

AGREEMENT
BETWEEN
THE TOWN OF VERNON
AND
LOCAL 1471
OF COUNCIL 4
OF THE
AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL
EMPLOYEES,
AFL-CIO

Effective 7/1/2013 through 06/30/2016

TABLE OF CONTENTS

PREAMBLE	1
ARTICLE 1- RECOGNITION AND MANAGEMENT RIGHTS	1
ARTICLE 2- UNION SECURITY	2
ARTICLE 3- SENIORITY	3
ARTICLE 4- HOURS OF WORK, OVERTIME AND HOLIDAY PREMIUM PAY	6
ARTICLE 5- HOLIDAYS	9
ARTICLE 6- VACATIONS	10
ARTICLE 7- LEAVE PROVISIONS	12
ARTICLE 8- GRIEVANCE PROCEDURE	17
ARTICLE 9- DISCIPLINARY PROCEDURE	18
ARTICLE 10- PRIOR PRACTICE	19
ARTICLE 11- WAGES	19
ARTICLE 12- SAFETY AND HEALTH	21
ARTICLE 13- PENSION	25
ARTICLE 14- WATER POLLUTION CONTROL AUTHORITY	27
ARTICLE 15- ON CALL –WPCA EMPLOYEES	29
ARTICLE 16- DURATION	30
APPENDIX A- HOURLY WAGE & CLASSIFICATION	31
APPENDIX B- JOB DESCRIPTIONS	34
APPENDIX C- CLASS I WASTE WATER OPERATOR IN TRAINING PROGRAM	68
APPENDIX D- 24/7 SCHEDULING	70
APPENDIX E- REFUSE/SANITATION & RECYCLING PROGRAM	72
APPENDIX F- AUTOMATED SIDE LOADER IMPLEMENTATION	73
APPENDIX G- TOWN OPEN ACCESS/"HMO-STYLE" HEALTH PLAN	74
APPENDIX H- TOWN PRESCRIPTION PLAN	78
APPENDIX I- TOWN H.D.H.P./ H.S.A. HEALTH PLAN	81
APPENDIX J- TOWN OPEN ACCESS/"HMO-STYLE" HEALTH PLAN	87

APPENDIX K- TOWN DENTAL PLAN AND AMENDATORY RIDERS	91
APPENDIX L- AMENDMENT- TOWN OF VERNON PENSION PLAN	97
APPENDIX M- SUPPLEMENTAL AGREEMENT NO. 1	98
APPENDIX N- IMPLEMENTATION OF FPW REFUSE & RECYCLING PROPOSALS	99

PREAMBLE

This agreement, together with its attached appendices, is entered into by and between the Town of Vernon, hereinafter referred to as "the Town", and Local 1471 of Council #4 of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to jointly as "the Union".

ARTICLE 1 - RECOGNITION AND MANAGEMENT RIGHTS

Section 1.0

The Town recognizes the Union as the sole and exclusive bargaining agent for the purposes of collective bargaining on matters of wages, hours of employment, and other conditions of employment for all of the employees in the Town Public Works Department, the employees of the Water Pollution Control Authority, Animal Control and the Department of Parks & Recreation, except the Director and Deputy Director of Public Works, the Director and Assistant Director of the Water Pollution Control Authority, the Director of Parks & Recreation, all clerical employees and supervisors, and all professional, supervisory and administrative positions which presently exist or are hereafter created.

Section 1.1

Unless expressly and specifically limited, modified, abridged or relinquished by a specific provision of this agreement, and whether exercised or not, the right, powers and authority heretofore held by the Town pursuant to any charter, general or special statute, ordinance, regulation or other lawful provision over the complete operations, practices, procedures and regulations with respect to employees in the bargaining unit shall remain solely and exclusively in the Town and specifically shall include, but is not limited to:

- a. To determine the care, maintenance, and operation of equipment and property used for and on behalf of the purposes of the Town.
- b. To prescribe and enforce rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Town, provided such rules and regulations are made known in a reasonable manner to the employees affected by them.
- c. To insure that incidental duties connected with Departmental operations, whether enumerated in job descriptions or not, shall be performed by employees.

The above rights, responsibilities and prerogatives are inherent in the Town Council and the Mayor or his/her designee by virtue of statutory and Town Charter provisions. The existence of such rights may not be subject to review in any grievance or arbitration proceeding, but the manner of exercise of such rights may be subject to the grievance procedure described in this agreement.

ARTICLE 2 - UNION SECURITY

Section 2.0

The Town agrees to deduct dues from each paycheck as specified by the Secretary of the Union from the wages of all Town employees covered by this agreement. The deduction shall be made by the Finance Officer at his/her convenience but shall be made no less than four (4) times each calendar month. A signed card authorizing the deduction will be provided to the Finance Officer on behalf of each employee for whom deductions are to be made.

Section 2.1

All employees in the bargaining unit shall, from the date of this agreement or from the date of their employment with the Town, whichever is later, become and remain members of the Union in good standing in accordance with the by-laws of the Union during the term of this agreement or extension thereof as a condition of employment, subject to the provisions of Section 3.1a.

Section 2.2

The weekly dues remittance to the Union will be accompanied by a list of names and addresses of employees from whose wages dues deductions have been made.

Section 2.3

The Union agrees to hold the Town harmless from any and all damages arising from the making of authorized deductions or from compliance by the Town with the Union security provisions of Section 2.1.

Section 2.4

The Town agrees that there will be no lockout of any employee or employees during the life of this agreement. The Union and the employees agree that during the life of this agreement they will not authorize, support or participate in any strike.

Section 2.5

At least one (1) bulletin board shall be reserved at an accessible place in the Department for the exclusive use of the Union for the posting of official Union notices or announcements. The bulletin board shall be provided and maintained by the Union.

Section 2.6

The Town shall provide the Council 4 representatives with five (5) signed copies of this agreement at the time of signing. The Town agrees to provide one (1) copy of the agreement to individual employees upon request. New employees shall be supplied with a copy of the agreement at the time of hire. Any additional copies of this agreement must be furnished at the expense of the party desiring them.

ARTICLE 3 - SENIORITY

Section 3.0

The Town shall prepare a list of employees showing their seniority in length of service with the Town and length of service within a department, in a position covered by this agreement and deliver the same to the Union President and Union Secretary on December 1st of each year. Unless the Union files a grievance concerning the list within thirty (30) days of receipt of same, the list will be presumed to be correct for all purposes of this contract. Upon completion of their probationary period, new employees shall be added to this list.

Section 3.1

- a. New employees shall serve a probationary period for the first six (6) calendar months, and shall have no seniority rights during this period, but shall be subject to all other provisions of this agreement except the grievance procedure in the event of disciplinary action or dismissal. All employees who have completed their probationary period shall acquire length of service records as of the date of their initial employment. The Town, as a matter of right, may extend the probationary period for an additional ninety (90) calendar days in individual cases. The Union will be notified of any such extension and the reasons therefor, which reasons will not be arbitrary or capricious.
- b. Uniforms and shoes will be supplied during the probationary period and shall be returned to the Town if, for any reason, the probationary period is not completed. The cost of uniforms and shoes which are not returned to the Town by an employee who does not complete the probationary period shall be deducted from the employee's final paycheck. New employees will be required to sign a deduction authorization form approved by the Department of Labor.

Section 3.2

- a. All vacancies and new positions covered by this agreement shall be posted for a period of five (5) working days on bulletin boards to be provided for such purpose prior to the Town filling such vacancies or new positions. If the senior employee successfully bids for a vacancy or new position, the five (5) working days shall be waived. Employees wishing to be considered for assignment to such vacancies or new positions may personally or through their steward submit their request to their supervisor. Employees requesting consideration and who are not selected for such assignment in accordance with the provisions of this agreement may appeal the action through the grievance procedure.

- b. Copies of the job posting and a list of the persons bidding for the job shall be sent to the Union President and the Union Secretary at the end of the posting period.
- c. If the senior employee successfully bids for a vacancy or a new position, he shall be placed on a forty-five (45) working day probationary period.
- d. All employees bidding to fill vacancy must meet the requirements of the position, at the time that the position is posted.
- e. The Town reserves the right to hire seasonal and/or temporary employees, who will work up to forty (40) hours per week, for up to one hundred twenty (120) days without subject to the provisions of the Agreement.
- f. The Town has the right to use a Public Works laborer to fill temporary vacancies at the transfer station. Such a temporary transfer would be paid at the existing laborer rate and would be made consistent with the seniority provisions of the contract.

Section 3.3

Vacancies which are to be filled shall be filled within six (6) calendar months of the date the position becomes open or within six (6) calendar months after the establishment of a new position within the bargaining unit.

- a. When a vacancy exists or a new position is created, the employee with the highest seniority shall be given the first opportunity to fill the position provided he/she has the ability to perform the work. If he/she refuses, it shall go to the next employee who has the ability to perform the work, etc.

A full time employee, regardless of their departmental seniority shall have preference and priority in filling any bargaining unit vacancy, over a part-time employee, regardless of their departmental seniority.

- b. The person appointed to the vacancy or new position shall be notified in writing of the appointment with a copy to the Union President and the Union Secretary.
- c. Should a grievance be filed over the filling of a vacancy or a new position, the provisions of this section shall be waived; but nothing in this Article precludes the Town from filling the vacancy or new position with qualified bargaining unit employees, at its discretion, in the interim subject to the final adjustment of the grievance.

Section 3.4

When a newly hired employee is retained in a vacancy or a new position for a period of six (6) calendar months, then he/she shall be considered qualified and allocated to said position if the position continues to exist. When a transferred employee is retained in a vacancy or new position

for a period of forty-five (45) consecutive workdays, then he/she shall be considered qualified and allocated to said position if the position continues to exist; otherwise, he/she shall return to his/her former position. If, after thirty (30) working days, the employee desires to return to his/her former position, he/she shall notify the Department's Director in writing within three (3) working days of his /her intention to do so.

