

**AGREEMENT**

**between**

**TOWN OF MORRIS**

**and**

**LOCAL 1303-105 OF COUNCIL #4  
AFSCME, AFL-CIO**

**JULY 1, 2022 THROUGH JUNE 30, 2026**

## INDEX

### PAGE NO.

PREAMBLE .....	1
ARTICLE I - RECOGNITION .....	1
ARTICLE II - MANAGEMENT RIGHTS .....	2
ARTICLE III - UNION SECURITY .....	2
ARTICLE IV - SENIORITY .....	4
ARTICLE V - HOURS OR WORK, OVERTIME AND HOLIDAY PREMIUM PAY.....	6
ARTICLE VI - LEAVE PROVISIONS.....	9
ARTICLE VII - VACATIONS .....	11
ARTICLE VIII - HOLIDAYS .....	13
ARTICLE IX - WAGES.....	14
ARTICLE X - INSURANCE AND PENSION.....	15
ARTICLE XI - SAFETY AND HEALTH.....	17
ARTICLE XII - DISCIPLINARY PROCEDURE .....	18
ARTICLE XIII - GRIEVANCE PROCEDURE.....	19
ARTICLE XIV - GENERAL PROVISIONS .....	20
ARTICLE XV - SAVINGS CLAUSE .....	21
ARTICLE XVI - DURATION.....	21
APPENDIX A -WAGE SCHEDULE .....	23
APPENDIX B -INSURANCE .....	24
APPENDIX C – VACATION ACCRUAL EXAMPLE .....	25

**AGREEMENT  
between  
TOWN OF MORRIS  
and  
MUNICIPAL EMPLOYEES  
LOCAL 1303-105 OF COUNCIL #4  
AFSCME, AFL-CIO**

**PREAMBLE**

The following contract, by and between respectively, the Town of Morris, Connecticut, hereinafter referred to as the "Town", and Municipal Employees Local 1303-105 of Council #4, American Federation of State, County and Municipal Employees, AFL-CIO, excluding supervisors and confidential employees employed by the Town of Morris, Connecticut, hereinafter referred to as the "Union" is designed to maintain, promote harmonious relations between the Town and such of its employees as may be covered by this contract, to the end that more efficient and progressive public service may be rendered.

**ARTICLE I  
RECOGNITION**

**Section 1.0**

- A. The Town recognizes the Union as the representative for the purposes of collective bargaining for all full-time and regular part-time Highway Department employees, including Transfer Station employees, regularly scheduled to work an average of fifteen (15) hours or more per week, including Working Foreman and Assistant Foreman, and for all full-time and regular part-time employees of Town Hall regularly scheduled to work an average of fifteen (15) hours or more per week, including the Assessor, Assessor Clerk, Community Activities Director, Fiscal Clerk, Library Director, Assistant Town Clerk, Library Staff, and Zoning Enforcement Officer, but excluding supervisors as defined in the Municipal Employees Relations Act ("MERA") and confidential employees, as interpreted by the State Board of Labor Relations, employed by the Town of Morris, Connecticut, and that said Union is the exclusive bargaining representative of all such employees for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment.

## **ARTICLE II**

### **MANAGEMENT RIGHTS**

#### **Section 2.0**

Except as herein otherwise provided, the rights, power and authority held by the Town and any of its Departments or Boards pursuant to any Charter, general or special statute, ordinance, relation, or other lawful provision, over matters involving the municipality, shall remain vested solely and exclusively in the Town.

## **ARTICLE III**

### **UNION SECURITY**

#### **Section 3.0 - Dues Authorization:**

Upon receipt of an employee's signed authorization to deduct membership dues or voluntary fees, the Town agrees to deduct from the pay of the employee an amount as established and periodically adjusted by the Union. Such deductions shall continue unless the Town is notified in writing, by the Union, that the employee is no longer a member. The Union reserves the right to modify and/or replace the deduction authorization form.

The parties recognize that the authorization of the Union to payroll deductions is an agreement solely between the Union and its members which the member may revoke consistent with the Union's membership rules. Should a bargaining unit member approach the Town or its agent to terminate or modify his or her contractual relationship with the Union, that bargaining unit member will be directed to communicate such intent directly with the Union.

A. The Town agrees to deduct from the pay of each employee who has signed an authorized payroll deduction card, a sum certified by the Secretary/Treasurer of the Union as Union dues. Such deduction will be made from the first payroll of each month as agreed upon by the Town and the Union, and the total deductions so made shall be mailed or electronically delivered to AFSCME Council 4 on a monthly basis. Such deduction shall continue for the duration of this Agreement and/or any extension hereof unless otherwise notified by Council 4.

B. The Union agrees that it will indemnify and hold the Town harmless from any claims, actions or proceedings by any employee arising from deductions made by the Town hereunder. Once the funds collected by the Town hereunder are remitted to the Union, the disposition of such funds thereafter shall be the sole and exclusive obligation of the Union, and the Town shall have no further obligation, financial or otherwise, under subsection A of this Article.

