

COLLECTIVE BARGAINING AGREEMENT

between the

CITY OF NORWALK, CONNECTICUT

and the

NORWALK MUNICIPAL EMPLOYEES ASSOCIATION

JULY 1, 2012 - JUNE 30, 2016

TABLE OF CONTENTS

		<u>PAGE#</u>
	PREAMBLE	1
ARTICLE I	RECOGNITION.....	1
ARTICLE II	RETENTION OF POWERS.....	3
ARTICLE III	WAGES AND BENEFITS	3
ARTICLE IV	CLASSIFICATION PLAN.....	5
ARTICLE V	BENEFITS.....	7
ARTICLE VI	HOLIDAYS	14
ARTICLE VII	VACATIONS.....	15
ARTICLE VIII	SICK LEAVE AND OTHER LEAVES.....	17
ARTICLE IX	WORKING RULES	21
ARTICLE X	SENIORITY.....	26
ARTICLE XI	SAVINGS CLAUSE	32
ARTICLE XII	DUES CHECK OFF.....	32
ARTICLE XIII	GRIEVANCE PROCEDURE.....	33
ARTICLE XIV	DISCIPLINE.....	35
ARTICLE XV	UNIFORMS.....	36
ARTICLE XVI	SAFETY AND HEALTH.....	36
ARTICLE XVII	CAR ALLOWANCE.....	37
ARTICLE XVIII	ABRIDGMENT	37
ARTICLE XIX	AMENDMENTS TO AGREEMENT.....	37
ARTICLE XX	PENSION.....	38
ARTICLE XXI	DURATION.....	38

APPENDIX A	CONSOLIDATION OF JOB TITLES.....	40
APPENDIX B	JOB CLASSIFICATIONS.....	44
APPENDIX C	WAGE SCALES.....	47
APPENDIX D	HEALTH BENEFITS.....	51
APPENDIX E	VISION BENEFIT.....	56
APPENDIX F	MEDICAL PLAN SUMMARY – HDHP-HSA PLAN.....	58
APPENDIX G	CELLULAR TELEPHONE EQUIPMENT AGREEMENT.....	62
APPENDIX H	DRESS CODE POLICY.....	63
APPENDIX I	SMOKING AND TOBACCO DETERRENTS.....	65
INDEX	68

PREAMBLE

The welfare of the City and its employees is dependent largely upon the service which the City renders the public. Improvements in this service and economy in operating and maintaining expenses are promoted by willing cooperation between the City management, upon the organization of employees and upon each employee to render honest, efficient and economical service. The spirit of cooperation between the management and the organization and the employees represented thereby being essential to operation, all parties will so conduct themselves to promote this spirit.

ARTICLE I RECOGNITION

Section 1. The City hereby recognizes the Norwalk Municipal Employees Association as the sole and exclusive representative of all employees of the City of Norwalk not already legally included within other recognized employee groups, and who are affiliated with the following departments: Department of Finance, Budget and Systems, Tax Collector, Tax Assessor, Purchasing, Comptroller, Town Clerk, Fair Rent and Human Relations, Personnel and Labor Relations, Library (Norwalk and South Norwalk), City Clerk, Registrar of Voters, Planning and Zoning, Corporate Counsel, Code Enforcement, Conservation Commission, Youth Services, Health, Public Works, Recreation and Parks, Civil Preparedness, Fire, Police and Information Technology, who are not employed in a supervisory capacity as defined in Section 7-471 of the General Statutes of the State of Connecticut, as amended. The individuals whose job titles are set forth in Appendix B, which is attached to the signed copies of this contract and any new employees doing similar jobs or in similar classifications are representative of the type of employees to be included in the aforesaid recognized Bargaining Unit. Both Parties agree to consult jointly concerning the exact status of the employees in the Departments within the coverage of this Contract for similar City positions. If the Association is dissatisfied with the final position of the City with regard to defined status (supervisory or non-supervisory) of any employee, the Association shall have the right to have the question resolved by the State Board of Labor Relations in accordance with the provisions of Section 7-471 of the General Statutes of the State of Connecticut, as amended. Appendix B shall be updated quarterly and a copy of it shall be certified, and given to the Chairman of the Association by the Director of Personnel and Labor Relations.

It is understood that the bargaining unit includes only employees who are:

- (a) in positions funded by the City's general fund;
- (b) in positions which are not temporary; and
- (c) who work a full-time schedule of 37.5 hours per week.

Section 2. The City shall provide or make available a copy of the current collective bargaining agreement to every new employee covered by this Agreement. The City shall make available, copies of the current collective bargaining agreement and the current

pension agreement in the Department of Personnel and Labor Relations and on the City's website.

Section 3. Definitions

Temporary or Seasonal Employee: "Temporary employee," "seasonal employee" or "temporary personnel" means an employee who is hired for less than one hundred twenty (120) calendar days during any one (1) calendar year unless otherwise defined herein.

Independent Contractor: An "independent contractor" is an individual or firm hired by the City to perform a specific job, and paid a flat rate.

Full-Time Employee: A "full-time employee" is one who is covered by this Agreement and who works 37.5 hours per week or, in the case of a custodian, animal control officer or pound employee, who works 40 hours per week.

Superseniority: "Superseniority" means the highest seniority in the bargaining unit, and greater seniority than any other bargaining unit employee.

Seniority: "Seniority" is the total length of continuous full time employment with the City in any bargaining unit capacity. For an employee who was laid off or furloughed and then recalled within twelve (12) months from the date of layoff or furlough, the period of employment prior to the layoff or furlough shall be included in the employee's seniority.

Probation: "Probation" is a trial period during which the City assesses the ability of a newly hired or newly promoted employee to fully and satisfactorily perform the duties of the position to which the employee has been appointed.

Appointing Authority: The "appointing authority" is the City official who has the authority by City Charter or ordinance to offer employment to a prospective employee or to offer promotion to an employee.

Class Specification: A "class specification" is a written description of a job classification which includes the following items:

- (a) title of the job classification;
- (b) general description of duties;
- (c) information concerning the supervision received and supervision exercised by an employee occupying the position shall indicate: "Supervision shall be exercised by the Director/Department Head or his/her designee";
- (d) qualifications required by an individual seeking employment in the classification;
- (e) any special licenses, certifications or other requirements.

**ARTICLE II
RETENTION OF POWERS**

Subject to the conditions of this Agreement, the Association recognizes the retention by the City of certain management rights including the management of the work and direction of the work force; the right to hire, suspend or discharge for just cause, to lay off, furlough, or otherwise relieve employees because of lack of work or other legitimate reasons; the right to determine the extent to which the facilities shall be operated; the right to change methods or processes or to use new equipment and/or technology; the right to determine the care, maintenance and operation of the City equipment and property; and the right to prescribe and enforce reasonable work rules provided such rules are made known in a reasonable manner to the employees affected by them.

**ARTICLE III
WAGES AND BENEFITS**

Section 1. Employees shall be compensated in accordance with Appendix C attached.

- a. When new classifications are to be established by the City, notice shall be given to the Association prior to such establishment and the Association may negotiate with the City over the salary grade for the new classification. Any dispute over the salary grade may be submitted to interest arbitration under state statute. The City, however, reserves the right to fill a position in the new classification during the pendency of any dispute or arbitration, but shall notify the person filling the position that a dispute exists and whether interest arbitration is pending.
- b. Wage Steps: All annual salary increments as outlined in Appendix C shall be automatic if the employee has been in the grade three (3) months or more as of July 1st.
- c. Promotions: If promoted, the employee will receive the next highest dollar value in the grade to which he/she is promoted.

Section 2. Jury Duty. An employee required to serve on jury duty shall receive the difference between his regular pay and his jury pay for each day served on jury duty.

Section 3. Severance Pay. Severance pay of one (1) day for each year of service shall be granted upon death or separation of employment provided the employee has completed five years of full time service and was not discharged for cause. If an employee is discharged for cause, he or she shall not be eligible for severance pay under this section unless he or she is later reinstated under the grievance procedure outlined herein

Section 4. Longevity.

- a. Longevity payments shall be due to all regular full-time employees in the Bargaining Unit (excluding temporary, seasonal and part-time employees) on the following schedule:

8 Years through 14 Years	\$450.00
15 Years through 19 Years	\$525.00
20 Years	\$550.00
Each Year Thereafter	\$ 10.00 More

Longevity payments shall be based on the number of years of full time service with the City as of the current fiscal year with such fiscal year commencing on July 1, and ending on June 30.

Longevity payments shall be made in the last paycheck in November of such fiscal year in a regular paycheck, but taxed as if it were a separate check.

- c. In the event that an employee terminated his/her service or died prior to said date of payment, he or his widow (she or her widower) as the case may be, shall receive the longevity payment which he/she had earned, if any, as of the date of such termination or death. If such employee dies and is not survived by a widow or widower, the longevity payment earned and otherwise due to said widow or widower shall be paid to his or her estate.
- d. For the purpose of computing longevity payments the length of an employee's service shall include all periods of full time service of the employee with the City even though such service was not continuous. In addition, any other full time service in another bargaining group or other full time City of Norwalk employment shall be included in the calculation of overtime.
- e. Effective January 1, 2013, employees hired after that date shall be eligible for longevity payments as follows:

10 years through 14 years	\$250.00
15 years through 19 years	\$350.00
20 years through the end of employment	\$450.00

Section 5. Pay Checks: Employees hired after January 1, 1982 shall have their first paycheck held up one pay period. Employees shall be paid on a bi-weekly basis via direct deposit.

Section 6. Step Placement: The hiring rate of pay for initial employment shall normally be paid at the base rate. Appointment above the base rate may be made if the appointing authority requests approval from the Director of Personnel and Labor Relations in writing outlining the reasons that a prospective employee is entitled to a

higher wage rate. Justification for approval shall be limited to recognition of extraordinary qualifications of a candidate or lack of available candidates at the hiring rate.

Section 7. Out of Classification Pay:

- a. Employees asked to perform a substantial number or volume of the duties of a higher classification for a period of one (1) week or more shall be placed on the step in the higher classification that gives the employee at least a seven and a half percent (7.5%) increase during the period of performing any duties of the higher classification. However, if the increase is beyond the top of the range, the employee shall receive top step as the out of class pay. For the purposes of this section and section 7(b) below, one (1) week shall be defined as five (5) consecutive working days, four (4) consecutive working days if a holiday falls within the work week.
- b. Compensation for employees asked to perform a substantial number or volume of the duties of a higher classification or pay grade within another bargaining group or of a non-union position will be negotiated on a case-by-case basis by the City and NMEA.
- c. Whenever an employee is asked to perform work in a higher classification, such request must be in writing from the Department Head or the employee's immediate supervisor. The employee must indicate in writing whether the employee will accept or reject the request. The employee may decline the work of the higher grade without prejudice. Work in a higher grade shall be offered to the employee in the Department with the highest seniority first, and thereafter to other employees within the department in the order of their seniority.

Section 8. Tuition Reimbursement: The City will reimburse an employee who is attending an accredited college or vocational school for education related to the employee's working profession or occupation. The reimbursement will be \$175 per credit, per employee, to a maximum of \$1250 per fiscal year. If the employee is attending an accredited college, the employee shall only receive such reimbursement if he or she receives a grade of C or above in the course for which he/she is seeking reimbursement. If the employee is attending a vocational school, he/she must receive a Certificate of Completion or its equivalent for the courses taken in order to receive reimbursement. The total amount of funds allocated to this purpose shall not exceed \$7,500 per fiscal year. All requests must be submitted to the Director of Personnel for approval prior to registering for the course.

**ARTICLE IV
CLASSIFICATION PLAN**

Section 1. Classification Plan and Organizational Chart.

- a. The City will maintain 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.

- b. At such time as the City develops an organizational chart, the City shall provide a copy to the Union.

Section 2. Changes in Class Specifications. When the City creates new class specifications or makes material changes in existing class specifications for the purpose of normal maintenance of the classification plan, the City and the Association shall negotiate appropriate pay rates and pay ranges. The parties agree that class specifications shall not be submitted to the Personnel Committee for approval. The City will provide the Association a copy of any new or revised class specifications.

Section 3. Review of Positions.

If the City makes a material change in the duties of an existing job on or after the implementation of this Agreement:

- (1) the City shall notify the Union in writing; and
- (2) upon receiving such notice, or without such notice and on its own initiative, the Union may request that the job be reclassified.

The Department Head to whom the initial reclassification questionnaire is submitted for review shall provide his/her formal response to the questionnaire within thirty (30) calendar days of the presentation of the questionnaire to the Department Head by the employee or NMEA representative as described further below.

The Union's request for reclassification request must be in writing and must be submitted by the Union to the City's Director of Personnel and Labor Relations who shall review the basis for the request and meet with the Union to discuss whether the change in duties is so substantial as to warrant a change in salary grade. In the event that the Director of Personnel and Labor Relations decides that the change in duties is not so substantial as to warrant the change in salary grade specified in the request, then the Director of Personnel and Labor Relations shall notify the Association as to the specific reasons for the decision in writing. If the Union disagrees with said determination, it shall submit the matter to arbitration, in accordance with the procedure as provided below, within twenty (20) working days from the date of the decision.

If the City fails to give a formal decision within ninety (90) days from its receipt by the City's Director of Personnel and Labor Relations, then the request shall, at the option of the Association, be deemed to have been denied and the Association may pursue the matter through procedure as described below.

If the Director and authorized representatives of the Association mutually agree to recommend reclassification of the job, the change(s) shall, within five (5) working days of said agreement, be presented to the Mayor for approval, subject to ratification by the Common Council. The Mayor shall have thirty (30) calendar days from the time it is presented by the Director to respond. If the Mayor approves the request, it shall be presented to Common Council for approval at its next available meeting.

If the Common Council fails to act within forty-five (45) days after the item initially appears on the agenda the reclassification shall take effect as if approved. The Director of Personnel and Labor Relations shall notify the Association of the dates on which the Director of Personnel and Labor Relations presents the reclassification request to the Mayor and the Common Council and whether the request has been accepted or rejected in writing within twenty-four (24) hours.

The City's decision on a reclassification request, at any stage of the above approval process, including any refusal by the Director of Personnel and Labor Relations to recommend approval, may be appealed to arbitration in accordance with the procedure below. The arbitrator shall be limited to deciding whether the change in duties, if any, is so substantial as to require appropriate change in salary grade, or job title.

In any case where the City's decision on a reclassification request has been appealed to arbitration by the Association, the following procedures shall apply to any such arbitration:

1. The Association and the City shall agree to a neutral arbitrator from the American Arbitration Association.
2. The arbitrator shall decide whether the change in duties, if any, is so substantial as to require appropriate change in salary grade.

If a reclassification is denied at any stage of the above proceedings, or as a result of the Director of Personnel and Labor Relation's refusal to recommend approval, and is later obtained through arbitration, any resulting pay increase will be retroactive to the date of the denial or refusal by the Director of Personnel and Labor Relations to recommend approval.

If a reclassification request is in process at such time as the parties are negotiating a new collective bargaining agreement, the process shall continue to closure unless the City and the Union mutually agree to address the issue as part of the negotiations. Ratification of a new collective bargaining agreement shall not affect the validity or arbitrability of any reclassification request pending at the time of ratification.

ARTICLE V BENEFITS

Section 1. Health Insurance for Active Employees.

- d. **Medical Plan:** The City will provide the medical, dental, vision and/or prescription drug benefits as set forth in Appendices D, E, and F, , through a properly licensed insurance company in the State of Connecticut, or through an alternative self-insured arrangement. If benefits are self-insured by the City, employees shall have all claims adjudicated in conformance with Public Act 97-99. In no event shall the coverage and benefits provided through an alternative insurance carrier, managed care vendor (which shall not include an HMO), either

self-insured or self-administered, be less than the benefits and coverage as set forth in Appendix D. The size and scope of a preferred provider network of physicians, hospitals, dentists, optometrists, etc. shall not be a factor in determining the duplication of benefits by an insurance carrier or managed care vendor. The network must include Norwalk Hospital. The City retains the sole and exclusive right to select and/or change insurance carriers or managed care vendors. The City shall review any proposed changes with the Union prior to implementation. Any change in the benefit summary of the health plan notwithstanding, the City confirms that there will be no reduction in coverage or benefit for oral surgery.

