AGREEMENT

BETWEEN

AFT CONNECTICUT
AFT, AFL-CIO

AND

STAFF UNION OF
CONNECTICUT

July 1, 2017 TO June 30, 2019
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THIS AGREEMENT, entered into this first day of July, 2017 by and between the AFT CONNECTICUT, AFT, AFL-CIO (hereinafter called "AFT-CT") and the STAFF UNION OF CONNECTICUT, (hereinafter called the "Staff Union").

ARTICLE 1
RECOGNITION

1.1 The AFT-CT recognizes the Staff Union as the sole and exclusive bargaining agent for all regularly scheduled Field Representatives, Field Representative/Researcher, Organizer(s), Legislative Advocate(s), Staff Attorney(s), Communications Coordinator, Member Mobilization Coordinator, Research Specialist, Professional Development and Issues Coordinator, Membership and Community Solidarity Organizer (MCSO), and Legislative Advocate Associate/Membership Mobilization (LAAM).

1.2 The AFT-CT agrees to negotiate concerning wages, hours and other conditions of employment for members of the Staff Union bargaining unit only with the Staff Union of Connecticut. This provision does not in any way limit the AFT-CT’s continuing practice of retaining law firms for the provision of specified services.

1.3 There shall be no discrimination in regard to race, creed, color, sex, age, national origin, sexual orientation, marital status, political beliefs and activities, and union memberships.

1.3a The employer will strive to provide a safe work environment.

1.4 Bargaining unit work shall be performed by bargaining unit members or by AFT-CT state officers, only.

ARTICLE 2
DUTIES

2.1 The Field Representatives staff shall be responsible for performing those duties including organizing, negotiations, grievance arbitrations, collective bargaining, training as identified by local needs and related work as directed by the AFT-CT President or his/her designee among AFT-CT officers or supervisors.

2.2 The Legislative Advocates shall co-ordinate the AFT-CT’s legislative activities, AFT-CT’s COPE activities and conduct research to support the AFT-CT’s legislative programs. They shall also inform and mobilize AFT-CT local leaders and members around legislative and political issues and related work as directed by the AFT-CT President or his/her designee among AFT-CT officers or supervisors.

2.3 The Organizer(s) shall be responsible for internal and external organizing, training, and related activities. The Organizer shall co-ordinate and plan organizing drives under the direction of the President or his/her designee among AFT-CT officers or supervisors.

2.4 The Communications Coordinator will be responsible for assisting in the preparation, writing and editing of regular and special publications, public relations communications programs, video productions, media liaison work and media opportunities to the AFT-CT
as directed by the AFT-CT President or his/her designee among AFT-CT officers or supervisors.

2.5 The Membership Mobilization Coordinator will inform and mobilize AFT-CT local leaders and members around legislative and political issues and related work as directed by the AFT-CT President or his/her designee among AFT-CT officers or supervisors.

2.6 The Professional Development and Issues Coordinator shall encourage, assist and coordinate planning and implementation of professional development plans in AFT-CT locals and related work as directed by the AFT-CT President or his/her designee among AFT-CT officers or supervisors.

2.7 The Research Specialist shall be responsible to provide research in support of field representatives, organizers, and related work as directed by the AFT-CT President or his/her designee among AFT-CT officers or supervisors.

2.8 The MCSO Coordinator shall be responsible for internal organizing tasks associated with Membership Mobilization, Community organizing, and membership development skills training and related work as directed by the AFT-CT President and his/her designee among AFT-CT officers or supervisors.

2.9 The Legislative Advocate Associate/Member Mobilization (LAAMM) will help coordinate AFT, Connecticut Political Action activities, and inform and mobilize AFT Connecticut local leaders and members around legislative and political issues.

2.10 The Field Representative/Researcher shall be responsible for performing those duties including organizing, negotiations, grievance arbitrations, collective bargaining, and trainings as identified by local needs. He/she shall also be responsible to provide research in support of the field representatives, organizers, and related work as directed by the AFT-CT President or his/her designee among AFT-CT officers or supervisors.

2.11 Community and Member Engagement

All employees will be expected to participate in Community and Membership campaigns. Those employees being asked to participate in Community or Membership campaigns will have the opportunity to participate in the strategic planning and development prior to the commencement of the campaign. Campaigns will have clear goals, timelines, and end date and will be properly resourced. Requests for participation in these campaigns will consider the current workload of the staff. Any participation who believes they will have an undue burden placed on them by their participation can seek relief through the Labor and Management process.

2.12 AFT-CT recognizes that as professionals, SUC members are self-scheduled. Each member will have a shared calendar on Outlook. Members will endeavor to keep the Outlook calendar as accurate as possible but as staff members’ schedules often change with very short notice there shall be no discipline for inaccuracies in one’s calendar. Members may fill out a form a week at a time to have appointments added to their calendar by support staff. If nothing is listed on the calendar members will contact the person designated by the president among AFT-CT staff or officers by email, or phone no later than 12:00 p.m. that day to report their location for the day. This reporting will be added to the calendar for the staff member. This will be the only process for reporting for all departments.
2.13 Full job descriptions are available in the office of AFT-CT.