C. Payroll deductions will be made in the first pay period of each month for properly executed deduction authorization forms received at the Town's payroll office on or before the fifth day of the preceding month. However, the Town assumes no responsibility either to the employee or to the Union for any failure to make or for any errors made in making such deductions, but will make such efforts as it deems appropriate in correcting any such errors or omissions.

D. Deductions shall be remitted to the AFSCME Council 4 not later than twenty (20) days after the end of the preceding month during which deductions were made.

### **Section 3.1 - Dues Reports:**

Every 120 days, 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. The spreadsheet will contain the following information for all employees represented by bargaining unit: Last name, First Name, Middle Initial, Hire Date, job title, worksite, work email, home address and if authorized by the employee, home phone, personal cell phone, and personal email.

Every 120 days, the Town shall furnish to the Union a report showing all personnel transactions adding to or deleting employees to all departments represented by the bargaining unit.

### **Section 3.2**

The Highway Department shall consist of four (4) full-time employees working 40 hours a week.

### **Section 3.3**

The Town agrees that there will be no lockout of any employee or employees during the life of this Agreement. The Union and the individual employees covered hereunder expressly agree that there will be no strike, slowdown, work stoppage or other interference with the operations of the Town during the life of this Agreement.

### **Section 3.4**

The Town will place one (1) bulletin board at the Town garage, and at the Town Hall for the exclusive use of the Union.

### **Section 3.5**

The Union will provide each employee with a copy of this Agreement within thirty (30) days after the effective date of this Agreement. New employees will be given a copy of this Agreement at the time of hire.

### **Section 3.6**

All new hires who are represented by the bargaining unit, within thirty (30) days of their start date, shall be released from work, for thirty (30) minutes without loss of pay, to attend a Union orientation. Management shall not be present during the Union's orientation.

## **ARTICLE IV** **SENIORITY**

### **Section 4.0**

Seniority is defined as the length of service of the employee from the first date of employment by the Town.

### **Section 4.1**

The Town will maintain a seniority list, which shall be revised as of July 1<sup>st</sup> of each year and a copy furnished to the Union no later than August 1<sup>st</sup>. Any claims for correction of such list must be made within thirty (30) working days after a copy is given to the Union, otherwise the list shall be deemed correct.

### **Section 4.2**

No employee shall attain seniority rights under this Agreement until the employee has completed sixty (60) working days in the Department for which employed. During such period the employee shall be subject to all other clauses of this Agreement but shall be on probation and may be discharged by the Town without recourse to the grievance and arbitration provision of this Agreement except in cases of discrimination as set forth in Section 14. 1. upon completion of the probationary period, the employee's seniority shall date back to the time the employee started work with the Town.

### **Section 4.3**

All vacancies and new positions shall be posted for a period of five (5) working days and open to bid without exception, prior to advertisement in a daily newspaper. Copies of the job and bid, a list of persons bidding for the job, and the appointment of the person to the job, shall be sent to the Union President promptly at the end of the job posting period.

### **Section 4.4**

All vacancies and/or new positions that the Town decides to fill, shall be filled within thirty (30) days from the date of an employee vacating a position or of the establishment of such new positions.

### **Section 4.5**

When a vacancy exists or a new position is created, and the position or vacancy is to be filled, the employee with the highest seniority within classification, who is qualified, shall be given the first opportunity to fill the vacancy with a minimum period of training. If [s/]he refuses, or is not qualified, the next qualified employee with the highest seniority within classification shall be offered the position. The Town shall determine qualifications provided they are reasonably related to the job and are not used to exclude bargaining unit members. For purposes of this section, there are two classifications, Highway and Town Hall.

#### **Section 4.6**

When an employee is retained in a vacancy or new position for a period of thirty (30) working days, then he shall be considered qualified and allocated to said position if the position continues to exist; otherwise, he shall return to his former position.

#### **Section 4.7**

When a layoff takes place within the bargaining unit those with the least seniority within the applicable classification shall be laid off first. Further reductions in personnel within the classification shall be made in accordance with length of service in the bargaining unit provided the senior employee can perform the duties of the position at the time the reduction occurs. Employees subject to layoff shall be allocated to other positions in the Department, within classification, by seniority providing (1) an opening or vacancy exists, (2) the employee can qualify for the position.

#### **Section 4.8**

The President of the Union shall have super seniority in the event of a layoff.

#### **Section 4.9**

In the event of an increase of work force, employees on layoff shall be returned to work within their classification in order of their seniority provided the senior employee can perform the duties of the position at that time. Recall shall be for a period of one year.

#### **Section 4.10**

An employee shall lose seniority status:

- A. If he/she quits voluntarily;
- B. If he/she is discharged for just cause;
- C. If he/she is absent for three (3) consecutive working days without notifying the Town, unless he/she furnishes to the First Selectman an adequate reason for failure to return;
- D. If he/she is absent from work due to a military leave and the Town complies with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), including, but not limited, to providing the employee with the required amount of time to return to work.
- E. If he/she is absent from work due to a personal leave for more than three (3) months.

- F. If he/she is laid off for more than twelve (12) months.

