

AGREEMENT BETWEEN

TOWN OF GRANBY

AND

GRANBY MUNICIPAL EMPLOYEES' ASSOCIATION,

LOCAL 399, COUNCIL #4

OF THE AMERICAN FEDERATION OF STATE, COUNTY,

AND

MUNICIPAL EMPLOYEES, AFL-CIO

JULY 1, 2024 TO JUNE 30, 2029

TABLE OF CONTENTS

ARTICLE I - MANAGEMENT RIGHTS	2
ARTICLE II - RECOGNITION.....	2
ARTICLE III - UNION SECURITY	2
ARTICLE IV - HOURS OF WORK, OVERTIME AND HOLIDAY PREMIUM PAY	4
ARTICLE V - HOLIDAYS	5
ARTICLE VI - SENIORITY	5
ARTICLE VII - PROMOTIONS	6
ARTICLE VIII - WAGES AND BENEFITS	7
ARTICLE IX - INSURANCE	8
ARTICLE X - VACATION	10
ARTICLE XI - LEAVE PROVISIONS	11
ARTICLE XII - GRIEVANCE PROCEDURES	13
ARTICLE XIII - DISCIPLINARY PROCEDURES	13
ARTICLE XIV - RETIREMENT	15
ARTICLE XV - SAVINGS CLAUSE	15
ARTICLE XVI - NON-DISCRIMINATION.....	15
ARTICLE XVII - NO SMOKING POLICY	15
ARTICLE XVIII - DURATION	16
APPENDIX A – JOB CLASSIFICATIONS	18
APPENDIX B – GMEA EMPLOYEE COMPENSATION PLAN.....	19
APPENDIX C – HEALTH INSURANCE PLANS	23
APPENDIX D – UNION'S WRITTEN AUTHORIZATION CARD	25

This Agreement is entered into by and between the Town of Granby, hereinafter referred to as the Town" and Granby Municipal Employees Association (GMEA), Local 399, Council #4 of the American Federation of State, County, and Municipal Employees, AFL-CIO hereinafter referred to as the "Union" or "GMEA".

When necessary to the meaning hereof either the masculine or the neuter pronoun shall be deemed to include the masculine, the feminine, and the neuter, and the singular shall be deemed to include the plural.

ARTICLE I - MANAGEMENT RIGHTS

Section 1.0

Except as specifically abridged or modified by any provision of this Agreement, the Town will continue to have, whether exercised or not, all the rights, powers, and authority heretofore existing, including but not limited to the following: determine the standards of service to be offered by the Town; determine the standards of selection of employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; determine the method, means, and personnel by which the Town's operations are to be conducted; determine the content of job and position classifications; exercise complete control and discretion over its organization and the technology of performing its work and fulfilling its legal responsibilities. The above rights, responsibilities, and prerogatives are inherent in the Town Manager by virtue of statutory and charter revisions and cannot be subject to any grievance or arbitration proceedings except as specifically provided for in this Agreement.

ARTICLE II - RECOGNITION

Section 2.0

The Town recognizes the Union as the sole and exclusive bargaining agent for the purposes of collective bargaining relative to wages, hours, and other conditions of employment for all full-time employees expressly stated as eligible, as outlined in Appendix A, in all departments under the direction of the Town Manager, excluding all employees in the Finance Office and all employees in the Town Manager's Office. Except, as modified by this Section, terms of recognition shall be as stated in the Recognition Agreement dated March 21, 1980 (attached). Part time, seasonal, temporary, or volunteers shall not be used to undermine or discriminate against the Union.

ARTICLE III - UNION SECURITY

Section 3.0

Upon receipt of individual written authorization from bargaining unit members, the Town agrees to deduct the weekly dues from earned wages during the pay period and to remit same to the Union, together with an itemized statement each pay period, to the Union. Such deductions shall be discontinued in the event of termination of the employee's services or upon his/her written voluntary request with a copy to the Union. The Union's written authorization form is attached to this agreement under Appendix D.

Section 3.1

The Union agrees to indemnify, save and hold the Town harmless from any claims, suits, losses, damages or expenses arising out of or in any respect related to the application or operation of this Article.

Section 3.2

During the life of this Agreement there shall be no strike, slowdown, suspension or stoppage of work in any part of the Town's operation authorized by the Union, nor shall there be any lockout by the Town in any part of the Town's operation.

Section 3.3

The Town will make available to each employee a copy of the Agreement within thirty (30) days after its signing. New employees will be given a copy of this Agreement at the time of hire. The Town agrees to furnish a Union bulletin board or space on an existing bulletin board at each Town location. Only materials signed, dated and posted by the President of the Local Union or designee will be permitted on said board(s).

Section 3.4

The Union shall have the right and opportunity to hold an orientation session with all newly hired employees. This orientation session shall be for the purpose of explaining the new employee's contractual rights and introducing him/her to the Union. The orientation will be held within five (5) days of the employee's hire date and shall be during working hours at a time agreed to by the employee's immediate supervisor. The orientation shall not exceed one (1) hour in duration and Management shall not be present.

On at least a quarterly basis, or upon the request of the Union, the Town will submit information on employees represented by the bargaining unit in the format of an excel spreadsheet to the Union via a secure upload site to be provided by the Union. Information regarding new hires in the bargaining unit will be added to the spreadsheet and provided within ten (10) business days of the date of hire.

The spreadsheet will contain the following information for all employees represented by the bargaining unit: last name, first name, middle initial, hire date, rate of pay, job title, worksite, home address, work email, and work telephone number. To the extent the Town maintains information on an employee's home phone, cell phone and home email, such information will also be provided upon receipt of confirmation from the Union that an employee has filed an authorization to release such information, which may be revoked at any time by the employee.

The Union shall have the right to use Town owned/leased buildings to conduct Union meetings with bargaining unit members.

