

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE TOWN OF EASTON

AND

LOCAL 1303-406 OF COUNCIL 4

**AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO
EASTON TOWN HALL EMPLOYEES**



JULY 1, 2021 THROUGH JUNE 30, 2025

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PREAMBLE

The Town of Easton ("Town") and the Easton Employees Unit, Local #1303-406 AFSCME Connecticut Council 4, AFL-CIO ("Union") agree that the welfare of the Town and its citizens and employees is dependent largely upon the services which the Town renders the public. Improvements in these services and economies in operations are promoted by willing cooperation between the Town and the Union to render honest, efficient and economical services to the public. The spirit of cooperation between the Town and the employees represented by the Union being essential to efficient operation and service, the parties will conduct themselves to promote this spirit.

ARTICLE I RECOGNITION

Section 1 - Recognition

- A. In accordance with Section 7-467 to 7-477 of the Connecticut General Statutes, the Town recognizes the Union as the exclusive bargaining agent for the purposes of collective bargaining in respect to wages, hours, and other conditions of employment for the employees certified by the Connecticut State Board of Labor Relations (Decision No. 3773, dated May 31, 2000) (as such certification has been amended by mutual agreement of the parties) excluding part-time employees who work less than twenty (20) hours per week. The positions included in this unit are, P&Z/ZBA Clerk II, Part-time and full-time Dispatchers, Police Chief Secretary, Records Clerk II, Part-time Library Employees, Custodian, EMT's, Part-time and full-time, Library Assistant, Conservation Secretary & Assistant Tax Collector, Van Driver, Assistant Town Clerks, Park & Recreation Secretary, Health/Building Part-time Secretary, Assessor Clerk, Maintainer I, Records Clerk I, Maintenance Worker, Public Works Secretary, Accounts Payable/Receptionist, Building Secretary, excluding all others by agreement and/or under operation of law (collectively, "Employees" and individually, "Employee").

Section 2 - Copies of Agreement

The Town shall give each new replacement Employee when hired, a copy of the current Collective Bargaining Agreement.

ARTICLE II MANAGEMENT RIGHTS

All rights, powers, authority and functions of the Town formerly exercised or exercisable by the Town shall remain vested exclusively in the Town except insofar as specifically surrendered or abridged by the express written provisions of this Agreement. Such rights, powers, authority and functions include, but are not limited to: the full and exclusive control, management and operation of all Town departments; the determination of the scope of the Town's activities, the method of delivering services, including the right to

determine processes, products, equipment and tools to be utilized; the establishment of job classifications and job descriptions; the determination of the number and type of jobs; the determination of reasonable standards of work; the establishment and enforcement of such reasonable rules and regulations as the Town may from time to time deem necessary; the determination of the number of hours to be worked; the direction of the workforce, including but not limited to, the right to hire, assign, layoff, recall, promote, transfer and discipline for just cause any of its Employees; the right to maintain order and efficiency; and the right to allocate resources.

ARTICLE III

UNION RIGHTS AND SECURITY

Section 1 - Union Membership and Deduction of Dues/Service Fees

All employees will be offered an opportunity to join the Union. Employees who elect to join the Union shall sign and deliver to the Union an authorization for the payroll deduction of membership dues/fees of the Union. Such authorization shall be delivered to the Town. Upon receipt of a signed authorization card, the Town shall deduct the service fees/dues from the salary of employees of the Union each pay period and remit the same to Council 4, AFSCME, AFL-CIO, 444 East Main Street, New Britain, Connecticut 06051. Such deductions shall continue in effect until revoked by the employee by written notice to the Union and the Union has notified the Town by written notice that the employee no longer desires to be a member of the Union. The Union reserves the right to modify and or replace any such authorization form. The Union agrees to indemnify and to hold the Town harmless against any and all claims, demands, suits or other forms of liability that shall, or may arise out of, or by reason of, action taken by the Town for the purpose of complying with the provisions of this Article.

Section 2 - Union Representatives List

The Union shall furnish the Town with a list of all Employee representatives and Union staff members authorized to represent the Union within ten (10) calendar days from the date of this Agreement and update such list as required from time to time.

Section 3 - Dealing with Union Representatives

Representatives of the Town in its capacity as an Employer of the Employees shall deal exclusively with Union designated stewards or representatives in the processing of grievances (except as otherwise set forth in the grievance procedure) or in other than normal day-to-day contract administration.

Section 4 - Communication by Union

The Union shall have the right to post notices on bulletin boards designated by the Town and to utilize the Town mail distribution system.

ARTICLE IV HOURS OF WORK

Section 1 - Hours, Overtime, Compensatory Time

- A. Employees shall continue to work their current hours of work on their current schedules (which in some cases are flexible) or such other hours and schedules as the parties may agree for the duration of this Agreement. The current hours and schedules are set forth on Appendix A, but may be changed to meet the needs of the Town. It is anticipated that Employees should be able to complete their respective duties during their normal hours of work, but in addition to the specified hours, Employees may be required to work additional time to accomplish various tasks of their positions on an overtime basis.
- B. Employees shall be paid at regular hourly rates for time in excess of the regular workweek to commencement of overtime. Overtime shall be paid at time and one half (1 ½) for a workweek of over forty (40) hours provided that any sick leave taken during the workweek shall not count toward the forty (40) hours.
- C. In lieu of overtime, Employees with the approval of their supervisor may take compensatory time at straight time for hours in excess of their regular workweek to forty (40) hours and at time and one half (1 ½) for overtime. The hours may be taken during the same pay period as the overtime accrued or subject to accurate, contemporaneous timekeeping, and based on the needs of the Town. Employees may bank such hours to be used as time off to be taken within the same fiscal year when the needs of the department permit. No such banked time shall be carried beyond the fiscal year in which it is earned.

Section 2 - Flexible Schedules

Notwithstanding Section 1 A of this Article, the Town shall have the authority to implement flexible work schedules, both as to days worked and hours worked, as well as to implement innovative approaches, including but not limited to telecommuting arrangements or split shifts, with individual Employees. Accordingly, the Town may vary the Employee's normal schedule, so long as no Employee is required to work on a regularly scheduled basis more than the number of hours set forth in Appendix A for the position in question, unless the Employee so agrees. Specifically, some Employees' schedules are adjusted on a rotating basis to provide coverage and to accommodate town meetings and meetings of professional organizations.

Section 3 - Call Back

An Employee called back to work other than to start his regular shift early or to extend his regular shift, shall be paid time and one half (1 ½) for a minimum of four (4) hours if the callback is between 12:00 midnight and 5:00 a.m. and two (2) hours at any other time.

Section 4 - Dispatchers' Shifts

Whenever a full-time dispatcher leaves the employ of the Town, the remaining full-time dispatchers shall have the right to bid for the open shift which shall be filled on the basis of seniority. This provision shall not apply to part-time dispatchers.

Section 5 - Use of Qualified Substitutes as Dispatchers

When open shifts become available Monday through Friday full-time dispatchers shall be offered the open shift. If no full-time Employee is willing to cover the shift, it shall be offered to part time Employees, if no part timers are willing to cover the shift, the Town shall offer the shift to qualified substitute dispatchers.

Section 6 - Dispatchers Open Weekend Shifts

When an unassigned weekend shift becomes available and cannot be filled from the part time dispatcher list, the open shift will be offered to a part time dispatcher who is already scheduled to work a shift on that weekend at the part time dispatcher's overtime rate of pay. If the shift cannot be filled under this provision, then a full time dispatcher shall be mandated to work the shift pursuant to the current rotation schedule.

ARTICLE V CLASSIFICATION PLAN

The Town will maintain a classification plan for the classification of positions in the bargaining unit as set forth in Appendix B. The Town shall determine the classification for each position which may be revised from time to time.

ARTICLE VI PAY

Section 1 - Pay Ranges and Rates

The salaries of all persons covered under this Agreement are set forth in Appendix C-1, Appendix C-2, and Appendix C-3 which is attached hereto and made a part of this Agreement.

Section 2 - Minimum and Maximum Rates

During the term of this Agreement, no position in the unit shall be assigned a salary higher than the maximum or lower than the minimum salary provided for the class of the position; provided, however, that a current Employee who is above the pay range shall be redlined.

Section 3 - Administration

Pay shall be administered in accordance with the following provisions:

- A. The hiring rate of pay for initial employment shall normally be the beginning end of the range for the class of the position (i.e., Step A). An Employee may be hired at a rate above the beginning end of the range for the class of the position in the discretion of the Town in recognition of such person's extraordinary qualifications or in recognition of a lack of available candidates at the hiring rate; provided, however, that no new Employee shall be hired at a rate higher than the lowest rate paid a then current Employee for the same position. An Employee hired at Step A or at a rate below Step B shall advance to Step B upon successful completion of the probationary period.
- B. Pay increases: Each Employee's current salary shall be increased as follows:
 - 1). Effective July 1, 2021 the scale in effect June 30, 2021 shall be increased two and one quarter percent (2.25%).
 - 2). Effective July 1, 2022, the scale in effect June 30, 2022, shall be increased by two and one quarter percent (2.25%).
 - 3). Effective July 1, 2023, the scale in effect June 30, 2023, shall be increased by two and a half percent (2.5%).
 - 4). Effective July 1, 2024, the scale in effect June 30, 2024, shall be increased by two and a half percent (2.5%).
 - 5). Each eligible Employee (except those at the top of their scale or redlined beyond the scale shall receive the general wage increase and shall advance one (1) step, subject to any withholding pursuant to Section C of this Article. Probationary Employees, shall advance pursuant to Section A of this Article), subject to any withholding pursuant to Section C of this Article. Employees shall only move within the range for their position.
- C. The Town may withhold all or part of a step or a general wage increase based on an Employee's unsatisfactory performance, provided the Employee has been given notice of the Town's intention to do so at least six (6) months prior to the date on which such increase would have been effective and the Employee's performance has not subsequently become satisfactory.
- D. Payment: The pay due each Employee shall be paid in substantially equal payments payable every two weeks during the contract year.