- e. Effective September 4, 2007, the co-pay shall apply to all office visits, excluding those for preventive care. Effective upon ratification, the copayment for office visits will be twenty dollars (\$20.00). Effective July 1, 2014, the copayment for office visits will be twenty-five dollars (\$25.00).
- f. Effective July 1, 2007, the co-pay for emergency room visits shall be fifty dollars, (\$50.00). Effective upon ratification, the co-pay for emergency room visits shall be one hundred dollars, (\$100.00).
- g. **High Deductible Health Plan:** Effective January 1, 2014, the City will offer to all eligible employees a \$2000/\$4000 high deductible health plan with a health savings account (HDHP-HSA). A summary of the major provisions of the HDHP-HSA Plan is attached in Appendix F.
- h. **Health Saving Accounts Funding:** The employer shall fund, at the beginning of the plan year, the employee's HSA in the following amounts:
 - (i) Effective January 1, 2014, for those enrolling in the HDHP, the City will fund sixty five percent (65%) of the deductible into a Health Saving Act (HSA).
 - (ii) Effective January 1, 2015, the City will fund sixty percent (60%) of the deductible into an HSA.
 - (iii) Effective January 1, 2016, the City will fund fifty percent (50%) of the deductible into an HSA.
- i. **Open Access Point of Service (OAPOS) Option:** The City will also offer the OAPOS with benefits outlined herein. Those electing to remain in the OAPOS will pay the difference in the cost between the two plans in addition to the employee health care contribution amount.
- j. New hires after January 1, 2014, shall be required to participate in the HDHP and shall not have the option to participate in the OAP plan unless the employee who is eligible to enroll in the HDHP-HSA Plan either as a matter of law or due to active military service may enroll in the OAP-POS.
- b. **Prescription plan:** The co-payments for pharmacy coverage shall be as follows:
 - a. Effective July 1, 2010

\$10.00 for generic drugs
\$20.00 for formulary name brand drugs
\$40.00 for non-formulary

Effective March 1, 2013 or as administratively feasible thereafter
\$10.00 for Generic Drugs
\$30.00 for formulary name brand drugs
\$45.00 for non-formulary

There will be two (2) co-payments for a ninety (90) day mail order.

- b. HDHP-HSA: The pharmacy plan copays will not apply to the HDHP.
- c. Mandatory Mail Order/Mandatory Generic: Effective June 30, 2010, the City will introduce mandatory mail order and mandatory generic programs for its pharmacy coverage as follows:

Where a generic drug is available employees will be required to use the generic drug unless their physician deems it medically necessary and obtains prior authorization for the non-generic drug. If the non-generic is unauthorized, then employee will pay the applicable non-generic co-pay plus the cost difference between the non-generic and generic prescription.

The mandatory mail program will require employees to receive their maintenance prescriptions through mail order after two retail prescriptions are filled for a given drug. If mail order is not utilized when required then the prescription will be subject to twice the applicable co-pay.

- d. Employee Contributions: Employee premium cost sharing shall be as follows:

Effective January 1, 2011, an employee shall contribute ten percent (10%) of the cost of medical and dental benefits, based on the member's Cobra Rate excluding the administrative charge of 2% (single, single + 1, or family) per month.

Effective to upon ratification, an employee shall contribute eleven percent (11%) of the cost of medical and dental benefits, based on the member's COBRA rate excluding the administrative charge.

Effective July 1, 2013, an employee shall contribute twelve percent (12%) of the cost of medical and dental benefits, based on the member's COBRA rate excluding the administrative charge.

Effective July 1, 2014, an employee shall contribute thirteen percent (13%) of the cost of medical and dental benefits, based on the member's COBRA rate excluding the administrative charge.

Effective July 1, 2015, an employee shall contribute fourteen percent (14%) of the cost of medical and dental benefits, based on the member's COBRA rate excluding the administrative charge

In addition, effective January 1, 2014, and each year thereafter, the employee shall also pay the difference in the cost between the two plans for the higher cost medical plan.

- k. **Wellness Program:** Effective July 1, 2013, the City will establish a wellness program. Those employees who meet the requirements of the wellness program, in the given fiscal year, shall receive the following: FY 13/14 two hundred dollars (\$200) contribution to their HSA account in August 2014; FY 14/15 two hundred fifty dollars (\$250) paid August 2015. FY 15/16 three hundred dollars (\$300) paid August 2016. Each June, the City shall distribute the Wellness goals to employees for the following fiscal year. The City shall consult with the Union prior to the implementation of the annual wellness goals. For employees enrolled in the OAPOS at the time payment the amounts shall be paid three quarters (3/4) of the amounts listed above and shall be subject to applicable deductions for taxes and withholdings.

- f. **Subrogation:** The City shall have the right of subrogation with respect to medical and health care benefits expended on behalf of an employee to the extent such employee recovers such economic damages from a tortfeasor or responsible third party.

Section 2. Change of Carriers. The City may change insurance carriers or self-insure, upon prior notification to the Association, provided, however, that a change in insurance carrier, or self-insurance shall result in a plan that is substantially equal to the current benefits before the change in insurance carrier or self-insurance program and there shall be no break in service or coverage.

Section 3. Life Insurance. The City shall provide and pay for life insurance, including Accidental Death and Dismemberment, for each employee in an amount equal to the amount of twice the employee's annual salary as set forth in Appendix C reduced to five thousand dollars (\$5,000) term life at retirement. This includes the benefit as set forth in the plan description booklet for the pension and is not in addition to said benefit.

Section 4. Section 125 Plan. The City will provide a Section 125 expense reimbursement plan as permitted by law.

Section 5. Employee Assistance Program. The City will implement an Employee Assistance Program for its employees with a minimum of a three session assessment and referral model. Referral after the initial assessment phase will be covered under the employee's insurance benefits outlined in Article 5.

Section 6. Appeals: The City shall establish an appeal procedure in conformance with insurance carrier appeals procedures and Connecticut Public Act 97-99, as provided in Section 1 herein, by which an employee may seek review of:

- (i) a decision concerning lack of medical necessity; and/or
- (ii) imposition of a penalty including additional coinsurance requirements.

Section 7. Retiree Medical Benefits.

An employee, hired prior to July 1, 2012 who retires under the City's Pension Plan, and who has at least ten (10) years of service with the City, shall be eligible to continue participation in the medical plan subject to the following:

- a. Any individual who retires under the City's pension plan and is otherwise eligible for continued insurance benefits, shall not be eligible to continue in the City's medical plan if that individual has coverage which is equal to or greater than the City medical plan through some other employer including the employer of a spouse. When the retiree loses such alternative coverage, he/she may return to the City's plan without penalty.
- b. The existing carve-out method for coordination of benefits with Medicare shall continue.
- c. Retirees shall be eligible to participate in the same medical vision and dental plan as is available to active employees, but in no event shall a retiree be eligible for greater benefits than he/she enjoyed at the time of retirement.
 - (i) For those who retire on or after 1/1/14, the retiree may only remain in the HDHP-HSA plan until the retiree is Medicare eligible. At the time of Medicare eligibility, the retiree shall be enrolled in the OAP-POS plan with the carve-out provision. In addition, if a retiree who retired on or after 1/1/14 turns 65 and is not eligible to participate in the HDHP-HSA plan but has a spouse or dependent who is under 65, the retiree and the spouse or dependent shall be enrolled in the OAP-POS plan (with the carve-out provision applicable to any plan participant who is 65 and over).
- d. Retirees shall be subject to all provisions of the coordinated care program or any other cost containment program applicable to active employees.
- e. The spouse of a retiree shall retain medical coverage so long as the retiree is living.
- f. Retirees over sixty-five (65) years of age and covered by Medicare shall be required to enroll in Medicare Part B when eligible and will receive supplementary coverage through the City.
- g. Effective December 1, 2008, employees shall contribute 5% of the "employee only" COBRA rate into a retiree health trust fund.
- l. Effective December 1, 2008, employees hired after that date shall contribute 10% of the "employee only" COBRA rate into a retiree health fund.

- m. Retirees may, at time of retirement or during retirement, elect to waive retiree coverage. If the retiree waives coverage they may only reenroll during the City's annual open enrollment period or with a qualifying event.
- n. Employees hired after January 1, 2013, who are not eligible for retiree health insurance shall not be required to make contribution into the retiree health fund.
- o. **Subrogation:** The City shall have the right of subrogation with respect to medical and health care benefits expended on behalf of a retiree to the extent such employee recovers such economic damages from a tortfeasor or responsible third party.

p. **Retiree Medical Contributions:**

Hired Prior to November 1, 2008: Effective July 1, 2012, employees hired prior to November 1, 2008 employees shall make premium contributions toward their health care benefits equal to that of active employees. When an employee reaches the age of Medicare eligibility, he/she shall pay fifty percent (50%) of the amount that active employees contribute toward health care expenses. Notwithstanding the preceding, if the employee is eligible to retire with 10 years of service and age 55 as of July 1, 2013 and subsequently retirees prior to June 30, 2015, he or she shall not be required to make contributions toward the cost of their retiree medical contributions.

Hired November 1, 2008 to January 1, 2013: Effective November 1, 2008, any employee hired on or after that date until January 1, 2013 who becomes eligible for retiree health coverage shall pay 1/3 of the cost of their retiree health benefits.

Hired after January 1, 2013: Effective upon ratification, employees hired on or after January 1, 2013, shall no longer be eligible for retiree health insurance through the City. In lieu of retiree health coverage, the City will reimburse retirees who retire at age sixty (60) years or older with a minimum of (15) fifteen years of service, six hundred dollars (\$600) per month toward the cost of an individual insurance policy purchased by the retiree prior to Medicare and four hundred dollars (\$400) per month toward a Medicare supplementary/advantage plan after the age of Medicare eligibility. There will be no reimbursement if the retiree has alternative health coverage or is otherwise eligible for health insurance through another source. This reimbursement will be made in July of each year provided documentation is submitted to the City indicating coverage and payment by July 1st of each year.

- a. An employee out of work on workers' compensation will receive a supplement equal to the difference between the amount they receive from workers' compensation and 80% of their base pay. The employee has the option to provide information that would allow the City to determine that the above formula is less than the net pay. The difference between regular pay and workers' compensation benefits shall continue until such time as the first of the following occurs:
- (1) The employee is able to return to work.
 - (2) The employee is placed on Disability Retirement.
 - (3) The employee has reached maximum medical improvement as determined by his/her treating physician and is no longer able to perform his/her duties.
 - (4) Twelve (12) calendar months have passed, provided that the twelve (12) months shall be extended by up to six (6) months if the treating physician certifies that it is likely the employee will be able to return to work during that period.
- b. In no way will anyone who is on compensation for a one (1) year period receive compensation in excess of his/her normal wages for such one (1) year period, but such employee shall not lose any accrued vacation time.
- c. **Light (Modified) Duty**: An employee who is on leave pursuant to this section may be assigned to "light duty" status from and after the date on which the treating physician determines that he/she may return to work even though he/she cannot perform all of the regular duties of the position. Such assignment shall be in the sole discretion of the City and shall be subject to the following:
- (i) The assignment shall be consistent with the limitations prescribed by the employee's treating physician.
 - (ii) The nature and duration of the assignment shall be determined by the City.
 - (iii) The work schedule for the employee on light duty status shall be subject to any limitation on hours of work prescribed by the employee's treating physician.

Any employee who is released by the treating physician to perform restricted work and who refuses to accept a light duty assignment shall forfeit his/her right to the injury leave supplement. This provision shall not, however, be determinative as to the employee's right to workers' compensation payments, which are the province of the Workers' Compensation Commissioner.

In order to be eligible for benefits under this Section, an employee must receive initial treatment from the health care provider designated by the City and must continue to receive treatment from one of the preferred providers designated by the City.

- d. Upon approval of a Managed Care Preferred Provider Organization Network by the Workers' Compensation Commission, all employees shall adhere to the provisions of the Workers' Compensation Act concerning treatment. If an employee does not adhere to the Workers' Compensation statutes, then the City shall not be obligated to pay the Workers' Compensation supplement portion of the injury leave included in this section. This subsection is not to be construed to extend the provisions of the Workers' Compensation Act.

ARTICLE VI HOLIDAYS

Section 1. All employees covered by this Agreement shall receive the following twelve (12) paid holidays per calendar year:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day (3rd Monday in February)	Veterans' Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

If a holiday falls on a Saturday, the previous Friday shall be considered a holiday, or if on a Sunday, the following Monday shall be considered the holiday.

Section 2. Any employees required to work on a holiday shall be paid at one and one-half (1 1/2) times his/her hourly rate, in addition to the holiday.

ARTICLE VII VACATIONS

Section 1. **Vacation Accrual and Use.**

All employees earn vacation as follows:

- a. **First year of Employment through End of Fiscal Year June 30th.** Employees hired from July 1st through October 31st shall be granted ten (10) vacation days for use during their initial fiscal year period; Employees hired November 1st through February 28th shall be granted five (5) vacation days for use during their initial fiscal year period;

Employees hired March 1st through June 30th shall not be eligible for any vacation days.

Vacation granted during the first year of employment shall not be subject to payout upon separation of employment or carryover into the next fiscal year.

b. Beginning of First Full fiscal Year of Employment.

At the commencement of the new employee's first full fiscal year, he/she shall be granted twelve (12) days and accrue vacation for each subsequent fiscal year based on the following:

<u>Years of Service*</u>	<u>Vacation Days</u>
0- 1	1 day/month max 12 days
1- 5	12 days
6-11	17 days
12-17	20 days
After 18	21 days
After 19	22 days
After 20	23 days
After 21	24 days
After 22	25 days
After 23	26 days
After 24	27 days
After 25	30 days

*Full time service with the City of Norwalk.

- c. Any employee whose anniversary of employment falls within that fiscal year shall receive the added vacation due; e.g., any employee whose sixth (6th) anniversary falls within that fiscal year shall receive seventeen (17) days paid vacation.
- d. The number of vacation days to which employees are entitled shall be updated annually by the Office of Personnel and Labor Relations on or about the anniversary of each employee's hiring date.
- e. Employees hired on or after January 1, 2013, shall be capped at twenty five (25) days of vacation.

Section 2. Pro-rated accumulated vacation pay shall be granted to the employee in the event the employee terminates service with the City of Norwalk, provided that, in no event shall pro-ration be based on less than one (1) day per month.

Section 3. In the event of death of the employee, his/her designated beneficiary, or estate, shall receive any pro-rated accumulated vacation pay, any remaining sick leave to be paid in accordance with Article VIII, Section 14, and any accumulated severance pay.

Section 4. When a holiday occurs during a regular vacation period, the employees shall be entitled to an additional day off at the end of this vacation.

Section 5. Vacation Scheduling and Carryover.

- a. Employees shall be granted their vacation requests in the order received subject to the demands of service as determined by the department head. Requests received in writing at the same time shall be granted by seniority preference, also subject to the demands of service as determined by the Department Head. Vacation requests shall not be unreasonably denied.

- b. An employee may take a maximum of two (2) weeks of earned vacation in increments of one-half day or multiples thereof provided that no less than fifty percent (50%) of earned vacation time is taken in a single period of one week or more during that fiscal year. In all cases, the Department Head shall have the right to exercise his/her discretion in the approval of vacation requests, but may not deny requests unreasonably. The employee shall give his/her Department Head a minimum of two (2) weeks notice when requesting vacation of one week or more. The Department Head must respond to all vacation requests of one (1) week or more in writing within five (5) calendar days as to his/her approval or denial. In the event of a denial, the Department Head must also state his reasons for such denial in writing.

- b. An employee may carry over up to two (2) weeks of vacation time over from one (1) fiscal year to the next with the approval of the department head. In the event of an unusual and extenuating circumstance an employee may request, in writing, additional carryover provided it is approved by the Department Head, and the Director of Personnel and Labor Relations. Any approved carry-over vacation must be used within the fiscal year.

Section 6. Any employee who is required to work during a previously approved vacation shall receive compensatory time off on the basis of three (3) days for each vacation day worked.

Section 7. Employees shall receive their regular rate of pay during vacations including any additional increments for shift differential.

**ARTICLE VIII
SICK LEAVE AND OTHER LEAVES**

Section 1. Sick Leave Accrual. Sick leave shall accumulate at the rate of one and one-quarter (1-1/4) days per month [fifteen (15) days per year] and said accumulation shall be unlimited.