ARTICLE IV - HOURS OF WORK, OVERTIME AND HOLIDAY PREMIUM PAY

Section 4.0

The regular hours of work for employees of the bargaining unit shall be as follows:

- a) Regular work schedule for full-time employees shall be seven (7) hours per day, 35 hours per week with an unpaid lunch break as directed by employee's supervisor the Town Manager or designee. Regular work for full-time Public Works and Police Department employees shall be eight (8) hours per day, 40 hours per week, with an unpaid lunch break as directed by the employee's supervisor.
- b) Regular work for the Director of Community Development shall be thirty-seven and a half (37.5) hours per week.
- c) Individual employee hours may differ if mutually agreed upon by the Town and the Union.
- d) There shall be no substantial changes in the regular working hours in existence at the time of this contract ratification, unless negotiated by the Town and the Union.

Section 4.1

Consistent with the provisions of Section 4.0 of this Agreement, time and one-half shall be paid for:

- a) All authorized work performed in excess of a regular forty (40) hour week. Except for: those whose regular work week is 35 hours per week, they may be granted compensatory time in lieu of regular wages for all hours over thirty-five (35) but less than forty (40); those whose regular work week is thirty-seven and a half (37.5) hours per week, they may be granted compensatory time in lieu of regular wages for all hours over thirty-seven and a half (37.5), but less than forty (40).
- b) All authorized work performed on Saturday over a regular forty (40) hour week.

Section 4.2

Double time shall be paid to hourly Public Works employees for:

- a) All authorized work performed on Sunday over a regular forty (40) hour week.
- b) All authorized work performed on a paid holiday in addition to the pay for the holiday as provided by Article V of this Agreement over a regular forty (40) hour work week.
- c) All authorized work performed on a scheduled vacation day in addition to the pay for the vacation day.

Section 4.3

When an hourly Public Works Employee is required to work prior to the start of his/her shift or is called back to work after his/her shift ends, he/she shall be paid a minimum of two (2) hours work. Pay shall commence from the time of acknowledgement by the employee of the call-in was received.

ARTICLE V - HOLIDAYS

Section 5.0

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

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving
Good Friday	Day after Thanksgiving
Memorial Day	Christmas
Independence Day	Two (2) Floating Holidays

If not designated by the Town Manager, floating holidays may be taken at the convenience of the employee with the consent of the employee's immediate supervisor. Request for a floating holiday must be made in writing two (2) weeks prior to the holiday. Upon request, the two-week notice may be waived.

Section 5.1

- a) Holidays falling on a Saturday or Sunday shall be celebrated either the preceding Friday or following Monday at the discretion of the Town Manager; except that the Town Manager may designate that Holidays falling on a Saturday be observed on that Saturday for employees who work on Saturdays.
- b) Employees will be notified at least ten (10) working days prior to the holiday as to whether it shall be celebrated on Monday or Friday.

Section 5.2

Whenever any of the holidays, listed in 5.0 above, occur while an employee is out on extended sick leave, the employee may charge the day to sick leave, in which case he shall be entitled to take a day off at a later date to compensate for the holiday. If the employee chooses to take a day off at a later date, the date selected shall be subject to mutual agreement between the employee's immediate superior and the employee. If a subsequent time off is not possible, the employee shall be paid for the day at the employee's regular rate.

ARTICLE VI - SENIORITY

Section 6.0

The Town shall prepare a list of employees as defined in Article I showing their seniority in length of service with the Town. Upon completion of their probationary period, new employees shall be added to this list.

Section 6.1

New employees shall serve a probationary period of six (6) months. The probationary period may be extended by two (2) three (3) month periods but shall not exceed a total probationary period of one (1) year. New employees on probation shall not have any rights under the grievance procedure of this contract. Current employees who are appointed to a new position shall not lose any rights under the provisions of this contract. All employees after completion of the probationary period shall acquire a length of service record as of the date of their full-time employment.

Section 6.2

In the event of reduction in staff, layoff shall be by classifications in inverse order of hiring and any recall to work shall be by the classification and seniority. In the event of rehire, said individuals or individual shall return to work within thirty (30) days of notice. The Town must make a reasonable effort to contact individuals. Recall status is recognized for a twenty-four (24) month period from date of layoff.

Employees who are laid off shall be on a recall list for twenty-four (24) months. Reinstatement shall be in order of seniority within that classification. No Union eligible person shall be newly employed in a classification that includes an individual on the recall list until all persons on the recall list in that classification have been notified by certified return receipt mail sent to the employees last known address and either declines or fails to respond to a recall opportunity within fourteen (14) calendar days.

When it becomes necessary for the Town to reduce the workforce, the Town shall give the Union not less than 21 calendar days written notice to the affected employees. During that time, the Town and the Union shall meet to discuss possible alternative proposals to avoid the layoff.

Any employee who was recalled and accepts an offer of reemployment under the provisions of this article shall begin re-employment with all unused sick days that were accrued at the time of layoff, unless the employee elected payout for the sick leave at the time of the layoff. Further seniority shall not be broken during the recall period; however, seniority shall not accrue while an employee is on layoff.

ARTICLE VII - PROMOTIONS

Section 7.0

- a) All vacancies and new positions in the bargaining unit shall be posted for a period of seven (7) working days and open to application to bargaining unit employees prior to open advertising for new employees to fill the positions.
- b) When ability and fitness are determined equal for positions and job openings covered in the bargaining unit, preference shall be given to the employee in the bargaining unit.
- c) When an employee is retained in a vacancy or new position within the employee's current department for a period consistent with the probationary period, then the employee shall be considered qualified and allocated to said position if the position continues to exist; otherwise, the employee shall return to the employee's former position.