**ARTICLE 3**

**UNION SHOP AND DUES DEDUCTION**

3.1 The AFT-CT agrees that as a condition of employment, all employees within the scope of this bargaining unit shall become members of the Staff Union within thirty (30) days after the signing of this Agreement, or within thirty (30) days after commencing employment. Any employee who refuses to comply with this Union Shop provision shall be terminated within five (5) days.

3.2 Upon receipt of written authorization, the AFT-CT agrees to deduct from each employee the monthly Staff Union dues and the assessments, which may occur from time to time. Staff Union dues and assessments will be promptly forwarded to the Staff Union Treasurer. The granting of authorization shall indemnify the AFT-CT against any and all claims or other forms of liability that may arise out of such authorization.

3.3 Upon receipt of written authorization from a bargaining unit member, the AFT-CT agrees to deduct from the member's monthly salary, an amount authorized by the individual employee for the Staff Union-COPE and a separate amount for the Credit Union. Such Staff Union-COPE deductions will be promptly forwarded to the Staff Union-COPE's Treasurer and Credit Union deductions shall be forwarded to the appropriate Credit Union's Treasurer. The granting of authorization shall indemnify the AFT-CT against any and all claims or other forms of liability that may arise out of such authorization.

**ARTICLE 4**

**GRIEVANCE PROCEDURE**

4.1 Definition of a Grievance:

A grievance shall be defined as the belief by a bargaining unit member of the Staff Union that there has been a misapplication, misinterpretation or violation of a specific provision of this Agreement, or concerning a bargaining unit member's conditions of employment not covered by this Agreement. It is mutually understood that the arbitrator will be empowered to rule not only on matters directly referred to herein, but also on all other conditions of employment and past practices not referred to in this Agreement.

4.2 Procedures:  

A. **Informal:**

Within ten (10) working days after an employee or the Staff Union becomes aware of a grievance, he/she shall discuss the matter informally with the AFT-CT President or his/her designee, with the Staff Union present, in an effort to resolve the complaint amicably and informally.

Step 1: If the grievance has not been resolved informally, it shall be submitted in writing on the attached grievance form to the AFT-CT President or his/her designee within five (5) working days of the last informal discussion. The AFT-CT President or his/her designee will respond in writing within five (5) working days of verified receipt of the grievance form.
Step 2: Within five (5) working days after receipt of the President's or his/her designee's response, if the grievance is not resolved, it shall be forwarded in writing to the AFT-CT Personnel Committee. No more than ten (10) days following the submission of the grievance, the Personnel Committee shall meet with the grievant and his Staff Union Representative to attempt to resolve the dispute. The AFT-CT Personnel Committee shall respond in writing within five (5) working days of such meeting.

Step 3 Within five (5) working days after receipt of the Personnel Committee response, if the grievance is not resolved, it shall be forwarded in writing to the AFT-CT Executive Committee. At the next scheduled Executive Committee meeting, but in no case more than thirty (30) days following the submission of the grievance, the Executive Committee shall meet with the grievant and his Staff Union Representative to attempt to resolve the dispute. The AFT-CT Executive Committee shall respond in writing within five (5) working days of such meeting.

Step 4: If the grievance remains unresolved after the Step 3 decision, the Staff Union may, within thirty (30) days, file for arbitration to either the American Arbitration Association (AAA) or the Connecticut State Board of Mediation and Arbitration. There shall be one (1) arbitrator whose decision shall be final and binding on both parties. The cost of arbitration shall be shared equally.

4.3 Failure of any party to meet the time limits contained herein, shall mean forfeiture of the grievance to the other party.

ARTICLE 5
PROBATIONARY PERIOD

5.1 Each newly hired employee(s) will have a probationary period of six (6) months, which may be extended by mutual agreement for an additional six (6) months.

5.2 In case of incapacitating illness or accident, the AFT-CT Executive Committee may extend the probationary period for one (1) six (6) month period or less depending on the circumstances of the incapacitation.

5.3 After the probationary period has been served, discipline and dismissal shall be for just cause only.

ARTICLE 6
UNION RIGHTS

6.1 The Staff Union President shall be allowed released time with pay to perform Staff Union business, to a maximum of five (5) hours per month.

6.2 Upon written request, the AFT-CT will provide information to the Staff Union pertinent to its bargaining agent status.

6.3 The Staff Union shall be entitled to one (1) annual meeting day per fiscal year, which each employee shall be allowed to attend. This meeting shall not be held on weekends and the
Staff Union shall inform the AFT-CT President at least (1) month in advance of the date of such meeting.

