA. This benefit shall apply only to a surviving spouse and/or those dependent children who were covered by the City's group insurance at the time of the employee's or pensioner's death and shall be available until the spouse dies, remarries, or attains age sixty-five (65); in the case of dependent children, this benefit shall be provided until the dependent child reaches such age as outlined in federal or state law or to a minimum of age nineteen (19), or age twenty-four (24) if qualified.

Effective February 8, 2018 (the approval of the 2015-2021 Collective Bargaining Agreement), survivors of an active or retired employee whose date of hire into the Union is on or after February 8, 2018, shall not be eligible to receive or purchase any retiree health insurance coverage through the City, except as provided under COBRA.

I. Insurance Benefits for Retirees.

Employees Who Were Members of the Union Before February 8, 2018. Employees who were members of the Union before February 8, 2018 (the approval date of the 2015-2021 Collective Bargaining Agreement) and who retire on or after February 8, 2018 ("Pre-2018 Employees") shall be eligible to purchase health insurance coverage through the City. Said retiree health insurance coverage will be the same health insurance coverage that is offered to active employees as that coverage may change from time to time through negotiations. There will be no City contribution to the HSA.

The City will make partial payment for health insurance for retired Pre-2018 Employees in accordance with the following schedule:

1. For Pre-2018 Employees whose effective date of retirement is July 1, 1990, or after and who have at least twenty-five (25) years of service and are at least fifty-five (55) years of age at the time of retirement, the City will pay fifty dollars (\$50) per month toward the cost of the health insurance until the retiree reaches the age of sixty-two (62). Thereafter, beginning the first (1st) of the month following the retiree's sixty second (62nd) birthday, the City will pay the full cost of medical and prescription drug coverage (but not dental insurance) until the retiree reaches age sixty-five (65). At age sixty-five (65) the City will pay fifty dollars (\$50) per month toward the cost of the City's Major Medical Supplemental Plan for the retiree only.

2. Pre-2018 Employees who retire on or after July 1, 1990 and are at least fifty-five (55) years of age and have at least twenty-five (25) years of service at the time of retirement and who wish to withdraw from the health insurance coverage available to them under Paragraph F above, may re-enroll at any time thereafter up to age sixty-four (64) years and six (6) months in the health insurance plan available at the date of re-enrollment provided they submit evidence of insurability for themselves and any qualified dependents and are found insurable by the insurance carriers.

3. Retirees who re-enroll prior to age sixty-two (62) will be required to pay the full costs of the medical, dental and prescription drug coverage from the date of re-enrollment to age sixty-two (62). At age sixty-two (62), the costs of the medical and prescription drug coverage (but not dental) will be paid by the City for retired employees who have at least twenty-five (25) years of service and are at least fifty-five (55) years of age at the time of retirement.

4. The premium rate structure combines active employee members and eligible pensioner members into a single, composite insured group for rate purposes, in order to reduce the current monthly premiums for eligible pensioners.

5. Retiree Life Insurance. Effective July 1, 1989, the City will pay the cost of seven thousand five hundred (\$7,500) life insurance coverage for each eligible bargaining unit member who retires on or after that date.

Employees Hired Into the Union On or After February 8, 2018. Notwithstanding anything herein to the contrary, employees hired into the Union on or after February 8, 2018 (the approval date of the 2015-2021 Collective Bargaining Agreement) shall not be allowed to purchase or otherwise remain on City-provided health insurance upon retirement, except as provided under federal law.

Retiree Life Insurance. Effective July 1, 1989, the City will pay the cost of seven thousand five hundred (\$7,500) life insurance coverage for each eligible bargaining unit member who retires on or after that date.

J. Substitution of Insurance Plans. The City reserves the right to substitute alternative plans to the medical and dental insurance plans indicated in this Section; provided, however, that any substitute plan will offer a substantially comparable level of benefit to those health insurance plans

already provided. The City will give the Union a copy of any proposed substitute plan and will meet with the Union Executive Board prior to implementing any substitute plan.

SECTION 14.11 RETIREMENT

The present retirement benefits as described in Chapter XVII, Section 3 of the Charter of the City of Hartford shall remain in effect from July 1, 1985 until the following provisions take effect:

Effective immediately upon approval of this Agreement by the City Council, the City and its agents, including the City Treasurer and the Pension Commission of the City of Hartford Municipal Employees Retirement Fund, shall prepare and process all documents necessary to enroll all eligible bargaining unit members in the State of Connecticut Municipal Employees Retirement System (CMERS) Retirement Plan.

Eligibility is limited to those full-time employees currently enrolled in the City's pension plan having Social Security deductions and pension deductions taken from their pay provided they otherwise meet the eligibility requirements of CMERS. New full-time employees who meet the eligibility requirements of CMERS shall be enrolled in that plan.

In accordance with the above procedure and subject to the provisions of CMERS, bargaining unit members shall become eligible for benefits under CMERS no earlier than April 1, 1986 and no later than July 1, 1986.

It is understood and agreed that, should the employer contribution for subsequent service on behalf of bargaining unit members to the CMERS plan be assessed at a rate higher than the rate the City currently pays to its MERF plan on behalf of bargaining unit members ten and seventy-seven hundredths percent (10.77%) of payroll during the term of this Agreement, the parties shall immediately reopen the for the sole purpose of negotiating the impact of such assessed employer contribution above ten and seventy-seven hundredths percent (10.77%) of payroll on the cost of the total Agreement.

The Union and the City hereby agree that should CMERS be amended to include a provision which provides normal retirement benefits to members who are municipal employees with at least twenty (20) years of service without reduction because of age ("twenty and out"), the City shall not demand impact bargaining regarding this modification to the bargaining unit members' pension plan.

Pension matters shall not be subject to the grievance procedure, but shall be subject to appeal to the courts.

Plan payments will not exceed Internal Revenue Code § 415 provisions.

SECTION 14.12 CALLBACK PAY

When an employee is called in for work outside of his/her regularly scheduled working hours, he/she shall be paid a minimum of three (3) hours at the applicable overtime rate. This provision applies only when such call back results in hours worked which are not annexed consecutively to one end or the other of the working day.

SECTION 14.13 SHIFT PREFERENCE

Shift preference will be granted on the basis of seniority within the classification as openings occur. Such preference shall be exercised first (1st) by employees within a division. If no employees within the division exercise such preference then employees within the department will be given preference by seniority.

SECTION 14.14 VACANT POSITIONS

The City agrees to provide information on the filling of new or vacant positions when requested in writing by the Union.

SECTION 14.15 SENIORITY LIST

The City shall prepare a list of employees showing their seniority in length of service with the City, and send it to the Union on December 1st of each year. New employees shall be added to this list when they complete their probationary period.

SECTION 14.16 TRAINING

The City shall establish in-service training programs from time to time to prepare present employees to advance to positions in the service requiring higher skills and more responsible duties. If such training is conducted during normal working hours, the employee shall receive his/her regular hourly rate while undergoing training. The City may require employees to attend training before or after their normal working hours. In such cases, employees shall be compensated at the appropriate overtime rates.

In the selection of trainees, qualified applicants will be determined by the employee's expression of interest, aptitude, and work record. From the qualified applicants, assignments to training will be in order of seniority.

It is understood and agreed that should the City elect to establish an apprenticeship program for skilled trades such program will be discussed with the Union prior to its establishment.

The City and Union recognize the need to provide training and job opportunities for the disadvantaged. For this purpose, trainees may be appointed and paid in accordance with the terms of any State or Federal law or program applicable during the terms of this Agreement.

No trainee shall displace any regular member of the bargaining unit nor be included in the bargaining unit while in training status. The Union will be notified of new programs, the number of trainees involved, and the length of the training program.

SECTION 14.17 MEAL ALLOWANCE

Employees engaged in snow and ice activities on an overtime basis shall receive a meal allowance on the following basis:

(a) If an employee works more than one hour before his/her regular shift, he/she shall receive a meal allowance of two dollars and fifty cents (\$2.50). He/she shall also receive an additional meal allowance of two dollars and fifty cents (\$2.50) for each additional period of four (4) hours before his/her regular shift, but in no event shall he/she receive two (2) meal allowances for the first (1st) two (2) periods if he/she works less than eight (8) hours overtime.

(b) If an employee works more than two (2) hours beyond his/her regular shift, he/she shall receive a meal allowance of six dollars (\$6). He/she shall also receive an additional allowance of six dollars (\$6) for each additional period of four (4) hours after his/her regular shift, but in no event shall he/she receive two (2) meal allowances for the first (1st) two (2) periods if he/she works less than eight (8) hours overtime.

SECTION 14.18 MILEAGE

Any employee required to use their own personal vehicle for City business shall be reimbursed the current I.R.S. rate per mile for each mile driven for such City business.

SECTION 14.19 BENEFITS FOR PART-TIME EMPLOYEES

Premium pay and other fringe benefits in this Agreement apply only to full-time permanent employees; however, the other employees who do not hold another job in the bargaining unit and who have worked seven hundred and fifty (750) hours or more in the fiscal year prior to July 1st, shall be entitled to the following benefits:

1. Overtime at one and one-half (1½) times the regular hourly rate of pay for any hours exceeding eight (8) hours per day and forty (40) hours per week.

2. Ten (10) one-half (½) days of vacation, which shall be accumulated and credited on July 1st of each year.

3. Five (5) one-half (½) days in lieu of holidays which shall be accumulated and credited on July 1st of each year and which shall be used and administered in the same way as additional vacation.

Part-time employees who work more than nine hundred and fifty (950) hours in any fiscal year will be paid an additional twenty-five cents (25¢) per hour for all hours worked in excess of nine

hundred and fifty (950) hours for that fiscal year and for all hours worked in the following fiscal year in lieu of any benefits other than those provided in this Section.

Should a part-time employee who qualifies for this additional payment fall below nine hundred and fifty (950) hours worked in any fiscal year, then the following fiscal year no additional payment will be made until and unless the part-time employee exceeds nine hundred and fifty (950) hours worked in that fiscal year.

A part time employee who qualifies for the additional payment as provided herein shall also be entitled to grieve a suspension or discharge in accordance with this Agreement should such action be taken at any time during which the part time employee is receiving the additional payment.

Part-time employees who have worked at least seven hundred and fifty (750) hours in the preceding fiscal year will have their names placed on appropriate eligible lists for full-time positions in the same class in the order of their hours worked in that fiscal year. Such lists shall be considered prior to any promotional or open competitive lists and will expire on June 30th of each year.

The parties agree to incorporate the new sick leave state law.

SECTION 14.20 EMPLOYEE PARKING

The City agrees to discuss employee parking with the Union in the event present status changes.

SECTION 14.21 PROMOTIONAL EXAM REJECTION APPEAL

An employee whose application for a promotional competitive examination is rejected shall have the right to appeal such rejection with the Director of Human Resources. The appeal must be filed in writing within five (5) working days of receipt of the rejection letter.

If requested by the employee, or if he/she so determines, the Director of Human Resources or his/her designated representative shall meet with the interested parties no later than ten (10) working days after receipt of the appeal and in any case shall render his/her decision in writing within fifteen (15) working days of receipt of the appeal. The decision of the Director of Human Resources shall be final and shall not be subject to any other grievance procedure or process.

SECTION 14.22 NEW EQUIPMENT

Whenever the City introduces new equipment which is significantly distinct from existing equipment, the City shall, upon request of the Union, negotiate concerning the proper pay rate for operation of such equipment. The effective date of such pay rate shall be the date the equipment was first operated by bargaining unit members.

SECTION 14.23 PERSONNEL RULES AND REGULATIONS

No provision of the City's Personnel Rules and Regulations which apply to collective bargaining matters and which are amended, deleted or added during the term of the Agreement shall be binding on bargaining unit members unless such changes have been specifically agreed to, in writing, by the Union.

ARTICLE XV SAVING CLAUSE

If any section, sentence, clause or phrase of this Agreement shall be held for any reason to be inoperative, void, or invalid, the validity of the remaining portions of this Agreement shall not be affected thereby, it being the intention of the parties in adopting this Agreement that no portion thereof, or provision herein shall become inoperative or fail by reason of the invalidity of any other portion or provision.

ARTICLE XVI ENTIRE AGREEMENT

The foregoing constitutes an entire agreement between the parties and no verbal statement shall supersede any of its provisions. It is understood and agreed that all matters subject to collective bargaining between the parties have been covered herein and that it may not be reopened for change in its items or addition of new subject matters except by mutual agreement.

ARTICLE XVII DURATION

The duration of this Agreement shall extend from July 1, 2015 through June 30, 2021, and shall continue in effect thereafter unless amended, modified or terminated in accordance with this Section. Either party wishing to amend, modify or terminate this Agreement must so advise the other party in writing no later than one hundred fifty (150) days prior to the expiration of this Agreement and begin negotiations no later than one hundred twenty (120) days prior to the expiration of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused to be signed and sealed this Agreement and a like copy of this 1st day of August, 2022.

CITY OF HARTFORD

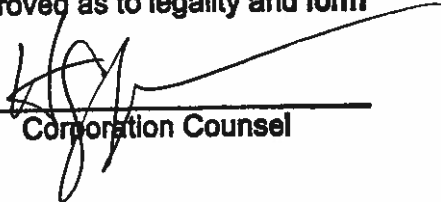
By: 
Luke A. Bronin, Mayor

**LOCAL 1716, COUNCIL 4 OF THE AMERICAN
FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO**

By: 
Its President


By: _____
Its Executive Vice President

Approved as to legality and form


Corporation Counsel

By: _____
Its Secretary

By: _____
Its Treasurer

By: 
Its Council 4 Staff Representative
8-1-22

APPENDIX A BARGAINING UNIT

This Agreement applies to all employees in classes listed in the Classification Plan as designated in Appendix B and excludes all employees in classes listed in the certification by the Connecticut State Board of Labor Relations issued June 29, 1966 as amended.

Classes created or revised after January 17, 1966 shall be included or excluded from the bargaining unit in accordance with the provisions of this Agreement and Public Act 159 of the General Assembly, as amended.

Employees who are designated as part-time and who work seven hundred and fifty (750) hours or more in any fiscal year, will be subject to the Agency Shop provision of this Agreement.

The inclusion of newly established non-professional and non-supervisory classifications will be a subject for negotiations between the City and the Union. The City shall notify the Union of any such newly established classification in the classified service, and shall state whether or not it believes such classification should be included in the bargaining unit. The Union shall have thirty (30) calendar days within which it may claim bargaining unit eligibility of the classification.

Any dispute on whether a newly established classification is to be included or excluded from the bargaining unit will be submitted to the Connecticut State Board of Labor Relations to resolve such dispute. If a newly established classification is determined to be a part of the bargaining unit such classification shall be included as part of the bargaining unit without having to resort to an election.

APPENDIX B SHIFT EXCEPTIONS

The following are shifts in exception of those listed in Section 10.00, paragraph three.

PUBLIC WORKS DEPARTMENT

Building Operations:

9:30 a.m. - 6:00 p.m.	Building Attendant
	Building Custodian
6:30 a.m. - 2:30 p.m.	Building Custodian
2:30 p.m. - 9:30 p.m.	Building Custodian
1:00 p.m. - 9:00 p.m.	Building Custodian
12:00 p.m. - 8:00 p.m.	Lead Custodian
6:00 a.m. - 2:00 p.m.	Building Custodian

Street Cleaning:

2:00 p.m. - 10:00 p.m.	Dumpster Drivers
6:30 a.m. - 3:30 p.m.	Laborers and Drivers
5:00 a.m. - 2:30 p.m.	Dumpster Driver
2:30 p.m. - 10:30 p.m.	Dumpster Driver

Central Equipment Maintenance:

12:00 p.m. - 8:30 p.m.	Heavy Equipment Mechanic
	Automotive Mechanic
	Automotive Servicer

Land Fill:

6:00 a.m. - 2:30 p.m.	Weigher
	Heavy Equipment Operator
	Sanitation Laborer

Street Services:

6:30 a.m. - 3:00 p.m.	Public Works Dispatcher
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Refuse Collection:

6:30 a.m. - 3:00 p.m.	Assistant Sanitation Section Leader
	Sanitation Laborer

Golf Courses:

6:30 a.m. - 3:00 p.m.	Laborer
Saturdays, Sundays & Holidays	Semi-Skilled Laborer
	Light Truck & Tractor Operator
	Assistant Park Operations Section Leader

EMERGENCY SERVICES AND TELECOMMUNICATIONS

7:30 a.m. - 3:30 p.m. (<i>Mon. - Fri.</i>)	Police Communications Operator
10:00 a.m. - 6:00 p.m. (<i>Sun. - Thurs.</i>)	Police Communications Operator
3:30 p.m. - 11:30 p.m. (<i>Sun. - Tues. ; and Fri. and Sat.</i>)	Police Communications Operator
6:00 p.m. - 2:00 a.m. (<i>Tues. - Sat.</i>)	Police Communications Operator
7:30 a.m. - 3:30 p.m.	Emergency Telecommunications Dispatcher
10:00 a.m. - 6:00 p.m.	Emergency Telecommunications Dispatcher
3:30 p.m. - 11:30 p.m.	Emergency Telecommunications Dispatcher
6:00 p.m. - 2:00 a.m.	Emergency Telecommunications Dispatcher
11:30 p.m. - 7:30 a.m.	Emergency Telecommunications Dispatcher

Emergency Telecommunications Dispatchers and Police Communications Operators who regularly work a shift that extends beyond the normal first (1st) shift hours shall be paid a five percent (5%) shift differential.

Emergency Telecommunications Dispatchers and Police Communications Operators who regularly work a shift that extends beyond the normal second (2nd) shift hours shall be paid a seven percent (7%) shift differential.

POLICE DEPARTMENT

6:00 a.m. - 2:00 p.m.	Supply Clerk
10:00 a.m. - 6:00 p.m.	Supply Clerk

Supply Clerks in the Police Department working the above shifts in combination with normal shifts in a work week shall receive a shift differential of seven percent (7%) for the entire work week.

HEALTH & HUMAN SERVICES DEPARTMENT

7:00 a.m. - 8:00 p.m.
12:00 p.m. - 12:00 a.m.

Family Planning Unit
AIDS Outreach Program

DEPARTMENT OF FAMILIES, CHILDREN, YOUTH & RECREATION

Recreation Leaders work varying schedules, Monday through Friday, as follows:

A. September to April (approximately thirty (30) weeks):

1. 2:45 p.m. to 9:00 p.m. plus
9:00 a.m. to 12:00 p.m., Thursday morning
2. 6:00 p.m. to 9:00 p.m. during school vacation periods

April to June & the last part of September (approximately twelve (12) weeks):

1. 11:00 a.m. to 6:00 p.m.
2. 1:00 p.m. to 8:00 p.m.