ARTICLE VIII - WAGES AND BENEFITS

Section 8.0

a) Retroactive and effective July 1, 2024, the base wages in effect on June 30, 2024 will be increased by 3.0%. Effective July 1, 2025, the base wages in effect on June 30, 2025 will be increased by 3.0%. Effective July 1, 2026, the base wages in effect on June 30, 2026 will be increased by 3.0%. Effective July 1, 2027, the base wages in effect on June 30, 2027 will be increased by 3.0%. Effective July 1, 2028, the base wages in effect June 30, 2028 will be increased by 3.5%. The wage schedules are attached hereto as Appendix B. In addition, all eligible employees will receive a step effective on their anniversary. As is the usual practice, all step increases are subject to successful evaluation including attendance and supervisor recommendation. The annual evaluation shall be completed by July 1st of each year.

Section 8.1

The Town shall provide an up-to-date job description and they shall be available to members of the bargaining unit upon request. The Town shall notify the Union when making any changes to the job duties and/or responsibilities and shall negotiate the impact of those changes prior to implementation.

Section 8.2

An employee required to drive their own vehicle for Town business shall be compensated at the IRS rate as published on January 1 of each year.

Section 8.3

Public Works employees shall be provided uniforms and uniform replacements if these uniforms are required by the Town, to a maximum of Four Hundred Dollars (\$400.00) per person per fiscal year. An annual list of all items covered and the estimated cost of same shall be provided by the Town and reviewed annually.

Section 8.4

Each employee shall receive \$250.00 as additional compensation for each 10 years of service, each year, based upon a successful evaluation. Longevity and Bonus payments will be issued to qualifying members in the first month of the fiscal year. Length of service is determined by July 1st of each fiscal year.

10 years - \$250.00
20 years - \$500.00
30 years - \$750.00

Section 8.5

Any employee who is required to hold a CDL license and is required to have a medical exam to maintain his/her license, shall be reimbursed for any out-of-pocket expenses associated with his/her DOT physical.

Section 8.6

The employee shall be given a copy of any job evaluation and is required to sign the evaluation at the time of receipt. Any employee's signature on such form shall not be construed to indicate agreement or approval of the rating by the employee.

Prior to issuing an overall unsatisfactory job evaluation, supervisors shall counsel the employee on any deficiency. When the employee is rated "unsatisfactory" in any performance criteria, the supervisor shall state the reasons for the rating in writing. Employees shall have a reasonable opportunity to submit a written rebuttal to any evaluations/rating he or she may receive. Job evaluations shall be subject to the grievance procedure.

ARTICLE IX - INSURANCE

Section 9.0

- a) Effective July 1, 2007, the Town shall reimburse each employee up to \$250 per calendar year toward the purchase of eyeglasses or contact lenses for the employee only. Effective July 1, 2007, the Town shall reimburse each employee up to \$1,800, as a lifetime limit, toward the cost of laser corrective surgery for the employee only. Such reimbursement toward surgery will not pertain to any surgery that occurs within the same calendar year in which the employee has received any reimbursement from the Town toward eyeglasses or contact lenses. Employees shall not be reimbursed more than \$1,800 in total during the employee's service career in the Town for any such surgery. Once an employee has received any Town reimbursement toward any surgery, that employee shall not receive any reimbursement toward eyeglasses or contact lenses during the remainder of the employee's service career in the Town. Employees shall not be reimbursed for any eyeglasses, contact lenses, or surgery referenced herein absent the submission of a statement for services rendered, including the date services were rendered, from an optician, optometrist, or other eye care physician.
- b) Group life insurance based upon two (2) times the employee's annual salary with double indemnity (employee only.)
- c) Long term disability insurance plan (employee only).
- d) Retired employees may purchase the Granby Employee Benefit Plan Medical Plan at their own expense under the Granby insurance group rate as long as their coverage is uninterrupted and does not cause adverse effect on the group's experience as determined by the Town. If the insurance carrier rejects the continuance of any Granby retiree as a member of the Granby insurance group, the Town will not be held liable for continuing coverage in any other manner.
- e) The Union agrees to work cooperatively with the Town in an effort to contain costs for insurance coverage wherever possible. The Union agrees to work cooperatively to provide managed care, which includes recommending to its member's second opinions on all elective surgery and predeterminations on insurance utilization.
- f) WAIVER: The employee may elect to waive all group health insurance benefits and, in lieu thereof, be remunerated in the amount of not less than \$2,000.00 per annum provided the employee was eligible for single coverage, in the amount of not less than \$3,000.00 per annum provided the employee was eligible for employee plus one coverage, and in the amount of not less than \$4,000.00 per annum provided the employee was eligible for family coverage. Such

remuneration shall be paid retroactively to the employee on a pro rata basis twice per year, on or about December 1 and June 1. Employees electing this option shall be able to change their options on July 1 for any reason and not more than one time during each fiscal year, unless there has been a significant change to the employee's circumstances such as divorce, death of a spouse, etc. which warrants such change in option. A request for change must be presented in writing to the Town Manager at least 60 days prior to the beginning of the month in which the change is to take effect. Upon receipt of the revocation of the waiver, coverage by the insurer shall be subject to regulations that may be in effect. Waivers under this section are subject to the approval of the applicable insurance carrier. The Town may require written proof of alternative coverage by the employer and/or family as a precondition to the election of this option. Employees hired after the signing of this agreement who have dual coverage under the Town plan, e.g. a spouse also employed by the Town or BOE, will not be eligible to receive the waiver payment.

Section 9.1

Effective July 1, 2024, the Town shall provide the employee with health insurance coverage within a High Deductible Health Plan ("HDHP") as shown in Appendix C.

In July 2024, the Town will contribute into an employee's HSA account 100% of the annual deductible for a single plan, employee plus one or family plan. Funding shall be made on a pre-tax basis annually in July.

In July 2025, the Town will contribute into an employee's HSA account 75% of the annual deductible for a single plan, employee plus one or family plan. Funding shall be made on a pre-tax basis annually in July.

In July 2026, the Town will contribute into an employee's HSA account 70% of the annual deductible for a single plan, employee plus one or family plan. Funding shall be made on a pre-tax basis annually in July.