ARTICLE 7
ASSIGNMENTS

7.1 There shall be at least one (1) Field Representative for each eighteen (18) locals affiliated with the AFT-CT. Negotiation and organizing shall be assigned to Field Representatives in accordance with past practice in a fair and equitable manner. These assignments are not done on strict rotation, but some rotation is involved. Grievance arbitrations shall be assigned to Field Representatives according to current practice on a rotating basis. Part-time Field Representatives shall be assigned locals on a pro-rata basis.

7.2 In the event that AFT requests staff time in other states, such requests shall be forwarded to the Staff Union. SUC members will have the right to volunteer for these assignments. Should there be no volunteers, assignments will be rotated in inverse order of bargaining unit seniority. Such assignments shall be subject to the AFT-CT responsibilities on the SUC staff member. In no case, will any SUC member be required to participate in more than one out-of-state activity in any four-year period and said assignment shall not exceed seven days. A condition of assigning SUC members out-of-state is that no project staff or AFT staff shall be used to perform the work of the member being assigned.

7.3 The AFT-CT shall continue to have the right to hire paid staff for special projects provided that the following conditions are met:

A. Staff for special projects are only involved in the specific project hired for and no other activity.

B. Staff for special projects work under the direction of the AFT-CT President or his/her designee.

C. Staff for special projects are covered by all terms and conditions of this Agreement, except where explicitly excluded.

D. The assignment of staff for special projects to locals is the exclusive prerogative of the AFT-CT.

E. People hired for special projects (organizing, etc.) for a period of six (6) months or less shall not be covered by the terms of this Agreement.

F. There are no current full-time qualified employees laid-off or in recall status.

7.4 The AFT-CT shall continue to have the right to hire part-time Field Representatives, provided that the following conditions are met:

A. The part-time Field Representative shall be covered by all terms and conditions of this Agreement, except he/she will be paid on a pro-rata basis. A full-time Field Representative shall be considered to work five (5) days, Monday through Friday, per week; therefore, if a part-time Field Representative is hired to work four (4) days per week, he/she shall receive eighty percent (80%) of the appropriate salary, and so forth.

B. Part-time Field Representatives shall accrue seniority in the same manner as full-time Field Representatives.
C. There are no current full-time qualified employees laid-off or in recall status.

7.5 The AFT-CT has the right to compensate local leadership for limited organizing and workshops in accordance with the AFT-CT Constitution provided that such activities are not done in a manner that will erode the bargaining unit.

7.6 By June and July of each year, the AFT-CT President, or his/her designee among AFT-CT officers or supervisors shall meet with the members of the field staff for the purpose of discussing assignments for the coming year. At that time members of the staff shall indicate their preference regarding assignments. After consultation with each staff member involved the Connecticut AFT-CT President, or his/her designee, shall consider the following factors in making assignments for the purpose of completing assignments by September 1:

A. Size of local

B. An equitable ratio of bargaining to non-bargaining locals for each Field Representative

C. Relationship(s) with the local

D. Past demands of local for AFT-CT assistance

E. Experience of staff members

F. Feedback from local surveys

7.7 Assignments will be made on a fair and equitable basis in accordance with Sections 7.1 and 7.7, hereinabove.

7.8 The Staff Union shall receive each month a report detailing all assignments of grievance arbitrations.

7.9 AFT-CT has the right to hire temporary substitutes to replace employees on authorized leaves of absence as it deems necessary, subject to the limitations set forth herein:

A. The position of temporary substitute shall only be utilized for replacing bargaining unit members on authorized leaves.

B. The duration of the temporary substitute's employment shall run concurrently with the duration of the bargaining unit member's authorized leave but said employment shall not exceed one (1) year, renewable for one (1) additional year.

C. The temporary substitute shall be subject to the terms and conditions of this Agreement except as follows:

(1) The temporary substitute shall accrue no seniority.

(2) The temporary substitute shall accrue vacation on the basis of one (1) day for each completed month of employment.
The temporary substitute shall receive one (1) authorized day upon hiring and two (2) authorized days for each completed month of employment.

The temporary substitute shall not receive pension and/or life insurance coverage.

D. If the position filled by the temporary substitute becomes available during the duration of his/her employment, the temporary substitute shall be placed into that position and begin a six (6) month probationary period from the date of placement in that vacated position.

**ARTICLE 8**
**STAFF REDUCTIONS**

8.1 Layoff shall be by inverse seniority within classifications of Field Representative, Field Representative/Researcher, Legislative Advocate, Organizer, Communications Coordinator, Professional Development and Issues Coordinator, Research Specialist Membership and Community Solidarity Organizer and Member Mobilization Coordinator (i.e. last hired within each classification shall be the first laid off within that classification) except that:

A. An employee who has reached permanent employment status within a job classification may utilize all AFT-CT seniority for the purpose of bumping back into that classification; and

B. An employee who has reached permanent employment status and whose position is eliminated and who has previously held a substantially similar position to a remaining bargaining unit position may utilize all AFT-CT seniority for the purpose of bumping into said classification, however, said employee shall be required to complete a six (6) month probationary period.