E. Employee Log and Locator: Each building shall maintain an Employee log and locator. For each workday, each Employee shall enter the time of arrival and the time of leaving. Each Employee shall also enter periods of absence from the building during the workday and the reason for such absence (e.g., 11:00-11:30 trip to post office, 12:30-1:00 lunch, 9:00-11:00 assigned to work at Aspetuck Park, etc.). Employees shall not be required to make an entry in the log/locator when going between Town buildings (e.g., Library to Town Hall). Each Employee shall also designate absences from work when known in advance (e.g., vacation) or as soon after as possible (e.g., unanticipated sick day). Each Employee shall also indicate if and how the Employee can be reached during the absence. Employees need not report to their workstation at the beginning or end of each workday provided the Employee log/locator is properly completed in advance. Maintenance of the Employee log/locator shall not relieve the Employee from complying with other notice provisions of this Agreement (e.g., for vacations or other absences). The building Employee log/locator shall be submitted to the Payroll Office each Monday.

F. Effective June 30, 2010, there shall no longer be longevity payments with the exception that the following Employees shall be grandfathered to receive annual longevity payments in accordance with the Town of Easton Employee Handbook:

Terry Calgreen

G. Effective July 1, 2021 in each fiscal year, all employees in the Town Hall bargaining unit shall have the following longevity paid in a lump sum on or about the first pay date in July or on or about the first pay date of December, at the employees discretion. Employees shall receive payment based on the following formula:

<u>Continuous Years of Service</u>	<u>Annual Longevity Pay</u>
5 years but less than 10	\$250.00
10 years or more	\$500.00

H. If the Department of Public Works is closed due to other bargaining unit's holiday schedule, due to OSHA regulations the Public Works Secretary is prohibited from occupying their assigned work location alone on a scheduled secretary workday. The secretary shall not be required to use their paid time off.

I. If Town Hall has a full closure where employees are unable to work from home, the EMT's, Dispatcher's and Public Work Secretary who are required to work on such day shall be compensated at time and one half (1.5) for all hours worked on such day.

J. When a Park and Recreation Employee is assigned to The Public Works Department, the Park and Recreation Employee shall be paid the higher of their current pay or Maintainer I pay.

ARTICLE VII BENEFITS

Section 1 - Health and Life Insurance

- A. The Town of Easton shall provide health insurance plan which covers-all eligible employees, their spouses, children and domestic partners.
 - 1. Effective July 1, 2021, all employees shall enroll in the Connecticut 2.0 Partnership Plan. There shall be a 14% premium cost share for 2021, 15% for 2022, 16% for 2023 and 16% for 2024.
 - 2. The Employee premium cost share for the health insurance set forth herein shall be pre-tax, Section 125 deductions.
- B. An Employee who retires under the Town's pension plan shall be eligible to continue participation in the health plan subject to the following:
 - 1. The Employee shall pay all costs for retiree insurance benefits.
 - 2. The existing carve-out method for coordination of benefits with Medicare shall continue.
 - 3. Retirees shall be eligible to participate in the same health plan as is available from time to time to active Employees, but in no event shall a retiree be eligible for greater benefits than he enjoyed at the time of retirement.
 - 4. Retirees under age 65 shall be subject to all provisions of any cost containment program applicable to active Employees.
- C. The Town shall provide and pay for a disability insurance plan with a deductible of 180 days and with income from the disability to age 65 at approximately 60% of salary.
- D. The Town will pay for group life insurance, with Accidental Death and Dismemberment benefits, for each Employee in the amount of \$50,000.00.
- E. Employees who elect not to take the health insurance coverage provided by the Town, upon signing of a waiver, shall receive the following annual payment in lieu of such coverage less necessary taxes:
 - 1. \$1,000 (if eligible for individual coverage)
 - 2. \$2,000 (if eligible for individual plus one dependent coverage)
 - 3. \$3,000 (if eligible for family coverage)

Employees of the Town (whether or not both are within the bargaining unit) who are married to each other or who meet the insurance carrier's provisions for coverage as a domestic partner may have:

1. One elect medical insurance benefits and the other elect payment in lieu of individual coverage benefits, or
2. Both elect payment in lieu of benefits with one for individual coverage and the other for individual plus dependent or family coverage as applicable.

Elections and payment shall be on the basis of current status.

Such payments shall be made in a lump sum for one-half the amount due in the payroll period nearest to December 1st of each year and June 1st of each year.

In order to receive a payment in lieu of coverage, the Employee shall apply for the same by letter to the Payroll department between June 1st and June 30th of the fiscal year preceding the fiscal year in which the insurance coverage will be waived.

Employees who have opted for payment in lieu of insurance, but find during the year that their insurance needs have changed, may, subject to the requirements of the insurer, elect to change to insurance coverage and reimburse the Town for payment received, pro-rated for the number of months in the fiscal year that the Employee received insurance coverage. The Employee must offer proof of insurability and pre-existing conditions shall be covered to the extent of the requirements of the insurance carrier.

Employees who elect in lieu of payments shall not be required to make contributions in accordance with Section I A of this Article.

- F. The Town shall provide health insurance coverage for domestic partners to the extent provided by the Town's insurers in accordance with their regulations.
- G. Unless otherwise required by the current insurer, health and life coverage shall commence on the first of the month after initial employment.
- H. The Town shall have the right to substitute for the insurance or any portion of the insurance provided for in this Section 1, insurance providing benefits which on the whole, are substantially equal to or better than benefits provided under this Section 1. Substitution shall not be made until after sixty (60) days' notice to the Union or Union agreement, whichever is first. During such sixty (60) days, the Union may grieve the question of whether or not the proposed insurance benefits are, on the whole, substantially equal to or better than the current benefits and if a grievance is filed, no substitution shall be made until the grievance is fully resolved.
- I. The Town retains the right to offer from time to time, voluntary alternative health insurance plans to the Employees. The Union shall cooperate in any such offerings by allowing the Employees, as a group and individual Employees, to receive information with respect to any alternative health insurance plans offered by the Town. Alternative health insurance plans shall be defined in the broadest terms and shall not be restricted to traditional PPO plans. In offering such plans, the Town may offer such premium cost sharing, deductible cost sharing, or other

Employee contribution as it deems appropriate. The nature of the plan, the design, and the cost sharing provisions are completely within the discretion of the Town. The Union shall not discourage the Employees which it represents from considering any such alternative health insurance plans.

Section 2 - Workers' Compensation

- A. An Employee unable to work who is receiving benefits under the provisions of the Workers' Compensation Act of the State of Connecticut shall receive the difference between his regular base pay from the Town and the Worker's Compensation benefits. This shall not be deducted from his sick leave. The difference between regular pay and Workers' Compensation shall be paid until such time as the first of the following occurs:

1. The Employee is able to return to work.
2. The Employee has reached maximum medical improvement and is no longer able to perform his duties.
3. Twelve (12) weeks have passed.

An Employee on Workers' Compensation shall in no event receive in any one fiscal year, compensation in excess of his normal wages. Such Employee shall not receive additional payments for vacations and holidays and shall not accrue vacation or sick time, but such Employee shall not lose any accrued vacation time, and if any such accrued vacation shall be required to be carried over to the next fiscal year, the Employee may be required to take cash instead of time off.

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 may return to work even though he cannot perform all of the regular duties of the position. Such assignment shall be in the sole discretion of the Town and shall be subject to the following:

1. The assignment shall be consistent with the limitations prescribed by the Employee's treating physician.
2. The nature and duration of the assignment shall be determined by the Town.
3. 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 right to injury leave. 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 Town and must

continue to receive treatment from one of the preferred providers designated by the Town. The Town has implemented a preferred provider network for all treatment of work related injuries. Employees are required to use the network providers in order to be eligible for Workers' Compensation benefits except as provided in the Workers' Compensation Act.

If twenty-four (24) months from the date of the work related illness or injury, the employee is unable to return to full duty, the town may separate the employee from employment. The Union may appeal such decision subject to arbitrary and capricious standard.

- B. The Town shall have the right to intervene in any third party suit in order to receive payments made pursuant to this Section.
- C. An Employee receiving benefits under this Section who is eligible for disability payments under insurance provided by the Town, shall be required to apply for such benefits which shall be used to offset the benefits provided by the Town under this Section.

Section 3 - Jury Duty

The Town shall pay each Employee required to serve on jury duty the difference between any compensation received and the Employee's base pay, provided proof of jury duty and compensation received is submitted to the Payroll Office. Each Employee summoned to jury duty shall promptly advise the Payroll Office of such fact and shall update such notice on at least a weekly basis until discharged.

Section 4 - Car Allowance

Employees who use their personal cars in the service of the Town shall receive the IRS rate in effect when the use of their car occurs.

Section 5 – Work Appropriate Clothing

For the positions of custodian, maintainer I, and maintenance worker, the Town shall provide a payment of up to \$150.00 per year for the purchase of work appropriate clothing to be paid upon presentation of proof of purchase.

Section 6 - Rain Slicker

For the positions of custodian, maintainer I, and maintenance worker, the Town shall provide a rain slicker for outside work.

Section 7 - Employee Assistance Program

For the duration of this Agreement, the Town shall provide an employee assistance program.