June to September (approximately ten (10) to eleven (11) weeks):

1. 10:00 a.m. to 5:00 p.m.
2. 2:00 p.m. to 9:00 p.m.

According to daylight hours the above schedules may be varied by one half ($\frac{1}{2}$) hour.

APPENDIX C ETD'S SHIFT BID

It is understood and agreed that Emergency Telecommunications Dispatchers employed in the Emergency Services and Telecommunications Department are permitted to bid, in accordance with departmental administrative procedures, to any shift of their choice prior to the beginning of each of the Department's eighty-four (84) day shift cycles.

It is understood and agreed that the shift assignments will be made on the basis of seniority, provided however, that the Police Chief may, at his/her discretion, reserve up to five (5) positions per shift for bilingual (Spanish/English) skilled Emergency Telecommunications Dispatchers to assure that the Communications Center is properly staffed to respond to calls from the Spanish speaking population in Hartford.

It is understood and agreed that this bid shift procedure does not affect management's right to transfer employees if such changes are determined by the Director of Emergency Services and Telecommunications or his/her designees to be in the best interest of the employee and/or the Department.

It is finally understood and agreed that if an employee fails to submit a bid on a shift, or if the employee has insufficient seniority to qualify for his/her preferred shift(s), such employee may be assigned to any shift at the department's discretion. Shift assignments made in accordance with this Appendix shall be for the duration of the eighty-four (84) day department shift cycle.

APPENDIX D
DRUG TESTING AND DETECTION COMMITTEE

It is understood and agreed that a Drug Testing and Detection Committee will be formed no later than the first (1st) of the month following the approval of the 1994-1996 Agreement by the Court of Common Council. The Committee will meet to discuss and determine methods and procedures to insure a drug free workplace for City employees. The Union President shall appoint three (3) bargaining unit members to the committee and the Director of Human Resources shall appoint three (3) persons to the committee.

APPENDIX E

MEDICAL AND PRESCRIPTION DRUG **Effective August 1, 2009)** ***Benefits at a Glance***

	In Network You Pay:	Out-of-Network You Pay:
Office Visit Copayment	\$20	Deductible & Coinsurance
Hospital Copayment	\$150 Copayment	Deductible & Coinsurance
Emergency Room Copayment – <i>waived if admitted</i>	\$100	\$100
Outpatient Surgery Copayment	No Charge	Deductible & Coinsurance
Annual Deductible (<i>Individual/2-Member Family/3+ Member Family</i>)	Not Applicable	\$250/\$500/\$500
Coinsurance		20% after deductible up to
Coinsurance Maximum (<i>Individual/2-Member Family/3+ Member Family</i>)		\$1,250/\$2,500/\$2,500
Lifetime Maximum	Unlimited	Unlimited
Human Organ Transplant Lifetime Maximum	Unlimited	Unlimited

PREVENTIVE CARE

Well Child Care* <i>Birth to 35 months</i> <i>3 Years to 17 Years</i>	No Copayment	Deductible & Coinsurance
Periodic, Routine Health Examinations*	No Copayment	
Routine Eye Exams – <i>One exam every calendar year</i>	No Copayment	
Routine OB/GYN Visits – <i>One exam per year</i>	No Copayment	
Mammography <i>1 Baseline age 35 – 39 years</i> <i>1 Screening per year age 40+</i> <i>Additional exams when medically necessary</i>	No Charge	
Hearing Screening – <i>Covered once every calendar year</i>	No Copayment	

MEDICAL CARE

Primary Care Office Visits	\$20 Copayment	Deductible & Coinsurance
Specialist Consultations	\$20 Copayment	
OB/GYN Care	\$20 Copayment	
Maternity Care – <i>Initial visit subject to copayment; no charge thereafter</i>	\$20 Copayment	
Laboratory	No Charge	
X-Ray and Diagnostic Testing	No Charge	
Allergy Services <i>Office visits/testing</i> <i>Injections – Unlimited</i>	\$20 Copayment No Charge	

HOSPITAL CARE – Prior authorization required.

Semi-Private Room	\$150 Copayment	Deductible & Coinsurance
Maternity and Newborn Care	\$150 Copayment	
Skilled Nursing Facility – <i>Up to 120 days per calendar year</i>	\$150 Copayment	
Rehabilitation Services – <i>Up to 60 days per person per calendar year</i>	\$150 Copayment	Deductible & Coinsurance
Private Duty Nursing – <i>Outside hospital coverage; covered as out of network – maximum per year \$15,000</i>		

APPENDIX E

Outpatient Surgery – <i>In a hospital or surgi-center</i>	No Charge	
EMERGENCY CARE		
Walk-In Centers	\$20 Copayment	Deductible & Coinsurance
Emergency Care – <i>Copayment waived if admitted</i>	\$100 Copayment	\$100 Copayment
Urgent Care	\$25 Copayment	Not Covered
Ambulance	No Charge	No Charge

OTHER HEALTH CARE – *Prior authorization may be required.*

Outpatient Rehabilitative Services <i>50 visit maximum for PT, OT, ST & Chiro per year – excess covered as out of network</i> <i>PT and OT</i> <i>ST and Chiro</i>	No Charge \$20 Copayment	Deductible & Coinsurance
Prosthetic Devices	No Charge	
Durable Medical Equipment (Including surgical stockings & orthotics)	No Charge	
Ostomy Supplies (Unlimited per member per calendar year maximum)	No Charge	
Orthoptic Training	No Charge	
Wigs (Covered with a diagnosis of cancer)	No Charge	

MENTAL HEALTH/SUBSTANCE ABUSE CARE

Inpatient	\$150 Copayment	Deductible & Coinsurance
Outpatient/Office Visits (Prior authorization after the 40 th visit)	\$20 Copayment	

***Schedule of Health Examinations:**

- One (1) exam per month from birth through six (6) months
- One (1) exam every two (2) months from six (6) months through eleven (11) months
- One (1) exam every three (3) months from twelve (12) months through twenty-three (23) months
- One (1) exam every six (6) months from twenty-four (24) months through thirty-five (35) months
- One (1) exam annually from three (3) through seventeen (17) years
- Seventeen (17)+ One (1) a year

Note: In situations where the member is responsible for obtaining necessary precertification or prior authorization and fails to do so, benefits may be reduced or denied.

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reforms laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this Summary.

This does not constitute your health plan or insurance policy. It is only a general description of the plan. The following are examples of services NOT covered by your medical Plan. Please refer to your Certificate/Evidence of Coverage/Summary Booklet for more details: Cosmetic surgeries and services; custodial care; genetic testing; hearing aids; services and supplies related to, as well as the performance of, sex change operations; travel expenses; vision therapy; services rendered prior to your contract effective date or rendered after your contract termination date; and workers' compensation.

NOTE: A copy of a benefit summary matrix for any other health plan offered to members of this bargaining unit may be obtained from the Human Resources Benefits Division.

CITY OF HARTFORD
MANAGED 3-TIER RX PLAN
Benefits at a Glance

Your Personal Prescription Benefit Program Managed 3-Tier Rx Plan Option 9

Welcome to your new prescription benefit administered by CVS Caremark. Your prescription benefit is designed to bring you quality pharmacy care that will help you save money.

The information below is a brief summary of your prescription benefits as well as some frequently asked questions about the CVS Caremark prescription benefit program. CVS Caremark and City of Hartford are confident you will find value with your new prescription benefit program.

	CVS Caremark Retail Pharmacy Network For short-term medications (Up to a 30-day supply)	CVS Caremark Mail Service Pharmacy For long-term medications (Up to a 90-day supply)
Where	The CVS Caremark Retail Network includes more than 64,000 participating pharmacies nationwide, including independent pharmacies, chain pharmacies, and 7,100 CVS/pharmacy locations. To locate a CVS Caremark participating retail network pharmacy in your area, simply click on "Find a Pharmacy" at www.caremark.com or call a Customer Care representative toll-free at 1-877-461-0101.	Simply mail your original prescription and the mail service order form to CVS Caremark. Your medications will be sent directly to your home, office or a location of your choice.
Generic Medications Ask your doctor or other prescriber if there is a generic available, as these generally cost less.	\$5 for a generic prescription 20% for out of network pharmacies	\$5 for a generic prescription
Preferred Brand-Name Medications If a generic is not available or appropriate, ask your doctor or healthcare provider to prescribe from your plan's preferred drug list.	\$10 for a preferred brand-name prescription 20% for out of network pharmacies	\$10 for a preferred brand-name prescription
Non-Preferred Brand-Name Medications You will pay the most for medications not on your plan's preferred drug list.	\$25 for a non-preferred brand-name prescription 20% for out of network pharmacies	\$25 for a non-preferred brand-name prescription
Refill Limit	None	None
Web Services	Register at www.caremark.com to access tools that can help you save money and manage your prescription benefit. To register, have your Prescription Card ready.	
Customer Care	Visit www.caremark.com or call toll-free at 1-877-461-0101.	
Please Note: When a generic is available, but the pharmacy dispenses the brand-name medication for any reason, you will pay the difference between the brand-name medication and the generic plus the brand copayment. You can avoid paying a cost difference penalty on a brand-name drug by asking your prescriber to contact customer care and request prior authorization.		

Copayment, copay or coinsurance means the amount a plan participant is required to pay for a prescription in accordance with a Plan, which may be a deductible, a percentage of the prescription price, a fixed amount or other charge, with the balance, if any, paid by a Plan.

Your privacy is important to us. Our employees are trained regarding the appropriate way to handle your private health information.

Frequently Asked Questions

ABOUT THE CVS CAREMARK RETAIL NETWORK

Can I receive additional Prescription Cards?

Yes, for additional Prescription Cards, please call a Customer Care representative toll-free at 1-877-461-0101.

May I fill my medication at a non-participating pharmacy?

There are more than 64,000 participating pharmacies in the CVS Caremark retail network. When you choose to go to a non-participating pharmacy, you will pay the full prescription price. If you use a non-participating pharmacy, you should submit a paper claim form along with the original prescription receipt(s) to CVS Caremark for reimbursement of covered expenses. You can download and print a claim form when you log in to www.caremark.com.

How do I change my prescription from a non-participating retail pharmacy to a CVS Caremark participating retail pharmacy?

Go to a CVS Caremark participating retail pharmacy and tell the pharmacist where your prescription is currently on file. The pharmacist will contact the pharmacy and make the transfer for you. To find a CVS Caremark participating retail pharmacy, click on "Find a Pharmacy" at www.caremark.com.

How do I request Prior Authorization for "dispense as written" medications?

Some medications may require approval before the prescription can be filled. Your pharmacist will give you or your doctor a toll-free number to call in order to obtain approval.

ABOUT THE CVS CAREMARK MAIL SERVICE PHARMACY

Why should I use the CVS Caremark Mail Service Pharmacy for my prescriptions?

The CVS Caremark Mail Service Pharmacy is a convenient and cost-effective way for you to order up to a 90-day supply of maintenance or long-term medication. You can have your long-term medication delivered to your home, office or a location of your choice with free standard shipping. By using mail service, you minimize trips to the pharmacy while saving money on your prescriptions.

How long does it take for my prescriptions to arrive by mail?

Please allow 7-10 days for delivery from the time the order is placed.

How do I check the status of my order?

You can check your refill order status at www.caremark.com or by calling toll-free at 1-877-461-0101.

How should I ask my doctor or other prescriber to write my prescription in order to receive the maximum benefit from the CVS Caremark Mail Service Pharmacy?

Remind your doctor or other prescriber to write a "90-day supply plus refills," when clinically appropriate, for maintenance medications that are purchased through the CVS Caremark Mail Service Pharmacy. CVS Caremark must fill your prescription for the exact quantity of medication that your doctor or healthcare provider prescribes, up to your plan design limit. When you need to take your maintenance medication right away, ask your doctor or other prescriber for two prescriptions:

- The first for up to a 30-day supply
- The second for up to a 90-day supply, with refills when clinically appropriate

Have the short-term supply filled immediately at a CVS Caremark participating retail pharmacy and send the 90-day supply prescription to the CVS Caremark Mail Service Pharmacy.

ABOUT THE CVS CAREMARK DRUG LIST

What is a drug list?

It is a list of preferred prescription medications that have been chosen because of their clinical effectiveness and safety. This list is typically updated every three months. The drug list promotes the use of preferred brand-name medications and generic medications whenever possible. Generic medications are therapeutically equivalent to brand-name medications and must be approved by the U.S. Food and Drug Administration (FDA) for safety and effectiveness. Generally, generic medications cost less than brand-name medications. You can get a drug list by either visiting www.caremark.com or by calling Customer Care toll-free at 1-877-461-0101.

How do I change to a generic or preferred drug?

To save money, have your doctor or other prescriber choose a generic or preferred brand-name medication from the CVS Caremark Drug List, if appropriate. You may want to take the list with you when you visit your doctor or other prescriber.

FULL DENTAL PLAN

The **Full Dental Plan** is designed to cover diagnostic, preventive and restorative procedures necessary for adequate dental health.

Covered services include:

- ♦ Oral Examinations
- ♦ Periapical and bitewing x-rays
- ♦ Topical fluoride applications for those under age 19
- ♦ Prophylaxis, including cleaning, scaling and polishing
- ♦ Repair of dentures
- ♦ Palliative emergency treatment
- ♦ Routine fillings consisting of silver amalgam and tooth color materials, including stainless steel crowns (primary teeth)*
- ♦ Simple extractions**
- ♦ Endodontics – Including pulpotomy, direct pulp capping and root canal therapy (excluding restoration)

*Payment for an inlay, onlay or crown will equal the amount payable for a three-surface amalgam filling when the member is not covered by the Dental Amendatory Rider A.

**Payment for a surgical extraction or a hemisection with root removal will equal the amount payable for a simple extraction when the member is not covered by Dental Amendatory Rider A.

ACCESSING BENEFITS:

Participating Dentists Benefits.

When receiving care from one of over 1,800 participating dentists, the member simply presents an identification card showing dental coverage. The dentist bills us directly for all covered services.

For dental care provided by a participating dentist, we pay the lesser of the dentist's usual charge or the usual, customary and reasonable charge as determined by us. The dentist accepts our reimbursement as full payment and may not bill the member for any additional charges.

Non-Participating Dentists Benefits.

For covered dental services provided by a non-participating dentist, in or out of Connecticut, we pay an amount equal to the dentist's usual charge or the applicable allowance for the procedure, as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

This does not constitute our health plan or insurance policy. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.

APPENDIX E

DENTAL AMENDATORY RIDER A ADDITIONAL BASIC BENEFITS

In addition to the services provided under your dental program, the following additional basic benefits are provided:

- ♦ Inlays (not part of bridge)
- ♦ Onlays (not part of bridge)
- ♦ Crown (not part of bridge)
- ♦ Space Maintainers
- ♦ Oral surgery consisting of fracture and dislocation treatment, diagnosis and treatment of cyst and abscess, surgical extractions and impaction
- ♦ Apicoectomy

The dental services listed above are subject to the following qualifications:

We will pay for individual crowns, inlays and onlays only when amalgam or synthetic fillings would not be satisfactory for the retention of the tooth, as determined by us.

We will not pay for a replacement that is provided less than five (5) years following a placement or replacement which was covered under this Rider. We will not pay for individual crowns, inlays or onlays to alter vertical dimension, for the purpose of precision attachment of dentures, or when they are splinted together for any reason.

If the member is not covered by Dental Amendatory Rider C (Prosthodontics), we will pay for the following types of crowns, inlays or onlays, but only when there is clinical evidence that amalgam or synthetic fillings would not be satisfactory for the retention of the tooth:

- ♦ One tooth on either side or two teeth on one side of a replacement for missing teeth, as part of a fixed bridge.
- ♦ No benefits will be provided for the tooth replacements.
- ♦ Space Maintainers – Payment will be made for devices to preserve space due to premature loss of primary teeth, but not for interceptive orthodontic devices. Payment will be made for up to two devices per member per lifetime.

**DENTAL AMENDATORY RIDER A
ADDITIONAL BASIC BENEFITS**

ACCESSING BENEFITS:

Participating Dentists Benefits.

The City's dental carrier will pay the lesser of fifty percent of the dentist's usual charge or fifty percent of the usual, customary and reasonable charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance balance.

Non-Participating Dentists Benefits.

In the event a non-participating dentist renders these services, we will pay to the member the lesser of fifty percent of the dentist's charge or fifty percent of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

This does not constitute your health plan or insurance policy. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.

APPENDIX E

DENTAL AMENDATORY RIDER C PERIODONTICS

Periodontal services consisting of:

- ♦ Gingival curettage
- ♦ Gingivectomy and gingivoplasty
- ♦ Osseous surgery, including flap entry and closure
- ♦ Mucogingivoplastic surgery
- ♦ Management of acute infection and oral lesions

The maximum benefit we will provide for periodontal services per person per year is \$500.

ACCESSING BENEFITS:

Participating Dentists Benefits.

The City's dental carrier will pay the lesser of fifty percent of the dentist's usual charge or fifty percent of the usual, customary and reasonable charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance balance.

Non-Participating Dentists Benefits.

In the event a non-participating dentist renders these services, we will pay to the member the lesser of fifty percent of the dentist's charge or fifty percent of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

This does not constitute your health plan or insurance policy. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.

APPENDIX E

DENTAL AMENDATORY RIDER D ORTHODONTICS

The following orthodontic services are provided:

Handicapping malocclusion for a member under age 19, consisting of the installation of orthodontic appliances and orthodontic treatments concerned with the reduction or elimination of an existing malocclusion through the correction of malposed teeth.

The maximum amount payable for orthodontic services is \$600 per member per lifetime.

ACCESSING BENEFITS:

Participating Dentists Benefits.

The City's dental carrier will pay the lesser of sixty percent of the dentist's usual charge or sixty percent of the usual, customary and reasonable charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance balance.

Non-Participating Dentists Benefits.

In the event a non-participating dentist renders these services, we will pay to the member the lesser of sixty percent of the dentist's charge or sixty percent of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

This does not constitute your health plan or insurance policy. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.

BENEFIT SUMMARY



Cigna Health and Life Insurance Co. For -
City of Hartford
Choice Fund Open Access Plus HSA Plan
HSA Active Employees Plan
Effective - 07/01/2018

Selection of a Primary Care Provider - your plan may require or allow the designation of a primary care provider. You have the right to designate any primary care provider who participates in the network and who is available to accept you or your family members. If your plan requires designation of a primary care provider, Cigna may designate one for you until you make this designation. For information on how to select a primary care provider, and for a list of the participating primary care providers, visit www.mycigna.com or contact customer service at the phone number listed on the back of your ID card. For children, you may designate a pediatrician as the primary care provider.