C. The Employer, upon rehiring, shall do so in the inverse order of seniority. The Employer shall rehire the last employee laid-off. Laid-off employees shall retain recall rights for a period of two years from date of laid-off.

Under no circumstances shall the Employer hire from the open market while employees on the recall list are able and qualified to be re-employed.

8.2 All employees shall, upon layoff, receive payment for all accrued vacation time and the AFT-CT shall continue to provide health and life insurance coverage for six (6) months, or until the employee is covered under another plan, whichever is sooner.

8.3 Seniority shall be defined as the length of continuous service for the AFT-CT from the most recent date of hire.

**ARTICLE 9**
**HOLIDAYS AND VACATIONS**

9.1 The following days shall be covered as paid holidays during which no work shall be required:
A. New Year's Day.  
B. Martin Luther King's Birthday.  
C. President’s day  
D. Good Friday or Passover by choice of employee, one (1) day  
E. Memorial Day (national holiday).  
F. Independence Day (national holiday).  
G. Labor Day Weekend (Monday and the preceding Friday).  
H. Yom Kippur or Christmas Eve by choice of the employee (one [1] day).  
I. Columbus Day (the second Monday in October).  
J. Election Day  
K. Thanksgiving Recess (Thursday and the following Friday).  
L. Christmas Day.  

9.2 If a holiday falls on a Saturday, the preceding Friday shall be granted as a day off. If a holiday falls on a Sunday, the succeeding Monday shall be granted as a day off. This section shall automatically adjust to any revision in the holiday status at the federal or state levels that pertains to any of the above dates.

9.3 All employees shall accrue vacations based on the following:
A. Years of service: 0-1 year: two (2) weeks (ten [10] working days).  
B. Years of service: 1-3 years: three (3) weeks (fifteen [15] working days).  
C. Years of service: 3 years plus: five (5) weeks (twenty-five [25] working days).  
D. Employees shall be allowed to accrue a maximum of fifty-five (55) vacation days.

9.4 If an employee leaves the employ of the AFT-CT, he/she shall receive pay on pro-rata basis for all vacation due in that year, plus all accumulated vacation days, provided the employee has given forty-five (45) calendar days' notice in the event of voluntary termination.

9.5 If a holiday(s) falls during a vacation period, additional day(s) shall be added to the vacation.

9.6 Vacation time is at the discretion of the employee with at least two (2) weeks written notice to the AFT-CT President or his/her designee, among AFT-CT officers or supervisors and each assigned local. Vacations of longer than five (5) days must be approved by the AFT-CT President or his/her designee among AFT-CT officers or supervisors but shall not be unreasonably denied. Approval or denial shall be given within two (2) working days, once approval has been given it cannot be rescinded without the consent of the employee.
ARTICLE 10
LEAVE PROVISIONS

10.1 General Leave Provisions:

A. Any employee requesting a leave must state the nature, the duration, and the effective date of such leave in order to provide time for the necessary arrangements. Any request for an extended leave of any kind shall be made sixty (60) days prior to the commencement of such leave.

B. Benefits provided under this Agreement shall not accrue to any person on leave without pay unless otherwise stated. Such benefits shall remain frozen for the duration of the leave granted. Insurance coverage for up to one (1) year unless otherwise negotiated shall continue, paid for by the AFT-CT, except where the leave is taken to take other employment.

C. Benefits shall be reinstated upon the return of the employee and shall be instituted at the same level that existed at the commencement of the leave, unless otherwise stated.

D. Any employee on any extended leave shall notify AFT-CT sixty (60) days prior to the termination of the leave whether he/she intends to return.

E. Extended leaves are to include, but not be limited to, child care leave and public office leave.

F. Upon returning from a leave, an employee shall be placed in that position held immediately prior to the leave or a substantially equivalent position.

10.2 Authorized Days Off:

A. Each employee shall be allowed twenty-five (25) authorized days off per year to be used for sick days, personal days, religious days, and bereavement days. No more than eight (8) days per year shall be used for the purpose of personal, religious, and bereavement days. All unused authorized days may be accumulated to a maximum of two hundred sixty (260) days. After two hundred (260) days, such days shall accumulate at the rate of one-half (1/2) day for each additional day up until an additional two hundred sixty (260) days of accumulation.

B. An extended sick leave may be granted, with full pay, in the case of a prolonged illness or a temporary physical or medical disability, for a duration of up to two (2) consecutive years. This leave shall be granted only after the employee has exhausted all of his/her previously accumulated authorized day credits. The applicant for such leave must submit, prior to the granting of such leave, a report from his/her physician, or a medical facility stating the prognosis with regard to the possibility of returning to work and the approximate date of such return. The AFT-CT may request periodic medical reports concerning the employee’s progress. Upon approval of the physician, an employee may be requested by the AFT-CT to return to a position without relocating, prior to the expiration of the extended sick leave, to perform in a capacity deemed medically permissible. This position must offer the comparable salary
maintained prior to the commencement of such leave. The rejection of such an offer shall result in the termination of the extended sick leave.

