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COLLECTIVE BARGAINING AGREEMENT

between

THE TOWN OF WILTON

and

WILTON TOWN HALL EMPLOYEES UNION

LOCAL 1303-160 OF CONNECTICUT COUNCIL #4, AFSCME, AFL-CIO

Effective 7/01/23 through 6/30/26

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AGREEMENT

WHEREAS the employees of Wilton petitioned to organize for the purpose of collective bargaining; and

WHEREAS in response to said petition the Town of Wilton (hereinafter "Town") and the employees of Wilton and Connecticut Council #4, AFSCME, AFL-CIO met and agreed on a description of a bargaining unit and further agreed that the employees included in said unit would participate in an election to determine whether they wished to organize collectively and be represented by Connecticut Council #4, AFSCME, AFL-CIO; and

WHEREAS on March 25, 1988, in response to the aforementioned decision of said election the Connecticut State Board of Labor Relations did certify the bargaining unit (See CSBLR Dec. No. 2628); and

WHEREAS the Town and the Wilton Town Hall Employees Local 1303-160 of Connecticut Council #4, AFSCME, AFL-CIO (hereinafter "Union") entered into negotiations for a collective bargaining agreement between the Town and the Union;

IT IS THEREFORE AGREED THAT this Agreement is a result of said negotiations and is entered into by and between the Town and the Union.

PREAMBLE

The Town and the Union agree to continue to participate in a spirit of harmony and cooperation in order to promote the well being of the employees of the Town.

ARTICLE I
RECOGNITION

Section 1.0 - Recognition

The Town hereby recognizes Local 1303-160 of Connecticut Council #4, AFSCME, AFL-CIO, as the sole and exclusive bargaining agent with respect to wages, hours, terms and conditions of employment for the employees of the Town covered by this Agreement (hereinafter "employee(s)").

Section 1.1 - Bargaining Unit

The employees covered by this Agreement are all employees of the Town of Wilton who work twenty (20) or more hours per week excluding the executive secretary to the First Selectman, elected and appointed officials, Accountant; uniformed services as defined by the Municipal Employee Relations Act, seasonal employees, highway supervisor, recreation director, supervisor of parks and grounds, supervisors, department heads and field engineer. Reference is made to Connecticut State Board of Labor Relations Decision No. 2628 (1988).

ARTICLE II
UNION SECURITY

Section 2.0 - Checkoff

The Town agrees to deduct monthly Union dues or service fees as the case may be from payroll checks of each employee who authorizes such deduction in the amount certified by the Union. Dues or service fees will be deducted in two (2) equal installments from the first two (2) pay checks each month. If the deduction is not evenly divisible by two (2), the first paycheck shall include the remainder of said division.

Section 2.1 - Remittance

The Town agrees to remit to the person and place designated by the Union all dues together with a report which will show the name of each employee and the amount of money deducted. The Union shall provide payroll authorization cards.

Section 2.2 - Save Harmless

The Union agrees to defend and save harmless the Town from any actions which may arise from the Town's enforcement of and compliance with Article II.

ARTICLE III
SENIORITY

Section 3.0 - Seniority Defined

Seniority shall be calculated and defined on two (2) separate bases for application within the body of this Agreement:

A. Seniority

Seniority is defined as the employee's total length of continuous service in a position or positions covered by this Agreement as specified in Section 1.1. Seniority shall govern and control layoff and recall, shift selection, and transfers, subject to any limitations set forth elsewhere in this Agreement.

B. Town Wide Seniority

Town Wide Seniority is defined as the employee's total length of continuous service as an employee of the Town of Wilton (excluding the Board of Education). Town Wide Seniority shall govern and control vacation entitlement and selection, subject to any limitations set forth elsewhere in this Agreement.

Section 3.1 - Seniority Lists

The Town shall prepare and maintain two (2) seniority lists: one which shows the seniority order and date of hire for the Seniority of all employees; and a second list which shows the seniority

order and date of hire for Town Wide Seniority for all bargaining unit employees. The Town will furnish the Union with copies of the lists upon demand. Effective July 1, 2010, the Town will furnish the Union, including the Union Representative, with copies of the lists each September prior to October 1st.

Section 3.2 - Probationary Period

A newly hired employee or an employee promoted or transferred to another position in the bargaining unit shall serve a probationary period of six (6) months from the date the employee assumes his/her position with the Town. Upon completion of three (3) months the Town will promptly provide the employee with a performance review in writing. For new employees, during such probationary period the employee shall be entitled to representation by the Union, but actions taken with respect to discipline and discharge or other termination shall be in the sole discretion of the Town and shall not be subject to the grievance and arbitration procedure. Upon completion of the probationary period, the new employee's Seniority and Town Wide Seniority shall date back to the date of hire. If an employee promoted or transferred to another position in the bargaining unit fails to complete successfully the promotional/transfer probationary period, the employee shall return to his/her previous position, if available; if not, to a comparable position, as determined by the Town, at his/her previous rate of pay.

Section 3.3 - Job Posting

Job vacancies covered by this Agreement shall be posted for a period of at least five (5) work days prior to filling the job. Any employee interested in applying for the job shall notify the Town in writing.

Section 3.4 - Vacancies

The employee applicant who is most qualified for the position as determined by the Town in its judgment shall be given the position. If the two employees have equal qualifications, the most senior will be awarded the position.

Section 3.5 - Layoff

In the event that the Town decides to reduce its staff, employees shall be laid off within the job position in reverse order of the employee's Seniority. Any employee who is to be laid off is entitled to bump into a different position in the same or lower job grade, provided that the employee is qualified in the Town's judgment to perform the work required of the position, and further provided that an employee may only bump an employee with less Seniority. Once an employee has exercised his or her bumping rights, the Town will notify the least Senior employee in said same or lower job position that he or she is to be laid off. An employee who is to be laid off as a result of bumping may exercise bumping rights in the same manner as hereinabove described.

Temporary and part-time employees doing bargaining unit work will be laid off first. For purposes of this section, 20 hours or more per week constitutes full-time.

Section 3.6 - Recall

A laid off employee is subject to recall for a period of two (2) years year from the date of layoff. No bargaining unit employee shall be hired until all laid off employees have had an opportunity to fill the open position. No laid off employee shall be denied recall to any position unless the employee lacks the minimum qualifications required to perform the work. Seniority and Town Wide Seniority will not accrue during any period of layoff.

It shall be the responsibility of the laid off employee to submit the correct address to the Town and to keep such address current. An employee who fails to accept a comparable position, for which he/she is qualified, in the same grade shall be removed from the recall list.

Section 3.7 - Super Seniority

The bargaining unit President shall have super seniority status.

ARTICLE IV
HOURS OF WORK

Section 4.0 - Hours of Work

Except as otherwise stated, within this section, the work day for all employees will be seven (7) hours and the work week will be thirty-five (35) hours, Monday through Friday, both inclusive. Exceptions to this work schedule are as follows:

Apparatus Supervisor:	Eight (8) hours per day, forty (40) hours per week, Monday through Friday, both inclusive.
Parks & Recreation Crew Worker and Building Maintenance Manager:	Eight (8) hours per day, forty (40) hours per week, Monday through Friday, both inclusive.
Dial-a-Ride Van Driver:	Six (6) hours per day, thirty (30) hours per week, Monday through Friday, both inclusive.
Dispatcher:	Eight (8) hours per day, forty (40) hours per week, Monday through Friday, and new employees hired on or after the execution of the 2016-2020 collective bargaining agreement may work on a rotating schedule that includes working on Saturdays and Sundays.
Information Systems Associate:	Eight (8) hours per day, forty (40) hours per week, Monday through Friday, both inclusive.

Section 4.1 - Work Schedule

Except as otherwise stated within this section, the starting time for all employees will be 8:30 A.M. and the quitting time is 4:30 P.M. each day. Exceptions to this work schedule are as follows:

Employees who are employed in the positions listed below will work from 8:00 A.M. until 4:00 P.M. each day:

Assistant Sanitarian
Health Department Administrative Secretary
Building Department Permit Technician (with rotation work schedule set forth below)
Zoning Enforcement Officer
Planning & Zoning Department Administrative Secretary
Environmental Analyst
Environmental Affairs Department Administrative Secretary
Clerk (Finance Department)

Employees who are employed in the positions listed below will work from 6:30 A.M. until 3:00 P.M. each day:

Parks Crew Person, Parks Crew Person (Lead), and Parks Crew Foreman.

Employees who are employed in the position listed below will work 6:00 A.M. until 2:00 P.M. each day:

Police Department Custodian.

Employees who are employed in the position listed below will work one of the following three (3) shifts: 7:00 A.M. until 3:00 P.M.; 3:00 P.M. until 11:00 P.M.; and 11:00 P.M. until 7:00 A.M.:

Police Department Dispatcher will work one of three (3) shifts described above. Dispatchers who are employed by the Town of Wilton at the time of execution of the 2016-2020 collective bargaining agreement shall not be required to switch to a different shift.

The Dial-A-Ride Van Driver(s) will work from 9:00 A.M. until 4:00 P.M. each day.

The Fire Department Apparatus Supervisor will work from 7:30 A.M. until 4:00 P.M. each day.

The Building Maintenance Manager will work from 7:30 A.M. until 4:00 P.M.

The Assistant Building Official and the Permit Technician will participate in a rotation work schedule such that two (2) of the three (3) Building Department employees will work from 7:30 A.M. to 3:30 P.M., and the third (3rd) employee will work from 8:00 A.M. to 4:00 P.M. This rotation schedule will ensure that each of the three (3) employees will have an equal opportunity to work the 7:30 A.M. to 3:30 P.M. shift should he/she so desire. The Town and the Union agree that if, at any time, the Town decides to discontinue the 7:30 A.M. to 4:00 P.M. work day in the Building Department, the Town may do so in accordance with the terms of Article IV Hours of Work, Section 4.8 Changes to Hours of Work/Work Schedule.

The Administrative Secretary, Fire Department will work from 7:00 A.M. until 3:00 P.M.

Lunch Schedule

Except as otherwise stated within this Section, all employees will receive an unpaid meal break of one (1) hour. The Fire Department Apparatus Supervisor will receive an unpaid meal break of one-half (1/2) hour. The Building Maintenance Manager, Parks Crew Person, Parks Crew Person (Lead), and Parks Crew Foreman will receive an unpaid meal break of one-half (1/2) hour. The Dispatcher will receive a one-half (1/2) hour paid meal break during which time he/she will remain on duty.

Flex Time

Flex Time may be utilized based on (1) the availability of coverage in a specified department and (2) provided it does not affect the performance of the department involved.

In accordance with applicable Federal and State laws, employees will be allowed to make up lost time due to late arrivals, early departures, doctor appointments, or personal business appointments, by reporting to work early, leaving past regular quitting time, working through a portion of or the whole lunch hour, etc., as long as time is made up in the week in which it is missed, and such arrangement is approved by the supervisor. Such approval will not be unfairly denied.

Section 4.2 - Overtime, Weekdays and Saturday

An employee who works in excess of forty (40) hours in any week or on Saturday as such will be paid one and one-half (1-1/2) times his or her regular hourly rate of pay except for Dispatchers hired on or after the execution of the 2016-2020 collective bargaining agreement whose regular work schedule entails working on Saturdays. Bargaining unit members who are specifically assigned and authorized by their supervisor to attend a Board, Commission or Town meeting after their normal work day beginning at 6:00 P.M. or later, will receive one and one-half (1-1/2) times their straight time hourly rate for all hours actually in attendance at said meeting with a guarantee of at least two (2) hours pay for such work at time and one-half (1-1/2) times their straight time hourly rate, provided there shall be no pyramiding of overtime. Should such meetings extend beyond 10:00 P.M., all hours or parts thereof worked past 10:00 P.M., will be paid at double-time rate.

Time spent by employees after the normal business day but prior to the start of a meeting shall be paid at a straight time rate if the employee remains on the premises only, with the supervisor's approval.

Section 4.3 - Overtime - Sunday

An employee who works on Sunday as such will be paid two (2) times his or her regular hourly rate of pay for all such work except for Dispatchers hired on or after the execution of the 2016-2020 collective bargaining agreement whose regular work schedule entails working on Sundays. Work shall be performed on Sundays only when the needs of the Town, as determined by the Department Head or the First Selectman and or his/her designee, require that the work must be done on a Sunday.

Section 4.4 - Overtime - Holidays

An employee who works on a day designated as a holiday by this Agreement will be paid one and one-half (1-1/2) times his or her regular rate of pay in addition to his or her holiday pay with the following exception: Dispatchers hired on or after the execution of the 2016-2020 collective bargaining agreement, who must work the holiday if it falls on his or her regularly-scheduled work day, will be paid at one and one-half (1-1/2) his or her regular rate of pay unless the Dispatcher elects to take another day off at another time in lieu of receiving one and one-half (1-1/2) times his or her regular pay for the hours worked on the holiday.

Section 4.5 - Overtime - Parks and Grounds Employees

The following procedures pertain to Parks and Grounds bargaining unit overtime assignments and do not in any way restrict the Parks and Grounds Superintendent from using his discretion as to which overtime assignments will be made nor from continuing to perform bargaining unit overtime work, with the exception of the Sunday softball field preparation overtime assignment discussed below, as is consistent with practice.

Bargaining unit overtime assignments will be offered to the employees on a rotating basis with the overtime list being established by seniority. For the first overtime assignment, the first person on the list will be offered the overtime. If he/she declines, the second person on the list will be offered the overtime. This procedure will be followed until the overtime slot is filled. For the second overtime assignment, the second person on the list will be offered the overtime. If he/she declines, the third person on the list will be offered the overtime. This procedure will be followed until the overtime slot is filled. With each new overtime assignment, the next person on the list will be offered the overtime opportunity first until the last person on the list has been offered the overtime opportunity, and then the process will be repeated. Example: The first employee on the list is offered an overtime assignment. If he/she declines the assignment, the second employee on the list is offered the assignment. If he/she accepts the assignment, then when the next overtime assignment arises, it will be offered to the third employee on the list.

A current overtime list will be maintained by the Parks and Grounds Superintendent and will be posted at the Merwin Meadows Barn at a location where it can be seen by the bargaining unit employees.

Bargaining unit employees who are on vacation the week (either in part or the whole week) in which an overtime assignment is being made will still be eligible for the overtime assignment. If a bargaining unit employee is first on the seniority list and he/she declines the overtime assignment because it is for a day on which he is scheduled to be out on a vacation or personal day, he/she will not lose his/her place in the seniority list for the next overtime assignment.