Direct Access to Obstetricians and Gynecologists - You do not need prior authorization from the plan or from any other person (including a primary care provider) in order to obtain access to obstetrical or gynecological care from a health care professional in our network who specializes in obstetrics or gynecology. The health care professional, however, may be required to comply with certain procedures, including obtaining prior authorization for certain services, following a pre-approved treatment plan, or procedures for making referrals. For a list of participating health care professionals who specialize in obstetrics or gynecology, visit www.mycigna.com or contact customer service at the phone number listed on the back of your ID card.

Your coverage includes a health savings account that you can use to pay for eligible out-of-pocket expenses.

Employer Contribution

Employee - \$1,000
Family - \$2,000

Plan Highlights

In-Network

Out-of-Network

Lifetime Maximum

Unlimited

Unlimited

Plan Year Accumulation

Your Plan's Deductibles, Out-of-Pockets and benefit level limits accumulate on a contract year basis unless otherwise stated. In addition, all plan maximums and service-specific maximums (dollar and occurrence) cross-accumulate between In- and Out-of-Network unless otherwise noted.

Plan Coinsurance

Plan pays 100%

Plan pays 70%

Maximum Reimbursable Charge

Not Applicable

250%

Plan Deductible

Individual - Employee Only: \$2,000
Individual - within a Family: \$3,000
Family Maximum: \$4,000

Individual - Employee Only: \$4,000
Individual - within a Family: \$7,350
Family Maximum: \$8,000

- The amount you pay for all covered expenses counts toward both your in-network and out-of-network deductibles.

- Plan deductible always applies before any benefit copay or coinsurance.

- Plan deductible does not apply to in-network preventive services.

- Family members meet only their individual deductible and then their claims will be covered under the plan coinsurance; if the family deductible has been met prior to their individual deductible being met, their claims will be paid at the plan coinsurance.

- This plan includes a combined Medical/Pharmacy plan deductible.

Note: Services where plan deductible applies are noted with a caret (^).

APPENDIX E-1

Plan Highlights		In-Network	Out-of-Network
Plan Out-of-Pocket Maximum		Individual - Employee Only: \$3,000 Individual - within a Family: \$3,000 Family Maximum: \$6,000	Individual - Employee Only: \$7,350 Individual - within a Family: \$7,350 Family Maximum: \$14,700
<ul style="list-style-type: none"> The amount you pay for all covered expenses counts towards both your in-network and out-of-network out-of-pocket maximums. Plan deductible contributes towards your out-of-pocket maximum. All benefit copays/deductibles contribute towards your out-of-pocket maximum. Covered expenses that count towards your out-of-pocket maximum include coinsurance and charges for Mental Health and Substance Use Disorder. Out-of-network non-compliance penalties or charges in excess of Maximum Reimbursable Charge do not contribute towards the out-of-pocket maximum. After each eligible family member meets his or her individual out-of-pocket maximum, the plan will pay 100% of their covered expenses. Or, after the family out-of-pocket maximum has been met, the plan will pay 100% of each eligible family member's covered expenses. This plan includes a combined Medical/Pharmacy out-of-pocket maximum. 			
Plan Highlights		In-Network	Out-of-Network
Note: Services where plan deductible applies are noted with a caret (^). Plan deductible always applies before benefit copays.			
Physician Services - Office Visits			
Primary Care Physician (PCP) Services/Office Visit		Plan pays 100% ^	Plan pays 70% ^
Specialty Care Physician Services/Office Visit		Plan pays 100% ^	Plan pays 70% ^
NOTE: Obstetrician and Gynecologist (OB/GYN) visits are subject to either the PCP or Specialist cost share depending on how the provider contracts with Cigna (i.e. as PCP or as Specialist).			
Surgery Performed in Physician's Office		Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Allergy Treatment/Injections and Allergy Serum Allergy serum dispensed by the physician in the office		Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Cigna Telehealth Connection Services (Virtual Care)		Plan pays 100% ^	Not Covered
<ul style="list-style-type: none"> Includes charges for the delivery of medical and health-related services and consultations by dedicated virtual providers as medically appropriate through audio, video, and secure internet-based technologies Virtual Wellness Screenings are available for individuals 18 and older and are covered same as Preventive Care (see Preventive Care Section). 			
Preventive Care			
Preventive Care		Plan pays 100%	Plan pays 70% ^
<ul style="list-style-type: none"> Includes coverage of additional services, such as urinalysis, EKG, and other laboratory tests, supplementing the standard Preventive Care benefit when billed as part of office visit. Annual Limit: Unlimited 			
Immunizations		Plan pays 100%	Plan pays 70% ^
Mammogram, PAP, and PSA Tests		Plan pays 100%	Covered same as other x-ray and lab services, based on Place of Service
<ul style="list-style-type: none"> Coverage includes the associated Preventive Outpatient Professional Services. Diagnostic-related services are covered at the same level of benefits as other x-ray and lab services, based on Place of Service. 			

APPENDIX E-1

Plan Highlights		In-Network	Out-of-Network
Note: Services where plan deductible applies are noted with a caret (^). Plan deductible always applies before benefit copays.			
Inpatient			
Inpatient Hospital Facility Services		Plan pays 100% ^	Plan pays 70% ^
Note: Includes all Lab and Radiology services, including Advanced Radiological Imaging as well as Medical Specialty Drugs			
Inpatient Hospital Physician's Visit/Consultation		Plan pays 100% ^	Plan pays 70% ^
Inpatient Professional Services		Plan pays 100% ^	Plan pays 70% ^
• For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists			
Outpatient			
Outpatient Facility Services		Plan pays 100% ^	Plan pays 70% ^
Outpatient Professional Services		Plan pays 100% ^	Plan pays 70% ^
• For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists			
Emergency Services			
Emergency Room		Plan pays 100% ^	Plan pays 100% ^
• Includes Professional, X-ray and/or Lab services performed at the Emergency Room and billed by the facility as part of the ER visit.			
Urgent Care Facility		Plan pays 100% ^	Plan pays 100% ^
• Includes Professional, X-ray and/or Lab services performed at the Urgent Care Facility and billed by the facility as part of the urgent care visit.			
Ambulance		Plan pays 100% ^	Plan pays 100% ^
Ambulance services used as non-emergency transportation (e.g., transportation from hospital back home) generally are not covered.			
Inpatient Services at Other Health Care Facilities			
Skilled Nursing Facility, Rehabilitation Hospital, Sub-Acute Facilities		Plan pays 100% ^	Plan pays 70% ^
• Annual Limit: 120 days			
Laboratory Services			
Physician's Services/Office Visit		Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Independent Lab		Plan pays 100% ^	Plan pays 70% ^
Outpatient Facility		Plan pays 100% ^	Plan pays 70% ^
Radiology Services			
Physician's Services/Office Visit		Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Outpatient Facility		Plan pays 100% ^	Plan pays 70% ^

APPENDIX E-1

Benefit		In-Network	Out-of-Network
Note: Services where plan deductible applies are noted with a caret (^). Plan deductible always applies before benefit copays.			
Advanced Radiological Imaging (ARI)			Includes MRI, MRA, CAT Scan, PET Scan, etc.
Outpatient Facility		Plan pays 100% ^	Plan pays 70% ^
Physician's Services/Office Visit		Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Outpatient Therapy Services			
Outpatient Therapy and Chiropractic Services		Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Annual Limits:			
<ul style="list-style-type: none"> Occupational Therapy, Physical Therapy, Speech Therapy and Chiropractic Care - 100 days All other therapies - Includes Cognitive Therapy and Pulmonary Rehabilitation - Unlimited days Limits are not applicable to mental health conditions for Physical, Speech and Occupational Therapies. 			
Note: Therapy days, provided as part of an approved Home Health Care plan, accumulate to the applicable outpatient therapy services maximum.			
Cardiac Rehabilitation Services		Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Annual Limit:			
<ul style="list-style-type: none"> Cardiac Rehabilitation - 36 days 			
Hospice			
Inpatient Facilities		Plan pays 100% ^	Plan pays 70% ^
Outpatient Services		Plan pays 100% ^	Plan pays 70% ^
Note: Includes Bereavement counseling provided as part of a hospice program.			
Bereavement Counseling (for services not provided as part of a hospice program)			
Services Provided by a Mental Health Professional		Covered under Mental Health benefit	Covered under Mental Health benefit
Medical Specialty Drugs			
Outpatient Facility		Plan pays 100% ^	Plan pays 70% ^
Physician's Office		Plan pays 100% ^	Plan pays 70% ^
Home		Plan pays 100% ^	Plan pays 70% ^
Note: This benefit only applies to the cost of the Infusion Therapy drugs administered. This benefit does not cover the related Facility, Office Visit or Professional charges.			

APPENDIX E-1

Benefit		In-Network	Out-of-Network
Note: Services where plan deductible applies are noted with a caret (^). Plan deductible always applies before benefit copays.			
Maternity			
Initial Visit to Confirm Pregnancy		Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
All Subsequent Prenatal Visits, Postnatal Visits and Physician's Delivery Charges (Global Maternity Fee)		Plan pays 100% ^	Plan pays 70% ^
Office Visits in Addition to Global Maternity Fee (Performed by OB/GYN or Specialist)		Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Delivery - Facility (Inpatient Hospital, Birthing Center)		Covered same as plan's Inpatient Hospital benefit	Covered same as plan's Inpatient Hospital benefit
Abortion			
Abortion Services		Coverage varies based on Place of Service	Coverage varies based on Place of Service
Note: Elective and non-elective procedures			
Family Planning			
Women's Services		Plan pays 100%	Coverage varies based on Place of Service
Includes contraceptive devices as ordered or prescribed by a physician and surgical sterilization services, such as tubal ligation			
Men's Services		Coverage varies based on Place of Service	Coverage varies based on Place of Service
Includes surgical sterilization services, such as vasectomy			
Infertility			
Infertility Treatment		Coverage varies based on Place of Service	Coverage varies based on Place of Service
Infertility covered services: lab and radiology test, counseling, surgical treatment, in-vitro fertilization, GIFT, ZIFT, etc.			
• Lifetime Maximum: Unlimited			
Other Health Care Facilities/Services			
Home Health Care		Plan pays 100% ^	Plan pays 70% ^
<ul style="list-style-type: none"> Annual Limit: Unlimited Includes outpatient private duty nursing when approved as medically necessary - Annual limit: \$15,000 			
Home Health Aide - Annual Limit: 80 days			

APPENDIX E-1

Benefit		In-Network		Out-of-Network	
Note: Services where plan deductible applies are noted with a caret (^). Plan deductible always applies before benefit copays.					
Organ Transplants					
Inpatient Hospital Facility Services			Plan pays 100% ^	Not Applicable	
LifeSOURCE Facility			Covered same as plan's Inpatient Hospital benefit	Covered same as plan's Inpatient Hospital benefit	
Non-LifeSOURCE Facility					
Inpatient Professional Services			Plan pays 100% ^	Not Applicable	
LifeSOURCE Facility			Covered same as plan's Inpatient Professional benefit	Covered same as plan's Inpatient Professional benefit	
Non-LifeSOURCE Facility					
• Travel Maximum - Cigna LifeSOURCE Transplant Network® Facility Only: After the plan deductible is met, \$15,000 maximum per Transplant					
Durable Medical Equipment			Plan pays 100% ^	Plan pays 70% ^	
• Annual Limit: Unlimited					
Breast Feeding Equipment and Supplies					
• Limited to the rental of one breast pump per birth as ordered or prescribed by a physician			Plan pays 100%	Plan pays 70% ^	
• Includes related supplies					
External Prosthetic Appliances (EPA)			Plan pays 100% ^	Plan pays 70% ^	
• Annual Limit: Unlimited					
Temporomandibular Joint Disorder (TMJ)			Coverage varies based on Place of Service	Coverage varies based on Place of Service	
• Unlimited lifetime maximum					
Note: Provided on a limited, case-by-case basis. Excludes appliances and orthodontic treatment.					
Bariatric Surgery			Coverage varies based on Place of Service	Coverage varies based on Place of Service	
• Unlimited lifetime limit					
Treatment of Clinically severe obesity, as defined by the body mass index (BMI) is covered. The following are excluded:					
• medical and surgical services to alter appearances or physical changes that are the result of any surgery performed for the management of obesity or clinically severe (morbid) obesity					
Routine Foot Care			Not Covered	Not Covered	
Note: Services associated with foot care for diabetes and peripheral vascular disease are covered when approved as medically necessary.					
Hearing Aids			Plan pays 100% ^	Plan pays 70% ^	
• Annual Limit: Unlimited					
• Includes testing and fitting of hearing aid devices at Physician Office Visit cost share					
Routine Eye Care			Plan pays 100% ^	Plan pays 70% ^	
• Annual Limit: One exam and refraction					
Routine Hearing Exam			Plan pays 100% ^	Plan pays 70% ^	
• Annual Limit: One exam					
Wigs			Plan pays 100% ^	Plan pays 70% ^	
• Maximum of 1 wig per 12 months					

APPENDIX E-1

Benefit		In-Network	Out-of-Network
Note: Services where plan deductible applies are noted with a caret (^). Plan deductible always applies before benefit copays.			
Mental Health and Substance Use Disorder			
Inpatient mental health		Plan pays 100% ^	Plan pays 70% ^
Outpatient mental health – Physician's Office		Plan pays 100% ^	Plan pays 70% ^
Outpatient mental health – all other services		Plan pays 100% ^	Plan pays 70% ^
Inpatient substance use disorder		Plan pays 100% ^	Plan pays 70% ^
Outpatient substance use disorder – Physician's Office		Plan pays 100% ^	Plan pays 70% ^
Outpatient substance use disorder – all other services		Plan pays 100% ^	Plan pays 70% ^
Annual Limits:			
<ul style="list-style-type: none"> Unlimited maximum 			
Notes:			
<ul style="list-style-type: none"> Inpatient includes Acute Inpatient and Residential Treatment. Outpatient - Physician's Office - may include Individual, family and group therapy, psychotherapy, medication management, etc. Outpatient - All Other Services - may include Partial Hospitalization, Intensive Outpatient Services, Applied Behavior Analysis (ABA Therapy), etc. Services are paid at 100% after you reach your out-of-pocket maximum. 			
Mental Health/Substance Use Disorder Utilization Review, Case Management and Programs			
Cigna Total Behavioral Health - Inpatient and Outpatient Management			
<ul style="list-style-type: none"> Inpatient utilization review and case management Outpatient utilization review and case management Partial Hospitalization Intensive outpatient programs Changing Lives by Integrating Mind and Body Program Lifestyle Management Programs: Stress Management, Tobacco Cessation and Weight Management. 			
Pharmacy			
Benefits not provided by Cigna.			
Additional Information			
Case Management			
Coordinated by Cigna HealthCare. This is a service designated to provide assistance to a patient who is at risk of developing medical complexities or for whom a health incident has precipitated a need for rehabilitation or additional health care support. The program strives to attain a balance between quality and cost effective care while maximizing the patient's quality of life.			
Comprehensive Oncology Program		Included	
<ul style="list-style-type: none"> Care Management outreach Case Management 			

Additional Information

<p>Health Advisor - A Support for healthy and at-risk individuals to help them stay healthy</p> <ul style="list-style-type: none"> • Health Assessments • Health and Wellness Coaching • Gaps in Care Coaching • Treatment Decision Support • Educate and Refer 	Included
<p>Healthy Pregnancies/Healthy Babies</p> <ul style="list-style-type: none"> • Care Management outreach • Maternity Case Management • Neo-natal Case Management 	\$150 (1st trimester) / \$75 (2nd trimester) - Option 3
<p>Maximum Reimbursable Charge The allowable covered expense for non-network services is based on the lesser of the health care professional's normal charge for a similar service or a percentage of a fee schedule (250%) developed by Cigna that is based on a methodology similar to one used by Medicare to determine the allowable fee for the same or similar service in a geographic area. In some cases, the Medicare based fee schedule will not be used and the maximum reimbursable charge for covered services is based on the lesser of the health care professional's normal charge for a similar service or a percentile (80th) of charges made by health care professionals of such service or supply in the geographic area where it is received. If sufficient charge data is unavailable in the database for that geographic area to determine the Maximum Reimbursable Charge, then data in the database for similar services may be used. Out-of-network services are subject to a Contract Year deductible and maximum reimbursable charge limitations.</p> <p>Out-of-Network Emergency Services Charges</p> <ol style="list-style-type: none"> 1. Emergency Services are covered at the In-Network cost-sharing level if services are received from a non-participating (Out-of-Network) provider. 2. The allowable amount used to determine the Plan's benefit payment for covered Emergency Services rendered in an Out-of-Network Hospital, or by an Out-of-Network provider in an In-Network Hospital, is the amount agreed to by the Out-of-Network provider and Cigna, or if no amount is agreed to, the greater of the following: (i) the median amount negotiated with In-Network providers for the Emergency Service, excluding any In-Network copay or coinsurance; (ii) the Maximum Reimbursable Charge; or (iii) the amount payable under the Medicare program, not to exceed the provider's billed charges. <p>The member is responsible for applicable In-Network cost-sharing amounts (any deductible, copay or coinsurance). The member is also responsible for all charges that may be made in excess of the allowable amount. If the Out-of-Network provider bills you for an amount higher than the amount you owe as indicated on the Explanation of Benefits (EOB), contact Cigna Customer Service at the phone number on your ID card.</p>	
<p>Medicare Coordination In accordance with the Social Security Act of 1965, this plan will pay as the Secondary plan to Medicare Part A and B as follows: (a) a former Employee such as a retiree, a former Disabled Employee, a former Employee's Dependent, or an Employee's Domestic Partner who is also eligible for Medicare and whose insurance is continued for any reason as provided in this plan (including COBRA continuation); (b) an Employee, a former Employee, an Employee's Dependent, or former Employee's Dependent, who is eligible for Medicare due to End Stage Renal Disease after that person has been eligible for Medicare for 30 months.</p>	
<p>Multiple Surgical Reduction Multiple surgeries performed during one operating session result in payment reduction of 50% to the surgery of lesser charge. The most expensive procedure is paid as any other surgery.</p>	

Additional Information

Pre-Certification - Continued Stay Review - Basic Care Low Management Inpatient - required for all inpatient admissions

In-Network: Coordinated by your physician

Out-of-Network: Customer is responsible for contacting Cigna Healthcare. Subject to penalty/reduction or denial for non-compliance.