In July 2027, the Town shall contribute into an employee's HSA account 65% of the annual deductible for a single plan, employee plus one or family plan. Funding shall be made on a pre-tax basis annually in July.

In July 2028, the Town shall contribute into an employee's HSA account 50% of the annual deductible for a single plan, employee plus one or family plan. Funding shall be made on a pre-tax basis annually in July.

Employees may also participate in pre-tax deductions as may be permitted under Section 125 of the IRS Code.

Employees enrolled in the HDHP plan shall be required to contribute, through periodic payroll deduction:

- 10% of the premiums for the level of health insurance elected (single, employee plus 1, family) for the July 1, 2024, contract year;
- 10.5% of the premiums for the level of health insurance elected for the July 1, 2025, contract year;
- 11% of the premiums for the level of health insurance elected for the July 1, 2026, contract year;

- 11.5% of the premiums for the level of health insurance elected for the July 1, 2027, contract year;
- and 12% of the premiums for the level of health insurance elected for the July 1, 2028, contract year.

Employees will assume responsibility for all fees associated with their HSA. It is understood that the Town has no obligation to fund any portion of the HSA deductible for the HDHP after the employee has left the Town's employ.

Section 9.2

The Union and Town agree they will continue to explore the possibility of the bargaining unit entering the State of Connecticut State Partnership Plan 2.0 for health insurance. If the Town decides to move the group to the State Partnership Plan 2.0, the HDHP plan will no longer be an option and the Parties agree to meet and negotiate over any impacts of moving to the Partnership Plan.

ARTICLE X - VACATION

Section 10.0

The employee's anniversary date of hire will be used to determine the amount of vacation time due. Employees shall be entitled to vacations with pay at the employee's base pay on the following basis:

- Ten (10) days of vacation each year for employees with one (1) through five (5) years of full-time service.
- Fifteen (15) days of vacation for employees with five (5) years of full-time service, but less than ten (10) years.
- Twenty (20) days of vacation for employees with ten (10) years of full-time service, but less than twenty (20) years.
- One additional day of vacation for every 2 years after 10 years to 25 days at 20 years.
- Not more than two (2) full-time library employees shall be allowed to be on vacation at the same time.

Section 10.1

In the event of an employee's death, the employee's pro-rata accumulated vacation pay will be paid to the employee's beneficiary listed on Group Life Insurance Plan signed by the employee and on file with the Town at the time of death.

Section 10.2

Each employee shall be allowed to accumulate or bank up to twenty-five (25) vacation days, which are in addition to the vacation days allocated for the current year.

Section 10.3

- a) Pro-rata accumulated vacation pay from the date of hire to the end of the preceding month shall be granted to an employee in the event the employee terminates service with the Town, providing the employee gives the Town at least two (2) weeks advance written notice of said employee's desire to terminate.
- b) In the event of more than five (5) days illness during an employee's vacation period, the employee shall be given an option of charging the sick days to the employee's sick leave, providing a doctor's certificate verifies illness, subject to the approval of the Town Manager.

Section 10.4

Vacations will be scheduled by mutual agreement between individual employees and their respective department heads. Requests for vacation must be made in writing two (2) weeks prior and are subject to approval by the Town Manager.

ARTICLE XI - LEAVE PROVISIONS

Section 11.0

Each employee shall be entitled to sick leave with full pay which shall accrue at the rate of one and one-quarter (1-1/4) working days per month, up to one hundred fifty (150) days. The employee's accumulated sick leave will be available on each bi-weekly paystub and through the employee portal. Sick leave may be used in the event of personal illness or physical incapacity resulting from causes beyond the employee's control. A maximum of five (5) sick days per fiscal year may be used to take care of an employee's immediate family member. Immediate family shall be defined as an employee's Mother, Father, Spouse, Child, Stepchild, or any other relative that lives in the household.

Section 11.1

If an employee is out of work for more than three (3) consecutive working days, the Town may require a physician's certificate as to the nature and disabling aspects of the illness or injury.

Section 11.2

Any employee, upon retirement, shall receive, on the basis of the employee's current wages, fifty (50) percent of any unused sick leave as severance pay.

Normal retirement means the first day of the month coinciding with or next following:

- (a) For any employee, the date on which the employee attains age 65 or;
- (b) For any employee, the date on which the sum of an employee's age and continuous service totals at least eighty (80).

This provision shall apply to employees in the Defined Pension Plan as well as the employees in the Defined Contribution Plan.

Section 11.3

In the event of an employee's death, the employee's unused accumulated sick leave will be paid to the employee's beneficiary listed on the Group Life Insurance Plan signed by the employee and on file with the Town at the time of death.

Section 11.4

Upon termination of employment with the Town, an employee in good standing shall receive, on the basis of the employee's current wages, compensation for any unused accumulated sick leave up to a maximum of thirty (30) percent of the employee's accumulated sick leave.

Section 11.5

Up to three (3) days leave with pay shall be granted to an employee for death in the immediate family of the employee, or the immediate family of the employee's spouse. Immediate family for purposes of this clause is defined as: parents, grandparents, spouse, brother, sister, child, step relation, son-in-law, daughter-in-law, or grandchild, and any relation who is domiciled in the employee's household.

Section 11.6

Each bargaining unit employee may be granted up to four (4) days leave per year at the employee's current wage, provided any such day taken shall be for reasons of legitimate business (other than rest, relaxation, entertainment, other vacation pursuits, illness or injury) requiring the absence of the employee. Such leave shall be taken in segments of no less than one (1) hour and shall be so charged.

For newly hired or newly eligible employees, the following pro-rated personal days are granted:

Hired/eligible in 1st quarter of a fiscal year: receive 4 personal days

Hired/eligible in 2nd quarter of a fiscal year: receive 3 personal days

Hired/eligible in 3rd quarter of a fiscal year: receive 2 personal days

Hired/eligible in 4th quarter of a fiscal year: receive 1 personal day

Section 11.7

In exceptional cases, the Town may grant additional leave with pay. Requests for additional leave shall be in writing and must be signed by the employee.

