

AGREEMENT

between the

MERIDEN BOARD OF EDUCATION

and the

MERIDEN FEDERATION OF PARAPROFESSIONALS

SEPTEMBER 1, 2013 THROUGH AUGUST 31, 2016

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## AGREEMENT

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MERIDEN BOARD OF EDUCATION

and the

MERIDEN FEDERATION OF PARAPROFESSIONALS

THIS AGREEMENT IS MADE AND ENTERED INTO on this \_\_\_\_\_ day of \_\_\_\_\_, 2014 by and between the Meriden Board of Education (hereinafter) referred to as the "Board") and the Meriden Federation of Paraprofessionals (hereinafter referred to as the "Federation").

### ARTICLE I - RECOGNITION

The Board recognizes the Federation for the purposes of negotiation, as the exclusive representative of a unit consisting of all employees of the Board employed as Paraprofessionals who work twenty (20) or more hours per week, excluding such supervisory and confidential employees as may be excluded from coverage under the provisions of the Municipal Employee Relations Act.

### ARTICLE II - MANAGEMENT RIGHTS

The right of the Board to hire, suspend or discharge for proper cause or to transfer to new duties or its right to relieve employees from duties because of lack of work or for other legitimate reasons, or to extend, limit or curtail its operations when in its sole discretion it may deem it advisable to do so, or to exercise any other powers of management, shall not be limited except as specifically set forth in this Agreement.

### ARTICLE III - NEGOTIATION

#### A. Negotiation over Successor Agreement and Budget

1. Negotiations shall commence in accordance with the law. The Board and the Federation agree to negotiate in good faith pursuant to Sections 7-467 to 7-477 of the General Statutes, in accordance with procedures set forth herein, to secure a Successor Agreement with respect to wages, hours and other conditions of employment.

2. During negotiations, the Board and the Federation shall present relevant data, exchange points of view, and make proposals and counter-proposals. Each party may, at its own expense, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations. (The parties agree to make available to each other information which the parties deem necessary for negotiations.)

## ARTICLE IV - GRIEVANCE PROCEDURE

### A. Definitions

1. A "grievance" is a claim based upon the interpretation, meaning or application of any of the provisions of this Agreement.
2. The term "days", except where otherwise indicated, means school days. Reference to number of days refers to school days of individual involved.
3. In instances where reference is made to the "Director of Personnel" or "Superintendent" it shall be understood that such reference is to the Director of Personnel or Superintendent of Schools as appropriate, or his/her designated representative.

### B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may from time to time arise.

### C. Procedure

#### 1. Level One - Principal or Immediate Supervisor

A member of the unit with a grievance or dispute shall first discuss it with his/her immediate supervisor or principal, whether directly or through the Federation's representative, with the objective of resolving the matter informally.

#### 2. Level Two - Director of Personnel

- a. In the event that the matter is not resolved at the informal level or the immediate supervisor has not responded to the grievance, a written statement of the specific grounds of the grievance may be submitted to the Director of Personnel.
- b. The Director of Personnel or his/her designee shall represent the Administration at this level of the grievance procedure. Within fifteen

(15) school days after receipt of the written grievance by the Director of Personnel, he/she shall meet with the grievant and the Federation in an effort to resolve it.

- c. If a written grievance is not filed with the Office of the Director of Personnel within eighteen (18) school days after the grievant (or in the case of an institutional grievance, the Union) knew, or should have known, of the act or condition on which the grievance is based, then the grievance shall be waived.

3. Level Three - Superintendent

- a. In the event that the matter is not resolved at Level Two within fifteen (15) days after the meeting with the Director of Personnel, or the Board has failed to respond within that time period, the grievance may be submitted in writing to the Superintendent.
- b. The filing of this Third Step of the grievance process must be done within five (5) days after the decision by the Director of Personnel, or within five (5) days after the date when the Director of Personnel's decision was due.
- c. The Superintendent shall meet with the grievant and the Federation within (10) ten days after receiving the written grievance. The Superintendent shall render his/her decision within ten (10) days of this meeting.