**ARTICLE V**  
**HOURS OF WORK, OVERTIME AND HOLIDAY PREMIUM PAY**

**Section 5.0**

The regular work day and work week for Highway bargaining unit employees shall be eight (8) hours a day. 7:00 a.m. to 3:00 p.m. with a thirty (30) minute paid lunch period at 12:00 noon for five (5) consecutive days a week, Monday through Friday, forty (40) hours per week. There shall be two (2) ten (10) minute coffee breaks daily, one in the morning and one in the afternoon.

- A. The regular work day and work week for the Transfer Station/Recycling Center Working Foreman shall be eight (8) hours a day four (4) days a week for a total of thirty-two (32) hours.

The above work days shall include a thirty (30) minute unpaid lunch period at 12:00 Noon and two (2) ten (10) minute coffee breaks daily, one in the morning and one in the afternoon.

The Town has the option to change the work week as needed, and has the option to utilize the Transfer Station Working Foreman in a Highway Department capacity as needed. If the Transfer Station Working Foreman has a CDL, the Working Foreman shall be paid at the Highway Maintainer rate when working in a Highway Department capacity, otherwise the Working Foreman will be paid their Working Foreman rate.

Summer hours for Highway employees shall commence at 6:30 a.m.

- B. When hot weather is predicted during the work day, 85° (F) or higher, the work schedule may be changed for Highway employees upon request of the Working Foreman and approval of the First Selectman, or his designee, to start the work day at 6:00 a.m., for specific projects and for specific periods of time. When the starting time is changed, the end of the work day shall be similarly adjusted with the exception of approved overtime.
- C. The regular work day and work week for all bargaining unit members who are employed at the town hall, excluding the library shall be as follows:
1. Activities Director– flex time, average 38 hours per week, hourly.
  2. Assessor – flex time, consisting of 15 hours per week, salaried.
  3. Assessor Clerk – flex time, consisting of 15 hours per week, hourly.
  4. Assistant Town Clerk – flex time, consisting of a total of 15 hours per week, hourly.



5. Library Staff – flex time, consisting of 15 hours per week or more per employee, at the discretion of the Library Director, hourly.
6. Library Director – flex time, consisting of 32 hours per week, salaried.
7. Fiscal Clerk – flex time, consisting of 20 hours per week, hourly
8. Zoning Enforcement Officer – flex time, consisting of 20 hours per week, hourly
9. Animal Control Officer – flex time, as needed. This position can be shared with other Towns or performed by individuals who are not Town employees.
10. Transfer Station Laborer(s) – flex time, consisting of an average of 20 hours per week per employee, hourly.

All bargaining unit members are entitled to a 10-minute break in the morning and the afternoon of their work day.

Business hours at Town Hall, excluding the Library, are:

Monday through Thursday, 8:30 a.m. to 4:30 p.m. and Friday, 8:30 a.m. to 12 p.m.

Bargaining unit members may work hours other than the Town Hall business hours with written authorization of the First Selectman.

### **Section 5.1**

Time and one-half shall be paid as follows:

- A. For all work performed by an hourly employee, who regularly works 40 hours per week, in excess of his regular work day, and for all work performed by an hourly employee in excess of 40 hours in a work week.
- B. For all work performed on unscheduled Saturdays by an hourly employee regularly working 40 hours per week.

### **Section 5.2**

Double time shall be paid as follows:

- A. For all work performed on Sunday by highway employees working 40 hours per week.

- B. For all work performed on Holidays listed in Article VIII, Section 8.0, plus regular holiday pay.

### **Section 5.3**

Overtime hours shall not be considered as part of an employee's regularly scheduled hours of work.

### **Section 5.4**

Any Highway Department employee called in to work, with prior authorization from the First Selectman except in emergency situations, and outside regularly scheduled working hours shall be guaranteed a minimum of three (3) hours at one and one-half (1-1/2) times or double, whichever is applicable, the regular hourly rate, provided however, that hours worked immediately following the end of the regular work day, shall not be regarded as call-in and the three (3) hour call-in provision will not apply. Time shall be measured from the time of the call. Notwithstanding the above, all time in attending Town meetings for job-related work shall be paid for in actual hours.

### **Section 5.5**

Employees working on snow and ice control shall be relieved from duty with pay for three (3) hours or the balance of that shift, after having worked a storm which commenced during a regular shift and continued not later than 12:00 noon of the following day weather permitting, as determined by the First Selectman or his/her designated agent.

### **Section 5.6**

For the purpose of overtime distribution and equalization within the Highway Department:

- A. If an employee refuses the offer of overtime work, the employee will be charged with the overtime as if the employee had worked.
- B. If an employee is unavailable or cannot be reached for an emergency or call-in, the employee shall be charged with the overtime as if the employee had worked.
- C. Overtime distribution shall be tracked on a quarterly basis, and must be equalized within twelve hours, at the end of the fiscal year. The hours of overtime worked shall be charged as straight time hours for the purposes of tracking only. Any employee not reasonably equalized may be compensated at the employee's overtime hourly rate for the number of hours required to be equalized, beyond twelve, at the end of the fiscal year.