Section 3.5

Layoffs shall take effect as follows:

- a. Part-time employees;
- b. Employees working twenty (20) hours per week but less than forty (40) hours per week;
- c. Probationary employees;
- d. Within classifications, the employee with the least seniority first, provided that the more senior employee has the ability to perform the available work. The employee in the classification where the layoff takes place has bumping rights to a position in another classification within the bargaining unit which pays the same or less wages, based upon bargaining unit seniority, provided that the employee exercising bumping rights based upon seniority has the ability to perform the available work;
- e. The Department Director shall give written notice to the Mayor, to the Union President, and to all employees to be affected by a proposed layoff of the proposed layoff and the reasons therefor, at least fourteen (14) calendar days before the effective date thereof, whenever possible.

Section 3.6

Full-time employees who have been laid off shall be entitled to be recalled by the Town for the period of one (1) calendar year starting with the date of the layoff. Laid-off full-time employees within classification with the most seniority shall be rehired first provided that he/she has the ability to perform the work available. No new full-time employees shall be hired in these classifications until all laid-off employees in those classifications who are able to perform the work have been rehired. Five (5) days' written notification by the Town to the last known address of the employee shall be sufficient notification.

Section 3.7

Part-time employees are those employees who are not in the list furnished to the Union under Section 3.0 of this Article. The Union shall be furnished a list of part-time employees at the Union's request, but not more often than twice per calendar year.

Section 3.8

Officers of the Union (President, Vice-President, Secretary, and Treasurer), shall have super-seniority in the event of a layoff.

ARTICLE 4 - HOURS OF WORK, OVERTIME AND HOLIDAY PREMIUM PAY

Section 4.0

The basic workday for the Department of Public Works employees covered by, this agreement shall be eight (8) hours a day, five (5) days a week, Monday through Friday, starting at 7:00 a.m. and ending at 3:30 p.m., with one-half (½) hour off for lunch from 12:00 noon to 12:30 p.m., except for custodians, who shall work a basic workday which hours shall be mutually agreed upon by the Town and the individual employee.

The basic workday for the Department of Parks & Recreation employees covered by this agreement shall be eight (8) hours a day, five (5) days a week, Monday through Friday, starting at 7:00 a.m. and ending at 3:30 p.m., with one-half (½) hour off for lunch.

The basic workday for Refuse & Recycling employees covered by this agreement shall be eight (8) hours per day, (5) days a week, Monday through Friday, starting at 6:00 a.m. and ending at 2:30 p.m., with one-half hour (1/2) off for lunch.

Section 4.9 covers the hours of work for Animal Control.

- a. Per the Memorandum of Agreement dated October 23, 2003, the Town shall have the right to establish an additional shift to include Saturday for mechanics in the Public Works Department hired by the Town after July 1, 2003.

Section 4.1

Time and one-half shall be paid for:

- a. All work performed in excess of eight (8) hours in any one (1) day, and forty (40) hours in one (1) week; and
- b. All work performed on Saturday as such.

Section 4.2

Double time shall be paid for:

- a. All work performed on Sunday as such; and
- b. All work performed on holidays plus regular holiday pay.

Section 4.3

- a. Full-time employees within classification shall be given preference on all overtime assignments provided that preference must be given only to employees within classification who have the ability to perform the available work.

Once all available employees in the applicable classification have been asked for overtime and all needed positions are not filled, then the Town may ask other employees in the department according to the overtime list as long as they are qualified to perform the work.

Once all available employees in the applicable department have been asked for overtime and all needed positions are not filled, then the Town may ask employees from other departments in the bargaining unit according to the overtime list as long as they are qualified to perform the work.

Under this provision, employees from other departments or divisions shall not receive bump-up pay as listed in Article 11, Section 11.1 when they volunteer for overtime in a higher classification.

- b. All overtime work shall be divided equally by hours among employees within classification who have the ability to work the available job.
- c. If an employee is scheduled overtime and does not avail himself/herself of the opportunity to work, he/she will be charged with the scheduled hours overtime as if he/she had worked.
- d. Overtime within classifications shall be equalized within thirty-five (35) hours during a fiscal year. Any employee not equalized within thirty-five (35) hours shall be compensated at his/her regular hourly rate for the number of hours required to be equalized. The Union President will be given a list of all overtime hours and hourly rates paid to each employee at the end of the fiscal year. Further, the Town reserves the right not to equalize overtime in the Parks and Recreation Department, but will make every reasonable effort to equalize those employees within thirty-five (35) hours.
- e. Overtime hours of all employees in the bargaining unit shall be posted on a suitable bulletin board by the number of hours worked (e.g. straight time = 8 hours, time and one-half = 12 hours, double time = 16 hours) every three (3) months. A copy of the posting shall be given to the Union President and the Union Secretary.

Section 4.4

A full-time employee called in to work outside his/her regularly scheduled working hours shall be paid a minimum of four (4) hours at one and one-half (1½) his/her regular hourly rate if the call-in is from Monday through Saturday, and double his/her regular hourly rate as provided for in Section 4.2(a) and (b) if the call-in is on Sunday or a holiday. Nothing herein shall be construed so as to prevent the Town from assigning work to the employee in order to utilize the time for which pay is to be received.

Section 4.5

All bargaining unit work will be done by bargaining unit employees unless there are no bargaining unit employees available who are able to perform available work. Should the Town be unable to fulfill its overtime requirements due to refusals, the Town may require the permanent employee with the least seniority within the job classification to work.

Section 4.6

Nothing herein shall prohibit the Town from establishing a night force composed of employees in the Public Works Department if circumstances, in the opinion of the Director of Public Works, warrant the continuous maintenance of such force. Such force may be composed of a number of persons, as determined by the Town, adequate to perform the necessary tasks. Negotiations on matters of wages, hours of employment and other conditions of employment will commence on the establishment of such a shift.

Section 4.7

An employee called to work during snow or ice storms shall be allowed one-half (½) hour at the applicable rate of pay upon reporting for work to be included in calculating his/her minimum wage in Section 4.4 above. The additional one-half (½) hour shall be paid only if the employee reports within one (1) hour of being called-in to perform overtime work.

Section 4.8

See Articles 14 and 15 on the Water Pollution Control Authority for special provisions regarding employees of the Authority.

Section 4.9

The regular hours for the current ACO shall be 9am-5pm on Monday and Tuesday. 7am-3pm on Wednesday, Thursday and Friday with a paid working lunch. Saturday and Sundays shall be days off.

The regular hours for the current Asst. ACO shall be 9am-5pm on Saturday and Sunday. 2pm-10pm on Wednesday, Thursday and Friday with a paid working lunch. Monday and Tuesday shall be days off.

Overtime- The ACO shall receive time and one half (1 ½) for all hours performed in excess of eight (8) hours in any one day, and forty hours (40) in one week and/or any hours performed on Saturday. The ACO shall receive double (2) time for all work performed on Sunday or a holiday plus regular holiday pay.

The Asst. ACO shall receive time and one half (1 ½) for all hours performed in excess of eight (8) hours in any one day, and forty hours (40) in one week and/or any hours performed on Monday. The ACO shall receive double (2) time for all work performed on Tuesday or a holiday

plus regular holiday pay.

Overtime shall be preapproved by administration except in the case of an emergency. The Town shall have the right to utilize non-bargaining employees for the Animal Control Facility when the bargaining unit positions of Animal Control Officer and Assistant Animal Control Officer are not available.

Any new hires into the positions of ACO and Asst. ACO will work different hours and have a half-hour unpaid lunch.

ARTICLE 5 - HOLIDAYS

Section 5.0

The following holidays shall be observed as days off with full pay for regular full-time employees who have completed their probationary period and part-time employees who were hired prior to July 1, 2011:

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

and one (1) floating holiday to be individually observed by the employee and mutually agreed upon by the Town and employee in advance of the holiday. The floating holiday may be taken at any time during the calendar year; seniority shall govern preference within classification in the event of a dispute. The Town shall provide a list of the dates on which holidays are to be observed by December 15th to the Union President.

Section 5.1

- A. Holidays falling on Saturday shall be celebrated on the preceding day.
- B. Holidays falling on Sunday shall be celebrated on Monday.

Section 5.2

Whenever any of these holidays shall occur while an employee who has obtained a formal leave of absence for illness under Article seven (7) or is out on sick leave, the employee shall receive holiday pay for the day but shall not have a day deducted from sick leave.

Section 5.3

When a holiday occurs during a regular vacation, said holiday shall not be charged against an employee's earned vacation time and the employee shall be given a day off at a time mutually agreeable to said employee and the Department's Director.

Section 5.4

In order to qualify for holiday pay, an employee must work the full scheduled workdays immediately preceding and following the holiday unless on legitimate paid leave. Failure to meet these requirements will result in forfeiture of the holiday pay.

Section 5.5

The Animal Control Officer and Assistant Animal Control Officer shall rotate holidays according to current practice, except that they shall not work less than four (4) hour overtime shifts on said holidays.