4. Level Four - Binding Arbitration

- a. Only those grievances which violate the specific terms of this Agreement shall be arbitrable. If the Federation is not satisfied with the disposition of the grievance at Level Three or if no decision has been rendered within ten (10) days after the aggrieved member has met with the Superintendent or his or her designee, the Federation may submit the grievance to binding arbitration within thirty (30) days after the Level Three decision or the date when the Level Three decision was due. Requests for arbitration shall be forwarded to the American Arbitration Association. Arbitration shall be conducted in accordance with the rules of the American Arbitration Association.
- b. The Arbitrator's decision shall be in writing and shall set forth findings of facts, reasoning, and conclusions on the issues submitted. The decision of the Arbitrator shall be final and binding on all parties.
- c. The fees and expenses of the Arbitrator shall be divided equally between the Board and the Federation.

- d. The Arbitrator shall have no authority to add to, modify, or amend any terms of this Agreement.

D. Rights of Paraprofessionals to Representation

1. No reprisals of any kind shall be taken by any participant against anyone by reason of participation in the grievance procedure or support of any grievance.
2. An individual grievant may waive Federation representation at steps one, two and three, but the Federation shall have the right to be present and to state its views at all stages of the grievance procedure.
3. No individual or organization, other than the Federation, shall have the right to represent a grievant during the grievance process.

E. Miscellaneous

1. Decisions rendered at Levels Two and Three of the grievance procedure shall be in writing, setting forth the decision and the reasons therefore, and shall promptly be transmitted to all the individuals involved.
2. If, in the judgment of the President of the Federation, a grievance affects a group or class of members of the unit, the President of the Federation may submit such grievance in writing to the Director of Personnel directly and the processing of such grievance shall commence at Level Two.
3. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be considered acceptance by the aggrieved of the decision rendered, and such decision shall thereafter be binding upon the aggrieved. The time limits specified shall be extended in any particular instance by agreement between the Superintendent and the Federation and/or the aggrieved person.

## ARTICLE V - WORKING CONDITIONS

A. Sick Leave Allowance

1. Employees shall be granted full pay while absent for personal illness to the amount of ten (10) working days per year, accumulated at the pro-rated amount per month.

Those not absent for personal illness may accumulate the unused portion of their sick leave allowance up to a maximum of one hundred twenty five (125) days.

2. In the event an employee exhausts the accumulation of personal illness days due to an extended illness, said employee shall first, if eligible for Family and Medical Leave (FMLA), apply to the Personnel Officer for FMLA.
3. The current practice of listing accumulated sick and personal days in each paycheck shall continue.
4. Severance - Any employee who separates under honorable circumstances after ten years of service to the Meriden Public School System as a contracted member of the Meriden Federation of Paraprofessionals bargaining unit, or retires from the Meriden Federation of Paraprofessionals bargaining unit under the City of Meriden Pension Plan, shall be entitled to compensation in a lump sum for that portion of unused sick leave which has been accumulated, not to exceed one hundred (100) days. The compensation shall be one-half the rate of compensation earned by the employee at the time of separation. In the event of an employee's death, all accumulated sick leave not exceeding one hundred (100) days shall be paid to the employee's estate at one-half the rate of compensation earned by the employee at the time of death.

B. Authorized Absence

1. A paraprofessional may be absent for personal reasons up to three (3) days each year with no loss of pay, except for the day preceding or following a vacation or holiday or Professional Development Day. Paraprofessionals shall make every reasonable attempt to limit absences for personal reasons to personal business that cannot be transacted at any other time. Absences for vacation shall not be authorized as personal days. Except in cases of emergency, requests must be submitted in writing to the principal not less than two (2) days in advance. Each day shall be strictly personal and shall be granted by the system.

