

**CONTRACT**  
**between**  
**THE CITY OF NORWICH**  
**and**  
**AFSCME, Local #2422**  
**NORWICH CITY HALL EMPLOYEES**  
**July 1, 2018 – June 30, 2022**

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## PREAMBLE

THIS CONTRACT by and between the CITY OF NORWICH, Connecticut, hereinafter called the “City”, and AFSCME, Local 2422 hereinafter called the “Union”, is designed to maintain and promote a harmonious relationship between the City and its employees in the clerical, fiscal and administrative group, who are within the provisions of this Contract, in order that more efficient and progressive public service may be rendered.

## ARTICLE 1 – RECOGNITION

The City hereby recognizes the Union as the exclusive representative and bargaining agent for the bargaining unit, consisting of all clerical, fiscal, administrative, recreation maintenance, escort driver and van driver positions, within the City of Norwich, EXCEPT, department heads, positions under the control of the Board of Education, positions under the control of the Department of Public Utilities, Executive Secretary to the City Manager (and any successor position), Assistant Human Resources Director, Labor Relations Clerk, Retirement Plan Administrator, Human Resources Assistant, and Benefits Administrator (Human Resources Department).

## ARTICLE 2 – MERIT SYSTEM

Section 1. Chapter XIV of the Charter of the City of Norwich and the Merit System Rules promulgated in accordance with said Chapter, adopted by the Personnel and Pension Board of the City of Norwich on April 22, 1953, as amended, shall control all matters dealing with the employee relationships between members of the Union and the City, except as the terms of this Contract shall conflict with the terms of said Chapter XIV of the Charter or said Merit System Rules, in which case the terms of this Contract shall be binding.

Section 2. Notwithstanding Section 1 of this Article, any change in the Merit System Rules which may be adopted after the date of the execution of this Contract, which change increases the benefits of all employees of the City covered by the Merit System Rules and which change provides greater benefits than the terms of this Contract, shall supersede the terms of this Contract with regard to such benefits. This paragraph shall not be construed to provide for the members of the Union those specific benefits not covered by the Merit System Rules which may be included in the terms of any other Contract between the said City and any other of its employee bargaining groups.

### **ARTICLE 3 – UNION DUES**

Section 1. Upon receipt of an employee's signed authorization to deduct membership dues or voluntary agency fees, the Employer agrees to deduct on the thirty-first (31st) day of employment from the pay of the employee an amount as established and periodically adjusted by the Union. Such deductions shall continue unless the employer is notified in writing by Council 4 that the employee is no longer a member. Council 4 reserves the right to modify and or replace any such authorization form. The monthly dues and/or voluntary agency fee remittance to Council 4 will be accompanied by a list of names and home addresses of employees from whose wages such deductions have been made.

Section 2. The Union agrees to defend, indemnify and save the City harmless against any and all claims, demands, suits, or other forms of liabilities, including, but not limited to, all legal fees and costs that shall arise out of, or by reason of, action taken or not taken by the City for the purpose of complying with any of the provisions of this Article of this Contract.

### **ARTICLE 4 – UNION ACTIVITIES**

Section 1. A committee consisting of not more than three (3) members of the Union shall be granted leave from duty with full pay for all meetings between the City and the Union for the purpose of negotiating the terms of the Contract when such meetings take place at a time during which such members are scheduled to be working.

Section 2. No more than two (2) members of the bargaining unit shall be granted leave from duty with full pay for all meetings between the City and the Union for the purpose of processing grievances, when such meetings take place at a time during which such member is scheduled to be working. At grievance Steps 3 and 4 the above limit is increased to 3 members of the bargaining unit.

Section 3. Such officers and members of the Union, as designated by the Union, not to exceed two (2) employees at any one time, shall be granted leave from duty with full pay for Union business, such as attending Union conferences, provided that the total leave for this bargaining union for the purposes set forth in this Section shall not exceed seven (7) days in any fiscal year. All such leave shall be requested at least ten (10) days in advance.

Section 4. The Union President, or his/her designee, shall be permitted to visit divisions or operations of the employer at reasonable intervals during working hours without loss of pay, and shall have time off for Union business during working hours without loss of pay with permission of his/her Supervisors.

Section 5. The Union may use the City's intra-office mail and email system to send notices of Union meetings to Union members.

Section 6. The City agrees that representatives from Council 4 AFSCME shall be admitted to the premises of the City during work hours upon advanced notice, if possible. Such visitation shall be to participate in Labor-Management meetings, interview grievants, attend grievance hearings/conferences and for other reasons related to the administration of this Agreement.

Section 7. The Union shall conduct a new employee orientation one time per month on the first Tuesday with newly hired employees into the bargaining unit. The meeting shall not last longer than twenty (20) minutes and shall be scheduled either at the beginning or the end of the new employee's work day.

Section 8. The Union President and Secretary shall be on the City's distribution list for all posted vacancies within the bargaining unit.

## **ARTICLE 5 – HOLIDAYS**

### Section 1.

- a. All employees covered by this Agreement shall receive holiday pay for each of the following designated holidays not worked, irrespective of the day of the week on which the holiday may fall, at the regular rate of pay:

New Year's Day	Labor Day
Dr. Martin Luther King, Jr.	Columbus Day
President's Day	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

- b. When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday, provided the same is not superseded by federal or state law.
- c. When a holiday falls on a Sunday, the following Monday shall be observed as the holiday, provided the same is not superseded by federal or state law.

## **ARTICLE 6 – WORKWEEK**

Section 1. Employees who are covered by this Contract shall have a standard workweek consisting of thirty-five (35) hours per week, five (5) consecutive days, seven (7) hours each day, Monday through Friday, with the exception of positions in the Senior Affairs Center and the Youth and Family Services Bureau, and the Crew Leader, Maintenance Man I and II, Laborer or similar positions in the Recreation Department. The aforesaid positions in the Senior Affairs Center and the Youth and Family Services Bureau shall have a standard workweek of thirty-five (35) hours or less. The aforesaid positions in the Recreation Department shall have a standard workweek of forty (40) hours, five (5) consecutive days, eight (8) hours each day, Monday through Friday.

Section 2. Employees called in to work for other than regularly scheduled hours shall be paid at time-and-one-half their regular hourly rate for a minimum of two and one half (2 ½) hours each time they are called in.

Section 3. The normal work day for employees covered by this Contract, other than part-time employees or employees who work for the Senior Affairs Center, the Youth and Family Services Bureau, the Planning and Neighborhood Services Department, or employees of the Recreation Department whose normal workweek is forty (40) hours, shall be 8:30 a.m. to 4:30 p.m., inclusive of a sixty (60) minute unpaid lunch period. It is mutually understood and agreed that the normal work day for employees of the Senior Affairs Center and the Youth and Family Services Bureau may vary from day to day as determined by the City. The normal work day for the aforesaid employees of the Recreation Department shall be 8:00 a.m. to 4:00 p.m., inclusive of a thirty (30) minute paid lunch period. Further, notwithstanding any other provisions of this Agreement for any past practice, it is agreed that the employees of the Recreation Department shall not be entitled to any afternoon break. Notwithstanding the foregoing, the City reserves the right to unilaterally restructure

said normal work day for said employees on a temporary or seasonal basis to meet demands within departments and/or to address emergency conditions or situations.

The normal work day for the aforesaid employees of the Planning and Neighborhood Services Department may vary from day to day as determined solely by the Director of the Department.

Section 4. Employees who are compensated for more than forty (40) hours per week, not to include sick leave, shall be compensated for such overtime when such overtime is authorized by the Department Head concerned and approved by the City Manager or persons delegated by him/her. Sick leave shall be excluded from calculation of overtime compensation.

Section 5. The word “overtime” as used in this section shall mean overtime as herein authorized and no compensation or allowance of any kind shall be given for overtime not authorized. Unless otherwise provided, compensation in excess of forty (40) hours, not to include sick leave, shall be paid at the rate of one and one-half (1 ½) times the regular hourly rate, compensation in excess of the normal workweek, but not in excess of forty (40) hours, shall be paid at the straight time rate of pay.

Notwithstanding the aforesaid, if not prohibited by federal or state law, employees who work overtime may request compensatory time in lieu of overtime pay. The same shall be approved in advance by the Department Head and Director of Human Resources. Employees who request and receive approval for compensatory time in lieu of overtime pay shall receive compensatory time at the rate of one and one-half (1 ½) times for hours worked, per Section 4 of this Article not to include sick leave, in excess of thirty-five (35) hours per week. Employees shall under no circumstances be permitted to accumulate more than thirty-five (35) hours or forty (40) hours of compensatory time, as determined by their regularly scheduled hours per week. The failure of the City to grant compensatory time shall not be a grievable matter by the Union or the employee.

## **ARTICLE 7 – WAGES/COMPENSATION**

Section 1. Each employee covered by this Agreement shall receive, effective and retroactive to July 1, 2018, an increase to base wage of 2.0% (two percent), as shown in Appendix A, Table 1, attached hereto and made a part hereof.

Section 2. Each employee covered by this Agreement shall receive, effective July 1, 2019, an increase to base wage of 2.0% (two percent), as shown in Appendix A, Table 2, attached hereto and made a part hereof.

Section 3. Each employee covered by this Agreement shall receive, effective July 1, 2020, an increase to base wage of 2.25% (two and a quarter percent), as shown in Appendix A, Table 3, attached hereto and made a part hereof.

Section 4. Each employee covered by this Agreement shall receive, effective July 1, 2021, an increase to base wage of 2.25% (two and a quarter percent), as shown in Appendix A, Table 4, attached hereto and made a part hereof.

Section 5.

- a. New Hires: All individuals hired shall initially be paid at the probationary rate of pay for the position. All such individuals shall advance to Step 1 in the applicable Wage Plan following successful completion of their probationary period as specified in Article 16, Section 1 of this Agreement.
- b. Promotions: All individuals promoted shall initially be paid at the probationary rate of pay for the position, as per the Merit System Rules. All such individuals who successfully complete their probationary period shall advance to Step 1 in the applicable Wage Plan, six (6) months after their date of promotion. Notwithstanding the foregoing, if in the sole judgment of the appointing authority the employee being promoted has appropriate training and experience, the promoted employee may be paid at Step 1 of the new job upon promotion.

Section 6.

- a. Direct deposit with email notification is required of all wages. Advices shall be emailed to employees and kiosks shall be available for employees to print advices.
- b. The City reserves the right to change to a biweekly pay system, provided all other municipal departments, exclusive of the Board of Education and Norwich Public Utilities, change to a biweekly pay system. The City shall notify the Union no less than four (4) weeks in advance of any such change.

- c. The fiscal year is based on an average of two hundred sixty-one (261) days to compute the hourly rate.

## **ARTICLE 8 – UPGRADING/RECLASSIFICATIONS/CLASSIFICATIONS OF NEW BARGAINING UNIT POSITIONS**

When an employee is required by his/her supervisor to perform work in a higher job classification, said employee shall receive the rate of pay of the higher classification for the hours worked in that classification. The number of hours to be worked in the higher classification will be determined by the Department Head before the assignment begins. The rate paid in the higher classification will be that which represents the same step the employee is on in the lower classification.

The higher rate will be paid for accrued time (vacation, sick and/or holiday time) used during temporary reclassification to a higher position if such reclassification is full time (35 hours per week) for two consecutive months or more.

## **ARTICLE 9 – INSURANCE**

### **Section 1. Insurance Benefits for Employees**

Unless otherwise specified, effective upon the execution of this Contract, or as soon thereafter as possible, the City shall provide and pay for insurance for all employees covered by this Contract in accordance with the following schedule:

- a. **Life Insurance:** The City shall provide and pay for the entire cost of a thirty thousand (\$30,000.00) dollar Term Life Insurance Policy. In addition, the City shall provide and pay the entire cost of a thirty thousand dollar (\$30,000) Accidental Death and Dismemberment policy.
- b. **Health Insurance:** All employees shall be offered coverage by a PPO Plan, an HMO, or a High Deductible Health Plan with a Health Savings Account or a Health Reimbursement Account (HDHP w/HSA/HRA). Plan summaries are shown in Appendix B. Employees shall pay the following percentages of the cost of the PPO, HMO, or HDHP w/HSA / HRA plans, as shown below (Effective 7/1/2019, the only plan available is the HDHP w/HSA/HRA):

<b>Effective and Retroactive Date of Cost Shares</b>	<b>PPO</b>	<b>HMO</b>	<b>HDHP w/ HSA or HRA</b>
7/1/2018	14.5%	12%	7.0%
7/1/2019	NA	NA	7.0%
7/1/2020	NA	NA	8.5%
7/1/2021	NA	NA	10.0%

The HDHP w/HSA/HRA option is a high-deductible plan, with a \$1,500 annual deductible for single members and \$3,000 annual deductible for 2 or more members. Effective 7/1/2018, the City will contribute 50% (fifty percent) of the deductible. Effective 7/1/2019, the City shall fund seventy-five percent (75%) of the deductible for the HDHP w/HSA/HRA via one lump sum payment, on the first pay period of the fiscal year. Effective 7/1/2020, the City shall fund fifty percent (50%) of the deductible for the HDHP w/HSA/HRA via one lump sum payment, on the first pay period of the fiscal year. For the duration of the contract, the City shall fund fifty percent (50%) of the deductible via equal prorated payments. Employees may contribute to their HSA through payroll deduction.