If none of the bargaining unit employees elect to take the overtime assignment, the assignment may be made to seasonal employees working for Parks and Grounds.

For all Sunday softball field preparation overtime assignments, the Parks and Grounds Superintendent will post on the Department notice board the name of the Parks and Grounds bargaining unit employee who is eligible for the next Sunday overtime assignment by 2:30 P.M. on the Thursday prior to said assignment.

The Parks and Grounds Superintendent will notify the bargaining unit employee who has received the Sunday overtime assignment by 8:00 P.M. on the Friday preceding said scheduled assignment if the assignment is in fact to take place. If notification is not made by 8:00 P.M. on the Friday preceding the schedule assignment and the employee is subsequently notified that the Sunday overtime is required, the assignment will be treated as an emergency call-back assignment.

The Sunday softball field preparation overtime assignment is not a minimum four (4) hour callback assignment and the bargaining unit employee fulfilling the assignment will be paid the applicable Sunday overtime rate for actual hours worked to complete the assignment as given.

Section 4.6 - Call Back

The Town shall pay a minimum of four (4) hours at the applicable overtime rate when bargaining unit employees are called back to work on an unscheduled emergency basis on Saturdays, Sundays or outside of the regular work schedule, Monday through Friday, with the following exception: call-back pay shall not apply when bargaining unit employees are notified of scheduled call back as long as notice of the scheduled call back is given by 8:00 P.M., Monday through Friday. The call-back provision shall not apply to situations described in Section 4.2 of the Agreement.

Section 4.7 - Breaks

Employees shall be allowed two (2), ten (10) minute breaks, one (1) in the morning and one (1) in the afternoon or four (4), five (5) minute breaks, two (2) in the morning and two (2) in the afternoon. The timing of the breaks must be coordinated with the Department Head or his/her designee.

Section 4.8 - Changes to Hours of Work/Work Schedule

The Town may make reasonable changes to the hours of work and work schedules set forth in this Article IV for good cause. The Town shall notify the Union of its intention to make such change(s). In the event the Union believes the change(s) are not reasonable or not for good cause, these issues may be submitted by either party, following discussions with each other, to expedited arbitration in accordance with Article XII, Section 12.3, Step 3. The Town will provide the Union and the employee affected with a minimum two (2) week's notice of a proposed change unless the parties agree to a mutually acceptable shorter period of time.

The Town may create and fill a new position with scheduled work hours that differ from those specified in Sections 4.0 and 4.1.

The Town and the Union agree that if the Town wishes to implement summer hours in future fiscal years covered by the 2020-2023 collective bargaining agreement, such proposal would be addressed in accordance with the procedures outlined in this Section 4.8.

Section 4.9 - Dispatchers

The Town will utilize one (1) Dispatcher on the day shift and one (1) Dispatcher on the evening shift, Monday through Friday. Effective with the execution of the July 1, 2016 through June 30, 2020 collective bargaining agreement, newly-hired Dispatchers may be assigned at the discretion

of the Police Department administration to a four (4) day on duty, two (2) day off duty work schedule ("4/2 work schedule") and may be placed on the day shift or on the evening shift.

The Dispatcher who works the evening shift will receive a two percent (2%) of base salary shift differential. Shift differentials will be paid on a quarterly basis. The shift differential is payable to the Dispatcher normally scheduled for the shift. The Town has no responsibility or liability for reallocating the differential in the event of shift swaps or for any other reason. Any such reallocation is a matter to be resolved by the Dispatchers involved in the shift swap. In addition, the Dispatcher assigned to the day shift of the 4/2 work schedule will receive a two percent (2%) of base salary shift differential, paid at the same time as the hours to which the differential applies are paid, for any Saturday and or Sunday worked by the Dispatcher if the Saturday and or Sunday worked is a regularly-scheduled work day for the Dispatcher.

Dispatchers will be allowed to swap shifts with the permission of the Chief of Police or his designee.

The Town will attempt to fill the temporary absence of a full-time Dispatcher first with another full-time Dispatcher and will only use a part-time, non-bargaining-unit civilian dispatcher or police officer if no full-time Dispatcher is available, or if a police officer can be used without incurring overtime cost.

Full-time Dispatchers may be used to fill the temporary absence of a part-time, non-bargaining-unit civilian dispatcher at the discretion of the Chief of Police or his designee. In addition, the Dispatchers may swap shifts with other civilian dispatchers and with the part-time, non-bargaining unit civilian dispatchers at the discretion of the Chief of Police or his designee.

ARTICLE V
HOLIDAYS

Section 5.0 - Holiday Schedule

The following nine (9) out of twelve (12) holidays per year shall be observed as days off with full pay:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Day
July 4th	

The remaining three (3) holidays per year shall be determined by the Board of Selectmen on an annual basis. The three (3) holidays shall consist of two (2) recognized holidays and one (1) floating holiday.

When any of the above holidays falls on a Sunday, the following Monday will be observed as a holiday. When any of the above holidays falls on a Saturday, the preceding Friday will be observed as a holiday.

If the First Selectman or his designee closes Town Hall two (2) or more hours early the day before a holiday, there will be no lunch break.

Effective with the execution of the July 1, 2016 through June 30, 2020 collective bargaining agreement, newly-hired Dispatchers must work a holiday if it falls on his or her regularly-scheduled work day and will receive one and one-half (1-1/2) his or her regular straight time rate of pay for the hours worked on the holiday. These Dispatchers have the option to take another day off at another time in lieu of receiving one and one-half (1-1/2) times his or her regular rate of pay for the hours worked on the holiday.

Section 5.1 - Emergency Days, Day of Mourning

Whenever the First Selectman, or his/her designee, declares a day as a day of mourning and declares such day as a day off for non-essential employees, or an emergency day (including closings due to inclement weather) for non-essential employees, or if the Governor of the State of Connecticut declares a state of emergency and legally closes all State roads to non-essential personnel, such day, or partial day, shall be treated as though it were a paid holiday or partial holiday for all non-essential bargaining unit employees. Non-essential bargaining unit employees are defined as all AFSCME Local 1303-160 employees except the Emergency Services Dispatchers, Parks and Grounds Crewmen, and other employees who are required as part of their job responsibilities to work on days that are fully or partially closed by the First Selectman or his designee due to a state of emergency, bad weather, or for any other reason are considered emergency essential personnel.

If an employee does not report to work due to bad weather on a day when the Town Hall is open, the lost work time must be charged to available personal or vacation time or must be taken as leave without pay if the employee has no available personal or vacation leave. If the employee has used his/her three (3) personal days prior to the lost work time, he/she may request the First Selectman's approval to use one of the two (2) additional personal days referenced in Article VII, Section 7.7.

If the First Selectman or his/her designee calls for a delayed opening or early closing due to bad weather or for any other reason(s), and an employee does not report to work because of the bad weather, the lost work time (the number of hours the Town Hall was open less a lunch hour if the Town Hall was open more than six (6) hours) must be charged to available personal or vacation time or must be taken as leave without pay if the employee has no available personal or vacation leave. If the delayed opening or early closing reduces the work day to six (6) hours or less, there will be no lunch break. If the employee has used his/her three (3) personal days prior to the lost work time, he/she may request the First Selectman's approval to use one of the two (2) additional personal days referenced in Article VII, Section 7.7. For purposes of this Section, "work day" is the number of hours Town Hall would normally open, meaning eight (8) hours.

If an employee is on a vacation, sick, or personal day when the Town Hall is closed due to inclement weather, he/she will be charged for the scheduled vacation, sick, or personal day.

Emergency Services Dispatchers, Parks and Grounds crewmen, and any other employees who are required as part of their job responsibilities to work on days that are fully or partially closed by the First Selectman or his designee due to a state of emergency, bad weather, or for any other reason

are considered emergency essential personnel and, therefore, are not subject to the provisions set forth in paragraphs one through four of this Section. In the event the First Selectman declares a day as a day of mourning or an emergency day (including closings due to inclement weather) and as a day off for employees, or calls for a delayed opening or early closing due to inclement weather, emergency situation, or for any other reason, the Dispatchers, Parks and Grounds crewmen. and other employees deemed essential personnel will be expected to report to work and will be allowed to take the amount of time off Town Hall was closed at another point in time to be scheduled with the employee's supervisor or his/her designee's approval.

Section 5.2 - Holidays During Vacation

When a holiday falls during an employee's vacation, the vacation shall be extended by one (1) day for each holiday.

Section 5.3 - Religious Holidays

In order to avoid loss of pay. an employee annually may use personal days or vacation days for religious holidays which are not paid holidays.

ARTICLE VI
VACATIONS

Section 6.0 - Vacation Schedule

Each employee will be entitled to annual paid vacation time as follows:

For newly hired employees, vacation time will not be accrued during the probationary period. For each full month worked after the completion of probation to the immediately succeeding July 1, a new employee is entitled to one (1) day of vacation. These vacation days may be taken prior to July 1 or carried forward and added to the two (2) weeks to which the employee is entitled on the July 1 immediately succeeding the completion of the probationary period.

Non-probationary employees who complete their first (1st) or second (2nd) service anniversaries during a fiscal year (July 1 - June 30) are entitled to two (2) weeks of vacation which may be taken at any time during that fiscal year.

Employees completing service anniversaries three (3) through ten (10) during a fiscal year will receive three (3) weeks of vacation on July 1 of that fiscal year, which can be taken at any time during that fiscal year.

Employees completing service anniversaries eleven (11) or greater in a fiscal year will receive four (4) weeks of vacation on July 1 of that fiscal year, which can be taken at any time during that fiscal year.

Any vacation time accrued under the 1997-2001 collective bargaining agreement will be forfeited effective July 1, 2001. However, up to one (1) year's vacation time that was eligible to be taken in fiscal year 2001 (i.e., time earned in fiscal year 2000) may be carried over to fiscal year 2002 subject to approval by the Town.

Section 6.1 - Vacation Selection - Carry Over

Vacation time may be used in increments of no less than one-half (1/2) day and no longer than the total amount of yearly vacation to which the employee is entitled unless use of additional vacation (carry over) is approved by the Town. Vacation requests are subject to prior approval by the department head and will be granted on a "first come, first served" basis. No vacation request will be unreasonably denied. Up to five (5) days earned vacation time may be carried over from one year to the next, subject to approval by the Town, to an accumulated accrual of up to one (1) year's vacation time. In the event that two (2) or more employees in the same department simultaneously request the same vacation time and the department head is unable to grant all the requests, Town Wide Seniority will be the deciding factor as to which requests are granted.

Section 6.2 - Vacation Payment at Termination

An employee who terminates his/her employment shall be paid for all unused vacation at the employee's current rate of pay. The estate of an employee who dies shall receive payment for the deceased employee's unused vacation at the employee's rate of pay at the time of death.

Section 6.3 - Illness During Vacation

If an employee becomes ill during a vacation, the employee may exchange the time for sick leave, provided that the employee provides the Town with a doctor's certificate.

Section 6.4 - Notice of Scheduled Vacation Leave

Dispatchers must provide the Chief of Police or his designee a minimum of seventy-two (72) hours notice of intent to take vacation leave or with less notice if approved by the Chief of Police or his designee. Section 6.1 above applies to the Dispatcher position. The Chief of Police can disapprove of a vacation request pursuant to Section 6.1.

ARTICLE VII
LEAVE PROVISIONS

Section 7.0 - Sick Leave

Each employee shall accrue sick leave at the rate of one (1) day per month, at the end of the month, to a maximum of twelve (12) days per year to a maximum accumulation of two hundred (200) days. Any sick leave unused in any year will be accumulated. If an employee retires in accordance with the terms of the employee's pension plan which defines retirement, and for employees hired after the signing of the 2012-2016 Agreement shall have the same definition of retirement as provided in the Town's Defined Benefit plan, or upon an employee's death, one-half (1/2) of the employee's accumulated sick leave up to a maximum of one hundred eighty (180) days, and one hundred fifty (150) days for newly-hired members effective with the execution of the July 1, 2016 through June 30, 2020 collective bargaining agreement, of the two hundred days allowed to be accrued for use as sick leave will be paid to the employee at the employee's current rate of pay, or in the case of death shall be paid to his/her estate.

At the Department Head or his/her designee's discretion, a note from a physician, indicating that an employee is sick or unable to work, may be required if an employee is out on sick leave more than three (3) consecutive work days or if there is a pattern of abuse of sick leave suspected. Additionally, the Department Head or designee may request a return-to-duty physician's note indicating the employee is able to resume performance of the essential functions of his/her job.

Section 7.1 - Bereavement Leave

Employees are entitled to up to five (5) working days funeral leave with pay at the time of death of a spouse, parent, child, grandchild, brother, sister, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, aunt, uncle, step-parent, step-child, or a person domiciled in the employee's house other than a relative named herein and two (2) working days funeral leave with pay at the time of death of a niece or nephew. At the discretion of the First Selectman, or his/her designee, where unusual circumstances and equity dictate one (1) working day may be granted with pay at the time of death of any other person not described in this section in order to attend the funeral of that person.

Section 7.2 - Sickness in Family Leave

Employees may use up to three (3) sick days per fiscal year for the purpose of attending to a member of the employee's immediate family who is sick or injured. Immediate family shall be any relative named in Section 7.1.

Section 7.3 - Jury Duty Leave

Employees shall be entitled to full pay at the current base rate for absence due to jury duty provided that reimbursement for same and regular pay together does not exceed employee's regular wage. The current practice of "endorsing over" jury duty pay shall continue.

Section 7.4 - Military Leave

An employee who is a member of the National Guard or the military reserves, or of the military or naval forces of the United States and is required to undergo field training for a short period will receive the difference between his/her salary and payment received from the Government, exclusive of the travel allowance in accordance with applicable State and Federal law.

Section 7.5 - Union Business Leave

Not more than one (1) Union Official at a time shall be allowed to attend official Union conventions and conferences without loss of pay provided that the maximum number of days shall not exceed three (3) days per fiscal year.

Section 7.6 - Accrued Leaves Payable to Estate

In the event of an employee's death, the employee's estate or named beneficiary shall receive all unused vacation leave earned.