C. Absences Due to Death in Immediate Family

1. All employees may be absent with full pay up to five (5) consecutive working days on each occasion of the death of a member of his/her immediate family (father, mother, brother, sister, husband, wife, child, mother-in-law and father-in-law, and grandchild). The intent of this provision is to allow the employees up to five (5) days to meet the immediate needs arising from such occasion. All employees may be absent with full pay up to one (1) working day on each occasion of the death of a grandparent. Where the deceased is not a member of the immediate family or a grandparent, but unusual circumstances require the employee to be absent, the Superintendent may approve such absence under this section.

D. Holidays

1. Employees are granted the following paid holidays provided school is not in session on these days:

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

E. Personnel Alteration

1. If a change and/or alteration of operations is contemplated which would have the effect of altering the number of personnel, in a given school, or the hours of work of said personnel, then the parties will meet and discuss the impact that such changes would have.

F. Vacancy

1. A vacancy occurs only when the Board wishes to fill a position which has become vacant due to death, retirement, resignation, termination, transfer or the creation of a new position. Vacancies will be posted in all schools for not less than five (5) business days.
2. During the summer, when school is not in session, the Board shall post vacancies internally for ten (10) business days before posting externally. Said vacancies shall be posted on the Meriden Board of Education Internet site. The Board shall forward a copy of all postings to the Federation President. Vacancies which occur during the summer shall be filled in accordance with the collective bargaining agreement.
3. Assignments and transfers shall be made on the basis of qualifications. Where two or more applicants for the position are substantially equal in qualifications, the applicant with the greatest amount of seniority as a contracted employee within the Meriden Federation of Paraprofessionals shall be appointed.
4. Paraprofessional Displacement Process
  - (a) There are three categories of paraprofessionals, as follows:
    - Category 1 - includes Kindergarten
    - Category 2 - includes bilingual
    - Category 3 - includes SPED and all other paraprofessionals



- (b) When paraprofessionals are displaced from their positions at the end of a school year, the following will apply:
- At the end of each school year the Personnel Office, and/or the Office of Pupil Personnel Programs, will contact each building principal to determine
    - a) the paraprofessional positions which are no longer required and will be eliminated,
    - b) the vacant paraprofessional positions which must be filled for the following school year; and
    - c) the names of the paraprofessionals who have been displaced from their current positions, due to students who graduate, students who leave the school district, students whose IEP no longer requires a paraprofessional, etc.
  - Within ten (10) days following the last day of school, a meeting will be held in which the displaced paraprofessionals (most senior first) shall select a position from the “pool” of paraprofessional vacancies available on that date. Displaced paraprofessional employees will be notified of the meeting by mail sent to their home address. Displaced paraprofessionals will select from positions of the same duration (i.e. hours per day) or less.
  - If the current number of vacancies exceeds the number of displaced paraprofessionals, the remaining positions will be posted in accordance with the applicable provisions of this Agreement.
  - If there are more displaced paraprofessionals than there are current vacancies, a second displacement meeting will be held prior to the beginning of the school year in which the displaced paraprofessionals (most senior first) shall select a position from the “pool” of paraprofessional vacancies available on that date. Displaced paraprofessional employees will be notified of the meeting by mail sent to their home address. Displaced paraprofessionals will select from positions of the same duration (i.e. hours per day) or less.
  - If, at each displacement meeting, there are more displaced paraprofessionals than there are current vacancies, the displaced paraprofessionals (most senior first) may “bump” the least senior paraprofessional within his/her category, from positions of the same duration (i.e. hours per day) or less.
  - If a displaced paraprofessional does not have a “permanent” position by the beginning of the school year, he/she will serve as a “substitute” paraprofessional at his/her current rate of pay and hours, but without benefits, until additional vacancies become available.
- (c) When paraprofessionals are displaced from their positions during a school year, the following will apply:
- Displaced paraprofessionals will select from vacant positions of

the same duration (i.e. hours per day).