Section 8 - EMT Provisions

- A. Educational requirements are intended to insure continuing medical education for the mutual benefit of the Town and the Employee and ultimately, the patient. In addition to maintaining the expected ALS skill levels required from time to time by the Easton EMS, the Employee shall attend a minimum of eight (8) seminars. The employee will be paid overtime for all CME's attended, including a stipend for travel time if necessary. All CME's outside of EVEMS must have prior approval of the EMS Chief. The employee shall attend at least one (1) full day of seminars at the annual State of Connecticut EMS Conference. Proof of attendance shall be required. The Easton EMS Commission shall have the right to alter or add to the requirements at any time, and may, from time to time, request specific attendance at a recommended training program. All training programs shall have the pre-approval of the Easton EMS Commission and an approved list of continuing educational classes or seminars shall be provided to the Employee. Failure to comply with the continuing medical education directives or specific requests of the EMS Commission will result in loss of the educational incentive funding. Failure to retain the required ALS skill levels shall result in termination.
- B. The Town has provided present EMTs with the following items and shall, upon employment, provide each new EMT with the following: two (2) T-shirts, three (3) shirts, two (2) pants, one (1) pair of shoes, and one (1) windbreaker. These items shall be replaced as required.
- C. The Easton Volunteer Emergency Medical Services, Inc. has provided EMTs with other clothing (e.g. a jacket). In the event that an item which was provided to EMTs in the past shall no longer be provided by the Easton Volunteer Emergency Medical Services, Inc., the Town and the Union shall negotiate the impact of the discontinuation.
- D. EMTs shall receive an age appropriate physical examination as provided by the medical insurance, with the Town paying the cost of any deductible.
- E. The Town of Easton will require any Emergency Medical Technician (EMT) to pass a physical examination at regular intervals.

Section 9 - Clothing for Dispatchers

- A. The Town has provided present dispatchers with the following items and shall, upon employment, provide each full-time dispatcher with three (3) long sleeved shirts, three (3) short sleeved shirts, and three (3) pants, and the Town shall provide each part-time dispatcher with one (1) long sleeved shirt and one (1) short sleeved shirt. These items shall be replaced as required.
- B. Full-time dispatchers shall receive a cleaning allowance of one hundred (\$100.00) dollars per year in December.

ARTICLE VIII HOLIDAYS

Section 1 - Holidays

All Employees covered by this Agreement shall receive the following thirteen (13) paid holidays per calendar year:

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

Section 2 - Observance

- A. If a holiday falls on a Sunday, it shall be observed and celebrated on the following Monday. If a holiday falls on a Saturday, it shall be observed and celebrated on the preceding Friday.
- B. Notwithstanding the foregoing, if the State of Connecticut designates a particular day as the day to observe the holiday, then the holiday will be observed on the day designated by the State.

Section 3 - Holiday Pay for Departments Open on Saturday and Sunday

Where a holiday falls on a Saturday or Sunday for Employees of a department regularly scheduled to be open on Saturday and Sunday, holiday pay shall be in accordance with Section 5 listed below.

Section 4 - Holiday Pay for Departments Open on Saturday

Where a holiday falls on a Saturday for an Employee of a department regularly scheduled to be open on Saturday (e.g., the Library), the department shall be closed on the day designated for the holiday (e.g., Friday) for which the Employee shall be paid and the department shall also be closed on Saturday for which the Employee shall not be paid, except that an Employee who is normally scheduled not to work on the holiday (e.g., Friday) but is normally scheduled to work on Saturday shall be paid.

Section 5 - Holiday Pay for Police Dispatchers

Full time Dispatchers who work a five (5) day week shall be compensated at time and one half the employee's regular straight time hourly rate of pay if they are required to work on a holiday or on a Friday or Monday which is designated as a holiday during the week. Overtime pay for work performed on a holiday shall be in addition to the regular straight

time holiday pay. If the full time dispatcher takes the holiday credit, he or she will receive straight time holiday pay.

If a full time Dispatcher works on a holiday beyond their eight (8) hour shift, they shall be compensated at time and one half the employee's regular straight time hourly rate of pay for all additional hours worked in addition to the regular straight time holiday pay provided they actually worked the required forty (40) hours.

ARTICLE IX VACATIONS

Section 1 - Vacation Accrual and Use

A. All Employees earn vacation as follows:

<u>Years of Service</u>	<u>Working Vacation Days</u>
0 - 1	0 (see B. below)
1 - 2	12 working days
3 - 4	13 working days
5 - 9	18 working days
10 years	19 working days
11 years	20 working days
12 years	21 working days
13 years	22 working days
14 years	23 working days
15 years	24 working days
16 years	25 working days
17 years	26 working days
18 years	27 working days
19 years and after	28 working days

Employees hired after June 30, 2015 shall not receive more than 25 vacation days.

- B. Newly hired Employees on the completion of one year of service shall be entitled to two weeks' vacation with pay.
- C. Years of service shall be measured from the anniversary date of the first day of employment, for purposes of determining earned vacation for employees hired after June 30, 2015. Employees hired on or before June 30, 2015 will remain on a fiscal year schedule.

Section 2 - Vacation Carryover

Any vacation unused in a given year will be lost unless extenuating circumstances prevent an Employee from taking his vacation. Under such extenuating circumstances, an Employee shall request vacation carry-over in writing, spelling out the reasons to his Department Head (if any) and the First Selectman. Vacation time will be allowed to carry

over into the next year, if and only if prior approval has been granted by the Employee's respective Department Head (if any) and the First Selectman, provided, however, that no Employee may have at any time an accumulation of vacation time in excess of the annual accrued vacation provided in Section 1 of this Article plus ten (10) working days. Any unused accumulated vacation in excess of this maximum shall be forfeited on an annual basis. Requests for vacation carry over made within one month of the appropriate year end will generally not be granted.

Section 3 - Vacation Payment Upon Termination of Employment

Except for terminations for cause and voluntary resignations without two week notice, pro-rated accumulated vacation pay shall be paid to an Employee who terminates service with the Town. For such purpose, vacation will be assumed to be accumulated at the monthly rate earned by the Employee during the fiscal year in which termination occurred (e.g., an Employee with 12 working vacation days accumulates at 1 day per month.)

Section 4 - Vacation Payment Upon Death of Employee

In the event of the death of the Employee, his designated beneficiary, or if none, his estate, shall receive any pro-rated accumulated vacation pay.

Section 5 - Holiday During Vacation

When a holiday occurs during a vacation period, the Employee shall not be charged a vacation day for the holiday.

Section 6 - Advance Payment for Vacation

At the Employee's option, vacation pay will be paid in advance on the last normal pay day prior to the start of the vacation period.

Section 7 - Call Back During Vacation

Employees shall not be called back to work while on vacation except for emergency work and at the Employee's option, and if called back, the Employee shall receive his vacation pay plus time and one-half (1 ½) his regular daily rate for not less than four (4) hours.

Section 8 - Choice of Vacation

Each Employee shall be free to choose the time of his vacation subject to the approval of his Department Head. If there is no Department Head, approval shall be by the First Selectman. Scheduling of vacations shall be by seniority within each department. Each Employee, when selecting his vacation days, shall notify his Department Head, or if none, the First Selectman, in writing at least fifteen (15) days in advance of the time during which he desires to take vacation of five (5) or more consecutive working days. If an employee seeks a vacation of less than five (5) consecutive working days, he shall give as much notice as possible, but not less than three (3) days, except in the event of an emergency in which case as much notice as possible shall be given. If the Department Head, or, if none,

the First Selectman, does not deny in writing the requested vacation period within five (5) days (or two (2) days in the case of a three (3) day required notice), the request shall be deemed to be approved.

ARTICLE X LEAVE PROVISIONS

Section 1 - Sick Leave

- A. Employees scheduled regularly to work twenty (20) or more hours per week shall be entitled to a leave of absence with full pay for sickness to the extent of their accumulated sick leave. For Employees scheduled regularly to work more than thirty (30) hours per week, sick leave shall accumulate at the rate of ten (10) hours per month to a maximum to one thousand (1000) hours. For Employees scheduled regularly to work at least twenty (20) but less than thirty (30) hours, sick leave shall accumulate at the rate of six (6) hours per month to a maximum of seven hundred (700) hours.
- B. The Employee, a family member, or the Employee's physician, must notify the Employee's supervisor who shall notify the Human Resources Coordinator on the first day of the sick leave and on each succeeding day up to one (1) week (except that if at any time the Employee has knowledge that he will be absent for more than one (1) day, he may notify the supervisor of such fact); thereafter, notification should be given on the first working day of each week. For any sick leave over one (1) week, the Employee shall keep the Town advised on a continuing basis of the anticipated date of return.
- C. The Human Resources Coordinator may request medical evidence of sickness or disability from a physician or hospital following the third day of any sick leave. After an Employee has been out of work one (1) week for sickness or disability, the Town has the right to have the Employee examined by a physician chosen by the Town at its expense as often as it deems necessary. The supervisor will maintain sick leave records and provide the payroll department with account totals each pay period.
- D. For each Employee who was on the payroll of the Town on June 30, 2001, the Town shall pay unused accumulated sick leave to the Employee when the Employee retires, to the designated beneficiary of an Employee who dies while an active Employee, and to the Employee who terminates in good standing with at least five (5) years continuous service as follows: For Employees regularly working thirty (30) or more hours per week up to a maximum of five hundred (500) hours of the unused accumulated sick leave and for Employees working at least twenty (20) but less than thirty (30) hours per week up to a maximum of three hundred fifty (350) hours of the unused accumulated sick leave.

Section 2 - Pregnancy

The Town shall comply with Section 46a-60(a) (7) of the Connecticut General Statutes. Inclusion of this provision in this Agreement shall be deemed to be compliance with any notice provision.

Section 3 - Maternity Leave

A. Notification

An Employee who becomes pregnant, shall, as early as her condition is known, submit a written statement from her physician indicating her present physical condition, the expected childbirth date, and any limitations which may affect her ability to continue in her regular duty assignments.

B. Light Duty

The Town will make reasonable accommodations to provide for "light duty" work in accordance with the "light duty" provisions as set forth in the Section on Worker's Compensation, when in the opinion of the Employee's physician, this is appropriate. To the extent that light duty is not available or to supplement the hours worked under light duty, the Employee shall use accumulated sick leave and other accrued leave such as vacation.

C. Leave for Maternity Purposes

Upon the request of the Employee and as supported by her physician's certification of the Employee's inability to continue to work, the Employee shall be granted leave for maternity purposes in accordance with other applicable provisions of this Agreement (e.g., sick leave, family leave, etc.).