Section 7.7 - Personal Leave

Each employee may be granted up to a total of five (5) personal days off without loss of pay each year. Up to three (3) days each year may be granted with the approval of the Department Head. Up to two (2) additional days off require the additional approval of the First Selectman or his/her designee. Such leave will not be used to augment vacation. To obtain approval for the additional two (2) personal days, the employee must specify the actual dates needed and give a satisfactory explanation to the Department Head and the First Selectman, when applicable, so as to enable them to determine that the personal business cannot be conducted outside of working hours.

Section 7.8 - Leave of Absence Without Pay

An employee may be granted an unpaid leave of absence of up to one (1) year for pressing personal reasons with approval by the Town. The employee must exhaust accrued vacation and personal leave before taking such unpaid leave of absence. Upon conclusion of the leave, the employee will be returned to his/her former job position or a comparable position. Medical, life, long-term disability and accidental death and dismemberment insurance will be continued by the Town during the leave provided that the employee submits payment for the cost of the premiums to the Town, monthly, in advance. Seniority and Town Wide Seniority will be frozen during the leave.

An employee will not earn vacation or sick time while he/she is out on an unpaid leave and will not be paid for holidays that occur during the unpaid leave of absence.

ARTICLE VIII
WAGES

Section 8.0 - Wage Schedule

Wages for all employees are as set forth in Appendix A which is appended to and made part of this Agreement, as follows:

Effective and retroactive to July 1, 2023: 3.25%
July 1, 2024: 2.75%
July 1, 2025: 2.50%

Section 8.1 - Temporary Work at Higher Classification

An employee who is required by the First Selectman or his/her designee assigned in writing to perform the work of another employee who is in a position in a higher grade for more than five (5) continuous, full work shifts, will be compensated after completion of five (5) continuous, full work shifts in the higher grade. The employee will be paid at the first (1st) step in the higher grade that represents an increase which is closest to but not less than five percent (5%) more than the employee's current rate of pay. Temporary work in a higher paid position which is not in the bargaining unit will be compensated at ninety percent (90%) of the pay for the position provided the employee is specifically assigned by the First Selectman or his/her designee to perform the duties of the position for more than five (5) continuous, full work shifts.

Section 8.2 - Vehicle Reimbursement

An employee who uses his/her personal vehicle in the service of the Town shall be paid at the current IRS rate for each mile of such use.

Section 8.3 - Educational Reimbursement

Any employee who enrolls in a job-related course or job-related college degree program will be reimbursed a portion of the tuition and text book costs paid by the employee. Reimbursement will be paid to the employee at the end of each semester for each course which the employee has successfully completed. Successful completion means passing with grade "C" or better or passing, if the course is graded on a "pass-fail" basis. Passing with a "C minus" grade or better or "Pass" in a "pass-fail" course entitles the member to seventy percent (70%) reimbursement; passing with a "B" grade entitles the member to 75% reimbursement; and passing with an "A" grade entitles the member to 80% reimbursement. In order to qualify for reimbursement, an employee must (1) have at least one (1) year of seniority with the Town prior to application for reimbursement; and (2) have obtained approval from the First Selectman or his/her designee prior to the commencement of the course(s); and (3) still be a Town employee at the time reimbursement would otherwise be made; and (4) provide the Town with proof that he/she is pursuing a job-related major if he/she is enrolled in a job-related college degree program at the time the employee is seeking reimbursement. The Town will provide an employee a letter verifying the above reimbursement provisions.

The town in its discretion may pay a stipend to an employee with a degree or certification that is job related.

Section 8.4 - Payment for Certification

The Town will continue to pay six hundred and fifty ($650.00) each year to the Apparatus Supervisor (Mechanic) for the maintenance of EMT certification. Payment will be in a lump sum for the full amount on the first pay day in each July. The Town may demand proof of such certification prior to making payment.

Section 8.5 - Longevity

Each employee will receive a longevity bonus each year in accordance with the following schedule:

	EFFECTIVE 7/1/20	EFFECTIVE 7/1/21	EFFECTIVE 7/1/22
Completion of ten (10) years of service	$ 450.00	$ 450.00	$ 450.00
Completion of fifteen (15) years of service	$ 570.00	$ 570.00	$ 570.00
Completion of twenty (20) years of service	$ 700.00	$ 700.00	$ 700.00

Longevity bonuses will become due and payable on the first pay day following the employee's anniversary date of employment.

Section 8.6 - Conferences

Any employee who attends a conference which relates to the employee's job responsibilities will do so without loss of pay providing the employee has obtained approval from his or her Department Head prior to the conference. Travel, lodging, meal expense, conference fees and such other reasonable expenses as may be incurred will be reimbursed by the Town.

Section 8.7 - Professional Membership

The current practice of reimbursing certain employees for membership dues in professional organizations relevant to the employee's position shall continue for the duration of the Agreement.

Section 8.8 - Travel

An employee who is required to travel by the Town and with prior approval to travel outside the Town will be reimbursed for all expenses incurred by the employee including travel, lodging, meal expenses, and such other reasonable expenses as may be incurred.

Section 8.9 Pay Period

Employees are paid once every two (2) weeks on Friday or Thursday depending on the department in which the employee works.

ARTICLE IX
INSURANCE AND PENSION

Section 9.0 - Medical/Life Insurance Coverage

(a) Effective on the first (1st) day of the month following an employee's date of hire, the Town will provide for each employee and his/her eligible dependents, medical and life insurance benefits as more particularly described in Appendix B with changes in the plan design as listed below effective July 1, 2020. The Town may change carriers providing the insurance benefits described in Appendix B and in this Section 9.0(a) and those offered by the new carrier are equivalent to or better than the insurance currently provided. The Town will give the Union ninety (90) days notice before changing carriers unless a shorter time is mutually agreed upon by the parties.

Effective July 1, 2020, the Town will join the State Partnership Plan 2.0 providing medical and pharmacy insurance coverage to all eligible employees and dependents with Anthem Blue Cross and Blue Shield, which includes the State BlueCare POS medical benefits, CVS Caremark Pharmacy benefit, and Health Enhancement Program (HEP) through WellSpark. Effective July 1, 2020, the Town will continue to offer the Anthem Blue Cross and Blue Shield of Connecticut Blue View Vision Plan as a supplement to the State Partnership Plan 2.0 coverage.

(b) The rules, regulations, terms and conditions of the policies shall be binding on all the parties hereto. The liability of the Town is limited to the prompt payment of the premiums it is required to pay hereunder throughout the term of the policies. No matter

with respect to a benefit payable by the carrier shall be subject to the grievance procedure specified in this Agreement.

(c) With the Town's implementation of a Section 125 plan which allows the employees' contributions to be treated as pre-tax dollars and effective with the signing of the Agreement, employees shall contribute to the cost of the medical insurance premium to the Town as follows: four percent (4%) effective July 1, 2023, five percent (5%) effective July 1, 2024, and six percent (6%) effective July 1, 2025

The applicable percentage times the actual annual health insurance premium divided by twenty-six (26) shall be the employee contribution that shall be paid through a payroll deduction to be taken from each and every pay, with the exception that in fiscal year 2021, the applicable percentage times the actual health insurance premium divided by twenty-four (24) shall be the employee contribution that shall be paid through a payroll deduction to be taken from all but the first two pays in the fiscal year.

(d) If, during the duration of this collective bargaining agreement, any portion of the Affordable Care Act were to be found illegal, repealed, or invalidated by a court of competent jurisdiction or by a legislative act of Congress, the Town shall not seek to reopen this collective bargaining agreement for purposes of modifying the health insurance coverage in place, and said health insurance shall remain in full force and effect for the remainder of the collective bargaining agreement term of duration. Under the requirements of the Affordable Care Act with respect to automatic enrollment, the Town shall regard the State Partnership Plan 2.0 as the default plan for the members of the bargaining unit hired after the execution of the July 1, 2020 through June 30, 2023 collective bargaining agreement.

(e) During the June open enrollment period, the Town shall continue to offer voluntary participation in the following programs: a flexible spending account ("FSA") that provides for the annual $500 carryover election administered by Stirling Benefits; critical illness insurance coverage provided by Boston Mutual Life Insurance Company; accident insurance coverage provided by Boston Mutual Life Insurance Company; and term life insurance coverage provided by Colonial Insurance. The Town shall pay for the administrative charges associated with these programs. The employee will be responsible for the full cost of the premiums and for funding the flexible spending account with pretax payroll deductions. The employee will pay the premium costs and FSA contributions through payroll deductions.

(f) The Town will absorb the monthly bank fees associated with the members' Optum Bank Health Savings Accounts through June 30, 2023 as permitted by Optum Bank.

Section 9.1 - Dental Insurance

Non-orthodontic dental care benefits up to $1,500.00 per year, with a $50 deductible, and orthodontic care for dependent children only, up to $1,000.00 life time will be available to all eligible employees and dependents. Employees will contribute toward the cost of their dental

insurance plan as follows: employee contributions of six percent (6%) of the annual insurance premium cost effective July 1, 2015. Said contributions shall be paid through payroll deductions that will be taken from each pay. A Section 125 plan for the premium cost share deduction is in effect. The applicable percentage times the actual dental insurance premium divided by twenty-six (26) shall be the employee contribution that shall be paid through a payroll deduction to be taken from each and every pay. In addition, the definition of dependent coverage will be age 26.

Section 9.2 - Medical Insurance - Retired Employees

Active employees who retire in accordance with the terms of the Town's retirement plan without Medicare eligibility may choose to continue to receive the health insurance provided to the employee and the employee's enrolled dependents by the Town conditioned upon the retiring employee assuming the full premium cost of the insurance, until such time as the employee becomes Medicare eligible. Upon obtaining Medicare eligibility, the retiree must leave the Town's health insurance plan for active employees and may enroll in a State-sponsored Medicare Group Advantage Plan available to eligible participants. The retiree must be entitled to Medicare Part A and enrolled in Part B of Medicare in order to be eligible to join the State-sponsored Medicare Group Advantage Plan. The retiree will be responsible for the full premium cost of the plan.

The retiree's spouse will be permitted to continue to participate in the Town's health insurance plan for active employees, assuming the full premium cost of the insurance, until such time as he/she becomes Medicare eligible, at which point, the spouse may join the State-sponsored Medicare Group Advantage Plan with the same conditions associated with said benefit as apply to the retiree. The retiree's dependent children may continue to participate in the Town's health insurance plan, assuming the full premium cost of the insurance, until age 26.

Active employees who retire in accordance with the terms of the Town's retirement plan with Medicare eligibility must leave the Town's health insurance plan for active employees and may enroll in a State-sponsored Medicare Group Advantage Plan. The retiree must be entitled to Medicare Part A and enrolled in Part B of Medicare in order to be eligible to join the State-sponsored Medicare Group Advantage Plan. The retiree will be responsible for the full premium cost of the plan.

The retiree's spouse will be permitted to continue to participate in the Town's health insurance plan for active employees, assuming the full premium cost of the insurance, until such time as he/she becomes Medicare eligible, at which point, the spouse may join the State-sponsored Medicare Group Advantage Plan with the same conditions associated with said benefit as apply to the retiree. The retiree's dependent children may continue to participate in the Town's health insurance plan, assuming the full premium cost of the insurance, until age 26.

Employees who terminated their employment from the Town on or after January 1, 2020 when they were not yet Medicare eligible and continued participating in the State Partnership Plan will have the opportunity to join the State-sponsored Medicare Group Advantage Plan when they become Medicare eligible as long as they meet the eligibility requirements of the plan, including the time period during which this one-time opportunity is available as set by the State-sponsored Medicare Group Advantage Plan.

Billing for the premium cost of the State-sponsored Medicare Group Advantage Plan will be done by the plan provider if offered.

An active employee who retires in accordance with the terms of the Town's retirement plan and his/her eligible dependents may choose to continue to participate in the Town's dental and vision insurance provided the retiring employee assumes the full premium cost of the insurance.

For purposes of eligibility for the retiree health insurance provisions of this section, employees who are participants in the Town's defined benefit and defined contribution retirement plans will meet the requirements of retirement as they are set forth in the Town's defined benefit retirement plan.

Section 9.3 - Retirement Plan

The Retirement Plan for Employees of the Town of Wilton (hereinafter or hereinbefore referred to as the "Pension Plan") as last amended on July 1, 2001 is hereby included in and made part of this Agreement with the following modification: in Section 7 Vesting of the Town's Retirement Plan, continuous service shall be changed to "Credited Service."

Effective with the signing of the July 1, 2012 through June 30, 2016 Agreement, all new bargaining unit employees shall participate in the Town's Defined Contribution Plan in lieu of the Pension Plan. On the employee's behalf, the Town shall contribute nine percent (9%) and the employee shall contribute five percent (5%) of the employee's base pay to the Defined Contribution Plan.

Effective with the signing of the July 1, 2016 through June 30, 2020 Agreement, all new bargaining unit employees shall participate in the Town's Defined Contribution Plan in lieu of the Pension Plan. On the employee's behalf, the Town shall contribute six percent (6%) and the employee shall contribute five percent (5%) of the employee's base pay to the Defined Contribution Plan.

Vesting shall be five (5) years.

Section 9.4 - Tax Sheltered Annuity Plan

The Town agrees to provide a tax sheltered annuity plan (T.S.A.) for all employees who choose to participate. The plan shall conform to guidelines set forth for a Governmental Deferred Compensation Plan (26 USC 457). Effective within a reasonable period of time following the execution of this 2012-2016 collective bargaining agreement, the Town will amend its Section 457 deferred compensation plan so that it permits Roth deferrals, and it will offer Roth IRA's through its Section 457 deferred compensation plan provider.

Section 9.5 - Workers' Compensation

An employee who sustains a job related illness or injury is entitled to Workers' Compensation in accordance with applicable law. The Town will compensate the employee for all lost wages due to absence from work as a result of a job-related illness or injury that are not replaced by Workers' Compensation for a period not to exceed eighteen (18) months, meaning the employee shall receive an amount sufficient when added to the employee's tax free Workers' Compensation benefits, to provide the employee his regular weekly straight time rate of pay net of taxes. No absence from

work resulting from a job related illness or injury will be charged against an employee's sick leave or other leaves.

Section 9.6 - Long Term Disability

The Town shall continue to provide, at no cost to the employee, the long term disability insurance coverage currently in effect as modified to include a maximum benefit period up to age seventy (70) as more particularly described in Appendix B hereof.

Section 9.7 - Life Insurance

Each employee will be provided with life insurance in the amount equal to one (1) times the employee's base salary rounded to the nearest one thousand dollars ($1,000).