- If there are no vacant paraprofessional positions of the same duration (i.e. hours per day), the displaced paraprofessionals (most senior first) may “bump” the least senior paraprofessional within his/her category, from positions of the same duration (i.e. hours per day).
- If a displaced paraprofessional chooses not to bump the least senior paraprofessional within his/her category, the displaced paraprofessional will be laid off. If the displaced paraprofessional chooses to bump the least senior paraprofessional within his/her category, the “bumped” paraprofessional will be laid off.
- Displaced paraprofessionals may apply, as internal candidates, for paraprofessional positions that may become available.
- At the end of the school year, the paraprofessionals who remain displaced shall have the opportunity to select from the “pool” of vacancies according to the end of the year process described in paragraph (b) above.

(d) When paraprofessional positions are eliminated due to lack of funding or other operational needs, the following will apply:

- Layoff will not be made in an arbitrary or capricious manner and will be capable of reasoned substantiation.
- When positions are eliminated, they shall be eliminated within the three categories (see above).
- Paraprofessionals in eliminated positions will select from vacant positions of the same duration (i.e. hours per day) or less.
- If there are no vacant paraprofessional positions of the same duration (i.e. hours per day) or less, the eliminated paraprofessionals (most senior first) may “bump” the least senior paraprofessional within his/her category, from positions of the same duration (i.e. hours per day) or less.
- If an eliminated paraprofessional chooses not to bump the least senior paraprofessional within his/her category, the eliminated paraprofessional will be laid off. If the eliminated paraprofessional chooses to bump the least senior paraprofessional within his/her category, the “bumped” paraprofessional will be laid off.
- Paraprofessionals, laid off because of lack of work shall, in the direct order of their seniority within their particular category classification, be provided first opportunity for re-employment until the end of the school year following the school year within which they were laid off. Failure to accept an offer of re-employment in an assignment with at least as many hours as the employee’s previous assignment will result in a loss of re-employment rights under this section.

5. Whenever possible, postings for all vacancies shall be specific as to hours, school, program, grade level and a general description of the work to be performed. All internal and external paraprofessional positions will be posted on the Meriden Board of Education Internet site.

G. Work Year

1. All employees shall commence work on the first day of the school year and shall end on the last day unless in the sole judgment of the Board of Education budget considerations require the Board to adjust the work year.
2. An employee who is to receive a change in his or her assignment shall be notified, if possible, two (2) weeks prior to the effective date of such change.
3. On abbreviated (non-storm) school days (e.g. parent conference days, the day before Thanksgiving and the last day of school), paraprofessionals shall begin the day at their normal start time and stay the length of the abbreviated school day, unless required to perform any regularly scheduled before-school and/or after-school student transportation duties. Paraprofessionals will be excused by the building principal at the end of the abbreviated school day. Paraprofessionals shall not leave the building until excused by the building principal. In no case will a paraprofessional be required to remain in class once the teacher has left. Kindergarten, pre-school and Early Intervention Program (EIP) paraprofessionals, will work without a lunch break on abbreviated (non-storm) school days.

H. Storm Days

1. When school is called off during the school day, after the school day has started, all paraprofessionals are required to work until excused by their building principal. In no case will a paraprofessional be required to remain in class once the teacher has left. Employees released under these conditions shall receive their full day's pay. Employees who leave the school building without being released by their principal will not be paid for the additional released time.
2. When the opening of school is delayed due to inclement weather, paraprofessionals are not required to report to work earlier than their delayed opening start time. However, paraprofessionals shall be permitted to report to school at their normal start time, provided that they 1) report to the principal that they are present, and 2) are willing to work a temporary assignment for the time between their normal start time and their delayed opening start time.

I. Summer Jobs

1. When there are summer jobs available, qualified bargaining unit members shall be hired (in order of seniority) before non-bargaining unit employees are considered.

J. Class Coverage

1. Except in cases of emergency, class coverage shall be provided by certified personnel, which includes substitute teachers. If, in an emergency, a teacher must leave his or her classroom for a short period of time, it would be reasonable to have a paraprofessional provide such emergency coverage. An emergency is defined as when the need for coverage is not known in advance.