- The lesser of 50% of covered expenses or \$500 penalty applied to hospital inpatient charges for failure to contact Cigna Healthcare to precertify admission.
- Benefits are denied for any admission reviewed by Cigna Healthcare and not certified.
- Benefits are denied for any additional days not certified by Cigna Healthcare.

Pre-Existing Condition Limitation (PCL) does not apply.

Holistic health support for the following chronic health conditions:

- Heart Disease
- Coronary Artery Disease
- Angina
- Congestive Heart Failure
- Acute Myocardial Infarction
- Peripheral Arterial Disease
- Asthma
- Chronic Obstructive Pulmonary Disease (Emphysema and Chronic Bronchitis)
- Diabetes Type 1
- Diabetes Type 2
- Metabolic Syndrome/Weight Complications
- Osteoarthritis
- Low Back Pain
- Anxiety
- Bipolar Disorder
- Depression

Your Health First - 200

Individuals with one or more of the chronic conditions, identified on the right, may be eligible to receive the following type of support:

- Condition Management
- Medication adherence
- Risk factor management
- Lifestyle issues
- Health & Wellness issues
- Pre/post-admission
- Treatment decision support
- Gaps in care

Definitions

Coinsurance - After you've reached your deductible, you and your plan share some of your medical costs. The portion of covered expenses you are responsible for is called Coinsurance.

Copay - A flat fee you pay for certain covered services such as doctor's visits or prescriptions.

Deductible - A flat dollar amount you must pay out of your own pocket before your plan begins to pay for covered services.

Out-of-Pocket Maximum - Specific limits for the total amount you will pay out of your own pocket before your plan coinsurance percentage no longer applies. Once you meet these maximums, your plan then pays 100 percent of the "Maximum Reimbursable Charges" or negotiated fees for covered services.

Place of Service - Your plan pays based on where you receive services. For example, for hospital stays, your coverage is paid at the inpatient level.

Prescription Drug List - The list of prescription brand and generic drugs covered by your pharmacy plan.

Professional Services - Services performed by Surgeons, Assistant Surgeons, Hospital Based Physicians, Radiologists, Pathologists and Anesthesiologists

Transition of Care - Provides in-network health coverage to new customers when the customer's doctor is not part of the Cigna network and there are approved clinical reasons why the customer should continue to see the same doctor.

Exclusions

What's Not Covered (not all-inclusive):

Your plan provides for most medically necessary services. The complete list of exclusions is provided in your Certificate or Summary Plan Description. To the extent there may be differences, the terms of the Certificate or Summary Plan Description control. Examples of things your plan does not cover, unless required by law or covered under the pharmacy benefit, include (but aren't limited to):

- Care for health conditions that are required by state or local law to be treated in a public facility.
- Care required by state or federal law to be supplied by a public school system or school district.
- Care for military service disabilities treatable through governmental services if you are legally entitled to such treatment and facilities are reasonably available.
- Treatment of an Injury or Sickness which is due to war, declared, or undeclared.
- Charges which you are not obligated to pay or for which you are not billed or for which you would not have been billed except that they were covered under this plan. For example, if Cigna determines that a provider or Pharmacy is or has waived, reduced, or forgiven any portion of its charges and/or any portion of Copayment, Deductible, and/or Coinsurance amount(s) you are required to pay for a Covered Expense (as shown on The Schedule) without Cigna's express consent, then Cigna in its sole discretion shall have the right to deny the payment of benefits in connection with the Covered Expense, or reduce the benefits in proportion to the amount of the Copayment, Deductible, and/or Coinsurance amounts waived, forgiven or reduced, regardless of whether the provider or Pharmacy represents that you remain responsible for any amounts that your plan does not cover. In the exercise of that discretion, Cigna shall have the right to require you to provide proof sufficient to Cigna that you have made your required cost share payment(s) prior to the payment of any benefits by Cigna. This exclusion includes, but is not limited to, charges of a non-Participating Provider who has agreed to charge you or charged you at an In-Network benefits level or some other benefits level not otherwise applicable to the services received.
- Charges arising out of or relating to any violation of a healthcare-related state or federal law or which themselves are a violation of a healthcare-related state or federal law.
- Assistance in the activities of daily living, including but not limited to eating, bathing, dressing or other Custodial Services or self-care activities, homemaker services and services primarily for rest, domiciliary or convalescent care.
- For or in connection with experimental, investigational or unproven services.
- Experimental, investigational and unproven services are medical, surgical, diagnostic, psychiatric, substance use disorder or other health care technologies, supplies, treatments, procedures, drug or Biologic therapies or devices that are determined by the utilization review Physician to be:
 - o not approved by the U.S. Food and Drug Administration (FDA) or other appropriate regulatory agency to be lawfully marketed;
 - o not demonstrated, through existing peer-reviewed, evidence-based, scientific literature to be safe and effective for treating or diagnosing the condition or Sickness for which its use is proposed;
 - o the subject of review or approval by an Institutional Review Board for the proposed use except as provided in the "Clinical Trials" sections of this plan; or
 - o the subject of an ongoing phase I, II or III clinical trial, except for routine patient care costs related to qualified clinical trials as provided in the "Clinical Trials" sections of this plan.

In determining whether any such technologies, supplies, treatments, drug or Biologic therapies or devices are experimental, investigational and/or unproven, the utilization review Physician may rely on the clinical coverage policies maintained by Cigna or the Review Organization. Clinical coverage policies may incorporate, without limitation and as applicable, criteria relating to U.S. Food and Drug Administration-approved labeling, the standard medical reference compendia and peer-reviewed, evidence-based scientific literature or guidelines.

- Cosmetic surgery and therapies. Cosmetic surgery or therapy is defined as surgery or therapy performed to improve or alter appearance or self-esteem.
- The following services are excluded from coverage regardless of clinical indications: acupuncture; dance therapy; movement therapy; applied kinesiology;

Exclusions

- rolling; prolotherapy; and extracorporeal shock wave lithotripsy (ESWL) for musculoskeletal and orthopedic conditions.
- Dental treatment of the teeth, gums or structures directly supporting the teeth, including dental X-rays, examinations, repairs, orthodontics, periodontics, casts, splints and services for dental malocclusion, for any condition. Charges made for services or supplies provided for or in connection with an accidental injury to teeth are covered provided a continuous course of dental treatment is started within six months of an accident. Additionally, charges made by a Physician for any of the following Surgical Procedures are covered: excision of unerupted impacted wisdom tooth, including removal of alveolar bone and sectioning of tooth; removal of residual root (when performed by a Dentist other than the one who extracted the tooth).
- Medical and surgical services, initial and repeat, intended for the treatment or control of obesity, except for treatment of clinically severe (morbid) obesity as shown in Covered Expenses, including: medical and surgical services to alter appearance or physical changes that are the result of any surgery performed for the management of obesity or clinically severe (morbid) obesity; and weight loss programs or treatments, whether prescribed or recommended by a Physician or under medical supervision.
- Unless otherwise covered in this plan, for reports, evaluations, physical examinations, or hospitalization not required for health reasons including, but not limited to, employment, insurance or government licenses, and court-ordered, forensic or custodial evaluations.
- Court-ordered treatment or hospitalization, unless such treatment is prescribed by a Physician and listed as covered in this plan.
- Medical and Hospital care and costs for the infant child of a Dependent, unless this infant child is otherwise eligible under this plan.
- Non-medical counseling and/or ancillary services including, but not limited to, Custodial Services, educational services, vocational counseling, training and rehabilitation services, behavioral training, neurofeedback, hypnosis, sleep therapy, return to work services, work hardening programs and driver safety courses.
- Therapy or treatment intended primarily to improve or maintain general physical condition or for the purpose of enhancing job, school, athletic or recreational performance, including but not limited to routine, long term, or maintenance care which is provided after the resolution of the acute medical problem and when significant therapeutic improvement is not expected.
- Consumable medical supplies other than ostomy supplies and urinary catheters. Excluded supplies include, but are not limited to bandages and other disposable medical supplies, skin preparations and test strips, except as specified in the "Home Health Services" or "Breast Reconstruction and Breast Prostheses" sections of this plan.
- Private Hospital rooms and/or private duty nursing except as provided under the Home Health Services provision.
- Personal or comfort items such as personal care kits provided on admission to a Hospital, television, telephone, newborn infant photographs, complimentary meals, birth announcements, and other articles which are not for the specific treatment of an Injury or Sickness.
- Artificial aids including, but not limited to, corrective orthopedic shoes, arch supports, elastic stockings, garter belts, corsets and dentures.
- Aids or devices that assist with non-verbal communications, including but not limited to communication boards, pre-recorded speech devices, laptop computers, desktop computers, Personal Digital Assistants (PDAs), Braille typewriters, visual alert systems for the deaf and memory books.
- Eyeglass lenses and frames and contact lenses (except for the first pair of contact lenses for treatment of keratoconus or post cataract surgery).
- Eye exercises and surgical treatment for the correction of a refractive error, including radial keratotomy.
- Treatment by acupuncture.
- All non-injectable prescription drugs, unless Physician administration or oversight is required, injectable prescription drugs to the extent they do not require Physician supervision and are typically considered self-administered drugs, non-prescription drugs, and investigational and experimental drugs, except as provided in this plan.
- Routine foot care, including the paring and removing of corns and calluses or trimming of nails. However, services associated with foot care for diabetes and peripheral vascular disease are covered when Medically Necessary.
- Membership costs or fees associated with health clubs, weight loss programs and smoking cessation programs.
- Genetic screening or pre-implantations genetic screening. General population-based genetic screening is a testing method performed in the absence of any symptoms or any significant, proven risk factors for genetically linked inheritable disease.

Exclusions

- Dental implants for any condition.
- Fees associated with the collection or donation of blood or blood products, except for autologous donation in anticipation of scheduled services where in the utilization review Physician's opinion the likelihood of excess blood loss is such that transfusion is an expected adjunct to surgery.
- Blood administration for the purpose of general improvements in physical condition.
- Cost of biologicals that are immunizations or medications to protect against occupational hazards and risks.
- Cosmetics, dietary supplements and health and beauty aids.
- For or in connection with an Injury or Sickness arising out of, or in the course of, any employment for wage or profit.
- Charges for the delivery of medical and health-related services via telecommunications technologies, including telephone and internet, unless provided as specifically described under Covered Expenses.
- Massage therapy.

These are only the highlights

This summary outlines the highlights of your plan. For a complete list of both covered and not covered services, including benefits required by your state, see your employer's insurance certificate, service agreement or summary plan description -- the official plan documents. If there are any differences between this summary and the plan documents, the information in the plan documents takes precedence.

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EHB State: CT

Here's an overview of your CVS Caremark benefits.

Plan 39

Welcome to your new prescription benefit administered by CVS Caremark. Your prescription benefit is designed to bring you quality pharmacy care that will help you save money.

The information below is a brief summary of your prescription benefits as well as some frequently asked questions about the CVS Caremark prescription benefit program. CVS Caremark and City of Hartford are confident you will find value with your new prescription benefit program.

	CVS Caremark Retail Pharmacy Network For short-term medications (Up to a 30-day supply)	Maintenance Medications For long-term medications (Up to a 90-day supply) (Mandatory Mail or State of CT Maintenance Drug Network* after first 30-day fill at retail)
Where	The CVS Caremark Retail Network includes more than 68,000+ participating pharmacies nationwide, including independent pharmacies, chain pharmacies, and 9,900+ CVS Pharmacy locations. To locate a CVS Caremark participating retail network pharmacy in your area, simply click on "Find a Pharmacy" at www.caremark.com or call a Customer Care representative toll-free at 1-877-461-0101.	You have the convenience of getting your long-term medications through CVS Caremark Mail Service Pharmacy or dispensed at one of our 9,900+ CVS Pharmacy locations as well as a retail pharmacy that participates in the State of Connecticut Maintenance Drug Network. When you use CVS Caremark Mail Service Pharmacy, your medications can be sent directly to your home or office.
Generic Medications Ask your doctor or other prescriber if there is a generic available, as these generally cost less.	\$5 for a generic prescription	\$10 for a generic prescription
Preferred Brand-Name Medications If a generic is not available or appropriate, ask your doctor or healthcare provider to prescribe from your plan's preferred drug list.	\$20 for a preferred brand-name prescription	\$40 for a preferred brand-name prescription
Non-Preferred Brand-Name Medications You will pay the most for medications not on your plan's preferred drug list.	\$40 for a non-preferred brand-name prescription	\$80 for a non-preferred brand-name prescription
Refill Limit	One	None
Annual Deductible	\$2,000 individual / \$4,000 family (combined with medical)	
Maximum Out-of-Pocket	\$3,000 individual / \$6,000 family (combined with medical)	
Preventative Drug List	The Preventive Drug List is a list of medications that are taken regularly to treat chronic conditions like high cholesterol, high blood pressure or asthma, and to help prevent serious complications in the future. When you fill prescriptions for these medications, you will pay your plan's applicable copay even if you haven't met your plan's deductible yet.	
Web Services	Register at www.caremark.com to access tools that can help you save money and manage your prescription benefit. To register, have your Prescription Card ready.	
Customer Care	Visit www.caremark.com or call toll-free at 1-877-461-0101.	
Please Note: When a generic is available, but the pharmacy dispenses the brand-name medication for any reason, you will pay the difference between the brand-name medication and the generic plus the brand copayment.		

Frequently Asked Questions

Copay, deductible, and/or out-of-pocket maximum are amounts a plan participant is required to pay for a prescription in accordance with a Plan, which may be a deductible, a percentage of the prescription price, a fixed amount, or a combination of the above, with the balance being paid by a Plan.

ABOUT THE CVS CAREMARK RETAIL NETWORK

Your doctor only has to use a CVS Pharmacy if they are trained regarding the appropriate way to handle your private health information.

NUBAAG



APPENDIX E-1

For maintenance medications (long-term), you are allowed one 30-day fill only at any participating retail pharmacy. After the first 30-day fill, you must fill your prescription through the CVS Caremark Mail Service Pharmacy, CVS Pharmacy or other pharmacies that participate in the State of Connecticut Maintenance Drug Network. A full list of pharmacies in the maintenance drug network can be found on the Comptroller's website at www.osc.ct.gov.

ABOUT MAIL SERVICE and the STATE OF CONNECTICUT MAINTENANCE DRUG NETWORK

Where can I fill maintenance prescriptions?

The choice is yours. You can order 90-day supplies of maintenance medications at:

Mail Service: Register for mail service by phone (FastStart® toll free at 1-800-875-0867 from 8am - 8:30pm Mon - Friday) or log on to and sign in or register, if necessary. Have your Prescription Card number, the names of your medicines, your doctor's information and your payment information ready. We handle the rest.

CVS Pharmacy - Visit your local CVS Pharmacy. If you are currently using CVS Pharmacy to fill your maintenance medications, you can continue to do so. Your CVS pharmacist can dispense your 90-day supply of a maintenance medication for one copay.

State of Connecticut Maintenance Drug Network - Fill your maintenance medications at a participating State of Connecticut Maintenance Drug Network Pharmacy. If your pharmacy is participating in the State of Connecticut Maintenance Drug network, you can use the pharmacy to dispense your 90-day supply of a maintenance medication.

How long does it take for my prescriptions to arrive by mail?

Please allow 7-10 days for delivery from the time the order is placed. You can check your refill status on-line or by calling toll-free at 1-877-461-0101. **Please note:** Mail order packaging accommodates all temperature sensitive drugs.

How should I ask my doctor or other prescriber to write my prescription in order to receive the maximum benefit for my maintenance medication?

Remind your doctor or other prescriber to write a "90-day supply plus refills," when clinically appropriate, for maintenance medications. CVS Caremark must fill your prescription for the exact quantity of medication that your doctor or healthcare provider prescribes, up to your plan design limit. When you need to take your maintenance medication right away, ask your doctor or other prescriber for two prescriptions:

- The **first** for up to a 30-day supply
- The **second** for up to a 90-day supply, with refills when clinically appropriate

Have the short-term supply filled immediately at any CVS Caremark participating retail pharmacy. Then you have the choice to fill your maintenance medication using Mail Service Pharmacy, CVS Pharmacy, or a pharmacy participating in the State of Connecticut Maintenance Drug Network.

ABOUT THE CVS CAREMARK DRUG LIST

What is a drug list?

It is a list of preferred prescription medications that have been chosen because of their clinical effectiveness and safety. This list is typically updated every three months. The drug list promotes the use of preferred brand-name medications and generic medications whenever possible. Generic medications are therapeutically equivalent to brand-name medications and must be approved by the U.S. Food and Drug Administration (FDA) for safety and effectiveness. Generally, generic medications cost less than brand-name medications. You can get a drug list by either visiting www.caremark.com or by calling Customer Care toll-free at 1-877-461-0101.

Where can I get a drug list brochure?

You can get a drug list brochure by visiting Caremark.com or by calling a Customer Care Representative toll-free at 1-877-461-0101. To save money, have your doctor or other prescriber choose a generic or preferred brand-name medication from the CVS Caremark Drug List, if appropriate. You may want to take the list with you when you visit your doctor or other prescriber.

APPENDIX E-2

Cigna Dental Benefit Summary

City of Hartford

Plan Effective Date: 07/01/2018



Insured by: Cigna Health and Life Insurance Company

This material is for informational purposes only and is designed to highlight some of the benefits available under this plan. Consult the plan documents to determine specific terms of coverage relating to your plan. Terms include covered procedures, applicable waiting periods, exclusions and limitations. **Your DPPO plan allows you to see any licensed dentist, but using an in-network dentist may minimize your out-of-pocket expenses.**

Cigna Dental PPO				
Network Options	In-Network: Total Cigna DPPO Network		Non-Network: See Non-Network Reimbursement	
Reimbursement Levels	Based on Contracted Fees		Maximum Reimbursable Charge	
Calendar Year Benefits Maximum Applies to: Class I, II & III expenses	Unlimited		Unlimited	
Calendar Year Deductible				
Individual	\$0		\$0	
Family	\$0		\$0	
Benefit Highlights	Plan Pays	You Pay	Plan Pays	You Pay
Class I: Diagnostic & Preventive Oral Evaluations Prophylaxis: routine cleanings X-rays: routine X-rays: non-routine Fluoride Application Sealants: per tooth Emergency Care to Relieve Pain	100% No Deductible	No Charge	100% No Deductible	No Charge
Class II: Basic Restorative Restorative: fillings Endodontics: minor and major Oral Surgery: minor Repairs: bridges, crowns and inlays Repairs: dentures Denture Relines, Rebases and Adjustments Crowns: prefabricated stainless steel/ resin	100% No Deductible	0% No Deductible	100% No Deductible	0% No Deductible
Class III: Major Restorative Inlays and Onlays Prosthesis Over Implant Crowns: permanent cast and porcelain Bridges and Dentures Oral Surgery: major Space Maintainers: non-orthodontic	50% No Deductible	50% No Deductible	50% No Deductible	50% No Deductible
Class IV: Orthodontia Coverage for Dependent Children to age 19 Lifetime Benefits Maximum: \$600	60% No Deductible	40% No Deductible	60% No Deductible	40% No Deductible
Class VI: Periodontics Periodontics: minor and major Lifetime Benefits Maximum: \$500	50% No Deductible	50% No Deductible	50% No Deductible	50% No Deductible
Benefit Plan Provisions:				
In-Network Reimbursement	For services provided by a Cigna Dental PPO network dentist, Cigna Dental will reimburse the dentist according to a Fee Schedule or Discount Schedule.			
Non-Network Reimbursement	For services provided by a non-network dentist, Cigna Dental will reimburse according to the Maximum Reimbursable Charge. The MRC is calculated at the 85th percentile of all provider submitted amounts in the geographic area. The dentist may balance bill up to their usual fees.			
Cross Accumulation	All deductibles, plan maximums, and service specific maximums cross accumulate between in and out of network. Benefit frequency limitations are based on the date of service and cross accumulate between in and out of network.			