ARTICLE X
DISCIPLINARY PROCEDURE

Section 10.0 - Discipline and Discharge

No employee shall be discharged or otherwise disciplined except for just cause; except that the Town shall have the right in its sole discretion to discharge any employee during such employee's probationary period in the manner set forth in Section 3.2 of this Agreement.

Section 10.1 - Progressive Discipline

Discipline shall be administered in a fair and equitable manner. Discipline shall be progressive and shall normally include the following actions:

1. oral warning;
2. written warning;
3. suspension;
4. discharge.

However, discipline for severe infractions may result in immediate suspension or discharge.

Section 10.2 - Notice of Discipline

Notice of all disciplinary actions including oral warnings will be given to the employee in writing at the time that the disciplinary action is instituted. The notice shall state the reason or reasons for the actions taken. The Union will be promptly notified of all disciplinary actions taken against any employee within five (5) working days of when the discipline is issued.

ARTICLE XI
WORKING RULES

Section 11.0 - Negotiations

Time off with pay shall be granted to three (3) employees for purposes of negotiations with the Employer.

Section 11.1 - Separability

If any section, sentence, clause or phrase of this Agreement shall be held for any reason to be inoperative, void or invalid, the validity of the remaining portions of this Agreement shall not be affected thereby, it being the intention of the parties in adopting this Agreement that no portion thereof or provision herein shall become inoperative or fail by reason of invalidity of any other portion or provision and the parties do hereby declare that it would have severally approved of and adopted the provisions contained herein, separately and apart from the other.

Section 11.2 - Bulletin Boards

The Town shall provide the Union access to one (1) bulletin board in the Town Hall.

Section 11.3 - Health and Safety

The Town agrees to provide and maintain a safe, clean work environment for all its employees.

Section 11.4 - Uniforms

The Town agrees to provide and pay for uniforms as follows:

POSTITION	UNIFORMS PROVIDED
Police Custodian Parks Crew Person Parks Crew Person (Lead) Parks Foreman	5 long sleeve shirts, 5 short sleeved shirts, 5 trousers, 2 jackets; cleaned and returned on a weekly basis; safety shoes as needed; and 3 pairs of shorts for Parks Department employees only.
Apparatus Supervisor	5 long sleeve shirts, 5 short sleeve shirts, 5 trousers, patches and rockers, work boots and jacket as required; cleaned and returned on a weekly basis; Turnout Gear: coats, boots, trousers, helmet, gloves, hood as needed.
Animal Control Officer Police Dispatcher	2 short sleeve shirts, 5 long sleeve shirts, neck ties, 5 trousers, 2 jackets, patches and rockers, work boots* and protective clothing* as required; cleaned and returned on a weekly basis. *Animal Control Officer Only

The following safety equipment will be provided:

Parks and Grounds Crew

Eye Protection
Ear Protection
Work Gloves
Tick Spray
Safety Vest

Assistant Building Official/Zoning Enforcement Officer/Assistant Town Planner/Environmental Analyst/Assistant Sanitarian

Hard Hat
Steel Toe/Protective Footwear
Tick Spray

Section 11.5 - Management Prerogatives

There are no provisions in this Agreement that shall deem to limit or curtail the Town in any way in the exercise of the rights, powers and authority which the Town had prior to the effective date of this Agreement unless, and only to the extent that, provisions of this Agreement specifically curtail or limit such rights, powers and authority.

Section 11.6 - No Strike/Lockout

The Union agrees that there will be no strike, slowdown, stoppage of work or other action intended to disrupt work. The Town agrees that it will not lock out any of the employees covered by this Agreement.

ARTICLE XII
GRIEVANCE AND ARBITRATION

12.0 - Grievance Procedure

This procedure is established to ensure an equitable resolution of problems arising out of the employer-employee relationship between the Town and the Union and to provide a means and method of settling disputes on as low an administrative level as possible and thereby achieve maximum efficiency as well as the highest morale among the employees.

Section 12.1 - Definitions

A grievance for the purpose of this procedure shall be deemed to be an employee or Union complaint involving a matter relating to the interpretation and application of the specific terms and conditions of this Agreement.

Section 12.2 - Time Extensions

Time extensions beyond those set forth in this Article may be agreed upon by mutual written consent of the parties hereto.

Section 12.3

Step One - Immediate Supervisor

Within twelve (12) working days of the date of occurrence or discovery of the occurrence giving rise to the grievance the aggrieved shall submit the grievance in writing to his/her immediate

supervisor provided that the immediate supervisor is not the First Selectman. The supervisor shall schedule a meeting as soon as possible and no later than five (5) working days with all those concerned to discuss the grievance.

Step Two - First Selectman

If the grievance is not resolved at the Step 1 level meeting, the aggrieved shall, within five (5) working days following the day of the discussion at the Step 1 level; or, if the grievance is initiated at this level, within twelve (12) working days of the date of the occurrence or discovery of the occurrence giving rise to the grievance, the aggrieved shall submit the grievance in writing to the First Selectman or his/her designee. The First Selectman or his/her designee shall schedule a meeting within five (5) working days with all those concerned to discuss the grievance. The decision of the First Selectman or his/her designee shall be delivered in writing to the employee and to the Union Representative within five (5) working days after the meeting.

Step Three - Arbitration

If the grievance shall not have been disposed of to the satisfaction of the Union, by the First Selectman, the Union shall have the right to submit the grievance to the Connecticut State Board of Mediation and Arbitration within twenty (20) working days after the decision has been served upon the Union. If the Union submits a demand letter for arbitration, it shall send a copy of said letter to the Town at the same time as it is sent to the Connecticut State Board of Mediation and Arbitration.

Section 12.4 - Decision Final and Binding

The decision of the Arbitrators shall be final and binding upon both parties but shall not contravene, add or subtract from or alter the specific terms of this Agreement. Nothing herein shall be construed as a waiver by either party of such statutory rights as either party may have to judicial review or enforcement.

Section 12.5 - Costs of Arbitration

The costs of arbitration shall be borne equally by both parties except that costs of representation are the sole responsibility of the party retaining representation.

Section 12.6 - Union Representation

One (1) steward and the grievant shall be granted time off with full pay for grievance hearings at Step 1 and Step 2 of the grievance procedure. One (1) steward, one (1) officer and the grievant shall be granted time off with full pay for grievance hearings at all subsequent steps if the grievance is not settled at Step 1 or Step 2.

ARTICLE XIII
SAFETY INCENTIVE PROGRAM

The following positions will be eligible to participate in the Safety Incentive Program as described below:

Animal Control Officer
Assistant Building Official
Assistant Town Planner
Deputy Assessor
Environmental Analyst
Parks Crew Person
Program Coordinator
Assistant Recreation Director
Administrative Manager
Apparatus Supervisor
Assistant Sanitarian
Custodian
Dial-A-Ride Van Operator
Parks Crew Foreman
Parks Crew Person (Lead)
Building Maintenance Manager
Zoning Enforcement Officer

For each fiscal year in which an eligible employee, as defined above, does not have a new or recurring lost-time, employment-related injury or illness, the employee shall be paid $200.00 in the first pay period of the succeeding year. A lost-time, employment-related injury or illness is defined as one that involves time away from work due to that employment-related injury or illness that extends beyond the day the injury or illness was sustained.

The Town may demand repayment of said $200.00 and deduct same from the employee's paycheck if, following the Town's pay-out of said $200.00, a lost-time, employment-related injury or illness claim is filed arising out of an injury suffered during the fiscal year for which the $200.00 payment had been made.

ARTICLE XIV
DURATION

Section 14.0 - Effective Date - Termination

The provisions of this Agreement shall become effective July 1, 2023, and remain in full force and effect until June 30, 2026. Negotiations for a successor Agreement shall commence in accordance with applicable Connecticut Statutes.

In witness whereof, the parties have caused their names to be signed this 24 day of January, 2024

TOWN OF WILTON

Toni Boucher

Signed: First Selectman
Toni Boucher 1/24/2024

Sarah Taffel

Signed: Director, Human Resources, Labor Relations and Administrative Services
1.24.2024
Sarah Taffel

WILTON TOWN HALL EMPLOYEES UNION, LOCAL 1303-160 OF CONNECTICUT COUNCIL #4 AFSCME, AFL-CIO

Timothy Rotondi 1/11/24

Signed: President

Signed: Staff Representative Connecticut Council #4 AFSCME, AFL-CIO

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APPENDIX A
WILTON TOWN HALL EMPLOYEES
TITLE CONVERSION TABLE

JOB DESCRIPTION TITLE	RANGE	CLASSIFICATION TITLE
Dial-A-Ride Van Operator	(I)	Dial-A-Ride Van Operator
Parks Crewman		Parks Crew Person
Custodian		Custodian
Parks Crew Person (Lead)	(II)	Parks Crew Person (Lead)
Tax Clerk	(III)	Tax Clerk
Secretary		Secretary
Clerk		Clerk
Clerk (Assessor)		Clerk
Floater Clerk		Floater Clerk
Administrative Assistant Floater	(IV)	Administrative Assistant Floater
Administrative Secretary		Administrative Secretary
Emergency Services Dispatcher		Emergency Services Dispatcher
Parks Crew Foreman		Parks Crew Foreman
Assistant Town Clerk I	(V)	Assistant Town Clerk
Assistant Town Clerk II		Assistant Town Clerk
Bookkeeper		Bookkeeper
Permit Technician		Permit Technician
Program Coordinator		Program Coordinator
	(VI)	
Assistant Town Planner		Assistant Town Planner
Environmental Analyst		Environmental Analyst
Information Systems Associate		Information Systems Associate
Dog Warden		Municipal Animal Control Officer
Assistant Tax Collector		Assistant Tax Collector
Building Maintenance Manager		Building Maintenance Manager
Administrative Manager, Parks & Recreation	(VII)	Administrative Manager, Parks & Recreation
Assistant Building Official		Assistant Building Official
Assistant Recreation Director		Assistant Recreation Director
Deputy Assessor		Deputy Assessor
Zoning Enforcement Officer		Zoning Enforcement Officer

Assistant Sanitarian		Assistant Sanitarian
Administrative Manager		Administrative Manager
Assistant Environmental Health Officer		Assistant Environmental Health Officer
Apparatus Supervisor		Apparatus Supervisor

APPENDIX A

WILTON TOWN HALL EMPLOYEES

WAGE RATES EFFECTIVE 7/01/23

3.25% Effective July 1, 2023

30 HOURS	FY 2023					
Range	1	2	3	4	5	6
1	$37,958	$39,663	$41,451	$43,321	$45,267	$47,306
2	$40,065	$41,866	$43,751	$45,722	$47,776	$49,926
3	$42,493	$44,404	$46,404	$48,489	$50,672	$52,952
4	$46,132	$48,207	$50,376	$52,642	$55,012	$57,489
5	$51,488	$53,808	$56,228	$58,758	$61,403	$64,163
6	$59,507	$62,191	$64,989	$67,912	$70,967	$74,161
7	$62,191	$64,989	$67,912	$70,967	$74,160	$77,497

35 HOURS						
Range	1	2	3	4	5	6
1	$44,282	$46,276	$48,359	$50,540	$52,815	$55,193
2	$46,741	$48,848	$51,043	$53,339	$55,741	$58,244
3	$51,061	$53,357	$55,759	$58,269	$60,892	$63,634
4	$53,819	$56,241	$58,773	$61,418	$64,181	$67,069
5	$60,070	$62,776	$65,596	$68,550	$71,636	$74,860
6	$69,427	$72,558	$75,821	$79,227	$82,797	$86,521
7	$72,558	$75,821	$79,227	$82,796	$86,519	$90,411

40 HOURS						
Range	1	2	3	4	5	6
1	$50,611	$52,886	$55,270	$57,758	$60,362	$63,073
2	$53,418	$55,823	$58,335	$60,960	$63,703	$66,568
3	$56,659	$59,203	$61,867	$64,650	$67,562	$70,599
4	$61,506	$64,278	$67,170	$70,191	$73,351	$76,654
5	$68,650	$71,740	$74,971	$78,344	$81,872	$85,552
6	$79,348	$82,919	$86,647	$90,547	$94,622	$98,880
7	$82,919	$86,647	$90,547	$94,622	$98,878	$103,328

APPENDIX A

WILTON TOWN HALL EMPLOYEES

WAGE RATES EFFECTIVE 7/01/24

2.75% Effective July 1, 2024

30 HOURS	FY 2024					
Range	1	2	3	4	5	6
1	$39,002	$40,754	$42,591	$44,512	$46,512	$48,607
2	$41,167	$43,017	$44,954	$46,980	$49,090	$51,298
3	$43,661	$45,625	$47,680	$49,823	$52,065	$54,408
4	$47,401	$49,533	$51,761	$54,090	$56,524	$59,070
5	$52,904	$55,287	$57,774	$60,373	$63,091	$65,927
6	$61,144	$63,901	$66,776	$69,779	$72,918	$76,201
7	$63,901	$66,776	$69,779	$72,918	$76,200	$79,629

35 HOURS						
Range	1	2	3	4	5	6
1	$45,500	$47,548	$49,689	$51,930	$54,268	$56,711
2	$48,027	$50,191	$52,446	$54,806	$57,273	$59,846
3	$52,465	$54,824	$57,293	$59,872	$62,566	$65,384
4	$55,299	$57,788	$60,389	$63,107	$65,946	$68,914
5	$61,722	$64,502	$67,400	$70,435	$73,606	$76,919
6	$71,337	$74,553	$77,906	$81,406	$85,074	$88,901
7	$74,553	$77,906	$81,406	$85,073	$88,899	$92,897

40 HOURS						
Range	1	2	3	4	5	6
1	$52,003	$54,340	$56,790	$59,346	$62,022	$64,808
2	$54,887	$57,358	$59,939	$62,636	$65,455	$68,399
3	$58,218	$60,831	$63,569	$66,428	$69,420	$72,541
4	$63,197	$66,046	$69,018	$72,122	$75,368	$78,762
5	$70,538	$73,713	$77,033	$80,498	$84,124	$87,905
6	$81,530	$85,199	$89,030	$93,037	$97,224	$101,600
7	$85,199	$89,030	$93,037	$97,225	$101,598	$106,170