K. Professional Development

Any mandatory training for paraprofessionals (OSHA, DCF, etc.) shall be held during work hours when possible. If a mandatory training occurs outside of work hours, employees will be paid for the time in training.

## ARTICLE VI - SALARY SCHEDULE, INSURANCE AND HOURS OF EMPLOYMENT

A. Hours of Employment

1. The actual hours of employment for all personnel covered by this Agreement will be dictated by the needs of the schools as determined by the Superintendent of Schools.
2. Paraprofessionals who work more than their scheduled hours on a work day shall be paid time and one half for those additional hours including time spent at workshops and in-service training.

B. Insurance

1. Medical:

Employees will have the choice of either the High Deductible Health Plan-HSA Plan or the Cigna Co-pay Plan in the first year of the contract. In the second and third years of the contract, the High Deductible Health Plan-HSA Plan will be the only option for employees unless an employee is not eligible for the High Deductible Health Plan-HSA Plan.

a. High Deductible Health Plan - HSA Plan (HDHP-HSA): High Deductible Health Plan HSA with a \$2,000/\$4,000 deductible, of which, the employer will fund seventy five percent (75%) on or about March 1, 2014, sixty five percent (65%) on or about September 1, 2014, and fifty percent (50%) in two separate installments on or about September 1, 2015 and March 1, 2016. Furthermore, (1) there shall be no prescription copayments after the deductible is met, and (2) a weight loss program shall be implemented for members of the unit who participate in the wellness program, with \$100 Board subsidy of the fee.

b. Cigna Co-pay Plan: Employees who are not eligible for the HDHP-HSA plan because they participate in Medicare or because they have received benefits

from the Veteran's Administration in the last three months shall be permitted to continue in the current Cigna co-pay plan with a premium contribution rate as described below.

c. The HDHP-HSA plan and Cigna co-pay plan referenced in subparagraphs a and b, above, shall be attached as Appendix B and made a part of this agreement for informational purposes only.

d. To be eligible to receive medical and dental insurance benefits set forth in this Article, the employee shall annually contribute the following percentages for single coverage:

HDHP-HSA Plan:

2013-2014: 10%

2014-2015: 11%

2015-2016: 12%

However, participants in a biometric wellness program in 2013-2014 shall pay 8% of the premium rate, 9% of the premium rate in 2014-2015, and 10% of the premium rate in 2015-2016.

Cigna Co-Pay Plan:

2013-2014: 14%

2014-2015: 15%

2015-2016: 16%

However, participants in a biometric wellness program in 2013-2014 shall pay 12% of the premium rate, 13% of the premium rate in 2014-2015, and 14% of the premium rate in 2015-2016.

In 2013-2014, all employees will be considered to be participating in the wellness program regardless if they participate or not, and in the subsequent years of this contract, employees must only participate in the program in order to qualify for the lower premium cost percentages.

The Board of Education shall implement a Section 125 premium conversion plan for such contributions. The Board shall contribute the remaining portion of the cost for these benefits.

The foregoing premium cost share percentages will not be applied retroactively, and the new percentages will be applied within a reasonable amount of time after ratification of this Agreement by both parties. The Board shall provide 50% of the premium cost for dependent coverage under the HDHP-HSA and the Cigna Co-Pay Plan, and will fund 50% of the deductible under the HDHP-HSA for dependent coverage, provided the dependent(s) are unable to obtain equivalent coverage elsewhere at a cost equal to or less than the cost to the employee.

2. CIGNA Dental - The CIGNA Dental Plan.

The premium cost share paid by employees for this insurance plan shall be the same percentage as the employee pays for medical insurance.

Dependent coverage shall be provided at full cost to the employee if such dependent(s) are eligible and do not have equivalent coverage elsewhere at no cost.

Details of the plan are available in literature provided by the insurance carrier.

3. Insurance Carrier

The Board may change insurance carriers so long as benefits are equivalent to those noted above.