C. Sick leave may be taken also for sickness with the employee's immediate family.

D. Each employee in the bargaining unit may contribute up to twenty-five (25) days to a sick leave bank. For each five (5) days contributed by an employee, the AFT-CT will contribute one (1) day. A committee of two (2) persons from the AFT-CT Personnel Committee and two (2) persons from the Staff Union shall be established for the administration of the sick leave bank. A fifth person shall be appointed to the committee who is acceptable to the other four (4) members. The expenses of this fifth member shall be split between the AFT-CT and Staff Union. All rules shall be established by a majority vote of this committee.

E. Upon retirement, after fifteen (15) years of Connecticut AFT continuous service, an employee shall receive an amount equal to twenty-five percent (25%) of his/her accumulated authorized days to a maximum of forty (40) days.

10.3 Maternity Leave:

Any illness or disability caused by pregnancy or childbirth shall be treated as a temporary disability. Any employee inflicted with such illness or disability shall be eligible to utilize, for the duration thereof, sick leave as provided for in and subject to the provisions of this Agreement.

10.4 Child Care Leave:

An employee shall be granted a child care leave of absence for up to twelve (12) months, without pay. Notification for a leave of this nature must be filed with the AFT-CT President no later than three (3) months prior to the effective date thereof, except where extraordinary circumstances, beyond the control of the employee, prevent the three (3) months' notice.

10.5 Public Office Leave:

The AFT-CT will negotiate this leave provision at the time that a bargaining unit member considers running for office.

10.6 Workers' Compensation:

In the event an employee is absent from his/her duties as a result of an injury or sickness covered by Workers' Compensation, he/she will be paid at his/her regular salary level less the amount of any Workers Compensation awarded for temporary disability due to said absence for a period of one (1) year from the date of injury. No portion of such absence will be charged to any leave, which the employee is entitled to.

10.7 Jury Duty:

Leave shall be granted for jury duty on city, county, state or federal juries. The amount of the employee's salary will be assured for the duration of such leave. The AFT-CT will pay the employee the difference between his/her daily salary and the daily remuneration received as a juror.
10.8 **Military Leave:**

A. A military leave of absence will be granted to any employee in the event of induction or voluntary enlistment for one (1) four (4) year tour of service in the Armed Forces of the United States.

B. Military leaves in excess of ninety (90) calendar days up to a maximum of four (4) years are to be considered extended leaves, all others are to be treated as temporary military leaves. No salary or supplemental benefits, or retirement benefits, will be granted for such extended leaves.

C. Upon returning, if the employee desires re-employment, he/she must notify the AFT-CT of such an intention, within thirty (30) days after separation from the Armed Forces. The employee shall be placed in the same position held immediately prior to the leave or a substantially equivalent position. He/she shall be placed on the salary schedule at the level he/she would have achieved had he/she remained actively employed by the AFT-CT.

D. AFT-CT shall grant the necessary days required in order for an employee to fulfill the annual active duty requirements of an organized Reserve or National Guard Unit, where such duty is required to fulfill the requirements of the draft laws. In such an instance, the AFT-CT will pay the employee the difference between his/her daily salary and the daily remuneration received while on temporary military leave.

E. All benefits will remain in effect for the duration of a temporary military leave.

F. In the case of an involuntary extended tour of active duty of a member of a Reserve or National Guard Unit, all benefits, excluding salary, shall remain in effect for the duration of the unscheduled period.

1. Upon re-employment, the employee shall be granted the position held just prior to the leave or a substantially equivalent position. The employee shall be placed on the salary schedule at the level he/she would have achieved had he/she remained actively employed by the AFT-CT during the period of his/her absence.

2. Conditions for re-employment for such an involuntary extended tour of active duty shall be consistent with the terms and conditions stated in this Agreement.

G. All military leave provisions relating to re-employment shall be in accordance with the terms of the appropriate laws of the United States.

**ARTICLE 11**

**COURSE REIMBURSEMENT**

Upon prior written approval of the AFT-CT President or his/her designee among AFT-CT officers or supervisors, and after proof of successfully competed courses, the AFT-CT shall reimburse employees for tuition and fees, which are professionally related to his/her staff duties. Such approval shall not be unduly withheld. Reimbursement for courses at accredited institutions shall be limited to six (6) credits per semester.
ARTICLE 12
INSURANCE/PENSION/CHILD CARE

12.1 Medical/Dental/Life Insurance:

A. Medical Insurance:

(1) AFT CT shall provide a supplemental HRA funding account to offset the difference in coverage between the MEHIP benefit coverage previously agreed to in the parties' current CBA and the new Anthem 30/0%/3000 Century PPO being offered effective December 1, 2016.