APPENDIX A

WILTON TOWN HALL EMPLOYEES

WAGE RATES EFFECTIVE 7/01/25

2.50% Effective July 1, 2025

30 HOURS	FY 2025					
Range	1	2	3	4	5	6
1	$39,977	$41,773	$43,656	$45,625	$47,675	$49,822
2	$42,196	$44,092	$46,078	$48,155	$50,317	$52,580
3	$44,753	$46,766	$48,872	$51,069	$53,367	$55,768
4	$48,586	$50,771	$53,055	$55,442	$57,937	$60,547
5	$54,227	$56,669	$59,218	$61,882	$64,668	$67,575
6	$62,673	$65,499	$68,445	$71,523	$74,741	$78,106
7	$65,499	$68,445	$71,523	$74,741	$78,105	$81,620

35 HOURS						
Range	1	2	3	4	5	6
1	$46,638	$48,737	$50,931	$53,228	$55,625	$58,129
2	$49,228	$51,446	$53,757	$56,176	$58,705	$61,342
3	$53,777	$56,195	$58,725	$61,369	$64,130	$67,019
4	$55,299	$59,233	$61,899	$64,685	$67,595	$70,637
5	$63,265	$66,115	$69,085	$72,196	$75,446	$78,842
6	$73,120	$76,417	$79,854	$83,441	$87,201	$91,124
7	$76,417	$79,854	$83,441	$87,200	$91,121	$95,219

40 HOURS						
Range	1	2	3	4	5	6
1	$53,303	$55,699	$58,210	$60,830	$63,573	$66,428
2	$56,259	$58,792	$61,437	$64,202	$67,091	$70,109
3	$59,673	$62,352	$65,158	$68,089	$71,156	$74,355
4	$64,777	$67,697	$70,743	$73,925	$77,252	$80,731
5	$72,301	$75,556	$78,959	$82,510	$86,227	$90,103
6	$83,568	$87,329	$91,256	$95,363	$99,655	$104,140
7	$87,329	$91,256	$95,363	$99,656	$104,138	$108,824

APPENDIX A

WILTON TOWN HALL EMPLOYEES

WAGE RATES EFFECTIVE 7/01/23

FOR EMPLOYEES HIRED AFTER EXECUTION OF 2006-2010 AGREEMENT

3.25% Effective July 1, 2023

30 HOURS	FY 2023							
Range	1	2	3	4	5	6	7	8
1	$37,958	$39,171	$40,424	$41,718	$43,053	$44,432	$45,852	$47,306
2	$40,065	$41,349	$42,670	$44,035	$45,445	$46,899	$48,399	$49,926
3	$42,493	$43,853	$45,257	$46,704	$48,199	$49,741	$51,333	$52,952
4	$46,132	$47,608	$49,130	$50,703	$52,326	$54,000	$55,728	$57,489
5	$51,488	$53,136	$54,835	$56,590	$58,401	$60,271	$62,199	$64,163
6	$59,507	$61,412	$63,377	$65,406	$67,498	$69,658	$71,887	$74,161
7	$62,191	$64,180	$66,234	$68,354	$70,539	$72,797	$75,128	$77,497

35 HOURS								
Range	1	2	3	4	5	6	7	8
1	$44,282	$45,697	$47,159	$48,669	$50,227	$51,834	$53,492	$55,193
2	$46,741	$48,236	$49,780	$51,373	$53,018	$54,714	$56,464	$58,244
3	$51,061	$52,698	$54,382	$56,123	$57,918	$59,771	$61,685	$63,634
4	$53,819	$55,541	$57,318	$59,153	$61,046	$62,998	$65,015	$67,069
5	$60,070	$61,991	$63,976	$66,022	$68,135	$70,315	$72,565	$74,860
6	$69,427	$71,649	$73,941	$76,308	$78,750	$81,270	$83,870	$86,521
7	$72,558	$74,879	$77,274	$79,748	$82,299	$84,933	$87,651	$90,411

40 HOURS								
Range	1	2	3	4	5	6	7	8
1	$50,611	$52,231	$53,903	$55,627	$57,408	$59,245	$61,139	$63,073
2	$53,418	$55,127	$56,891	$58,713	$60,592	$62,530	$64,531	$66,568
3	$56,659	$58,473	$60,343	$62,274	$64,267	$66,324	$68,445	$70,599
4	$61,506	$63,475	$65,506	$67,602	$69,766	$71,998	$74,302	$76,652
5	$68,650	$70,848	$73,114	$75,454	$77,868	$80,361	$82,931	$85,552
6	$79,348	$81,887	$84,508	$87,211	$90,002	$92,883	$95,855	$98,880
7	$82,919	$85,573	$88,311	$91,137	$94,052	$97,062	$100,169	$103,328

APPENDIX A

WILTON TOWN HALL EMPLOYEES

WAGE RATES EFFECTIVE 7/01/24

FOR EMPLOYEES HIRED AFTER EXECUTION OF 2006-2010 AGREEMENT

2.75% Effective July 1, 2024

30 HOURS	FY 2024							
Range	1	2	3	4	5	6	7	8
1	$39,002	$40,248	$41,536	$42,865	$44,237	$45,653	$47,113	$48,607
2	$41,167	$42,486	$43,844	$45,246	$46,695	$48,189	$49,730	$51,298
3	$43,661	$45,059	$46,501	$47,988	$49,525	$51,109	$52,744	$54,408
4	$47,401	$48,917	$50,482	$52,097	$53,765	$55,485	$57,261	$59,070
5	$52,904	$54,597	$56,343	$58,147	$60,007	$61,929	$63,909	$65,927
6	$61,144	$63,101	$65,120	$67,204	$69,354	$71,573	$73,864	$76,201
7	$63,901	$65,945	$68,055	$70,233	$72,479	$74,799	$77,194	$79,629

35 HOURS								
Range	1	2	3	4	5	6	7	8
1	$45,500	$46,954	$48,456	$50,007	$51,608	$53,259	$54,963	$56,711
2	$48,027	$49,563	$51,149	$52,786	$54,476	$56,219	$58,017	$59,846
3	$52,465	$54,147	$55,877	$57,666	$59,511	$61,415	$63,381	$65,384
4	$55,299	$57,069	$58,894	$60,780	$62,724	$64,730	$66,803	$68,914
5	$61,722	$63,696	$65,735	$67,838	$70,008	$72,249	$74,561	$76,919
6	$71,337	$73,620	$75,975	$78,406	$80,915	$83,505	$86,176	$88,901
7	$74,553	$76,938	$79,399	$81,941	$84,562	$87,269	$90,061	$92,897

40 HOURS								
Range	1	2	3	4	5	6	7	8
1	$52,003	$53,667	$55,385	$57,157	$58,987	$60,874	$62,821	$64,808
2	$54,887	$56,643	$58,455	$60,328	$62,259	$64,250	$66,306	$68,399
3	$58,218	$60,081	$62,003	$63,987	$66,034	$68,148	$70,328	$72,541
4	$63,197	$65,221	$67,307	$69,461	$71,685	$73,978	$76,345	$78,760
5	$70,538	$72,796	$75,125	$77,529	$80,009	$82,570	$85,212	$87,905
6	$81,530	$84,138	$86,832	$89,609	$92,477	$95,437	$98,491	$101,600
7	$85,199	$87,926	$90,739	$93,643	$96,639	$99,731	$102,924	$106,170

APPENDIX A

WILTON TOWN HALL EMPLOYEES

WAGE RATES EFFECTIVE 7/01/25

FOR EMPLOYEES HIRED AFTER EXECUTION OF 2006-2010 AGREEMENT

2.50% Effective July 1, 2025

30 HOURS	FY 2025							
Range	1	2	3	4	5	6	7	8
1	$39,977	$41,254	$42,575	$43,937	$45,343	$46,795	$48,291	$49,822
2	$42,196	$43,548	$44,940	$46,377	$47,863	$49,394	$50,974	$52,581
3	$44,753	$46,186	$47,664	$49,188	$50,763	$52,386	$54,063	$55,768
4	$48,586	$50,140	$51,744	$53,400	$55,109	$56,872	$58,692	$60,546
5	$54,226	$55,962	$57,752	$59,600	$61,508	$63,477	$65,507	$67,575
6	$62,672	$64,678	$66,748	$68,885	$71,088	$73,363	$75,710	$78,106
7	$65,498	$67,594	$69,757	$71,989	$74,291	$76,669	$79,124	$81,619

35 HOURS								
Range	1	2	3	4	5	6	7	8
1	$46,637	$48,128	$49,668	$51,258	$52,898	$54,590	$56,337	$58,129
2	$49,227	$50,802	$52,428	$54,105	$55,838	$57,624	$59,468	$61,342
3	$53,777	$55,501	$57,274	$59,108	$60,999	$62,951	$64,965	$67,019
4	$56,682	$58,495	$60,367	$62,299	$64,292	$66,349	$68,474	$70,636
5	$63,265	$65,288	$67,378	$69,534	$71,759	$74,055	$76,425	$78,842
6	$73,120	$75,460	$77,874	$80,367	$82,938	$85,593	$88,331	$91,123
7	$76,417	$78,862	$81,384	$83,990	$86,676	$89,451	$92,313	$95,220

40 HOURS								
Range	1	2	3	4	5	6	7	8
1	$53,303	$55,009	$56,770	$58,586	$60,461	$62,396	$64,391	$66,428
2	$56,260	$58,059	$59,917	$61,836	$63,815	$65,856	$67,964	$70,109
3	$59,673	$61,583	$63,553	$65,586	$67,685	$69,851	$72,086	$74,354
4	$64,777	$66,851	$68,990	$71,197	$73,477	$75,828	$78,254	$80,729
5	$72,301	$74,616	$77,003	$79,467	$82,010	$84,635	$87,342	$90,102
6	$83,568	$86,242	$89,003	$91,850	$94,789	$97,823	$100,954	$104,140
7	$87,329	$90,124	$93,008	$95,984	$99,055	$102,225	$105,497	$108,824

APPENDIX A
WILTON TOWN HALL EMPLOYEES
RULES GOVERNING APPLICATION OF WAGE SCHEDULES

(1) To determine any hourly rate, divide any annual wage shown on the wage schedules by 365 and multiply the result by 1.4 (the result is the DAILY RATE). Divide the DAILY RATE by the number of hours worked each day (as set forth in Section 4.0) to determine the HOURLY RATE. The Apparatus Supervisor works eight (8) hours per day for the purposes of this calculation.

(2) Effective January 1, 1994 and each year thereafter, an employee will automatically move one step each January 1st until the employee has attained the maximum step in his/her grade.

(3) A promoted employee will be placed in the step in the new grade which is closest to but not less than five percent (5%) greater than the employee's current rate of pay.

(4) An employee who is hired after the effective date of this Agreement may be placed at any step up to Step 4 of the appropriate grade to reflect prior experience, certification or licensure.

(5) If an employee bids for a vacancy in a position in a lower grade than the one he/she currently occupies, he/she will be placed in a step in the lower grade which is closest to, but not higher than, the current rate of pay.

(6) All members shall receive their pay via direct deposit effective as reasonably practicable following the execution of this 2012-2016 collective bargaining agreement.

APPENDIX B
MEDICAL AND LIFE INSURANCE BENEFITS

The following is a brief description of the medical and life insurance benefits provided by the Town. Before using the insurance, please consult the insurance plan booklet. The current insurance is provided by the State Partnership Plan 2 0, the current long term disability insurance is provided by Standard Insurance Company, Group Policy No. 128048, the current dental insurance is provided by Delta Dental, Group Policy No. 04169, and life and accidental death and dismemberment insurance is provided by Anthem Life, Group Policy No. AL00003570.

Medical

Medical benefits as set forth in the attached Appendix D, State Partnership Plan 2.0, supplemented by Anthem Blue Cross and Blue Shield of Connecticut Blue View Vision Plan.

Life Insurance

Amount: One (1) times employee's salary rounded to the nearest $1,000. Reduced by 50% at age 70.

AD&D

Amount: $15,000 for accidental death, dismemberment and loss of sight (reduced by 50% at age 70)

LTD

Amount: 50% of the first $3,000 of your Predisability Earnings, reduced by Deductible Income with a maximum benefit of $1,500 before reduction by Deductible Income and a minimum benefit of $100. Eligibility Waiting Period: You are eligible on the first day of the calendar month following 6 consecutive months as a Member. Benefit Waiting Period: 180 days. Maximum Benefit Period: Varies depending upon age when Disability begins.

Dental Care

Preventive, diagnostic, and therapeutic and general services, 80% of usual, customary, and reasonable fee, Major services (e.g., restorative work, crown, dentures), 50% of cost paid; Orthodontics, 50% of covered services (dependent children only $1,000 lifetime maximum per child). Maximum yearly benefit for non-orthodontics dental care, $1,500, deductible, $50 per individual, $150 family maximum.

APPENDIX C

MEMORANDUM OF UNDERSTANDING

The following Memorandum of Understanding is between the Town of Wilton ("Town") and Local 1303-160, Connecticut Council #4, AFSCME, AFL-CIO ("Union").

1. The Town and the Union agree that effective January 13, 2020 the Deputy Assessor position will be paid in accordance with Range 7 of the wage scales listed in Appendix A of the 2016-2020 Collective Bargaining Agreement between the Town and the Union.

2. The Town and the Union agree that the job description for the Deputy Assessor will be revised as set forth on the attached document dated November 19, 2019.

3. All other terms and conditions of employment concerning the Deputy Assessor position will remain as set forth in the 2016-2020 Collective Bargaining Agreement.

FOR THE TOWN OF WILTON		FOR LOCAL 1303-160, CONNECTICUT COUNCIL #4, AFSCME, AFL-CIO	
Sarah L. Taffel Director, Human Resources, Labor Relations, and Administrative Services	Date	Timothy Bunting Chapter Chairperson	1/14/2020 Date
Witness	1/15/2020 Date	Witness	1/14/2020 Date

MEMORANDUM OF UNDERSTANDING

The following Memorandum of Understanding is between the Town of Wilton ("Town") and Local 1303-160, Connecticut Council #4, AFSCME, AFL-CIO ("Union").

1. Effective July 18, 2019, the Town has created a new position called "Administrative Assistant Floater" which the Town and the Union agree is included in the bargaining unit represented by the Union.

2. The position description for the Administrative Assistant Floater, as issued by the Town, is attached hereto as Attachment A.

3. The Town and the Union agree that the Administrative Assistant Floater position will be paid in accordance with Range 4 of the eight-step wage scales listed in Appendix A of the Collective Bargaining Agreement between the Town and the Union.