4. Employees who retire shall be allowed to purchase the insurance benefits available through the Board at the prevailing group rates in accordance with the policies of the insurance carrier. An employee's eligibility to purchase the insurance benefits shall be based upon meeting the age and length of service requirements established in the City of Meriden Pension Plan and not on eligibility to collect a pension under said plan.

5. Insurance Committee

The M.F.P. agrees to participate and be represented on the City of Meriden Health and Medical Insurance Advisory Committee. The call of the committee is to explore and continue to recommend ways to curb the escalating costs and to maintain the current level of benefits, if at all possible. If the committee makes any recommendations that would require contract language changes, the M.F.P. agrees to present such recommendations to the bargaining group for acceptance.

C. Salary Schedule

1. The salaries of all employees covered by this Agreement are set forth in Appendix A, which is attached to this Agreement and made a part thereof.

Appendix A is part of this contract and shall remain in full force and effect until such time as a Successor Agreement has been negotiated so that Paraprofessionals will continue to advance in step on that salary schedule until the Successor Agreement is in force.

2. Any new employee whose services commence before February 1 of a given school year shall be advanced one step on the pay scale on the following September 1 with an affirmation of satisfactory service.
3. New employees shall complete a probationary period of six (6) months. Upon satisfactory completion of a probationary period, employees will be advanced to the next higher step. During this probationary period, probationary employees shall have no access to the grievance procedure with respect to disciplinary issues, including discharge, and shall not be eligible for transfer unless this provision is waived by the Superintendent or his or her designee.
4. Employees will be paid on a weekly basis.

## ARTICLE VII - FEDERATION RIGHTS

### A. Contract Distribution

The Board will provide each employee with a copy of this Agreement not later than thirty (30) days after the signing of this Agreement. The Board will provide new employees with a copy of this Agreement at the time of hire. The Board will also provide the Federation with a reasonable number of copies for its use.

### B. Dues Deductions

1. The Board agrees to deduct from the salary of any paraprofessional the dues for the Meriden Federation of Paraprofessionals, as said paraprofessionals individually and voluntarily authorize the Board to deduct dues and to transmit the monies promptly to the Treasurer of the Meriden Federation of Paraprofessionals.
2. The Meriden Federation of Paraprofessionals shall certify annually to the Board in writing the current rate of membership dues.
3. Deductions referred to in Section 1, shall be made on each payday of the month. The Board shall not be required to honor for any payday's deduction any authorizations that are delivered to it later than one (1) week prior to the distribution of the payroll from which deductions are to be made.
4. No later than October 30 of each year, the Board shall provide the Federation with a list of those employees who have voluntarily authorized the Board to deduct dues. Any paraprofessional desiring to have the Board discontinue deductions he/she has previously authorized must notify the Board and the Federation, in writing, at least one month before the effective date of termination of dues deductions.

5. The Federation shall indemnify the Board and hold it harmless with respect to all aspects of administering Meriden Federation of Paraprofessionals dues deductions permitted or requested by the provisions of this Article.
6. All employees shall, as a condition of employment, join the Federation or pay to the Federation an agency fee for expenses incurred by the Federation or to be incurred by the Federation for collective bargaining, contract administration, and grievance representation.
7. The Board agrees to deduct weekly service representation fees, as certified by the President of the Federation, from the salaries of all employees covered by this Agreement, except objecting employees during the period of objection. Such deductions shall be made from each weekly paycheck. The Board shall transmit the monies promptly to the Treasurer of the Meriden Federation of Paraprofessionals.
8. Hold Harmless Provision  
  
The Federation shall indemnify the Board and hold it harmless with respect to all aspects of administering the service representation fee deduction permitted by the provisions of this Article.