The City shall provide and pay one hundred (100%) percent of the cost of individual coverage and seventy-five (75%) percent of the cost of family coverage of a co-pay dental plan with Riders A, B and C. The employee will be required to pay, in advance, the remaining twenty-five (25%) percent of the cost of said family coverage. Plan summaries are shown in Appendix C.

- c. Workers' Compensation Plan: The City shall pay the cost of a Workers' Compensation Plan which provides for one hundred (100%) percent of his/her regular compensation during the first four (4) months of employment-connected disability, and thereafter, in accordance with the Workers' Compensation Act. The City shall require an employee receiving payment under the Workers' Compensation Act to submit to the City written medical reports from the employee's doctor(s) at least once a month to certify that he/she is still injured or disabled, and is not capable of returning to his/her job with the City, and that said employee has not reached the point of maximum recovery. Failure of the employee to provide said reports shall relieve the City of its obligation to make up the aforesaid difference in the employee's base weekly salary less Workers' Compensation.

Notwithstanding the above, effective June 1, 2022, the City shall pay the cost of a Workers' Compensation Plan in accordance with the Workers' Compensation Act. The City shall require an employee receiving payment under the Workers' Compensation Act to submit to the City written medical reports from the employee's doctor(s) at least once a month to certify that he/she is still injured or disabled, and is not capable of returning to his/her job with the City, and that said employee has not reached the point of maximum recovery.

The City may, during all or any part of any leave resulting from a work-related injury or illness, assign the employee on leave to duties other than his/her regular duties; provided, however, that the employee shall not receive a lesser wage rate or lesser benefits, including pension rights for such duties than he/she would have received if he/she continued to be employed in his/her regular position; and also provided that the employee is medically capable of performing the alternative assignment.

- d. Right to Select Carrier: The benefits provided for in subsection a, of Section 1 of this Article shall be provided through a self-insured plan or under group insurance policy or policies issued by an insurance company or insurance companies selected by the City. In the event the City changes insurance carrier(s), the City agrees the present level of coverage and benefits shall remain in effect. The City agrees to meet with the Union to discuss such changes in provider(s), prior to making such changes.

## Section 2. Insurance Benefits for Retirees

Unless otherwise specified, effective upon the execution of this Contract, or as soon thereafter as possible, the City shall provide and pay for the insurance for all retirees covered by this Contract in accordance with the following schedule:

- a. The City shall provide and pay for the entire cost of a ten thousand (\$10,000.00) dollar Life Insurance policy for employees who retire after ten (10) years of service with the City.
- b. For employees retiring who were hired before July 1, 2008, the City agrees to pay one hundred (100%) percent of medical insurance costs, including all riders provided for bargaining unit employees. In addition, the City agrees to pay fifty (50%) percent of medical insurance costs, including all riders provided for the spouses of bargaining unit employees. The retiree will be required to pay, in advance, the remaining fifty (50%)

- percent of the cost of said spouse's coverage. The City will continue to pay such costs until the retiree and spouse become eligible for Medicare. The City *will not* pay the cost of such coverage for any employee retiring on a disability or deferred pension.
- c. For employees retiring who were hired on or after July 1, 2008, and prior to February 1, 2013 the City agrees to pay fifty percent (50%) of medical insurance premiums, including all riders provided for bargaining unit employees. In addition, the City agrees to pay twenty-five percent (25%) of medical insurance premiums, including all riders provided, for the spouses of the bargaining unit employees. The employee will be required to pay, in advance, the remaining fifty (50%) percent of the cost of the employee's coverage and the remaining 75% of the spouse's coverage. The City will continue to pay such premiums until the retiree and spouse reach Medicare eligibility age. The City will not pay the cost of such coverage for any employee retiring on a disability or deferred pension.
- d. Employees hired prior to 2/1/2013, who are eligible for retiree group health insurance coverage, may elect to utilize the PPO Plan summarized in Appendix B instead of the HDHP w/HSA during their retirement until such time as they reach Medicare age.
- e. For employees retiring, the City agrees to pay fifty (50%) percent of the cost of Major Medical benefits under a Supplemental Major Medical Expense Plan, individual coverage only, for those retirees who have reached Medicare eligibility. The retiree will be required to pay, in advance, the remaining fifty (50%) percent of the cost of said coverage. The retiree shall have the option to purchase, at his/her expense, coverage for Medicare-eligible dependents through the City's insurance policies (at group rates) providing the benefits are available through the City's insurance provider. The City *will not* pay the cost of such coverage for any employee retiring on disability or deferred pension.
- f. For employees retiring, hired on or after February 1, 2013, are not eligible to receive retiree medical/dental insurance provided by the City.
- g. Right to Select Carrier: The benefits provided for in Section 2 of this Article shall be provided through a self-insured plan or under group insurance policy or policies issued by an insurance company or insurance companies selected by the City. In the event the City changes insurance carrier(s), the City agrees that, as a whole, the present level of coverage

and benefits shall remain in effect. The City agrees to meet with the Union to discuss such changes in provider(s) prior to making such changes.

Section 3. Waiver of Coverage

- a. Notwithstanding the above, employees may voluntarily elect to waive, in writing, all medical insurance coverage's outlined above and, in lieu thereof, shall receive an annual payment in cash of: single (\$500.00), two (2) person (\$750.00), family (\$1,000.00). If an employee reduces coverage from two (2) person to single, he/she shall receive an annual payment in cash of \$150.00; if an employee reduces coverage from family to two (2) person, he/she shall receive an annual payment in cash of \$250.00; if an employee reduces coverage from a family to single, he/she shall receive an annual payment in cash of \$400.00. Payment in lieu of coverage will only be made if the coverage cancellation or reduction is voluntary on the part of the City employee. Payment to those employees waiving or reducing coverage shall be made in equal payments in February and June. Proof of change in insurance status may be required by the City. Any payments under this Section shall not be regarded as compensation for wages, overtime, or pension calculation purposes. The waiver provision is not available to employees or eligible dependents who are able to transfer to another participant's coverage that is provided by the City of Norwich, Norwich Public Utilities, or Norwich Board of Education.

Effective June 1, 2019, employees may voluntarily elect to waive, in writing, all medical insurance coverage's outlined above and, in lieu thereof, shall receive an annual payment in cash of: one thousand for single (\$1,000.00), fifteen hundred for two (2) person (\$1,500.00), or two thousand for family (\$2,000.00). Payment in lieu of coverage will only be made if the coverage cancellation is voluntary on the part of the City employee. Payment to those employees waiving coverage shall be made in equal payments in February and June. Proof of change in insurance status may be required by the City. Any payments under this Section shall not be regarded as compensation for wages, overtime, or pension calculation purposes. The waiver provision is not available to employees or eligible dependents who are able to transfer to another participant's coverage that is provided by the City of Norwich, Norwich Public Utilities, or Norwich Board of Education.

- b. Where a change in an employee's status prompts the employee to resume City-provided insurance coverage, the written waiver may, upon written notice to the City, be revoked.

Upon receipt of revocation of the waiver, insurance coverage shall be reinstated as soon as possible; subject, however, to any regulations or restrictions, including waiting periods, which may then be prescribed by the appropriate insurance carriers. Depending upon the effective date of such reinstated coverage, appropriate financial adjustments shall be made between the employee and the City to ensure that the employee has been compensated, but not overcompensated, for any waiver elected in this Section.

- c. Notice of intention to waive insurance coverage must be sent to the Director of Human Resources not later than October 1<sup>st</sup> to be effective January 1<sup>st</sup> of each contract year. The election to waive coverage shall only be approved after the employee has provided the City with proof of alternative insurance coverage.
- d. Waiver of coverage procedures must be acceptable to the applicable insurance carrier.

Section 4. The City, in accordance with the applicable provisions of Section 125 of the Internal Revenue Code (hereinafter “Code”), as the same may be amended from time to time, and so long as legally permissible, shall allow members of the bargaining unit the opportunity to elect to participate in the City’s Premium Conversion Plan (hereinafter “Plan”) whereby eligible employees are permitted the option to pay for medical insurance coverage as required by this Agreement with a portion of their salary prior to federal income or Social Security taxes being withheld. Subject to the provisions of the Code and the Plan, the City shall deduct the employee’s share of said medical insurance coverage by a reduction in the base salary of the employee. The reduction in base salary shall be in addition to any reductions under other agreements or benefit programs maintained by the City or required by law.

Section 5. Affordable Care Act Excise Tax:

If the total cost of a group health plan or plans offered under this contract meets the thresholds that would trigger an excise tax under the Internal Revenue Code Section 49801, the employer may request a reopener for negotiations. The re-opener shall be solely for the purpose of determining payment of said tax. The employer shall not transfer any such costs that they are responsible for, to employees, inclusive of adjusted premiums for said tax.

**ARTICLE 10 – WORK SHOES**

All AFSCME Local #2422 employees whose duties require the use of heavy-duty footwear for outdoor work that is more rigorous than a normal office environment shall be reimbursed in an amount up to \$100.00 (one hundred dollars) per fiscal year for the purchase of such footwear. It is mutually understood and agreed that the City shall have the sole right to determine the need for, and the type of, work shoes to be worn.

**ARTICLE 11 – VACATION**

Section 1. Employees covered by this Agreement shall receive vacation leave according to the following schedule. This benefit shall be prorated for part-time employees proportionate to their regularly scheduled hours.

1 year, but less than 6	2 calendar weeks vacation
6 years, but less than 13	3 calendar weeks vacation
13 years, but less than 16	4 calendar weeks vacation
16 years, but less than 17	4 calendar weeks vacation + 1 day
17 years, but less than 18	4 calendar weeks vacation + 2 days
18 years, but less than 19	4 calendar weeks vacation + 3 days
19 years, but less than 20	4 calendar weeks vacation + 4 days
20 years, or more	5 calendar weeks vacation

Section 2. The additional vacation time shall be credited to the employee on the anniversary date of his/her employment.

Section 3. At the time of an approved retirement, death, or separation from service in good standing, all cumulative vacation leave shall be paid to the employee, his/her designated beneficiary, or in lieu thereof, to the estate of the employee.

Section 4. Employees may take vacation leave in increments of one-half hour or more.

Section 5. Vacation leave earned during the calendar year will be granted during the following calendar year. It cannot be carried from one year to the next, except by special permission of the department head and the Human Resources Director, for up to a maximum of six months.

**ARTICLE 12 – RETIREMENT AND PENSION FUND**

Section 1. Employees who are participating members of the City of Norwich Employee’s Retirement Fund will continue to retire in accordance with the provisions of said Fund, as amended.

Section 2. Upon successful completion of the probationary period, an employee shall be granted up to two (2) years to “buy back” probationary retirement time.

Section 3. City Pick-up of Mandatory Retirement Contributions

Notwithstanding any other provision of The City of Norwich Employee’s Retirement Fund to the contrary, the City, in accordance with the provisions of Section 414(h)(2) of the Internal Revenue Code (hereinafter “Code”), as the same may be amended from time to time, so long as legally permissible, shall pick-up mandatory employee retirement contributions with respect to bargaining unit employees payable on all salary earned on or after July 1, 1994, or whenever the last governmental action necessary to effectuate the pick-up is made, whichever date is later. Such pick-up contributions shall be in lieu of employee contributions. The City shall pick-up these employee contributions by an equivalent reduction in the cash salary of the employees. Employees shall not have the option of electing to receive the contributed amounts directly rather than having such amounts paid to The City of Norwich Employee’s Retirement Fund. The employee contributions so picked-up by the City shall for all purposes (including determining “average annual pay” under The City of Norwich Employee’s Retirement Fund) be considered to be included in an employee’s annual gross salary and shall for all purposes be treated in the same manner and to the same extent as employee contributions made prior to July 1, 1994.