## **ARTICLE VI**

### **LEAVE PROVISIONS**

#### **Section 6.0**

Bargaining unit members working an average of 30 or more hours per week, shall receive, fifteen sick days per year with maximum accumulation not to exceed one hundred fifty (150) days.

Bargaining unit members working an average of between 20 and 29 hours per week shall receive ten (10) sick days per year, with maximum accumulation not to exceed one hundred fifty (150) days.

Bargaining unit members working an average of between 15 and 19 hours per week shall receive two (2) sick days per year.

A "day" shall be defined as the average number of hours that the bargaining unit member works in a week divided by five.

Each employee shall be notified of accumulated sick and vacation leave by letter during the month of July of each year.

#### **Section 6.1**

On July 1 after one year of service bargaining unit members working an average of 30 or more hours per week, shall receive three (3) personal days per year.

On July 1 after one year of service bargaining unit members working an average of between 15 and 29 hours per week shall receive two (2) personal days per year.

A "day" shall be defined as the average number of hours that the bargaining unit member works in a week divided by five.

Bargaining unit members requesting a personal day shall submit a form provided by the First Selectman to the bargaining unit member's immediate supervisor and the First Selectman.

Personal days shall not accumulate from year to year.

#### **Section 6.2**

Paid sick leave for any day will be allowed only if an employee reports such absence to his or her Immediate Supervisor not later than 9:30 a.m. that day. Extenuating circumstances will be taken into consideration.

### **Section 6.3**

Paid sick leave in excess of four (4) consecutive working days shall be approved only upon submission of a medical certificate to the First Selectman, or his/her designee, if requested. However, the First Selectman, or his/her designee, may require a medical certificate to substantiate any absence if a pattern exists. Failure to provide the appropriate medical certificate may result in disciplinary action.

### **Section 6.4**

Paid sick leave in excess of the amount stipulated herein may be granted by the First Selectman, or his/her designee, who shall be presented with a complete statement as to the reason and necessity for such extension; provided, however, that sick leave may be extended beyond the time earned up to a limit of ten (10) working days with pay provided that the employee, upon return to work, pays this back at the rate of one-half (1/2) day per month and further provided that such employee has not less than five (5) years of service. Sick leave in excess of the amount earned will not become effective until the employee has exhausted all other time due.

### **Section 6.5**

In the event of death in the employee's immediate family or the immediate family of his/her spouse, the employee shall be granted a minimum of three (3) days and may request up to five (5) regular workdays absence without loss of pay to attend the funeral. Three of the five working days are not to be deducted from the employee's sick leave account. Immediate family for purpose of this clause is defined as: parents, grandparents, spouse, brother, sister, child or grandchild, and also any relation who is domiciled in the employee's household.

### **Section 6.6**

- A. An employee, upon retirement or termination shall receive, on the basis of current wages, one-half compensation for any unused accumulated sick leave, provided, however, this shall not apply to a termination for cause.
- B. Upon the death of an employee, his/her spouse, if any, or the employee's legal representative shall receive, on the basis of current wages, one-half compensation for any unused accumulated sick leave.

### **Section 6.7**

An employee absent from work because of any injury or incapacity entitling the employee to compensation under the Worker's Compensation Act, will be paid his/her full weekly salary, for a period of one (1) year.

Upon receipt of his/her Workers Compensation benefit check(s), the employee shall submit same to the Town.

### **Section 6.8**

Any employee who is a member of the National Guard or Naval Militia or the Military or Naval Forces of the United States who is required to undergo field training therein, shall be entitled to leave of absence for the period of any such field training not to exceed two weeks per fiscal year. A statement from military authorities evidencing such attendance shall be required by the Town.

### **Section 6.9**

When the serious illness of a member of the employee's immediate family requires the employee's personal attendance; up to five (5) working days chargeable to sick leave shall be granted by the First Selectman or his/her designee. The serious illness must be verified by the submission of a medical certificate.

### **Section 6.10**

Authorized Union Functions: One (1) Union Officer shall be granted leave with pay, not to exceed five (5) working days per year, to attend officially sponsored conferences or conventions. Prior notification of such leave of absence must be given to the First Selectman, or his/her designee.

### **Section 6.11**

Employees summoned to jury duty will be paid the difference, if any, between the pay for jury service and their regular day's pay, provided that the employee notifies the First Selectman, or his/her designee, at the time of receipt of summons, furnishes proof of jury service and any payment received, and reports back for work on any day or portion thereof when the jury is not in session.

### **Section 6.12**

- A. A personal leave of absence shall be granted to an employee who so requests. Said leave is without pay and shall be granted up to thirty (30) calendar days upon written request to the First Selectman, which request shall not be unreasonably denied.
- B. An employee on leave shall not lose benefits except as specified in the Agreement.