APPENDIX E-2

Calendar Year Benefits Maximum	The plan will only pay for covered charges up to the yearly Benefits Maximum, when applicable. Benefit-specific Maximums may also apply.
Calendar Year Deductible	This is the amount you must pay before the plan begins to pay for covered charges, when applicable. Benefit-specific deductibles may also apply.
Late Entrant Limitation Provision	No coverage until the next open enrollment period. This provision does not apply to new hires.
Pretreatment Review	Pretreatment review is available on a voluntary basis when dental work in excess of \$200 is proposed.
Oral Health Integration Program (OHIP)	Cigna Dental Oral Health Integration Program offers enhanced dental coverage for customers with the following medical conditions: diabetes, heart disease, stroke, maternity, head and neck cancer radiation, organ transplants and chronic kidney disease. There's no additional charge for the program, and those who qualify are eligible to receive reimbursement of their coinsurance for certain related dental procedures. Eligible customers can also receive guidance on behavioral issues related to oral health. Reimbursements under this program are not subject to the annual deductible, but will be applied to and are subject to the plan annual maximum. For more information including how to enroll in this program and a complete list of program terms and eligible medical conditions, go to www.mycigna.com or call customer service 24/7 at 1.800.CIGNA24.
Timely Filing	Out of network claims submitted to Cigna after 730 days from date of service will be denied.
Benefit Limitations:	
Oral Evaluations/Exams	2 per calendar year.
X-rays (routine)	Bitewings: 1 per calendar year.
X-rays (non-routine)	Complete series of radiographic images and panoramic radiographic images: Limited to a combined total of 1 per 36 months.
Diagnostic Casts	Payable only in conjunction with orthodontic workup.
Cleanings	2 per calendar year, including periodontal maintenance procedures following active therapy.
Fluoride Application	2 per calendar year for children under age 19.
Sealants (per tooth)	Limited to posterior tooth. 1 treatment per tooth every 36 months for children under age 14.
Space Maintainers	Limited to non-orthodontic treatment for children under age 19.
Inlays, Crowns, Bridges, Dentures and Partial	Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges.
Denture and Bridge Repairs	Reviewed if more than once.
Denture Relines, Rebases and Adjustments	Covered if more than 6 months after installation. 1 per 36 months.
Prosthesis Over Implant	Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges.
Benefit Exclusions:	
Covered Expenses will not include, and no payment will be made for the following:	
<ul style="list-style-type: none"> • Procedures and services not included in the list of covered dental expenses; • Diagnostic: cone beam imaging; • Preventive Services: instruction for plaque control, oral hygiene and diet; • Restorative: ceramic, resin, or acrylic materials on crowns or bridges on or replacing the upper and or lower first, second and/or third molars; • Periodontics: bite registrations; splinting; • Prosthodontic: precision or semi-precision attachments; • Implants: implants or implant related services; • Procedures, appliances or restorations, except full dentures, whose main purpose is to change vertical dimension, diagnose or treat conditions of dysfunction of the temporomandibular joint (TMJ), stabilize periodontally involved teeth or restore occlusion; • Athletic mouth guards; • Services performed primarily for cosmetic reasons; • Personalization or decoration of any dental device or dental work; • Replacement of an appliance per benefit guidelines; • Services that are deemed to be medical in nature; • Services and supplies received from a hospital; • Drugs: prescription drugs; • Charges in excess of the Maximum Reimbursable Charge. 	

APPENDIX E-2

This document provides a summary only. It is not a contract. If there are any differences between this summary and the official plan documents, the terms of the official plan documents will prevail.

Product availability may vary by location and plan type and is subject to change. All group dental insurance policies and dental benefit plans contain exclusions and limitations. For costs and details of coverage, review your plan documents or contact a Cigna representative.

All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation, including Cigna Health and Life Insurance Company (CHLIC), Connecticut General Life Insurance Company, and Cigna Dental Health, Inc.

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APPENDIX F – CLASSIFICATION PLAN & PAY RATES

SKILLED TRADES SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3 RD YEAR	4TH YEAR
4231	INSTITUTIONAL ENGINEER	0%	7/1/2015	1013.75	1064.50	1115.25						
		0%	7/1/2016	1013.75	1064.50	1115.25						
		0%	7/1/2017	1013.75	1064.50	1115.25						
		2%	7/1/2018	1034.00	1085.75	1137.50						
		2%	7/1/2019	1054.75	1107.50	1160.25						
		0%	7/1/2020	1054.75	1107.50	1160.25						
4312	ELECTRICIAN II	0%	7/1/2015	1054.75	1107.50	1160.25						
4342	MASTER PLUMBER	0%	7/1/2016	1054.75	1107.50	1160.25						
		0%	7/1/2017	1054.75	1107.50	1160.25						
		2%	7/1/2018	1075.85	1129.65	1183.46						
		2%	7/1/2019	1097.37	1152.24	1207.13						
		0%	7/1/2020	1097.37	1152.24	1207.13						
4013	FLOOD CONTROL CREW LEADER	0%	7/1/2015	895.00	939.75	984.50						
		0%	7/1/2016	895.00	939.75	984.50						
		0%	7/1/2017	895.00	939.75	984.50						
		2%	7/1/2018	913.00	958.75	1004.25						
		2%	7/1/2019	931.25	977.75	1024.50						
		0%	7/1/2020	931.25	977.75	1024.50						
4337	PAINTER III (3% Step)	0.00%	7/1/2015	949.25	977.75	1006.25						
		0%	7/1/2016	949.25	977.75	1006.25						
		0%	7/1/2017	949.25	977.75	1006.25						
		2%	7/1/2018	968.25	997.25	1026.25						
		2%	7/1/2019	987.50	1017.25	1046.75						
		0%	7/1/2020	987.50	1017.25	1046.75						

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CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4307	LEAD CARPENTER (3% Step)	0.00%	7/1/2015	963.25	992.25	1021.00						
4333	LEAD MASON (3% Step)	0.00%	7/1/2016	963.25	992.25	1021.00						
		0.00%	7/1/2017	963.25	992.25	1021.00						
		2.00%	7/1/2018	982.50	1012.00	1041.50						
		2.00%	7/1/2019	1002.25	1032.25	1062.50						
		0.00%	7/1/2020	1002.25	1032.25	1062.50						
CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4356	PLUMBING & HEATING MECHANIC	0.00%	7/1/2015	926.00			972.25		1018.50			
		0.00%	7/1/2016	926.00			972.25		1018.50			
		2.00%	7/1/2017	926.00			972.25		1018.50			
		2.00%	7/1/2018	944.50			991.75		1039.00			
		2.00%	7/1/2019	963.50			1011.75		1059.75			
		0.00%	7/1/2020	963.50			1011.75		1059.75			
CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4161	HEAVY EQUIPMENT MECHANIC	0.00%	7/1/2015	972.75			1021.50		1070.00			
		0.00%	7/1/2016	972.75			1021.50		1070.00			
		0.00%	7/1/2017	972.75			1021.50		1070.00			
		2.00%	7/1/2018	992.25			1041.75		1091.50			
		2.00%	7/1/2019	1012.00			1062.50		1113.25			
		0.00%	7/1/2020	1012.00			1062.50		1113.25			
CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4306	CARPENTER (3% Step)	0.00%	7/1/2015	880.00	906.50	932.75						
		0.00%	7/1/2016	880.00	906.50	932.75						
		0.00%	7/1/2017	880.00	906.50	932.75						
		2.00%	7/1/2018	897.50	924.50	951.25						
		2.00%	7/1/2019	915.50	943.00	970.50						
		0.00%	7/1/2020	915.50	943.00	970.50						

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

SKILLED TRADES SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4141	AUTOMOTIVE MECHANIC (3% Step)	0.00%	7/1/2015	882.25	908.75	935.25						
		0.00%	7/1/2016	882.25	908.75	935.25						
		0.00%	7/1/2017	882.25	908.75	935.25						
		2.00%	7/1/2018	900.00	927.00	954.00						
		2.00%	7/1/2019	918.00	945.50	973.00						
		0.00%	7/1/2020	918.00	945.50	973.00						
4142	EQUIPMENT MECHANIC (PARKS) (3% Step)	0.00%	7/1/2015	853.25	878.75	904.50						
4321	MACHINE SHOP MECHANIC II (3% Step)	0.00%	7/1/2016	853.25	878.75	904.50						
		0.00%	7/1/2017	853.25	878.75	904.50						
		2.00%	7/1/2018	870.25	896.25	922.50						
		2.00%	7/1/2019	887.75	914.50	941.00						
		0.00%	7/1/2020	887.75	914.50	941.00						
4331	MASON (3% Step)	0.00%	7/1/2015	896.50	923.50	950.25						
		0.00%	7/1/2016	896.50	923.50	950.25						
		0.00%	7/1/2017	896.50	923.50	950.25						
		2.00%	7/1/2018	914.50	942.00	969.25						
		2.00%	7/1/2019	932.75	960.75	988.75						
		0.00%	7/1/2020	932.75	960.75	988.75						
4345	RADIO TECHNICIAN I ¹	0.00%	7/1/2015	854.50	897.25	940.00	982.75	1025.50				
		0.00%	7/1/2016	854.50	897.25	940.00	982.75	1025.50				
		0.00%	7/1/2017	854.50	897.25	940.00	982.75	1025.50				
		2.00%	7/1/2018	871.50	915.00	958.75	1002.25	1045.75				
		2.00%	7/1/2019	889.00	933.50	978.00	1022.25	1066.75				
		0.00%	7/1/2020	889.00	933.50	978.00	1022.25	1066.75				

¹ 3rd & 4th year rates apply only to employees who obtain a Second Class Radio Telephone Operator License and have served one year at the next lower step.

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

SKILLED TRADES SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4355	STEAMFITTER (3% Step)	0.00%	7/1/2015	885.25	911.75	938.25						
		0.00%	7/1/2016	885.25	911.75	938.25						
		0.00%	7/1/2017	885.25	911.75	938.25						
		2.00%	7/1/2018	903.00	930.00	957.25						
		2.00%	7/1/2019	921.00	948.75	976.25						
		0.00%	7/1/2020	921.00	948.75	976.25						

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4311	ELECTRICIAN I (3% Step)	0.00%	7/1/2015	930.25	958.25	986.00						
4350	ELECTRO-MECHANICAL TECHNICIAN (3% Step)	0.00%	7/1/2016	930.25	958.25	986.00						
4341	PLUMBER (3% Step)	0.00%	7/1/2017	930.25	958.25	986.00						
		2.00%	7/1/2018	948.75	977.25	1005.75						
		2.00%	7/1/2019	967.75	996.75	1025.75						
		0.00%	7/1/2020	967.75	996.75	1025.75						

Upgrade

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0036	CENTRAL DUPLICATING OPERATOR	0.00%	7/1/2015	808.50			849.00		889.25		929.75	970.25
4319	VOTING MACHINE TECHNICIAN	0.00%	7/1/2016	808.50			849.00		889.25		929.75	970.25
		0.00%	7/1/2017	808.50			849.00		889.25		929.75	970.25
		2.00%	7/1/2018	824.75			866.00		907.25		948.50	989.75
		2.00%	7/1/2019	841.25			883.25		925.50		967.50	1009.50
		0.00%	7/1/2020	841.25			883.25		925.50		967.50	1009.50

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4330	CEMENT FINISHER (3% Step)	0.00%	7/1/2015	782.00	805.50	829.00						
		0.00%	7/1/2016	782.00	805.50	829.00						
		0.00%	7/1/2017	782.00	805.50	829.00						
		2.00%	7/1/2018	797.75	821.75	845.50						
		2.00%	7/1/2019	813.75	838.25	862.50						
		0.00%	7/1/2020	813.75	838.25	862.50						

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

SKILLED TRADES SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4303	BLACKSMITH (3% Step)	0.00%	7/1/2015	812.75	837.25	861.50						
		0.00%	7/1/2016	812.75	837.25	861.50						
		0.00%	7/1/2017	812.75	837.25	861.50						
		2.00%	7/1/2018	829.00	853.75	878.75						
		2.00%	7/1/2019	845.50	870.75	896.25						
		0.00%	7/1/2020	845.50	870.75	896.25						
4304	WELDER-BLACKSMITH (3% Step)	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
		0.00%	7/1/2015	812.75	837.25	861.50	886.00					
		0.00%	7/1/2016	812.75	837.25	861.50	886.00					
		0.00%	7/1/2017	812.75	837.25	861.50	886.00					
		2.00%	7/1/2018	829.00	853.75	878.75	903.50					
		2.00%	7/1/2019	845.50	870.75	896.25	921.50					
4336	PAINTER II (3% Step)	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
		0.00%	7/1/2015	838.00	863.25	888.25						
		0.00%	7/1/2016	838.00	863.25	888.25						
		0.00%	7/1/2017	838.00	863.25	888.25						
		2.00%	7/1/2018	880.50	907.00	933.25						
		2.00%	7/1/2019	898.00	925.00	952.00						
4336	PAINTER II (3% Step)	0.00%	7/1/2020	898.00	925.00	952.00						

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

RECREATION AND RELATED SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
3637	EARLY LEARNING CENTER TEACHER	0.00%	7/1/2015	699.75			734.75		769.75		804.755	839.75
		0.00%	7/1/2016	699.75			734.75		769.75		804.755	839.75
		0.00%	7/1/2017	699.75			734.75		769.75		804.755	839.75
		2.00%	7/1/2018	713.75			749.50		785.25		820.75	856.50
		2.00%	7/1/2019	728.00			764.50		800.75		837.25	873.50
		0.00%	7/1/2020	728.00			764.50		800.75		837.25	873.50

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
6102	RECREATION LEADER	0.00%	7/1/2015	845.00	887.25	929.50	971.75		1014.00			
		0.00%	7/1/2016	845.00	887.25	929.50	971.75		1014.00			
		0.00%	7/1/2017	845.00	887.25	929.50	971.75		1014.00			
		2.00%	7/1/2018	862.00	905.00	948.25	991.25		1034.50			
		2.00%	7/1/2019	879.25	923.25	967.25	1011.25		1055.00			
		0.00%	7/1/2020	879.25	923.25	967.25	1011.25		1055.00			

3599 SENIOR AIDE ²

² Hourly rate as authorized by Federal Program

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

RECREATION AND RELATED SERIES (Part-Time)

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
6121	LIFE GUARD (Part-Time; Munis CC:621P)	0.00%	7/1/2015	12.0029		12.6030	13.2032					
			w/.25	12.2529		12.8530	13.4532					
		0.00%	7/1/2016	12.0029		12.6030	13.2032					
			w/.25	12.2529		12.8530	13.4532					
		0.00%	7/1/2017	12.0029		12.6030	13.2032					
			w/.25	12.2529		12.8530	13.4532					
		2.00%	7/1/2018	12.2430		12.8551	13.4673					
			w/.25	12.4930		13.1051	13.7173					
		2.00%	7/1/2019	12.4878		13.1122	13.7366					
			w/.25	12.7378		13.3622	13.9866					
		0.00%	7/1/2020	12.4878		13.1122	13.7366					
			w/.25	12.7378		13.3622	13.9866					

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
6122	SENIOR LIFE GUARD (Part-Time; Munis CC: 622P)	0.00%	7/1/2015	13.0192		13.6702	14.3211	14.9721	15.6230			
			w/.25	13.2692		13.9202	14.5711	15.2221	15.8730			
		0.00%	7/1/2016	13.0192		13.6702	14.3211	14.9721	15.6230			
			w/.25	13.2692		13.9202	14.5711	15.2221	15.8730			
		0.00%	7/1/2017	13.0192		13.6702	14.3211	14.9721	15.6230			
			w/.25	13.2692		13.9202	14.5711	15.2221	15.8730			
		2.00%	7/1/2018	13.2796		13.9436	14.6075	15.2715	15.9355			
			w/.25	13.5296		14.1936	14.8575	15.5215	16.1855			
		2.00%	7/1/2019	13.5452		14.2224	14.8997	15.5770	16.2542			
			w/.25	13.7952		14.4724	15.1497	15.8270	16.5042			
		0.00%	7/1/2020	13.5452		14.2224	14.8997	15.5770	16.2542			
			w/.25	13.7952		14.4724	15.1497	15.8270	16.5042			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
6123	HEAD LIFE GUARD (Part-Time; Munis CC: 623P)	0.00%	7/1/2015	17.837		18.7289	18.9789	19.6207	20.5126	20.7626	21.4044	
			w/.25	18.087		18.9789	19.6207	20.5126	21.4044	21.6544		
		0.00%	7/1/2016	17.837		18.7289	18.9789	19.6207	20.5126	20.7626	21.4044	
			w/.25	18.087		18.9789	19.6207	20.5126	21.4044	21.6544		
		0.00%	7/1/2017	17.837		18.7289	18.9789	19.6207	20.5126	20.7626	21.4044	
			w/.25	18.087		18.9789	19.6207	20.5126	21.4044	21.6544		
		2.00%	7/1/2018	18.1937		19.1034	19.3534	20.0131	20.9228	21.8325		
			w/.25	18.4437		19.3534	19.4855	20.2631	21.1728	22.0825		
		2.00%	7/1/2019	18.5576		19.4855	19.7355	20.4134	21.3413	22.2691		
			w/.25	18.8076		19.7355	20.6634	21.5913	22.5191	22.5191		
		0.00%	7/1/2020	18.5576		19.4855	19.7355	20.4134	21.3412	22.2691		
			w/.25	18.8076		19.7355	20.6634	21.5912	22.5191	22.5191		