Section 4 – Bereavement Leave

1. Leave of up to five (5) working days, with pay, shall be granted in the event of the death of a spouse, child, stepchild, mother, father, sister, brother, mother-in-law, or father-in-law.
2. Leave of up to three (3) working days, with pay, shall be granted in the event of the death of a grandparent or grandchild or for other relatives who are actual members of the household of the employee.
3. For relatives (not indicated in 1 and 2 above) up to one (1) working day, with pay, may be taken for the purpose of attending the funeral.
4. Under extenuating circumstance of hardship, up to three (3) additional working days, with pay, may be taken with the approval of the First Selectman.
5. Any bereavement leave shall be taken within ten (10) working days after the date of death.

6. The leave is phrased in terms of "up to" the number of days because it is recognized that bereavement leave is a personal matter and in the Employee's discretion, may not require the full possible number of days.
7. An Employee shall provide documentation if requested.

Section 5 - Leave for Illness in the Immediate Family

When the serious illness of a member of the Employee's immediate family (spouse, child, parent, parent-in-law, or other relative living in the household) requires his personal attendance, sick leave may be used, provided proof of illness may be required and use may be denied where the operations of the Town would be adversely affected. Determination of adverse effect shall be made by the First Selectman based on consultation with the department.

Section 6 - Leave of Absence Without Pay

Leave of absence without pay may be granted for a maximum period of one (1) year for legitimate purposes (other than FMLA leave pursuant to Section 9). Any such leave shall be requested in writing to the Department Head (if any) and shall require the approval of the First Selectman. Leave for other employment shall not be grounds for leave of absence.

Section 7 - Accruals While on Leave of Absence

After thirty (30) days, an Employee will neither receive nor accrue fringe benefits such as vacation, holidays, and sick leave while on leave of absence and his seniority will not be increased. He will retain the accrued benefits and seniority he possessed provided he returns by the end of the leave. Such Employees shall, however, be entitled to continuation of their insurance benefits upon payment of the full premium for such period as the insurance company will allow such coverage. This provision shall not apply to leave which is under Workers' Compensation coverage.

Section 8 - Military Leave

Employees who have a military reserve obligation are allowed time off to attend their annual training duty and cannot be required to use vacation time for this duty. The Town shall pay any such Employee the difference between the Employee's military pay and his base pay for up to two (2) weeks. Proof of pay shall be supplied. Employees shall also be granted leave without pay for the duration of active military service and shall be returned to their original position or to one similar in pay and duties upon their separation from active military service, provided they return to the Town service within ninety (90) days of their separation from the active military service or from hospitalization arising from such service. A reservist is covered under military insurance and not Town insurance. His family will continue to be covered under the Town's health insurance for 180 days beginning with the date of active service.

Section 9 - FMLA Leave

Employees shall be entitled to unpaid leave in accordance with the provisions of the federal Family and Medical Leave Act. There will be no loss of accrued benefits during the period of such leave, but there will be no further accrual of length of service or other benefits during the leave. Available sick leave shall be substituted for Family and Medical Leave to the extent permitted by law except that at the Employee's option, up to forty (40) hours of sick leave may be preserved.

Section 10 - Payment of Insurance While on Sick Leave

The Town 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.

Section 11 - Retention of Insurance During Leave of Absence

Any Employee on a leave of absence, (except for sick leave for which insurance is paid), may retain group health and life insurance at his own expense.

Section 12 - Return from Family Leave to Part-time Status

Upon expiration of sick leave and leave pursuant to the FMLA an Employee may, with the approval of the Department Head (if any) and the First Selectman, establish a part-time work week for a period not to exceed four (4) weeks. This additional benefit must be taken as a continual uninterrupted period. Employees who work a minimum of fifteen (15) hours per week during the four-week period shall continue to earn benefits provided in this Agreement. Paid sick leave may not be used during this period. The Employee may take unworked days as paid vacation (if available). At the end of the four week period, the Employee must return to full time work, or if unable, proceed under other available contract leave options or terminate his employment.

ARTICLE XI SENIORITY

Section 1 - Seniority

Seniority shall be the length of continuous service to the Town. Such seniority shall apply to the Employee's rights in case of layoff, re-employment, transfer, bidding, promotion, and vacations as provided in this Agreement.

Section 2 - Break in Seniority

Seniority shall only be broken for the following:

- a) Termination;
- b) Resignation or retirement;
- c) Expiration of recall rights;

provided, however, that an Employee who is re-employed by the Town within ninety (90) days of any such event shall not have seniority broken.

Section 3 - Probationary Period

An Employee hired to a position within the bargaining unit will serve a probationary period of six (6) months. During this probationary period, the Employee will be covered by all terms and benefits of this Agreement, except he will not be entitled to paid vacations or use of the grievance procedure if terminated. If the Employee successfully completes his probationary period, all rights and benefits shall accrue as of the date of employment.

Section 4 - Employee List

The Town shall prepare a list of Employees represented by the Union showing their seniority in time of service with the Town, their classification and rate of pay, and deliver the same to the Union within thirty (30) days of the signing and each anniversary date of this Agreement.

Section 5 - Promotions

Employees who are promoted either in or out of the bargaining unit shall have a probationary period in the promoted position of ninety (90) days if within the unit and the number of days specified by the Town if out of the unit. During such period (but not to exceed ninety (90) days), the position vacated shall be filled with the understanding that the promoted Employee may bump back within the ninety (90) day period in the event the Employee fails the probationary period or becomes ineligible for the position because of testing. If the Employee returns back to the bargaining unit, he shall be the least senior for assignment of positions within the Employee's classification. Seniority for this purpose shall be the date on which the affected Employee returns to the bargaining unit.

ARTICLE XII GRIEVANCE PROCEDURE

Section 1 - Purpose

The purpose of this procedure is to provide an orderly method of adjusting grievances. A "grievance" for purposes of this procedure is a complaint by an Employee concerning any alleged misinterpretation or misapplication of any of the specific provisions of this Agreement.

Section 2 - Processing of Grievance

The Employee and his representative shall process all grievances in accordance with the following procedure:

A. First Step:

1. The initial step in the processing of any grievance shall be an appeal by the Employee or his representative to his Department Head (if any), if not represented by AFSCME or if the grievance is not filed by the Department Head. If the grievant's Department Head is represented by AFSCME or if the grievant is the Department Head, the appeal shall be to the First Selectman.
2. The Employee or his representative shall present in writing to the Department Head (if appropriate) or the First Selectman, all of the facts pertaining to the grievance within ten (10) working days after the occurrence of the incident on which the Employee complaint is based.
3. The Department Head or (if appropriate) the First Selectman shall decide the grievance and notify the Employee or his representative in writing of the decision within ten (10) working days from the day the written grievance is presented.

B. Second Step:

1. If the Employee or his representative feels that further review is justified, all the facts pertaining to the grievance shall be presented in writing to the First Selectman or his designee, provided the First Selectman was not involved in Step 1 of the grievance process, within ten (10) working days following the receipt by the Employee of the written decision of the Department Head.
2. The First Selectman or his designee shall, within five (5) working days after receipt of the Step 2 grievance, review the facts with the Employee or his representative at a special meeting to be called for that purpose. The Employee and his representative and the Department Head (if any) shall be notified in writing of the decision reached within five (5) working days.

C. Third Step - Arbitration

1. In the event the Union feels that further review is justified, it shall, within fifteen (15) working days of receipt of the written decision of the First Selectman or his designee, file a notice of appeal and submit the dispute or grievance to arbitration by the Connecticut State Board of Mediation and Arbitration or it will be considered closed. To the extent provided by law, the decision of the Board shall be final and binding on both parties, who will comply with any order of the Board within a reasonable time.
2. The Arbitrators provided for in the Third Step shall conduct a hearing at which the facts and arguments relating to the grievance shall be heard. The Arbitrators' jurisdiction to make an award shall be limited by the submission and confined to the interpretation and application of the provisions of this Agreement. The Arbitrators shall not have jurisdiction to make an award which has the effect of amending, altering, enlarging or ignoring the provisions of the Agreement in effect at the time of the

occurrence. The decision of the Arbitrators shall be final and binding upon both parties, provided it is in accordance with the law.

Section 3 - General Provisions

- A. The time limits specified in the preceding Sections of this Article may be changed by mutual agreement of all parties.
- B. Only the Employer and the Union shall present grievances.
- 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 payment to representatives, witnesses, etc.
- D. No relief shall extend retroactively to more than ten (10) days prior to the date on which the grievance was filed.
- E. Failure by the Union to process a grievance to the next step within the time limits provided shall mean that the grievance has been satisfactorily resolved at the last step to which it was properly processed.

Section 4 - Settlement

When a settlement has been reached at any step of the grievance procedure, it shall be applied immediately, and at no time shall it exceed in retroactivity more than ten (10) working days from the date of the grievance was filed.

ARTICLE XIII DISCIPLINARY PROCEDURE

Section 1 - Just Cause

All disciplinary action shall be for just cause and applied in a fair manner and shall not be inconsistent given the infraction for which disciplinary action is being applied and considering the past record of the Employee.

Section 2 - Disciplinary Action

Disciplinary action shall include any written warning, suspension without pay, or discharge.

Section 3 - Procedures

- A. The Town may take summary action for grave or serious offenses. In such event, the Town shall meet or confer, as soon as reasonably possible, with the Union president or his representative or an appropriate Union official regarding the action the Town is taking for such grave or serious offense in an effort to resolve the dispute or to advise of the Town's action.
- B. All discipline, except verbal warnings, will be stated in writing and hand-delivered to the Employee or transmitted by certified mail, return receipt request, to the address last provided by the Employee. In all discipline cases, the Union will be notified of the action, by copy of the letter directed to the Employee, transmitted to the Union president by certified mail, return receipt requested. Failure to comply with notice provisions shall not be a ground for avoiding the discipline.