## **ARTICLE VII** **VACATIONS**

Effective July 1, 2015, vacation shall be credited on a fiscal year basis (credited to an employee July 1 of each year). All employees who have completed the required years of continuous service from their date of hire and as set forth below shall be entitled to vacation with pay as follows:

- A. An employee earns five (5) working days of vacation after six (6) months following their date of hire. Thereafter, the employee earns 0.833 of a day each month thereafter until the employee has worked a full fiscal year following their date of hire.
- B. After attaining one (1) full fiscal year of employment but less than five (5): A total of ten (10) working days a year.
- C. After attaining five (5) years but less than fifteen (15): A total of fifteen (15) working days each year.
- D. After attaining fifteen (15) years but less than twenty (20): A total of Twenty (20) working days each year.
- E. After attaining twenty (20) years: One (1) additional day for each year of service to a maximum of twenty-five (25) working days each year.

See Appendix for example of how vacation is accrued.

Years of service for purposes of this provision shall mean years of continuous service with the Town in a position averaging fifteen (15) or more hours per week.

Vacation may be taken on a day-to-day basis.

A "day" shall be defined as the average number of hours that the bargaining unit member works in a week divided by five.

#### **Section 7.1**

The vacation period will be set by mutual agreement prior to its start between the First Selectman as recommended by the employee's Supervisor and the Employee. Vacation periods of five days or more must be agreed upon at least seven (7) days in advance. Vacation requests will be submitted on the approved form.

#### **Section 7.2**

- A. Any accrued pro-rata vacation pay due an employee at the time of termination shall be paid.
- B. In the event of the death of an employee, the employee's legal representatives shall receive any accrued pro-rata vacation pay.

### **Section 7.3**

When a holiday as specified in Article VIII occurs during a regular vacation, said holiday shall not be charged against the employee's earned vacation time, and the employee shall be entitled to an additional day off on a date subject to a time mutually agreeable to the employee's Supervisor, First Selectman, or his/her designee, and the employee. The employee may at his option receive a day's pay in lieu of an additional day off.

### **Section 7.4**

- A. An employee may carry over, up to ten (10) days of accrued vacation time from one year to the next at which time it must be taken, provided he provides written notice to the First Selectman.
- B. Vacations shall not be granted between November 1 through April 1 for the Highway Department employees, unless approved by the Working Foreman and the First Selectman or his/her designee. And they can also be taken on a day to day basis with the approval of the Working Foreman and the First Selectman or his designee.

### **Section 7.5**

Subject to the demands of service, as determined by the First Selectman or his/her designee, employees shall be granted their vacations by seniority preference, on a year-round basis, pursuant to Section 7.4 (B).

### **Section 7.6**

Vacation pay shall be issued in the pay period immediately prior to the scheduled vacation, provided the vacation has been approved in sufficient time to allow for such administrative processing.

## **ARTICLE VIII HOLIDAYS**

### **Section 8.0**

The recognized paid holidays for all employees in the bargaining unit shall be as follows, provided, however, that if the employee is not scheduled to work on the holiday, s/he will not receive the holiday pay:

New Year's Day	Memorial Day	½ Day Before Thanksgiving
Martin Luther King Day	Independence Day	Thanksgiving Day
Lincoln's Birthday	Labor Day	Day after Thanksgiving
President's Day	Columbus Day	Christmas Day
Good Friday	Veteran's Day	

A “day” shall be defined as the average number of hours that the bargaining unit member works in a week divided by five.

**Section 8.1**

Holidays falling on a Saturday shall be celebrated on the preceding Friday.

**Section 8.2**

Holidays falling on a Sunday shall be celebrated on the following Monday.

**Section 8.3**

No holiday pay shall be paid to an employee who is under suspension.

**Section 8.4**

If a holiday occurs during an employee's paid sick leave, he shall receive full pay for that day, and the day shall not be charged against sick leave allowance, providing that such employee shall not be paid sick leave allowance for that holiday.

**Section 8.5**

In order to be eligible for holiday pay, the employee shall work the scheduled day before and day after such holiday, unless they have an authorized, scheduled paid leave of absence.

**ARTICLE IX ,  
WAGES**

**Section 9.0**

The following wage increases shall be applicable to all bargaining unit members:

Effective and retroactive to July 1, 2022, there shall be a 2.5% wage increase.

Effective July 1, 2023, there shall be a 2.75% wage increase.

Effective July 1, 2024, there shall be a 2.75% wage increase.

Effective July 1, 2025, there shall be a 3.0% wage increase.

The wage schedule in effect shall be in accord with the above, and as set forth in Appendix A, which is attached hereto as a part hereof.

**Section 9.1**

Any employee promoted to a new classification shall be paid at the rate of the new classification.



## **Section 9.2**

For each employee covered by this Agreement with a minimum of five (5) years of continuous service, the following amounts shall be added to such employee's annual salary for the years of service completed by the employees' anniversary date each year:

For five (5) through nine (9) years of service	\$150.00
For ten (10) through fourteen ( 14) years of service	\$250.00
For fifteen (15) through nineteen (19) years of service	\$350.00
For twenty (20) through twenty-four (24) years of service	\$450.00
For twenty-five (25) or more years of service	\$550.00

Such longevity payments shall be made during the second payroll period following the employee's anniversary date by separate check. This section shall be applicable to all bargaining unit employees effective July 1, 2014. Continuous service for purposes of this section shall mean continuous service with the Town.