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

RECREATION AND RELATED SERIES (PART-TIME)

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
6101	RECREATION ASSISTANT (Part-Time; Munis CC:611P)	0.00%	7/1/2015	12.693		13.311	13.9659	14.6007	15.2356			
			w/.25	12.943		13.5811	14.2159	14.8507	15.4856			
		0.00%	7/1/2016	12.693		13.311	13.9659	14.6007	15.2356			
			w/.25	12.943		13.5811	14.2159	14.8507	15.4856			
		0.00%	7/1/2017	12.693		13.311	13.9659	14.6007	15.2356			
			w/.25	12.943		13.5811	14.2159	14.8507	15.4856			
		2.00%	7/1/2018	12.9502		13.5977	14.2452	14.8927	15.5402			
			w/.25	13.2002		13.8477	14.4952	15.1427	15.7902			
		2.00%	7/1/2019	13.2092		13.8697	14.5302	15.1906	15.8511			
			w/.25	13.4592		14.1197	14.7802	15.4406	16.1011			
		0.00%	7/1/2020	13.2092		13.8697	14.5301	15.1906	15.8510			
			w/.25	13.4592		14.1197	14.7801	15.4406	16.1010			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
6104	JUNIOR RECREATION LEADER (Part-Time; Munis CC: 614P)	0.00%	7/1/2015	15.1590		15.9170	16.6749	17.4329	18.1908			
			w/.25	15.4090		16.1670	16.9249	17.6829	18.4408			
		0.00%	7/1/2016	15.1590		15.9170	16.6749	17.4329	18.1908			
			w/.25	15.4090		16.1670	16.9249	17.6829	18.4408			
		0.00%	7/1/2017	15.1590		15.9170	16.6749	17.4329	18.1908			
			w/.25	15.4090		16.1670	16.9249	17.6829	18.4408			
		2.00%	7/1/2018	15.4622		16.2353	17.0084	17.7815	18.5546			
			w/.25	15.7122		16.4853	17.2584	18.0315	18.8046			
		2.00%	7/1/2019	15.7714		16.5600	17.3485	18.1371	18.9257			
			w/.25	16.0214		16.8100	17.5985	18.3871	19.1757			
		0.00%	7/1/2020	15.7714		16.5600	17.3485	18.1371	18.9257			
			w/.25	16.0214		16.8100	17.5985	18.3871	19.1757			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
6109	RECREATION SPECIALIST (Part-Time; Munis CC:619P)	0.00%	7/1/2015	19.1043		20.0595	20.0595	21.0147	21.9699	22.9252		
			w/.25	19.3543		20.3095	20.3095	21.2647	22.2199	23.1752		
		0.00%	7/1/2016	19.1043		20.0595	20.0595	21.0147	21.9699	22.9252		
			w/.25	19.3543		20.3095	20.3095	21.2647	22.2199	23.1752		
		0.00%	7/1/2017	19.1043		20.0595	20.0595	21.0147	21.9699	22.9252		
			w/.25	19.3543		20.3095	20.3095	21.2647	22.2199	23.1752		
		2.00%	7/1/2018	19.4864		20.4607	20.4607	21.4350	22.4094	23.3837		
			w/.25	19.7364		20.7107	20.7107	21.6850	22.6594	23.6337		
		2.00%	7/1/2019	19.8761		20.8699	20.8699	21.8537	22.8575	23.8513		
			w/.25	20.1261		21.1199	21.1199	22.1137	23.1075	24.1013		
		0.00%	7/1/2020	19.8761		20.8699	20.8699	21.8637	22.8575	23.8513		
			w/.25	20.1261		21.1199	21.1199	22.1137	23.1075	24.1013		

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

RECREATION AND RELATED SERIES (PART-TIME)

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
6001	PARK FACILITIES ATTENDANT I (Part-Time; Munis CC:601P)	0.00%	7/1/2015	10.2932	10.8079	11.3225						
			w/.25	10.5432	11.0579	11.5725						
		0.00%	7/1/2016	10.2932	10.8079	11.3225						
			w/.25	10.5432	11.0579	11.5725						
		0.00%	7/1/2017	10.2932	10.8079	11.3225						
			w/.25	10.5432	11.0579	11.5725						
		2.00%	7/1/2018	10.4991	11.0241	11.5490						
			w/.25	10.7491	11.2741	11.7990						
		2.00%	7/1/2019	10.7091	11.2446	11.7800						
			w/.25	10.9591	11.4946	12.0300						
		0.00%	7/1/2020	10.7091	11.2446	11.7800						
			w/.25	10.9591	11.4946	12.0300						

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
6002	PARK FACILITIES ATTENDANT II (Part-Time; Munis CC:602P)	0.00%	7/1/2015	10.9150	11.4608	12.0065	12.0065	12.5523	13.0980	0.00%		
			w/.25	11.1650	11.7108	12.2565	12.2565	12.8023	13.3480			
		0.00%	7/1/2016	10.9150	11.4608	12.0065	12.0065	12.5523	13.0980	0.00%		
			w/.25	11.1650	11.7108	12.2565	12.2565	12.8023	13.3480			
		0.00%	7/1/2017	10.9150	11.4608	12.0065	12.0065	12.5523	13.0980	0.00%		
			w/.25	11.1650	11.7108	12.2565	12.2565	12.8023	13.3480			
		2.00%	7/1/2018	11.1333	11.6900	12.2466	12.2466	12.8033	13.3600	2.00%		
			w/.25	11.3833	11.9400	12.4966	12.4966	13.0533	13.6100			
		2.00%	7/1/2019	11.3560	11.9238	12.4916	12.4916	13.0594	13.6272	2.00%		
			w/.25	11.6060	12.1738	12.7416	12.7416	13.3094	13.8772			
		0.00%	7/1/2020	11.3560	11.9238	12.4916	12.4916	13.0594	13.6272	0.00%		
			w/.25	11.6060	12.1738	12.7416	12.7416	13.3094	13.8772			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
6100	COMMUNITY RECREATION WORKER (Part-Time; Munis CC: 610P)	0.00%	7/1/2015	13.2702	13.9337	14.5972	14.5972	15.2607	15.9242			
			w/.25	13.5202	14.1837	14.8472	14.8472	15.5107	16.1742			
		0.00%	7/1/2016	13.2702	13.9337	14.5972	14.5972	15.2607	15.9242			
			w/.25	13.5202	14.1837	14.8472	14.8472	15.5107	16.1742			
		0.00%	7/1/2017	13.2702	13.9337	14.5972	14.5972	15.2607	15.9242			
			w/.25	13.5202	14.1837	14.8472	14.8472	15.5107	16.1742			
		2.00%	7/1/2018	13.5356	14.2124	14.8892	14.8892	15.5659	16.2427			
			w/.25	13.7856	14.4624	15.1392	15.1392	15.8159	16.4927			
		2.00%	7/1/2019	13.8063	14.4966	15.1869	15.1869	15.8772	16.5676			
			w/.25	14.0563	14.7466	15.4369	15.4369	16.1272	16.8176			
		0.00%	7/1/2020	13.8063	14.4966	15.1869	15.1869	15.8772	16.5676			
			w/.25	14.0563	14.7466	15.4369	15.4369	16.1272	16.8176			

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

NURSING AND MEDICAL SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
3201	DENTAL ASSISTANT	0.00%	7/1/2015	521.50		547.50	573.75	599.75	625.75			
3011	NURSE'S AIDE	0.00%	7/1/2016	521.50		547.50	573.75	599.75	625.75			
		0.00%	7/1/2017	521.50		547.50	573.75	599.75	625.75			
		2.00%	7/1/2018	532.00		558.50	585.25	611.75	638.50			
		2.00%	7/1/2019	542.75		570.00	597.00	624.25	651.25			
		0.00%	7/1/2020	542.75		570.00	597.00	624.25	651.25			
3301	LABORATORY ASSISTANT	0.00%	7/1/2015	568.75		597.25	625.75	654.00	682.50			
		0.00%	7/1/2016	568.75		597.25	625.75	654.00	682.50			
		0.00%	7/1/2017	568.75		597.25	625.75	654.00	682.50			
		2.00%	7/1/2018	580.25		609.25	638.25	667.25	696.25			
		2.00%	7/1/2019	591.75		621.25	651.00	680.50	710.00			
		0.00%	7/1/2020	591.75		621.25	651.00	680.50	710.00			
3021	LICENSED PRACTICAL NURSE	0.00%	7/1/2015	655.75		688.50	721.25	754.00	787.00			
		0.00%	7/1/2016	655.75		688.50	721.25	754.00	787.00			
		0.00%	7/1/2017	655.75		688.50	721.25	754.00	787.00			
		2.00%	7/1/2018	668.75		702.25	735.75	769.00	802.50			
		2.00%	7/1/2019	682.25		716.25	750.50	784.50	818.75			
		0.00%	7/1/2020	682.25		716.25	750.50	784.50	818.75			
3022	LICENSED PRACTICAL NURSE (FP & CH)	0.00%	7/1/2015	655.75		688.50	721.25	754.00	787.00			
3331	X-RAY TECHNICIAN	0.00%	7/1/2016	655.75		688.50	721.25	754.00	787.00			
		0.00%	7/1/2017	655.75		688.50	721.25	754.00	787.00			
		2.00%	7/1/2018	668.75		702.25	735.75	769.00	802.50			
		2.00%	7/1/2019	682.25		716.25	750.50	784.50	818.75			
		0.00%	7/1/2020	682.25		716.25	750.50	784.50	818.75			
3332	SENIOR X-RAY TECHNICIAN	0.00%	7/1/2015	751.25		788.75	826.50	864.00	901.50			
		0.00%	7/1/2016	751.25		788.75	826.50	864.00	901.50			
		0.00%	7/1/2017	751.25		788.75	826.50	864.00	901.50			
		2.00%	7/1/2018	766.25		804.50	843.00	881.25	919.50			
		2.00%	7/1/2019	781.50		820.50	859.75	898.75	937.75			
		0.00%	7/1/2020	781.50		820.50	859.75	898.75	937.75			

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

LABOR SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4222	STATIONARY ENGINEER	0.00%	7/1/2015	808.00		848.50	888.75					
		0.00%	7/1/2016	808.00		848.50	888.75					
		0.00%	7/1/2017	808.00		848.50	888.75					
		2.00%	7/1/2018	824.25		865.50	906.75					
		2.00%	7/1/2019	840.75		882.75	924.75					
		0.00%	7/1/2020	840.75		882.75	924.75					
4320	MACHINE SHOP MECHANIC I	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
		0.00%	7/1/2015	748.25		785.75	823.00		860.50			
		0.00%	7/1/2016	748.25		785.75	823.00		860.50			
		0.00%	7/1/2017	748.25		785.75	823.00		860.50			
		2.00%	7/1/2018	763.25		801.50	839.50		877.75			
		2.00%	7/1/2019	778.50		817.50	856.25		895.25			
		0.00%	7/1/2020	778.50		817.50	856.25		895.25			
6012	SENIOR GARDENER (3% Step)	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
		0.00%	7/1/2015	834.25	859.25	884.25						
		0.00%	7/1/2016	834.25	859.25	884.25						
		0.00%	7/1/2017	834.25	859.25	884.25						
		2.00%	7/1/2018	851.00	876.50	902.00						
		2.00%	7/1/2019	868.00	894.00	920.00						
		0.00%	7/1/2020	868.00	894.00	920.00						
4021	SANITATION LABORER	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
		0.00%	7/1/2015	642.00		674.00	706.25					
		0.00%	7/1/2016	642.00		674.00	706.25					
		0.00%	7/1/2017	642.00		674.00	706.25					
		2.00%	7/1/2018	654.75		687.50	720.25					
		2.00%	7/1/2019	667.75		701.25	734.50					
		0.00%	7/1/2020	667.75		701.25	734.50					

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

LABOR SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4008	STABLE ATTENDANT	0.00%	7/1/2015	668.50		702.00	735.25					
		0.00%	7/1/2016	668.50		702.00	735.25					
		0.00%	7/1/2017	668.50		702.00	735.25					
		2.00%	7/1/2018	681.75		715.75	750.00					
		2.00%	7/1/2019	695.50		730.25	765.00					
		0.00%	7/1/2020	695.50		730.25	765.00					
6011	GARDENER	0.00%	7/1/2015	702.50		737.75	772.75					
		0.00%	7/1/2016	702.50		737.75	772.75					
		0.00%	7/1/2017	702.50		737.75	772.75					
		2.00%	7/1/2018	716.50		752.25	788.25					
		2.00%	7/1/2019	730.75		767.25	803.75					
		0.00%	7/1/2020	730.75		767.25	803.75					
4040	PARKING METER SERVICER (3% Step)	0.00%	7/1/2015	668.75		688.75	709.00					
		0.00%	7/1/2016	668.75		688.75	709.00					
		0.00%	7/1/2017	668.75		688.75	709.00					
		2.00%	7/1/2018	682.25		702.75	723.25					
		2.00%	7/1/2019	696.00		717.00	737.75					
		0.00%	7/1/2020	696.00		717.00	737.75					
4211	MAINTENANCE MECHANIC	0.00%	7/1/2015	733.75		770.50	807.25					
		0.00%	7/1/2016	733.75		770.50	807.25					
		0.00%	7/1/2017	733.75		770.50	807.25					
		2.00%	7/1/2018	748.50		786.00	823.25					
		2.00%	7/1/2019	763.50		801.75	839.75					
		0.00%	7/1/2020	763.50		801.75	839.75					

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

LABOR SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	IST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4135	TIRE REPAIRER (3% Step)	0.00%	7/1/2015	698.50	719.50	740.50						
		0.00%	7/1/2016	698.50	719.50	740.50						
		0.00%	7/1/2017	698.50	719.50	740.50						
		2.00%	7/1/2018	712.50	734.00	755.25						
		2.00%	7/1/2019	726.75	748.50	770.25						
		0.00%	7/1/2020	726.75	748.50	770.25						
4009	POLICE AIDE	0.00%	7/1/2015	625.75			657.00		688.25		719.50	751.00
		0.00%	7/1/2016	625.75			657.00		688.25		719.50	751.00
		0.00%	7/1/2017	625.75			657.00		688.25		719.50	751.00
		2.00%	7/1/2018	638.25			670.25		702.00		734.00	766.00
		2.00%	7/1/2019	651.00			683.50		716.00		748.75	781.25
		0.00%	7/1/2020	651.00			683.50		716.00		748.75	781.25
4001	LABORER	0.00%	7/1/2015	591.25		620.75	650.50					
		0.00%	7/1/2016	591.25		620.75	650.50					
		0.00%	7/1/2017	591.25		620.75	650.50					
		2.00%	7/1/2018	603.00		633.25	663.25					
		2.00%	7/1/2019	615.00		645.75	676.50					
		0.00%	7/1/2020	615.00		645.75	676.50					
4003	MOTOR POOL ATTENDANT	0.00%	7/1/2015	683.00		717.25	751.25					
		0.00%	7/1/2016	683.00		717.25	751.25					
		0.00%	7/1/2017	683.00		717.25	751.25					
		2.00%	7/1/2018	696.75		731.50	766.50					
		2.00%	7/1/2019	710.75		746.25	781.75					
		0.00%	7/1/2020	710.75		746.25	781.75					
1060	DELIVERY DRIVER	0.00%	7/1/2015	638.75		670.75	702.75					
		0.00%	7/1/2016	638.75		670.75	702.75					
		0.00%	7/1/2017	638.75		670.75	702.75					
		2.00%	7/1/2018	651.50		684.00	716.75					
		2.00%	7/1/2019	664.50		697.75	731.00					
		0.00%	7/1/2020	664.50		697.75	731.00					

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

LABOR SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4131	AUTOMOTIVE SERVICER	0.00%	7/1/2015	638.75		670.75	702.75					
4223	INCINERATOR TENDER	0.00%	7/1/2016	638.75		670.75	702.75					
4002	SEMI-SKILLED LABORER	0.00%	7/1/2017	638.75		670.75	702.75					
4221	STATIONARY BOILER TENDER	2.00%	7/1/2018	651.50		684.00	716.75					
4201	WEIGHER	2.00%	7/1/2019	664.50		697.75	731.00					
		0.00%	7/1/2020	664.50		697.75	731.00					
CODE	CLASS	% INCR	DATE	BASE RATE	2 MTHS	4 MTHS	1/2 YEAR					
4024	MAINTAINER I	0.00%	7/1/2015	563.00	591.25	619.25	647.50					
		0.00%	7/1/2016	563.00	591.25	619.25	647.50					
		0.00%	7/1/2017	563.00	591.25	619.25	647.50					
		2.00%	7/1/2018	574.25	603.00	631.75	660.50					
		2.00%	7/1/2019	585.75	615.00	644.25	673.50					
		0.00%	7/1/2020	585.75	615.00	644.25	673.50					
CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4025	MAINTAINER II	0.00%	7/1/2015	637.00		668.75	700.75		732.50			
		0.00%	7/1/2016	637.00		668.75	700.75		732.50			
		0.00%	7/1/2017	637.00		668.75	700.75		732.50			
		2.00%	7/1/2018	649.75		682.25	714.75		747.25			
		2.00%	7/1/2019	662.75		696.00	729.00		762.25			
		0.00%	7/1/2020	662.75		696.00	729.00		762.25			
CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4026	MAINTAINER III	0.00%	7/1/2015	749.50		787.00	824.50		862.00			
		0.00%	7/1/2016	749.50		787.00	824.50		862.00			
		0.00%	7/1/2017	749.50		787.00	824.50		862.00			
		2.00%	7/1/2018	764.50		802.75	841.00		879.25			
		2.00%	7/1/2019	779.75		818.75	857.75		896.75			
		0.00%	7/1/2020	779.75		818.75	857.75		896.75			
CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4027	MAINTAINER IV	0.00%	7/1/2015	803.25		843.50	883.50		923.75			
		0.00%	7/1/2016	803.25		843.50	883.50		923.75			
		0.00%	7/1/2017	803.25		843.50	883.50		923.75			
		2.00%	7/1/2018	819.25		860.25	901.25		942.25			
		2.00%	7/1/2019	835.75		877.50	919.25		961.00			
		0.00%	7/1/2020	835.75		877.50	919.25		961.00			