(a) Said HRA contributions shall be $6,000 for member coverage and $12,000 for family coverage. It is agreed that these funds set aside for SUC members shall be utilized for all "qualified medical expenses" as defined by the IRS guidelines including supplemental insurance, dental fees, and all other expenses not covered by the new plan. Each year the carry over coupled with the employer contribution shall not exceed $6,000 per member or $12,000 per family.

i. Said contributions shall be utilized at the employee's discretion and be managed with a debit card provided by the employer with access to online retrieval of usage, fees, balances, etc..

(b) AFT CT agrees to maintain to the best extent possible, the same level of coverage and benefit throughout the life of this agreement as the 30/0%/3000 PPO Plan currently being offered. The parties recognize that AFT-CT is considered a small-group employer and that plan design options are limited. However, AFT-CT shall offer an insurance plan that is mutually agreed upon by both parties.

(c) To meet the parties obligations as outlined in section (b) above, the parties agree to meet and bargain should the current insurance provider no longer offer the currently structured and designed.

(d) If an employee spends the entire amount in their HRA prior to the end of the year, AFT-CT is not obligated to add more money, nor will it be held responsible for any unpaid medical costs incurred by the employee or family members.

(2) Each employee may designate one thousand two hundred and fifty ($1,250.00) dollars each contract year pursuant to an IRS Section 125 Plan to offset the out-of-pocket expenses. (Note: The one thousand two hundred and fifty ($1,250.00) dollars referred to shall be in addition to compensation in the salary schedule).

B. Dental Plan:

(1) Effective upon the signing of this Agreement, each employee and eligible dependent(s) shall be provide with a Blue Cross full service dental plan, and Blue Cross full service prescription drug plan. AFT-CT may change carriers
for the dental coverage provide that the replacement coverage is equal to or better than the existing coverage,

(2) Each employee and eligible dependents shall be provided with Blue Cross Dental Riders A, B C, and D.

C. Waiver Of Insurance:

(1) The Connecticut AFT and the Staff Union hereby agree that employees who elect to waive medical and/or dental insurance, upon proof of insurance elsewhere, shall receive a lump sum payment on July 1 (for July 1 – September 30), October 1 (for October 1 – December 31), January 1 (for January 1 – March 31), and April 1 (for April 1 – June 30). Such lump sum shall be equivalent to sixty-six and two-thirds percent (66 2/3%) of the 2008-2009 insurance rate for the applicable premium for the coverage (e.g. two-person or family plan) that the employee would otherwise have received for that three (3) month period.

(2) Any, employee who waives medical insurance shall not be eligible for the one thousand two hundred and fifty ($1,250.00) dollars referenced in Section 12.1, Paragraph A (2), hereinabove, but shall be otherwise eligible to participate in the IRS Section 125.

D. The Connecticut AFT shall provide each employee and eligible dependent(s) up to one hundred seventy-five dollars ($175.00) per year for eyeglasses or contact lenses. Said amount may accumulate from year to year during the term of this Agreement to a maximum of three hundred fifty dollars ($350.00). Said amount shall be reimbursed by the Connecticut AFT upon presentation of a receipt.

E. Connecticut AFT liability for medical expenses shall be limited to coverage provided pursuant to Paragraphs A, B, C and D above.

F. Life Insurance:

The Connecticut AFT shall contribute one thousand ($1,000.00) dollars per year per Staff Union member for life insurance on each member in each year. Such contribution shall be made on July 1 of each year. In the event a staff member resigns during the year, the Staff Union of Connecticut shall reimburse the Connecticut AFT for the portion of that staff member's life insurance contribution covering the remainder of that year. Said reimbursement shall be effective for the period beginning on the first day of the month following the staff member's resignation and shall not include the portion of annual premium concerning accidental death or dismemberment.

G. Federal or State Legislation Health Insurance. Should any Federal or State Health insurance legislation be enacted during the term of this Agreement the parties agree to bargain the impact of said legislation regarding the cost and coverage and all other related subject matter.
12.2 **Pension:**

A. The Connecticut AFT shall contribute eleven per cent (11%) of the salary account for Staff Union bargaining unit members on a monthly basis. Effective July 1, 2004, definition of salary account shall include the automobile and expense allowance as described in Articles 13.1 and 13.2.

B. Pursuant to the rules identified in the parties’ 401K plan document, employees shall have the option to contribute additional contributions towards the above identified pension. AFT CT will match up to 3% of employee contributions made to the 401K plan.

12.3 **Child Care:**

The Connecticut AFT shall provide up to one thousand seven hundred fifty dollars ($1,750.00) per year for each employee for the purpose of providing child care at a child care center or by a child care provider, within the scope and meaning of IRS rules and regulations governing child care providers, for an employee's own children or children of the employee's spouse up to age seven (7) domiciled in the employee's household. The Connecticut AFT shall provide one thousand five hundred dollars ($1,500.00) per year, per employee for child care at a child care center or by a child care provider, within the scope and meaning of IRS rules and regulations governing child care provisions, for an employee's own children or children of the employee's spouse between the ages of seven (7) and thirteen (13) domiciled in the employee's household. Said amounts shall not be cumulative and are paid only for child care that is provided during working hours and is properly documented.