ARTICLE 6 - VACATIONS

Section 6.0

- a. Each full-time and part-time employee hired prior to July 1, 2011 covered by this agreement who has been in the continuous employ of the Town for one (1) year shall, subject to all the provisions of this article, be entitled to a vacation with pay at their base rate determined by the length of continuous employment with the Town on the following basis:

<u>Length of Continuous Full-Time Employment</u>	<u>Amount of Paid Vacation</u>
One (1) year through completion of four (4) years	Ten (10) days
Five (5) years through completion of ten (10) years	Fifteen (15) days
Eleven (11) years of service	Sixteen (16) days
Twelve (12) years of service	Seventeen (17) days
Thirteen (13) years of service	Eighteen (18) days
Fourteen (14) years of service	Nineteen (19) days
Fifteen (15) years of service	Twenty (20) days
Sixteen (16) years of service	Twenty-one (21) days
Seventeen (17) years of service	Twenty-two (22) days
Eighteen (18) years of service	Twenty-three (23) days
Nineteen (19) years of service	Twenty-four (24) days
Twenty (20) years of service	Twenty-five (25) days

Each full-time and part-time employee hired after June 30, 2011 covered by this agreement who has been in the continuous employ of the Town for one (1) year shall, subject to all the provisions of this article, be entitled to a vacation with pay at their base rate determined by the length of continuous employment with the Town on the following basis:

<u>Length of Continuous Full-Time Employment</u>	<u>Amount of Paid Vacation</u>
One (1) year through completion of four (4) years	*Ten (10) days
Five (5) years through completion of ten (10) years	Fifteen (15) days
Eleven (11) years of service	Sixteen (16) days
Twelve (12) years of service	Seventeen (17) days
Thirteen (13) years of service	Eighteen (18) days
Fourteen (14) years of service	Nineteen (19) days
Fifteen (15) years of service	Twenty (20) days

- b. Once an employee completes any year of service which entitles him/her to additional vacation time, such additional vacation time may not be taken until the following January 1st.
- c. The employee's anniversary date will be used to determine the amount of vacation time due.
- d. Vacation leave may be taken in amounts no lower than four (4) hours and/or one-half (1/2) of a day
- e. Vacation earned in one year must be used by the end of the next year. Employees may not accumulate or carry over unused vacation days.
- f. New employees will earn .83 days of vacation for each completed month of service. Upon successful completion of their six (6) month probationary period, 5 days will be granted for immediate use per availability. New employees will receive the additional .83 days per month earned but not previously available on December 31st. New employees will be permitted to carry over no more than five (5) days into the new calendar year. Upon successful completion of their first year, these employees will subject to the terms outlined in this Article. Employees who do not successfully complete their six (6) month probationary period are not eligible to receive their accrued vacation in their final pay.

Section 6.1

The vacation period will be from the first day of January through the last day of December. All vacation time must be scheduled and approved by the first day of March. Seniority shall govern preference and the efficient operations of the departments shall not be impeded. Not more than one maintenance employee of the Department of Parks & Recreation may take vacation at any time. The Union President and the Union Secretary shall receive a vacation list by the fifteenth (15th) day of March.

Section 6.2

- a. Pro rata accumulated vacation pay shall be granted to an employee in the event he/she terminates his/her service with the Town provided fourteen (14) days' notice of such termination has been given in writing to the Town.

- b. In the event of the death of an employee, his/her pro rata accumulated vacation pay shall be paid to the estate of the deceased employee.
- c. Effective January 1, 2012, unused vacation leave, including accumulated vacation leave, paid at the time of retirement, death or termination will not be used to enhance the value of the employee's pension and will not be used in the employee's pension calculation when the employee terminates his/her employment with the Town.

Section 6.3

In the event of illness during an employee's vacation period, the employee shall be given an option of charging the sick days to his/her sick leave, providing a doctor's certificate verifies illness.

ARTICLE 7 - LEAVE PROVISIONS

Section 7.0

Each employee shall be entitled to sick leave, at current base pay, of one (1) day as of the first day of each calendar month for a total of twelve (12) days during a calendar year. Such sick leave that is not used shall be accumulated to the employee's credit to a maximum accumulation as set forth in Section 7.3, or the employee's accumulation as of June 1, 1998, whichever is greater. Each employee shall be notified of his/her accumulated sick leave, by letter, at the beginning of each fiscal year.

Section 7.1

Sick leave may be used in the following cases:

- a. Personal illness or physical incapacity. However, if upon investigation it is found by the Department's Director or their designee that the absence was not warranted, there shall be no payment.
- b. Enforced quarantine of the employee in accordance with community health regulations.
- c. Illness or physical incapacity of the employee, the employee's spouse, parents, grandparents, brothers sister, child or grandchild and any relative who is domiciled in the employee's household.

However, if upon investigation it is found by the Department's Director or their designee that said leave was not warranted, the employee shall not be compensated.

- d. To obtain medical or dental treatment, a certificate verifying said treatment may be required by the Department' Director. No unit of time less than one-quarter (¼) of one (1) working day shall be credited to the employee for purposes of this Sub-Section. For all

other portions of this Article, sick leave shall be credited in units of one-half (½) of one (1) working day.

- e. Any employee calling in sick must notify the Department prior to the time when he/she is scheduled to report to work. Except if in a dire emergency he/she is physically unable to do so, an employee must contact the Department not later than one-half (½) hour prior to the scheduled reporting time.

Section 7.2

- a. A doctor's certificate shall be required after three (3) consecutive working days of absence.
- b. A doctor's certificate shall be required for absence due to illness on the working day preceding a holiday, earned day, or day of vacation leave and/or the first working day following a holiday, earned day, or day of vacation leave.

Section 7.3

- a. Effective July 1, 2012 an employee hired before July 1, 1999, upon retirement, shall receive two hundred ten dollars (\$210) for each unused accumulated sick leave day as severance pay up to a maximum of one hundred eighty (180) days.
- b. Effective July 1, 2012, in the event of the death of an employee hired before July 1, 1999, his/her estate shall receive two hundred ten dollars (\$210) for each unused accumulated sick leave day as severance pay up to a maximum of one hundred eighty (180) days.
- c. Effective July 1, 2012, an employee hired before July 1, 1999, who separates from employment shall receive two hundred ten dollars (\$210) for each unused accumulated sick leave day as severance pay up to a maximum of one hundred eighty (180) days, provided that the employee has given fourteen (14) days' written notice to the Department Director or their designee prior to resignation.

Date of hire up to five (5) years of service	0%
Five (5) years through the completion often (10) years	75%
Ten (10) years or more	100%

- d. Any employee who is hired after July 1, 1999, but before July 1, 2011, may accumulate up to a maximum of one hundred fifty (150) days. Said employees will be paid for a maximum of thirty (30) days of accumulated sick leave at two hundred ten dollars (\$210) for each unused accumulated sick leave day effective July 1, 2012 in the following circumstances:

- 1. Upon retirement
- 2. Upon his/her death

3. Upon separation from service with the Town after seven (7) years of service in good standing.
- e. Any employee hired on or after July 1, 2011, shall not be paid for accumulated and unused sick leave. Said employee may accumulate up to a maximum of one hundred fifty (150) sick days.
- f. Effective July 1, 2012, any payment for accumulated unused sick leave shall be made as part of the Employee's final pay, and will not be used to enhance the value of the pension benefit.

Section 7.4

Nothing herein shall be construed so as to prohibit an employee from requesting additional paid sick leave from the Town Administrator in exceptional cases. Any additional paid sick leave granted under the provisions of this Section shall be charged to the employee's future accumulation of paid sick leave. Repayment shall be made at one-half (½) of the employee's earned paid sick leave days per year to a maximum of nine (9) days per year.

Section 7.5

Three (3) days special leave with pay shall be granted for death in the immediate family of an employee, or the immediate family of his/her spouse. Immediate family for purposes of this Section is defined as parents, grandparents, spouse, brother, sister, child or grandchild and also and, relation or person designated as a beneficiary of life insurance or retirement plan death benefits who is domiciled in the employee's household. Employees must submit to the Director of Public Works, the Director of the Water Pollution Control Authority or the Director of Parks & Recreation or their designees' proof of death showing the date of death or funeral services in order to be eligible for such bereavement pay.

One (1) day's leave with pay shall be granted for death of a relative, not covered in Section 7.5 of this agreement, of any employee. The employee must provide to the department director proof of death showing the date of death or of funeral services in order to be eligible for bereavement pay.

Section 7.6

Injury leave, as distinguished from sick leave, shall mean paid leave given to an employee due to absence from duty caused by an accident or injury that occurred while the employee was engaged in the performance of his /her duties. An employee who is eligible for Workers' Compensation under the Worker' Compensation Act shall receive from the Town an amount which, added to the Workers' Compensation received, shall equal his/her regular pay for a period not to exceed six (6) months. If an employee is still out on Worker's Compensation after the six (6) month period, the employee may, at his/her discretion, use his/her accumulated sick leave to supplement Worker's Compensation benefits up to one hundred percent (100%) of his/her regular wages for an additional three (3) months. Said amount shall be payable at the time benefits are paid by the compensation carrier. Any monies which an employee may recover from a third party which represent lost earnings or wages based upon an injury for which injury leave

payments have been made under this Section shall be required to be reimbursed to the Town out of such funds for monies paid by the Town to the employee to supplement Workers' Compensation under this Section.

Section 7.7

Military leave. The Town shall comply with applicable Federal and State law with regard to military leave.

Section 7.8

Leave for jury duty shall be granted to regular employees when required to serve. During this period, the employee shall be paid the difference between his/her regular base wage and the fee furnished to serve as a juror. Copies of notice to jury service and evidence of attendance must be provided to the Town Administrator. The Town may request exclusion for any employee who has received notification of jury duty.

Section 7.9

Union officials shall be allowed the required time without loss of pay to attend official Union conventions and conferences. No more than five (5) union officials shall be authorized under this Section and the total time allowed shall not exceed sixteen (16) days per year. Not more than one (1) employee per department shall be permitted to take union leave unless approved by the Department Director. Permission to attend will not be unreasonably withheld. In all cases, notice of intention to use union leave shall be given to the Department Director at least two (2) weeks in advance of the first day of absence.