Section 4. Jury Duty Adjustment

Employees who, within five years preceding retirement, are required to serve any jury duty, shall have their pension benefit calculation based on the actual salary earned in the time period specified by the pension plan, or their contracted base annual salary for the same time period, whichever is greater. It shall be the employee’s responsibility to inform the pension plan administrator and provide documentation of such jury duty before the retirement date.

## ARTICLE 13 – LEAVE PROVISIONS

### Section 1. Sick Leave

#### a. Accumulated Sick Leave

Each employee shall be allowed one (1) day of sick leave with pay for each month of regular full-time service with the City of Norwich. Unused sick leave shall be cumulative to a maximum of one hundred sixty (160) days.

b. Employees may take sick leave in increments of one-half hour or more.

c. Sick leave shall be granted for absence from duty because of illness, non-compensable bodily injury or disease, exposure to contagious disease or attendance upon members of the immediate family whose illness requires the care of such employee. “Immediate family” is defined for the purpose of these rules as father, mother, sister, brother, wife, husband, or children related either by blood or marriage to the employee. No benefits or wages shall be paid to an employee if investigation shows falsification of any claim for sick leave benefits and, in addition, said employee shall be subject to other appropriate disciplinary action by the City. Any dispute or disciplinary action under this Section of this Article shall be subject to the grievance procedure.

d. Sick leave shall be reported by the employee to their Supervisor no less than one (1) hour prior to the start of the workday.

#### e. Payment for Accumulated Sick Leave

For employees hired prior to February 1, 2013, at the time of an approved retirement of any member, all sick leave up to a maximum of one hundred (100) days cumulative to the effective date of retirement shall be paid in a lump sum to the employee.

For employees hired on or after February 1, 2013, at the time of an approved retirement of any member, all sick leave up to a maximum of fifty (50) days cumulative to the effective date of retirement shall be paid in a lump sum to the employee.

For employees hired prior to February 1, 2013, at the time of a death of any member, all sick leave up to a maximum of one hundred (100) days cumulative to the date of the death shall be paid in a lump sum to the employee's designated beneficiary, or in lieu thereof, to the estate of the employee.

For employees hired on or after February 1, 2013, at the time of a death of any member, all sick leave up to a maximum of fifty (50) days cumulative to the date of the death shall be paid in a lump sum to the employee's designated beneficiary, or in lieu thereof, to the estate of the employee.

- f. Department Heads may require proof of illness or other uses of sick leave. In the judgment of the Department Head, proof of sick leave may include a doctor's certificate. For absences of three (3) days or less, proof of sickness may be required if, in the judgment of the Department Head, there is a question of misuse of sick leave or time off. For absences of four (4) or more consecutive work days, a doctor's certificate indicating the nature and probable duration of the disability shall be required, and additional certificates may be required for extended illness.
- g. A medical certificate acceptable to the City from a licensed physician may be required from an employee prior to returning to work after the fourth (4<sup>th</sup>) sick leave occurrence and each subsequent sick leave occurrence each calendar year. For the purpose of this Section of this Article, the term "occurrence" shall mean one (1) or more consecutive work days. The City shall notify the employee in advance if it is going to require said employee to submit a medical certificate in accordance with this Section of this Article.
- h. The failure of an employee to provide a medical certificate pursuant to Sections 1(e) and 1(f) of this Article shall result in the employee not being paid for said sick leave absence or occurrence. Further, the employee may be subject to additional disciplinary action.
- i. The failure of the City to request a medical certificate pursuant to Sections 1(e), 1(f), and 1(g) of this Article shall not constitute a waiver by the City of this provision. Further, if the City requests such a certificate, the same shall not be a grievable matter by the Union or the employee.

- j. The City may refuse to pay sick leave if an investigation shows falsification of any claim for sick leave benefits, in addition, said employee may be subject to additional disciplinary action by the City.
  
- k. Each employee who uses no sick leave hours during any calendar year, beginning with calendar year 2000, shall be granted an attendance bonus of four (4) days pay, which amount shall not be used for pension purposes. Eligibility shall be determined on December 31<sup>st</sup> of each year. This benefit shall be prorated for part time employees proportionate to their regularly scheduled hours. The attendance bonus described herein shall be cancelled by any disciplinary suspension served by an employee during a calendar year.

Section 2. Family Funeral Leave

- a. Each employee shall be granted a leave of absence with pay for a maximum of three (3) days for the purpose of attending funerals in his/her immediate family, provided such leave is approved by both the Department Head and the Director of Human Resources. “Immediate family” as used in this Article shall mean father, mother, sister, brother, husband, wife, child, foster child, mother-in-law, father-in-law, grandmother, grandfather, grandchild, stepchild, step-mother, step-father, or other actual member of the employee’s household.
  
- b. In addition to Section 2a of this Article, each employee shall be granted a leave of absence with pay for a maximum of one (1) day for the purpose of attending the funerals of the member’s son-in-law, daughter-in-law, brother-in-law, ~~or~~ sister-in-law, aunts and uncles who are siblings of either of the member’s parents, or the spouses of such aunts and uncles, provided such leave is approved by both the Department Head and the Director of Human Resources.

Section 3. Additional Leave Provisions

Employees may be granted a leave of absence with pay or without pay by the Department Head, with the written approval of the Director of Human Resources and the City Manager, for the purpose of attending family obligations in his/her “immediate family” when applied

for in writing, stating the purpose or reasons for such leave on forms provided by the Human Resources Department. The term “immediate family” is defined in Section 2a of this Article.

Section 4.      Personal Leave

All employees of this bargaining unit shall be entitled to two (2) personal leave days each year, to be taken at the employee’s discretion provided advance notice of seventy-two (72) hours is provided to the employee’s Department Head. Such personal leave day shall not be cumulative. By mutual agreement between a Department Head and a probationary employee, the deadline for the probationary employee to use Personal Leave days may be extended into the first quarter of the following year. Personal leave may be taken by the employee in increments of one-half hour.

Part time employees shall be entitled to personal leave days on a prorated basis, proportionate to their regularly scheduled hours.

Section 5.      If an employee has exhausted accrued vacation leave during a period of designated FMLA leave, such employee may be granted unpaid leave for up to two weeks if reasonably possible, at the sole discretion of the Department Head.

**ARTICLE 14 – COPIES OF CONTRACT**

The City shall post on the City website a fully executed contract within 30 days of contract signing. Members shall be allowed to print a copy of the contract with City equipment and supplies. In addition, the City shall pay for and provide each new employee, when he/she is hired, a copy of this Contract. The Council 4 representative shall be given three (3) signed original contracts and a word version.

**ARTICLE 15 – GRIEVANCE PROCEDURE**

Section 1.      For the purpose of this Contract, a grievance shall be defined as an allegation of a misapplication or misinterpretation of a specific term of this Contract, or departmental suspension, dismissal, or other departmental disciplinary action. A grievance may be initiated by a member of the bargaining unit or by the Union. Only the Union may process grievances beyond the first step.

Section 2. No employee will be disciplined without just cause.

Section 3. Probationary employees, or the Union acting on behalf of such employee, shall not have access to the grievance procedure for any purpose.

Section 4. The aggrieved employee may be accompanied by member of the grievance committee of the Union at any step of the grievance proceedings. A grievance shall be processed in the following four (4) steps:

STEP 1. The grievance shall be filed with the immediate supervisor within fifteen (15) working days of the occurrence. The aggrieved employee shall meet with the immediate supervisor within five (5) working days of the filing of the grievance. (In the event that the immediate supervisor is the Department Head, the grievance shall be filed with the Department Head within fifteen (15) working days of its occurrence and shall be processed in accordance with STEP 2.)

STEP 2. If no satisfactory settlement is reached in STEP 1, the Union must present the grievance in writing to the Department Head for further action, stating the details of said grievance, the Section(s) of the Contract alleged to have been violated, and the remedy sought, within five (5) working days. The Department Head has seven (7) working days to respond.

STEP 3. If no satisfactory settlement is reached, a written grievance may be submitted within five (5) working days after the decision of the Department Head to the Director of Human Resources. The Director of Human Resources will make an effort to resolve the grievance and shall render an answer in writing within fifteen (15) working days of its receipt.

STEP 4. In the event the grievance is not settled in STEP 3 above, in a manner satisfactory to both parties, then either the Union or the City has the right and authority within twenty (20) working days thereafter to submit such grievance to the Connecticut State Board of Mediation and Arbitration with its rules. The decision of the Board shall be final and binding upon both parties and shall have the same force and effect as a judgment of law.

Section 5. Any time limit specified in this Article, except for the initial filing of grievance, may be extended by mutual agreement of the Union and the City, provided that if a grievance is

not submitted by the Union to a higher step in the above procedure within the specified time limit, it shall be deemed settled on the basis of the answer of the last step considered.

Section 6. When a decision is not rendered by the City at any step within the time limits specified in the grievance procedure, the Union may proceed to the next step of the grievance procedure at any time, or within the specified time limits after the City's response. Failure of the City to act shall not be construed as approval of said grievance.

### **ARTICLE 16 – PROBATIONARY PERIOD**

Section 1. All new employees shall serve a probationary period of six (6) months. At the sole option of the City, said probationary period may be extended for up to a maximum of six (6) additional months at the request of the Department Head and with the approval of the Human Resources Director. Upon completion of the probationary period, the seniority of such new employees shall date from the date of hiring. Notwithstanding any other provision of this Agreement, new employees may be terminated by the City at any time during their probationary period or any extension of their probationary period. The same shall not be a grievable matter by the employees or the Union.

Section 2. Promotional appointments are for a probationary period of six (6) months during which time an employee shall demonstrate ability to perform the position in a proficient manner. In the event of unsatisfactory performance as determined by the Appointing Authority, or at employee's request, within said probationary period, an employee shall be returned to the position and pay rate formerly occupied.

### **ARTICLE 17 – LAYOFFS**

Section 1. The City shall have the right to lay off permanent employees for any of the following reasons:

- a. Lack of work or funds;
- b. Elimination of the position;
- c. Reorganization of a department; or
- d. Other related reasons outside the City's control.

Section 2. The duties performed by employees who have been laid off may be reassigned to other employees.

Section 3. Separation from service due to disciplinary action or penalty will not be considered a layoff.

Section 4. “Seniority”, for the purpose of this Article and only this Article, shall be defined as an employee’s total length of continuous, full-time or regular part-time service since the employee’s most recent date of hire.

For employees joining the Union after October 1, 2015, “Seniority” for the purpose of this Article and only this Article, shall be defined as an employee’s total length of continuous, full-time or regular part-time service within the bargaining unit.

Section 5.

a. Order of Layoff

In the event of a layoff, layoffs shall take effect within the department as follows:

- 1) Temporary and Seasonal employees
- 2) Probationary employees
- 3) The employees with the least seniority within the job title

Employees will be laid off in the reverse order of seniority within the same job title, provided that the senior employees to be retained are capable of filling the remaining jobs as determined by the City. When two (2) or more employees have identical lengths of service, the layoff will be based on the date and time stamped on their applications by the Human Resources Department.

b. Bumping Rights

Notwithstanding any other provision of this Article, an employee may bump into an equal or lower classification provided he/she is qualified in the sole discretion of the City and has seniority, as defined in Section 4 and 5(a) of this Article, over the person being bumped. Bumping options offered for positions that are more than two (2) numerical pay grades lower than the laid off employees’ current pay grade, shall not be considered available

work. If an employee accepts a voluntary lay off, the City shall not contest unemployment benefits.

Section 6.      Notice of Layoff

The City will give written notice to the employees involved and the Union's representative of a proposed layoff. This notice shall be sent to the employees by registered mail, certified mail, regular mail, or e-mail at their last known address as it appears in the records of the Human Resources Department, or in person, a minimum of four (4) weeks before the effective date of the layoff. It is the employee's responsibility to notify the Human Resources Department in writing of any change in address.