Section 2. Use of Sick Leave.

- a. Sick leave shall be considered to be the absence from duty, with pay, of employees for the following reasons:

- (i) Illness or injury, except where directly traceable to an employer other than the City of Norwalk.
 - (ii) Where exposure to contagious disease endangers the health of other employees, as determined by the Director of Health.
 - (iii) Pregnancy, termination of pregnancy, childbirth and any medical complications resulting from them which prevent the employee from returning to work, hereinafter referred to as maternity sick leave.
 - (iv) for a scheduled or unscheduled doctor's visit.
 - (v) for illness or injury of a minor child up to a maximum of three (3) days per fiscal year.
- b. If a female employee exhausts her accumulated sick leave while on maternity sick leave and she has at least one (1) year of service, she shall receive upon her request, a maternity leave of up to six (6) months (including the sick leave which she may have exhausted while on maternity sick leave) without pay. An additional leave of absence not to exceed one (1) month may be granted by the Department Head upon request of the employee or her physician. Leave pursuant to this section shall be counted for Family Medical Leave purposes and shall be treated the same as leave pursuant to Section 16 herein.
- c. **Medical Certificate:** A medical certificate, acceptable to the Department Head and Personnel and Labor Relations Director shall be furnished by the employee at his/her own expense for frequent or habitual absence from duty and when, in the opinion of the Department Head or Personnel and Labor Relations Director, there is reasonable cause for requiring such a certificate

Section 3.

Sick Leave Bank:

Upon the effective date of this agreement a "special sick leave donation program" shall be established to be used to provide additional paid sick leave for extreme hardship cases due to personal illness or injury. Sick leave donation days shall be calculated in hours. An employee may contribute a maximum of ten (10) days of sick leave per fiscal year to the special sick leave donation program. Any day contributed shall be deducted from the contributing employees' accumulation of sick leave. Employees' contributions shall be on an entirely voluntary basis.

The Association shall establish the requirements to request and receive donations from the sick bank. The Union shall provide the requirements to the City. The City shall grant final approval but that approval shall not be unreasonably withheld.

The maximum of amount of sick leave days that shall be granted to an employee shall be thirty (30) days during their term of employment. Verification suitable to the Association and the City shall be required for accessing hours from the bank. The seriousness and projected duration of the illness or disability shall be given consideration when reviewing requests as well as the applicant's prior record of sick leave use.

Denial of a request from the sick leave bank shall not be subject to the grievance procedure.

Leave from the sick leave bank is not permissible due to a work-related injury.

Leave from the sick leave bank is not permissible when it is determined that an employee is permanently unable to return to work, or to return to work with the reasonably foreseeable future.

Section 4. Sick leave credited for any month of service shall be available at any time during any subsequent months.

Section 5. Sick leave use for care of a serious family illness shall be granted as outlined in the City's Family and Medical Leave Policy. Future changes to the City's FMLA policy will be negotiated with the Association if required pursuant to MERA.

Section 6. Sick leave shall continue to accumulate during the time an employee is on authorized vacation or earned sick leave.

Section 7. No credit for sick leave shall be granted for time worked by an employee in excess of his/her normal workweek.

Section 8. Unused sick leave shall not be added to authorized vacation time.

Section 9. If an employee is under the care of a physician or other health care professional while on authorized vacation, the time may be charged against sick leave if supported by a medical certificate filed with and acceptable to Personnel. This provision shall not be limited to the time in which an employee is under the care of a physician or other health care professional, but rather any illness which required such care while on vacation.

Section 10. A paid holiday occurring when an employee is on sick leave shall be counted as a holiday and not charged as a sick leave day.

Section 11. An employee returning after separation from employment with the City of Norwalk attains eligibility for sick leave on the same basis as a new employee.

Section 12. Upon request of the Association, the Personnel and Labor Relations Department will provide departmental sick leave reporting records for examination.

Section 13. Payment of Sick Leave on Retirement or Termination. Accumulated sick leave shall be paid as a lump sum to employees on retirement under the City of Norwalk Pension Plan, or retirement because of age, or to terminating employees who have a minimum of five (5) years of service with the City. Further provided that said lump sum payment is not to exceed sixty (60) days pay. This provision shall not apply to individuals who are discharged for cause or who voluntarily terminate their employment prior to five (5) years of service.

Section 14. Leave for Death in the Family. An employee shall be permitted a leave of five (5) consecutive workdays for death of a spouse, live-in domestic partner and child with or without the prefix "step". An employee shall be permitted a leave of five (5) consecutive calendar days for death of a family member including the following, with or without the prefix "step":

Mother	Sister	Mother-in-law	Sister-in-law
Father	Brother	Father-in-law	Brother-in-law
Grandchildren	Son-in-law	Daughter-in-law	
Grandparents (on both husband and wife's side)			

An employee shall be permitted a leave of three (3) consecutive calendar days for death of any relative domiciled in the employee's household other than those relatives listed above. If the leave includes days normally scheduled as workdays the employee shall receive pay for such days. Funeral leave will commence on the date of death or the day after the date of death. In the event the funeral is not scheduled immediately after the death then the employee may request two (2) of the funeral days listed above be used to attend the funeral at a later date but in no event shall such funeral leave day be used after thirty (30) calendar days. An additional day may be granted when out of state travel is required at the sole discretion of the Department Head. Such requests shall not be unreasonably withheld.

Section 15. Military Leave. An employee who is required to be absent from his/her duties while engaged in training with a military reserve corps for a period not exceeding thirty (30) days in any calendar year, shall not have such time charged against sick leave. During such absence, he/she shall receive the difference between his/her compensation for military activities and his/her normal salary as an employee, in the event his/her municipal salary exceeds his/her military pay. (In accordance with the provisions of Section 7-461, General Statutes of the State of Connecticut, Rev. of 1958, as amended.)

Section 16. Personal Time. Time off with pay for pressing personal needs shall be granted with the approval of the Department Head or other authorized supervisor, for a maximum of 37.5 hours per contract year, per employee. Personal time may be taken at any time during an employee's normal shift hours from start to end, without having to report to work. All personal time will be entered into the payroll system by each individual department at the time payroll is normally entered. The Department Head or other authorized supervisor's approval shall not be unreasonably withheld. The Department Head or other authorized supervisor shall state his/her reason for disapproval, in writing, to be given directly to the employee. The Department Head or other authorized supervisor's decision on all requests shall be issued as described herein within twenty-four (24) hours of the request. Employees hired after March 1st shall be entitled

to three (3) personal days during their initial fiscal year of employment. Employee hired prior to that date shall not receive personal days during the initial fiscal year of employment.

Section 17. Leave of Absence.

- a. When an employee is on an authorized leave of absence, he/she will accumulate seniority up to six (6) months, but will not earn any vacation rights, holiday days or sick leave while on leave of absence. Vacations will be paid on a pro-rata basis for the time worked during the qualifying year. The City shall continue to pay all insurance premiums for insurance to which an employee is entitled under this agreement when an employee is on sick leave.
- b. Any employee on an authorized non-FMLA leave of absence may retain group insurance at his or her own expense.

Section 18. Leave of Absence Without Pay.

- a. In addition to all other provisions for time off contained in this contract, up to a one (1) year leave of absence may, upon written request, be granted at the discretion of the Department Head, to employees who have been in the employ of the City for not less than one (1) year, with the approval of the Director of Personnel and Labor Relations. If the leave extends six (6) months or less, the employee shall continue to accumulate seniority. If the leave extends longer than six (6) months, seniority shall accumulate for the first six month period, provided the employee returns to work at the end of the authorized leave. No vacation or holidays or sick leave will be earned during an unpaid leave of absence. Leaves of absence shall not be granted for the purpose of accepting employment elsewhere.
- b. The position of the employee shall not be filled on a permanent basis during the period of such leave of absence and the position shall be immediately available to the employee at the expiration of the leave of absence.

**ARTICLE IX
WORKING RULES**

Section 1. Coffee Breaks. Coffee breaks shall be limited to ten (10) minutes in the morning and ten (10) minutes in the afternoon.

Section 2. Union Leave for Negotiations and Grievances. Six (6) employees selected by the Association to act in its behalf during the period of negotiation of a labor contract shall suffer no loss of time or pay for such time spent during their regular work hours. At the discretion of the City, such number of employees may be increased. No more than three (3) members of the Grievance Committee of the Association shall have the right to

process a grievance and represent an employee during the processing of a grievance without loss of pay.

Section 3. Employee Suggestions. It will be the responsibility of each and every employee to present to his/her Department Head, in conjunction with the employees' representative group, any and all suggestions, requests, recommendations, modifications, etc., believed to be in the best interests of the employee and employer.

Section 4. Hours of Work and Work Schedules.

- a. Normal Workweek: The work week for all regular employees covered by this Agreement will be thirty-seven and one-half (37-1/2) hours per week. The normal work day shall be 8:30 a.m. until 5:00 p.m., Monday through Friday, with one (1) hour for lunch, except as otherwise provided herein.
 - (i) Personnel who work in the following departments will be subject to different regular starting and ending times: IT, Tax Collector's Office, City Clerk's Office, Tax Assessor's Office, Library, Health, Code Enforcement, Town Clerk's Office and Customer Service Center. The normal starting time for these Departments will be as outlined herein. Staggered starting times will first be offered on a voluntary basis by seniority; if no one volunteers then these times will be filled by the person with the least amount of seniority within the Department.
- b. Information Technology: The hours of work for Information Technology Personnel shall be as follows:
 - (i) The first 7-1/2 hour work shift will normally be scheduled to begin no earlier than 7:30 a.m. and no later than 10:00 a.m. The second 7-1/2 hour work shift will be scheduled to begin no earlier than 12:00 noon but no later than 5:00 p.m.
 - (ii) At the discretion of the employer, a third 7-1/2 hour work shift may be utilized. The starting time of said shift will normally be no earlier than 8:00 p.m. and no later than 12:00 midnight.
 - (iii) Employees whose regular shift begins between 12:00 noon and 5:00 p.m. shall receive a shift differential of one dollar (\$1.00) per hour added to their regular gross pay for the duration of the assignment. Any employee whose regular shift begins between 8:00 p.m. and 12:00 midnight shall receive a shift differential of two dollars (\$2.00) per hour for the duration of the assignment.
 - (iv) The staggered starting times will first be offered on a voluntary basis by seniority and if no one volunteers then these times will be filled by the person with the least amount of seniority.
 - (v) Assignments to the third shift, of less than four (4) weeks duration, shall be offered on a voluntary basis in accordance with seniority.

If the assignment cannot be filled on a voluntary basis, the least senior employee shall be assigned.

- (vi) Should the City deem it necessary to operate a third shift for a period exceeding four (4) weeks or a permanent regular shift, beginning no earlier than 8:00 p.m. and no later than 12:00 midnight, employees assigned to the first and second shift shall not be displaced for refusing such assignment. Such vacancies shall be filled by a method deemed appropriate by the City.

- c. Library: It is acknowledged that the Library including its branches has hours of operation as set by the Library Board, which includes weekends and evenings. Such schedules shall include an hour for lunch unless otherwise approved by the Director. . Any Library employee who works on Saturday shall receive additional compensation of two dollars (\$2.00) per hour in addition to any shift differential pursuant to Article IX, Section 6.

The following provisions shall apply for staffing the City Libraries on Sunday unless discontinued for reasons determined by management.

- (i) All Sunday work will be scheduled on a voluntary basis.

Employees interested in being scheduled for the Sunday shift shall sign up to be eligible for that shift. The list shall remain valid for six months. At the end of each six (6) month period the list will reopen and employees can sign up or drop off the list.

- (ii) The shift shall be offered to most senior eligible person on the list on a rotational basis. Once the employee is offered and accepts or refuses the shift the employee will be placed on the bottom of the list. If the employee refuses the shift shall be offered to the next most senior person and continue to rotate down the list by seniority until the shift is filled. In the event no one is interested in the shift the City may offer to any part time or seasonal employee to fill the shift.

All hours worked on a Sunday will be paid at time and a half provided such work is not scheduled as part of the regular work week. The City may supplement staffing with part timer after scheduling three NMEA employees to cover the Sunday shift. If there are less than three available then part timers can be utilized.

- (iii) Any shortage in staffing requirements as determined by the Library Director will be hired and/or assigned to temporary or contractual people.

- d. Health Department: It is acknowledged that the Health Department implemented, for Inspector and Sanitarians, a current schedule of a four-

day week with each day starting at 7:30 a.m. and ending at 6:00 p.m. with an hour lunch for lunch. This schedule comprises the basic work week.

- i. For purposes of training applicable staff on the use of new technology, the schedule may be reverted back to the normal five-day schedule for the duration of the training and immediately revert back to the current four-day schedule once the training is completed.
 - ii. If any of the positions that currently have a four-day schedule are vacated or new positions created, then the City shall have the discretion to change the schedule back to the normal work schedule prior to filling the vacancy.
- e. Code Enforcement: It is acknowledged that the Code Enforcement Office implemented, for positions that conduct inspections, a four-day week schedule with each day starting at 7:00 a.m. and ending at 5:30 p.m. with an hour lunch for lunch. On one of the four days the employee will leave ½ hour early to achieve the 37.5 hour workweek.
- f. Custodian: It is acknowledged that the Department of Public Works NMEA Custodian position has a daily work schedule beginning at 6:00 a.m. and ending at 2:00 p.m. with a ½ hour lunch.
- h. Flexible Work Schedules: Notwithstanding the foregoing subsections contained herein, the City shall have the authority to implement flexible work schedules, both as to days worked and hours worked. Accordingly, the City may vary the normal schedule, so long as no employee is required to work on a regularly scheduled basis more than thirty-seven and one-half (37 ½) hours per week or ten (10) hours in any single day. A flexible work schedule shall not include “split shifts” nor shall it include as a regular day of work Saturday or Sunday.
- i. Alternative Work Schedules: Employees may request an alternative work schedule other the regular schedule contained herein subject to approval of their department head and the Director of Personnel and Labor Relations. Such schedules shall have a daily starting time between 7:30 a.m. and 9:00 a.m. and daily ending time between 4:00 p.m. and 5:30 p.m. and employees will be required to take either a thirty minute or one hour lunch break. The City, at any time, may cancel a specific alternative work schedule and revert back to the standard schedule contained in Section A.
- j. Telecommuting: The City will have the authority to implement telecommuting arrangements with individual employees. Each such arrangement is subject to the approval of the Department Head and the Director of Personnel and Labor Relations. If the City implements telecommuting, the City shall provide the necessary equipment and supplies, and shall reimburse employees for all related charges with prior approval of the Department Head.

Section 5 Overtime: An employee required to work more than seven and one-half (7 1/2) hours in any work day or over thirty-seven and one-half (37 1/2) hours in any work week, shall be compensated for said work by receiving the equivalent of one and one-half (1 1/2) times his or her regular wage rate. If the employee is working an approved alternative work schedule, the employee shall be eligible for overtime after the normally scheduled work day or thirty-seven and one-half (37 1/2) hours in any work week. [For the purpose of this subsection 4 (k), the term “work week” shall mean any period commencing on Saturday through the following Friday.]

- (i) Overtime pay will not be given to any employee for the time spent attending grievance hearings, meetings connected with negotiations, or for other Association or personal business.

Section 6 Call Backs:

(a) Those employees who are called back for work after 5:00 p.m. or who are required to attend meetings of any City Boards, Agencies or Commissions in the evening at any time other than normal hours, as a regular part of their employment, shall receive a guaranteed minimum of three (3) hours at time and one-half pay for such call back or for attendance at such meetings on a given evening irrespective of the actual time involved. If more than three (3) hours are involved, the employee shall receive time and one-half pay for such additional hours. Time shall be measured from the time the employee arrives for work to the time he/she leaves.

(b) If an employee is called to work on a day he or she is not normally scheduled to work, then the employee shall receive a minimum of three (3) hours call back pay or the amount of hours actually worked whichever is greater, at the applicable overtime rate. If the employee is unavailable or cannot return, then the City may order in employees within the job classification in inverse order of seniority.

Section 7. Docking. It is recognized that the City reserves the right, as a management prerogative, to dock the pay of any employee who reports late for work, leaves early, or who takes more than the scheduled lunch period.