ARTICLE XIV SAFETY AND HEALTH

Section 1 - Safety

Both parties to this Agreement hold themselves responsible for mutual cooperation and enforcement of safety rules and regulations. Any provisions with respect to safety included in this Agreement are subject to the provisions of the Connecticut General Statutes with respect to the Occupational Safety and Health Act and any regulations made there under.

Section 2 - Substance Abuse Testing

- A. The Town requires pre-employment substance testing. The Town will not require an Employee to be tested for drugs or alcohol after hire, but this shall not prevent the Town from disciplining 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.
- B. The Town is committed to providing and maintaining a drug-free and alcohol-free workplace. The manufacture, distribution, dispensation, possession, or use of a "controlled substance" (as defined by the Drug-free Workplace Act of 1988) is unlawful and prohibited. The use, possession, transfer, or sale of a controlled substance in the workplace is in violation of this policy and a serious offense subject to disciplinary action which may include termination of employment and legal prosecution.

ARTICLE XV PENSION AND TAX DEFERRED ANNUITY

Section 1 - Pension Plan

- A. The terms and conditions of the existing pension plan, including the modifications which went into effect July 1, 2003 (the so-called "MERS benefits") for Employees

covered under this Agreement and summarized in the pension booklet entitled "Summary of the Town of Easton Retirement Plan II," as more particularly stated in the Plan documents and as such Plan may be further revised as required by law, shall remain in effect for the life of this Agreement for employees hired on or before July 1, 2012. Employees contribution to the Town of Easton Pension plan shall be five (5%) percent for the life of this Agreement.

- B. Employees hired after July 1, 2012 shall, if eligible, participate in the Town of Easton Defined Contribution Retirement Plan (Defined Contribution Plan). The Town shall match the Employees contributions in the Defined Contribution Plan in the amount of seven (7%) percent of the employee's annual salary. Employees are eligible to contribute to the Defined Contribution Plan to the extent of the current IRS maximum.

Section 2 - Tax Deferred Annuity

The tax deferred annuity plan, known as a 457 Deferred Compensation Plan, allows an Employee to have a portion of present earnings deferred from each pay period and thereby defer current income taxes to be paid in the future. Information on this plan is available at the Payroll Department. The Town may revise or eliminate this plan as required by law.

ARTICLE XVI PART TIME EMPLOYEES

For purposes of this Agreement, part time Employees are Employees who are regularly scheduled to work twenty (20) or more hours per week, but less than thirty-five (35) hours per week. Such employees are eligible for prorated paid holidays and sick time in accordance with the applicable law.

Effective July 1, 2021, all part time employees shall be eligible to participate in the Town of Easton Defined Contribution Retirement Plan and the Town will match employee contribution dollar for dollar up to 3%.

Effective July 1, 2021 all part time employees after one (1) complete year of service, will be entitled to vacation at 50% of the vacation schedule in Article IX, to a maximum of thirteen (13) days of paid leave. Vacation eligibility shall be calculated based on the employee's anniversary date of hire.

One (1) "day" for part time employees shall be defined as twenty (20%) percent of the number of regularly scheduled weekly hours assigned to that individual part time employee.

Part time employees shall receive holiday pay for any days of a scheduled Town holiday that is part of their normal scheduled workweek.

Part time employees shall be eligible for two paid bereavement days, annually, with the approval of the First Selectman.

Part time employees are not eligible for personal time, bereavement benefits, or insurance benefits.

ARTICLE XVII JOB POSTING

Section 1 - Vacancies

When the Town determines that a permanent vacancy which will be of forty-five (45) days or more exists and that it is going to fill the position, the Town will follow the procedure set forth in this Article. For purposes of this Article, a permanent vacancy includes the creation of a new position in the bargaining unit or the replacement of previous incumbent as a result of a termination, promotion or demotion.

Section 2 - Posting

All vacancies and positions covered by this Agreement shall be posted for a period of at least five (5) working days on bulletin boards in Town Hall and each building where Employees are assigned before the Town may act to fill such vacancies. A copy of job postings shall be given to the Union President or his designee.

Section 3 - Applications

Employees who desire to be considered for appointment to any such vacancy must submit their applications to the Department Head or other designated person by not later than the conclusion of the period specified in the posting. Union representatives may place into application the name of any Employee who is absent from work during the posting period.

Section 4 - Appointments

The Town will appoint the applicant who best possesses the necessary qualifications for the position with seniority controlling when other factors are equal.

Section 5 - Probationary Period

A promoted Employee shall have a probationary period of ninety (90) calendar days for promotion within the unit and the number of days specified by the Town for promotion out of the unit. If the Employee fails to satisfactorily complete the probationary period, he will be allowed to exercise such bumping rights as are provided for by this Agreement.

ARTICLE XVIII LAYOFF AND RECALL

Section 1 - Seniority

For purposes of this section, seniority shall mean total length of service within the Town as defined in Article XI.

Section 2 - Order of Layoff

If it becomes necessary to lay-off, the following shall be the order of lay-off to be exercised within the Department:

1. Temporary Employees.
2. Durational Employees.
3. Employees within their probationary periods.
4. Part-time Employees.
5. Full-time Employees.

Section 3 - Layoff and Recall

In the event that the Town makes a reduction in the number of Employees in an established job, Employees with the least seniority in that job will be laid off first. Subsequent recalls to open positions in that particular job and job title shall be made in the reverse order of the lay-off. An Employee shall retain his seniority status and right of recall in the specific job title for eighteen (18) months following the date of his lay-off. If the Employee refuses recall to an opening in the position from which he was laid off or fails to report for work on such job at the time and on the day specified, he shall lose his right to further recall and such refusal or failure shall be treated as his resignation.

Section 4 - Bumping

An Employee subject to being laid off shall have the right to bump to an equal or a lower classification within the bargaining unit provided he has the ability to do the work required without further training and has greater seniority than the least senior Employee in the equal or lower classification.

Section 5 - New Hires

No new persons will be hired for assignment to an open classification within the bargaining unit that is required to be filled, so long as Employees laid off from the classification within the bargaining unit retain seniority status and right of recall to jobs in that classification and can do the work required without further training.

Section 6 - Super Seniority

For purposes of this Article the Employee officers of the Union shall have super seniority. The maximum number of officers shall be four (4). The Union shall notify the Town of the names of such officers upon election or appointment.

ARTICLE XIX CODE OF ETHICS

The Town has a Code of Ethics, the provisions of which are established in the Town's Ordinances, a copy of which is attached as Appendix E. Each Employee must familiarize himself with and abide by this code as it presently exists.

ARTICLE XX POLICIES AND PROCEDURES

Policies and Procedures to assist Town operations and in the implementation of this Agreement and the management of Town affairs are adopted and modified from time to time. These policies and procedures will be distributed as adopted. A copy of the most recent procedures is available at the Payroll Office or at the First Selectman's Office.

ARTICLE XXI GENDER AND NUMBER AND DEFINITIONS

Section 1 - Gender and Number

Wherever appropriate, the use of one gender shall include the use of other genders and the use of one number shall include the use of the other number.

Section 2 - Definitions

- A. "Department Head" for purposes of this Agreement shall only be an individual designated by the Town.
- B. Article and Section headings, where used, are for convenience only and do not define or expand the language of the Section.

ARTICLE XXII DURATION

Section 1 - Effective Date

This Agreement shall take effect immediately and shall be binding on the parties, including retroactivity as specified in Section 2, upon execution of same by authorized representatives of the Union and the Town after all necessary ratification.

Section 2 - Retroactivity

The provisions of this Agreement shall be retroactive to the extent reasonably possible. Wages and pension deductions shall be retroactive.

Section 3 - Termination Date

This Agreement shall remain in full force and effect to and including June 30, 2025. All matters subject to collective bargaining between the parties have been covered and this Agreement may not be opened with respect to any subject matter except as expressly provided.

Section 4 - Negotiation of Successor Agreement

After January 15, 2025, either party may initiate negotiations for the ensuing fiscal year or years by giving notice to the other of its intentions to terminate this Agreement. Notice to the other party must be given by registered mail prior to March 1, 2025. Should either party not send notice of its intent to terminate this Agreement by March 1, 2025, negotiations shall be limited to salaries only.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of this 30th day of December 2021.

TOWN OF EASTON

BY: 

David Bindelglass
First Selectman

EASTON EMPLOYEES UNIT
LOCAL #1303-406 AFSCME
COUNCIL 4, AFL-CIO

BY: 

Mathew Caldwell
Local President

AFSCME COUNCIL 4

BY: 

Robert Montuori
Staff Representative

TOWN OF EASTON

LOCAL 1303 AFSCME C #4

APPENDIX A

<u>JOB TITLE</u>	<u>WORK DAILY</u>	<u>SCHEDULE WEEKLY</u>	<u># OF DAYS PER WEEK</u>
Accounts Payable/Receptionist	7	35	5
Assessor Clerk	7	35	5
Asst. Town Clerk I	7	35	5
Asst. Town Clerk II	3.9	19.5	5
Building/Health Secretary	4	20	5
Conservation Secretary	4	20	5
	Plus evening meeting-Conservation		
Asst. Tax Collector	6.5	19.5	3
Custodian	8	40	5
Dispatcher Full Time	8	40	5
Dispatcher Full Time	8	40	5
Dispatcher Full Time	8	40	5
EMT Full Time	8	40	5
EMT Full Time	8	40	5
EMT Part Time		15 or more	
Health/Building Secretary, P/T	3.5	17.5	4
Library Assistant I	7	21	3
Library Assistant II	6 to 7	27	4
	3 days -7		
	1 day -6		
Library Assistant III	5.5 to 8	36	5
Library Assistant IV	7.2	36	5
Library Part Time	4 to 7	17	3
Library Part Time	5	10	2 to 3
Library Part Time	4 to 6	16-19	3 to 4
P&R Secretary	4	20	5
P&R Maintainer I	8	40	5
P&R Maintenance Supervisor	8	40	5
P&Z/ZBA Clerk	5.25	26.5	5
Police Chief Secretary	8	40	5
Public Works Secretary	7.5	37.5	5
Records Clerk I	8	40	5
Van Driver - Sr. Ctr.	7	35	5