Section 7.      Recall Rights

- a. Laid off permanent employees shall have recall rights for a period of two (2) years from the date of layoff. Said employees shall be recalled by inverse order of layoff, with the most senior employee on layoff being the first to be recalled, provided the employee possesses the prerequisite qualifications for the position as determined by the City, and the laid off employee is qualified in the judgment of the City.
- b. Recalled employees shall be credited with sick leave and seniority rights accumulated prior to a layoff, unless the same are limited or abridged by some other provision of this Agreement.
- c. Any employee who refuses recall shall lose all further recall rights, provided the recalled position is not more than two (2) numerical pay grades less than the employees' position at time of lay off. Laid off full-time employees shall not lose their recall rights for refusing a recall position that is part-time. Failure to report to work within ten (10) working days following notice to report, sent by registered mail, certified mail, regular mail, or email to the employee's last known address as it appears in the records of the Human Resources Department, or in person, shall relieve the City of any further obligation under Section 7 of this Article. It is the employee's responsibility to notify the Human Resources Department in writing of any change in address. Notwithstanding the aforesaid, upon written request of the employee, the City may, at its sole option, extend the date when said

employee must report back to work under this Section. Failure of the City to grant the requested extension shall not be a grievable matter by the employee or the Union.

- d. An employee separated from service with the City for more than three (3) months shall be required to successfully pass a physical examination by a physician designated by the City prior to returning to work. The cost of the said examination shall be borne by the City.

## **ARTICLE 18 – MANAGEMENT RIGHTS**

Section 1. The Union recognizes that, subject to the terms of this Agreement, the City has rights, powers, and authority to manage its own operations. These rights include, but are not limited to:

- a. Establishing standards for productivity, determining the objectives of municipal departments, determining the methods and means of fulfilling those objectives including selecting, increasing and decreasing the staff through hiring, promotion, assignment, transfer, discharge and layoff;
- b. Maintaining discipline and efficiency of employees;
- c. Establishing and changing protection standards and quality standards;
- d. Determining the need for removing, replacing and purchasing new equipment;
- e. Determining the need for purchasing or contracting for products and service from outside sources;
- f. The right to introduce new and improved methods or improve old methods of operation;
- g. Determining the need to add, alter or discontinue services and programs;
- h. Taking necessary action to fulfill its objectives in emergencies; and
- i. Fulfilling all of its legal responsibilities.

Section 2. The City’s failure to exercise any right in a particular way shall not be deemed a waiver of any right or preclude the City from exercising the same in some other way not in conflict with the provisions of this Agreement.

**ARTICLE 19 – MISCELLANEOUS**

Section 1. Whenever the singular number is used herein, the same shall include the plural, and the masculine gender shall include the feminine and neuter genders, and vice versa, as the context shall require.

Section 2. Each employee who is required to use his/her automobile in the course of his/her employment shall be compensated at the IRS rate.

Section 3. Educational Reimbursement

- a. Any employee covered by this Agreement may be reimbursed for tuition costs for formal, job related educational course(s) of study, up to a maximum of six hundred and fifty dollars (\$650.00) annually. Said sum shall not be considered as additional compensation for pension or wage calculation purposes. Payment shall be made under the following conditions:
- b. The course selection must be approved by the Department Head and Director of Human Resources prior to the employee’s enrollment in the course. Failure of the City to approve any such request shall not be a grievable matter by the employee or the Union.
- c. Course selection shall be regarded by the City and employee as voluntary, and must not in any way interfere with the employee’s regularly scheduled hours of employment.
- d. Reimbursement will only be granted for approved courses in which the employee receives a letter grade of “B” or better upon completion of the approved course, and further, the employee must provide proof satisfactory to the City of the aforesaid grade. In courses where the grade is pass/fail, the employee must receive a pass grade upon completion of the course and provide proof satisfactory to the City of the same.
- e. Subsequent to reimbursement for any approved course as specified above, the employee shall remain in the full-time employee of the City for a minimum period of two (2) years

from the date of the reimbursement/payment or be obligated to pay back said reimbursement/payment to the City. If the same occurs, the City shall be authorized to deduct said amount from any sums due to the employee upon termination of his/her employment.

Section 4. If any employee attends a conference, seminar, training, or other educational or informational session necessary to retain credentialing in his/her job, the City shall pay the cost directly related to such attendance up to the amount set in Article 19 Section 3.

Section 5. Employee-Management Review Team: The City shall establish an Employee-Management Review Team that shall consist of three City Hall employees who are members of this bargaining unit and are selected by the Union, the Human Resources Director, and the City Manager or his/her designee. The Review Team shall meet in January, April, July, and October to discuss how to improve the efficiency and effectiveness of City Hall operations, improve communications between City Hall employees and managers, and generally promote better public awareness of the activities of the City government. The Review team may also make recommendations to the City Manager regarding individual or group performance awards.

Section 6. Performance Awards

- a. In general, the City Manager or department head with the approval of the City Manager may grant a cash award or grant time-off without charge to leave or loss of pay to an employee or a group of employees on the basis of:
  - (1) A suggestion, invention, superior accomplishment, productivity gain, or other personal effort that contributes to the efficiency, economy, or other improvement of city government operations, or that achieves a significant reduction in paperwork, or otherwise brings good repute to the city; or
  - (2) A special act or service in the public interest in connection with or related to official employment.
- b. A cash award under this section is a lump sum payment and is not basic pay for any purpose.
- c. An award is subject to applicable tax rules, such as withholding.

- d. An award may be granted to a former employee or the legal heir(s) or estate of a deceased employee.
- e. A time-off award granted under this subpart shall not be converted to a cash payment under any circumstances.
- f. The City shall maintain a separate account of not less than \$5,000 per year from which performance awards may be made.
- g. There shall be no limit on size or number of awards, except that no individual employee shall be granted awards totaling more than \$500 in value, including the value of time-off awards, during any given fiscal year.
- h. The decision to grant or not to grant a Performance Award shall not be subject to the grievance procedure.

Section 7. For all provisions of this Agreement that may apply, the City shall comply with current and future State and Federal statutes concerning Civil Unions.

## **ARTICLE 20 – SUBSTANCE ABUSE POLICY**

### Section 1. Purposes

The purposes of this policy are as follows:

- a. To establish and maintain a safe, healthy working environment for all employees; and
- b. To insure the reputation of the City of Norwich and its employees as good, responsible citizens worthy of public trust; and
- c. To reduce the incidents of accidental injury to person or property; and
- d. To reduce absenteeism, tardiness and indifferent job performance; and
- e. To provide assistance toward rehabilitation for any employee who seeks help in overcoming any addiction to, dependence upon, or problem with alcohol or drugs.

Section 2. Definitions

- a. Alcohol or Alcoholic Beverage – means any beverage that has an alcoholic content; and
- b. Drug – means any substance (other than alcohol) capable of altering the mood, perception, pain level or judgment of the individual consuming it, except prescription drugs as defined in Section 2(c) of this Article; and
- c. Prescribed Drug – means any substance prescribed for the individual consuming it by a licensed medical practitioner; and
- d. Illegal Drug – means any drug, chemical, or controlled substance, the sale or consumption of which is illegal; and
- e. Supervisor – means the employee’s immediate superior in the chain of command, or the Department Head, or the City Manager, or their designee; and
- f. Employee Assistance Program – means Employee Assistance Program provided by the City of Norwich or any agency/entity the City has contracted with to provide said Program.

Section 3. Employee Assistance Program

- a. Any employee who feels that he/she has developed an addiction to, dependence upon or problem with alcohol or drugs, legal or illegal, is encouraged to seek assistance. Entrance into the Employee Assistance Program can occur by self referral, recommendation or referral by a Supervisor, or the Department Head, or the City Manager, or their designee.
- b. Request for assistance through “recommendation” or “Supervisor/Department Head/City Manager referral” will be treated as confidential. “Self referral” confidentiality will be maintained between the individual seeking help and employee assistance personnel.
- c. Employee progress will be monitored by the Department Head, or the City Manager, or their designee.

- d. Rehabilitation itself is the responsibility of the employee. For employees enrolled in a formal treatment program, the City may grant rehabilitation leave at full pay out of accumulated sick leave. Outpatient care will be charged to sick leave. Employees who have used up accumulated sick leave may be allowed to use vacation and other accumulated leave time.
- e. To be eligible for continuation of employment on a rehabilitation pay basis in accordance with Section 3(d) above, the employee must have been employed at least one (1) year; must maintain at least weekly contact with the Department Head or the City Manager, or their designee; and upon request must provide written certification that he/she is continuously enrolled in a treatment program and actively participating in that program. The aforesaid requirement of weekly contact and written certification shall not apply during periods of outpatient treatment.
- f. Upon successful completion of treatment, the employee will be returned to active status without reduction of pay, grade or seniority.

Section 4. Alcoholic Beverages

- a. No alcoholic beverages will be brought to work by an employee or consumed while on property owned by the City of Norwich. The City of Norwich may invoke appropriate disciplinary action for any violations.
- b. Drinking or being under the influence of alcoholic beverages while on duty is cause for suspension or termination.
- c. Any employee whose off-duty use of alcohol results in any violation of the Collective Bargaining Agreement between the City and the Union or the Merit System Rules of the City of Norwich, including but not limited to, excessive absenteeism or tardiness, accidents or inability to perform in a satisfactory manner, may be referred to the Employee Assistance Program for rehabilitation in lieu of disciplinary action being taken. In the event the employee refuses or fails rehabilitation, disciplinary action for the violation committed may be imposed, including suspension or termination.

Section 5.      Prescription Drugs

- a. No prescription drug shall be brought to work by any employee other than the employee for whom the drug is prescribed by a licensed medical practitioner, and shall be used only in the manner, combination and quantity prescribed.
- b. Any employee whose improper use of prescription drugs results in any violation of the Collective Bargaining Agreement between the City of Norwich and the Union or the Merit System Rules of the City of Norwich, including but not limited to, excessive absenteeism or tardiness, accidents or inability to perform in a satisfactory manner, may be referred to the Employee Assistance Program for rehabilitation in lieu of disciplinary action being taken. In the event the employee refuses or fails rehabilitation, disciplinary action for the violation committed may be imposed, including suspension or termination.

Section 6.      Illegal Drugs

- a. The use of an illegal drug or controlled substance or the possession of them, on or off duty, is cause for suspension or termination.
- b. The sale, trade or delivery of illegal drugs or controlled substances by an employee, on or off duty, to another person is cause for suspension or termination, and/or for referral to law enforcement authorities.

Section 7.      Procedures

The procedures of the City of Norwich in regards to employees using, possessing or under the influence of, alcohol, drugs, chemicals, or controlled substances while on duty are as follows:

- a. Employees shall report to their places of assignment fit and able to perform their required duties and shall not by any improper act render themselves unfit for duty.

STEP 1:            Any Supervisor or Department Head who has reasonable belief that an employee is under the influence of alcohol, drugs or chemicals shall immediately relieve said employee from duty in

order to protect said employee fellow employees, and the public from harm.

STEP 2: The Supervisor or his/her designee shall immediately notify the Department Head, or the City Manager, or their designee. In addition, he/she shall notify the Union President or an Union Officer.

STEP 3: Both the Supervisor and the Department Head, and/or the City Manager, or their designee, will interview the employee in the presence of the Union President or an Union Officer if readily available, and if the Supervisor and Department Head, and/or the City Manager, or their designee believe that the employee is under the influence of alcohol, drugs or chemicals, then said employee will be taken to the City's designated hospital or testing facility.

STEP 4: The decision to relieve the employee from duty shall be documented as soon as possible. The Supervisor and the Department Head, and/or the City Manager, or their designee, and the Union President or Union Officer if present, should document reasons and/or observations, such as glazed eyes, smell of alcohol, slurred speech, wobbly walk, change in attitude, aggressiveness, passed out, change in normal appearance, etc.

STEP 5: If the employee is willing to sign the appropriate release form, the hospital or testing facility will perform a drug and/or alcohol test.

It shall be made clear to the employee before he/she signs the release form that the results will be made available to the Department Head and/or the City Manager and the employee, and may be used in disciplinary proceedings against the employee.

If the employee refuses to sign the appropriate release form or refuses to take the test(s), the employee will be considered in violation of this Collective Bargaining Agreement between the City of Norwich and the Union and the Merit System Rules of the

City of Norwich. In which case, the employee will be relieved of duty and removed from the payroll.

STEP 6:

When an alcohol/drug test is administered, the employee will be placed on limited duty or leave with pay until the results are available.

If the test results are negative, no reference to said test will be placed in the employee's personnel file.