**ARTICLE 13**  
**AUTOMOBILE AND EXPENSE ACCOUNTS**

13.1 The AFT-CT shall annually provide each staff member, ten thousand eight hundred dollars ($10,800) paid in monthly installments of nine hundred dollars ($900) for the purpose of maintaining automobiles to be utilized for AFT-CT business. Said annual amount shall cover the cost of purchase, lease, maintenance, tires, insurance, registration, and all other costs involving said automobile except gasoline. Gasoline costs for AFT-CT related travel shall be reimbursed upon proper documentation at the rate of. Twenty-nine percent (29%) of the Internal Revenue Service (IRS rate) recalculated annually on January 1. For the purposes of the 2009 gas reimbursement rate the parties agree to the rate set January 1 2009 shall control. Each Staff member agrees to maintain an operable UAW/CAW/IUE made automobile as a condition of said stipend. Effective January 1, 1998, said mileage reimbursement shall be paid only if the staff member’s agency fee report for the period covered has been submitted to AFT-CT.

13.2 Each member of the bargaining unit, shall have available five thousand eight hundred ($5,800.00) dollars annually for the purpose of AFT-CT related activities including meals, telephones, parking and tolls. Said amount shall be paid monthly in installments of ($483.33)
13.3 Additional expenses may be approved by the AFT-CT President, or his/her designees, upon need and documentation of need including a verification of how the original amount was expended.

13.4 AFT-CT shall maintain for each employee the American Express card for the purposes of authorized expenses and out-of-state expenses.

ARTICLE 14
OFFICES AND CLERICAL

14.1 Every reasonable effort shall be made to provide each employee with an adequately equipped office. Such office shall be lockable, with keys given only to the employee and the AFT-CT President.

14.2 AFT-CT shall provide staff with administrative support necessary to perform work on behalf of local AFT-CT affiliates. A corollary to this support is an obligation of the staff to provide the AFT-CT Office Operations Administrator sufficient advanced notice of clerical work to be performed. Therefore, the staff shall, except in emergency situations or where such notice is not possible, provide work over five (5) typewritten pages in length to the administrative staff at least two (2) days prior to the date by which it must be completed. Staff clerical work on behalf of affiliated locals shall be given top priority by the administrative staff and a policy statement of same shall be issued by the AFT-CT officers to the secretaries and each affiliated local. Staff shall be permitted to issue dictation over the phone to administrative support staff.

ARTICLE 15
SALARIES

15.1 Effective July 1, 2017 bargaining unit members not on maximum step shall receive a mid-year step movement, members on maximum shall receive a 1.5% maximum bonus that shall be included as salary for 401k contributions, but shall not be added into the salary schedule. Effective July 1, 2018 bargaining unit members not on maximum step shall receive a mid-year step movement, members on maximum step shall receive a 1.5% maximum bonus that shall be included as salary for 401k contributions, but shall not be added into the salary schedule.

15.2 There shall be no layoff of bargaining unit members who have been hired prior to July 1, 2017.
15.2

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* Effective July 1, 2017 Step 11 with the maximum step bonus shall be $122,968. Effective July 1, 2018 Step 11 with the maximum step bonus shall be $124,813. Said amounts shall be utilized as salary for 401k contribution purposes each year. Steps A and B shall only apply to organizing positions.

15.3 Hiring Rate

AFT-CT shall maintain the right to hire employees at any step in the salary schedule provided the following conditions are met:

1. No new employee shall be hired at a wage rate higher than a current employee in the job title with substantially equal education and experience.

2. Should the parties arbitrate a grievance under this clause, and the arbitrator finds that a new employee was hired at a higher step than a current employee with substantially equal experience, the remedy shall be limited to increasing the current employee to the new employee rate.

ARTICLE 16
OBLIGATIONS OF THE PARTIES

16.1 Except as is otherwise specifically provided for in this Agreement, the AFT-CT has all the customary and usual rights, powers, functions, and authority of management. Specifically, AFT-CT has the right to manage the business of AFT-CT; operation of its facilities; direction, evaluation, discipline of its staff; and authority to execute all the various duties, functions, and responsibilities of AFT-CT. Matters of collective bargaining not covered by this Agreement, shall be handled as provided herein below. All SUC employees will be evaluated on an annual basis. Any unsatisfactory evaluations shall be for just cause.

16.2 Matters not covered by this Agreement may be raised by management or by the Staff Union and may be subject to negotiations provided that neither side may raise during this
Agreement any question introduced, and settled, either negatively or affirmatively, during bargaining prior to final settlement.

16.3 **Successor Clause:**

AFT-CT agrees that it will not enter into or execute any merger or affiliation agreement with any organization without giving SUC a sixty (60) day notice. During this sixty (60) period, AFT-CT will negotiate the impact of such possible merger or affiliation with SUC. AFT-CT agrees that a condition of any merger or affiliation shall be that any future employer shall agree with the terms of this agreement and that any superior economic terms enjoyed by employees performing similar work of bargaining unit members shall prevail.