TOWN OF EASTON**LOCAL 1303 AFSCME C #4****APPENDIX B**

<u>JOB TITLE</u>	<u>JOB CLASS</u>
Accounts Payable/Receptionist	5
Assessor Clerk	6
Asst. Town Clerk I	5
Asst. Town Clerk II	5
Building/Health Secretary	6
Conservation Secretary	6
Asst. Tax Collector	6
Custodian	6
Dispatcher Full Time	4a
Dispatcher Full Time	4a
Dispatcher Full Time	4a
EMT Full Time	4
EMT Full Time	4
EMT Part Time	4
Health/Building Secretary, P/T	7
Library Assistant I	6
Library Assistant II	6
Library Assistant III	5
Library Assistant IV	7
Library Part Time	7
Library Part Time	7
Library Part Time	7
P&R Maintainer I	6
P&R Maintenance Supervisor	5
P&R Secretary	7
P&Z/ZBA Clerk	5
Police Chief Secretary	5
Public Works Secretary	5
Records Clerk I	5
Van Driver – Sr. Ctr.	7

1303 Union

Appendix C-1

July 1, 2021 - June 30, 2022

	<u>HOURLY</u>				<u>COMPENSATION</u>		<u>RATES</u>	
<u>Steps:</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<u>Job Class</u>								
1a	51.97	52.43	53.01	54.03	55.05	56.09	57.11	58.15
1b	44.22	44.62	45.23	46.02	46.91	47.79	48.70	49.59
2	37.64	37.97	38.43	39.20	39.98	40.76	41.52	42.31
3	32.02	32.29	32.69	33.37	34.06	34.72	35.41	36.09
4	27.26	27.50	27.86	28.45	29.05	29.63	30.24	30.83
4a	25.23	25.44	25.79	26.34	26.91	27.46	28.02	28.58
5	23.20	23.38	23.72	24.24	24.76	25.29	25.81	26.34
6	19.73	19.90	20.18	20.65	21.11	21.57	22.05	22.51
7	16.83	16.96	17.22	17.64	18.05	18.47	18.89	19.29
8	14.29	14.43	14.67	15.03	15.41	15.78	16.14	16.50

	<u>20HOUR</u>		<u>SALARY</u>	<u>RATES</u>				
<u>Steps:</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<u>Job Class</u>								
1a	54,053	54,531	55,127	56,190	57,253	58,338	59,391	60,476
1b	45,992	46,407	47,043	47,864	48,789	49,703	50,650	51,575
2	39,144	39,484	39,963	40,771	41,579	42,387	43,185	44,003
3	33,306	33,582	33,997	34,709	35,422	36,113	36,826	37,538
4	28,350	28,595	28,978	29,584	30,211	30,817	31,445	32,062
4a	26,239	26,458	26,824	27,399	27,983	28,558	29,142	29,727
5	24,129	24,320	24,671	25,213	25,756	26,298	26,840	27,393
6	20,524	20,694	20,992	21,481	21,959	22,438	22,927	23,405
7	17,504	17,642	17,908	18,344	18,769	19,205	19,641	20,066
8	14,866	15,005	15,260	15,632	16,025	16,408	16,780	17,163

	<u>25HOUR</u>		<u>SALARY</u>	<u>RATES</u>				
<u>Steps:</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<u>Job Class</u>								
1a	67,566	68,164	68,908	70,238	71,567	72,923	74,239	75,594
1b	57,490	58,008	58,803	59,830	60,986	62,129	63,312	64,469
2	48,930	49,355	49,953	50,963	51,974	52,984	53,981	55,004
3	41,632	41,978	42,496	43,387	44,277	45,141	46,032	46,923
4	35,438	35,744	36,222	36,980	37,764	38,522	39,306	40,077
4a	32,799	33,072	33,530	34,248	34,979	35,697	36,428	37,159
5	30,161	30,400	30,839	31,517	32,194	32,872	33,550	34,241
6	25,655	25,867	26,239	26,851	27,449	28,047	28,659	29,257
7	21,879	22,052	22,385	22,930	23,461	24,006	24,551	25,083
8	18,583	18,756	19,075	19,540	20,032	20,510	20,976	21,454

July 1, 2021 - June 30, 2022

Appendix C-1
RATES

Steps:	A	B	C	D	E	F	G	H
Job Class								
1a	94,592	95,430	96,472	98,333	100,194	102,092	103,934	105,832
1b	80,486	81,212	82,325	83,761	85,380	86,981	88,637	90,256
2	68,502	69,097	69,935	71,349	72,763	74,177	75,573	77,006
3	58,285	58,769	59,495	60,741	61,988	63,198	64,445	65,692
4	49,613	50,041	50,711	51,772	52,870	53,930	55,028	56,108
4a	45,919	46,301	46,942	47,947	48,971	49,976	50,999	52,023
5	42,225	42,560	43,174	44,123	45,072	46,021	46,970	47,938
6	35,916	36,214	36,735	37,591	38,429	39,266	40,122	40,960
7	30,631	30,873	31,338	32,101	32,846	33,609	34,372	35,116
8	26,016	26,258	26,705	27,356	28,045	28,714	29,366	30,036

Steps:	A	B	C	D	E	F	G	H
Job Class								
1a	97,295	98,156	99,228	101,142	103,056	105,009	106,904	108,856
1b	82,786	83,532	84,677	86,155	87,820	89,466	91,170	92,835
2	70,459	71,071	71,933	73,387	74,842	76,297	77,732	79,206
3	59,950	60,448	61,194	62,477	63,759	65,004	66,286	67,568
4	51,030	51,471	52,160	53,251	54,380	55,471	56,601	57,711
4a	47,231	47,624	48,284	49,317	50,370	51,404	52,456	53,509
5	43,431	43,776	44,408	45,384	46,360	47,336	48,312	49,308
6	36,943	37,249	37,785	38,665	39,527	40,388	41,268	42,130
7	31,506	31,755	32,234	33,019	33,784	34,569	35,354	36,119
8	26,759	27,008	27,468	28,138	28,846	29,535	30,205	30,894

Steps:	A	B	C	D	E	F	G	H
Job Class								
1a	108,105	109,062	110,253	112,380	114,507	116,676	118,782	120,951
1b	91,984	92,814	94,085	95,727	97,578	99,407	101,299	103,150
2	78,288	78,968	79,925	81,542	83,158	84,774	86,369	88,007
3	66,611	67,164	67,994	69,419	70,844	72,226	73,651	75,076
4	56,700	57,190	57,955	59,168	60,422	61,635	62,889	64,123
4a	52,478	52,915	53,649	54,797	55,967	57,115	58,285	59,455
5	48,257	48,640	49,342	50,426	51,511	52,596	53,680	54,786
6	41,047	41,388	41,983	42,961	43,918	44,875	45,854	46,811
7	35,007	35,284	35,815	36,687	37,538	38,410	39,282	40,133
8	29,733	30,009	30,520	31,264	32,051	32,817	33,561	34,327

Appendix C-2

July 1, 2022 - June 30, 2023

	<u>HOURLY COMPENSATION RATES</u>							
<u>Steps:</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<u>Job Class</u>								
1a	53.14	53.61	54.20	55.24	56.29	57.36	58.39	59.46
1b	45.22	45.63	46.25	47.06	47.97	48.87	49.80	50.71
2	38.49	38.82	39.29	40.08	40.88	41.67	42.46	43.26
3	32.75	33.02	33.42	34.13	34.83	35.51	36.21	36.91
4	27.87	28.11	28.49	29.09	29.70	30.30	30.92	31.52
4a	25.80	26.01	26.37	26.94	27.51	28.08	28.65	29.23
5	23.72	23.91	24.26	24.79	25.32	25.86	26.39	26.93
6	20.18	20.35	20.64	21.12	21.59	22.06	22.54	23.01
7	17.21	17.34	17.61	18.03	18.45	18.88	19.31	19.73
8	14.62	14.75	15.00	15.37	15.76	16.13	16.50	16.87

	<u>20 HOUR SALARY RATES</u>							
<u>Steps:</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<u>Job Class</u>								
1a	55,269	55,758	56,367	57,454	58,542	59,651	60,727	61,836
1b	47,027	47,451	48,101	48,941	49,887	50,822	51,789	52,735
2	40,024	40,372	40,862	41,688	42,514	43,341	44,156	44,994
3	34,055	34,338	34,762	35,490	36,219	36,926	37,654	38,383
4	28,988	29,238	29,630	30,249	30,891	31,511	32,152	32,783
4a	26,830	27,053	27,428	28,015	28,613	29,200	29,798	30,396
5	24,671	24,867	25,226	25,781	26,335	26,890	27,444	28,010
6	20,985	21,159	21,464	21,964	22,453	22,943	23,443	23,932
7	17,897	18,039	18,311	18,756	19,191	19,637	20,083	20,518
8	15,201	15,342	15,603	15,984	16,386	16,777	17,158	17,549

	<u>25 HOUR SALARY RATES</u>							
<u>Steps:</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<u>Job Class</u>								
1a	69,086	69,698	70,459	71,818	73,177	74,563	75,909	77,295
1b	58,784	59,314	60,126	61,176	62,358	63,527	64,737	65,919
2	50,031	50,466	51,077	52,110	53,143	54,176	55,195	56,242
3	42,569	42,922	43,452	44,363	45,274	46,157	47,068	47,978
4	36,235	36,548	37,037	37,812	38,614	39,388	40,190	40,979
4a	33,537	33,816	34,285	35,019	35,766	36,500	37,248	37,995
5	30,839	31,084	31,532	32,226	32,919	33,612	34,305	35,012
6	26,232	26,449	26,830	27,455	28,067	28,678	29,303	29,915
7	22,372	22,548	22,888	23,445	23,989	24,546	25,104	25,647
8	19,001	19,178	19,504	19,980	20,483	20,972	21,448	21,937