When test results are positive, the employee will be relieved of duty and may be referred to the Employee Assistance Program in lieu of disciplinary action being taken.

The Department Head, or the City Manager, or their designee, shall make the final determination whether the employee returns to active status or remains off duty.

Rejection of treatment or failure to complete the program will be cause for suspension or termination.

Upon successful completion of treatment, the employee will be returned to active status without reduction of pay, grade or seniority.

No employee will be eligible for the Employee Assistance Program more than one (1) time.

- b. Any employee driving a City of Norwich apparatus involved in an accident may be tested for drugs and alcohol.
- c. Any Supervisor or Department Head or any person designated as a Supervisor who does not relieve an employee suspected of being under the influence of alcohol, drugs or chemicals shall be subject to disciplinary action.

Section 8.      Effective Date - Notice to Employees – Federal/State Law

- a. The policies set forth in this Substance Abuse Policy shall be effective July 1, 1992. Each present employee will be furnished a copy of this Policy and will sign a receipt for the same. Employees hired in the future will be furnished a copy of said Policy.
- b. These policies will be implemented in a manner that will comply with all applicable federal and state laws.

Section 9.      The failure of the City to exercise any right under this Article in a particular way shall not be deemed as a waiver of such right or preclude the City from exercising the same in some other way not in conflict with the provisions of this Article.

**ARTICLE 21 – SAVINGS CLAUSE**

Section 1.      The City retains all rights it had prior to the signing of this Contract, except such rights as are specifically relinquished or abridged by this Contract.

Section 2.      The employees and the Union shall continue to enjoy all prior rights and benefits enjoyed by the employees and the Union, unless specifically modified or abridged by this Agreement. Such rights and benefits shall hereby be protected by this Contract.

**ARTICLE 22 – DURATION**

Section 1.      The duration of this Contract shall extend through June 30, 2022. Either party wishing to terminate, amend or modify this Contract, shall notify the other party in writing not more than one hundred fifty (150) days, nor less than one hundred twenty (120) days prior to such expiration date. Within fifteen (15) working days of the receipt of such notification by either party, a conference shall be held between the City and the Union’s Negotiating Committee for the purpose of such amendment, modification or termination.

Section 2.      Unless otherwise indicated, all agreed upon changes in this Successor Agreement shall become effective upon the execution of said Successor Agreement by the parties, or as soon thereafter as possible or practicable.

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties have caused their names to be signed on this 6<sup>th</sup>  
day of ~~April~~, 2019.

May  
Signed, Sealed and Delivered in the presence of:

**CITY OF NORWICH**

Brigid Marks  
Brigid Marks  
Director of Human Resources

John Salomone  
By: John Salomone  
City Manager

**NORWICH CITY HALL EMPLOYEES  
UNION, INC., AFSCME LOCAL #2422**

Debra M Delaporta  
Witness

[Signature]  
Witness

Teresa Hanlon  
By: Teresa Hanlon  
President

Tricia Johnson  
Tricia Johnson  
AFSCME Council 4

**APPENDIX A - WAGE PLAN**

Table 1

AFSCME #2422 Rates for				7/1/18 - 6/30/19						
Job Class	* = Part-time positions	Sched hrs./wk.	Grade	FTE	Annual - Prob. Rate	Wkly - Prob Rate	Hrly. - Prob. Rate	Annual - Step 1 Rate	Wkly. - Step 1 Rate	Hrly. - Step 1 Rate
Receptionist (Sr. Ctr.)		35	1	1.00	\$31,909.90	\$611.30	\$17.4657	\$34,684.67	\$664.46	\$18.9846
Sr. Ctr. Escort Driver		35	1	1.00	\$31,909.90	\$611.30	\$17.4657	\$34,684.67	\$664.46	\$18.9846
Sr. Ctr. Escort Driver*		21	1	0.60	\$19,145.94	\$366.78	\$17.4657	\$20,810.80	\$398.68	\$18.9846
Sr. Ctr. Van Driver		35	1	1.00	\$31,909.90	\$611.30	\$17.4657	\$34,684.67	\$664.46	\$18.9846
Sr. Ctr. Lead Van Driver		35	2	1.00	\$32,708.36	\$626.60	\$17.9029	\$35,552.55	\$681.08	\$19.4594
Assessment Data Entry Specialist		35	7	1.00	\$37,005.82	\$708.92	\$20.2549	\$40,223.71	\$770.57	\$22.0163
Pol. Records Computer Operator		35	7	1.00	\$37,005.82	\$708.92	\$20.2549	\$40,223.71	\$770.57	\$22.0163
Gen. Assist. Accounting Clerk		35	9	1.00	\$38,879.45	\$744.82	\$21.2806	\$42,260.28	\$809.58	\$23.1309
Cool Directions Case Manager*		21	10.5	0.60	\$24,291.74	\$465.36	\$22.1600	\$26,404.07	\$505.82	\$24.0869
Accounting Clerk (PW)		35	11	1.00	\$40,847.15	\$782.51	\$22.3574	\$44,399.09	\$850.56	\$24.3017
Assessment Clerk		35	11	1.00	\$40,847.15	\$782.51	\$22.3574	\$44,399.09	\$850.56	\$24.3017
Assessment Technician Clerk		28	11	0.80	\$32,677.72	\$626.01	\$22.3574	\$35,519.27	\$680.45	\$24.3017
Records Clerk (City Clerk)		35	11	1.00	\$40,847.15	\$782.51	\$22.3574	\$44,399.09	\$850.56	\$24.3017
Revenue Collections Clerk		35	11	1.00	\$40,847.15	\$782.51	\$22.3574	\$44,399.09	\$850.56	\$24.3017
Revenue Collections Clerk-Bilingual		35	11	1.00	\$40,847.15	\$782.51	\$22.3574	\$44,399.09	\$850.56	\$24.3017
Fire Code Clerk		35	12	1.00	\$41,867.67	\$802.06	\$22.9160	\$45,508.31	\$871.81	\$24.9089
Fire Code Clerk*		21	12	0.60	\$25,120.60	\$481.24	\$22.9160	\$27,304.99	\$523.09	\$24.9089
Pol. Records Clerical Coordinator		35	12	1.00	\$41,867.67	\$802.06	\$22.9160	\$45,508.31	\$871.81	\$24.9089
Rec. Fac. Maintainer I		40	12.4	1.00	\$41,867.67	\$802.06	\$20.0515	\$45,508.31	\$871.81	\$21.7953
Administrative Secretary		35	14	1.00	\$43,988.49	\$842.69	\$24.0769	\$47,813.58	\$915.97	\$26.1706
Assessment Analyst		35	14	1.00	\$43,988.49	\$842.69	\$24.0769	\$47,813.58	\$915.97	\$26.1706
Employment Case Manager		35	14	1.00	\$43,988.49	\$842.69	\$24.0769	\$47,813.58	\$915.97	\$26.1706
Sr. Ctr. Office Coordinator		35	14	1.00	\$43,988.49	\$842.69	\$24.0769	\$47,813.58	\$915.97	\$26.1706
Administrative Specialist		35	15	1.00	\$45,087.73	\$863.75	\$24.6786	\$49,008.41	\$938.86	\$26.8246
Code Enforcement Secretary		35	15	1.00	\$45,087.73	\$863.75	\$24.6786	\$49,008.41	\$938.86	\$26.8246
Recycling Coordinator		35	16	1.00	\$46,215.44	\$885.35	\$25.2957	\$50,234.16	\$962.34	\$27.4954
Accounting Assistant		35	17	1.00	\$47,370.45	\$907.48	\$25.9280	\$51,489.64	\$986.39	\$28.1826
Delinquent Tax Collector		35	17	1.00	\$47,370.45	\$907.48	\$25.9280	\$51,489.64	\$986.39	\$28.1826
Executive Secretary		35	17	1.00	\$47,370.45	\$907.48	\$25.9280	\$51,489.64	\$986.39	\$28.1826
Intake/Outreach Specialist		35	17	1.00	\$47,370.45	\$907.48	\$25.9280	\$51,489.64	\$986.39	\$28.1826
Lead Program Community Liaison*		21	17	0.60	\$28,422.27	\$544.49	\$25.9280	\$30,893.78	\$591.83	\$28.1826
Rec. Fac. Maintainer II		40	17.4	1.00	\$47,370.45	\$907.48	\$22.6870	\$51,489.64	\$986.39	\$24.6598
Accounting Generalist		35	19	1.00	\$49,769.10	\$953.43	\$27.2409	\$54,096.84	\$1,036.34	\$29.6097
Children First Coordinator		35	22	1.00	\$53,595.16	\$1,026.73	\$29.3351	\$58,255.60	\$1,116.01	\$31.8860
Asst. City/Town Clerk		35	22	1.00	\$53,595.16	\$1,026.73	\$29.3351	\$58,255.60	\$1,116.01	\$31.8860
Program Assistant (Com. Dev.)		35	23	1.00	\$54,935.04	\$1,052.40	\$30.0686	\$59,711.99	\$1,143.91	\$32.6831
Asst. to the City Treasurer		35	24	1.00	\$56,308.80	\$1,078.71	\$30.8203	\$61,205.23	\$1,172.51	\$33.5003
Blight Control/Housing Code Enf. Officer		35	24	1.00	\$56,308.80	\$1,078.71	\$30.8203	\$61,205.23	\$1,172.51	\$33.5003
Gen. Assist. Admin. Coordinator		35	24	1.00	\$56,308.80	\$1,078.71	\$30.8203	\$61,205.23	\$1,172.51	\$33.5003
Human Services Case Worker		35	24	1.00	\$56,308.80	\$1,078.71	\$30.8203	\$61,205.23	\$1,172.51	\$33.5003
LAN Technician/User Support		35	24	1.00	\$56,308.80	\$1,078.71	\$30.8203	\$61,205.23	\$1,172.51	\$33.5003
Outreach Administrator/Municipal Agent		35	24	1.00	\$56,308.80	\$1,078.71	\$30.8203	\$61,205.23	\$1,172.51	\$33.5003
Program Coordinator (YFS)		35	24	1.00	\$56,308.80	\$1,078.71	\$30.8203	\$61,205.23	\$1,172.51	\$33.5003
YFS Caseworker		35	24	1.00	\$56,308.80	\$1,078.71	\$30.8203	\$61,205.23	\$1,172.51	\$33.5003
Zoning Enforcement Officer		35	25	1.00	\$57,716.50	\$1,105.68	\$31.5909	\$62,735.34	\$1,201.83	\$34.3380
Accountant		35	26	1.00	\$59,159.20	\$1,133.32	\$32.3806	\$64,303.47	\$1,231.87	\$35.1963
Asst. Assessor		35	26	1.00	\$59,159.20	\$1,133.32	\$32.3806	\$64,303.47	\$1,231.87	\$35.1963
Program Administrator (Sr. Ctr.)		35	26	1.00	\$59,159.20	\$1,133.32	\$32.3806	\$64,303.47	\$1,231.87	\$35.1963
Program Coordinator (Recreation)		35	26	1.00	\$59,159.20	\$1,133.32	\$32.3806	\$64,303.47	\$1,231.87	\$35.1963
Youth & Family Therapist		35	27	1.00	\$60,637.99	\$1,161.65	\$33.1900	\$65,910.87	\$1,262.66	\$36.0760
Rec. Fac. Maint. Supervisor		40	27.4	1.00	\$60,637.99	\$1,161.65	\$29.0413	\$65,910.87	\$1,262.66	\$31.5665
Lead Rehab. Officer		35	28	1.00	\$62,155.06	\$1,190.71	\$34.0203	\$67,559.84	\$1,294.25	\$36.9786
Asst. Building Official		35	29	1.00	\$63,708.22	\$1,220.46	\$34.8703	\$69,248.07	\$1,326.59	\$37.9026
Code Enforcement Officer		35	29	1.00	\$63,708.22	\$1,220.46	\$34.8703	\$69,248.07	\$1,326.59	\$37.9026
Supervisor of Human Services		35	32	1.00	\$68,606.16	\$1,314.29	\$37.5511	\$74,571.91	\$1,428.58	\$40.8166
YFS Coordinator		35	32	1.00	\$68,606.16	\$1,314.29	\$37.5511	\$74,571.91	\$1,428.58	\$40.8166
Clinical Coordinator		35	34	1.00	\$72,078.91	\$1,380.82	\$39.4520	\$78,346.65	\$1,500.89	\$42.8826
Civil Engineer		35	36	1.00	\$75,728.72	\$1,450.74	\$41.4497	\$82,313.98	\$1,576.90	\$45.0543