4. The Town and the Union agree that the Administrative Assistant Floater will work a 35 hour work week, and his/her hours will be from 8:30 A.M. to 4:30 P.M. with an unpaid hour for a lunch break.

FOR THE TOWN OF WILTON

4.30.21

Sarah L. Taffel — Date
Director, Human Resources,
Labor Relations, and
Administrative Services

Witness — Date

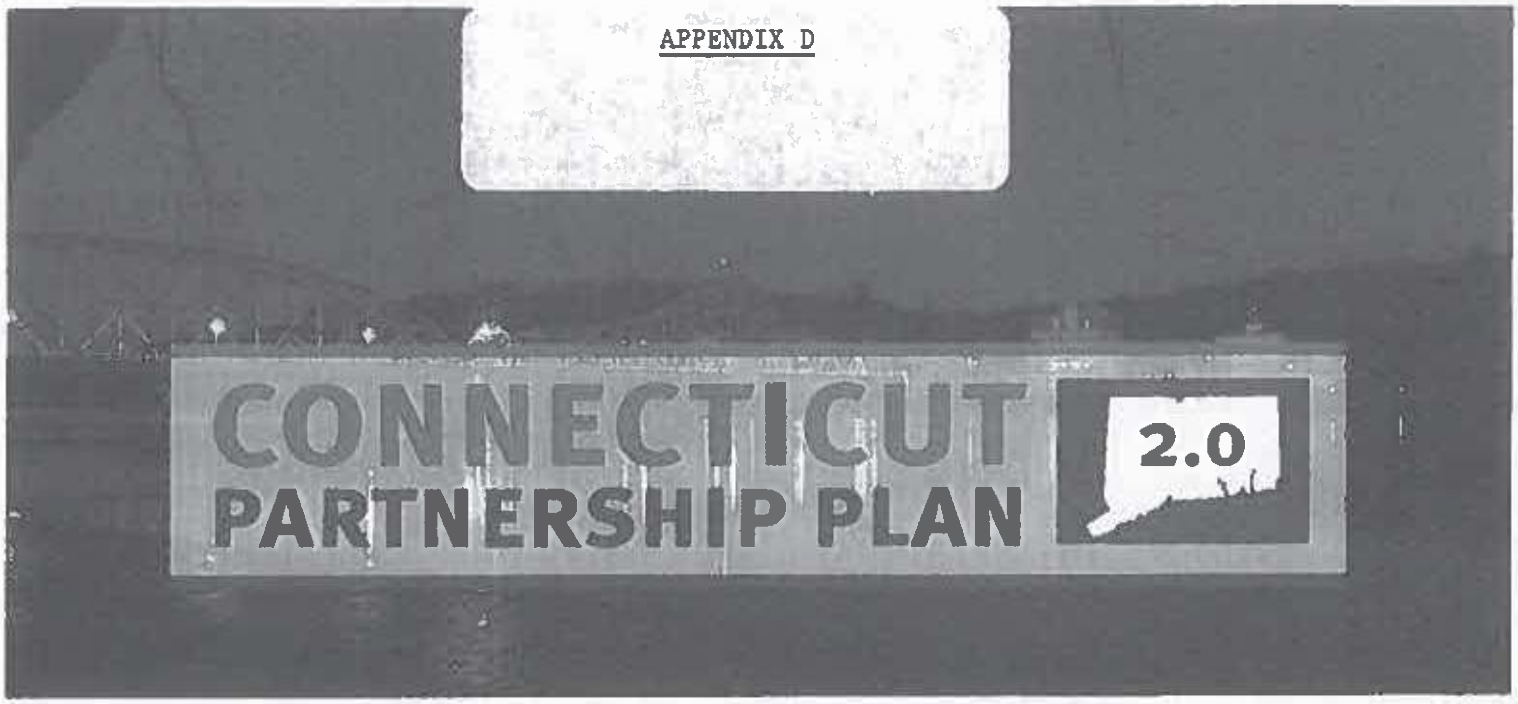
FOR LOCAL 1303-160, CONNECTICUT COUNCIL #4, AFSCME, AFL-CIO

4/28/21

Timothy Bunting — Date
President

Witness — Date

APPENDIX D



A Great Opportunity for Very Valuable Healthcare Coverage

Welcome to the Connecticut (CT) Partnership Plan—a low-/no-deductible Point of Service (POS) plan now available to you (and your eligible dependents up to age 26) and other non-state public employees who work for municipalities, boards of education, quasi-public agencies, and public libraries.

The CT Partnership Plan is the same Expanded Access plan currently offered to State of Connecticut employees. You get the same great healthcare benefits that state employees get, including $15 in-network office visits (average actual cost in CT: $150*), free preventive care, and $5 or $10 generic drug copays for your maintenance drugs. You can see any provider (e.g., doctors, hospitals, other medical facilities) you want—in- or out-of network. But, when you see in-network providers, you pay less. That's because they contract with Anthem Blue Cross and Blue Shield (Anthem)—the plan's administrator—to charge lower rates for their services. You have access to Anthem's State Bluecare POS network in Connecticut, and access to doctors and hospitals across the country through the BlueCard® program.

When you join the CT Partnership Plan, the state's Health Enhancement Program (HEP) is included. HEP encourages you to get preventive care screenings, routine wellness visits, and chronic disease education and counseling. When you remain compliant with the specific HEP requirements on page 5, you get to keep the financial incentives of the HEP program!

Look inside for a summary of medical benefits, and or visit osc.ct.gov/ctpartner.

*Source: Healthcare Bluebook: healthcarebluebook.com

CONNECTICUT PARTNERSHIP PLAN 2.0

POS MEDICAL BENEFIT SUMMARY

BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Preventive Care (including adult and well-child exams and immunizations, routine gynecologist visits, mammograms, colonoscopy)	$0	20% of allowable UCR* charges
Annual Deductible (amount you pay before the Plan starts paying benefits)	Individual: $350 Family: $350 per member ($1,400 maximum) ***Waived for HEP-compliant members***	Individual: $300 Family: $900
Coinsurance (the percentage of a covered expense you pay ***after*** you meet the Plan's annual deductible)	Not applicable	20% of allowable UCR* charges
Annual Out-of-Pocket Maximum (amount you pay before the Plan pays 100% of allowable/UCR* charges)	Individual: $2,000 Family: 4,000	Individual: $2,300 (includes deductible) Family: $4,900 (includes deductible)
Primary Care Office Visits	$15 copay ($0 copay for Preferred Providers)	20% of allowable UCR* charges
Specialist Office Visits	$15 copay ($0 copay for Preferred Providers)	20% of allowable UCR* charges
Urgent Care & Walk-In Center Visits	$15 copay	20% of allowable UCR* charges
Acupuncture (20 visits per year)	$15 copay	20% of allowable UCR* charges
Chiropractic Care	$0 copay	20% of allowable UCR* charges
Diagnostic Labs and X-Rays[1] ** High Cost Testing (MRI, CAT, etc.)	$0 copay (your doctor will need to get prior authorization for high-cost testing)	20% of allowable UCR* charges (you will need to get prior authorization for high-cost testing)
Durable Medical Equipment	$0 (your doctor may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)

1 IN NETWORK: Within your carrier's immediate service area, no co-pay for preferred facility. 20% cost share at non-preferred facility
Outside your carrier's immediate service area: no co-pay.

1 OUT OF NETWORK: Within your carrier's immediate service area, deductible plus 40% coinsurance
Outside of carrier's immediate service area: deductible plus 20% coinsurance

(continued on next page)

CONNECTICUT PARTNERSHIP PLAN 2.0

POS MEDICAL BENEFIT SUMMARY

BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Emergency Room Care	$250 copay (waived if admitted)	$250 copay (waived if admitted)
Eye Exam (one per year)	$15 copay	50% of allowable UCR* charges
**Infertility (based on medical necessity)		
Office Visit	$15 copay	20% of allowable UCR* charges
Outpatient or Inpatient Hospital Care	$0	20% of allowable UCR* charges
**Inpatient Hospital Stay	$0	20% of allowable UCR* charges
Mental Healthcare/Substance Abuse Treatment		
**Inpatient	$0	20% of allowable UCR* charges (you may need to get prior authorization)
Outpatient	$15 copay	20% of allowable UCR* charges
Nutritional Counseling (Maximum of 3 visits per Covered Person per Calendar Year)	$0	20% of allowable UCR* charges
**Outpatient Surgery	$0	20% of allowable UCR* charges
**Physical/Occupational Therapy	$0	20% of allowable UCR* charges, up to 60 inpatient days and 30 outpatient days per condition per year
Foot Orthotics	$0 (your doctor may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)
Speech therapy: Covered for treatment resulting from autism, stroke, tumor removal, injury or congenital anomalies of the oropharynx	$0	Deductible plus Coinsurance (30 visits per Calendar Year)
Medically necessary treatment resulting from other causes is subject to Prior Authorization	$0 (30 visits per Covered Person per Calendar Year)	Deductible plus Coinsurance (30 visits per Calendar Year)

*Usual, Customary and Reasonable. You pay 20% coinsurance based on UCR, plus you pay 100% of amount provider bills you over UCR.

** Prior authorization required. If you use in-network providers, your provider is responsible for obtaining prior authorization from Anthem. If you use out-of-network providers, you are responsible for obtaining prior authorization from Anthem.

CONNECTICUT PARTNERSHIP PLAN 2.0

Using Your Benefits

When you need information about your benefits...

CareCompass.CT.gov is your one-stop shop for benefits and general information on your coverage. Click Partnership to view medical, dental, pharmacy and vision benefit information.

- Access your personalized benefits portal at **carecompass.quantum-health.com**, or by clicking Sign In on the Care Compass home page
- To view forms, visit **CareCompass.CT.gov/forms**, or click the Forms button at the bottom of the Care Compass home page.

When you need benefits support...

You and any enrolled dependents can speak with a personal Care Coordinator (833-740-3258) for help understanding your benefits, finding a doctor, and dealing with the complexities of health care. Quantum Health makes it easier for you to navigate your benefits and access the right care for you by coordinating with your medical, pharmacy, and dental member service teams. Chat with a Care Coordinator 8:30 a.m. – 10 p.m., Monday – Friday, at 833-740-3258, or send a message through your secure portal.

Earn incentives

If you select a Provider of Distinction for a qualifying procedure, you can earn a cash reward!

Visit **CareCompass.CT.gov/providersofdistinction** to search by procedure, provider or facility, or call 833-740-3258 to speak with a personal Care Coordinator.

Doctors, hospitals and provider groups that meet the highest patient care standards are designated "Providers of Distinction." Providers of Distinction members will coordinate your care throughout your entire treatment process, from evaluation through recovery. The best providers within this program are identified as Centers of Excellence.

To view a full list of procedures and incentives, visit **CareCompass.CT.gov/providersofdistinction/#incentives**. Note: The amount of the reward varies by procedure and location

When you need to find the best provider or to find a location for a routine lab test...

Visit **osc.ct.gov/ctpartner** then scroll to **Find Providers**.

You pay nothing—$0 copay—for lab tests, if you visit a preferred Site of Service provider. To find a Site of Service provider, contact Anthem or **use the Find Care tool**.

When you're injured...

Your health plan has resources to help you through orthopedic injuries, from diagnosis to minor aches and pains, to surgery and recovery.

Get help diagnosing minor or lingering injuries through a virtual visit. Your provider will help create a rehab program you can do at home.

For surgical procedures, find the best providers for the care you need. Learn more at **CareCompass.CT.gov/orthopedics.**

Help Managing and Reversing Diabetes

Get help managing Type 1 or Type 2 Diabetes with Virta Health. Members are connected and supported with access to a diabetes health coach and receive free testing supplies and tips to manage their A1c. In the diabetes reversal program, where members with Type 2 Diabetes can learn to eat their way to better health with personalized nutrition plans and support from medical providers, professional coaches, and digital health tools.

Help Preventing Diabetes

If you have prediabetes, the digital Diabetes Prevention Program offered by Wellspark can help you prevent diabetes by focusing on lifestyle changes.

> To learn more about these programs, visit **CareCompass.CT.gov/diabetes**.

CONNECTICUT PARTNERSHIP PLAN 2.0

PRESCRIPTION DRUGS

Prescription Drugs	Maintenance+ (31-to-90-day supply)	Non-Maintenance (up to 30-day supply)	HEP Chronic Conditions
Generic (preferred/non-preferred)++	$5/$10	$5/$10	$0
Preferred/Listed Brand Name Drugs	$25	$25	$5
Non-Preferred/Non-Listed Brand Name Drugs	$40	$40	$12.50
Annual Out-of-Pocket Maximum	$4,600 Individual/$9,200 Family		

+ Initial 30-day supply at retail pharmacy is permitted. Thereafter, 90-day supply is required—through mail-order or at a retail pharmacy participating in the State of Connecticut Maintenance Drug Network.

++ Prescriptions are filled automatically with a generic drug if one is available, unless the prescribing physician submits a Coverage Exception Request attesting that the brand name drug is medically necessary.

Preferred and Non-Preferred Brand-Name Drugs

A drug's tier placement is determined by Caremark's Pharmacy and Therapeutics Committee, which reviews tier placement each quarter. If new generics have become available, new clinical studies have been released, new brand-name drugs have become available, etc., the Pharmacy and Therapeutics Committee may change the tier placement of a drug.

If your doctor believes a non-preferred brand-name drug is medically necessary for you, they will need to complete the Coverage Exception Request form (available at www.osc.ct.gov/ctpartner) and fax it to Caremark. If approved, you will pay the preferred brand co-pay amount.

If You Choose a Brand Name When a Generic Is Available

Prescriptions will be automatically filled with a generic drug if one is available, unless your doctor completes Caremark's Coverage Exception Request form and it is approved. (It is not enough for your doctor to note "dispense as written" on your prescription; a separate form is required.) If you request a brand-name drug over a generic alternative without obtaining a coverage exception, you will pay the generic drug co-pay PLUS the difference in cost between the brand and generic drug.

Mandatory 90-day Supply for Maintenance Medications

If you or your family member takes a maintenance medication, you are required to get your maintenance prescriptions as 90-day fills. You will be able to get your first 30-day fill of that medication at any participating pharmacy. After that your two choices are:

- Receive your medication through the Caremark mail-order pharmacy, or
- Fill your medication at a pharmacy that participates in the State's Maintenance Drug Network (see the list of participating pharmacies on www.osc.ct.gov/ctpartner) and scroll down to Pharmacy under Benefit Summaries.)