Section 7.10

The Department Director, subject to the approval of the Town Administrator, may grant leaves of absence without pay. Requests for such leave shall be made in writing to the Department Director and shall include the length of leave required, for a period not to exceed one (1) year. Any accumulated sick or vacation leave unused prior to such leave of absence shall be retained to the employee's credit upon return. No benefits, including but not limited to sick leave, vacation leave or earned time are accrued during an unpaid leave of absence.

Section 7.11

Employees entering the military service of the United States shall be entitled to indefinite leave without pay.

- a. No employee shall lose any seniority standing because of any military service, including service in the National Guard or organized reserves provided that he/she returns within the time required under the provisions of Section 7.12d of this agreement.
- b. The employee's accumulation of sick leave upon leaving shall be retained to his/her credit upon return from military service.

- c. The employee may pay to the employee's retirement fund the employee's annual assessment for the time equivalent to his/her absence for military service, provided he/she returns within the time required under the provisions of Section 7.12 d. of this agreement.
- d. Upon return from military service, the employee shall be reinstated to his/her former job or one of like rank and shall receive credit for the yearly increments awarded during his/her absence for military service, provided that he/she reports for duty within ninety (90) days of discharge from the military service.

Section 7.12

Any employee covered by this agreement who has three (3) months of continuous service without use of any sick leave or any other unpaid leave shall receive one (1) earned day. The total days that an employee may accumulate shall be four (4) in one (1) fiscal year and the employee must take this time within that fiscal year or it will be given back to the Town provided any day earned during the month of June may be carried over and used during the month of July. The employee may take this time at his/her request, subject to the approval of the Department Director, at any time during the calendar year (seniority and previously scheduled vacation leave or floating holiday shall govern preference). Earned time may be taken in increments of two (2) hours and/or one-quarter (1/4) days.

Section 7.13 Personal Leave

Employees shall be granted Two (2) personal days per year, non-cumulative. Effective July 1, 2012, Employees shall be granted three (3) personal days per year, non-cumulative. Personal Leave shall be granted for reasons such as, but not limited to;

1. Non-illness emergencies
2. Events which are beyond the employee's control
3. Graduations
4. Weddings
5. Business that cannot be conducted during non-work hours
6. Legal business
7. Holy Days
8. Bereavement
9. Illness of a family member

Employees shall not be required to provide any additional information for personal leave other than the reason, or related to reason, listed above. Personal time may be taken in increments of two (2) hours and/or one-quarter (1/4) days.

Personal leave days shall have no value at the time of retirement, death or termination, and must be used while the employee is employed as a regular, full-time member of the bargaining unit.

Employees hired after July 1, shall receive prorated personal days for the first (1st) year of employment.

Section 7.14

Employees covered by this Agreement will receive an incentive payment of two hundred fifty dollars (\$250), if no Worker's Compensation claims are made by any member of the bargaining unit in a 365 day period.

Employees covered by this Agreement will receive an incentive payment of five hundred dollars (\$500), if no Worker's Compensation claims are made by any member of the bargaining unit in a 730 day period.

The tolling period will reset once a Worker's Compensation claim is filed by any member of the bargaining unit and the time periods will toll from that new reset date. The incentive will remain at the \$500 level for any subsequent 365 day period following the first 730 days without a claim.

ARTICLE 8 - GRIEVANCE PROCEDURE

Section 8.0

Grievances arising out of matters covered by this agreement and disputes and consultations, or any questions arising out of the employer-employee relationship, will be processed in the following manner at the request of either party.

Section 8.1

Step One - The employee and/or his/her representative shall present to the employee's Department Director all the facts pertaining to the grievance. In order to be valid, a grievance must be filed in writing within fifteen (15) working days of the event that gives rise to the grievance, and the complaint must state the section of the contract that is alleged to have been violated, if applicable, and to state the remedy being sought. The Department Director shall adjust the grievance at once or notify the employee and/or his/her representative of his/her decision within five (5) working days from the day the grievance is presented.

Section 8.2

Step Two - If the complainant and his/her representative, if represented, are not satisfied with the decision rendered, he/she or his/her representative may submit the grievance in writing to the Town Administrator or his/her designee within five (5) working days from the date of the Department Director's response. The Town Administrator or his/her designee shall within ten (10) working days of receipt of the grievance meet with the concerned parties to review the facts, and shall submit his/her decision to the complainant and his/her representative, if represented, within five (5) working days thereafter.

Section 8.3

Step Three - If the grievance shall not have been disposed of to the satisfaction of the aggrieved and if it concerns the interpretation or application of any of the provisions of this agreement, either the Town or the Union may submit it to the Connecticut State Board of Mediation and

Arbitration within twenty (20) working days, with notice to the other party, and the decision rendered by the arbitrator or arbitrators shall be final and binding upon all parties as provided by law. The arbitrators shall be bound by and shall apply only the terms of this agreement and shall not add to, delete from or modify this agreement in any way. The arbitrator's decision shall be in writing and in accordance with the rules and regulations of the state Board of Mediation and Arbitration. The arbitrator shall arbitrate only one (1) grievance at a time unless otherwise agreed. If the services of the State Board of Mediation and Arbitration are not available, an arbitrator shall be selected by mutual agreement with the fees and expenses of the arbitrator borne equally by the Town and the Union.

Section 8.4

Time Extensions - Time extensions beyond those stipulated in this grievance procedure may be arrived at by the mutual agreement of the Town and the Union. Such extensions must be requested within the original time limits for action. Grievance not appealed to the next step within the specified time limits or valid extensions thereof shall be considered settled as per the decision at the previous step.

Section 8.5

Representation - Employees and the Union shall have the right and choice of representation whenever representation is desired by either individual employees or the Union. The Town shall have the right and choice of representation whenever desired.

Section 8.6

Officers and/or stewards of the Union shall be designated by the Union for the purpose of adjusting grievances and/or contract negotiations and shall be afforded the necessary amount of time without loss of pay to conduct such business. No more than a maximum of two (2) Union officials will be designated to attend meetings for adjusting grievances.

ARTICLE 9 - DISCIPLINARY PROCEDURE

Section 9.0

The Town shall have the right to discipline or discharge employees for just cause. Disciplinary penalties comprise four (4) groups: documented verbal warnings, written warnings, suspensions or demotions, and discharges. All actions taken under this section shall be initiated within fifteen (15) working days of the event giving rise to the disciplinary action. Under normal circumstances, discipline shall be applied in progressive order (i.e. first warning, then suspension or demotion, then discharge). In cases of serious employee misconduct, this progression need not be followed, and employees involved may be discharged, suspended or demoted for the first offense.

Copies of all actions taken under this article shall be given to the department steward and the Union President.

Section 9.1

Copies of all discipline shall be sealed after two (2) years, if the employee has had no other disciplinary action taken against him/her in that time.

ARTICLE 10 - PRIOR PRACTICE

Section 10.0

Nothing in this agreement shall be construed as abridging any right, benefit or privilege that employees have enjoyed heretofore unless it is specifically stated that said practice has been superseded by a provision of this agreement.

It is specifically agreed and understood that the prior practice of assigning more than one (1) employee to a vehicle during snow removal operations has been and is discontinued provided that the Town reserves the right to use more than one (1) employee in a vehicle if and when it wishes.

ARTICLE 11 - WAGES

Section 11.0

Wage scales and classifications shall be negotiated and made a part of this agreement as **Appendix A**. Job descriptions have been made part of this agreement as **Appendix B**. The Town recognizes the right of the union to file a grievance over any future changes in these job descriptions which may be made by the Town.

Section 11.1

Employees required to work in a higher classification shall be paid at the place on the salary schedule for the higher classification he/she had attained on the salary schedule for his/her own classification.

Section 11.2

- a. The salary schedule, rates of pay and classifications of the present employees attached hereto as Appendix A shall be a part of this agreement,
- b. Effective July 1, 2013, the rates of pay shall increase by 1.75% over the rate in effect on June 30, 2013.
Effective January 1, 2014, the rates of pay shall increase by .25% over the rate in effect on December 31, 2013.

Effective July 1, 2014, the rates of pay shall increase by 1.75% over the rate in effect on June 30, 2014.

Effective January 1, 2015, the rates of pay shall increase by .25% over the rate in effect on December 31, 2014.

Effective July 1, 2015, the rates of pay shall increase by 2.25% over the rate in effect on June 30, 2015.

- c. All new employees will start at a rate of pay of 9% less shown in Appendix A as steps, for the same position; and the rate shall increase by 3% each year, until the employee's fourth year, at that time the rate shall be consistent with the pay and classifications outlined in Appendix A.

Section 11.3

Recognition for continuous employment with the Town shall be as follows, payable with the second paycheck in December:

	<u>Effective 07.01.2009</u>
10 years of service - 325.00 annually	350.00 annually
15 years of service - 400.00 annually	425.00 annually
20 years of service - 475.00 annually	500.00 annually
25 years of service - 550.00 annually	575.00 annually

Section 11.4

Employees who are certified in Freon removal shall receive one hundred dollars (\$100) per year for the certification, while they maintain the certification. The stipend shall be paid in the first quarter of the fiscal year.

Section 11.5

The mechanics hired after July 1, 2003 who work the additional Saturday shift shall receive a shift differential of one dollar \$1.00 per hour for all hours work after 3 PM Monday through Friday and on Saturday notwithstanding time.

- a. Mechanics will receive an increase in their hourly wages by \$1.75 per hour if they have and maintain at least 4 certifications in 4 different categories of the following 5 categories:
 - 1. ASE Automotive (Automotive Service Excellence)
 - 2. ASE Trucks (Automotive Service Excellence)
 - 3. EVT Fire Apparatus (Emergency Vehicle Technician)
 - 4. EVT Ambulance (Emergency Vehicle Technician)
 - 5. RSES Refrigerant Practices (Refrigerant Service Engineers Society)
- b. If State or Federal regulations require certification for Mechanics who work on Emergency Vehicles, Mechanics must obtain the required certifications.