#### ARTICLE VIII - SENIORITY

- A. Seniority shall begin on the date of hire, with the employee hired last having the least amount of seniority and the employee hired first having the greatest amount of seniority.
- B. Date of Hire
  1. Date of hire, in the event of a voluntary interruption of employment, shall mean the most recent date of hire within the bargaining unit.
  2. Date of hire, in the event of an involuntary interruption of employment, shall mean the most recent date of hire as a contracted employee within the bargaining unit prior to the involuntary interruption of employment. In the event that an employee is rehired after an involuntary interruption, the employee's seniority prior to the involuntary interruption shall be restored, but the time during the involuntary interruption shall not count toward seniority.
- C. The Federation will notify the Superintendent or his/her designee of the names of the Federation Executive Board. Elected officers but not more than two (2) persons shall be accorded super seniority for the purpose of protecting the officers from layoff and involuntary transfer.



## ARTICLE IX - LONGEVITY

- A. Effective with the longevity payment in 2014, annual longevity payments shall be granted to all employees who have completed the necessary years of service based on the following schedule:

Completion of 10 years – \$250

Completion of 15 years – \$325

Completion of 20 years – \$400

- B. Longevity payment shall be made on the first payday of July following the completion of the necessary years of service.

## ARTICLE X - DURATION

- A. Duration

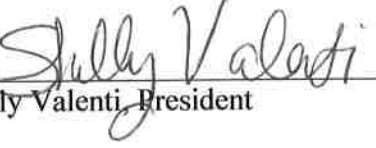
The provisions of this Agreement shall be effective as of the first day of September, 2013 and shall continue and remain in full force and effect for the period of three (3) years from and after said date through the thirty-first day of August, 2016.

IN WITNESS THEREOF, the parties hereunto set their hands and seals this 20 day of May, 2014.

MERIDEN BOARD OF EDUCATION

By   
Mark Hughes, President

MERIDEN FEDERATION OF  
PARAPROFESSIONALS

By   
Shelly Valenti, President

## **APPENDIX A**

### **PARAPROFESSIONALS' SALARY SCHEDULE**

2013-14	Year 1									
Step	1	2	3	4	5	6	7	8	9	10
	11.30	11.61	12.10	12.60	13.16	13.66	14.31	14.92	15.59	16.17
2014-15	Year 2									
Step	1	2	3	4	5	6	7	8	9	10
	11.53	11.84	12.34	12.85	13.42	13.93	14.60	15.22	15.90	16.49
2015-16	Year 3									
Step	1	2	3	4	5	6	7	8	9	10
	11.72	12.04	12.54	13.06	13.64	14.16	14.84	15.47	16.16	16.76

## APPENDIX B

### INSURANCE CONTRACT YEARS 2013-2016

1. The following health insurance and prescription coverage is available to members of the bargaining unit, according to their enrollment, based upon the provisions set forth below:

a. Health Insurance Program:

HDHP-HSA Plan		
Cost Shares Provisions	In-Network	Out-of Network
Annual Deductible (individual/aggregate family)	\$2,000/\$4,000	
Co-insurance	100%	20/80% after deductible, up to co-insurance maximum
Annual Out-of-Pocket Maximum (includes deductible and out-of-network co-insurance if applicable)	\$2,000 individual coverage/\$4,000 family coverage	\$4,000 individual coverage/\$8,000 family coverage
Lifetime Maximum	Unlimited	\$1,000,000
Preventive Care	Deductible not applicable	20% after deductible, subject to co-insurance limits
Prescription Drug Coverage	Treated as any other medical expense/100% after deductible	

CO-PAY PLAN:

Prescription Drug Benefits:

\$10.00 co-pay for generic brand prescription drugs  
\$15.00 preferred  
\$25.00 non-preferred

Retail and mail order purchases of prescriptions are subject to the applicable 3-tier co-pay

Retail purchases of prescriptions are limited to a 34-day supply or 100-unit dose (whichever is greater) for a single co-pay

Mail order purchases of prescriptions provide for a 100-day supply for a single co-pay

Office visit co-pays:

Office visit co-pay = \$15.00  
Urgent care co-pay = \$25.00  
Emergency room co-pay = \$50.00