Appendix C-2**35 HOUR SALARY RATES****Steps:**
Job
Class**A B C D E F G H**

1a	96,720	97,577	98,642	100,545	102,448	104,389	106,273	108,213
1b	82,297	83,039	84,177	85,646	87,301	88,938	90,631	92,287
2	70,043	70,652	71,508	72,954	74,400	75,846	77,274	78,739
3	59,596	60,091	60,833	62,108	63,383	64,620	65,895	67,170
4	50,729	51,167	51,852	52,936	54,059	55,144	56,266	57,370
4a	46,952	47,343	47,999	49,026	50,073	51,100	52,147	53,193
5	43,175	43,518	44,145	45,116	46,086	47,057	48,027	49,017
6	36,724	37,029	37,562	38,437	39,293	40,150	41,025	41,881
7	31,320	31,568	32,044	32,824	33,585	34,365	35,145	35,906
8	26,601	26,849	27,305	27,971	28,676	29,361	30,027	30,712

Steps:
Job
Class**36 HOUR SALARY RATES****A B C D E F G H**

1a	99,484	100,365	101,461	103,418	105,375	107,371	109,309	111,305
1b	84,648	85,412	86,582	88,093	89,796	91,479	93,221	94,924
2	72,044	72,670	73,551	75,039	76,526	78,014	79,481	80,988
3	61,299	61,808	62,571	63,883	65,194	66,466	67,777	69,089
4	52,179	52,629	53,333	54,449	55,604	56,719	57,874	59,009
4a	48,293	48,695	49,370	50,427	51,503	52,560	53,637	54,713
5	44,409	44,761	45,407	46,405	47,403	48,401	49,399	50,417
6	37,774	38,087	38,635	39,535	40,416	41,297	42,197	43,078
7	32,215	32,470	32,959	33,761	34,544	35,347	36,149	36,932
8	27,361	27,616	28,086	28,771	29,495	30,199	30,884	31,589

Steps:
Job
Class**40 HOUR SALARY RATES****A B C D E F G H**

1a	110,538	111,516	112,734	114,909	117,083	119,301	121,454	123,673
1b	94,054	94,902	96,202	97,881	99,773	101,643	103,579	105,471
2	80,049	80,745	81,723	83,376	85,029	86,682	88,313	89,987
3	68,110	68,676	69,524	70,981	72,438	73,851	75,308	76,765
4	57,976	58,476	59,259	60,499	61,782	63,021	64,304	65,566
4a	53,659	54,106	54,856	56,030	57,226	58,400	59,596	60,792
5	49,343	49,734	50,452	51,561	52,670	53,779	54,888	56,019
6	41,971	42,319	42,928	43,928	44,907	45,885	46,886	47,864
7	35,795	36,077	36,621	37,513	38,383	39,274	40,166	41,036
8	30,402	30,684	31,206	31,967	32,772	33,555	34,316	35,099

1303 Union

Appendix C-3

July 1, 2023 - June 30, 2024

	<u>HOURLY COMPENSATION RATES</u>							
<u>Steps:</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<u>Job Class</u>								
1a	54.47	54.95	55.55	56.63	57.70	58.79	59.85	60.94
1b	46.35	46.77	47.41	48.23	49.17	50.09	51.04	51.97
2	39.45	39.79	40.27	41.09	41.90	42.72	43.52	44.34
3	33.56	33.84	34.26	34.98	35.70	36.39	37.11	37.83
4	28.57	28.82	29.20	29.81	30.45	31.06	31.69	32.31
4a	26.44	26.66	27.03	27.61	28.20	28.78	29.37	29.96
5	24.32	24.51	24.86	25.41	25.96	26.50	27.05	27.61
6	20.68	20.85	21.15	21.65	22.13	22.61	23.10	23.59
7	17.64	17.78	18.05	18.49	18.91	19.35	19.79	20.22
8	14.98	15.12	15.38	15.75	16.15	16.54	16.91	17.30

	<u>20 HOUR SALARY RATES</u>							
<u>Steps:</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<u>Job Class</u>								
1a	56,651	57,152	57,776	58,891	60,005	61,142	62,245	63,382
1b	48,203	48,637	49,304	50,164	51,134	52,092	53,084	54,054
2	41,025	41,382	41,883	42,730	43,577	44,424	45,260	46,118
3	34,906	35,196	35,631	36,378	37,124	37,849	38,595	39,342
4	29,713	29,969	30,370	31,006	31,663	32,298	32,956	33,602
4a	27,500	27,729	28,114	28,715	29,328	29,930	30,543	31,156
5	25,288	25,489	25,857	26,425	26,993	27,562	28,130	28,710
6	21,510	21,688	22,000	22,513	23,015	23,516	24,029	24,530
7	18,345	18,490	18,768	19,225	19,671	20,128	20,585	21,031
8	15,581	15,726	15,993	16,383	16,796	17,197	17,587	17,988

	<u>25 HOUR SALARY RATES</u>							
<u>Steps:</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<u>Job Class</u>								
1a	70,813	71,440	72,220	73,613	75,007	76,428	77,807	79,228
1b	60,253	60,797	61,629	62,705	63,917	65,115	66,355	67,567
2	51,281	51,727	52,354	53,413	54,472	55,530	56,575	57,648
3	43,633	43,995	44,539	45,472	46,405	47,311	48,244	49,178
4	37,141	37,461	37,963	38,757	39,579	40,373	41,195	42,003
4a	34,375	34,662	35,142	35,894	36,660	37,413	38,179	38,945
5	31,610	31,861	32,321	33,031	33,742	34,452	35,163	35,887
6	26,888	27,110	27,501	28,141	28,768	29,395	30,036	30,663
7	22,931	23,112	23,460	24,032	24,589	25,160	25,731	26,288
8	19,476	19,657	19,992	20,479	20,995	21,496	21,984	22,485

Appendix C-3

35HOUR SALARY RATES

Steps:
Job
Class

A B C D E F G H

1a	99,138	100,016	101,108	103,059	105,009	106,999	108,929	110,919
1b	84,354	85,115	86,281	87,787	89,484	91,161	92,897	94,594
2	71,794	72,418	73,296	74,778	76,260	77,743	79,205	80,707
3	61,086	61,593	62,354	63,661	64,968	66,235	67,542	68,849
4	51,997	52,446	53,148	54,260	55,411	56,522	57,673	58,804
4a	48,126	48,526	49,199	50,252	51,325	52,378	53,450	54,523
5	44,254	44,605	45,249	46,244	47,238	48,233	49,228	50,242
6	37,643	37,955	38,501	39,398	40,276	41,153	42,050	42,928
7	32,103	32,357	32,845	33,644	34,424	35,224	36,024	36,804
8	27,266	27,520	27,988	28,671	29,392	30,095	30,777	31,479

36HOUR SALARY RATES

Steps:

A B C D E F G H

Job
Class

1a	101,971	102,874	103,997	106,003	108,009	110,056	112,042	114,088
1b	86,765	87,547	88,746	90,295	92,041	93,766	95,551	97,297
2	73,845	74,487	75,390	76,915	78,439	79,964	81,468	83,013
3	62,832	63,353	64,136	65,480	66,824	68,128	69,472	70,816
4	53,483	53,944	54,667	55,810	56,994	58,137	59,321	60,484
4a	49,501	49,913	50,604	51,688	52,791	53,874	54,978	56,081
5	45,519	45,880	46,542	47,565	48,588	49,611	50,634	51,678
6	38,718	39,039	39,601	40,524	41,426	42,329	43,252	44,155
7	33,021	33,281	33,783	34,606	35,408	36,230	37,053	37,855
8	28,046	28,306	28,788	29,490	30,232	30,954	31,657	32,379

40HOUR SALARY RATES

Steps:

A B C D E F G H

Job
Class

1a	113,301	114,304	115,552	117,781	120,010	122,284	124,491	126,764
1b	96,405	97,274	98,607	100,328	102,267	104,184	106,168	108,107
2	82,050	82,763	83,767	85,461	87,155	88,849	90,520	92,237
3	69,813	70,392	71,262	72,755	74,249	75,697	77,191	78,684
4	59,426	59,938	60,741	62,011	63,326	64,597	65,912	67,205
4a	55,001	55,458	56,227	57,431	58,657	59,860	61,086	62,312
5	50,576	50,978	51,713	52,850	53,987	55,124	56,260	57,420
6	43,020	43,377	44,001	45,026	46,029	47,032	48,058	49,061
7	36,690	36,979	37,537	38,451	39,342	40,256	41,170	42,062
8	31,162	31,451	31,986	32,767	33,591	34,394	35,174	35,976

Appendix C-4

July 1, 2024 - June 30, 2025

	<u>HOURLY COMPENSATION RATES</u>							
<u>Steps:</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<u>Job Class</u>								
1a	55.83	56.33	56.94	58.04	59.14	60.26	61.35	62.47
1b	47.51	47.94	48.59	49.44	50.40	51.34	52.32	53.27
2	40.43	40.78	41.28	42.11	42.95	43.78	44.61	45.45
3	34.40	34.69	35.12	35.85	36.59	37.30	38.04	38.77
4	29.28	29.54	29.93	30.56	31.21	31.83	32.48	33.12
4a	27.10	27.33	27.71	28.30	28.91	29.50	30.10	30.71
5	24.92	25.12	25.48	26.04	26.60	27.16	27.72	28.30
6	21.20	21.38	21.68	22.19	22.68	23.18	23.68	24.18
7	18.08	18.22	18.50	18.95	19.39	19.84	20.29	20.73
8	15.36	15.50	15.76	16.15	16.55	16.95	17.33	17.73