- c. Current and new employees will have a period of 1 year to obtain the required certifications required to maintain the \$1.75 per hour difference. This period may be extended for up to 1 year at the sole discretion of the Director of Public Works.

ARTICLE 12 - SAFETY AND HEALTH

Section 12.0

- a. Clothing shall be supplied to all employees working in conditions exposed to severe elements, e.g., foul weather gear, boots and gloves to the Public Works employees, etc.; coveralls for mechanics and/or other employees working in ditches or other related tasks; and uniforms for other employees and for their care as needed.
- b. Safety helmets shall be supplied for any employees working in hazardous locations and with hazardous equipment.
- c. During the first quarter of each fiscal year, the Town will provide each full time bargaining unit employee a vendor check in the amount of \$250.00, and each permanent part-time bargaining unit employee a vendor check in the amount of \$125.00 to purchase OSHA approved work boots.

- 1. If the permanent part time employee is permanently scheduled to work 32 hours or more hours in a week they will be eligible for the full boot allowance as is set forth in 12 (c) of the contract.

If receipts documenting the purchase of such boots are provided by the employee to the Town, no applicable payroll taxes will be withheld by the Town from such payment.

- d. At the discretion of the Department's Director or their designee, each employee shall be required to wear his/her uniform and safety shoes at all times while working for the Town, and safety helmets shall be worn as directed. Employees of the Department of Parks & Recreation may wear shorts and Town-provided shirts during the summer months. All employees may be permitted to wear additional personal clothing in cold weather months provided the employee wears identification provided by the Town.
- e. The Town will assume the expense of all of the aforementioned clothing and equipment when replaced due to normal wear and tear. To receive such replacement, employees must submit the worn item which is to be replaced by the Town. The Town shall provide ten (10) sets of uniforms for refuse personnel and employees in the Water Pollution Control Facility.
- f. The Town will not require any employee fifty-three (53) years of age or older to fill in as a refuse laborer or recycling operator.

- g. All employees in the classifications of mason and maintainer must provide their own hand tools; complex electrical equipment will be provided by the Town. The Town shall indemnify Department of Public works mechanics whose personal tools may be lost as a result of burglary, fire, or explosion at the Town maintenance facility.
- h. The Town will pay for physicals required for a CDL, when said physical is not covered or paid for by insurance. This shall also include any co-pays, if applicable.

Section 12.1

A joint safety committee shall be formed by the Town and the Union and said committee shall meet every three (3) months to review and recommend safety and health conditions in all Departments.

Section 12.2

- a. Drivers who work on snow removal operations shall receive a one hundred fifty dollar (\$150.00) annual meal allowance payable the second week in November. Other employees who are required to perform work for overtime purposes only after being called into work between the hours of 6:00 P.M. and 6:00 A.M. shall receive payment for meals upon presenting a valid receipt of up to nine dollars (\$9.00).

If the employee provides receipts documenting the purchase of such meals to the Town, no payroll taxes will be withheld from such payment.

- b. The Town shall provide, free of charge to the employees, medical injections for the prevention and treatment of the contagious disease such as poison ivy, flu, diphtheria, hepatitis-B and tetanus.

Section 12.3

- a. Employees who are permanently scheduled to work 32 or more hours in a week may choose between an Open Access Plan (OAP) known as an “HMO Style” insurance plan or a High Deductible Health Plan (HDHP/HSA). Either of these plans shall include the Anthem Blue Cross Blue Shield Full Service Indemnity Plan Dental Care. Summary of the Town Dental Plan and Amendatory Dental Riders is attached as **Appendix J (Summary of Town of Vernon Dental and Medical Plans is attached G-J.)** Permanent part time employees who are permanently scheduled to work less than 32 hours in a week can purchase, at their own expense, the insurance coverage set forth in the contract at the town negotiated rate.

- b. Open Access Plan: The OAP or “HMO Style” plan will include the following co-payments:

Office visit preventative	\$10
Office visit	\$10
Inpatient	\$200

Emergency	\$50 (waived if admitted)
Outpatient Surgery	\$50
Dependent Rider	19/26

Prescription Co-pays: Retail up to 34 days and Mail Order up to 100 days: \$5 generic, \$25 Listed Brand Name, \$40 Non-Listed Brand Name, with no cap, in accordance with Appendix entitled Managed Prescription Program 3-Tier. Summary of Town Prescription Plan is attached as **Appendix H**.

Each employee shall contribute, on a pre-tax basis as a part of an IRC section 125 IRS Plan, twenty-five percent (25%) of the applicable premium rate, for said "HMO style" coverage. The Town shall continue to pay the remainder of the applicable premium costs for the health insurance coverage, of the current "HMO style" Plan. Summary of OAP Plan is attached as **Appendix G**.

Each employee shall contribute, on a pre-tax basis as a part of an IRC Section 125 Plan, twenty-five percent (25%) of the applicable prescription premium rate.

- c. HSA: The HDHP/HSA will include the following

The Town will provide the bargaining unit members with a Health Savings Account (HSA) for employees who elect to participate in the HAS/HDHP health insurance. The HSA shall, as required, be a high deductible health plan which shall have a \$2,000 single and \$4,000 family annual deductible for in-network services and Out-of-network services will also be subject to a \$2,000/\$4,000 initial deductible. When the deductible is met, there shall be no coinsurance payments required for in-network covered services. Out-of-network services shall be subject to a 70% Plan payment / 30% member coinsurance payment, to a coinsurance payment maximum of \$2,000 for individual coverage and \$4,000 for family coverage. This coinsurance payment shall be in addition to the initial deductible. Summary of HSA Plan is attached as **Appendix I**.

An HSA shall be established by the Town for each employee who elects the HSA insurance. The Town shall annually deposit on July 1 the following deductibles in the employee's HSA account regardless of the balance of that account;

Date	Employer Percentage	Employer cost for Single	Employer cost for Family
2013	70%	\$1,400	\$2,800
2014	60%	\$1,200	\$2,400
2015	50%	\$1,000	\$2,000

The premium co-shares are as follows:

Effective Date	Employer Percentage	Employee Percentage
July 1, 2013	98%	2%
January 1, 2014	96%	4%

July 1, 2014	95%	5%
January 1, 2015	94%	6%
July 1, 2015	92%	8%

Prescriptions: There shall be no separate premium payment for prescriptions under the H.S.A. Plan. Co-pays after the deductible is met: Retail up to 34 days \$7 generic, \$15 Listed Brand Name, \$35 Non-Listed Brand Name and Mail Order up to 100 days: \$14 generic, \$30 Listed Brand Name, \$70 Non-Listed Brand Name in accordance with Appendix L.

The employee share of the deductible will be funded through pre-tax payments elected as part of the payroll. Any fees associated with an HSA bank deposit account will be the responsibility of each employee. The Town shall pay any group administrative costs charged by the carrier in connection with integrated HSA account management.

For employees enrolled in the HDHP/HSA Health Plan, there shall be no separate dental plan premium share contribution, while Amendatory Dental Riders can be purchased by employees at full cost to the employee.

- d. Employee's electing the OAP insurance will continue to pay fifteen (15%) percent of the applicable premium and the Town shall pay eighty-five (85%) percent on a pre-tax basis as a part of a section 125 plan, of the applicable premium of the current Dental Plans.

Employees electing The HDHP/HSA plan receive the same dental coverage at no additional cost.

- e. An open enrollment period shall be provided annually for a two-week period during the month of May for the purpose of choosing health insurance coverage.
- f. During the open enrollment period, an employee may voluntarily elect to waive, in writing, the coverages specified in Article 12.3, sub-sections a. through e., inclusive, or Article 12.3, sub-sections e. and f., and in lieu thereof, shall receive an annual payment of one thousand (\$1,000.00) dollars, paid in two (2) installments of five hundred (\$500.00) dollars on or about October 1st and April 1st. Employees who waive their right to coverage and subsequently lose alternative coverage may re-enroll effective the first day of the month following a written request to do so, provided the employee shall reimburse the Town any stipend paid on a pro rata basis. Any employee whose spouse is an existing employee of the Town of Vernon or the Vernon Board of Education, is not eligible for the health insurance waiver listed in this section.
- g. The Town shall provide and pay for group term life insurance in the amount of fifty thousand dollars (\$50,000.00) and accidental death and dismemberment coverage in the amount of one hundred thousand dollars (\$100,000).
- h. An employee who separates from service and meets the requirements for retirement as defined by the provisions of the Town of Vernon Pension Plan may continue to

participate in the group insurance coverages specified in Article 12.3, sub-sections a. through e., inclusive, or Article 12.3, sub-sections e. and f., for himself/herself and his/her eligible dependents provided:

1. The employee shall pay the cost of such coverages at applicable group rates in conformance with Federal law;
 2. Upon attaining eligibility for Medicare, the separated employee shall no longer be eligible for such coverages, except that his/her spouse may continue coverage until he/she has attained eligibility for Medicare;
 3. Spouses of deceased employees or deceased separated employees previously participating in the continuation program shall be eligible to continue to participate in the continuation program until he/she attains eligibility for Medicare; and
 4. Payment of premiums must be made by the twentieth (20th) day of the month for the succeeding month's coverage; payments not received by the thirtieth (30th) day of the month shall result in termination of coverage without right to reinstatement.
- i. All employees shall have the option to purchase long term disability insurance through the Town's Plan at their own cost. If chosen, the premiums will be deducted from the employee's paycheck.
 - j. Employees shall have the option of purchasing any of the outlined Dental Amendatory Riders A, B, C, and D. Employees shall pay the cost of such coverage at applicable group rates, through payroll deduction with Section 125 applicable. The riders will not be offered on an individual basis.