Section 8. Shift Differential. Any employee working a shift that begins between the hours of 12:00 p.m. and 12:00 midnight will receive a shift differential of one dollar (\$1.00) per hour added to the employee’s regular gross pay for the duration of such assignment. Any employee working on a shift that begins between the hours of 12:00 midnight and 5:00 a.m. will receive a shift differential of two dollars (\$2.00) per hour added to the employee’s gross pay for the duration of such assignment. Any overtime earned by an employee during a week in which a shift described in this Section occurs shall be calculated based on the gross pay after the inclusion of the pay for any shift differential.

Section 9. On-Call Status. At the discretion of the employer and subject to prior approval by the Personnel and Labor Relations Director, employees may be assigned to on-call status. When so assigned, the employee must be immediately available and report

to work within thirty (30) minutes from the time contacted. The regular on-call period shall be 4:00 p.m. on Friday to 7:00 a.m. the following Monday. Individuals so assigned to on-call status shall receive a payment of seventy-five dollars (\$75.00), in addition to any overtime or call-in pay that may be earned during the on-call period. No employee will be required to accept an on-call assignment more than once every fourth weekend. Compensation under this provision is retroactive to January 1, 1986.

- a. On-call period is defined for Information Technology Department personnel as follows:

Weekday: beginning at 4:00p.m. on a Monday, Tuesday, Wednesday or Thursday and ending on the following morning at 7:00a.m.

Weekend: from 4:00p.m. on Friday and ending on the following Monday at 7:00a.m.

Individuals so assigned to on-call status shall receive \$35 for a weekday on-call period and \$75.00 for a weekend on-call period. This on-call payment will be in addition to any overtime or call-in pay that may be earned during the on-call period.

- b. Call-in Compensation for Information Technology personnel

An employee in the Information Technology Department contacted by the City outside of normal business hours concerning work related matters that can be resolved by phone or through electronic connection to the City's computers shall be compensated for the time actually worked with a one-hour minimum at the regular overtime rate in addition to the payment described in paragraph A.(2) above. If the employee is required to travel to the Information Technology Department or to another work related location, then the terms of the Collective Bargaining Agreement will apply.

Section 10. Union Business Leave. Such officers and members of the Association as may be designated by it shall be granted leave from work with full pay for Association business such as attending labor conventions, official conferences, educational conferences, etc., provided that the total time off for all such officers and members for the purposes set forth in this section shall not exceed one hundred-twelve (112) hours in any fiscal year.

Section 11. Union Secretary. The Chairperson of the Association may utilize the services of an employee who is a member of the union to serve as corresponding secretary for the union. The employee who shall serve as secretary shall be a person serving in a secretarial function and who is located within the department where the Chairperson of the Association regularly works. If the Chairperson of the Association does not have such a person within his or her department, the corresponding secretary shall be another individual of the Chairman's choosing, upon consent of the Director of Personnel and Labor Relations whose consent shall not be unreasonably withheld. The corresponding secretary shall be permitted to perform work for the union during normal working hours without deduction from compensation, to the extent that such work does

not interfere with or take precedence over departmental operations, but in no case shall work performed by the corresponding secretary for the Association occupy more than two (2) hours per month of that person's normal work time.

Section 12. Cellular Phone Policy. Any employee required to carry a cellular phone and/or pager will receive such cellular phone or pager from the City. The City shall be responsible for all charges related to the cellular phone or pager, including, but not limited to, per minute charges, plan charges, over limit charges, roaming charges. Employees issued City owned cellular phones or pagers agree to use this equipment in accordance with the City's Cellular Telephone Equipment Agreement. (See Appendix G)

Section 13. Emergency Call Back. Notwithstanding any other provision to the contrary, the Mayor shall have the right in the event of a declared disaster or emergency to order back or recall employees off any approved leave to assist in the City's response to a disaster or emergency. In the event of a call back under this provision, employees shall be entitled to be paid overtime as provided in the agreement. Employees will earn a minimum of three (3) hours of overtime for any day during which they are called back.

Section 14. Surveillance: Employees are on notice that the City may conduct surveillance in accordance with the posted "City of Norwalk Surveillance Notice" revised February 2013.

ARTICLE X SENIORITY

Section 1. Definitions.

- a. Seniority: "Seniority" is the total length of continuous full time employment with the City in any bargaining unit capacity. For an employee who was laid off or furloughed and then recalled within twelve (12) months from the date of layoff or furlough, the period of employment prior to the layoff or furlough shall be included in the employee's seniority.

- b. Superseniority: "Superseniority" means the highest seniority in the bargaining unit, and greater seniority than any other bargaining unit employee. Super seniority shall apply to the President of the Local and Chair of the grievance committee as well as up to four (4) members of the Negotiating Committee only during a period of active collective bargaining.

Section 2. The City shall provide, when requested, a list of employees covered by this Agreement showing dates of employment to the Association.

Section 3. Probationary Period – New Employee: New employees shall serve a probationary period of up to six months. Any time off in excess of five (5) days during the probation period shall not count towards the probationary period. During this probationary period they shall have no seniority rights but shall be subject to all other provisions of this Agreement except the Grievance Procedure in the event of disciplinary

action or dismissal. Employees who have satisfactorily completed their probationary period shall become regular employees and shall acquire seniority as of the date of their employment. The City shall notify the Association when an employee has satisfactorily completed their probationary period in writing.

Section 4. Probationary Period – Promotion: Employees who are promoted will serve a qualifying period of not more than four months in classifications to which they have been promoted. Unpaid periods of time in excess of five days shall be added to the probationary period. If the promoted employee fails probation during the first two months of the test period, he shall be returned to his former position. If the failure occurs after the first two months then the employee shall be returned to his former position, if it is available or, if not, to a comparable position that the employee is qualified to fill as determined by the City. In the event there are no comparable openings within the bargaining unit, the employee will be returned to his former position.

Section 5. Temporary, Contractual and Seasonal Personnel.

- a. The City shall have the right to hire and assign temporary or contractual personnel without restrictions. Nothing herein shall prohibit the City from sub-contracting work, except that the City may not eliminate an existing NMEA position and then subcontract that work to such outside specialized firms. Temporary, seasonal and contractual employees shall not be eligible to bid on new or vacant positions until internally funded employees have exhausted their rights to bid, as set forth in Section 6 of this Article, provided they are qualified to perform the requested work.
- b. Temporary or seasonal personnel, as described in subsection (a) above and in Article I, Section 3, shall not work more than one hundred twenty (120) calendar days except for those assigned to the Recreation and Parks department. A temporary or seasonal position shall not exist for more than two hundred forty (240) calendar days within the Recreation and Parks department. This restriction shall not apply where the temporary employee is backfilling the position of an employee who is on extended leave of absence or FMLA.
- c. In the event that the City wishes to employ a temporary or seasonal employee for more than a total of one hundred twenty (120) calendar days (whether that employee serves in one position or multiple positions), the City must seek the permission of the Association. If the City wishes to extend the term of a temporary or seasonal position beyond one hundred twenty (120) days, the City must seek the permission of the Association. The Association's refusal to grant such requested permission shall be in its sole discretion and shall be final.

Section 6. It shall be the policy of the City to fill vacancies or new positions by promoting qualified employees in accordance with the provisions hereinafter set out from lower rated jobs hereinafter provided to the extent that this is practicable without interfering with operation, economy and efficiency. Whenever the City claims that it cannot follow this policy in a given situation, the Personnel and Labor Relations Director

shall set forth the reasons in writing to the Association upon the occurrence of such vacancy or the creation of such new position.

Section 7. Position Vacancies:

Bid Process:

All the vacancies shall be subject to the bid process contained herein. The Personnel department shall determine the minimum qualifications for any given position. The City shall post for five (5) working days all vacancies. The City and the Union may agree to bypass the posting requirement or agree to post and advertise simultaneously where the bid process is unlikely to generate sufficient number of qualified internal applicants.

Internal candidates shall submit their application for consideration by the end of the posting period. The Personnel department shall determine if the internal candidate meet the minimum qualifications of the position. If the candidate meets the minimum qualifications then they shall be considered in the selection process outlined below.

Selection Process:

The selection process for filling vacancies shall be subject to having a minimum of three qualified candidates for consideration by the hiring manager. The City may establish a list of eligible internal and external candidates. All internal candidates who submit a bid and meet the minimum qualifications for the position will be placed on the list. External candidates will not be considered if there are three or more internal candidates on the list. If there are less than three (3) qualified internal candidates, then the City may supplement the list with external candidates to maintain a maximum of three candidates at all times in the combined pool of internal and external candidates.

The Personnel department will refer the three or more eligible candidates from the list to the hiring manager. The hiring manager shall select among the candidates referred.

The candidate who is offered the position shall be given an opportunity to discuss the requirements and job duties of the position with the relevant department head prior to accepting the position. If the candidate refuses the offer, the Personnel department will maintain a minimum pool of three candidates for the department head to consider for the opening.

At any time during the process, if there are no more qualified internal candidates who placed a bid for the vacancy, then the City may fill the position in any way it wishes.

If the qualified candidate does not successfully complete the probationary period and there is an existing list, selection in the manner provided above will occur. If no list exists, then the position will be posted and the process described herein will be followed.

Section 8. No employee may submit a bid for a job until such employee has completed twelve (12) full months employment within one department; all employees are limited to one (1) successful bid during each twelve (12) month period provided the employee commenced work in the new position.

Section 9.

- a. Any vacancy that is authorized to be filled will be posted within five (5) working days. Copies of the job bid for any vacancy or new position shall be sent to the Chairperson of the Association at the time of posting. A list of the candidates bidding for the position shall be sent to the Chairperson of the Association at the completion of the posting period. The name of the person to be appointed to the position shall be sent to the Chairperson prior to the appointment of the person to the position.
- b. Whenever a position within the bargaining unit becomes vacant, the Personnel department shall notify the Chairperson of the Association in writing of the vacancy and whether the City intends to fill that position. In the event that the City announces that it will fill a bargaining unit position, the Personnel department shall also provide the Chairperson of the Association with a copy of the job description for the position. When a position has been filled, the Personnel department shall notify the Chairperson of the Association in writing.

Section 10. Lateral Grade Bidding: Nothing herein shall be construed to prohibit an employee from bidding on a position in the same salary grade, if it is a different position within the same department or is the same position and is in a different department.

Section 11. Layoff and Recall

Layoff: In the event of an action or event (such as but not limited to lack of work, lack of funds, elimination of a filled position, reorganization) which may result in layoff, the following procedure shall be followed:

- a. The City shall identify the position which will be unfunded, eliminated, or reduced in hours. (An employee in such position is referred to below as the "affected employee.")
- b. If there is a vacancy in the same job classification, which the City plans to fill, the affected employee shall be transferred to that vacancy.

(Example: The City decides to eliminate a Clerk-Typist position in Department A. Due to a retirement, there is a vacant Clerk-Typist position which the City intends to keep in Department B. The employee in Department A will be transferred to the vacancy in Department B so as to avoid layoff.)

- c. If there is a vacancy in a different job classification, which the City intends to fill, the affected employee shall be transferred to that vacant position if the City, determines based on the job description, that the job classification of the vacancy is comparable to that held by the affected employee, or is a classification in the same salary grade for which the employee is fully qualified.

(Example: The City decides to eliminate an Administrative Clerk II

position. Due to a retirement, there is a vacant Clerk-Typist position which the City intends to keep in the same or a different department. The least senior Administrative Clerk II will be transferred to that position if any of the three conditions indicated above exists.)

- d. If there is no vacancy to which the affected employee may be transferred:
1. If the employee in that position is the least senior in the job classification, he/she will be subject to lay off.
 2. If the employee is not the least senior in the job classification, he/she shall have the option to accept the layoff or to bump the least senior employee in the job classification who will then be subject to lay off.

(Example: The City decides to eliminate a full-time Clerk-Typist position in Department A. The least senior full-time Clerk-Typist works in Department B. The Department A employee may either take the layoff or bump the employee in Department B.)

- e. An employee who is subject to layoff in one classification may bump the least senior employee in the same or lower classification or salary grade if:
1. the employee previously held a position in that lower classification or salary grade; or
 2. the City, determines based on the job description, that the position in the same or lower classification or salary grade is comparable to that held by the employee, or is a classification for which the employee is fully qualified as a result of duties performed in the employ of the City; and
 3. the employee has more seniority than the employee to be bumped.

An employee shall be informed in writing of his/her bumping option by the Personnel Department. Within five (5) working days of said notification, the employee shall inform the Personnel Department whether he/she will exercise the right to bump or will accept a layoff.

- f. An employee who is bumped shall also have the right to bump in accordance with subsection (e) above; provided, however, that there shall not be more than three (3) bumps permitted as the result of a position reduction.

(For example: Position W is eliminated and the employee in that position bumps the employee in Position X; the employee in Position X bumps the employee in Position Y; the employee in Position Y bumps the employee

in Position Z; the employee in Position Y is the last to have bumping rights.)

- g. An employee who takes a lower paying position because the employee was subject to layoff or bumped by another employee and then is laid off, shall receive payment for unused vacation or sick days (if otherwise eligible for payment under the contract) at the highest rate of pay that the employee was earning in the twelve-month period prior to layoff.

Reemployment. A full-time employee who is transferred to a position in a lower pay grade or who is bumped shall be given first preference to return to a vacant position in the classification from which he/she was displaced, for a period of one year from the date of assignment to the lower paying position. Recall from layoff shall be conducted as follows:

- a. An employee who is laid off may request that his/her name be placed on a recall list(s) for any of the following:
 - 1. the same classification from which he/she was laid off or bumped;
 - 2. a classification which the City, in its sole discretion, determines is comparable to that from which he/she was laid off, or for which the employee is fully qualified as a result of duties performed in the previous classification;
- b. Prior to filling a position with a new employee, the City shall offer the position to an employee(s) on the recall list. The order of preference among recall lists shall be the order in which they are listed above. (For example, an employee on a recall list pursuant to a.1. above will be recalled before an employee on a list pursuant to a.2. above.) If there is more than one employee on a list who is eligible for recall to a position, preference shall be based on seniority. (For example, if there are two laid off individuals on an "a" list, the more senior will be recalled; however, an individual on a "b" list will not have preference over an individual on an "a" list even if more senior.)
- c. An employee shall be notified of the opportunity for recall in writing. An offer of recall which is not accepted within fourteen (14) days of the date on which it was mailed by the City shall be considered rejected and the City may then offer the position to the next eligible recall candidate.
- d. Recall rights shall be retained for a period of eighteen (18) months from the date of layoff. However, an employee who refuses recall to a position at the same pay grade from which he/she was laid off shall be removed from the recall list, and refusal of any two other offers of recall shall result in removal from the recall list.

General Provisions. When the City of Norwalk contemplates the deletion of any employee position for which the Association is the bargaining representative, the City

shall give the Association written notice of the proposed deletion and the reason for the deletion. The City shall also schedule a meeting with representatives of the Association to discuss the proposed deletion and obtain the Association's thinking on it. If such deletion does take place, the City shall use its best efforts to place employees affected thereby in other available positions.

Section 12. Any present position which was formerly an "externally funded position" but which has been de-funded as such and the duties of which are now being performed by an "externally funded employee" being paid from receipts of Norwalk Municipal Taxation shall, at the time of the use of said funds, be deemed to be a vacant or new position and shall be filled in accordance with the procedures for the filling of vacancies as set forth in this Agreement.

ARTICLE XI SAVINGS 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 provisions herein, shall become inoperative or fail by reason of the invalidity of any other portion or provision.

ARTICLE XII DUES CHECK OFF

Section 1.

- a. The City agrees to deduct from the paycheck of each employee who signed an authorized payroll deduction card, a sum certified in writing, by the Secretary or other authorized official of the Association, to be Association dues.
- b. Effective March 1, 2007, employees shall, within thirty (30) days of hire, either join the Association or pay a service fee to the Association, as a condition of employment.
- c. The City shall remit the dues and service fees collected from employees to the Association on a monthly basis, and shall, on a monthly basis, provide the Association with a list of the names of the employees from whom dues and service fees are collected, and the amount collected from each employee.

Section 2. These deductions shall be made on dates agreed to by the City and the Association and the frequency of these deductions shall be that which is determined by the Comptroller and the Association.