## **Section 9.3**

The classifications and rates of pay for each employee as of the effective date of this Agreement are shown in Appendix "A" and are part of this Agreement.

## **Section 9.4**

The Town will notify the Union of the classification level of any new or changed job and will send the Union a copy of each new or revised position description. The Union may demand bargaining in accordance with the law.

# **ARTICLE X**

## **INSURANCE AND PENSION**

## **Section 10.0**

The Town shall provide and pay for the full cost of the following insurance for each employee who is full-time and works 30 hours or more per week.

- A. Group Life Insurance in the amount of \$50,000 for employees to the age of 65, \$32,500 at age 66-69, \$25,000 and \$17,500 at age 75 and above.
- B. Optional, supplemental life insurance will be made available to employees on an individual basis as provided by the Insurance Carrier. The premium cost of such insurance shall be the sole responsibility of the employee.

### **Section 10.1**

The Town shall provide and pay its share of the cost of the insurance in effect, or equivalent or better coverage, for each employee and his/her dependents, with dependent child coverage available to age 26. This shall apply only to full-time employees working 30 or more hours per week.

- A. Appendix B (attached).
- B. Dental Plan Coverage.
- C. For the fiscal year from July 1, 2022 through June 30, 2023 and retroactive to July 1, 2022, employees shall pay 14.5% of the applicable health insurance premium for the year in periodic payments in accordance with the Town's payroll practices.

For the fiscal year from July 1, 2023 through June 30, 2024 employees shall pay 15% of the applicable health insurance premium for the year in periodic payments in accordance with the Town's payroll practices.

For the fiscal year from July 1, 2024 through June 30, 2025 employees shall pay 16% of the applicable health insurance premium for the year in periodic payments in accordance with the Town's payroll practices.

For the fiscal year from July 1, 2025 through June 30, 2026 employees shall pay 17% of the applicable health insurance premium for the year in periodic payments in accordance with the Town's payroll practices.

- D. The Town shall adopt a Section 125 plan for deduction of premium contribution from the employee's pre-tax gross earnings.

Moreover, if during the term of this Agreement, the premium costs trigger the "Cadillac Tax", the Town may reopen to negotiate the impact of such tax, provided it does so within thirty (30) days of its knowledge that its premium costs have triggered the tax, and that its reopener notice to the Union provides the factual basis, and relevant documents, in support of this claim. The impact of such tax shall include the impact on the Union, if any, as well as the impact on the Employer.

### **Section 10.2**

If the Town finds it desirable to obtain reasonable equivalent or better coverage from alternate carriers at no additional cost, the Union agrees to negotiate regarding such change of coverage upon written notice from the Town of such intent. If the parties are unable to reach agreement, the Town may request an evaluation of such reasonably equivalent or better coverage by arbitration under the provisions of Step III, Section 13.0. If the arbitrator finds the coverage to be reasonably equivalent or better, the Town may exercise the option of changing to the equivalent or better coverage through an alternate carrier.

### **Section 10.3**

Pension benefits currently in effect shall be continued for employees in accordance with the existing Town of Morris Pension Plan, attached hereto and made a part of this Agreement as Appendix C, as amended as follows:

- a) The vesting schedule shall be as follows:

<u>YEARS OF SERVICE</u>	<u>% OF ACCRUED ANNUITY</u>
Less than five (5) years	0%
Five (5) years or more	100%

- b) No bargaining unit member hired after September 1, 2019 shall be eligible for the Town of Morris Pension Plan.
- c) Employees hired after September 1, 2019 shall be eligible for a Defined Contribution Plan. Beginning plan year 2023, the Town shall make a contribution of three percent (3%) of the employee's annual gross wages based on the wages earned in the prior fiscal year. In plan year 2024, the Town shall make a contribution of four percent (4%) of the employee's annual gross wages based on the wages earned in the prior fiscal year. In plan year 2025, the Town shall make a contribution of five percent (5%) of the employee's annual gross wages based on the wages earned in the prior fiscal year. In order to receive the Town's contribution, an employee must make an annual contribution equaling at least one percent (1%) of the employee's annual gross wages based on the wages earned in the prior fiscal year.

### **Section 10.4**

Upon showing proof of alternate coverage, an employee may waive the health insurance benefit and receive a waiver payment of \$750 for waiving single coverage for all insurance benefits, \$1,000 for single +1 coverage and \$1,500 for family coverage annually on July 1<sup>st</sup>. Employees may opt into coverage at the beginning of the benefit year or when alternate coverage ceases.

## **ARTICLE XI** **SAFETY AND HEALTH**

### **Section 11.0**

The Town shall make reasonable provisions for the safety and health of its employees during the hours of their employment including the furnishing of foul weather gear, boots, gloves, protective helmets, and authorized safety glasses or goggles to those employees exposed to severe elements or required to work in hazardous locations.

### **Section 11.1**

A joint safety committee shall be formed by the Town and the Union. The committee, which shall be comprised of one (1) representative designated by the Union and one (1) representative designated by the Town, shall meet upon request of either party but not more than once a month to review and recommend safety and health measures in the various departments covered by this Agreement. Corrective measures against hazardous and unsafe conditions shall be implemented promptly upon the recommendations of the Safety Committee by responsible authorities in charge of the affected situation.