	<u>20HOUR SALARY RATES</u>							
<u>Steps:</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<u>Job Class</u>								
1a	58,067	58,581	59,221	60,363	61,505	62,671	63,801	64,967
1b	49,408	49,853	50,536	51,418	52,412	53,394	54,411	55,405
2	42,051	42,416	42,930	43,799	44,667	45,535	46,392	47,271
3	35,779	36,076	36,522	37,287	38,052	38,795	39,560	40,326
4	30,456	30,718	31,130	31,781	32,455	33,106	33,780	34,443
4a	28,188	28,422	28,816	29,433	30,062	30,678	31,307	31,935
5	25,920	26,126	26,503	27,086	27,668	28,251	28,833	29,428
6	22,048	22,231	22,550	23,076	23,590	24,104	24,630	25,144
7	18,803	18,952	19,238	19,706	20,163	20,631	21,100	21,557
8	15,970	16,119	16,393	16,793	17,216	17,627	18,027	18,438

	<u>25HOUR SALARY RATES</u>							
<u>Steps:</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
<u>Job Class</u>								
1a	72,583	73,226	74,026	75,454	76,882	78,338	79,752	81,208
1b	61,760	62,316	63,170	64,273	65,515	66,743	68,014	69,256
2	52,563	53,020	53,663	54,748	55,833	56,919	57,990	59,089
3	44,724	45,095	45,652	46,609	47,566	48,494	49,450	50,407
4	38,070	38,398	38,912	39,726	40,568	41,382	42,225	43,053
4a	35,235	35,528	36,020	36,792	37,577	38,348	39,133	39,919
5	32,401	32,658	33,129	33,857	34,585	35,314	36,042	36,784
6	27,560	27,788	28,188	28,845	29,487	30,130	30,787	31,430
7	23,504	23,690	24,047	24,632	25,204	25,789	26,375	26,946
8	19,963	20,149	20,491	20,991	21,519	22,034	22,533	23,047

July 1, 2024 - June 30, 2025

35 HOUR SALARY RATES

Steps:
Job
Class

A B C D E F G H

1a	101,617	102,516	103,636	105,635	107,634	109,673	111,653	113,692
1b	86,463	87,243	88,438	89,982	91,721	93,440	95,220	96,959
2	73,589	74,229	75,128	76,647	78,167	79,686	81,186	82,725
3	62,613	63,133	63,913	65,252	66,592	67,891	69,231	70,570
4	53,297	53,757	54,477	55,616	56,796	57,935	59,115	60,274
4a	49,329	49,739	50,429	51,508	52,608	53,687	54,787	55,886
5	45,361	45,721	46,380	47,400	48,419	49,439	50,459	51,498
6	38,584	38,903	39,463	40,383	41,282	42,182	43,102	44,001
7	32,906	33,166	33,666	34,485	35,285	36,105	36,924	37,724
8	27,948	28,208	28,688	29,388	30,127	30,847	31,547	32,266

36 HOUR SALARY RATES

Steps:

A B C D E F G H

Job
Class

1a	104,520	105,446	106,597	108,653	110,710	112,807	114,843	116,940
1b	88,934	89,736	90,965	92,553	94,342	96,110	97,940	99,729
2	75,691	76,349	77,275	78,837	80,400	81,963	83,505	85,088
3	64,402	64,937	65,739	67,117	68,494	69,831	71,209	72,586
4	54,820	55,293	56,033	57,205	58,419	59,591	60,804	61,997
4a	50,738	51,160	51,869	52,980	54,111	55,221	56,352	57,483
5	46,657	47,027	47,705	48,754	49,803	50,852	51,900	52,970
6	39,686	40,015	40,591	41,537	42,462	43,387	44,333	45,259
7	33,846	34,114	34,628	35,471	36,293	37,136	37,979	38,802
8	28,747	29,014	29,507	30,227	30,988	31,728	32,448	33,188

40 HOUR SALARY RATES

Steps:

A B C D E F G H

Job
Class

1a	116,134	117,162	118,441	120,726	123,011	125,341	127,603	129,933
1b	98,815	99,706	101,072	102,836	104,824	106,789	108,822	110,810
2	84,101	84,833	85,861	87,597	89,334	91,070	92,783	94,543
3	71,558	72,152	73,043	74,574	76,105	77,590	79,121	80,651
4	60,911	61,437	62,259	63,562	64,910	66,212	67,560	68,885
4a	56,376	56,845	57,633	58,866	60,123	61,357	62,613	63,870
5	51,841	52,252	53,006	54,171	55,337	56,502	57,667	58,855
6	44,096	44,461	45,101	46,152	47,180	48,208	49,259	50,287
7	37,607	37,904	38,475	39,412	40,326	41,262	42,199	43,113
8	31,941	32,238	32,786	33,586	34,431	35,254	36,053	36,876

APPENDIX D

		MONTHS OF EMPLOYMENT																TOTAL		# months employed
start month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	VAC	ACC
Jan							1	1	1	1	1	1	1	1	1	1	1	1	12	18
Feb								1	1	1	1	1	1	1	1	1	1	1	11	17
Mar									1	1	1	1	1	1	1	1	1	1	10	16
Apr										1	1	1	1	1	1	1	1	1	9	15
May											1	1	1	1	1	1	1	1	8	14
June												1	1	1	1	1	1	1	7	13
July													1	1	1	1	1	1	6	12
Aug														1	1	1	1	1	5	11
Sept															1	1	1	1	4	10
Oct																1	1	1	3	9
Nov																	1	1	2	8
Dec																		1	1	7

APPENDIX D

CODE OF ETHICS

1. There shall continue to be a Code of Ethics established in order to acquaint the public with a desired level of ethics in local government; to set suitable ethical standards for all public officials and employees; to set forth general principles of conduct to guide such officials and employees; and to prohibit acts or actions of such officials and employees which are incompatible with the discharge of proper public duties.
2. As used in this herein: "Town Officer" shall include any official, employee, agent, consultant or member, elected or appointed, of any Board, Department, Commission, Committee, Legislative Body or other Agency of the Town of Easton, paid or unpaid with the exception of employees and agents of the Board of Education who shall be governed by Regulations of said Board and the General Statutes; "Financial Interest" shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the Town; and "Indirect Interests" shall include but is not limited to the interest of any subcontractor in any contract with the Town and the interest of any person or his immediate family in any corporation, firm or partnership, which has a direct or indirect interest in any transaction with the Town; "Transaction" shall include the offer, sale or furnishing of any real or personal property, material, supplies or services by any persons directly or indirectly, as vendor, prime contractor, subcontractor or otherwise, for the use and benefit of the Town for a valuable consideration excepting the services of any person as a Town Officer; "Confidential" as used herein shall mean personal matters and financial matters which, if disclosed, would be of detrimental interest to the Town and a violation of the trust placed in that person; words if the masculine gender shall include the feminine.
3. No Town Officer shall engage in any transaction or shall have a financial interest or other personal interest which is incompatible with the proper discharge of his official duties in the public interest or would tend to impair his independence of judgment or action in the performance of his official duties.

Without limiting the nature and type of potential conflicts of the interest, the following examples of specific conflicts are hereby set forth for the guidance of all Town Officers:

- a. **INCOMPATIBLE EMPLOYEMENT** – No Town Official shall engage in or accept private employment or render services for private interest when such employment or service is incompatible with proper discharge of his official duties, or would tend to impair independence of judgment or action in the performance of his official duties.
- b. **USE OF TOWN FACILITIES** – (1) No Town Officer shall request or permit the use of Town-Owned vehicles, equipment, materials or property for personal convenience or profit except when such are available to the public generally or are provided as Town policy for the use of such Town Officer in the interest of the Town. (2) No Town Officer shall grant any special consideration, treatment, favor or advantage to any person beyond that which is generally available to residents and taxpayers of the Town.
- c. **GIFTS AND FAVORS** – No Town Officer or his immediate family "shall accept any valuable gifts, things, favor, loans or promises which might tend to" influence the performance or nonperformance of his official duties.
- d. **DISCLOSURE OF CONFIDENTIAL INFORMATION** - No Town Official shall, without proper authorization, disclose confidential information concerning the property, government or affairs of the Town. Nor shall he use such information to advance the financial or private interest of himself or others.

- e. APPEARANCE BEFORE TOWN AGENCIES – No Town Officer shall appear in behalf of private interest before any Board, Agency, Committee or Commission of the Town; nor shall he represent private interest in any action or proceeding against the interest of the Town in any litigation to which the Town is a party. Nothing herein shall prohibit a Town Officer from appearing before any such Board, Agency, Committee or Commission on his own behalf.
- 4. Any Town Officer having a financial interest in any transaction with the Town, or in any action to be taken by the Town, shall first divulge and disclose such interest in writing to the Committee, Board or Agency involved, and if no such Committee, Board or Agency is involved, to the Board of Selectmen; and shall further refrain from using his office to exert his influence or vote on such transaction or action.
 - 5. There shall continue to be a Board of Ethics in and for the Town which shall be charged with the administration of the Code of Ethics and which shall consist of (5) members. Not more than three of said members shall be of the same political party, and none of whom shall hold any of the elected or appoint Town offices, to be a Town employee, or be a member of the Town Committee of any political party.
 - a. Members of the Board of Ethics shall be appointed for tow (2) year terms. No elector may serve more than six (6) consecutive years.
 - b. The Board shall promulgate and adopt reasonable rules and regulations for the administration of its proceedings. The rules and regulations so promulgated and all amendments thereto shall be made available at the office of the Town Clerk to any elector of the Town.
 - c. The Board shall receive all complaints, in writing, of violation of this Code, shall investigate the same and, after giving the Town Officer concerned an opportunity to be heard, shall, within thirty-five (35) calendar days make such findings and recommendations as it may deem appropriate in each case to the Board of Selectmen. The Board of Selectmen shall, thereupon, take such action as it may deem appropriate.
 - d. Upon written request of any Town Officer, said Board shall render an advisory opinion in writing to such Town Officer with respect to this Code.