Section 3. Employees who have authorized Association dues deductions or pay service fees, who are not eligible to receive pay on the scheduled date for such deductions, shall be subjected to a double deduction on the next scheduled date thereof.

Section 4. Authorized representatives of the Association shall be allowed to see payroll records for deductions when necessary.

Section 5. The Association shall indemnify and hold the City harmless from any liability resulting from any and all claims, suits, or any actions arising from compliance with this Article, or in reliance on any list, notice, certification or authorization furnished under this Article.

ARTICLE XIII GRIEVANCE PROCEDURE

Section 1. Purpose.

The purpose of this Article is to provide an orderly method of adjusting grievances as herein defined.

Section 2. Definitions.

A grievance is any complaint by or problem of an employee concerning the following: the interpretation or application of any provision of this contract, wages, salary, hours of work, promotion or demotion, transfer, layoff, dismissal, discharge, suspension, fine, sick leave, vacation or other leave, working conditions, and rules and regulations. However, terminations for failure of the probationary test period shall not be subject to the grievance and arbitration procedures.

Section 3. Processing of Grievances.

Before a formal grievance is initiated the employee shall discuss the matter with his/her immediate supervisor within fifteen (15) working days of the event or occurrence giving rise to the grievance. If the problem is not resolved in discussion, the following procedure shall be used to adjust the grievance:

FIRST STEP:

Department Head:

- a. The employee or Union representative shall put the grievance in writing, including all facts pertaining to the grievance and the remedy requested. The written grievance shall be presented to the Department Head within seven (7) working days of having discussed the grievance with his/her supervisor.
- b. The Department Head or his/her representative may arrange a meeting with all parties concerned to review the facts of the grievance. The Department Head shall notify the employee and the Union, in writing, of his/her decision within five (5) working days of receipt of the grievance; or if a meeting is held, within five (5) working days after the meeting:

SECOND STEP:

Director of Personnel and Labor Relations:

- a. If the grievance is not settled in the first step, the Union representative or the employee shall have the right to make an appeal to the Director of Personnel and Labor Relations, in writing, within five (5) working days of receipt of the first step decision by the Department Head. The written grievance shall contain all facts pertaining to the grievance, the first step decision, and the requested remedy.
- b. The Director of Personnel and Labor Relations or his/her representative shall, if deemed necessary by either party, arrange a meeting with all parties concerned to review the facts. The Director shall notify the employee and the Union of his/her decision in writing within five (5) working days of receipt of the grievance, or, if a meeting is held, within five (5) working days following the meeting.

THIRD STEP:

Arbitration:

- a. In the event the Union is not satisfied with the decision reached at the second step, the Union shall, within twenty (20) working days of receipt of the second step decision, notify the Director of Personnel and Labor Relations in writing that it intends to submit the grievance to arbitration; and shall simultaneously file notice of appeal with the State Board of Mediation and Arbitration.
- b. Nothing in this Article is intended to prohibit the City from processing a grievance through the grievance procedure. Any such grievance shall be submitted at the second step and presented to the Union Chairman for resolution.

Section 4. General Provisions.

- a. The time limits specified in the preceding sections of this Article may be changed by mutual agreement of all parties in writing.
- b. Nothing contained herein shall prevent any employee from presenting his/her own grievance and representing himself/herself, provided only the Union can process a grievance to arbitration on the employee's behalf.
- c. The fee of the Arbitrator and the administration expenses of the arbitration, if any, shall be shared equally by the parties but other expenses shall be borne by the parties incurring them, including payments to representatives, witnesses, etc.
- d. The deliberate, intentional failure by the NMEA to process a grievance to the next step within the time limits provided for herein shall mean that the grievance has been satisfactorily resolved at the last step to which it was properly processed.
- e. Deliberate, intentional failure by the City to respond to a grievance and act within the time limits provided for herein shall mean that the grievance has been resolved in favor of the employee.

- f. If a settlement of a grievance is reached at any step of the grievance procedure, the terms and conditions of such settlement shall be put into effect within ten (10) working days, unless the parties agree to a different time frame in writing.
- g. Saturdays, Sundays, and holidays shall be excluded from the computation of the time limits for action in relation to this grievance procedure.
- h. The City shall have the right to require that written grievances be presented on an Employee Grievance Form and shall make such forms available to the employee and the Union.

ARTICLE XIV DISCIPLINE

In the event that a Department Head or other authorized supervisor believes it is necessary to impose discipline on any employee, then the following procedure shall apply to all disciplinary measures by the City against any employee:

- a. All disciplinary measures must be for just cause and are subject to the grievance procedure as described in Article XIII.
- b. If the City intends to make a permanent written record of discipline taken, or to issue a written warning to an employee, such action must be for just cause and shall be subject to the grievance process. In addition to the grievance process, the Association and/or the affected employee may submit a written response(s) which shall be included in any file in which such written record of discipline or written warning is maintained.
- c. The Chairperson of the Association shall be notified, in writing, as soon as practicable but in no event more than five (5) days after the discipline, that discipline has been imposed, the exact nature of the discipline imposed, and the reasons for the imposition of the discipline. The Chairperson will also be provided with copies of all written warnings, written records of disciplinary action, and any materials given to the employee in connection with the discipline.

ARTICLE XV UNIFORMS

Section 1. The City agrees to supply three (3) sets of summer and three (3) sets of winter uniforms for all custodians, and dog wardens. Each employee receiving a uniform shall be responsible for laundering his/her own uniforms. Uniforms shall be issued on the first day of April and October of each year.

Section 2. The Sealer of Weights and Measures shall be provided with a pair of overalls and protective non-spark, steel-toe shoes on the first day of April and October of each year.

ARTICLE XVI SAFETY AND HEALTH

Section 1. Both parties to this Agreement hold themselves responsible for mutual cooperation and enforcement of safety rules and regulations.

Section 2. Safety Complaints. Should an employee complain that his/her work requires him/her to be in an unsafe or unhealthy situation, in violation of OSHA safety rules, the matter shall be considered immediately by a representative of the City. If the matter is not adjusted satisfactorily, the grievance may be processed according to the grievance procedure of this Agreement.

Section 3. Safety Committee. The City and the Association shall have a safety committee as prescribed by workers compensation regulations.

Section 4. Heat and Hot Water. Hot water (120 degrees) shall be provided for sanitary purposes in departments all year and at all times. Heat shall be maintained at a minimum of 65 degrees at all times. If the temperature falls below 60 degrees employees shall have the right to leave work with pay. These requirements as to heat and hot water are subject to any emergency regulations of either the State or Federal Government. This provision shall not apply during a declared emergency or disaster where the mayor may require certain personnel to remain or report to work.

Section 5. Drug and Alcohol Testing.

The City may require an employee to be tested for drugs or alcohol. It is the intention of the City that any drug or alcohol detection test shall be given only to an employee who exhibits indications of being under the influence of drugs or alcohol, whenever there is a reasonable individualized suspicion that the employee is under the influence of drugs or alcohol, or using drugs or alcohol during working hours. An employee who is suspected of using or being under the influence of drugs or alcohol shall be interviewed by his/her department head or supervisor, and the Director of Health or his/her designee. The employee shall have the right to request union representation at such interview; but the interview shall not be delayed for the purpose of selecting a particular union representative.

If, after the interview, the department head or supervisor still suspects that the employee was using or is under the influence of drugs or alcohol, a test may be ordered. The results of any such test(s) will be made available not later than ten (10) days from the date of testing.

All drug testing will be performed by a reputable laboratory which is certified/licensed or approved to perform such testing in the State of Connecticut.

Any discipline for use of or being under the influence of drugs or alcohol shall be subject to the just cause standard of Article II of this Agreement.

Nothing contained herein shall preclude the employer or the parties jointly from offering rehabilitation assistance to an employee with a substance abuse problem.

ARTICLE XVII CAR ALLOWANCE

Any employee who uses his/her automobile in his/her work shall receive mileage reimbursement equal to the Internal Revenue Service rate in effect at the time the travel is performed. , The employee shall submit the request on city forms within sixty (60) days of the travel in order to be eligible for mileage reimbursement. This reimbursement shall not apply to any mileage commuting to work or back to work for any night meeting.

ARTICLE XVIII ABRIDGMENT

Nothing in this Agreement shall be construed as abridging any right that either party has enjoyed heretofore, unless it is specifically stated that said right has been superseded by a provision of this Article.

ARTICLE XIX AMENDMENTS TO AGREEMENT

Section 1. Agreements reached between the parties to this Agreement to amend this Agreement shall become effective only when signed by the Chairman and three other members of the Negotiating Committee of the Norwalk Municipal Employees Association after approval of the Association's membership and the authorized representative of the City of Norwalk. The Association's Chairman and Negotiating Committee members shall sign promptly after the membership's approval.

Section 2. It is understood and agreed that wherever in this Agreement provision is made for discussion or negotiations between the parties to take place subsequent to the date of this Agreement that such subsequent negotiations shall in no way open any of the other terms of this Agreement.

Section 3. The provisions of this Agreement with respect to salary only shall be retroactive to July 1, 2012 upon the signing of this Agreement. Increases in salary shall be retroactive to July 1, 2012 for all current employees.

ARTICLE XX PENSION

Section 1.
a. The terms and conditions of the existing pension plan for employees covered under this contract and spelled out in detail in the Pension pamphlet entitled "Your Financial Security, A Description of the Retirement Program for

Employees of the City of Norwalk” revised March 25, 1981, October 22, 1985, April 12, 1988, December 2, 1993, and as further revised as a result of negotiations with the Pension Coalition is incorporated herein by reference and remains in effect for the life of this Agreement and the pension agreement.

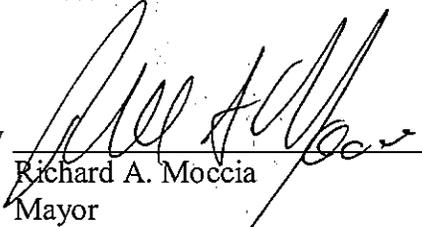
- b. During the term of this Agreement, the Association will participate in coalition bargaining with the other Norwalk Unions covered by the same pension plan, for any proposed amendments to the pension plan.
- c. Upon the termination of employment or retirement of an employee, the City shall provide the employee with the following written materials: The current collective bargaining agreement between the City and the Association; the current pension agreement applicable to the employee; all forms signed by the employee in connection with the termination of employment or retirement; a breakdown of any payments made upon the employees termination for accumulated sick time and vacation time and any other payments made or to be made; a complete description of the health insurance plan then in effect; and blank forms for making medical and dental insurance claims.

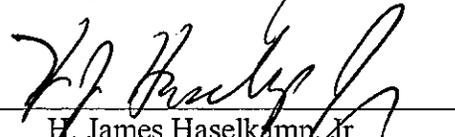
ARTICLE XXI DURATION

This Agreement shall take effect in accordance with the provisions of Article XIX of this Agreement and shall continue in full force and effect until June 30, 2016. After February 1, 2016, either party may initiate negotiations for the ensuing fiscal year.

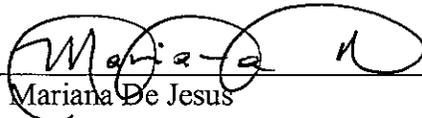
IN WITNESS WHEREOF, the parties have caused their names to be signed this
3RD day of JUNE, 2013.

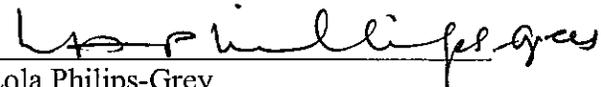
CITY OF NORWALK

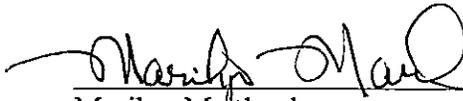
By 
Richard A. Moccia
Mayor

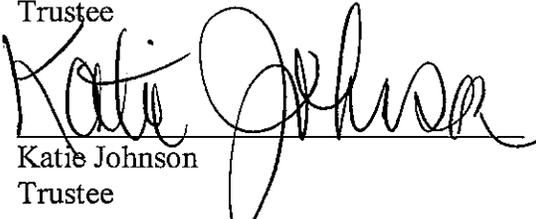

H. James Haselkamp, Jr.
Director of Labor Relations

**NORWALK MUNICIPAL EMPLOYEES
ASSOCIATION**

By 
Mariana De Jesus
President
Norwalk Municipal Employees Association


Lola Philips-Grey
Executive Board


Marilyn Maitland
Trustee


Katie Johnson
Trustee

APPENDIX A

Consolidation of Job Titles

The City and the NMEA agree to the following with respect to the restructuring positions and job specifications in the Agreement:

1. Town Clerk: Except for the Land Records analyst position, the remaining positions "Data Input/Microfilm Technician" "Indexing Clerk" "Records Clerk" in the Town clerks office shall be eliminated and designated as Adm. Support II. If the salary for the individual is above the Grade 10 for the Adm. Support II, then the individual's salary shall be red-circled.
2. Comptroller's Office: The following positions shall be eliminated Accounting Clerk (Acevedo, Williams), and Lead Data Input Technician and the position of Account Clerk II Grade 11 will replace them. Accounting Clerk (Schutte) will become an Adm. Support II, Grade 10.
3. Health Dept: Upon vacancy, the Housing Inspector position shall be downgraded to a Grade 17.
4. Library: The Circulation Department head will be re-titled to Circulation Coordinator and the Assistant Head of Circulation will be re-titled to Asst. Circulation Coordinator.
5. Police/Fire: The payroll clerk in the Police and the Computer Specialist in the Fire shall be eliminated and re-titled Payroll/Account Clerk Grade 10. Any current employee above the salary of the new position will be red circled.
6. The intent of the reorganization is to provide a simplified three-tier structure for clerical/administrative positions that reflects an entry-level (Adm. Supp. I), mid level position (Adm. Supp II) and a high level (Executive Secretary) that progress up with increasing levels of responsibility, complexity and proficiency.
7. The impact for titles in existing positions is reflected in the attached document. Unless otherwise indicated, the current job title will exist until the incumbent vacates the position at which time the position will be converted to one of the new positions. All new clerical/administrative positions will be from the new clerical/administrative series.
8. The City may, at a later date, make the library support positions reflect the new clerical/administrative series.
9. The intent of the reorganization is to update and reorganize the positions in the Tax Assessor's office and create a system that incentivizes employees to enhance their skills.

10. Current employees who achieve the minimum requirements, including the certifications, listed in the new positions immediately above their current position, shall be moved to the position as outlined in the contract. This opportunity is limited to a one position advance for current employees in the Tax Assessor office.
11. Employees shall maintain their certification in order to remain in these positions.
12. The opportunity to automatically advancement in the Tax Assessor's office shall expire on June 30, 2012.

Effective upon signing all vacancies and * positions in the Clerical series (position reflected by * on job title page) shall be eliminated or retitled to reflect the attached job title grid.

Retitling shall not apply to the current Library positions and may be retitled upon vacancy. Remaining title changes and reclassification as outline on attached job title grid.

The consolidation of job titles is provided below. In addition, it reflects a proposal for the reorganization of the Tax Assessor's office. All upgrades shall be effective July 1, 2009 where applicable excluding Tax Assessor's reorganization. When the employee in the Tax Assessors Office has obtained the necessary certifications or course work by January 1st in a given year then he or she shall be upgraded to the new position on the following July 1st subject to the provisions provided above.