Section 12.4

The Town may, at its discretion, change insurance carriers or resort to a program of self-insurance provided that the benefits and terms are the same or better than those provided for in Section 12.3 of this agreement.

Section 12.5

The Town will provide an employee assistance program (EAP) available to all employees covered by this agreement.

ARTICLE 13 - PENSION

Section 13.0

The employee pension plan of the Town of Vernon as currently administered through the Prudential Retirement Services Group Annuity Contract IN-16490, Divisions 30 and 60, is

hereby made a part of this agreement, including any plan amendments made by or on behalf of members of Local #1471, American Federation of State, County & Municipal Employees, and excluding any plan amendments made by or on behalf of members of any other employee group.

Section 13.1

For employees hired before July 1, 2011, the Town will continue, without change, the existing defined benefit pension plan presently in effect, covering bargaining unit members as follows;

- Normal Retirement: Age fifty-five (55) with five (5) years of service or twenty-five (25) years of service regardless of age
- Multiplier: Two percent (2%)
- Average Earnings: Monthly salary or wage received averaged over a five (5) year consecutive period which results in the highest average
- Benefit: The monthly benefit rate is calculated as two percent (2%) of average monthly earnings times (x) credited service to a maximum of forty (40) years and a maximum of seventy percent (70%).
- Vesting: Five (5) to ten (10) year sliding scale, one hundred percent (100%) vesting at ten (10) years of credited service.
- Employee Interest: Employees are guaranteed six percent (6%) interest on all their contributions.
- Employee Contribution: Effective June 30, 2013, employees shall contribute seven and one-half percent (7.5%) of base wages to the pension plan

Section 13.2

Employees who are hired after July 1, 2011 are not eligible for the defined benefit pension plan set forth in this Section. Such employees will be automatically enrolled in the Town's defined contribution plan (*The Town plans to administer the defined contribution plan through a 457(b) plan*), provided employees will have the option to opt-out of the plan. The Town will contribute 2% of the employee's base wages for all employees who elect to participate in such defined contribution plan. If an employee contributes 7.5% or more of his or her wages to such defined contribution plan, the Town will contribute an additional 2% for a total contribution of 4% of the employee's annual base wages to the plan. The Town will establish such defined contribution plan as soon as administratively possible.

Vested Town contributions for the employee shall be as follows with no minimum age:

6 years of service	20%
--------------------	-----

7 years of service	40%
8 years of service	60%
9 years of service	80%
10 years of service	100.0%

This change shall not affect any employee who is in the employ of the Town of Vernon and a participant of the Town of Vernon Pension Plan prior to the signing of this Agreement from participating in the Town of Vernon Pension Plan program upon transfer to this bargaining unit.

No employee hired prior to July 1, 2011 may participate in the Defined Contribution Plan set forth in Section 13.2.

At any time, should employees in this bargaining unit subject to the Pension Plan represent less than a majority of the bargaining unit, such employees will be permitted to maintain their Pension Plan benefits as listed in this Article, throughout their employment with the Town of Vernon.

ARTICLE 14 - WATER POLLUTION CONTROL AUTHORITY

Section 14.0

The Water Pollution Control Authority shall require around-the-clock operation on a seven (7) day basis and may require two (2) or more shifts.

Section 14.1

- a. The basic work day for the Waste Water Treatment Facility shall be eight (8) hours per day, five (5) days per week, Monday through Friday. Employees required to work at the Waste Water Treatment Facility on Saturday shall work a minimum of four (4) hours and shall be paid at time and a half (1½) their regular hourly rate for all hours worked. Employees required to work at the Waste Water Treatment Facility on Sunday shall work a minimum of four (4) hours and shall be paid at double (2) times their regular hourly rate for all hours worked.
- b. Should the Town require regular continual six (6) or seven (7) day operation of the Waste Water Treatment Facility, the provisions of Section 14.1a of this agreement shall not apply and staffing will be controlled as follows:

Staffing during six (6) and seven (7) day operations shall be arranged from among eligible Waste Water Treatment Facility employees on a rotating basis so that weekend coverage alternates. Under this rotating schedule, overtime will not be paid for hours worked on Saturday and Sunday, as such, but will be paid in excess of eight (8) in a given day or forty (40) in a given week.

- c. Employees working the second and third shifts shall receive a shift differential of sixty cents (\$.60) and seventy-five cents (\$.75) per hour respectively. The Town may require personnel to rotate among the various shifts.

Section 14.2

- a. The normal work schedule for the Water Pollution Control Facility will be from 7:00 a.m. to 3:30 p.m., with one-half (½) hour for a lunch break. The second shift, if needed or maintained, will be from 3:00 P.M. to 11:00 P.M. A third shift, if needed or maintained, shall be from 11:00 P.M. to 7:00 A.M. If the Town establishes or maintains permanent work shifts at the facility, seniority will be the deciding factor in the selection of permanent work shifts provided the employee must have sufficient skill and ability in order to be assigned permanent work shifts. Upon request of the employee, the Director or the Assistant Director, work shifts shall be reviewed for the forthcoming semi-annual time period during the months of June and December. Work shifts shall not be changed unless one (1) week's prior notice is given to the affected employee(s).
- b. For purposes of on call operator, after hours shall be defined as after 3:30pm or before 7:00am Monday through Friday, all hours of Saturday and Sunday and all holidays.
- c. All work schedules shall be posted on the twentieth (20th) day of each month. Whenever possible, at least five (5) working day's notice is to be given by the employee to the Director of his /her designee for a change in the work schedule.
- d. Scheduled overtime shall be filled by the overtime equalization list.
- e. Scheduled overtime shall be defined by management by incident(s) or situations requiring the need of employee personnel for planned foreseen incidents regarding the WPCA and its responsibilities or events that require additional working hours that are reported during the regular work day which may be performed after working hours.

Section 14.3

Promotions, transfers, vacancies, layoffs and recalls among employees assigned to the Water Pollution Control Facility shall be made according to seniority within the division of waste treatment. Except in filling initial vacancies, bidding and posting shall be limited to within the division. Although it is recognized that special qualifications may be required, the Town agrees to post all positions to be filled which cannot be filled from among the existing members of the Water Pollution Control Facility division by posting on a Town-wide basis.

Section 14.4

All operators in the Water Pollution Control Facility shall be required to obtain and maintain, at a minimum, a Class 1 State of Connecticut license in wastewater treatment, or they shall forfeit any future increase in pay until such time as the license is received. Such pay shall not be made retroactively.

ARTICLE 15 - ON CALL- WPCA EMPLOYEES

Section 15.0

The work performed by bargaining unit employees from the Water Pollution Control Department requires twenty-four (24) hours a day, seven (7) days a week coverage. Therefore the parties agree to a 24/7 on call rotation for these employees from Monday 7:00 a.m. to the following Monday 7:00 a.m. The on call operator, if required, will be the first point of contact by management for all call-ins related to unscheduled work requirements of the WPCA and its responsibilities after regular working hours. Unscheduled shall be defined as a situation as determined by management, requiring the need of employee personnel for unplanned or unforeseen situations regarding the WPCA and its responsibilities. It is understood and agreed that if an incident or situation occurs near the end of a normal work day, management has the right to determine that the twenty-four/seven (24/7) on call operator can be the operator asked to respond to the situation.

Section 15.1

A schedule will be developed at the beginning of each year. A vacation schedule will be submitted by March 1st of each year. The Town will continue with the practice of allowing operators to switch weekends and proposed rotations within the given calendar month. WPCA Employees on call will carry on their person a town issued paging device and/or a town issued cell phone, and must report within forty-five (45) minutes of a call to report to work. Second and third shift employees will be exempt from the on call status, however, if additional operators are hired, then the rotation will be adjusted to incorporate such individuals into the 24/7 coverage. Employees assigned as the twenty-four/seven (24/7) on call operator shall be responsible to make sure that the Town issued equipment is in working order and report to management when it is not. Upon switching a rotation, both operators will sign off verifying that the phone and pager are functioning properly to the best of their knowledge.

- a. All hours worked by the twenty-four/seven (24/7) on call operator shall not count towards the equalization of overtime as required in the collective bargaining agreement as defined in section 4.3 d.
- b. Should the Town need additional personnel to help the twenty-four/seven (24/7) on call operator, then the Town will default to existing contract language where the hours worked by additional personnel shall be recorded on the overtime equalization list.
- c. Employees assigned as the twenty-four/seven (24/7) on call operator shall call in each day when absent from work. It is understood and agreed to that when the circumstance occurs where the regularly scheduled on call operator calls in sick or is otherwise unavailable, the on call operator with the highest seniority shall be given the first opportunity to be on call. If he refuses, it shall continue to the least senior on call operator who is routinely part of the on call rotation and that employee shall be on call of the absence.

Section 15.2

WPCA Employees on call shall be compensated at the rate of \$200.00 per week for being on call with a minimum of four (4) hours overtime pay if called into work. If during the initial four (4) hour period additional calls are received, the individual would not be entitled to additional report in pay. If the work prompted by the call in continues beyond the four (4) hour period, the employee will be paid beyond the applicable overtime rate. If he/she is called again for a separate occasion after the expiration of the initial four (4) hour period, he/she will be entitled to an additional four (4) hours.

Should the on call WPCA employee, share said on call duty during any one (1) week of the agreed upon single WPCA employee on call per week rotation (maximum of 2 WPCA employees), then the affected employees shall evenly share the on call stipend (50/50) or shall be compensated at the rate of \$100.00 for said week for each WPCA employee on call, whichever is greater, with a minimum of four (4) hours overtime pay if called into work. The shared on call shall not be applied in the weekly rotation until each qualified and available WPCA employee has worked their individual week.