### **Section 11.2**

Each October the Town shall provide at the employee's option, free of charge to the employee, medical injections for immunization from contagious diseases. Said injections to be administered by a physician to be provided by the Town at the Town Doctor's office. Dates will be determined in advance, whenever possible, to assure employees will receive the injections at the most effective time. The Town shall also pay the cost of CDL physicals if such costs are not covered by the employee's health insurance, provided the CDL license is a job requirement.

## **ARTICLE XII** **DISCIPLINARY PROCEDURE**

### **Section 12.0**

All disciplinary actions, suspensions and discharges must be for just cause and must be stated in writing with reason given and a copy given to the employee and the Union President at the time of disciplinary action, suspension or discharge.

### **Section 12.1**

The service record of any employee disciplined under the provision of this Article shall be removed after a period of eighteen (18) months, provided there is no further discipline during that period.

### **Section 12.2**

There shall be a probationary period of six (6) months for new hires, during which time the probationary employee may not grieve discipline.

**ARTICLE XIII**  
**GRIEVANCE PROCEDURE**

**Section 13.0**

Grievances arising out of matters covered by this Agreement may be filed by a bargaining unit member or by the Union, and will be processed in the following manner:

**Step I - First Selectman**

The employee and/or his representative, or the Union shall present the grievance to the First Selectman or his/her designated representative within seven (7) working days of the event giving rise to the grievance. The First Selectman or his/her designated representative shall notify the employee and his representative of his/her decision in writing within three (3) working days from the day the grievance was submitted to him.

**Step II - Mediation**

In case of an adverse decision, the Union may at its option request mediation by the Connecticut State Board of Mediation and Arbitration, which the Town may reject, in which case the Union has ten (10) working days to file for Arbitration with the aforesaid Board.

**Step III - Arbitration**

The decision of the Board shall be final and binding on both parties.

**Section 13.1**

- A. Any time limits specified within this Article may be extended by mutual agreement of the Union and the Town provided that if a grievance is not submitted to a higher step in the above procedure, it shall be deemed settled on the basis of the Town's answer in the last step considered.
- B. In the event the Town fails to answer a grievance at any step within the time limits set forth in this Agreement, the grievance may be taken to the next step at the option of the Union.

**Section 13.2**

Officers and Stewards shall be designated by the Union, not exceeding three (3) in number, for contract negotiations without loss of pay.

### **Section 13.3**

One (1) officer of the Local Union shall be permitted time off without loss of pay for all time actually spent in mediation and/or arbitration hearings, or grievance sessions. The same shall apply for the principal participants as mutually agreed upon by the First Selectman.

## **ARTICLE XIV** **GENERAL PROVISIONS**

### **Section 14.0**

The parties agree that all points covered herein constitute the full complete Agreement between them. Each party has been fully represented and had adequate opportunity to make proposals and counter proposals and neither shall be required, without its consent, to bargain further on any matter unless and until notice, in accordance with Article XVI is given.

### **Section 14.1**

The parties agree there shall be no discrimination against any employee because of age, race, creed, color, religion, national origin, sex, physical handicap, political affiliation, sexual orientation or membership in the Union.

### **Section 14.2**

Nothing in this Agreement shall be construed as abridging any right, benefit, prior practice or privilege that employees have enjoyed heretofore unless it is specifically stated that said practice has been superseded by a provision of this Agreement. Provided, however, that in the event of a conflict between any claimed past practice and a provision of this Agreement, the provisions of this Agreement shall prevail.

### **Section 14.3**

Highway employees hired after July 1, 1986 shall be required to live within a road mileage radius of twenty-five (25) miles from the Town of Morris.

### **Section 14.4**

Highway employees required to work three (3) hours or more beyond their regular working hours or in an emergency shall receive a meal allowance of \$12.00. If employed on a paid holiday, Saturday or Sunday, the meal shall also be paid.

### **Section 14.5**

Employees who use their personal vehicle in the performance of their regular duties shall receive payment at the IRS rate for such use, provided such employees submit contemporaneous mileage records in accordance with Town policies.

#### **Section 14.6**

- A. Each July 1 of the Agreement each Highway employee and Transfer Station/Recycling Center Working Foreman shall receive a clothing allowance of five hundred dollars (\$500), and each Transfer Station Laborer will receive two hundred dollars (\$200) for safety shoes.
- B. To receive the clothing allowance, the employee must present the Town with a valid receipt(s) evidencing purchase of work clothing during the contract year.

#### **Section 14.7**

Bargaining unit work shall be performed only by bargaining unit members, except in cases of emergency, and in situations in which there is no qualified bargaining unit member available to do the work after it has been offered to all qualified bargaining unit members.

### **ARTICLE XV SAVINGS CLAUSE**

#### **Section 15.0**

Should any Article, Section or portion of this Agreement be held unlawful, an unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific Article, Section, or portion thereof directly specified in the decision. Upon the issuance of such decision, the parties agree immediately to negotiate a substitute for the invalidated Article, Section or portion thereof.