<u>Current JOB TITLE</u>	<u>DEPT</u>	<u>Cur GRDE</u>	<u>New GRDE</u>	<u>New Title</u>	<u>Change</u>
ClkTyp2	PD	08		Adm Supp I	Title Change
RecClk	TwnClk	08	10	Adm Supp II *	UPGRD ElimCurTitle
LibClk	Lib	08		Adm Supp I	Title Change
CashierClk	TxCol	08		No Change	No Change
LibClk	Lib	08		Adm Supp I	Title Change
AssessClk	TxAssess	08		Adm Supp I	Title Change
ClkTyp2	PD	08		Adm Supp I	Title Change
ClkTyp2	PD	08		Adm Supp I	Title Change
ClkTyp2	PD	08		Adm Supp I	Title Change
LibClk	Lib	08		Adm Supp I	Title Change
ClkTyp2	PD	08		Adm Supp I	Title Change
LibClk	Lib	08		Adm Supp I	Title Change
AssessClk	TxAssess	08		Adm Supp I	Title Change
LibClk	Lib	08		Adm Supp I	Title Change
OffAsst	CodeEn	09	8	No Change	DwngrdUponVac
AssessClk	TxAssess	09	9	Assessment Clerk	AchieveAATMoveToAssessClrk *
CusSerRep	DPW	09		No Change	No Change
Custodian	DPW	09		No Change	No Change
RecpBiling	Health	09	8	No Change	DwngrdUponVac
PayrClk	PD	09	10	Payroll/Account Clerk *	UpgrdNewTitlePayroll/Account Clerk
CusSerRep	DPW	09		No Change	No Change
AcctngClk	Compt	10	11	Account Clerk II *	UPGRADE

Sec	Rec&Prks	10		Adm Supp II	Title Change
IndexClk	TwnClk	10		Adm Supp II	Title Change
AdmAssessTech	TxAssess	10	12	Assessment Technician	UpgrdAfterDesCourse&FieldWrk
AdmAssessTech	TxAssess	10	12	Assessment Technician	UpgrdAfterDesCourse&FieldWrk
SecBiling	HumRel	10		Adm Supp II	Title Change
Sec	CtyClk	10		Adm Supp II	Title Change
LibAsst	Lib	10		No Change	Title Reconsidered Upon Vacancy
TxADaide I	TxCol	10		No Change	
Sec	Health	10		Adm Supp II	Title Change
LibAsst	Lib	10		No Change	Title Reconsidered Upon Vacancy
LibAsst	Lib	10		No Change	Title Reconsidered Upon Vacancy
SrClk	DPW	10		Adm Supp II	Title Change
PurchAsst	Purch	10		Adm Supp II	Title Change
RecMainClk	RegOfVtrs	10		Adm Supp II	Title Change
AcctsClk	Lib	10		Account Clerk I	Title Change
TxADaide I	TxCol	10		No Change	No Change
PolRecClk II	PD	10		Adm Supp II	Title Change
PolRecClk II	PD	10		Adm Supp II	Title Change
AcctngClk	Compt	10		Adm Supp II	Title Change
AcctngClk	Compt	10	11	Account Clerk II *	UPGRADE
SwitchBdOp/Recp	CtyClk	10		Adm Supp II	Title Change
AdminClk II	DPW	10		Adm Supp II	Title Change
Sec	Fire	10		Adm Supp II	Title Change
LibAsst	Lib	10		No Change	Title Reconsidered Upon Vacancy
LibAsst	Lib	10		No Change	Title Reconsidered Upon Vacancy
LibAsst	Lib	10		No Change	Title Reconsidered Upon Vacancy
AdminAssessTech	TxAssess	10	12	Assessment Technician	UpgrdAfterDesCourse&FieldWrk
AcctsClkII	Fire	11		Account Clerk II	Title Change
AdminAide	Health	11	10	Adm Supp II	DwngrdRedCirSal
DatInpt/MicFlmTch	TwnClk	11	10	Adm Supp II	DwngrdRedCirSal
AsstHeadOfCir	Lib	11		Asst Circulation Coord	Title Change
SrClkII	PD	11	10	No Change	DwngrdUponVac
SrClkII	PD	11	10	No Change	DwngrdUponVac
CompSpec	Fire	11	10	Payroll/Account Clerk	DwngrdRdCirSalTitlechg
SrCash	TxCol	12		No Change	No Change
Sec/Bkkeeper	Rec&Prks	12		No Change	DwngrdUponVac
LandRecAnalyst	TwnClk	12		No Change	No Change
AdminSec	P&Z	12		No Change	DwngrdUponVac
TechAsst	CodeEn	12		No Change	No Change
InforSpec	PD	12		No Change	DwngrdUponVac
SupOfDataRec	TxCol	12		No Change	No Change
LeadDataInputTech	Compt	12	11	Account Clerk II	DwngrdRedCirSal
TehAsst	CodeEn	12		No Change	No Change
AdmGrntsSec	CtyClk	12		No Change	DwngrdUponVac
HumResAsst	Per&Labor	13		No Change	No Change
HumResAsst	Per&Labor	13		No Change	No Change
CompAsst	P&Z	13		No Change	No Change
AssTechI	TxAssess	13	15	No Change	UpgrdeToAssessAnalystUponCCMA 1 *
Drafter	P&Z	13		No Change	No Change
PubWrksAdmAsst	DPW	13	10	No Change	DwngrdUponVac
SealWeight&Meas	Health	13		No Change	No Change
CirDepHead	Lib	13		Circulation Coordinator	Title Change
AsstDogWarden	PD	13		No Change	No Change

AssTech II	TxAssess	14	15	No Change	UpgrdeToAssessAnalystUponCCMA 1 *
ExecSec	Fire	14		No Change	No Change
ExecSec	Man&Bud	14		No Change	No Change
ExecSec	PD	14		No Change	No Change
DogWarden	PD	14		No Change	No Change
EnvironComOff	P&Z	15		No Change	no Change
SenLegSec	Legal	15		No Change	no Change
Pyri&AcctPybleSup	Compt	15		No Change	no Change
AthleticSup	Rec&Prks	15		No Change	no Change
HealthInsp	Health	15		No Change	no Change
SenLegSec	Legal	15		No Change	No Change
AssessAnlyst	TxAssess	15	*18	No Change	UpgrdeToSenAssessAnalystW/CCMA II
FieldRep	HumRel	16		No Change	No Change
DesktppSuppTech	Lib	16		No Change	No Change
DesktppSuppTech	IT	16		No Change	No Change
ComplInsp	P&Z	17		No Change	No Change
Lib	Lib	17		No Change	No Change
CatalogLib	Lib	17		No Change	No Change
PerRecTechII	Per&Labor	17		No Change	No Change
YouthAdvocate	YouthServ	17		No Change	No Change
RefLib	Lib	17		No Change	No Change
RefLib	Lib	17		No Change	No Change
MusCur	HisCom	17		No Change	No Change
RefLib	Lib	17		No Change	No Change
RefLib	Lib	17		No Change	No Change
DptyZoningInsp	P&Z	18		No Change	No Change
HsingInsp	Health	18	17	No Change	DWNGRADE UPON VACANCY 17
HsingInsp	Health	18	17	No Change	DWNGRADE UPON VACANCY 17
SrAssessAnalyst	TxAssess	18		No Change	No Change
HsingInsp	Health	18	17	No Change	DWNGRADE UPON VACANCY 17
Sanitarian	Health	18		No Change	No Change
Sanitarian	Health	18		No Change	No Change
Sanitarian	Health	18		No Change	No Change
SrAccount	Compt	19		No Change	No Change
ZonInsp	P&Z	19		No Change	No Change
HealthEduc	Health	19		No Change	No Change
AdminTech	Health	19		No Change	No Change
MechInsp	CodeEn	19		No Change	No Change
ElecInsp	CodeEn	19		No Change	No Change
AsstBuildOff	CodeEn	19		No Change	No Change
E-GovCoord	IT	20		No Change	No Change
NetEng	IT	21		No Change	No Change
SitePlanner	P&Z	21		No Change	No Change
DataAdminProg	IT	21		No Change	No Change
Oper&SerMan	IT	21		No Change	No Change
SenSysEng	IT	21		No Change	No Change
SrPlanner	P&Z	22		No Change	No Change
LabDir	Health	22		No Change	No Change
ManCtywideApps	IT	23		No Change	No Change

APPENDIX B

**NORWALK MUNICIPAL EMPLOYEES ASSOCIATION
SALARY GRADES AND TITLES**

SALARY GRADE 8

Administrative Support I
Cashier Clerk
Library Clerk

SALARY GRADE 9

Assessment Clerk
Custodian
Customer Service Representative
Office Assistant (Upon vacancy changes to Administrative Support I)
Receptionist/Bilingual (Upon vacancy changes to Administrative Support I)

SALARY GRADE 10

Account Clerk I
Administrative Assessment Technician
Administrative Support II
Library Assistant (Title reconsidered upon vacancy)
Payroll/Account Clerk
Tax Administrative Aide I

SALARY GRADE 11

Account Clerk II
Assistant Circulation Coordinator
Legal Secretary

SALARY GRADE 12

Administrative Grants Secretary (Upon vacancy change to Administrative Support II)
Assessment Data Technician
Assessment Technician
Information Specialist (Upon vacancy change to Administrative Support II)
Land Records Analyst
Secretary/Bookkeeper (Upon vacancy change to Administrative Support II)
Senior Cashier
Supervisor of Data Records
Technical Assistant

SALARY GRADE 13

Assessment Technician I
Assistant Dog Warden
Compliance Assistant
Coordinator of Juvenile Justice & Prevention Programs
Human Resource Assistant
Public Works Administrative Assistant (Upon vacancy change to Admin. Support II)
Sealer of Weights and Measures

SALARY GRADE 14

Dog Warden
Executive Secretary

SALARY GRADE 15

Assessment Analyst
Athletic Supervisor
Environmental Compliance Officer
Health Inspector
Payroll and Accounts Payable Supervisor
Senior Legal Secretary
Wastewater Systems Technician

SALARY GRADE 16

Accountant
Civil Rights/Fair Rent Investigator
Desktop Support Technician

SALARY GRADE 17

Catalog Librarian
Compliance Inspector
Librarian
Personnel Records and Benefits Coordinator
Reference Librarian

SALARY GRADE 18

Deputy Zoning Inspector
Geographical Information Systems (GIS) Analyst
Housing Inspector (Downgrade to 17 for new vacancies)
Sanitarian

SALARY GRADE 19

Administrative Technician
Assistant Building Official
Budget Analyst/Accountant
Budget Analyst/Internal Auditor
Electrical Inspector
Health Educator
Mechanical Inspector
Senior Accountant
Zoning Inspector

SALARY GRADE 20

E-Government Coordinator

SALARY GRADE 21

Database Administrator/Programmer
Network Engineer
Senior Systems Engineer
Site Planner

SALARY GRADE 22

Laboratory Director
Nurse Practitioner
Senior Planner

SALARY GRADE 23

Manager, City Wide Applications

APPENDIX C

July 1, 2012 – June 30, 2013

2.25 %

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
8	40,378	42,395	44,511	46,727	49,078
9	42,395	44,511	46,727	49,078	51,522
10	44,511	46,727	49,078	51,522	54,098
11	46,727	49,078	51,522	54,098	56,814
12	49,078	51,522	54,098	56,814	59,647
13	51,522	54,098	56,814	59,647	62,656
14	54,098	56,814	59,647	62,656	65,779
15	56,814	59,647	62,656	65,779	69,056
16	59,647	62,656	65,779	69,056	72,515
17	62,656	65,779	69,056	72,515	76,132
18	65,779	69,056	72,515	76,132	79,938
19	69,056	72,515	76,132	79,938	83,939
20	72,515	76,132	79,938	83,939	88,127
21	76,132	79,938	83,939	88,127	92,541
22	79,938	83,939	88,127	92,541	97,177
23	83,939	88,127	92,541	97,177	102,035

APPENDIX C CONT.

July 1, 2013 – June 30, 2014

2.0 %

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
8	41,186	43,243	45,401	47,662	50,060
9	43,243	45,401	47,662	50,060	52,552
10	45,401	47,662	50,060	52,552	55,180
11	47,662	50,060	52,552	55,180	57,950
12	50,060	52,552	55,180	57,950	60,840
13	52,552	55,180	57,950	60,840	63,909
14	55,180	57,950	60,840	63,909	67,095
15	57,950	60,840	63,909	67,095	70,437
16	60,840	63,909	67,095	70,437	73,965
17	63,909	67,095	70,437	73,965	77,655
18	67,095	70,437	73,965	77,655	81,537
19	70,437	73,965	77,655	81,537	85,618
20	73,965	77,655	81,537	85,618	89,890
21	77,655	81,537	85,618	89,890	94,392
22	81,537	85,618	89,890	94,392	99,121
23	85,618	89,890	94,392	99,121	104,076

APPENDIX C CONT.

July 1, 2014 – June 30, 2015

2.0 %

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
8	42,010	44,108	46,309	48,615	51,061
9	44,108	46,309	48,615	51,061	53,603
10	46,309	48,615	51,061	53,603	56,284
11	48,615	51,061	53,603	56,284	59,109
12	51,061	53,603	56,284	59,109	62,057
13	53,603	56,284	59,109	62,057	65,187
14	56,284	59,109	62,057	65,187	68,437
15	59,109	62,057	65,187	68,437	71,846
16	62,057	65,187	68,437	71,846	75,444
17	65,187	68,437	71,846	75,444	79,208
18	68,437	71,846	75,444	79,208	83,168
19	71,846	75,444	79,208	83,168	87,330
20	75,444	79,208	83,168	87,330	91,688
21	79,208	83,168	87,330	91,688	96,280
22	83,168	87,330	91,688	96,280	101,103
23	87,330	91,688	96,280	101,103	106,158

APPENDIX C CONT.

July 1, 2015 – June 30, 2016

2.25 %

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
8	42,955	45,100	47,351	49,709	52,210
9	45,100	47,351	49,709	52,210	54,809
10	47,351	49,709	52,210	54,809	57,550
11	49,709	52,210	54,809	57,550	60,439
12	52,210	54,809	57,550	60,439	63,453
13	54,809	57,550	60,439	63,453	66,654
14	57,550	60,439	63,453	66,654	69,977
15	60,439	63,453	66,654	69,977	73,463
16	63,453	66,654	69,977	73,463	77,141
17	66,654	69,977	73,463	77,141	80,990
18	69,977	73,463	77,141	80,990	85,039
19	73,463	77,141	80,990	85,039	89,295
20	77,141	80,990	85,039	89,295	93,751
21	80,990	85,039	89,295	93,751	98,446
22	85,039	89,295	93,751	98,446	103,378
23	89,295	93,751	98,446	103,378	108,547

APPENDIX D

HEALTH BENEFITS

CIGNA OPEN ACCESS POS MEDICAL PLAN – SUMMARY OF BENEFITS*

Open Access POS

<i>Benefits</i>	<i>In-Network</i>	<i>Out-of-Network</i>
Annual Deductible		
Individual	None	\$200
Family	None	\$400
Annual Out-of-Pocket Maximum¹		
Individual	None	\$1,200 including deductible
Family	None	\$2,400 including deductible
Pre-Existing Condition Limitation²	No (initial group)	No (initial group)
Lifetime Maximum	Unlimited	Unlimited

Your Plan Pays

Office Visit		
Illness \ Injury	100% after \$20 per visit	80%*
Allergy Treatment	100%	80%*
Preventive Care		
Routine Preventive Care for Children (including immunizations)	100%, birth thru age 2	80%*
Routine Preventive Care	100%	80%*
Well Woman Care (including Pap Test)	100%	80%*
Independent X-Ray and Lab	100%	80%*
Prescription Drugs	Participating Pharmacy	Non Participating
Retail Generic	100% after \$10 per 30 day supply	80%
Retail Brand	100% after \$30 per 30 day supply	80%
Retail Non-formulary	100% after \$45 per 30 day supply	
Smoking and Tobacco Deterrents Program	See Appendix I	
Mail Order	Twice co-pay per 90 day supply *	Not covered
	Effective 6/30/2010, the City will introduce mandatory mail order and mandatory generic programs for pharmacy coverage (See Article V, Section 5 b (3))	
Emergency		
Doctor's Office	100% after \$20 office visit copay	80%*
Emergency Room \ Urgent Care Facility	\$25 per visit	<i>Care will be covered at in-network level if it meets CIGNA Healthcare definition of emergency.</i>
Emergency Room Effective	\$100 per visit	
Ambulance	100%	
Maternity		
Initial Visit to Confirm Pregnancy	100% after \$20 office visit copay	80%*
Delivery \ Prenatal \ Postnatal Visits	100%*	80%*
Hospital	100% after \$100 per admission	80%*
Birthing Centers	100% after \$100 per admission	80%*
Hospital Inpatient³	100% after \$100 per admission	80%*
Doctor Visits	100%	80%*
Outpatient Preadmission Testing	100% after \$20 office visit copay	80%*
Outpatient Surgical Facility	100%	80%*

Surgery Surgeon's Fees		
Second Opinion Consultation	100% after \$20 office visit copay	80%*
Non-Surgical TMJ	100% after \$20 office visit copay	80%*
<i>Infertility Services⁴</i>		
Office Visit (includes tests & counseling) (\$10,000 Combined Physician and Facility Lifetime Maximum for In-vitro Fertilization, Artificial Insemination, GIFT, ZIFT, etc.)	100% after \$20, copay	80%*
Surgery		
Inpatient Facility Services	\$100 per admission, then 100% of charges	80%*
Outpatient Surgical Facility	100%	80%*
Physician Services	100%	80%*
<i>Family Planning</i>		
Office Visit (Includes tests & counseling)	100% after \$20, copay	80%*
<i>Vasectomy/Tubal Ligation</i>		
Performed in Physician Office	100% after \$20 copay	80%*
Performed in Outpatient Facility	100%	80%*
<i>Vasectomy/Tubal Ligation Reversal⁵</i> (\$15,000 Combined Physician and Facility Lifetime Maximum)		
Inpatient Facility	\$100 per admission, then 100% of charges	80%*
Outpatient Facility	100%	80%*
Physician's Services	100% after \$20 copay	80%*
<i>Outpatient Rehabilitation⁶</i>	\$20 per visit	80%*
Includes Physical, Speech, Occupational and Chiropractic Therapy ⁶	45 days max./calendar year** 45 days max./calendar year**	45 days max./calendar year** 45 days max./calendar year**
<i>Special Services</i>		
Skilled Nursing Facility	100%	80%*
	60 days max./calendar year**	60 days max./calendar year**
Home Health Care	100%	80%*
Hospice – Inpatient	100%	100%
Hospice – Outpatient	100%	100%
<i>Durable Medical Equipment⁷</i>	100%	80%*
<i>External Prosthetic Appliances</i>	100%	80%*
<i>Mental Health, Alcohol and Drug Abuse Rehabilitation</i>		
Inpatient	\$100 per admission, then 100% of charges	80%*
Outpatient	\$20 per visit	80%*
<i>Group Therapy</i>	\$20 per visit	80%*
<i>Vision Care⁸</i>	Effective January 1, 2008, the vision benefit will be changed to coverage outline in Appendix D.	Not Covered.