Table 2

AFSCME #2422 Rates for				7/1/2019 - 6/30/2020					
Job Class * = Part-time positions	Sched hrs./wk.	Grade	FTE	Annual - Prob. Rate	Wkly - Prob Rate	Hrly - Prob Rate	Annual - Step 1 Rate	Wkly. - Step 1 Rate	Hrly. - Step 1 Rate
Receptionist (Sr. Ctr.)	35	1	1.00	\$32,548.10	\$623.53	\$17.8151	\$35,378.36	\$677.75	\$19.3643
Sr. Ctr. Escort Driver	35	1	1.00	\$32,548.10	\$623.53	\$17.8151	\$35,378.36	\$677.75	\$19.3643
Sr. Ctr. Escort Driver*	21	1	0.60	\$19,528.86	\$374.12	\$17.8151	\$21,227.02	\$406.65	\$19.3643
Sr. Ctr. Van Driver	35	1	1.00	\$32,548.10	\$623.53	\$17.8151	\$35,378.36	\$677.75	\$19.3643
Sr. Ctr. Lead Van Driver	35	2	1.00	\$33,362.53	\$639.13	\$18.2609	\$36,263.60	\$694.71	\$19.8489
Assessment Data Entry Specialist	35	7	1.00	\$37,745.94	\$723.10	\$20.6600	\$41,028.18	\$785.98	\$22.4566
Pol. Records Computer Operator	35	7	1.00	\$37,745.94	\$723.10	\$20.6600	\$41,028.18	\$785.98	\$22.4566
Gen. Assist. Accounting Clerk	35	9	1.00	\$39,657.04	\$759.71	\$21.7060	\$43,105.49	\$825.78	\$23.5937
Cool Directions Case Manager*	21	10.5	0.60	\$24,777.57	\$474.67	\$22.6031	\$26,932.16	\$515.94	\$24.5686
Accounting Clerk (PW)	35	11	1.00	\$41,664.09	\$798.16	\$22.8046	\$45,287.07	\$867.57	\$24.7877
Assessment Clerk	35	11	1.00	\$41,664.09	\$798.16	\$22.8046	\$45,287.07	\$867.57	\$24.7877
Assessment Technician Clerk	28	11	0.80	\$33,331.27	\$638.53	\$22.8046	\$36,229.66	\$694.06	\$24.7877
Records Clerk (City Clerk)	35	11	1.00	\$41,664.09	\$798.16	\$22.8046	\$45,287.07	\$867.57	\$24.7877
Revenue Collections Clerk	35	11	1.00	\$41,664.09	\$798.16	\$22.8046	\$45,287.07	\$867.57	\$24.7877
Revenue Collections Clerk-Bilingual	35	11	1.00	\$41,664.09	\$798.16	\$22.8046	\$45,287.07	\$867.57	\$24.7877
Fire Code Clerk	35	12	1.00	\$42,705.02	\$818.10	\$23.3743	\$46,418.48	\$889.24	\$25.4069
Fire Code Clerk*	21	12	0.60	\$25,623.01	\$490.86	\$23.3743	\$27,851.09	\$533.54	\$25.4069
Pol. Records Clerical Coordinator	35	12	1.00	\$42,705.02	\$818.10	\$23.3743	\$46,418.48	\$889.24	\$25.4069
Rec. Fac. Maintainer I	40	12.4	1.00	\$42,705.02	\$818.10	\$20.4525	\$46,418.48	\$889.24	\$22.2310
Administrative Secretary	35	14	1.00	\$44,868.26	\$859.55	\$24.5586	\$48,769.85	\$934.29	\$26.6940
Assessment Analyst	35	14	1.00	\$44,868.26	\$859.55	\$24.5586	\$48,769.85	\$934.29	\$26.6940
Employment Case Manager	35	14	1.00	\$44,868.26	\$859.55	\$24.5586	\$48,769.85	\$934.29	\$26.6940
Sr. Ctr. Office Coordinator	35	14	1.00	\$44,868.26	\$859.55	\$24.5586	\$48,769.85	\$934.29	\$26.6940
Administrative Specialist	35	15	1.00	\$45,989.48	\$881.02	\$25.1720	\$49,988.58	\$957.64	\$27.3611
Code Enforcement Secretary	35	15	1.00	\$45,989.48	\$881.02	\$25.1720	\$49,988.58	\$957.64	\$27.3611
Recycling Coordinator	35	16	1.00	\$47,139.75	\$903.06	\$25.8017	\$51,238.84	\$981.59	\$28.0454
Accounting Assistant	35	17	1.00	\$48,317.86	\$925.63	\$26.4466	\$52,519.43	\$1,006.12	\$28.7463
Delinquent Tax Collector	35	17	1.00	\$48,317.86	\$925.63	\$26.4466	\$52,519.43	\$1,006.12	\$28.7463
Executive Secretary	35	17	1.00	\$48,317.86	\$925.63	\$26.4466	\$52,519.43	\$1,006.12	\$28.7463
Intake/Outreach Specialist	35	17	1.00	\$48,317.86	\$925.63	\$26.4466	\$52,519.43	\$1,006.12	\$28.7463
Lead Program Community Liaison*	21	17	0.60	\$28,990.72	\$555.38	\$26.4466	\$31,511.66	\$603.67	\$28.7463
Rec. Fac. Maintainer II	40	17.4	1.00	\$48,317.86	\$925.63	\$23.1408	\$52,519.43	\$1,006.12	\$25.1530
Accounting Generalist	35	19	1.00	\$50,764.48	\$972.50	\$27.7857	\$55,178.78	\$1,057.06	\$30.2017
Children First Coordinator	35	22	1.00	\$54,667.06	\$1,047.26	\$29.9217	\$59,420.71	\$1,138.33	\$32.5237
Asst. City/Town Clerk	35	22	1.00	\$54,667.06	\$1,047.26	\$29.9217	\$59,420.71	\$1,138.33	\$32.5237
Program Assistant (Com. Dev.)	35	23	1.00	\$56,033.74	\$1,073.44	\$30.6697	\$60,906.23	\$1,166.79	\$33.3369
Asst. to the City Treasurer	35	24	1.00	\$57,434.98	\$1,100.29	\$31.4369	\$62,429.33	\$1,195.96	\$34.1703
Blight Control/Housing Code Enf. Officer	35	24	1.00	\$57,434.98	\$1,100.29	\$31.4369	\$62,429.33	\$1,195.96	\$34.1703
Gen. Assist. Admin. Coordinator	35	24	1.00	\$57,434.98	\$1,100.29	\$31.4369	\$62,429.33	\$1,195.96	\$34.1703
Human Services Case Worker	35	24	1.00	\$57,434.98	\$1,100.29	\$31.4369	\$62,429.33	\$1,195.96	\$34.1703
LAN Technician/User Support	35	24	1.00	\$57,434.98	\$1,100.29	\$31.4369	\$62,429.33	\$1,195.96	\$34.1703
Outreach Administrator/Municipal Agent	35	24	1.00	\$57,434.98	\$1,100.29	\$31.4369	\$62,429.33	\$1,195.96	\$34.1703
Program Coordinator (YFS)	35	24	1.00	\$57,434.98	\$1,100.29	\$31.4369	\$62,429.33	\$1,195.96	\$34.1703
YFS Caseworker	35	24	1.00	\$57,434.98	\$1,100.29	\$31.4369	\$62,429.33	\$1,195.96	\$34.1703
Zoning Enforcement Officer	35	25	1.00	\$58,870.83	\$1,127.79	\$32.2226	\$63,990.05	\$1,225.86	\$35.0246
Accountant	35	26	1.00	\$60,342.38	\$1,155.98	\$33.0280	\$65,589.54	\$1,256.50	\$35.9000
Asst. Assessor	35	26	1.00	\$60,342.38	\$1,155.98	\$33.0280	\$65,589.54	\$1,256.50	\$35.9000
Program Administrator (Sr. Ctr.)	35	26	1.00	\$60,342.38	\$1,155.98	\$33.0280	\$65,589.54	\$1,256.50	\$35.9000
Program Coordinator (Recreation)	35	26	1.00	\$60,342.38	\$1,155.98	\$33.0280	\$65,589.54	\$1,256.50	\$35.9000
Youth & Family Therapist	35	27	1.00	\$61,850.75	\$1,184.88	\$33.8537	\$67,229.09	\$1,287.91	\$36.7974
Rec. Fac. Maint. Supervisor	40	27.4	1.00	\$61,850.75	\$1,184.88	\$29.6220	\$67,229.09	\$1,287.91	\$32.1978
Lead Rehab. Officer	35	28	1.00	\$63,398.16	\$1,214.52	\$34.7006	\$68,911.04	\$1,320.13	\$37.7180
Asst. Building Official	35	29	1.00	\$64,982.38	\$1,244.87	\$35.5677	\$70,633.03	\$1,353.12	\$38.6606
Code Enforcement Officer	35	29	1.00	\$64,982.38	\$1,244.87	\$35.5677	\$70,633.03	\$1,353.12	\$38.6606
Supervisor of Human Services	35	32	1.00	\$69,978.28	\$1,340.58	\$38.3023	\$76,063.35	\$1,457.15	\$41.6329
YFS Coordinator	35	32	1.00	\$69,978.28	\$1,340.58	\$38.3023	\$76,063.35	\$1,457.15	\$41.6329
Clinical Coordinator	35	34	1.00	\$73,520.49	\$1,408.44	\$40.2411	\$79,913.58	\$1,530.91	\$43.7403
Civil Engineer	35	36	1.00	\$77,243.29	\$1,479.76	\$42.2789	\$83,960.26	\$1,608.43	\$45.9551