ARTICLE 16 - DURATION

Section 16.0

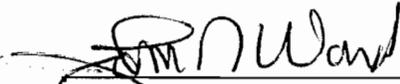
Except as provided below, this agreement shall be effective as of the first day of July 2013 and shall remain in full force and effect through the thirtieth day of June 2016. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing one hundred fifty (150) days prior to the date of expiration that it desires to modify this agreement. In the event that such notice is given, negotiations shall begin not later than one hundred twenty (120) days prior to the date of expiration.

IN WITNESS WHEREOF, the parties hereto have set their hands this 19th day of Sept, 2013.

For the Town of Vernon

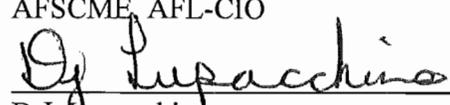


George F. Apel
Mayor of Vernon

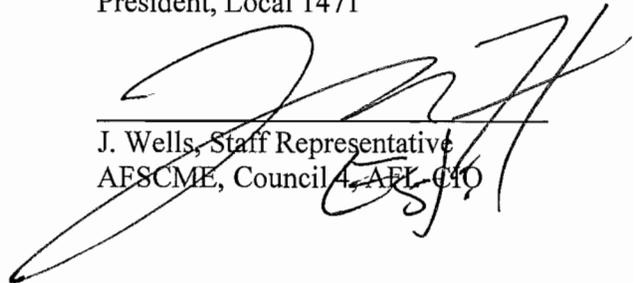


John D. Ward
Town Administrator

For Local 1471 of Council 4

AFSCME, AFL-CIO


D.J. Dupacchino
President, Local 1471



J. Wells, Staff Representative
AFSCME, Council 4, AFL-CIO

APPENDIX A - HOURLY WAGE & CLASSIFICATION SCHEDULE

Department of Public Works

Classification	Hourly Pay Rate				
	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Custodian	\$23.99	\$24.05	\$24.47	\$24.53	\$25.09
3%	\$23.27	\$23.33	\$23.74	\$23.80	\$24.33
6%	\$22.55	\$22.61	\$23.01	\$23.06	\$23.58
9%	\$21.83	\$21.89	\$22.27	\$22.33	\$22.83

Classification	Hourly Pay Rate				
	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Equipment Oper.	\$27.47	\$27.54	\$28.02	\$28.09	\$28.73
3%	\$26.65	\$26.71	\$27.18	\$27.25	\$27.86
6%	\$25.82	\$25.89	\$26.34	\$26.41	\$27.00
9%	\$25.00	\$25.06	\$25.50	\$25.56	\$26.14

Classification	Hourly Pay Rate				
	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Laborer	\$24.44	\$24.50	\$24.93	\$24.99	\$25.55
3%	\$23.71	\$23.77	\$24.18	\$24.24	\$24.79
6%	\$22.97	\$23.03	\$23.43	\$23.49	\$24.02
9%	\$22.24	\$22.30	\$22.69	\$22.74	\$23.25

Classification	Hourly Pay Rate				
	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Maintainer	\$27.76	\$27.83	\$28.31	\$28.38	\$29.02
3%	\$26.92	\$26.99	\$27.46	\$27.53	\$28.15
6%	\$26.09	\$26.16	\$26.61	\$26.68	\$27.28
9%	\$25.26	\$25.32	\$25.77	\$25.83	\$26.41

Classification	Hourly Pay Rate				
	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Mason	\$27.34	\$27.41	\$27.89	\$27.96	\$28.59
3%	\$26.52	\$26.59	\$27.05	\$27.12	\$27.73
6%	\$25.70	\$25.76	\$26.21	\$26.28	\$26.87
9%	\$24.88	\$24.94	\$25.38	\$25.44	\$26.01

Hourly Pay Rate					
Classification	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Mechanic	\$27.76	\$27.83	\$28.31	\$28.38	\$29.02
3%	\$26.92	\$26.99	\$27.46	\$27.53	\$28.15
6%	\$26.09	\$26.16	\$26.61	\$26.68	\$27.28
9%	\$25.26	\$25.32	\$25.77	\$25.83	\$26.41

Hourly Pay Rate					
Classification	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Recycling Operator	\$25.57	\$25.63	\$26.08	\$26.15	\$26.74
3%	\$24.80	\$24.86	\$25.30	\$25.36	\$25.93
6%	\$24.04	\$24.10	\$24.52	\$24.58	\$25.13
9%	\$23.27	\$23.33	\$23.73	\$23.79	\$24.33

Hourly Pay Rate					
Classification	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Refuse Driver	\$27.02	\$27.09	\$27.57	\$27.64	\$28.26
3%	\$26.21	\$26.28	\$26.74	\$26.81	\$27.41
6%	\$25.40	\$25.47	\$25.91	\$25.98	\$26.56
9%	\$24.59	\$24.65	\$25.09	\$25.15	\$25.71

Hourly Pay Rate					
Classification	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
ASL Driver	\$26.20	\$26.27	\$26.73	\$26.79	\$27.40
3%	\$25.41	\$25.48	\$25.92	\$25.99	\$26.57
6%	\$24.63	\$24.69	\$25.12	\$25.19	\$25.75
9%	\$23.84	\$23.90	\$24.32	\$24.38	\$24.93

Hourly Pay Rate					
Classification	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Refuse Laborer	\$25.10	\$25.16	\$25.60	\$25.67	\$26.25
3%	\$24.35	\$24.41	\$24.84	\$24.90	\$25.46
6%	\$23.60	\$23.65	\$24.07	\$24.13	\$24.67
9%	\$22.84	\$22.90	\$23.30	\$23.36	\$23.88

Hourly Pay Rate					
Classification	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Truck Driver	\$26.56	\$26.62	\$27.09	\$27.16	\$27.77
3%	\$25.76	\$25.82	\$26.28	\$26.34	\$26.93
6%	\$24.96	\$25.03	\$25.46	\$25.53	\$26.10
9%	\$24.17	\$24.23	\$24.65	\$24.71	\$25.27

Hourly Pay Rate					
Classification	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Hybrid Refuse Labor	\$25.65	\$25.71	\$26.16	\$26.23	\$26.82
3%	\$24.88	\$24.94	\$25.38	\$25.44	\$26.02
6%	\$24.11	\$24.17	\$24.59	\$24.66	\$25.21
9%	\$23.34	\$23.40	\$23.81	\$23.87	\$24.41

Hourly Pay Rate					
Classification	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
ACO	\$25.42	\$25.48	\$25.93	\$25.99	\$26.58
3%	\$24.65	\$24.72	\$25.15	\$25.21	\$25.78
6%	\$23.89	\$23.95	\$24.37	\$24.43	\$24.98
9%	\$23.13	\$23.19	\$23.59	\$23.65	\$24.18

Hourly Pay Rate					
Classification	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Ast. ACO	\$21.85	\$21.90	\$22.28	\$22.34	\$22.84
3%	\$21.19	\$21.24	\$21.61	\$21.67	\$22.15
6%	\$20.54	\$20.59	\$20.94	\$21.00	\$21.47
9%	\$19.88	\$19.93	\$20.27	\$20.33	\$20.78

Hourly Pay Rate					
Classification	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Perm. Part-Time	\$16.63	\$16.67	\$16.96	\$17.00	\$17.38
3%	\$16.13	\$16.17	\$16.45	\$16.49	\$16.86
6%	\$15.63	\$15.67	\$15.94	\$15.98	\$16.34
9%	\$15.13	\$15.17	\$15.43	\$15.47	\$15.82

Water Pollution Control Authority
--

Hourly Pay Rate					
Classification	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Laborer	\$24.94	\$25.00	\$25.44	\$25.50	\$26.08
3%	\$24.19	\$24.25	\$24.68	\$24.74	\$25.29
6%	\$23.44	\$23.50	\$23.91	\$23.97	\$24.51
9%	\$22.69	\$22.75	\$23.15	\$23.21	\$23.73

Hourly Pay Rate					
Classification	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Mechanic	\$29.20	\$29.28	\$29.79	\$29.86	\$30.53
3%	\$28.33	\$28.40	\$28.89	\$28.97	\$29.62
6%	\$27.45	\$27.52	\$28.00	\$28.07	\$28.70
9%	\$26.57	\$26.64	\$27.11	\$27.17	\$27.79

Hourly Pay Rate					
Classification	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Operator I OIT Coll. Syst. Tech.	\$26.70	\$26.77	\$27.23	\$27.30	\$27.92
3%	\$25.90	\$25.97	\$26.41	\$26.48	\$27.08
6%	\$25.10	\$25.16	\$25.60	\$25.66	\$26.24
9%	\$24.30	\$24.36	\$24.78	\$24.84	\$25.41

Hourly Pay Rate					
Classification	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Operator II	\$30.11	\$30.18	\$30.71	\$30.79	\$31.48
3%	\$29.20	\$29.28	\$29.79	\$29.86	\$30.54
6%	\$28.30	\$28.37	\$28.87	\$28.94	\$29.59
9%	\$27.40	\$27.47	\$27.95	\$28.02	\$28.65

Hourly Pay Rate					
Classification	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Operator III	<i>TBD</i>				
3%					
6%					
9%					

Hourly Pay Rate					
Classification	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Operator IV	<i>TBD</i>				
3%					
6%					
9%					

Recreation

Classification	Hourly Pay Rate				
	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Crew Leader	\$26.55	\$26.61	\$27.08	\$27.15	\$27.76
3%	\$25.75	\$25.81	\$26.27	\$26.34	\$26.93
6%	\$24.96	\$25.01	\$25.46	\$25.52	\$26.09
9%	\$24.16	\$24.22	\$24.64	\$24.71	\$25.26