Section 11.8

The Town shall strive, within budgetary limits, to provide for professional development through related school and conferences for their employees. Upon approval of the Town Manager, employees enrolling in college level courses related to their professional employment within the Town at an accredited college/university shall be reimbursed for the cost of tuition and related fees or portion thereof up to 50% of the in-state UConn rate, upon completion with a passing grade. Employees once paid may be subject to reimbursing the Town if employment is terminated within two years following payment by the Town.

ARTICLE XII - GRIEVANCE PROCEDURES

Section 12.0

A grievance is defined as a dispute which may arise between the parties concerning the application, meaning, or interpretation of a specific Article or Section of this Agreement, unless specifically excluded by this Agreement. All grievances shall be settled in the following manner:

- a) Within ten (10) working days after occurrence, there shall be a meeting between the aggrieved employee, the Union representative and the immediate supervisor.
- b) In the event there is no agreement in step (a) above, the matter will be discussed informally by the parties involved with the Town Manager within ten (10) working days after the meeting in step (a).
- c) In the event there is no agreement in step (b) within ten (10) working days, the representative of the Union shall submit the grievance in writing to the Town Manager. The Town Manager and the representative of the Union will arrange a meeting for the purpose of discussing said matter within ten (10) working days from the date the grievance was submitted to the Town Manager.
- d) In the event there is no settlement within thirty (30) days at step (c), the Union may, within thirty (30) days of the decision, submit said grievance to arbitration through the Connecticut State Board of Mediation and Arbitration. The cost of the arbitrator shall be equally shared. The decision of the arbitrator(s) shall be final and binding.
- e) Any arbitrator shall be limited to ruling on interpretations as to the application or meaning of the terms of the Agreement, and shall have no power to add to, or subtract from, or modify any of the terms of this Agreement.

Section 12.1

- a) A representative shall be designated by the Union for the purpose of adjusting grievances and shall be granted a reasonable amount of time without loss of pay.
- b) The Union shall designate three (3) persons for the purposes of meeting with the Town in negotiations relating to any renewal or reopener under this contract. Said persons shall be granted a reasonable amount of time off, without loss of pay, to attend such negotiations if scheduled during their regular work period.

ARTICLE XIII - DISCIPLINARY PROCEDURES

Section 13.0

All disciplinary actions shall be applied in a fair manner and shall be consistent with the infraction for which disciplinary action is being applied.

Section 13.1

The severity of the disciplinary action to be taken shall depend on the seriousness of the employee's violation. Disciplinary action shall include, but shall not be limited to the following and need not follow this order depending on the seriousness of the infraction by the employee:

- a) An oral warning
- b) A written warning
- c) Suspension with or without pay
- d) Discharge

Disciplinary action taken by a supervisor regarding an employee shall be followed up in writing within ten (10) business days. All disciplinary action shall be for just cause and may be appealed through the established grievance procedure.

Except in the case of emergencies, notification of all suspensions and discharges shall be made in writing with reasons stated and a copy given to the employee and the Union at the time of suspension or discharge. Discipline of an employee shall be done in a private manner when practical.

Any documented oral or written warning shall not be used as progressive discipline if it is over one year old unless there is reoccurrence of similar discipline.

No new disciplinary materials shall be placed in an employee's personnel file unless the employee has had the opportunity to sign it (indicating receipt of such material).

If the employee decides during a potential disciplinary interview that he/she needs a Union representative, the meeting shall end. The Union will work to obtain a representative as soon as possible.

Section 13.2

Notification of all suspensions and discharges must be made in writing with reasons stated and a copy given to the employee within two (2) weeks from the time of suspension or discharge.

Section 13.3

The service record of an employee, disciplined under the provision of Section 13.1, a) and b), shall be cleared upon uncontested termination unless prohibited by Connecticut General Statutes and/ or regulations, including but not limited to the Connecticut Records Act.

Section 13.4

The Town reserves the right to suspend an employee without a hearing provided that a hearing shall be given within fifteen (15) working days.

Section 13.5

The cumulative effects of any disciplinary action taken against an employee shall not be abated simply because the employee has appealed that decision unless the appeal has been restrained or a restraining order is issued against the Town prior to the second or further disciplinary breach.

ARTICLE XIV - RETIREMENT

Section 14.0

Retirement benefits shall be as provided by ordinance adopted November 10, 2003 and made supplemental to this Agreement. All new employees hired after October 18, 2000 are required to join the 401a defined contribution plan. Effective October 1, 2016, employees' 401a pre-tax contributions shall be 8% and the employer match shall be 8%. Any employees contributing more than 8% pre-tax will continue with their current amount, except that the employer match will be 8%. Additionally, members may participate in the Town's 457 Plan.

ARTICLE XV - SAVINGS CLAUSE

Section 15.0

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 the Agreement shall not be affected thereby.

ARTICLE XVI - NON-DISCRIMINATION

Section 16.0

The Town and the Union mutually agree to treat all bargaining unit members equally and not to discriminate on the grounds of race, color, creed, religion, sex, national origin, age, physical or mental handicap.

Section 16.1

Nothing in this contract is intended to violate equal employment opportunity laws and regulations to which the Town and Union are subject.

ARTICLE XVII - NO SMOKING POLICY

Section 17.0

Employees of the Union shall follow a non-smoking policy. Each employee entering the Union shall agree to be a non-smoker.

Section 17.1

Employees shall be encouraged by the Union and the Town not to smoke. Such encouragement shall not be cause for any grievance under the terms of the Agreement.