Table 3

AFSCME #2422 Rates for				7/1/2020 - 6/30/2021					
Job Class	Sched hrs./wk.	Grade	FTE	Annual - Prob. Rate	Wkly - Prob Rate	Hrly - Prob Rate	Annual - Step 1 Rate	Wkly - Step 1 Rate	Hrly - Step 1 Rate
Receptionist (Sr. Ctr.)	35	1	1.00	\$33,280.43	\$637.56	\$18.2160	\$36,174.37	\$693.00	\$19.8000
Sr. Ctr. Escort Driver	35	1	1.00	\$33,280.43	\$637.56	\$18.2160	\$36,174.37	\$693.00	\$19.8000
Sr. Ctr. Escort Driver*	21	1	0.60	\$19,968.26	\$382.54	\$18.2160	\$21,704.62	\$415.80	\$19.8000
Sr. Ctr. Van Driver	35	1	1.00	\$33,280.43	\$637.56	\$18.2160	\$36,174.37	\$693.00	\$19.8000
Sr. Ctr. Lead Van Driver	35	2	1.00	\$34,113.19	\$653.51	\$18.6717	\$37,079.53	\$710.34	\$20.2954
Assessment Data Entry Specialist	35	7	1.00	\$38,595.22	\$739.37	\$21.1249	\$41,951.31	\$803.67	\$22.9620
Pol. Records Computer Operator	35	7	1.00	\$38,595.22	\$739.37	\$21.1249	\$41,951.31	\$803.67	\$22.9620
Gen. Assist. Accounting Clerk	35	9	1.00	\$40,549.32	\$776.81	\$22.1946	\$44,075.36	\$844.36	\$24.1246
Cool Directions Case Manager*	21	10.5	0.60	\$25,335.07	\$485.35	\$23.1117	\$27,538.13	\$527.55	\$25.1214
Accounting Clerk (PW)	35	11	1.00	\$42,601.53	\$816.12	\$23.3177	\$46,306.03	\$887.09	\$25.3454
Assessment Clerk	35	11	1.00	\$42,601.53	\$816.12	\$23.3177	\$46,306.03	\$887.09	\$25.3454
Assessment Technician Clerk	28	11	0.80	\$34,081.22	\$652.90	\$23.3177	\$37,044.82	\$709.67	\$25.3454
Records Clerk (City Clerk)	35	11	1.00	\$42,601.53	\$816.12	\$23.3177	\$46,306.03	\$887.09	\$25.3454
Revenue Collections Clerk	35	11	1.00	\$42,601.53	\$816.12	\$23.3177	\$46,306.03	\$887.09	\$25.3454
Revenue Collections Clerk-Bilingual	35	11	1.00	\$42,601.53	\$816.12	\$23.3177	\$46,306.03	\$887.09	\$25.3454
Fire Code Clerk	35	12	1.00	\$43,665.88	\$836.51	\$23.9003	\$47,462.90	\$909.25	\$25.9786
Fire Code Clerk*	21	12	0.60	\$26,199.53	\$501.91	\$23.9003	\$28,477.74	\$545.55	\$25.9786
Pol. Records Clerical Coordinator	35	12	1.00	\$43,665.88	\$836.51	\$23.9003	\$47,462.90	\$909.25	\$25.9786
Rec. Fac. Maintainer I	40	12.4	1.00	\$43,665.88	\$836.51	\$20.9128	\$47,462.90	\$909.25	\$22.7313
Administrative Secretary	35	14	1.00	\$45,877.80	\$878.88	\$25.1109	\$49,867.17	\$955.31	\$27.2946
Assessment Analyst	35	14	1.00	\$45,877.80	\$878.88	\$25.1109	\$49,867.17	\$955.31	\$27.2946
Employment Case Manager	35	14	1.00	\$45,877.80	\$878.88	\$25.1109	\$49,867.17	\$955.31	\$27.2946
Sr. Ctr. Office Coordinator	35	14	1.00	\$45,877.80	\$878.88	\$25.1109	\$49,867.17	\$955.31	\$27.2946
Administrative Specialist	35	15	1.00	\$47,024.24	\$900.85	\$25.7386	\$51,113.32	\$979.18	\$27.9766
Code Enforcement Secretary	35	15	1.00	\$47,024.24	\$900.85	\$25.7386	\$51,113.32	\$979.18	\$27.9766
Recycling Coordinator	35	16	1.00	\$48,200.39	\$923.38	\$26.3823	\$52,391.71	\$1,003.67	\$28.6763
Accounting Assistant	35	17	1.00	\$49,405.01	\$946.46	\$27.0417	\$53,701.12	\$1,028.76	\$29.3931
Delinquent Tax Collector	35	17	1.00	\$49,405.01	\$946.46	\$27.0417	\$53,701.12	\$1,028.76	\$29.3931
Executive Secretary	35	17	1.00	\$49,405.01	\$946.46	\$27.0417	\$53,701.12	\$1,028.76	\$29.3931
Intake/Outreach Specialist	35	17	1.00	\$49,405.01	\$946.46	\$27.0417	\$53,701.12	\$1,028.76	\$29.3931
Lead Program Community Liaison*	21	17	0.60	\$29,643.01	\$567.88	\$27.0417	\$32,220.67	\$617.26	\$29.3931
Rec. Fac. Maintainer II	40	17.4	1.00	\$49,405.01	\$946.46	\$23.6615	\$53,701.12	\$1,028.76	\$25.7190
Accounting Generalist	35	19	1.00	\$51,906.68	\$994.38	\$28.4109	\$56,420.30	\$1,080.85	\$30.8814
Children First Coordinator	35	22	1.00	\$55,897.07	\$1,070.83	\$30.5951	\$60,757.68	\$1,163.94	\$33.2554
Asst. City/Town Clerk	35	22	1.00	\$55,897.07	\$1,070.83	\$30.5951	\$60,757.68	\$1,163.94	\$33.2554
Program Assistant (Com. Dev.)	35	23	1.00	\$57,294.50	\$1,097.60	\$31.3600	\$62,276.62	\$1,193.04	\$34.0869
Asst. to the City Treasurer	35	24	1.00	\$58,727.27	\$1,125.04	\$32.1440	\$63,833.99	\$1,222.87	\$34.9391
Blight Control/Housing Code Enf. Officer	35	24	1.00	\$58,727.27	\$1,125.04	\$32.1440	\$63,833.99	\$1,222.87	\$34.9391
Gen. Assist. Admin. Coordinator	35	24	1.00	\$58,727.27	\$1,125.04	\$32.1440	\$63,833.99	\$1,222.87	\$34.9391
Human Services Case Worker	35	24	1.00	\$58,727.27	\$1,125.04	\$32.1440	\$63,833.99	\$1,222.87	\$34.9391
LAN Technician/User Support	35	24	1.00	\$58,727.27	\$1,125.04	\$32.1440	\$63,833.99	\$1,222.87	\$34.9391
Outreach Administrator/Municipal Agent	35	24	1.00	\$58,727.27	\$1,125.04	\$32.1440	\$63,833.99	\$1,222.87	\$34.9391
Program Coordinator (YFS)	35	24	1.00	\$58,727.27	\$1,125.04	\$32.1440	\$63,833.99	\$1,222.87	\$34.9391
YFS Caseworker	35	24	1.00	\$58,727.27	\$1,125.04	\$32.1440	\$63,833.99	\$1,222.87	\$34.9391
Zoning Enforcement Officer	35	25	1.00	\$60,195.42	\$1,153.17	\$32.9477	\$65,429.83	\$1,253.44	\$35.8126
Accountant	35	26	1.00	\$61,700.08	\$1,181.99	\$33.7711	\$67,065.30	\$1,284.78	\$36.7080
Asst. Assessor	35	26	1.00	\$61,700.08	\$1,181.99	\$33.7711	\$67,065.30	\$1,284.78	\$36.7080
Program Administrator (Sr. Ctr.)	35	26	1.00	\$61,700.08	\$1,181.99	\$33.7711	\$67,065.30	\$1,284.78	\$36.7080
Program Coordinator (Recreation)	35	26	1.00	\$61,700.08	\$1,181.99	\$33.7711	\$67,065.30	\$1,284.78	\$36.7080
Youth & Family Therapist	35	27	1.00	\$63,242.39	\$1,211.54	\$34.6154	\$68,741.74	\$1,316.89	\$37.6254
Rec. Fac. Maint. Supervisor	40	27.4	1.00	\$63,242.39	\$1,211.54	\$30.2885	\$68,741.74	\$1,316.89	\$32.9223
Lead Rehab. Officer	35	28	1.00	\$64,824.62	\$1,241.85	\$35.4814	\$70,461.54	\$1,349.84	\$38.5669
Asst. Building Official	35	29	1.00	\$66,444.48	\$1,272.88	\$36.3680	\$72,222.27	\$1,383.57	\$39.5306
Code Enforcement Officer	35	29	1.00	\$66,444.48	\$1,272.88	\$36.3680	\$72,222.27	\$1,383.57	\$39.5306
Supervisor of Human Services	35	32	1.00	\$71,552.79	\$1,370.74	\$39.1640	\$77,774.78	\$1,489.94	\$42.5697
YFS Coordinator	35	32	1.00	\$71,552.79	\$1,370.74	\$39.1640	\$77,774.78	\$1,489.94	\$42.5697
Clinical Coordinator	35	34	1.00	\$75,174.70	\$1,440.13	\$41.1466	\$81,711.64	\$1,565.36	\$44.7246
Civil Engineer	35	36	1.00	\$78,981.26	\$1,513.05	\$43.2300	\$85,849.37	\$1,644.62	\$46.9891

Table 4

AFSCME #2422 Rates for				7/1/2021 - 6/30/2022					
Job Class * = Part-time positions	Sched hrs./wk.	Grade	FTE	Annual - Prob. Rate	Wkly - Prob Rate	Hrly - Prob Rate	Annual - Step 1 Rate	Wkly - Step 1 Rate	Hrly - Step 1 Rate
Receptionist (Sr. Ctr.)	35	1	1.00	\$34,029.24	\$651.90	\$18.6257	\$36,988.29	\$708.59	\$20.2454
Sr. Ctr. Escort Driver	35	1	1.00	\$34,029.24	\$651.90	\$18.6257	\$36,988.29	\$708.59	\$20.2454
Sr. Ctr. Escort Driver*	21	1	0.60	\$20,417.54	\$391.14	\$18.6257	\$22,192.97	\$425.15	\$20.2454
Sr. Ctr. Van Driver	35	1	1.00	\$34,029.24	\$651.90	\$18.6257	\$36,988.29	\$708.59	\$20.2454
Sr. Ctr. Lead Van Driver	35	2	1.00	\$34,880.74	\$668.21	\$19.0917	\$37,913.82	\$726.32	\$20.7520
Assessment Data Entry Specialist	35	7	1.00	\$39,463.61	\$756.01	\$21.6003	\$42,895.21	\$821.75	\$23.4786
Pol. Records Computer Operator	35	7	1.00	\$39,463.61	\$756.01	\$21.6003	\$42,895.21	\$821.75	\$23.4786
Gen. Assist. Accounting Clerk	35	9	1.00	\$41,461.68	\$794.29	\$22.6940	\$45,067.06	\$863.35	\$24.6671
Cool Directions Case Manager*	21	10.5	0.60	\$25,905.10	\$496.27	\$23.6317	\$28,157.74	\$539.42	\$25.6866
Accounting Clerk (PW)	35	11	1.00	\$43,560.06	\$834.48	\$23.8423	\$47,347.92	\$907.05	\$25.9157
Assessment Clerk	35	11	1.00	\$43,560.06	\$834.48	\$23.8423	\$47,347.92	\$907.05	\$25.9157
Assessment Technician Clerk	28	11	0.80	\$34,848.05	\$667.58	\$23.8423	\$37,878.34	\$725.64	\$25.9157
Records Clerk (City Clerk)	35	11	1.00	\$43,560.06	\$834.48	\$23.8423	\$47,347.92	\$907.05	\$25.9157
Revenue Collections Clerk	35	11	1.00	\$43,560.06	\$834.48	\$23.8423	\$47,347.92	\$907.05	\$25.9157
Revenue Collections Clerk-Bilingual	35	11	1.00	\$43,560.06	\$834.48	\$23.8423	\$47,347.92	\$907.05	\$25.9157
Fire Code Clerk	35	12	1.00	\$44,648.36	\$855.33	\$24.4380	\$48,530.82	\$929.71	\$26.5631
Fire Code Clerk*	21	12	0.60	\$26,789.02	\$513.20	\$24.4380	\$29,118.49	\$557.83	\$26.5631
Pol. Records Clerical Coordinator	35	12	1.00	\$44,648.36	\$855.33	\$24.4380	\$48,530.82	\$929.71	\$26.5631
Rec. Fac. Maintainer I	40	12.4	1.00	\$44,648.36	\$855.33	\$21.3833	\$48,530.82	\$929.71	\$23.2428
Administrative Secretary	35	14	1.00	\$46,910.05	\$898.66	\$25.6760	\$50,989.18	\$976.80	\$27.9086
Assessment Analyst	35	14	1.00	\$46,910.05	\$898.66	\$25.6760	\$50,989.18	\$976.80	\$27.9086
Employment Case Manager	35	14	1.00	\$46,910.05	\$898.66	\$25.6760	\$50,989.18	\$976.80	\$27.9086
Sr. Ctr. Office Coordinator	35	14	1.00	\$46,910.05	\$898.66	\$25.6760	\$50,989.18	\$976.80	\$27.9086
Administrative Specialist	35	15	1.00	\$48,082.29	\$921.12	\$26.3177	\$52,263.37	\$1,001.21	\$28.6060
Code Enforcement Secretary	35	15	1.00	\$48,082.29	\$921.12	\$26.3177	\$52,263.37	\$1,001.21	\$28.6060
Recycling Coordinator	35	16	1.00	\$49,284.90	\$944.16	\$26.9760	\$53,570.52	\$1,026.26	\$29.3217
Accounting Assistant	35	17	1.00	\$50,516.62	\$967.75	\$27.6500	\$54,909.40	\$1,051.90	\$30.0543
Delinquent Tax Collector	35	17	1.00	\$50,516.62	\$967.75	\$27.6500	\$54,909.40	\$1,051.90	\$30.0543
Executive Secretary	35	17	1.00	\$50,516.62	\$967.75	\$27.6500	\$54,909.40	\$1,051.90	\$30.0543
Intake/Outreach Specialist	35	17	1.00	\$50,516.62	\$967.75	\$27.6500	\$54,909.40	\$1,051.90	\$30.0543
Lead Program Community Liaison*	21	17	0.60	\$30,309.97	\$580.65	\$27.6500	\$32,945.64	\$631.14	\$30.0543
Rec. Fac. Maintainer II	40	17.4	1.00	\$50,516.62	\$967.75	\$24.1938	\$54,909.40	\$1,051.90	\$26.2975
Accounting Generalist	35	19	1.00	\$53,074.58	\$1,016.75	\$29.0500	\$57,689.76	\$1,105.17	\$31.5763
Children First Coordinator	35	22	1.00	\$57,154.75	\$1,094.92	\$31.2834	\$62,124.73	\$1,190.13	\$34.0037
Asst. City/Town Clerk	35	22	1.00	\$57,154.75	\$1,094.92	\$31.2834	\$62,124.73	\$1,190.13	\$34.0037
Program Assistant (Com. Dev.)	35	23	1.00	\$58,583.63	\$1,122.29	\$32.0654	\$63,677.84	\$1,219.88	\$34.8537
Asst. to the City Treasurer	35	24	1.00	\$60,048.63	\$1,150.36	\$32.8674	\$65,270.25	\$1,250.39	\$35.7254
Blight Control/Housing Code Enf. Officer	35	24	1.00	\$60,048.63	\$1,150.36	\$32.8674	\$65,270.25	\$1,250.39	\$35.7254
Gen. Assist. Admin. Coordinator	35	24	1.00	\$60,048.63	\$1,150.36	\$32.8674	\$65,270.25	\$1,250.39	\$35.7254
Human Services Case Worker	35	24	1.00	\$60,048.63	\$1,150.36	\$32.8674	\$65,270.25	\$1,250.39	\$35.7254
LAN Technician/User Support	35	24	1.00	\$60,048.63	\$1,150.36	\$32.8674	\$65,270.25	\$1,250.39	\$35.7254
Outreach Administrator/Municipal Agent	35	24	1.00	\$60,048.63	\$1,150.36	\$32.8674	\$65,270.25	\$1,250.39	\$35.7254
Program Coordinator (YFS)	35	24	1.00	\$60,048.63	\$1,150.36	\$32.8674	\$65,270.25	\$1,250.39	\$35.7254
YFS Caseworker	35	24	1.00	\$60,048.63	\$1,150.36	\$32.8674	\$65,270.25	\$1,250.39	\$35.7254
Zoning Enforcement Officer	35	25	1.00	\$61,549.82	\$1,179.12	\$33.6891	\$66,902.00	\$1,281.65	\$36.6186
Accountant	35	26	1.00	\$63,088.33	\$1,208.59	\$34.5311	\$68,574.27	\$1,313.68	\$37.5337
Asst. Assessor	35	26	1.00	\$63,088.33	\$1,208.59	\$34.5311	\$68,574.27	\$1,313.68	\$37.5337
Program Administrator (Sr. Ctr.)	35	26	1.00	\$63,088.33	\$1,208.59	\$34.5311	\$68,574.27	\$1,313.68	\$37.5337
Program Coordinator (Recreation)	35	26	1.00	\$63,088.33	\$1,208.59	\$34.5311	\$68,574.27	\$1,313.68	\$37.5337
Youth & Family Therapist	35	27	1.00	\$64,665.34	\$1,238.80	\$35.3943	\$70,288.43	\$1,346.52	\$38.4720
Rec. Fac. Maint. Supervisor	40	27.4	1.00	\$64,665.34	\$1,238.80	\$30.9700	\$70,288.43	\$1,346.52	\$33.6630
Lead Rehab. Officer	35	28	1.00	\$66,283.17	\$1,269.79	\$36.2797	\$72,046.92	\$1,380.21	\$39.4346
Asst. Building Official	35	29	1.00	\$67,939.48	\$1,301.52	\$37.1863	\$73,847.27	\$1,414.70	\$40.4200
Code Enforcement Officer	35	29	1.00	\$67,939.48	\$1,301.52	\$37.1863	\$73,847.27	\$1,414.70	\$40.4200
Supervisor of Human Services	35	32	1.00	\$73,162.73	\$1,401.58	\$40.0451	\$79,524.71	\$1,523.46	\$43.5274
YFS Coordinator	35	32	1.00	\$73,162.73	\$1,401.58	\$40.0451	\$79,524.71	\$1,523.46	\$43.5274
Clinical Coordinator	35	34	1.00	\$76,866.13	\$1,472.53	\$42.0723	\$83,550.15	\$1,600.58	\$45.7309
Civil Engineer	35	36	1.00	\$80,758.34	\$1,547.09	\$44.2026	\$87,780.98	\$1,681.63	\$48.0466