CONNECTICUT PARTNERSHIP PLAN 2.0

HEALTH ENHANCEMENT PROGRAM

The Health Enhancement Program (HEP) is a component of the medical plan and has several important benefits. First, it helps you and your family work with your medical providers to get and stay healthy. Second, it saves you money on your healthcare. Third, it will save money for the Partnership Plan long term by focusing healthcare dollars on prevention.

Health Enhancement Program Requirements

You and your enrolled family members must get age-appropriate wellness exams, early diagnosis screenings (such as colorectal cancer screenings, Pap tests, mammograms, and vision exams). Here are the 2023 HEP Requirements:

PREVENTIVE SCREENINGS	AGE						
	0-5	6-17	18-24	25-29	30-39	40-49	50+
Preventive Visit	1 per year	1 every other year	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
Vision Exam	N/A	N/A	Every 7 years	Every 7 years	Every 7 years	Every 4 years	50-64: Every 3 years 65+: Every 2 years
Dental Cleanings*	N/A	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year
Cholesterol Screening	N/A	N/A	Every 5 years (20+)	Every 5 years	Every 5 years	Every 5 years	Every 5 years
Breast Cancer Screening (Mammogram)	N/A	N/A	N/A	N/A	N/A	1 screening between age 45-49**	As recommended by physician
Cervical Cancer Screening (Pap Smear)	N/A	N/A	Every 3 years (21+)	Every 3 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years to age 65
Colorectal Cancer Screening‡	N/A	N/A	N/A	N/A	N/A	40-44: N/A 45+: Colonoscopy every 10 years, Annual FIT/FOBT to age 75 or Cologuard screening every 3 years	

* Dental cleanings are required for family members who are participating in a dental plan sponsored by your employer
** Or as recommended by your physician
‡ NEW: colorectal screening age requirements lowered to 45 years of age for calendar year 2022 as recommended by US Task Force on Preventive Services

For those with a chronic condition: The household must meet all preventive and chronic requirements to be compliant.

To check your Health Enhancement Program compliance status, visit CareCompass.CT.gov, then sign in or register for your Quantum Health benefits portal. To view your status, click the My Health tab in your portal.

You can also download the MyQHealth app on the App Store or Google Play.

Additional Requirements for Those With Certain Conditions

If you or any enrolled family member has 1) Diabetes (Type 1 or 2), 2) asthma or COPD, 3) heart disease/heart failure, 4) hyperlipidemia (high cholesterol), or 5) hypertension (high blood pressure), you and/or that family member will be required to participate in a disease education and counseling program for that particular condition. You will receive free office visits and reduced pharmacy copays for treatments related to your condition.

These particular conditions are targeted because they account for a large part of our total healthcare costs and have been shown to respond particularly well to education and counseling programs. By participating in these programs, affected employees and family members will be given additional resources to improve their health.

If You Do Not Comply with the requirements of HEP

If you or any enrolled dependent becomes non-compliant in HEP, your premiums will be $100 per month higher and you will have an annual $350 per individual ($1,400 per family) in-network medical deductible.

Quantum Health is the administrator for the Health Enhancement Program (HEP) and gives you access to your personalized health benefits portal. The HEP participant portal features tips and tools to help you manage your health and your HEP requirements. Login to your personal benefit portal at carecompass.quantum-health.com to:

- View HEP preventive and chronic requirements and download HEP forms
- Check your HEP preventive and chronic compliance status
- Complete your chronic condition education and counseling compliance requirement
- Send a secure message to a Care Coordinator for benefits assistance
- *Connect you to your medical, pharmacy, dental and other healthcare services covered in your plan- with just one login.*

Quantum Health: (833)740-3258, 8:30 a.m.-10 p.m. ET, Mon.-Fri.

CONNECTICUT PARTNERSHIP PLAN 2.0

YOUR BENEFIT RESOURCES

Office of the State Comptroller, Healthcare Policy & Benefit Services Division

www.osc.ct.gov/ctpartner
860-702-3560

General benefit questions, Medical, and Health Enhancement Program (HEP)

Quantum Health
CareCompass.CT.gov **or login to your benefits portal from Care Compass**
833-740-3258

Prescription drug benefits

CVS Caremark
CareCompass.CT.gov/state/pharmacy **or login to your benefits portal from Care Compass**
1-800-318-2572

Dental and Vision Rider benefits (if applicable)

Cigna
CareCompass.CT.gov/state/pharmacy **or login to your benefits portal from Care Compass**
1-800-244-6224

For details about specific plan benefits and network providers, contact the insurance carrier. If you have questions about eligibility, enrolling in the plans or payroll deductions, contact your Payroll/Human Resources office.

Blue View Vision℠
FS.A.20.20.130.130

Anthem.

Welcome to your Blue View Vision plan!
You have many choices when it comes to using your benefits. As a Blue View Vision plan member, you have access to one of the nation's largest vision networks. You may choose from many private practice doctors, local optical stores, and national retail stores including LensCrafters®, Target Optical®, and most Pearle Vision® locations. You may also use your in-network benefits to order eyewear online at Glasses.com and ContactsDirect.com. To locate a participating network eye care doctor or location, log in at **anthem.com**, or from the home page menu under Care, select **Find a Doctor**. You may also call member services for assistance at **1-866-723-0515**.

Out-of-Network – If you choose to, you may instead receive covered benefits outside of the Blue View Vision network. Just pay in full at the time of service, obtain an itemized receipt, and file a claim for reimbursement up to your maximum out-of-network allowance.

YOUR BLUE VIEW VISION PLAN BENEFITS	IN-NETWORK	OUT-OF-NETWORK	FREQUENCY
Routine Eye Exam			
A comprehensive eye examination	$20 Copay	Reimbursed Up To $48	Once every calendar year
Eyeglass Frames			
One pair of eyeglass frames	$130 Allowance, then 20% off any remaining balance	Reimbursed Up To $64	Once every calendar year
Eyeglass Lenses *(instead of contact lenses)*			
One pair of standard plastic prescription lenses • Single vision lenses • Bifocal lenses • Trifocal lenses	 $20 Copay $20 Copay $20 Copay	 Reimbursed Up To $36 Reimbursed Up To $54 Reimbursed Up To $69	Once every calendar year
Eyeglass Lens Enhancements *When obtaining covered eyewear from a Blue View Vision provider, you may choose to add any of the following lens enhancements at no extra cost*			
• Transitions Lenses (for a child under age 19) • Standard polycarbonate (for a child under age 19) • Factory Scratch Coating	$0 Copay $0 Copay $0 Copay	No allowance when obtained out-of-network	Same as covered eyeglass lenses
Contact Lenses *(instead of eyeglass lenses)* *Contact lens allowance will only be applied toward the first purchase of contacts made during a benefit period. Any unused amount remaining cannot be used for subsequent purchases in the same benefit period, nor can any unused amount be carried over to the following benefit period.*			
• Elective conventional (non-disposable) OR	$130 Allowance, then 15% off any remaining balance	Reimbursed Up To $105	Once every calendar year
• Elective disposable OR	$130 Allowance *(no additional discount)*	Reimbursed Up To $105	
• Non-elective (medically necessary)	Covered in full	Reimbursed Up To $210	

This is a primary vision care benefit intended to cover only routine eye examinations and corrective eyewear. Blue View Vision is for routine eye care only. If you need medical treatment for your eyes, visit a participating eye care doctor from your medical network. Benefits are payable only for expenses incurred while the group and insured person's coverage is in force. This information is intended to be a brief outline of coverage. All terms and conditions of coverage, including benefits and exclusions, are contained in the member's policy, which shall control in the event of a conflict with this overview. This benefit overview is only one piece of your entire enrollment package.

EXCLUSIONS & LIMITATIONS (not a comprehensive list – please refer to the member Certificate of Coverage for a complete list)

Combined Offers. Not to be combined with any offer, coupon or in-store advertisement.
Excess Amounts. Amounts in excess of covered vision expense
Sunglasses. Plano sunglasses and accompanying frames
Safety Glasses. Safety glasses and accompanying frames
Not Specifically Listed. Services not specifically listed in this plan as covered services
Lost or Broken Lenses or Frames. Any lost or broken lenses or frames are not eligible for replacement unless the insured person has reached his or her normal service interval as indicated in the plan design.
Non-Prescription Lenses. Any non-prescription lenses, eyeglasses or contacts. Plano lenses or lenses that have no refractive power.
Orthoptics. Orthoptics or vision training and any associated supplemental testing

Contract code: 55FG

OPTIONAL SAVINGS AVAILABLE FROM BLUE VIEW VISION IN-NETWORK PROVIDERS ONLY		In-Network Member Cost (after any applicable copay)
[illegible]		[illegible]

Eyeglass lens upgrades
When obtaining eyewear from a Blue View Vision provider, you may choose to upgrade your new eyeglass lenses at a discounted cost. Eyeglass lens copayment applies.
	• Transitions lenses (Adults)
	• Standard Polycarbonate (Adults)
	• Tint (Solid and Gradient)
	• UV Coating
	• Progressive Lenses[1]
	  • Standard
	  • Premium Tier 1
	  • Premium Tier 2
	  • Premium Tier 3
	• Anti-Reflective Coating[2]
	  • Standard
	  • Premium Tier 1
	  • Premium Tier 2
	• Other Add-ons
		$75
		$40
		$15
		$15
		
		$65
		$85
		$95
		$110
		
		$45
		$57
		$68
		20% off retail price

[illegible]	[illegible]	[illegible]
Eyewear Accessories	Items such as non-prescription sunglasses, lens cleaning supplies, contact lens solutions, eyeglass cases, etc.	20% off retail
[illegible]	[illegible]	[illegible]
Conventional Contact Lenses	• Discount applies to materials only	15% off retail price

[1] Please ask your provider for his/her recommendation as well as the available progressive brands by tier

[2] Please ask your provider for his/her recommendation as well as the available anti-reflective brands by tier

[3] Standard fitting includes spherical clear lenses for conventional wear and planned replacement. Examples include but are not limited to disposable and frequent replacement

[4] Premium fitting includes all lens designs, materials and specialty fittings other than standard contact lenses. Examples include but are not limited to toric and multifocal

Cannot be combined with any other offer. Discounts are subject to change without notice. Discounts are not covered benefits under your vision plan and will not be listed in your certificate of coverage. Discounts will be offered from in-network providers except where State law prevents discounting of products and services that are not covered benefits under this plan. Discounts on frames will not apply if the manufacturer has imposed a no discount on sales at retail and independent provider locations.

Some of our in-network providers include:

INDEPENDENT PROVIDER NETWORK + LENSCRAFTERS PEARLE VISION OPTICAL

Online stores:

GLASSES.COM contactsdirect 1800contacts LENSCRAFTERS OPTICAL Ray-Ban

glasses.com contactsdirect.com 1800contacts.com lenscrafters.com targetoptical.com ray-ban.com/insurance

ADDITIONAL SAVINGS AVAILABLE THROUGH ANTHEM'S SPECIAL OFFERS PROGRAM

Savings on items like additional eyewear after your benefits have been used, non-prescription sunglasses, hearing aids and even LASIK laser vision correction surgery are available through a variety of vendors. Just log in at anthem.com, select discounts, then Vision, Hearing & Dental.

* Discounts cannot be used in conjunction with your covered benefits

OUT-OF-NETWORK

If you choose to receive covered services or purchase covered eyewear from an out-of-network provider, network discounts will not apply and you will be responsible for payment of services and/or eyewear materials at the time of service. Please complete an out-of-network claim form and submit it along with your itemized receipt to the fax number, email address, or mailing address below. To download a claim form, log in at anthem.com, or from the home page menu under Support select Forms, click Change State to choose your state, and then scroll down to Claims and select the Blue View Vision Out-of-Network Claim Form. You may instead call member services at 1-866-723-0515 to request a claim form.

TO FAX: 866-293-7373
TO EMAIL: oonclaims@eyewearspecialoffers.com
TO MAIL: Blue View Vision
Attn: OON Claims
P.O. Box 8504
Mason, OH 45040-7111

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DELTA DENTAL

Town of Wilton
Delta Dental PPO plus Premier™
Group #4169 (0001, 0002)
Non-Union & AFSCME

	Employer Paid Plan	Buy-Up Plan
Calendar Year Deductible		
• Per Person	$50	$50
• Family Aggregate Maximum	$150	$150
Preventive & Diagnostic (No Deductible)	80%	100%
• Exams & Cleanings (2 per calendar year per person)		
• Bitewing X-Rays (2 per calendar year per person)		
• Fluoride Treatment (For children to age 19)		
• Sealants (To age 16)		
• Space Maintainers (To age 14)		
Remaining Basic (After Deductible)	80%	100%
• Fillings, Extractions & Root Canals (Endodontics)		
• Periodontal & Oral Surgery		
• Repair of Dentures		
• General Anesthesia		
Crowns & Prosthodontics (After Deductible)	50%	60%
• Crowns, Inlay & Gold Restorations		
• Bridgework, Full & Partial Dentures		
Calendar Year Maximum (Per Person)	$1,500	$1,500
Orthodontia (Dependent Children Only)		
• Coinsurance	50%	50%
• Lifetime Maximum	$1,500	$1,500

Dependent children are covered through age 26.

Delta Dental has two networks available under this plan. The Delta Dental Premier® network is the largest of the Delta Dental networks with over 351,000 participating dentist offices nationally (80%+). Delta Dental PPO™ is a smaller, but more discounted network with over 266,000 participating dentist offices nationwide. Delta Dental's network discounts average 25% to 35% less. **You may use any fully licensed dentist under this plan**, but it is to your advantage to use a network dentist, especially PPO, since they accept the Delta Dental allowance as their maximum charge and cannot bill Delta Dental patients for amounts above this level.

Participating dentists will be paid directly by Delta Dental for covered services. Non-participating dentists will bill you directly, and Delta Dental will make claim payment directly to you. You will maximize benefits and reduce paperwork by using a Delta Dental participating dentist.

If you do not have a dentist, you may obtain a current listing of participating dentists in any area, by calling 1-800 DELTA OK (1-800-335-8265). Provide your zip code to the representative and a directory for that area will be mailed to your home. If you have Internet access, you may also visit our website at **deltadentalct.com** to locate participating dentists.

At the time of your first appointment, tell the dentist that you are covered under this program and provide your group number and ID number. Your dependents, if covered, should provide the employee's ID number.