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

LABOR SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4028	PUBLIC WORKS TEAM LEADER (Created Per 12/1/2015 MOA)		12/1/2015	926.00			972.25		1018.50		1065.00	1111.25
		0.00%	7/1/2016	926.00			972.25		1018.50		1065.00	1111.25
		0.00%	7/1/2017	926.00			972.25		1018.50		1065.00	1111.25
		2.00%	7/1/2018	944.50			991.75		1039.00		1086.25	1133.50
		2.00%	7/1/2019	963.50			1011.75		1059.75		1108.00	1156.25
		0.00%	7/1/2020	963.50			1011.75		1059.75		1108.00	1156.25

LABOR SERIES (PART-TIME)

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0402P	SEMI-SKILLED LABORER (Part-Time)		7/1/2015	15,9688		16,7688	17,5688					
		0.00%	w/1.25 7/1/2016	15,9688		16,7688	17,5688					
		0.00%	w/1.25 7/1/2017	15,9688		16,7688	17,5688					
		2.00%	w/1.25 7/1/2018	16,2875		17,1000	17,9188					
		2.00%	w/1.25 7/1/2019	16,6125		17,4438	18,2750					
		0.00%	7/1/2020	16,6125		17,4438	18,2750					
			w/1.25	16,8625		17,6938	18,5250					

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0440P	PARKING METER SERVICER (Part-Time)		7/1/2015	16,7188		17,2188	17,7250					
		0.00%	7/1/2016	16,7188		17,2188	17,7250					
		0.00%	7/1/2017	16,7188		17,2188	17,7250					
		2.00%	7/1/2018	17,0563		17,5688	18,0813					
		2.00%	7/1/2019	17,4000		17,9250	18,4438					
		0.00%	7/1/2020	17,4000		17,9250	18,4438					

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

INSPECTIONAL SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4010	RODENT CONTROL INSPECTOR	0.00%	7/1/2015	770.00			808.50		847.00		885.50	924.00
		0.00%	7/1/2016	770.00			808.50		847.00		885.50	924.00
		0.00%	7/1/2017	770.00			808.50		847.00		885.50	924.00
		2.00%	7/1/2018	785.50			824.75		864.00		903.25	942.50
		2.00%	7/1/2019	801.25			841.25		881.50		921.50	961.50
		0.00%	7/1/2020	801.25			841.25		881.50		921.50	961.50
CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
5261	DEPUTY SEALER WEIGHTS & MEASURES	0.00%	7/1/2015	906.50			951.75		997.25			
		0.00%	7/1/2016	906.50			951.75		997.25			
		0.00%	7/1/2017	906.50			951.75		997.25			
		2.00%	7/1/2018	924.75			971.00		1017.25			
		2.00%	7/1/2019	943.25			990.50		1037.50			
		0.00%	7/1/2020	943.75			990.50		1037.50			
CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
3515	HOUSING INSPECTOR	0.00%	7/1/2015	907.75			953.25		1044.00		1089.25	
		0.00%	7/1/2016	907.75			953.25		1044.00		1089.25	
		0.00%	7/1/2017	907.75			953.25		1044.00		1089.25	
		2.00%	7/1/2018	926.00			972.25		1065.00		1111.25	
		2.00%	7/1/2019	944.50			991.75		1039.00		1133.50	
		0.00%	7/1/2020	944.50			991.75		1039.00		1133.50	
CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
5221	BUILDING INSPECTOR I	0.00%	7/1/2015	1142.00			1199.00		1256.25			
5231	ELECTRICAL INSPECTOR I	0.00%	7/1/2016	1142.00			1199.00		1256.25			
5241	HEATING & REFRIG INSPECTOR	0.00%	7/1/2017	1142.00			1199.00		1256.25			
5251	PLUMBING INSPECTOR I	2.00%	7/1/2018	1164.75			1223.00		1281.25			
		2.00%	7/1/2019	1188.00			1247.50		1306.75			
		0.00%	7/1/2020	1188.00			1247.50		1306.75			

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

INSPECTIONAL SERIES (PART-TIME)

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
523P	ELECTRICAL INSPECTOR I (Part-Time)	0.00%	7/1/2015	28,5500			29,9750		31,4063			
		0.00%	7/1/2016	28,5500			29,9750		31,4063			
		0.00%	7/1/2017	28,5500			29,9750		31,4063			
		2.00%	7/1/2018	29,1188			30,5750		32,0313			
		2.00%	7/1/2019	29,7000			31,1875		32,6688			
		0.00%	7/1/2020	29,7000			31,1875		32,6688			

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

FOOD SERVICES SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
1220	CONCESSION AIDE III	0.00%	7/1/2015	622.00	653.00	684.25	715.25					
1211	COOK I	0.00%	7/1/2016	622.00	653.00	684.25	715.25					
		0.00%	7/1/2017	622.00	653.00	684.25	715.25					
		2.00%	7/1/2018	634.50	666.25	698.00	729.75					
		2.00%	7/1/2019	647.25	679.50	712.00	744.25					
		0.00%	7/1/2020	647.25	679.50	712.00	744.25					

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
1212	COOK II	0.00%	7/1/2015	686.75		721.00	755.50					
		0.00%	7/1/2016	686.75		721.00	755.50					
		0.00%	7/1/2017	686.75		721.00	755.50					
		2.00%	7/1/2018	700.50		735.50	770.50					
		2.00%	7/1/2019	714.50		750.25	786.00					
		0.00%	7/1/2020	714.50		750.25	786.00					

FOOD SERVICES SERIES (PART-TIME)

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
121P	COOK I (Part-Time)	0.00%	7/1/2015	15,5500	16,3250	17,1063	17,8813					
		0.00%	7/1/2016	15,5500	16,3250	17,1063	17,8813					
		0.00%	7/1/2017	15,5500	16,3250	17,1063	17,8813					
		2.00%	7/1/2018	15,8625	16,6563	17,4500	18,2438					
		2.00%	7/1/2019	16,1813	16,9875	17,7900	18,5938					
		0.00%	7/1/2020	16,1813	16,9875	17,7900	18,5938					

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

EQUIPMENT OPERATION SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4104	MOTOR SWEEPER OPERATOR	0.00%	7/1/2015	765.50	803.75	842.00						
		0.00%	7/1/2016	765.50	803.75	842.00						
		0.00%	7/1/2017	765.50	803.75	842.00						
		2.00%	7/1/2018	780.75	819.75	858.75						
		2.00%	7/1/2019	796.25	836.00	876.00						
		0.00%	7/1/2020	796.25	836.00	876.00						
4224	INCINERATOR MECHANIC	0.00%	7/1/2015	791.50	831.00	870.75						
		0.00%	7/1/2016	791.50	831.00	870.75						
		0.00%	7/1/2017	791.50	831.00	870.75						
		2.00%	7/1/2018	807.25	847.50	888.00						
		2.00%	7/1/2019	823.50	864.75	905.75						
		0.00%	7/1/2020	823.50	864.75	905.75						
6051	CEMETERY SEXTON (3% Step)	0.00%	7/1/2015	793.75	817.50	841.50						
		0.00%	7/1/2016	793.75	817.50	841.50						
		0.00%	7/1/2017	793.75	817.50	841.50						
		2.00%	7/1/2018	809.75	834.00	858.25						
		2.00%	7/1/2019	826.00	850.75	875.50						
		0.00%	7/1/2020	826.00	850.75	875.50						
6021	ASST PARK OPERATIONS SECTION LEADER (3% Step)	0.00%	7/1/2015	793.75	817.50	841.50						
4031	ASST SANITATION SECTION LEADER (3% Step)	0.00%	7/1/2016	793.75	817.50	841.50						
4082	ASST STREET MAINTENANCE ap LDR (3% Step)	0.00%	7/1/2017	793.75	817.50	841.50						
		2.00%	7/1/2018	809.75	834.00	858.25						
		2.00%	7/1/2019	826.00	850.75	875.50						
		0.00%	7/1/2020	826.00	850.75	875.50						
4017	TREE TRIMMER II (3% Step)	0.00%	7/1/2015	826.00	850.75	875.50						
		0.00%	7/1/2016	826.00	850.75	875.50						
		0.00%	7/1/2017	826.00	850.75	875.50						
		2.00%	7/1/2018	842.50	867.75	893.00						
		2.00%	7/1/2019	859.25	885.00	910.75						
		0.00%	7/1/2020	859.25	885.00	910.75						

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

EQUIPMENT OPERATION SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4122	POWER SHOVEL OPERATOR	0.00%	7/1/2015	825.75	867.00	908.25						
		0.00%	7/1/2016	825.75	867.00	908.25						
		0.00%	7/1/2017	825.75	867.00	908.25						
		2.00%	7/1/2018	842.25	884.25	926.50						
		2.00%	7/1/2019	859.00	902.00	945.00						
		0.00%	7/1/2020	859.00	902.00	945.00						

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4123	CRANE OPERATOR	0.00%	7/1/2015	717.00	752.75	788.75						
		0.00%	7/1/2016	717.00	752.75	788.75						
		0.00%	7/1/2017	717.00	752.75	788.75						
		2.00%	7/1/2018	731.25	767.75	804.50						
		2.00%	7/1/2019	746.00	783.25	820.50						
		0.00%	7/1/2020	746.00	783.25	820.50						

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4016	TREE TRIMMER I	0.00%	7/1/2015	769.75	808.25	846.75						
		0.00%	7/1/2016	769.75	808.25	846.75						
		0.00%	7/1/2017	769.75	808.25	846.75						
		2.00%	7/1/2018	785.25	824.50	863.75						
		2.00%	7/1/2019	801.00	841.00	881.00						
		0.00%	7/1/2020	801.00	841.00	881.00						

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
4007	PUBLIC WORKS DISPATCHER	0.00%	7/1/2015	751.00	788.50	826.00						
		0.00%	7/1/2016	751.00	788.50	826.00						
		0.00%	7/1/2017	751.00	788.50	826.00						
		2.00%	7/1/2018	766.00	804.25	842.50						
		2.00%	7/1/2019	781.25	820.25	859.50						
		0.00%	7/1/2020	781.25	820.25	859.50						

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

ENGINEERING SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
2027	TELECOMMUNICATIONS TECHNICIAN	0.00%	7/1/2015	880.25		924.25	968.25	1012.25	1056.25			
		0.00%	7/1/2016	880.25		924.25	968.25	1012.25	1056.25			
		0.00%	7/1/2017	880.25		924.25	968.25	1012.25	1056.25			
		2.00%	7/1/2018	897.75		942.75	987.50	1032.50	1077.25			
		2.00%	7/1/2019	915.75		961.50	1007.25	1053.00	1099.00			
		0.00%	7/1/2020	915.75		961.50	1007.25	1053.00	1099.00			
2003	SENIOR ENGINEERING TECHNICIAN	0.00%	7/1/2015	880.25		924.25	968.25	1012.25	1056.25			
2058	TRAFFIC ENGINEERING TECHNICIAN II	0.00%	7/1/2016	880.25		924.25	968.25	1012.25	1056.25			
		0.00%	7/1/2017	880.25		924.25	968.25	1012.25	1056.25			
		2.00%	7/1/2018	897.75		942.75	987.50	1032.50	1077.25			
		2.00%	7/1/2019	915.75		961.50	1007.25	1053.00	1099.00			
		0.00%	7/1/2020	915.75		961.50	1007.25	1053.00	1099.00			
0345	PERSONAL PROPERTY APPRAISER	0.00%	7/1/2015	880.25		924.25	968.25	1012.25	1056.25			
0344	REAL PROPERTY APPRAISER	0.00%	7/1/2016	880.25		924.25	968.25	1012.25	1056.25			
		0.00%	7/1/2017	880.25		924.25	968.25	1012.25	1056.25			
		2.00%	7/1/2018	897.75		942.75	987.50	1032.50	1077.25			
		2.00%	7/1/2019	915.75		961.50	1007.25	1053.00	1099.00			
		0.00%	7/1/2020	915.75		961.50	1007.25	1053.00	1099.00			
2000	ENGINEERING AIDE	0.00%	7/1/2015	641.25		673.25	705.50					
0340	JUNIOR ASSESSMENT AIDE	0.00%	7/1/2016	641.25		673.25	705.50					
		0.00%	7/1/2017	641.25		673.25	705.50					
		2.00%	7/1/2018	654.00		686.75	719.50					
		2.00%	7/1/2019	667.00		700.25	733.75					
		0.00%	7/1/2020	667.00		700.25	733.75					
2001	JUNIOR ENGINEERING TECHNICIAN	0.00%	7/1/2015	667.50		701.00	734.25	767.50	801.00			
2014	PLANNING AIDE	0.00%	7/1/2016	667.50		701.00	734.25	767.50	801.00			
		0.00%	7/1/2017	667.50		701.00	734.25	767.50	801.00			
		2.00%	7/1/2018	680.75		714.75	748.75	782.75	817.00			
		2.00%	7/1/2019	694.25		729.00	763.75	798.50	833.00			
		0.00%	7/1/2020	694.25		729.00	763.75	798.50	833.00			

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

ENGINEERING SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
2056	TRAFFIC ENGINEERING AIDE	0.00%	7/1/2015	699.75		734.75	769.75	804.75	839.75			
		0.00%	7/1/2016	699.75		734.75	769.75	804.75	839.75			
		0.00%	7/1/2017	699.75		734.75	769.75	804.75	839.75			
		2.00%	7/1/2018	713.75		749.50	785.25	820.75	856.50			
		2.00%	7/1/2019	728.00		764.50	800.75	837.25	873.50			
		0.00%	7/1/2020	728.00		764.50	800.75	837.25	873.50			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0341	ASSESSMENT AIDE	0.00%	7/1/2015	765.25		803.50	841.75	880.00	918.25			
2002	ENGINEERING TECHNICIAN	0.00%	7/1/2016	765.25		803.50	841.75	880.00	918.25			
0604	HEALTH EDUCATION ARTIST	0.00%	7/1/2017	765.25		803.50	841.75	880.00	918.25			
2015	PLANNING TECHNICIAN	2.00%	7/1/2018	780.50		819.50	858.50	897.50	936.50			
		2.00%	7/1/2019	796.00		835.75	875.50	915.50	955.25			
		0.00%	7/1/2020	796.00		835.75	875.50	915.50	955.25			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
2057	TRAFFIC ENGINEERING TECHNICIAN	0.00%	7/1/2015	805.50		845.75	886.00	926.25	966.50			
		0.00%	7/1/2016	805.50		845.75	886.00	926.25	966.50			
		0.00%	7/1/2017	805.50		845.75	886.00	926.25	966.50			
		2.00%	7/1/2018	821.50		862.50	903.75	944.75	985.75			
		2.00%	7/1/2019	838.00		880.00	921.75	963.75	1005.50			
		0.00%	7/1/2020	838.00		880.00	921.75	963.75	1005.50			

ENGINEERING SERIES (PART-TIME)

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
202P	ENGINEERING TECHNICIAN (Part-Time)	0.00%	7/1/2015	19,1313		20,0875	21,0438	22,0000	22,9563			
		0.00%	7/1/2016	19,1313		20,0875	21,0438	22,0000	22,9563			
		0.00%	7/1/2017	19,1313		20,0875	21,0438	22,0000	22,9563			
		2.00%	7/1/2018	19,5125		20,4875	21,4625	22,4375	23,4125			
		2.00%	7/1/2019	19,9000		20,8938	21,8875	22,8875	23,8813			
		0.00%	7/1/2020	19,9000		20,8938	21,8875	22,8875	23,8813			

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

CLERICAL SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0119	COMPUTER OPERATOR	0.00%	7/1/2015	747.00		784.25	821.75	859.00	896.50			
		0.00%	7/1/2016	747.00		784.25	821.75	859.00	896.50			
		0.00%	7/1/2017	747.00		784.25	821.75	859.00	896.50			
		2.00%	7/1/2018	762.00		800.00	838.25	876.25	914.50			
		2.00%	7/1/2019	777.25		816.00	855.00	893.75	932.75			
		0.00%	7/1/2020	777.25		816.00	855.00	893.75	932.75			
0130	EMPLOYEE & TRAINING TECHNICIAN	0.00%	7/1/2015	765.25		803.50	841.75	880.00	918.25			
		0.00%	7/1/2016	765.25		803.50	841.75	880.00	918.25			
		0.00%	7/1/2017	765.25		803.50	841.75	880.00	918.25			
		2.00%	7/1/2018	780.50		819.50	858.50	897.50	936.50			
		2.00%	7/1/2019	796.00		835.75	875.50	915.50	955.25			
		0.00%	7/1/2020	796.00		835.75	875.50	915.50	955.25			
3603	WORKSITE MONITOR	0.00%	7/1/2015	767.50		806.00	844.25	882.50	921.00			
		0.00%	7/1/2016	767.50		806.00	844.25	882.50	921.00			
		0.00%	7/1/2017	767.50		806.00	844.25	882.50	921.00			
		2.00%	7/1/2018	782.75		822.00	861.00	900.25	939.25			
		2.00%	7/1/2019	798.50		838.50	878.25	918.25	958.25			
		0.00%	7/1/2020	798.50		838.50	878.25	918.25	958.25			
4015	LEAD COMPUTER OPERATOR	0.00%	7/1/2015	785.75		825.00	864.25	903.50	943.00			
		0.00%	7/1/2016	785.75		825.00	864.25	903.50	943.00			
		0.00%	7/1/2017	785.75		825.00	864.25	903.50	943.00			
		2.00%	7/1/2018	801.50		841.50	881.75	921.75	961.75			
		2.00%	7/1/2019	817.50		858.50	899.25	940.00	981.00			
		0.00%	7/1/2020	817.50		858.50	899.25	940.00	981.00			
0310	COLLECTIONS INVESTIGATOR	0.00%	7/1/2015	916.00		961.75	961.75	1007.50	1053.50			
		0.00%	7/1/2016	916.00		961.75	961.75	1007.50	1053.50			
		0.00%	7/1/2017	916.00		961.75	961.75	1007.50	1053.50			
		2.00%	7/1/2018	934.25		981.00	981.00	1027.75	1074.50			
		2.00%	7/1/2019	953.00		1000.75	1000.75	1048.25	1096.00			
		0.00%	7/1/2020	953.00		1000.75	1000.75	1048.25	1096.00			

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

CLERICAL SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
020B	SUPPLY CLERK ⁴ (old CC: 0200B)											
		0.00%	7/1/2015	671.00		704.50	738.00	771.75	805.25			
		0.00%	7/1/2016	671.00		704.50	738.00	771.75	805.25			
		0.00%	7/1/2017	671.00		704.50	738.00	771.75	805.25			
		2.00%	7/1/2018	684.50		718.75	753.00	787.25	821.50			
		2.00%	7/1/2019	698.25		733.25	768.00	803.00	838.00			
		0.00%	7/1/2020	698.25		733.25	768.00	803.00	838.00			