**APPENDIX B – MEDICAL INSURANCE SUMMARY**

CITY OF NORWICH	BENEFIT PLANS			
	Century Preferred PPO		H.S.A	
	IN-NETWORK	OUT-OF-NETWORK	IN-NETWORK	OUT-OF-NETWORK
<b>Cost Share Provisions:</b>	Bluecare HMO		H.S.A	
<b>Financial :</b>				
Deductible	None	\$200/\$400/\$500	None	\$1,500 / \$3,000
Co-Insurance	None	20%	None	20%
Maximum Out of pocket	None	\$1,000/\$2,000/\$2,500	None	\$3000/\$6,000
Maximum Lifetime Benefit Per Member	None	\$1,000,000	None	\$1,000,000
Gatekeeper Network	No	No	No	No
<b>DEPENDENT AGE LIMIT:</b>	19/26	19/26	19/26	19/26
<b>PREVENTATIVE CARE:</b>				
Physical Examination - Child	No copayment	Deductible & Coinsurance	No copayment	Deductible & Coinsurance
Physical Examination - Adult	No Copayment	Deductible & Coinsurance	No Copayment	Deductible & Coinsurance
Vision Examination / one every two years	No Copayment	Deductible & Coinsurance	No Copayment	Deductible & Coinsurance
OB/GYN visit	\$ 15 Copay	Deductible & Coinsurance	\$ 10 Copay	Deductible & Coinsurance
Mammography	No Copayment	Deductible & Coinsurance	No Copayment	Deductible & Coinsurance
Hearing Screening / One every year	No Copayment	Deductible & Coinsurance	No Copayment	Deductible & Coinsurance
<b>OUTPATIENT CARE:</b>				
Physician Office Visit	\$ 15 copay	Deductible & Coinsurance	\$ 10 copay	Deductible & Coinsurance
Specialist Office Visit	\$ 15 copay	Deductible & Coinsurance	\$ 10 Copay	Deductible & Coinsurance
Outpatient Surgical Services	\$ 50 per visit	Deductible & Coinsurance	No charge	Deductible & Coinsurance
Diagnostic X-Ray / Lab Examination	No charge	Deductible & Coinsurance	No charge	Deductible & Coinsurance
Complex Imaging (MRI, CAT, PET, etc.)	No charge	Deductible & Coinsurance	No charge	Deductible & Coinsurance
Prenatal and Postnatal Maternity Care	\$ 15 initial visit only	Deductible & Coinsurance	\$ 10 initial visit only	Deductible & Coinsurance
Outpatient Rehabilitation	No Charge (50 visit max)	Deductible & Coinsurance	\$ 10 copay (unlimited)	Deductible & Coinsurance
<b>MENTAL HEALTH CARE:</b>				
Outpatient Treatment	\$ 15 copay	Deductible & Coinsurance	\$ 10 copay	Deductible & Coinsurance
Inpatient Treatment	\$100 per admission	Deductible & Coinsurance	No charge	Deductible & Coinsurance
<b>SUBSTANCE ABUSE:</b>				
Outpatient Treatment	\$ 15 copay	Deductible & Coinsurance	\$ 10 copay	Deductible & Coinsurance
Inpatient Treatment	\$100 per admission	Deductible & Coinsurance	No charge	Deductible & Coinsurance
<b>ALLERGY CARE:</b>				
Office Visit	\$ 15 copay	Deductible & Coinsurance	\$ 10 copay	Deductible & Coinsurance
Injections	No charge	Deductible & Coinsurance	No charge	Deductible & Coinsurance
<b>HOSPITAL CARE:</b>				
Semi Private Hospital Admission	\$100 per admission	Deductible & Coinsurance	No charge	Deductible & Coinsurance
Skilled Nursing and Rehabilitation Facilities	\$100 per admission	Deductible & Coinsurance	No charge	Deductible & Coinsurance
Rehabilitative services	No charge	Deductible & Coinsurance	No charge	Deductible & Coinsurance
<b>HOME HEALTH CARE:</b>				
<b>EMERGENCY CARE:</b>				
Walk-in Center	\$ 15 per visit	Deductible & Coinsurance	\$ 10 per visit	Deductible & Coinsurance
Emergency Room (waived fee if admitted)	\$ 50 per visit	Deductible & Coinsurance	\$ 50 per visit	Deductible & Coinsurance
Ambulance Service	No charge	No charge	No charge	Same as In-network
Urgent Care	\$ 25 per visit	Not covered	\$ 25 per visit	Same as In-network
<b>Prescription Drugs:</b>				
Generic Tier 1 Drugs	\$ 5	Deductible & Coinsurance	\$ 5	Deductible & Coinsurance
Listed Brand Tier 2 Drugs	\$ 20	Deductible & Coinsurance	\$ 20	Deductible & Coinsurance
Non-listed Brand Tier Drugs	\$ 30	Deductible & Coinsurance	\$ 30	Deductible & Coinsurance
Mail Order	\$ 0	Deductible & Coinsurance	\$ 0	Deductible & Coinsurance
Annual maximum	Unlimited	Deductible & Coinsurance	Unlimited	Deductible & Coinsurance

**APPENDIX C – DENTAL SUMMARY**

\* When scheduling treatment, it is important to consult with your dentist about the estimated cost for services.

COPAY DENTAL BENEFITS	Participating Dentist	Non-Participating Dentist
<p>Covered Services include:</p> <ul style="list-style-type: none"> <li>Oral Examinations</li> <li>Periapical and Bitewing X-rays</li> <li>Topical fluoride applications for those under 19</li> <li>Prophylaxis, including cleaning, scaling, and polishing</li> <li>Repair of dentures</li> <li>Palliative emergency treatment</li> <li>Routine fillings consisting of silver amalgam and tooth color materials ; including stainless steel crowns (primary teeth)</li> <li>Simple extractions</li> <li>Endodontics including pulpotomy, direct pulp capping and root canal therapy(excluding restoration)</li> </ul>	<p>80% of the dentists usual charge or 80% of the usual, customary and reasonable charge determined by Anthem, whichever is less 20% coinsurance</p>	<p>Member is responsible for the difference between the amount paid by Anthem (80%) and the fee charged by the dentist.</p>
<p><b>DENTAL RIDER A</b></p> <p>Benefits provided :</p> <ul style="list-style-type: none"> <li>Inlays (not part of a bridge)</li> <li>Onlays (not part of a bridge)</li> <li>Crown (not part of bridge)</li> <li>Space Maintainers</li> <li>Oral surgery consisting of fracture and dislocation treatment, diagnosis and treatment of cyst and abscess, surgical extractions and impaction</li> <li>Apicoectomy</li> </ul> <p><b>No payment for replacement crowns, inlays or onlays provided less than 5 years following (re)placement</b></p>	<p>50% of the dentists usual charge or 50% of the usual and customary and reasonable charge determined by Anthem, whichever is less 50% coinsurance</p>	<p>Member is responsible for the difference between the amount paid by Anthem (50%) and the fee charged by the dentist.</p>
<p><b>DENTAL RIDER B</b></p> <p>Prosthetic Services :</p> <ul style="list-style-type: none"> <li>Dentures, full and partial</li> <li>Bridges, fixed and removable</li> <li>Addition of teeth to partial dentures to replace extracted teeth</li> </ul> <p><b>No payment for a denture or bridge replacement provided less than 5 years following (re)placement</b></p>	<p>50% of the dentists usual charge or 50% of the usual and customary and reasonable charge determined by Anthem, whichever is less 50% coinsurance</p>	<p>Member is responsible for the difference between the amount paid by Anthem (50%) and the fee charged by the dentist.</p>
<p><b>DENTAL RIDER C</b></p> <p>Periodontal Services :</p> <ul style="list-style-type: none"> <li>Gingival curettage</li> <li>Gingivectomy and gingivoplasty</li> <li>Osseous surgery, including flap entry and closure</li> <li>Mucogingivoplastic surgery</li> <li>Management of acute infection and oral lesions</li> </ul> <p><b>\$500.00 yearly Max</b></p>	<p>50% of the dentists usual charge or 50% of the usual and customary and reasonable charge determined by Anthem, whichever is less 50% coinsurance</p>	<p>Member is responsible for the difference between the amount paid by Anthem (50%) and the fee charged by the dentist.</p>

\*This does not constitute your health plan or insurance policy. It is a general description.