ARTICLE XVIII - DURATION

Section 18.0

This Agreement shall be effective as of the 1st day of July 2024 and shall remain in full force and effect until the 30th day of June 2029. It shall automatically be continued from year to year thereafter unless either party shall notify the other in writing one hundred fifty (150) days prior to the termination date (June 30, 2029) or an anniversary of the termination date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than one hundred twenty (120) days prior to the termination date or an anniversary of the termination date. This Agreement shall remain in full force and effect during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

Section 18.1

This Agreement shall be suspended in the event that a State of Emergency is declared by the Town Manager and no provisions of this Agreement shall be in effect during said State of Emergency.

Section 18.2

Except for the Recognition Agreement dated March 21, 1980, this Agreement, upon ratification, supersedes and cancels all prior practices, memoranda, understandings and agreements, whether written or oral, unless expressly stated to the contrary and included in writing herein, and constitutes the complete and entire Agreement between the parties and concludes collective bargaining for this term.

IN WITNESS WHEREOF, the Parties agree to the terms of this Agreement and set their hand and seal this 27th day of June, in the year of 2024.

Town of Granby:

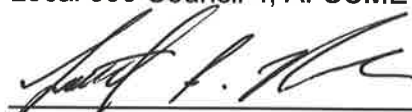


Town Manager



Witness

Local 399 Council 4, AFSCME



Union President



Negotiating Committee Member



Council 4, AFSCME Representative

APPENDIX A – JOB CLASSIFICATIONS

Administrative Assistant (Building, Planning and Zoning)
Administrative Assistant Director of Public Works (Recycling Coordinator)
Administrative Assistant - Program Coordinator (Recreation)
Assessor
Assistant Assessor
Branch Manager-Adult/Teen Program Coordinator
Building Official/Zoning Enforcement Officer
Children's Librarian
Collection of Revenue
Deputy Director of Operations
Director of Community Development
Director of Human Services
Director of Library Services
Director of Public Works
Director of Recreation and Leisure Services
Head of Tech Services - Assistant Director of Library Services
Land Use Coordinator
Recreation Supervisor
Senior Center Program Coordinator
Town Clerk

APPENDIX B – GMEA EMPLOYEE COMPENSATION PLAN

Effective Date - 7/1/2024

3.0% GWI

Positions	<u>Grade</u>	Step A	Step B	Step C	Step D	Step E	Step F
Adm. Asst. - Building/Public Works	2	\$30.33	\$31.55	\$32.81	\$34.13	\$35.49	\$36.92
Adm. Asst. - Recreation	2	\$56,789	\$59,000	\$61,291	\$63,698	\$66,187	\$68,773
Recreation Supervisor	3	\$60,107	\$62,434	\$64,884	\$67,411	\$70,056	\$72,800
Senior Center Program Coordinator	3	\$32.16	\$33.43	\$34.77	\$36.16	\$37.63	\$39.13
Branch Mgr-Adult/Teen Program Coordinator							
Asst. Assessor							
Land Use Coordinator	4	\$62,044	\$64,526	\$67,109	\$69,793	\$72,584	\$75,487
Children's Librarian	7	\$73,897	\$76,853	\$79,928	\$83,125	\$86,448	\$89,907
Collector of Revenue							
Head of Tech. Svcs. - Asst. Dir. Of Lib. Svcs.							
Town Clerk	8	\$78,332	\$81,466	\$84,725	\$88,114	\$91,638	\$95,303
Bldg. Official/Zoning Enforcement Officer							
Dir. of Human Services	9	\$83,027	\$86,350	\$89,803	\$93,394	\$97,130	\$101,016
Deputy Dir. of Operations	9*	\$94,875	\$98,671	\$102,618	\$106,723	\$110,992	\$115,430
Director of Rec and Leisure Svcs. Assessor	10	\$88,011	\$91,531	\$95,194	\$99,001	\$102,961	\$107,080
Dir. of Lib. Services	12	\$97,957	\$101,875	\$105,951	\$110,187	\$114,596	\$119,180
Dir. of Public Works	12*	\$111,949	\$116,425	\$121,084	\$125,926	\$130,962	\$136,202
Dir. of Community Development	14	\$112,889	\$117,406	\$122,102	\$126,987	\$132,066	\$137,348

*40 hours week

Effective Date - 7/1/2025

3.0% GWI

Positions	<u>Grade</u>	Step A	Step B	Step C	Step D	Step E	Step F
Adm. Asst. - Building/Public Works	2	\$31.24	\$32.50	\$33.79	\$35.15	\$36.55	\$38.03
Adm. Asst. - Recreation	2	\$58,493	\$60,770	\$63,130	\$65,609	\$68,173	\$70,836
Recreation Supervisor	3	\$61,910	\$64,307	\$66,831	\$69,433	\$72,158	\$74,984
Senior Center Program Coordinator	3	\$33.12	\$34.43	\$35.81	\$37.24	\$38.76	\$40.30
Branch Mgr-Adult/Teen Program Coordinator							
Asst. Assessor							
Land Use Coordinator	4	\$63,905	\$66,462	\$69,122	\$71,887	\$74,762	\$77,752
Children's Librarian	7	\$76,114	\$79,159	\$82,326	\$85,619	\$89,041	\$92,604
Collector of Revenue							
Head of Tech. Svcs. - Asst. Dir. Of Lib. Svcs.							
Town Clerk	8	\$80,682	\$83,910	\$87,267	\$90,757	\$94,387	\$98,162
Bldg. Official/Zoning Enforcement Officer							
Dir. of Human Services	9	\$85,518	\$88,941	\$92,497	\$96,196	\$100,044	\$104,046
Deputy Dir. of Operations	9*	\$97,721	\$101,631	\$105,697	\$109,925	\$114,322	\$118,893
Dir. of Rec. and Leisure Svcs. Assessor	10	\$90,651	\$94,277	\$98,050	\$101,971	\$106,050	\$110,292
Dir. of Lib. Services	12	\$100,896	\$104,931	\$109,130	\$113,493	\$118,034	\$122,755
Dir. of Public Works	12*	\$115,307	\$119,918	\$124,717	\$129,704	\$134,891	\$140,288
Dir. of Community Development	14	\$116,276	\$120,928	\$125,765	\$130,797	\$136,028	\$141,468