Claim questions and other information needs should be directed to Delta Dental's customer service department at 1-800-452-9310.

This overview contains a general description of your dental care program for your use as a convenient reference. Complete details of your program appear in the group contract between your plan sponsor and Delta Dental of New Jersey, Inc. which governs the benefits and operation of your program. In CT, Delta Dental of Connecticut writes dental coverage on an insured basis and Delta Dental of New Jersey administers self-funded dental benefit programs. The group contract would control if there should be any inconsistency or difference between its provisions and the information in this overview.

2022

Delta Dental PPO℠ plus Premier Networks

In Network

Dentist
- Agrees to accept Delta Dental's approved fees
- Agrees to file claim directly with Delta Dental
- Receives claim payment directly from Delta Dental

Employee
- Cannot be balance billed (billed for charges above approved Delta Dental fees)
- Does not file claim
- No payment to dentist other than deductible/coinsurance

Out of Network

Dentist
- Does not agree to Delta Dental fee levels
- Can charge any amount
- Is not required to file claim for patient
- Does not receive payment directly from Delta Dental

Employee
- Must pay difference between Dentist charge and Delta Dental's allowed fees
- May be required to submit claim
- Is responsible for payment to dentist

Summary: Any dentist may be used, however, benefits are maximized and paperwork is reduced if in network providers are utilized. Delta Dental PPO℠ dentists have agreed to Delta Dental's lowest possible fees.

FINANCE DEPARTMENT
Tel (203) 563-0114
Fax (203) 563-0299

TOWN HALL
238 Danbury Road
Wilton, Connecticut 06897

Town of Wilton Technology Policy

Purpose: To establish a policy regarding the proper use of the computer, electronic and other computing and telecommunication technology systems, including but not limited to, desktops, laptops, netbooks, notebooks, palmtops, tablets, PDAs, and mobile computers; wireless and wired networking; phones and mobile devices including but not limited to Blackberrys® and iPhones®; Internet, intranet, satellite, broadband, cable and similar platforms, (collectively the "Technology Systems") of the Town of Wilton, Connecticut (the "Town") by each Town officer, employee or any other person or entity authorized by the Town to use the Technology Systems (hereafter referred to as a "User"). This Technology Policy applies to all departments and agencies of the Town of Wilton, excluding the Board of Education.

Policy: The Town's Technology Systems, including email, are Town property and are intended for Town business purposes, and may not be used for other commercial purposes. Incidental personal use of the Technology Systems which is not inconsistent with this policy is permitted. Any such personal use must be occasional and shall not interfere with the User's performance of his or her job duties. Such use must not make unreasonable use of Internet bandwidth or other Town resources.

The Town has the right to monitor, intercept and evaluate any and all usage of the Town's Technology Systems as permitted by law. No User has any right or expectation of privacy in anything which is created, sent, received or stored by Town computer (including email), fax or voice mail.

Each User is responsible for using the Town's Technology Systems, resources and services in an efficient, effective, ethical and lawful manner and in accordance with applicable statutes, ordinances and this policy. This policy applies to all Users of the Town's Technology Systems, wherever the Users or Technology Systems are located.

More specifically, the following rules apply to the use of the Town's Technology Systems:

Appropriate Use

1. No employee shall:

a. Use Town's Technology Systems in a way that violates copyrights, trademarks, patent protections or license agreements, including the unauthorized downloading of copyrighted music, videos or software;
b. Gain unauthorized access to information that is confidential or protected, or attempt to do so;
c. Disclose data which is confidential;
d. Install or modify software on individual computers or the network
e. Run programs that attempt to identify passwords or codes;
f. Interrupt programs that protect data or secure systems, or attempt to do so;
g. Attempt to connect to any Town Technology System without authorization;
h. Read, copy, change or delete another person's work without authorization;
i. Use another person's password, or allow others to use their password;
j. Use the Town's Technology Systems to violate any provision of federal, state or local law; or
k. Use Town's Technology Systems for personal gain.

2. The Town's Technology Systems, including access to networks, shall be used by Users in connection with the recognized public purposes of the Town and shall not be used for activities not related to the official business of the Town, including, but not limited to, private advertisements, solicitations, promotions, selling or other business activities, destructive programs (viruses and/or self replicating codes), fundraising, political activities, gambling, pornography, or any unauthorized use. The Town's Technology Systems may not be used for the benefit of outside businesses or organizations.

3. Users shall not use the Town's Technology Systems, including access to the Internet, to disseminate indecent information, material or messages including, but not limited to, sexual innuendo, chain letters, harassing or threatening statements. Additionally, Users shall not disseminate information, material or messages which may be hostile or offensive to another on the basis of sex, race, religion, color, national origin, sexual orientation or disability. Indecent, vulgar, harassing, fraudulent, intimidating or other unlawful material may not be sent by email, voice mail, fax or other form of electronic communication, or displayed on or stored in the Town's Technology Systems except by law enforcement officials during official investigations.

4. While Users cannot always control what material they receive, Users who do receive any material that violates State or Federal laws or the Town's policies must not retransmit or forward such material to any other person and shall immediately notify the Town's Information Systems Director if such material continues to be received.

5. Access to and use of the Internet is restricted to business use of the Town only, by authorized employees, with the exception of incidental personal use, as defined in the Policy section above. A User's Internet activities is logged by a surveillance system and reviewed by the Director of Information Systems. Users may not use the Internet for indecent, vulgar, harassing, fraudulent, intimidating or other unlawful purposes, or to intentionally visit web sites that contain such material.

Disclosure and Retention

6. Users should use the same care in drafting email and other electronic documents as they would for any written communication. Except as permitted or required by law, anything transmitted electronically, by facsimile or email, is not confidential, and may be reviewed by others.

7. Information or electronic communications using the Town's Technology Systems are subject to the Freedom of Information Act of the State of Connecticut and may also be subject to disclosure in legal proceedings.

8. The Town has an obligation to retain certain information stored on the Technology Systems in accordance with General Letter 2009-2, "Management and Retention of E-mail and other Electronic Messages" issued by the State of Connecticut Office of the Public Records Administrator as it may be amended from time to time. (http://www.cslib.org/publicrecords/GL2009-2Email.pdf)

   While many email messages are temporary communications which are non-vital and may be routinely discarded, email messages that are more formal or substantive must be retained by the Town's employees in accordance with State standards. Examples of such messages include, but are not limited to, messages related to policies, decision making, material connected to a specific case or business matter, contracts, part of a larger record, or business functions.

   With regard to record retention and record destruction, including electronic documents, Users must follow State policies, as set forth in the following documents, which are included in this policy by reference: *Records Retention Schedules for Towns, Municipalities, and Boards of Education* (http://www.cslib.org/publicrecords/retschedules.htm) and *Records Retention Schedules for State Agencies* (http://www.cslib.org/publicrecords/stateretsched/S1Admin2010.pdf)

9. Users who are uncertain whether a specific email message must be retained should err on the side of caution and retain it. Users should be aware, however, that when they have deleted a message from their mailbox, it may not have been deleted from the Town's back-up system.

Operating the Town's Technology Systems

10. Users must follow all regulations and procedures established by the Information Systems Director for the operation and use of the Town's Technology Systems.

11. The following actions require authorization by the Information Systems Director:

    a. Installing or modifying software on individual computers or the network
    b. Purchasing hardware or software (not limited by the cost of the item)
    c. Connecting any Technology Device to the Town's network or to the Town's computers. Such devices include , but are not limited to: desktop computers,

laptop computers, mobile computing devices, printers, copiers, faxes, storage devices (including external hard drives and memory sticks), monitors, keyboards, mice, computer accessories, hubs, routers, wireless access points and telephones. This regulation applies to both wired and wireless connections. Special precautions will be taken with devices not owned by the Town.

d. Establishing agreements with technology vendors for products, support or services

e. Allowing outside parties to access the Town's Technology Systems, including vendors providing support

f. Devising in-house systems for maintaining information or performing operations

g. Entering the server rooms

h. Making any changes to the network, or authorizing others to do so

i. Establishing any Internet service in the name of the Town of Wilton, even if the service is hosted outside the Town's network.

j. Hosting any service on Town computers or establishing peer-to-peer file sharing connections such as Limewire

k. Connecting Town computers to any other outside network

12. The Town and its employees are entrusted with safeguarding sensitive and valuable information as part of their responsibilities. All Town business and all department operations shall be carried out using software systems and applications approved by the Information Systems Director. Procedures must be put in place to ensure data integrity, accuracy, documentation, backup and security. All information systems shall be accessible by appropriate Town authorities.

13. Users will be issued a standard User identification, which is to be used only by that User. Users should regularly change their password for security purposes. Users are responsible for safeguarding their passwords. Users must follow the Town's procedures for selecting passwords that are difficult to break. Users are responsible for all transactions made using their passwords.

    No one is to be allowed to use the Town's Technology Systems without being issued an account in his or her own name. This includes part-time and temporary employees.

    Passwords must not be shared, even among employees in the same department. If there is a need to share files, email, or a common computer, arrangements should be made with the Information Systems Department so that sharing of a common password is not required. If a user finds out that his or her password has become known by any other person, the user must immediately change that password. The compromised password must not be reused in the future.

14. A User's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.

Wireless Telephones

15. The Town may acquire and place wireless telephones (including pagers and two-way radios) into service in those instances where such technology will enhance the ability of Town employees to deliver services more effectively and/or economically to the public; to promote operational efficiency during workday; and /or to protect or otherwise secure public safety and well-being.

16. The approval of a request for a cell phone must be made by the employee's Director before the department may proceed to acquiring equipment and service. All purchases of cellular telephones and service, or modifications to existing services, will be made by the Information Systems Department through the vendor selected by the Town.

17. Like all other Town assets, technology and resources, wireless telephones are acquired with public funds and are so acquired to enable Town employees and officials to transact the public's business in the most efficient and cost effective method possible. Accordingly, employees who are assigned a Town wireless telephone shall use the phone in the same manner, and with the same care and discretion, as do employees who have conventional telephones. The use of wireless telephones should be limited to the transaction of Town government business and must be in compliance with all applicable laws, regulations as well as the agreement with the technology vendor.

    Through a review of monthly bills of wireless telephone activity, immediate supervisors will be responsible for monitoring the use of wireless telephones by their employees, ensuring that they are being used appropriately and in accordance with this policy. Only Town employees are authorized to use Town-owned wireless telephones. Employees are responsible for calls placed and received on wireless telephones assigned to them. It shall be the responsibility of each Town employee assigned a Town wireless telephone to comply with these regulations. Any inappropriate use of a wireless telephone shall be reported by the employee or supervisor to their Director.

Enforcement and Monitoring

Any User who (a) misuses or abuses the Technology Systems of the Town, (b) violates this policy, (c) violates the law or the legal rights of the Town or any Town employee by utilization of the Technology Systems of the Town, or (d) creates a hostile work environment by utilization of the Technology Systems of the Town, is subject to discipline, up to and including termination, in accordance with collective bargaining agreements and the Employee Handbook. Furthermore, knowledge of material violations of this policy must be reported to the Chief Financial Officer, who is the Policy administrator. Failure to do so may in itself result in disciplinary action.

The Town reserves the right to monitor its Technology Systems at any time, without notice, to ensure they are being used in accordance with this policy. The Town's monitoring policy will be in accordance with all applicable federal and state laws, including Public Act 98-142 (codified at Conn. Gen. Stat. Sec. 31-48d), a copy of which is attached to this policy.

This policy may be amended or revised from time to time at the Town's discretion with notice of said proposed amendment being provided to the unions in advance of implementation.

FINANCE DEPARTMENT
Telephone (203) 563-0114
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TOWN HALL
238 Danbury Road
Wilton, Connecticut 06897

Town of Wilton Technology Policy
Acknowledgement Page
For the Policy Effective with the Execution of the
2012-2016 AFSCME Local 1303-160 Collective Bargaining Agreement

I acknowledge that the Town has provided me with the notice required under Public Act 98-142 (codified at Conn. Gen. Stat. Sec. 31-48d) indicating that it may monitor my use of its Technology Systems to the extent allowed by law.

I have received and read the Town of Wilton Technology Policy, effective upon the execution of the 2012-2016 collective bargaining agreement.

I understand that I may seek clarification of the Policy provisions from the Town's Chief Financial Officer, the Policy administrator, or his/her designee.

I understand that any violation of this policy may subject me to discipline, up to and including termination, in accordance with collective bargaining agreements and the Employee Handbook.

Signature of User: _____ Date: _____

Printed Name of User: _____

Re: Technology Policy in Effect as of the Execution of the 2012-2016 AFSCME Local 1303-160 Collective Bargaining Agreement

Sec. 31-48d. Employers engaged in electronic monitoring required to give prior notice to employees. Exceptions. Civil penalty.
(a) As used in this section:

(1) "Employer" means any person, firm or corporation, including the state and any political subdivision of the state which has employees;

(2) "Employee" means any person who performs services for an employer in a business of the employer, if the employer has the right to control and direct the person as to (A) the result to be accomplished by the services, and (B) the details and means by which such result is accomplished; and

(3) "Electronic monitoring" means the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems, but not including the collection of information (A) for security purposes in common areas of the employer's premises which are held out for use by the public, or (B) which is prohibited under state or federal law.

(b) (1) Except as provided in subdivision (2) of this subsection, each employer who engages in any type of electronic monitoring shall give prior written notice to all employees who may be affected, informing them of the types of monitoring which may occur. Each employer shall post, in a conspicuous place which is readily available for viewing by its employees, a notice concerning the types of electronic monitoring which the employer may engage in. Such posting shall constitute such prior written notice.

(2) When (A) an employer has reasonable grounds to believe that employees are engaged in conduct which (i) violates the law, (ii) violates the legal rights of the employer or the employer's employees, or (iii) creates a hostile workplace environment, and (B) electronic monitoring may produce evidence of this misconduct, the employer may conduct monitoring without giving prior written notice.

(c) The Labor Commissioner may levy a civil penalty against any person that the commissioner finds to be in violation of subsection (b) of this section, after a hearing conducted in accordance with sections 4-176e to 4-184, inclusive. The maximum civil penalty shall be five hundred dollars for the first offense, one thousand dollars for the second offense and three thousand dollars for the third and each subsequent offense.

(d) The provisions of this section shall not apply to a criminal investigation. Any information obtained in the course of a criminal investigation through the use of electronic monitoring may be used in a disciplinary proceeding against an employee.

(P.A. 98-142.)