- **Subject to Deductible (Refer to the next page for Service Specific Notes and Exclusions)*
- ***All plan deductibles, plan out-of-pocket maximums, and service specific maximums (dollar and occurrence) cross-accumulate between in-network and out-of-network unless otherwise noted.*

Service Specific Notes:

All plan deductibles, plan out-of-pocket maximums, and service specific maximums (dollar and occurrence) cross-accumulate between in-network and out-of-network unless otherwise noted.

Refer to numbered notations in Benefit Summary for cross-reference to the following notes.

1. Once the out-of-pocket maximum is reached the plan pays 100% of eligible charges for the remainder of the plan year, except for mental health and substance abuse treatment which will continue to be paid at the specified levels.
2. Coverage for the pre-existing condition is excluded until one year of being continuously insured, unless the patient is treatment free for a 90 day period. Pre-existing condition applies to any condition treated (including prescriptions) within 90 days prior to effective date.
3. All inpatient hospital admissions require Pre-Admission Certification and Continued Stay Review. If your admission/stay is not authorized there may be a reduction or denial of coverage.
4. Infertility benefits are limited to services for testing, diagnosis, and corrective procedures. Charges for, or in connection with in-vitro fertilization, artificial insemination, or any other similar procedure are covered.
5. Charges for Vasectomy/Tubal Ligation reversal are covered.
6. Speech therapy which is not restorative in nature will not be covered.
7. Hearing aids and replacement batteries are covered up to a \$2,000 limit within a 24 month period.
8. Vision Care is included in the plan through VSP. Effective 1/1/2008, see Appendix D.

Exclusions* (by way of example but not limited to):

- Services not medically necessary, except specifically outlined preventive care.
- Charges which the person is not legally required to pay.
- Charges made by a hospital owned or operated by the U.S. government if the charges are directly related to a sickness or injury connected to military service.
- Custodial services not intended primarily to treat a specific injury or sickness, or any education or training.
- Experimental or investigational procedures and treatments.
- Cosmetic Surgery.
- Reports, evaluations, examinations or hospitalizations not required for health reasons such as employment or insurance examinations.
- Routine eye exams and eyeglasses or lenses with the exception of the first pair of lenses or glasses following cataract surgery, unless vision care is specifically included in the plan(s).
- Treatment of teeth/periodontium under the medical plan except for emergency dental work to stabilize teeth due to injury to sound natural teeth.
- Transsexual surgery and related services.
- Therapy to improve general physical condition.
- Personal or comfort items such as personal care kits, television, and telephone rental in hospitals.
- Surgical treatment for correction of refractive errors, including radial keratotomy.
- Routine foot care.
- Amniocentesis, ultrasound, or any other procedures requested solely for sex determination of a fetus, unless medically necessary to determine the existence of a sex-linked genetic disorder.
- Any injury resulting from, or in the course of, any employment for wage or profit.
- Any sickness or injury covered under any workers' compensation or similar law.
- Over the counter disposable or consumable supplies, including orthotic devices.
- Charges in excess of the Reasonable and Customary allowance.

"CIGNA HealthCare" refers to various operating subsidiaries of CIGNA Corporation. Products and services are provided by these subsidiaries, including Connecticut General Life Insurance Company, Intracorp®, and CIGNA Behavioral Health, Inc., and HMO or service company subsidiaries of CIGNA Health Corporation and CIGNA Dental Health, Inc. *Copyright 1994 CIGNA Health Corporation*

* The parties agree that any change in exclusions shall be subject to contract negotiations prior to implementation except where such exclusion is currently listed in the union contract, contained in the SPD dated August 2005, excluded under prior practice or included as an exclusion because the City is not subject to the particular state mandate.

CIGNA PPO DENTAL PLAN – SUMMARY OF BENEFITS

<i>Benefits</i>	<i>In-Network</i>		<i>Out-of-Network</i>	
	<i>Plan Pays</i>	<i>You Pay</i>	<i>Plan Pays</i>	<i>You Pay</i>
Calendar Year Maximum (Class I, II and III expenses)	\$1,650		\$1,650	
Annual Deductible Individual Family	\$50 per person \$150 per family		\$50 per person \$150 per family	
Reimbursement Levels	Based on Reduced Contracted Fees		Based on Customary Allowances	
Class I – Preventive & Diagnostic Care Oral Exams (Two per year) Routine Cleanings (Two per year) Full Mouth X-rays (One complete set every three years) Bitewing X-rays (Two per year) Panoramic X-ray (One every three years) Fluoride Application (One per year for Persons under 19) Sealants (Limited to posterior tooth for a person less than 14/One treatment per tooth every three years) Space Maintainers (Limited to non-Orthodontic treatment) Emergency Care to Relieve Pain Histopathologic Exams	100%	No Charge	100%	No Charge
Class II – Basic Restorative Care Fillings Root Canal Therapy Osseous Surgery Periodontal Scaling and Root Planing Denture Adjustments and Repairs Simple Extractions Oral Surgery Anesthetics	80%*	20%*	80%*	20%*
Class III – Major Restorative Care Crowns Dentures Bridges Repairs to Crowns and Inlays Surgical Extractions of Impacted Teeth	50%*	50%*	50%*	50%*
Class IV – Orthodontia Lifetime Maximum	50%*	50%*	50%*	50%*
	\$2,000		\$2,000	

Pretreatment review is suggested when dental work in excess of \$200 is proposed.

All plan deductibles and maximums (dollar and occurrence) cross-accumulate between In-Network and Out-of-Network unless otherwise noted.

* Subject to annual deductible

CIGNA Dental PPO Exclusions and Limitations

Exclusions

Covered expenses will not include, and no payment will be made for, expenses incurred for:

- Services performed solely for cosmetic reasons;
- Replacement of a lost or stolen appliance;
- Replacement of a bridge, crown or denture within five years after the date it was originally installed unless: (a) such replacement is made necessary by the placement of an original opposing full denture or the necessary extraction of natural teeth; or (b) the bridge, crown or denture, while in the mouth, has been damaged beyond repair as a result of an injury received while a person is insured for these benefits;
- Any replacement of a bridge, crown or denture which is or can be made useable according to common dental standards;
- Procedures, appliances or restorations (except full dentures) whose main purpose is to (a) change vertical dimension; (b) diagnose or treat conditions or dysfunction of the temporomandibular joint; (c) stabilize periodontally involved teeth; or (d) restore occlusion;
- Porcelain or acrylic veneers of crowns or pontics on or replacing the upper and lower first, second or third molars;
- Bite registrations; precision or semi-precision attachments; or splinting;
- A surgical implant of any type including any prosthetic device attached to it;
- Instruction for plaque control, oral hygiene and diet;
- Dental services that do not meet common dental standards;
- Services that are deemed to be medical services;
- Services and supplies received from a hospital;
- Services for which benefits are not payable according to the "General Limitations" section.

In addition, these benefits will be reduced so that the total payment will not be more than 100% of the charge made for the Dental Service if benefits are provided for that service under this plan and any medical expense plan or prepaid treatment program sponsored or made available by your Employer.

General Limitations

No payment will be made for expenses incurred for you or any one of your Dependents:

- For or in connection with an injury arising out of, or in the course of, any employment for wage or profit;
- For or in connection with a sickness which is covered under any workers' compensation or similar law;
- For charges made by a Hospital owned or operated by or which provides care or performs services for the United States Government, if such charges are directly related to a military service connected condition;
- To the extent that payment is unlawful where the person resides when the expenses are incurred;
- For charges which the person is not legally required to pay;
- To the extent that they are more than either the applicable Contracted Fee, applicable Reasonable or Customary Charges or applicable Scheduled Amount;
- For charges for unnecessary care, treatment or surgery;
- To the extent that you or any of your Dependents is in any way paid or entitled to payment for those expenses by or through a public program, other than Medicaid; or
- For or in connection with experimental procedures or treatment methods not approved by the American Dental Association or the appropriate dental specialty society.

No payment will be made for expenses incurred by you or any one of your Dependents to the extent that benefits are paid or payable for those expenses under the mandatory part of any auto insurance policy written to comply with a "no-fault" insurance law or an uninsured motorist insurance law. Connecticut General Life Insurance Company will take into account any adjustment option chosen under such part by you or any one of your Dependents.

APPENDIX E

Vision Benefit Effective January 1, 2008

<u>Vision Care Services</u>	<u>Member Cost</u>	<u>Out-of-Network</u>
Exam with Dilation as Necessary:	\$10 Copay	Up to \$35
Contact Lens Fit and Follow-Up Options:		
Standard*	Up to \$55	N/A
Premium**	10% off retail price	N/A
Frames (any available frame at provider location):	\$0 Copay, \$100 allowance for a frame plus 20% off balance over \$100	Up to \$45
Standard Plastic Lenses:		
Single Vision	\$25 Copay	Up to \$25
Bifocal	\$25 Copay	Up to \$40
Trifocal	\$25 Copay	Up to \$55
Lens Options (paid by the member):		
Tint (Solid and Gradient)	\$15	N/A
UV Coating	\$15	N/A
Standard Scratch-Resistance	\$15	N/A
Standard Polycarbonate	\$40	N/A
Standard Anti-Reflective	\$45	N/A
Standard Progressive (Add-on to Bifocal)	\$65	N/A
Other Add-Ons and Services	20% off retail price	N/A
Contact Lenses: (allowance for materials only)		
Conventional	\$0 Copay, \$115 allowance, 15% discount off balance over \$115	\$92
Disposables	\$0 Copay, \$115 allowance, plus balance over \$115	\$92
Medically Necessary	\$0 Copay, Paid in full	\$200

Standard Contact Lens Fitting - spherical clear contact lenses in conventional wear and planned replacement (examples include but not limited to disposable, frequent replacement, etc).

**Premium Contact Lens Fitting – all lens designs, materials and specialty fittings other than Standard Contact Lenses (examples include toric, multifocal, etc.)

Plan Limitations/Exclusions:

- Orthoptic or vision training, subnormal vision aids, and any associated supplemental testing
- Corrective eyewear required by an employer as a condition of employment and safety eyewear unless specifically covered under plan
- Services provided as a result of any Workers Compensation law
- Aniselkonic lenses
- Medical and/or surgical treatment of the eye, eyes, or supporting structures
- Services or materials provided by any other group benefit providing for vision care
- Two pair of glasses in lieu of bifocals

- Certain frame brands in which the manufacturer imposes a no discount policy
- Plano non-prescription lenses and non-prescription sunglasses (except for 20% discount)

Additional Value Added Savings:*

Members receive a 20% discount on remaining balance at participating providers. This discount does not apply to EyeMed providers professional services or disposable contact lenses. Members also receive a 40% discount on unlimited additional eyewear purchases (complete pairs) after initial benefit has been used. After initial purchase with above benefit, replacement contact lenses may be obtained via the internet at competitive prices and mailed directly to the member. Details are available at www.eyemedvisioncare.com.

Members also receive 15% off retail price or %5 off promotional price for Lasik or PRK from the US Laser Network, owned and operated by LCA Vision. Since Lasik or PRK vision correction is an elective procedure, performed by specially trained providers, this discount may not always be available from a provider in your immediate location. For a location near you and the discount authorization, please call: 1-877-5LASER6.

Benefits may not be combined with any discount, promotional offering or other group benefit plan. Allowances are one-time use benefits with no remaining balance available. Lost or broken materials are not covered.

* In the event the City elects to change carriers, the "Additional Value Added Savings" portion shall not be included as "benefits" in any change of carrier determination under Article V, Section 6.

APPENDIX F

**MEDICAL PLAN SUMMARY - HDHP-HSA PLAN
Effective January 1, 2014**

	HDHP Plan	HDHP Plan
Eligibility	In Network	Out of Network
All employees except those excluded by federal law	Eligible employee, spouse and dependents to age 26	Eligible employee, spouse and dependents to age 26

	HDHP Plan	HDHP Plan
General Provisions	In Network Member Pays	Out of Network Member Pays
Co-payments	Not applicable	Not applicable
Deductible The amount the member pays for any services counts towards both in-network and out of network deductibles. (Cross accumulation).	\$2,000 per individual per plan year \$4,000 per family per plan year (Combined in network and out of network)	\$2,000 per individual per plan year \$4,000 per family per plan year (Combined in network and out of network)
Coinsurance	0% after deductible (Plan pays 100% after deductible)	20% after deductible (80% by Plan and 20% by member)
Maximum out-of-pocket The amount the member pays for any services counts towards both in-network and out of network deductibles. (Cross accumulation).	\$2,000 for individual per plan year \$4,000 for family per plan year	\$4,000 for individual per plan year \$8,000 for family per plan year
Payment Basis	Negotiated fees; no balance billing	300% of MRC
Calendar Year	January 1 - December 31	January 1 - December 31

Inpatient Hospital Services Semi private room (medically necessary private room), physicians and surgeons charges, maternity charges for mother and child, diagnostic and laboratory fees, physical therapy, occupational therapy, drugs, operating room fees, dialysis, etc.	0% after deductible (Plan pays 100% after deductible)	20% (Plan pays 80% of MRC after deductible)
Outpatient Hospital Services Operating and recovery room, surgeons fees, lab and x-ray, Dialysis, radiation and chemotherapy, etc.	0% after deductible (Plan pays 100% after deductible)	20% (Plan pays 80% of MRC after deductible)
Inpatient Mental Health Services	0% after deductible (Plan pays 100% after deductible)	20% (Plan pays 80% of MRC after deductible)
Inpatient Substance Abuse Services	0% after deductible (Plan pays 100% after deductible)	20% (Plan pays 80% of MRC after deductible)
Outpatient Mental Health and Substance Abuse	0% after deductible (Plan pays 100% after deductible)	20% (Plan pays 80% of MRC after deductible)
Physician services		
Medical Care (Clinical indications of illness)	0% after deductible (Plan pays 100% after deductible)	20% (Plan pays 80% of MRC after deductible)
Allergy Care		
Office visits Testing	0% after deductible (Plan pays 100% after deductible)	20% (Plan pays 80% of MRC after deductible)
Injections	0% after deductible (Plan pays 100% after deductible)	20% (Plan pays 80% of MRC after deductible)
Well Child Care (No clinical indications or history)	0% (Plan pays 100%; deductible waived)	20% (Plan pays 80% of MRC after deductible)
Adult Physical Examinations (No clinical indications or history) (Includes hearing screening)	0% (Plan pays 100%; deductible waived)	20% (Plan pays 80% of MRC after deductible)
Routine Mammography (No clinical indication or history)	0% (Plan pays 100%; deductible waived)	20% (Plan pays 80% of MRC after deductible)
Vision Screening	See Vision Plan	
Routine Gynecological (No clinical indication or history)	0% (Plan pays 100%; deductible waived)	20% (Plan pays 80% of MRC after deductible)
Maternity Care (Prenatal and postnatal)	0% after deductible (Plan pays 100% after deductible)	20% (Plan pays 80% of MRC after deductible)