*40 hours week

Effective Date - 7/1/2026

3.0% GWI

Positions	<u>Grade</u>	Step A	Step B	Step C	Step D	Step E	Step F
Adm. Asst. - Building/Public Works	2	\$32.18	\$33.48	\$34.80	\$36.20	\$37.65	\$39.17
Adm. Asst. - Recreation	2	\$60,248	\$62,593	\$65,024	\$67,577	\$70,218	\$72,961
Recreation Supervisor	3	\$63,767	\$66,236	\$68,836	\$71,516	\$74,323	\$77,234
Senior Center Program Coordinator	3	\$34.11	\$35.46	\$36.88	\$38.36	\$39.92	\$41.51
Branch Mgr-Adult/Teen Program Coordinator							
Asst. Assessor							
Land Use Coordinator	4	\$65,822	\$68,456	\$71,196	\$74,044	\$77,005	\$80,085
Children's Librarian	7	\$78,397	\$81,534	\$84,796	\$88,188	\$91,712	\$95,382
Collector of Revenue							
Head of Tech. Svcs. - Asst. Dir. Of Lib. Svcs.							
Town Clerk	8	\$83,102	\$86,427	\$89,885	\$93,480	\$97,219	\$101,107
Bldg. Official. /Zoning Enforcement Officer							
Dir. of Human Services	9	\$88,084	\$91,609	\$95,272	\$99,082	\$103,045	\$107,167
Deputy Dir. of Operations	9*	\$100,653	\$104,680	\$108,868	\$113,223	\$117,752	\$122,460
Dir. of Rec. and Leisure Svcs. Assessor	10	\$93,371	\$97,105	\$100,992	\$105,030	\$109,232	\$113,601
Dir. of Lib. Services	12	\$103,923	\$108,079	\$112,404	\$116,898	\$121,575	\$126,438
Dir. of Public Works	12*	\$118,766	\$123,516	\$128,459	\$133,595	\$138,938	\$144,497
Dir. of Community Development	14**	\$119,764	\$124,556	\$129,538	\$134,721	\$140,109	\$145,712

*40 hours week

**37.5 hours week

Effective Date - 7/1/2027

3.0% GWI

Positions	<u>Grade</u>	Step A	Step B	Step C	Step D	Step E	Step F
Adm. Asst. - Building/Public Works	2	\$33.15	\$34.48	\$35.84	\$37.29	\$38.78	\$40.35
Adm. Asst. - Recreation	2	\$62,055	\$64,471	\$66,975	\$69,604	\$72,325	\$75,150
Recreation Supervisor	3	\$65,680	\$68,223	\$70,901	\$73,661	\$76,553	\$79,551
Senior Center Program Coordinator	3	\$35.13	\$36.52	\$37.99	\$39.51	\$41.12	\$42.76
Branch Mgr-Adult/Teen Program Coordinator Asst. Assessor Land Use Coordinator	4	\$67,797	\$70,510	\$73,332	\$76,265	\$79,315	\$82,488
Children's Librarian	7	\$80,749	\$83,980	\$87,340	\$90,834	\$94,463	\$98,243
Collector of Revenue Head of Tech. Svcs. - Asst. Dir. Of Lib. Svcs. Town Clerk	8	\$85,595	\$89,020	\$92,582	\$96,284	\$100,136	\$104,140
Bldg. Official/Zoning Enforcement Officer Dir. of Human Services	9	\$90,727	\$94,357	\$98,130	\$102,054	\$106,136	\$110,382
Deputy Dir. of Operations	9*	\$103,673	\$107,820	\$112,134	\$116,620	\$121,285	\$126,134
Dir. of Rec. and Leisure Svcs. Assessor	10	\$96,172	\$100,018	\$104,022	\$108,181	\$112,509	\$117,009
Dir. of Lib. Services	12	\$107,041	\$111,321	\$115,776	\$120,405	\$125,222	\$130,231
Dir. of Public Works	12*	\$122,329	\$127,221	\$132,313	\$137,603	\$143,106	\$148,832
Dir. of Community Development	14**	\$123,357	\$128,293	\$133,424	\$138,763	\$144,312	\$150,083

*40 hours week

**37.5 hours week

Effective Date - 7/1/2028

3.5% GWI

Positions	<u>Grade</u>	Step A	Step B	Step C	Step D	Step E	Step F
Adm. Asst. - Building/Public Works	2	\$34.31	\$35.69	\$37.09	\$38.60	\$40.14	\$41.76
Adm. Asst. - Recreation	2	\$64,227	\$66,727	\$69,319	\$72,040	\$74,856	\$77,780
Recreation Supervisor	3	\$67,979	\$70,611	\$73,383	\$76,239	\$79,232	\$82,335
Senior Center Program Coordinator	3	\$36.36	\$37.80	\$39.32	\$40.89	\$42.56	\$44.26
Branch Mgr-Adult/Teen Program Coordinator							
Asst. Assessor							
Land Use Coordinator	4	\$70,170	\$72,978	\$75,899	\$78,934	\$82,091	\$85,375
Children's Librarian	7	\$83,575	\$86,919	\$90,397	\$94,013	\$97,769	\$101,682
Collector of Revenue							
Head of Tech. Svcs. - Asst. Dir. Of Lib. Svcs.							
Town Clerk	8	\$88,591	\$92,136	\$95,822	\$99,654	\$103,641	\$107,785
Bldg. Official/Zoning Enforcement Officer							
Dir. of Human Services	9	\$93,902	\$97,659	\$101,565	\$105,626	\$109,851	\$114,245
Deputy Dir. of Operations	9*	\$107,302	\$111,594	\$116,059	\$120,702	\$125,530	\$130,549
Dir. of Rec. and Leisure Svcs. Assessor	10	\$99,538	\$103,519	\$107,663	\$111,967	\$116,447	\$121,104
Dir. of Lib. Services	12	\$110,787	\$115,217	\$119,828	\$124,619	\$129,605	\$134,789
Dir. of Public Works	12*	\$126,611	\$131,674	\$136,944	\$142,419	\$148,115	\$154,041
Dir. of Community Development	14**	\$127,674	\$132,783	\$138,094	\$143,620	\$149,363	\$155,336