16.4 **Job Posting**

When a vacancy occurs in a position covered by this agreement or when a new position is created by AFT-CT, hiring shall not take place when a qualified current employee desires to fill the vacant or newly created position. In the event two qualified internal candidates apply for a vacant position or newly created position, the senior employee shall be awarded the position. AFT-CT shall, post all vacant or newly created position(s) for a period of seven days. An office wide e-mail shall satisfy the requirement of notification mentioned in this section.

16.5 **Evaluation Committee & Staff Performance Evaluations**

1) **Evaluation Committee**

AFT Connecticut shall establish a joint labor-management Evaluation Committee. Membership of the Evaluation Committee shall consist of six (6) people, three (3) of whom shall be appointed by the AFT Connecticut President and three (3) of whom shall be appointed by the SUC President. Committee members may be rotated at the discretion of the respective President. The Evaluation Committee shall be responsible for developing and implementing staff performance evaluation program, including evaluation instruments for each job description consistent with the guidelines listed in Section 2 by October 1, 2017. Such evaluation program and evaluation instruments shall be developed by consensus. If consensus cannot be reached by October 1, 2017, the parties may utilize the services of a mediator to employ interest based bargaining. Interest based bargaining shall not exceed four (4) months. If no agreement is reached, AFT CT may implement a plan that complies with section 2.

2) **Staff Performance Evaluation Program**

a. The staff performance evaluation program shall include, but not be limited to: (1) the timing and frequency of performance evaluations; (2) the selection and use of performance evaluation designators, e.g. satisfactory, unsatisfactory, etc.; (3) detailed criteria for each designator; (4) the detailed methods by which staff performance is assessed; (5) the development of a staff performance evaluation instrument for each job description consistent with the guidelines listed in Section 2b; (6) the creation of individual improvement and remediation plans that (a) identify resources, support and other strategies to be provided to address documented deficiencies, (b)
indicate a timeline for implementing such resources, support, and other strategies, and (c) include indicators of success at the conclusion of the improvement and remediation plan; and (7) a validation procedure that provides for a third-party entity to substantiate evaluation ratings in dispute.

b. The staff performance evaluation instrument for each job description developed by the Evaluation Committee shall include, but not be limited to: (1) the identification of strengths; (2) the identification of areas needing improvement; and (3) opportunities for career development and professional growth.

c. Staff performance evaluations shall not be used for disciplinary purposes. Claims of failure to follow staff performance evaluation procedures shall be subject to the grievance procedure. Unsatisfactory evaluations shall be for just cause.

d. All staff being evaluated and those performing the evaluations shall be trained on the evaluation instrument and evaluation processes prior to the implementation of the staff performance evaluation program.

ARTICLE 17
EFFECTIVE DATE AND DURATION

This Agreement shall be binding upon the Staff Union of Connecticut and AFT-CT for a period of two (2) years commencing on July 1, 2017 and expiring on June 30, 2019. All terms and conditions of this Agreement, and references herein, will remain in force until a successor Agreement has been reached.

ARTICLE 18
SIGNATURE BLOCK

Signed this 11th day of July 2017 by and between:

For the Staff Union of Connecticut of Connecticut,

[Signature]
Robert Cerretelli, President

For the Connecticut AFT

[Signature]
Jan Hochadel, President
CONNECTICUT AFT
- and -
THE STAFF UNION OF CONNECTICUT

GRIEVANCE

Date: ______________________, 20__  Level 1

Aggrieved: __________________________

Bargaining Unit Position (if applicable): __________________________

Statement of Grievance:

Article, Paragraph and Section of Agreement on which claim is based (if applicable):

Article: ______________

Paragraph: ______________

Section: ______________

Other Conditions/Past Practice: __________________________

Remedy Sought:

Signature of Aggrieved and/or Staff Union Rep: __________________________

______________________________

Date Received by AFT-CT: ________________________, 200__
GRIEVANCE DECISION BY AFT-CT

Date grievance was received: ________________, 20__ Level: 1 2 (circle one)

Grievance received by: ___________________________ Position: ___________________________

Grievance is upheld: ___________________________ (check)
Grievance is denied: ___________________________ and the reasons therefore: ___________________________

AFT-CT Representative: ___________________________ Position: ___________________________

Signature

Date: ___________________________, 20__

* * * * * * * * * * * * * * * * * * * * * * * * * *

STAFF UNION RESPONSE

__ The above decision is accepted on behalf of the aggrieved and/or Staff Union (check)

__ The above decision is not acceptable and the grievance shall be submitted to:

Level: 2 3 (circle one)

Grievant and/or Staff Union Rep: ___________________________

Signature ___________________________

Signature ___________________________

Date: ___________________________, 20__