### **ARTICLE XVI DURATION**

#### **Section 16.0**

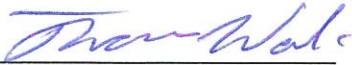
This Agreement shall be effective as of the 1st day of July, 2022, and shall remain in full force and effect through the 30th day of June, 2026. It shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, not less than one hundred fifty (150) calendar days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than one hundred twenty (120) calendar days prior to the anniversary date.

**Section 16.1**


This Agreement shall remain in full force and be effective during the period of negotiations.

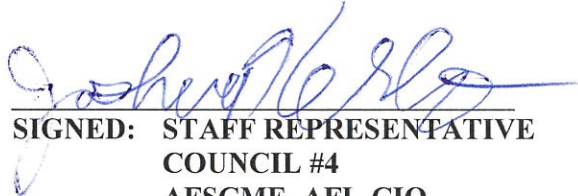
**IN WITNESS WHEREOF, the parties have set their hands as dated below.**

**FOR THE TOWN OF MORRIS**

  
\_\_\_\_\_  
**SIGNED: FIRST SELECTMAN**  
**Date:** 1/24/23

**FOR LOCAL 1303-105 OF COUNCIL #4  
AFSCME, AFL-CIO**

  
\_\_\_\_\_  
**SIGNED: PRESIDENT**  
**Date:** 1/24/23

  
\_\_\_\_\_  
**SIGNED: STAFF REPRESENTATIVE**  
**COUNCIL #4**  
**AFSCME, AFL-CIO**  
**Date:** 1/24/2023



## APPENDIX A WAGE SCHEDULE

### I. Hourly Wage Rates:

	2022 - 2023		2023 - 2024		2024 - 2025		2025 - 2026	
	Beginning	High	Beginning	High	Beginning	High	Beginning	High
Animal Control Officer	\$18.00	\$19.32	\$18.50	\$19.85	\$19.00	\$20.40	\$19.57	\$21.01
Assessor	\$35,793	\$39,770	\$36,777	\$40,864	\$37,789	\$41,987	\$38,922	\$43,247
Assessor Clerk	\$21.82	\$24.24	\$22.42	\$24.91	\$23.03	\$25.59	\$23.72	\$26.36
Activities Director	\$22.37	\$24.85	\$24.37	\$27.59	\$25.04	\$28.35	\$25.79	\$29.20
Library Director	\$35,232	\$39,147	\$37,250	\$43,643	\$37,251	\$44,843	\$37,252	\$46,188
Fiscal Clerk	\$27.97	\$31.08	\$28.74	\$31.93	\$29.53	\$32.81	\$30.42	\$33.80
Highway Department Foreman	\$29.77	\$33.08	\$31.77	\$36.04	\$32.64	\$37.04	\$33.62	\$38.15
Highway Crew Leader	\$27.63	\$30.70	\$30.08	\$33.79	\$30.91	\$34.72	\$31.83	\$35.77
Highway Department	\$27.63	\$30.70	\$28.39	\$31.54	\$29.17	\$32.41	\$30.05	\$33.38
Library Staff	\$15.00	\$15.29	\$15.41	\$15.71	\$15.84	\$16.14	\$16.31	\$16.63
Assistant Town Clerk	\$21.83	\$24.25	\$22.43	\$24.92	\$23.04	\$25.60	\$23.73	\$26.37
Transfer Station Foreman	\$25.99	\$28.88	\$26.71	\$29.67	\$27.44	\$30.49	\$28.26	\$31.40
Transfer Station Laborers	\$16.36	\$18.18	\$16.81	\$18.68	\$17.27	\$19.19	\$17.79	\$19.77
Zoning Enforcement Officer	\$28.02	\$31.13	\$28.79	\$31.99	\$29.58	\$32.87	\$30.47	\$33.85

The above salary range increases each July 1 by the same percentage as the general annual wage increase.

The Town shall have unilateral discretion to place employees hired after September 1, 2019 within the “range” established by the parties. Employees hired after September 1, 2019 shall receive, as a minimum annual increase, on July 1 and each subsequent July 1 through the end of this Agreement, the general annual percentage wage increases agreed to by the parties. However in no event shall an employee hired as a highway maintainer be paid less than any other highway maintainer after such employee has been employed by the Town for 36 months.

## **APPENDIX B INSURANCE**

Medical – ConnectiCare

Dental – Anthem Blue Cross

Life Insurance – Anthem Blue Cross

## **APPENDIX C**

### **VACATION ACCRUAL EXAMPLE**

An employee is hired on October 1, 2022. After 6 months of employment from date of hire, the employee earns 5 vacation days for their first year of employment. At the one year anniversary of their date of hire (October 1, 2023) the employee will earn .833 vacation days per month until the beginning of the next fiscal year (July 1, 2024).

- Date of hire October 1, 2022 to one year anniversary- September 30, 2023- 5 days of vacation.
- From October 1, 2023 to July 1, 2024- 9 months X .833 = 7.5 days of vacation earned.
- Starting July 1, 2024 the employee will receive a total of 10 days of vacation.