⁴ For 2nd shift Public Works Department employees working without immediate supervision

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
3627	COMMUNITY RELATIONS ASSISTANT											
0004	PAYROLL CLERK	0.00%	7/1/2015	699.75		734.75	769.75	804.75	839.75			
3602	SENIOR INTERVIEWER	0.00%	7/1/2016	699.75		734.75	769.75	804.75	839.75			
0043	SENIOR NUTRITION AIDE	0.00%	7/1/2017	699.75		734.75	769.75	804.75	839.75			
		2.00%	7/1/2018	713.75		749.50	785.25	820.75	856.50			
		2.00%	7/1/2019	728.00		764.50	800.75	837.25	873.50			
		0.00%	7/1/2020	728.00		764.50	800.75	837.25	873.50			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0014	ASSISTANT PROPERTY MANAGER											
0010	MAIL ROOM SUPERVISOR	0.00%	7/1/2015	699.75		734.75	769.75	804.75	839.75			
0205	SENIOR SUPPLY CLERK	0.00%	7/1/2016	699.75		734.75	769.75	804.75	839.75			
		0.00%	7/1/2017	699.75		734.75	769.75	804.75	839.75			
		2.00%	7/1/2018	713.75		749.50	785.25	820.75	856.50			
		2.00%	7/1/2019	728.00		764.50	800.75	837.25	873.50			
		0.00%	7/1/2020	728.00		764.50	800.75	837.25	873.50			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0144	EMERGENCY TELECOMMUNICATIONS DISPATCHER (old title: RADIO TELEPHONE OPERATOR ⁵)											
		0.00%	7/1/2015	805.00		845.25	885.50	925.75	966.00	1006.25		
		0.00%	7/1/2016	805.00		845.25	885.50	925.75	966.00	1006.25		
		0.00%	7/1/2017	805.00		845.25	885.50	925.75	966.00	1006.25		
		2.00%	7/1/2018	821.00		862.00	903.00	944.25	985.25	1026.25		
		2.00%	7/1/2019	837.50		879.50	921.25	963.00	1005.00	1047.00		
		0.00%	7/1/2020	837.50		879.50	921.25	963.00	1005.00	1047.00		

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

CLERICAL SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0072	ADMINISTRATIVE CLERK * (old CC: 0005)	0.00%	7/1/2015	735.75		772.50	809.25	846.00	883.00			
0006	COUNCIL CLERK STENOGRAPHER (Replace with Town & City Clerk Record Assistant Per 9/14/2017 MOA)	0.00%	7/1/2016	735.75		772.50	809.25	846.00	883.00			
		0.00%	7/1/2017	735.75		772.50	809.25	846.00	883.00			
0355	TAX COLLECTION AIDE	2.00%	7/1/2018	750.50		788.00	825.50	863.00	900.50			
		2.00%	7/1/2019	765.50		803.75	842.00	880.25	918.50			
		0.00%	7/1/2020	765.50		803.75	842.00	880.25	918.50			

* Connecticut State Board of Labor Relations Decision #946 on August 6, 1970 - Department of Public Works Administrative Division

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0006	TOWN & CITY CLERK RECORD ASSISTANT (Replaced Council Clerk Stenographer Per 9/14/2017 MOA)	2.00%	9/14/2017	775.00		813.75	852.50	891.25	930.00		968.75	
		2.00%	7/1/2018	790.50		830.00	869.50	909.00	948.50		988.25	
		2.00%	7/1/2019	806.25		846.50	887.00	927.25	967.50		1007.75	
		0.00%	7/1/2020	806.25		846.50	887.00	927.25	967.50		1007.75	

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0331	CASHIER	0.00%	7/1/2015	608.50		639.00	669.25	699.75	730.25			
0155	DATA INPUT CLERK	0.00%	7/1/2016	608.50		639.00	669.25	699.75	730.25			
0030	MEDICAL CODING CLERK	0.00%	7/1/2017	608.50		639.00	669.25	699.75	730.25			
		2.00%	7/1/2018	620.75		651.75	682.75	713.75	745.00			
		2.00%	7/1/2019	633.25		665.00	696.50	728.25	760.00			
		0.00%	7/1/2020	633.25		665.00	696.50	728.25	760.00			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0142	POLICE COMMUNICATIONS OPERATOR	0.00%	7/1/2015	692.25		726.75	761.50	796.00	830.75			
		0.00%	7/1/2016	692.25		726.75	761.50	796.00	830.75			
		0.00%	7/1/2017	692.25		726.75	761.50	796.00	830.75			
		2.00%	7/1/2018	706.00		741.25	776.50	812.00	847.25			
		2.00%	7/1/2019	720.00		756.00	792.00	828.00	864.00			
		0.00%	7/1/2020	720.00		756.00	792.00	828.00	864.00			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0156	DATA ENTRY OPERATOR I	0.00%	7/1/2015	638.75		670.75	702.75	734.50	766.50			
0063	LAND RECORD CLERK	0.00%	7/1/2016	638.75		670.75	702.75	734.50	766.50			
0032	MAGNETIC TAPE LIBRARIAN	0.00%	7/1/2017	638.75		670.75	702.75	734.50	766.50			
0025	MEDICAL STENOGRAPHER	2.00%	7/1/2018	651.50		684.00	716.75	749.25	781.75			
0143	SENIOR ATTENDANT CONSOLE OPERATOR	2.00%	7/1/2019	664.50		697.75	731.00	764.25	797.50			
0078	SENIOR CLERK TYPIST (old CC: 0013)	0.00%	7/1/2020	664.50		697.75	731.00	764.25	797.50			
020A	SUPPLY CLERK (OLD CC:0200A)											

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

CLERICAL SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0026	ASST REGISTRAR VITAL STATISTICS	0.00%	7/1/2015	667.50		701.00	734.25	767.50	801.00			
0157	DATA ENTRY OPERATOR II	0.00%	7/1/2016	667.50		701.00	734.25	767.50	801.00			
0035	OFFSET PRESS OPERATOR	0.00%	7/1/2017	667.50		701.00	734.25	767.50	801.00			
0302	SENIOR ACCOUNT CLERK	2.00%	7/1/2018	680.75		714.75	748.75	782.75	817.00			
0023	SENIOR CLERK STENOGRAPHER	2.00%	7/1/2019	694.25		729.00	763.75	798.50	833.00			
0055	STATISTICAL TYPIST	0.00%	7/1/2020	694.25		729.00	763.75	798.50	833.00			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0060	INDEX CLERK	0.00%	7/1/2015	667.50		701.00	734.25	767.50	801.00			
		0.00%	7/1/2016	667.50		701.00	734.25	767.50	801.00			
		0.00%	7/1/2017	667.50		701.00	734.25	767.50	801.00			
		2.00%	7/1/2018	680.75		714.75	748.75	782.75	817.00			
		2.00%	7/1/2019	694.25		729.00	763.75	798.50	833.00			
		0.00%	7/1/2020	694.25		729.00	763.75	798.50	833.00			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0076	CLERK TYPIST (old CC: 0012)	0.00%	7/1/2015	536.50		563.25	590.25	617.00	643.75			
3636	EARLY LEARNING CENTER TEACHER ASSISTANT	0.00%	7/1/2016	536.50		563.25	590.25	617.00	643.75			
0003	GENERAL CLERK	0.00%	7/1/2017	536.50		563.25	590.25	617.00	643.75			
		2.00%	7/1/2018	547.25		574.50	602.00	629.25	656.75			
		2.00%	7/1/2019	558.25		586.25	614.00	642.00	670.00			
		0.00%	7/1/2020	558.25		586.25	614.00	642.00	670.00			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0141	ATTENDANT CONSOLE OPERATOR	0.00%	7/1/2015	555.75		583.50	611.25	639.00	667.00			
0133	PHOTOSTAT OPERATOR	0.00%	7/1/2016	555.75		583.50	611.25	639.00	667.00			
		0.00%	7/1/2017	555.75		583.50	611.25	639.00	667.00			
		2.00%	7/1/2018	566.75		595.00	623.50	651.75	680.00			
		2.00%	7/1/2019	578.00		607.00	635.75	664.75	693.50			
		0.00%	7/1/2020	578.00		607.00	635.75	664.75	693.50			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0301	ACCOUNT CLERK	0.00%	7/1/2015	584.50		613.75	643.00	672.25	701.50			
0022	CLERK STENOGRAPHER	0.00%	7/1/2016	584.50		613.75	643.00	672.25	701.50			
0019	DICTATING MACHINE TRANSCRIBER	0.00%	7/1/2017	584.50		613.75	643.00	672.25	701.50			
3601	INTERVIEWER	2.00%	7/1/2018	596.25		626.00	656.00	685.75	715.50			
0042	NUTRITION AIDE	2.00%	7/1/2019	608.25		638.75	669.00	699.50	730.00			
0065	TAX CLERK	0.00%	7/1/2020	608.25		638.75	669.00	699.50	730.00			

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

CLERICAL SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0151	STATISTICAL SORTING MACHINE OPERATOR	0.00%	7/1/2015	596.50		626.25	656.25	686.00	715.75			
		0.00%	7/1/2016	596.50		626.25	656.25	686.00	715.75			
		0.00%	7/1/2017	596.50		626.25	656.25	686.00	715.75			
		2.00%	7/1/2018	608.50		639.00	669.25	699.75	730.25			
		2.00%	7/1/2019	620.75		651.75	682.75	713.75	745.00			
		0.00%	7/1/2020	620.75		651.75	682.75	713.75	745.00			
0111	KEYPUNCH OPERATOR	0.00%	7/1/2015	601.25		631.25	661.50					
		0.00%	7/1/2016	601.25		631.25	661.50					
		0.00%	7/1/2017	601.25		631.25	661.50					
		2.00%	7/1/2018	613.25		644.00	674.50					
		2.00%	7/1/2019	625.50		656.75	688.00					
		0.00%	7/1/2020	625.50		656.75	688.00					
0001	CLERICAL TRAINEE	0.00%	7/1/2015	467.25	490.50							
0002	JUNIOR CLERK	0.00%	7/1/2016	467.25	490.50							
		0.00%	7/1/2017	467.25	490.50							
		2.00%	7/1/2018	476.50	500.25							
		2.00%	7/1/2019	486.00	510.25							
		0.00%	7/1/2020	486.00	510.25							
3600	SOCIAL SERVICE AIDE	0.00%	7/1/2015	487.75		512.25	536.50	561.00	585.25			
		0.00%	7/1/2016	487.75		512.25	536.50	561.00	585.25			
		0.00%	7/1/2017	487.75		512.25	536.50	561.00	585.25			
		2.00%	7/1/2018	497.50		522.50	547.25	572.25	597.00			
		2.00%	7/1/2019	507.50		533.00	558.25	583.75	609.00			
		0.00%	7/1/2020	507.50		533.00	558.25	583.75	609.00			
0074	JUNIOR CLERK TYPIST (old CC: 0011)	0.00%	7/1/2015	493.50		518.25	542.75					
		0.00%	7/1/2016	493.50		518.25	542.75					
		0.00%	7/1/2017	493.50		518.25	542.75					
		2.00%	7/1/2018	503.25		528.50	553.50					
		2.00%	7/1/2019	513.25		539.00	564.50					
		0.00%	7/1/2020	513.25		539.00	564.50					

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

CLERICAL SERIES

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0132	ASST PHOTOSTAT OPERATOR	0.00%	7/1/2015	509.75		535.25	560.75	586.25	611.75			
		0.00%	7/1/2016	509.75		535.25	560.75	586.25	611.75			
		0.00%	7/1/2017	509.75		535.25	560.75	586.25	611.75			
		2.00%	7/1/2018	520.00		546.00	572.00	598.00	624.00			
		2.00%	7/1/2019	530.50		557.00	583.50	610.00	636.50			
		0.00%	7/1/2020	530.50		557.00	583.50	610.00	636.50			
CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0021	JUNIOR CLERK STENOGRAPHER	0.00%	7/1/2015	515.75		541.50	567.25					
		0.00%	7/1/2016	515.75		541.50	567.25					
		0.00%	7/1/2017	515.75		541.50	567.25					
		2.00%	7/1/2018	526.00		552.25	578.50					
		2.00%	7/1/2019	536.50		563.25	590.25					
		0.00%	7/1/2020	536.50		563.25	590.25					
CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
0146	EMERGENCY TELECOMMUNICATIONS DISPATCHER TRAINEE	0.00%	7/1/2015	692.25		726.75						
		0.00%	7/1/2016	692.25		726.75						
		0.00%	7/1/2017	692.25		726.75						
		2.00%	7/1/2018	706.00		741.25						
		2.00%	7/1/2019	720.00		756.00						
		0.00%	7/1/2020	720.00		756.00						
CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
9992	CONSTITUENT SERVICES REPRESENTATIVE	0.00%	7/1/2015	515.50		541.25	567.00	592.75	618.50			
		0.00%	7/1/2016	515.50		541.25	567.00	592.75	618.50			
		0.00%	7/1/2017	515.50		541.25	567.00	592.75	618.50			
		2.00%	7/1/2018	525.75		552.00	578.25	604.50	631.00			
		2.00%	7/1/2019	536.25		563.00	590.00	616.75	643.50			
		0.00%	7/1/2020	536.25		563.00	590.00	616.75	643.50			

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

CLERICAL SERIES (PART-TIME)

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
002P	JUNIOR CLERK (Part-Time)	0.00%	7/1/2015	11.6813	12.2625							
		0.00%	7/1/2016	11.6813	12.2625							
		0.00%	7/1/2017	11.6813	12.2625							
		2.00%	7/1/2018	11.9125	12.5063							
		2.00%	7/1/2019	12.1500	12.7563							
		0.00%	7/1/2020	12.1500	12.7563							

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
076P	CLERK TYPIST (Part-Time)	0.00%	7/1/2015	13.4125		14.0813	14.7563	15.425	16.0938			
003P	GENERAL CLERK (Part-Time)	0.00%	7/1/2016	13.4125		14.0813	14.7563	15.425	16.0938			
		0.00%	7/1/2017	13.4125		14.0813	14.7563	15.425	16.0938			
		2.00%	7/1/2018	13.6813		14.3625	15.0500	15.7313	16.4188			
		2.00%	7/1/2019	13.9563		14.6563	15.3500	16.0500	16.7500			
		0.00%	7/1/2020	13.9563		14.6563	15.3500	16.0500	16.7500			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
078P	SENIOR CLERK TYPIST (Part-Time)	0.00%	7/1/2015	15.9688		16.7688	17.5688	18.3625	19.1625			
		0.00%	7/1/2016	15.9688		16.7688	17.5688	18.3625	19.1625			
		0.00%	7/1/2017	15.9688		16.7688	17.5688	18.3625	19.1625			
		2.00%	7/1/2018	16.2875		17.1000	17.9188	18.7313	19.5438			
		2.00%	7/1/2019	16.6125		17.4438	18.2750	19.1063	19.9375			
		0.00%	7/1/2020	16.6125		17.4438	18.2750	19.1063	19.9375			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
119P	COMPUTER OPERATOR (Part-Time)	0.00%	7/1/2015	18.6750		19.6063	20.5438	21.4750	22.4125			
		0.00%	7/1/2016	18.6750		19.6063	20.5438	21.4750	22.4125			
		0.00%	7/1/2017	18.6750		19.6063	20.5438	21.4750	22.4125			
		2.00%	7/1/2018	19.0500		20.0000	20.9563	21.9063	22.8625			
		2.00%	7/1/2019	19.4313		20.4000	21.3750	22.3438	23.3188			
		0.00%	7/1/2020	19.4313		20.4000	21.3750	22.3438	23.3188			

APPENDIX F – CLASSIFICATION PLAN & PAY RATES

CLERICAL SERIES (PART-TIME)

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
155P	DATA INPUT CLERK (Part-Time)	0.00%	7/1/2015	15.2125		15.9750	16.7313	17.4938	18.2563			
		0.00%	7/1/2016	15.2125		15.9750	16.7313	17.4938	18.2563			
		0.00%	7/1/2017	15.2125		15.9750	16.7313	17.4938	18.2563			
		2.00%	7/1/2018	15.5188		16.2938	17.0688	17.8438	18.6250			
		2.00%	7/1/2019	15.8313		16.6250	17.4125	18.2063	19.0000			
		0.00%	7/1/2020	15.8313		16.6250	17.4125	18.2063	19.0000			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
301P	ACCOUNT CLERK (Part-Time)	0.00%	7/1/2015	14.6125		15.3438	16.0750	16.8063	17.5375			
361P	INTERVIEWER (Part-Time)	0.00%	7/1/2016	14.6125		15.3438	16.0750	16.8063	17.5375			
		0.00%	7/1/2017	14.6125		15.3438	16.0750	16.8063	17.5375			
		2.00%	7/1/2018	14.9063		15.6500	16.4000	17.1438	17.8875			
		2.00%	7/1/2019	15.2063		15.9688	16.7250	17.4875	18.2500			
		0.00%	7/1/2020	15.2063		15.9688	16.7250	17.4875	18.2500			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
360P	SOCIAL SERVICE AIDE (Part-Time)	0.00%	7/1/2015	12.1938		12.8063	13.4125	14.0250	14.6313			
		0.00%	7/1/2016	12.1938		12.8063	13.4125	14.0250	14.6313			
		0.00%	7/1/2017	12.1938		12.8063	13.4125	14.0250	14.6313			
		2.00%	7/1/2018	12.4375		13.0625	13.6813	14.3063	14.9250			
		2.00%	7/1/2019	12.6875		13.3250	13.9563	14.5938	15.2250			
		0.00%	7/1/2020	12.6864		13.3208	13.9551	14.5894	15.2237			

CODE	CLASS	% INCR	DATE	BASE RATE	1ST QTR	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	2 1/2 YEAR	3RD YEAR	4TH YEAR
367P	COMMUNITY RELATIONS ASSISTANT (Part-Time)	0.00%	7/1/2015	17.4938		17.4938	18.3688		19.2438		20.1188	20.9938
		0.00%	7/1/2016	17.4938		17.4938	18.3688		19.2438		20.1188	20.9938
		0.00%	7/1/2017	17.4938		17.4938	18.3688		19.2438		20.1188	20.9938
		2.00%	7/1/2018	17.8438		17.8438	18.7375		19.6313		20.5188	21.4125
		2.00%	7/1/2019	18.2000		18.2000	19.1125		21.0188		20.9313	21.8375
		0.00%	7/1/2020	18.2000		18.2000	19.1125		21.0188		20.9313	21.8375