*40 hours week

**37.5 hours week

APPENDIX C – HEALTH INSURANCE PLAN

High Deductible Health Plan

In-Network

Deductible (Individual/Two Person/Family) Coinsurance	\$2,000 / \$4,000 / \$4,000
Coinsurance	0% after deductible met
Out-of-Pocket Maximum (Individual/Two Person/Family)	\$2,000 / \$4,000 / \$4,000
Preventive Care	No Charge
Office Visits PCP/Specialist Coinsurance	0% after deductible met
Inpatient per Admission	0% after deductible met
Outpatient Surgical	0% after deductible met
Emergency Room	0% after deductible met
Urgent Care	0% after deductible met
Diagnostic Test (x-ray blood work)	0% after deductible met

Out-of-Network

Deductible (Individual/Two Person/Family) Coinsurance	\$2,000 / \$4,000 / \$4,000
Coinsurance	20% after deductible met
Out-of-Pocket Maximum (Individual/Two Person/Family)	\$4,000 / \$8,000 / \$8,000

APPENDIX D – UNION'S WRITTEN AUTHORIZATION CARD

AFSCME
STRONG

Council 4

☐ Yes! I am AFSCME Strong.
I want a strong voice at work and in my community

Yes, sign me up to:

☐ **Talk to colleagues at work**

☐ **Make phone calls to AFSCME members for campaigns**

☐ **Knock AFSCME member doors during campaigns**

Membership — Public Sector

American Federation of State, County and Municipal Employees Membership and Authorization for Dues Deduction

Please Print Legibly

I hereby apply for membership in AFSCME Council 4 (hereafter the "Union") and I agree to abide by its Constitution and Bylaws. I authorize the Union and its successor or assign to act as my exclusive bargaining representative for purposes of collective bargaining with respect to wages, hours and other terms and conditions of employment with my Employer.

Effective immediately, I hereby voluntarily authorize and direct my Employer to deduct from my pay each pay period, regardless of whether I am or remain a member of the Union, the amount of dues certified by the Union, and as they may be adjusted periodically by the Union, and to authorize my Employer to remit such amount monthly to the Union.

This voluntary authorization and assignment shall remain in effect, regardless of whether I am or remain a member of the Union, subject to the revocation provisions in the General Statutes of Connecticut. For municipal Employees, if the applicable collective-bargaining agreement does not address revocation, then this voluntary authorization and assignment shall remain in effect, regardless of whether I am or remain a member of the Union, for a period of one year from the date of execution, and for year to year thereafter unless I give the Employer and the Union written notice of revocation not more than ten (10) days before and not more than twenty (20) days after the end of any yearly period. The applicable collective-bargaining agreement is available for review, upon request. This card supersedes any prior check-off authorization card I signed.

I recognize that my authorization of dues deductions, and the continuation of such authorization from one year to the next, is voluntary and not a condition of my employment. This authorization and assignment shall remain in effect if my employment with the Employer ends and I am later re-employed by the Employer.

Payments to the Union are not deductible as charitable donations for federal income tax purposes. However, state law may extend favored tax treatment.

Local Union #		Department
<hr/>		
Last Name	First Name	M.I.
<hr/>		
Street Address		Apt. No.
<hr/>		
City	State	ZIP Code
<hr/>		
Job Title		Employee Number
<hr/>		
Personal E-mail		Personal Cell Phone No.*
<hr/>		
Signature		Date Signed
<hr/>		

*By providing your cell phone number you consent to receive calls (including recorded or autodialed calls, or texts) at that number from AFSCME and its affiliated labor, political and charitable organizations on any subject matter. Your carrier's rates may apply. You may modify your preferences by calling the Union at 860-224-4000.

Contribution Form

AFSCME PEOPLE

Become a PEOPLE MVP for \$8.35/ month (\$100 annually)



I hereby authorize my employer and associated agencies to deduct, each pay period, the amount certified as a voluntary contribution to be paid to the treasurer of American Federation of State, County and Municipal Employees PEOPLE, AFSCME, AFL-CIO,

P.O. Box 65334, Washington, D.C. 20035-5334, to be used to support pro-worker candidates in federal, state, and local elections. My contribution is voluntary, and I understand that it is not required as a condition of membership in any organization, or as a condition of continued employment, and is free of reprisal. I understand that any contribution guideline is only a suggestion and I am free to contribute more or less than that amount and will not be favored or disadvantaged due to the amount of my contribution or refusal to contribute, and that I may revoke this authorization at any time by giving written notice.

Signature _____ Date Signed _____

Contributions or gifts to AFSCME PEOPLE are not deductible as charitable contributions for federal income tax purposes. In accordance with federal law, AFSCME PEOPLE will accept contributions only from members of AFSCME and their families. Contributions from other persons will be returned.

PLEASE PRINT LEGIBLY.

Last Name		First Name	M.I.
<hr/>		<hr/>	<hr/>
Street Address		Apt. No.	
<hr/>		<hr/>	
City	State	ZIP Code	
<hr/>	<hr/>	<hr/>	
Employee Number (If Any)			
<hr/>			
Hire Date		Job Title	
<hr/>		<hr/>	
Employer			
<hr/>			
Home Phone		Business Phone	
<hr/>		<hr/>	
E-mail Address			
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423-18