Emergency Care		
Emergency Room Visits	0% after deductible (Plan pays 100% after deductible)	0% after deductible (Plan pays 100% after deductible)
Urgent Care	0% after deductible (Plan pays 100% after deductible for medically necessary care)	0% after deductible (Plan pays 100% after deductible for medically necessary care)
Walk-in Care (Walk in center or physician's office)	0% after deductible (Plan pays 100% after deductible)	20% (Plan pays 80% of MRC after deductible)
Ambulance	0% after deductible (Plan pays 100% after deductible)	0% after deductible (Plan pays 100% after deductible)
Outpatient Therapy Coverage		
Speech Therapy, Occupational Therapy, Physical Therapy 45 days combined maximum per year	0% after deductible (Plan pays 100% after deductible) Maximum of 45 visits per plan year (combined in-network and out-of-network)	20% (Plan pays 80% of MRC after deductible) Maximum of 45 visits per plan year (combined in-network and out-of-network)
Chiropractic Services 45 days combine maximum per year	0% after deductible (Plan pays 100% after deductible) Maximum of 45 visits per plan year (combined in-network and out-of-network)	20% (Plan pays 80% of MRC after deductible) Maximum of 45 visits per plan year (combined in-network and out-of-network)
Labs and X-Rays	0% after deductible (Plan pays 100% after deductible)	20% (Plan pays 80% of MRC after deductible)
High Cost Diagnostic Testing (MRI, CAT, PET, CT)	0% after deductible (Plan pays 100% after deductible)	20% (Plan pays 80% of MRC after deductible)
Home Health Care Maximum 16 hours per days	0% after deductible (Plan pays 100% after deductible) Maximum of 200 days per plan year combined in-network and out-of-network	20% (Plan pays 80% of MRC after deductible) Maximum of 200 days per plan year combined in-network and out-of-network
Hospice Care	0% after deductible (Plan pays 100% after deductible)	20% (Plan pays 80% of MRC after deductible)
Skilled Nursing Facility, Rehabilitation Hospital, Sub-Acute Facilities 60 days combine maximum per year	0% after deductible (Plan pays 100% after deductible)	20% (Plan pays 80% of MRC after deductible)
Durable Medical Equipment and Prosthesis	0% after deductible (Plan pays 100% after deductible)	20% (Plan pays 80% of MRC after deductible)
Vision Rider	See Vision Plan	

Prescription Drug Benefits administered by Medco/ESI	0% after deductible (Plan pays 100% after deductible)	20% (Plan pays 80% of MRC after deductible)
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APPENDIX G

CITY OF NORWALK
CELLULAR TELEPHONE EQUIPMENT AGREEMENT

You have been issued a City-owned cellular telephone to assist you in the performance of your job duties for the City of Norwalk. As a cellular telephone user, you agree to the following rules:

- Cellular phones are provided to employees for business purposes. Therefore, City of Norwalk cellular phones may not be used for any purposes other than authorized City of Norwalk business.
- All information on the cellular phone is considered City of Norwalk property. Therefore, users of the City of Norwalk cell phones should have no expectation of privacy with respect to any information recorded or stored on the cellular phone. All users of cellular phones should refrain from storing personal information on their cellular phones.
- City of Norwalk cellular phones may not be used in any manner that may be construed to violate any law, statute, rule, regulation or code, nor may it be used to violate any City of Norwalk policy, including, the Harassment Free Workplace Policy. City of Norwalk cellular phones also may not be used to harm or damage any other property or person.
- While the cellular phone is in your possession, you are expected to take reasonable care of it. If you don't take reasonable care of it, then you are responsible if it is damaged, lost or stolen.
- In accordance with IRS regulations, you will be taxed on all non-business use of the cellular phone. The following procedures have been established to document phone usage. Each month you will be given a monthly bill through your department. You must indicate on the bill whether each call is business or personal. You should retain any supporting evidence of the business calls. This bill and a City phone usage form must be submitted to the Comptroller's Office within 30 days. The amount that represents personal use will be included in your wages. This includes individual personal calls, as well as a pro rata share of monthly service charges. If the form is not submitted to the Comptroller's Office within 30 days, all calls will be considered personal. The cost of an individual minute will be determined by the Purchasing Department each year on or before January 1. You are required to comply with these procedures or any future amendments to the procedures established by the Comptroller's Office.
- When you terminate your employment with the City of Norwalk, you must return your cellular phone and all its accessories in good working condition to your department head or his/her designee on your last day of employment. If you do not return the cellular phone and accessories on your last day of employment or you return it in less than good working condition, you will be responsible for the cost of replacement or repair cost of the equipment.

I, (print) _____, acknowledge that I have received a copy of the City of Norwalk Cellular Telephone Equipment Agreement. I have read the Agreement, understand it, and agree to be bound by the terms and conditions set forth by the Agreement.

Employee Signature _____ Date _____

APPENDIX H

City of Norwalk Dress Code Policy

Employees contribute to the image and reputation of the City of Norwalk in the way they present themselves to taxpayers, visitors and guests. Good grooming and appropriate dress reflect employee pride and inspire confidence. To that end, this policy applies to all personnel, with the exception of employees who are required to wear uniforms, or who are required to wear job specific clothing or who are in positions where clothing is routinely soiled or otherwise damaged.

The City wishes to provide a work environment that is professional, safe, and free of offensive behavior and harassment of any kind. Therefore, the following clothing is **not acceptable**:

- Any clothing, footwear or accessory which compromises the safety of the employee or others in the worksite;
- Denim jeans unless worn in conjunction with a specific job function or task;
- Sport t-shirts, tank tops, muscle shirts, crop tops, or any clothing with offensive slogans or graphics;
- Jewelry or accessories that may be offensive;
- Athletic wear including sweat shirts and sweat pants
- Flip-flops, thong-type sandals, or sneakers (sneakers may be permitted by the Department Head depending on job assignment),
- Skirts, dresses or other clothing of inappropriate length or coverage for a business environment;
- Shorts or hats unless worn as part of approved regular work attire.

Certain days of the year may be designated by the Mayor as a casual day. On those days, well kept jeans may be worn.

In the event that an employee is deemed to be in violation of this policy by his or her supervisor and there is a disagreement over such violation then the employee will be sent to the Office of Personnel and Labor Relations for a determination of whether this policy has been violated. If the Director of Personnel and Labor Relations (“the Director”) or his designee determines that a violation has occurred, the following steps shall be taken:

1. For a first violation, the employee will be counseled that the manner of dress is inappropriate and returned to his/her office with no loss of pay. In the event that the Director of Personnel or his designee determines that the violation is of such a nature that the manner of dress is clearly inappropriate under this policy, then the Director of Personnel or his designee may direct that the employee be sent home to change or otherwise remedy the violation. In that circumstance, the employee may be docked for the time lost up to a maximum of one hour for which the employee will be permitted to use personal time (or vacation time if no personal time is available) to cover time lost. No other discipline of any kind will occur as a result of a first violation, and no record will be placed in the employee’s personnel file.

2. For a second violation, the employee will be given a verbal reprimand that the manner of dress is inappropriate. In the event that the Director of Personnel or his designee determines that the violation is of such a nature that manner of dress is clearly inappropriate under this policy then the Director of Personnel or his designee may direct that the employee be sent home to change or otherwise remedy the violation and be docked pay up to an hour. If the employee returns to work prior to one hour having elapsed, the loss of pay will be pro-rated accordingly.
3. Additional violations of this policy will be subject the employee to further progressive discipline and docking for the time to correct the violation

The City is confident that each employee will use his or her best judgment in following this policy. This is not an all-inclusive list, thus, it may be necessary, on a case by case basis, for the Director of Personnel and Labor Relations to determine appropriateness of dress in consultation with the Union.

Special exceptions to this policy may be made for religious reasons or special accommodations for those with disabilities or medical situations. Such requests shall be made to the Director of Personnel or his/her designee.

This Dress Code Policy will be effective immediately upon distribution of this Policy. Employees with specific questions regarding the application of this Policy to a given situation may seek guidance from the Personnel department. Violations of this policy may result in discipline as described above, which will be administered in accordance with the union contract.

APPENDIX I

Smoking and Tobacco Deterrents*

1. **Drugs in the Category**
2. **Coverage Recommendation**
3. **Clinical Management Opportunities**

1. Drugs in the Category

Nicotine Transdermal Systems (Habitrol[®]-OTC, Nicotrol[®]-OTC, Nicoderm[®] CQ-OTC, Nicotine[®] Transdermal - RX)

Nicotine Polacrilex (Nicorette[®] gum-OTC)

Nicotine Nasal Spray (Nicotrol[®] NS - RX)

Nicotine Inhalation System (Nicotrol[®] Inhaler- RX)

Bupropion Sustained-release Tablet (Zyban[®] - RX)

Varenicline (Chantix[®] - RX)

2. Coverage Recommendation

For clients who choose to cover the over-the-counter (OTC) products, members will still need a prescription from their physician to fill these products at Medco pharmacies and most retail pharmacies.

3. Clinical Management Opportunities

Quantity Duration rules allow coverage for smoking/tobacco deterrents immediately without prior authorization for the initial course of treatment for 6 months of therapy in any 12 month period (Chantix) or a drug quantity not to exceed 3 months of therapy in any 12 month period (nicotine replacement products and Zyban). If the initial course of treatment is not successful then subsequent treatment requires prior authorization program for this category which requires that patients be enrolled in a behavioral support/modification program.

The use of smoking/tobacco deterrents with a behavioral support or modification program increases the likelihood of successful smoking/tobacco cessation.

Most patients are able to quit smoking by the 12th week with the aid of a smoking deterrent product.

CHANTIX: The newest medication in the smoking deterrent category is varenicline (Chantix[®]). For patients taking varenicline (Chantix[®]) who successfully stop smoking at the end of the 12 weeks, the City will cover additional 12 week course to further increase the likelihood of abstinence.

Chantix is packaged by the manufacturer in the following strengths/sizes:

Chantix 0.5mg - 56 tablets

Chantix 1.0mg - 56 tablets

Chantix starter pack (a.k.a. first month pack) - 1 card of eleven 0.5mg tablets and 3 cards of fourteen 1 mg tablets.

The recommended of dosing of Chantix is:
Days 1 through 3 - 0.5mg once daily
Days 4 through 7 - 0.5mg twice daily
Days 8 through end of treatment - 1.0mg twice daily

A patient would likely initiate therapy with a starter pack (first month pack) which would be the first prescription and would last for 28 days if taken as indicated above. After that, the patient would then need a new prescription for the 1.0mg tablets from their physician. If taken twice daily, the 56 tablet 1.0mg therapy pack would last 28 days. Patients should be treated with Chantix for 12 weeks.

**The City reserves it right to unilaterally add or to delete drugs in this Category or change utilization or coverage recommendations. Applicable co-pays would apply, even for the OTC drugs.*

LETTER OF UNDERSTANDING

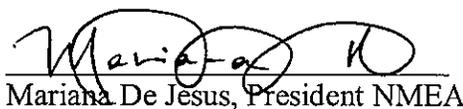
The City and the Union agree as to the first year buy up, contained in Article VI Benefits, the following will apply:

1. The categories of employee and employee plus one will not have a cost differential in the first year.
2. The category of family coverage will require a first year buy up of five (5) percent of the premium in addition to the other required employee contribution for those remaining in the OAPOS.



H. James Haselkamp, Jr.
Director of Personnel

Dated: 6.3.13



Mariana De Jesus, President NMEA

Dated: 6/3/2013

Appendix J

AGREEMENT BETWEEN THE CITY OF NORWALK, PATRICIA CAREY
AND NORWALK MUNICIPAL EMPLOYEES ASSOCIATION

Whereas, there is currently a position of Nurse Practitioner in the City of Norwalk classification plan;

Whereas, the position of Nurse Practitioner was previously governed by the collective bargaining agreement between the City of Norwalk and the Norwalk Public Health Nurses, Local 1303-163 of Council #4, AFSCME (Nurses' Contract);

Whereas, the City notified the Nurses' Union it would no longer recognize them as the bargaining agent because the bargaining unit was comprised of one employee;

Whereas, Ms. Carey status has been in limbo since the decertification;

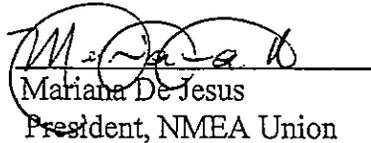
Now, therefore, the City, the Norwalk Municipal Employees Association (NMEA) and Ms. Carey agree that Ms. Carey's position of Nurse Practitioner shall be represented by the NMEA union and, further agree to the following:

1. The position of Nurse Practitioner will be allocated to Grade 22 of the NMEA salary schedule.
2. Ms. Carey will be compensated at Grade 22, Step 5 of the NMEA contract.
3. Ms. Carey will receive back pay for the following raises: effective July 1, 2009 - \$92,495 and July 1, 2011 - \$95,039.
4. Ms. Carey's NMEA seniority date will be same as her City seniority date of February 21, 1986.
5. Ms. Carey will be grandfathered with her current vacation accrual until she would be eligible for an increase under the NMEA contract.
6. Any compensatory time earned to date will be maintained and used as accrued time before June 30, 2013.
7. Ms. Carey's personal time balance will remain as is and the new allocation under the NMEA contract will occur July 1, 2013.
8. The City is not waiving its right to claim at a later date that the position is more appropriate for an alternative bargaining unit.



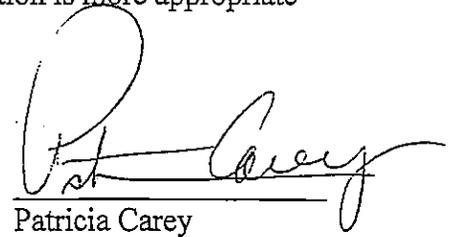
H. James Haselkamp, Jr.
Director of Personnel and
Labor Relations

Date: 2/28/13



Mariana De Jesus
President, NMEA Union

Date: 2/28/2013



Patricia Carey

Date: 2/27/13

INDEX

Topic	Page Number
Arbitration	34
Bargaining Unit	1
Call Backs	24
Car Allowance	37
Cellular Phones	26, 62
Change of Health Insurance Carriers	10
Coffee Break	21
Dental Coverage	54, 55
Discipline	35
Docking	24
Drug and Alcohol Testing	36
Dues Deductions	32
Duration	38
Employee Health Contribution	9
FMLA	17
Full Time Employee	2
Funeral Leave	19
Grievance Procedure	33
Health Insurance	7, 12, 38
Hours of Work	21
Job Bids	28
Job Classification	2, 24, 29
Job Postings	28
Job Titles	41-43
Job Vacancies	28
Jury Duty	3
Layoff and Recall	29
Leave of Absence	20
Life Insurance	10
Light Duty	13
Longevity	4
Management Rights	3
Medicare	11
Military Leave	19
On Call Status	25
Overtime	24
Paid Holidays	14
Pay Rate	6
Pay Week	21
Paychecks	4
Pension	38

Personal Leave	20
Prescription Coverage	9
Probation	2, 27
Promotion	3, 27
Retiree Medical Benefits	11
Safety	36
Salary Grades	44-46
Salary Steps	3
Savings Clause	32
Seasonal Employee	2, 27
Section 125	10
Seniority	26
Severance Pay	3
Shift Differential	24
Sick Leave Accrual	17
Sick Leave Payout	19
Sick Leave Use	17
Temporary Employee	2
Termination	4
Tuition Reimbursement	5
Uniforms	36
Union Leave	21
Vacation	15
Vision Coverage	56, 57
Wages	47-50
Work Schedules	21
Workers Compensation Supplement	13
Working Out of Classification	5