Classification	Hourly Pay Rate				
	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Park Maintainer II	\$23.32	\$23.38	\$23.79	\$23.85	\$24.38
3%	\$22.62	\$22.68	\$23.08	\$23.13	\$23.65
6%	\$21.92	\$21.98	\$22.36	\$22.42	\$22.92
9%	\$21.22	\$21.28	\$21.65	\$21.70	\$22.19

Classification	Hourly Pay Rate				
	07.01.2013	01.01.2014	07.01.2014	01.01.2015	07.01.2015
Park Maintainer I	\$21.18	\$21.24	\$21.61	\$21.66	\$22.15
3%	\$20.54	\$20.60	\$20.96	\$21.01	\$21.49
6%	\$19.91	\$19.97	\$20.31	\$20.36	\$20.82
9%	\$19.27	\$19.33	\$19.67	\$19.71	\$20.16

APPENDIX A- HOURLY WAGE & CLASSIFICATION SCHEDULE DETAIL

7/1/2013 - 1.75% INCREASE						
Non-exempt, hourly. Annual salary is based upon 40 hours week, and is not a guaranteed wage						
GRADE	JOB TITLE	HOURS PER DAY	HOURS PER PERIOD	STEP/ LEVEL	HOURLY RATE	ANNUAL SALARY
DEPARTMENT OF PUBLIC WORKS						
0001	Custodian	8	40	1	21.8356	45,417.84
				2	22.5580	46,920.64
				3	23.2702	48,402.12
				4	23.9927	49,904.92
0002	Equipment Operator Refuse Container Truck Driver	8	40	1	25.0000	52,000.00
				2	25.8242	53,714.44
				3	26.6483	55,428.36
				4	27.4725	57,142.80
0003	Laborer	8	40	1	22.2426	46,264.40
				2	22.9752	47,788.52
				3	23.7078	49,312.12
				4	24.4404	50,836.24
0004	Maintainer	8	40	1	25.2544	52,529.36
				2	26.0887	54,264.60
				3	26.9231	55,999.84
				4	27.7574	57,735.60
0005	Mason	8	40	1	24.8779	51,746.24
				2	25.7021	53,460.16
				3	26.5161	55,153.28
				4	27.3402	56,867.72
0006	Mechanic	8	40	1	25.2544	52,529.36
				2	26.0887	54,264.60
				3	26.9231	55,999.84
				4	27.7574	57,735.60
<i>Mechanics having/pursuing ASE certification outlined in the contract receive an additional \$1.75/hr to rates above.</i>						
0007	Recycling Operator	8	40	1	23.2702	48,402.12
				2	24.0334	49,989.68
				3	24.8067	51,598.04
				4	25.5698	53,185.08
0008	Refuse Driver	8	40	1	24.5930	51,153.44
				2	25.4070	52,846.56
				3	26.2108	54,518.36
				4	27.0248	56,211.48

7/1/2013 - 1.75% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours week, and is not a guaranteed wage

GRADE	JOB TITLE	HOURS PER DAY	HOURS PER PERIOD	STEP/ LEVEL	HOURLY RATE	ANNUAL SALARY
0009	Refuse Laborer	8	40	1	22.8429	47,513.44
				2	23.5958	49,079.16
				3	24.3488	50,645.40
				4	25.1017	52,211.64
0010	Truck Driver	8	40	1	24.1555	50,243.44
				2	24.9491	51,893.92
				3	25.7529	53,566.24
				4	26.5466	55,216.72
0011	ASL Operator	8	40	1	23.8425	49,592.40
				2	24.6286	51,227.28
				3	25.4146	52,862.16
				4	26.2006	54,497.04
0012	Refuse and Recycling General Duties Employee	8	40	1	23.3415	48,550.32
				2	24.1110	50,150.88
				3	24.8800	51,750.40
				4	25.65	53,352.00
PTME	Permanent Part-Time	0	0	1	15.1302	-
				2	15.6288	-
				3	16.1274	-
				4	16.6260	-
WATER POLLUTION CONTROL AUTHORITY						
0030	Laborer	8	40	1	22.6903	47,195.72
				2	23.4432	48,761.96
				3	24.1860	50,306.88
				4	24.9389	51,873.12
0031	Mechanic	8	40	1	26.5771	55,280.16
				2	27.4522	57,100.68
				3	28.3272	58,920.68
				4	29.2023	60,740.68
0032	Collections Systems Techn. Operator-In-Training Operator I	8	40	1	24.2979	50,539.84
				2	25.1017	52,211.64
				3	25.8954	53,862.64
				4	26.6992	55,534.44

7/1/2013 - 1.75% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours week, and is not a guaranteed wage

GRADE	JOB TITLE	HOURS PER DAY	HOURS PER PERIOD	STEP/ LEVEL	HOURLY RATE	ANNUAL SALARY
0033	Operator II	8	40	1	27.4013	56,994.60
				2	28.2967	58,857.24
				3	29.2023	60,740.68
				4	30.1078	62,624.12
DEPARTMENT OF PARKS & RECREATION						
0050	Maintainer II	8	40	1	21.2251	44,148.00
				2	21.9170	45,587.36
				3	22.6190	47,047.52
				4	23.3211	48,507.68
0051	Maintainer I	8	40	1	19.2816	40,105.52
				2	19.9125	41,418.00
				3	20.5535	42,751.28
				4	21.1844	44,063.76
0055	Crew Leader	8	40	1	24.1555	50,243.44
				2	24.9491	51,893.92
				3	25.7529	53,566.24
				4	26.5466	55,216.72
ANIMAL CONTROL						
20	Animal Control Officer	8	40	1	23.1322	48,116.12
				2	23.8948	49,702.12
				3	24.6574	51,288.64
				4	25.4200	52,874.64
21	Asst. Animal Control Officer	8	40	1	19.8821	41,354.56
				2	20.5376	42,718.00
				3	21.1930	44,081.44
				4	21.8485	45,444.88

1/1/2014 - .25% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours week, and is not a guaranteed wage

GRADE	JOB TITLE	HOURS PER DAY	HOURS PER PERIOD	STEP/ LEVEL	HOURLY RATE	ANNUAL SALARY
DEPARTMENT OF PUBLIC WORKS						
0001	Custodian	8	40	1	21.8902	45,531.72
				2	22.6144	47,038.16
				3	23.3284	48,523.28
				4	24.0527	50,029.72
0002	Equipment Operator Refuse Container Truck Driver	8	40	1	25.0625	52,130.00
				2	25.8888	53,848.60
				3	26.7149	55,567.20
				4	27.5412	57,285.80
0003	Laborer	8	40	1	22.2982	46,380.36
				2	23.0326	47,907.60
				3	23.7671	49,435.36
				4	24.5015	50,963.12
0004	Maintainer	8	40	1	25.3175	52,660.40
				2	26.1539	54,400.32
				3	26.9904	56,140.24
				4	27.8268	57,879.64
0005	Mason	8	40	1	24.9401	51,875.20
				2	25.7664	53,594.32
				3	26.5824	55,291.60
				4	27.4086	57,009.68
0006	Mechanic	8	40	1	25.3175	52,660.40
				2	26.1539	54,400.32
				3	26.9904	56,140.24
				4	27.8268	57,879.64
<i>Mechanics having/pursuing ASE certification outlined in the contract receive an additional \$1.75/hr to rates above.</i>						
0007	Recycling Operator	8	40	1	23.3284	48,523.28
				2	24.0935	50,114.48
				3	24.8687	51,727.00
				4	25.6337	53,318.20
0008	Refuse Driver	8	40	1	24.6545	51,281.36
				2	25.4705	52,978.64
				3	26.2763	54,654.60
				4	27.0924	56,352.40

1/1/2014 - .25% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours week, and is not a guaranteed wage

GRADE	JOB TITLE	HOURS PER DAY	HOURS PER PERIOD	STEP/ LEVEL	HOURLY RATE	ANNUAL SALARY
0009	Refuse Laborer	8	40	1	22.9	47,632.00
				2	23.6548	49,201.88
				3	24.4097	50,772.28
				4	25.1645	52,342.16
0010	Truck Driver	8	40	1	24.2159	50,369.28
				2	25.0115	52,023.92
				3	25.8173	53,699.88
				4	26.613	55,355.04
0011	ASL Operator	8	40	1	23.9021	49,716.16
				2	24.6902	51,355.72
				3	25.4781	52,994.24
				4	26.2661	54,633.28
0012	Refuse and Recycling General Duties Employee	8	40	1	23.3999	48,672.00
				2	24.1713	50,276.20
				3	24.9422	51,879.88
				4	25.7141	53,485.12
PTME	Pemanent Part-Time	0	0	1	15.168	-
				2	15.6679	-
				3	16.1677	-
				4	16.6676	-
WATER POLLUTION CONTROL AUTHORITY						
0030	Laborer	8	40	1	22.747	47,313.76
				2	23.5018	48,883.64
				3	24.2465	50,432.72
				4	25.0012	52,002.60
0031	Mechanic	8	40	1	26.6435	55,418.48
				2	27.5208	57,243.16
				3	28.398	59,067.84
				4	29.2753	60,892.52
0032	Collections Systems Techn. Operator-In-Training Operator I	8	40	1	24.3586	50,665.68
				2	25.1645	52,342.16
				3	25.9601	53,996.80
				4	26.7659	55,673.28

1/1/2014 - .25% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours week, and is not a guaranteed wage

GRADE	JOB TITLE	HOURS PER DAY	HOURS PER PERIOD	STEP/ LEVEL	HOURLY RATE	ANNUAL SALARY
0033	Operator II	8	40	1	27.4698	57,137.08
				2	28.3674	59,004.40
				3	29.2753	60,892.52
				4	30.1831	62,780.64
DEPARTMENT OF PARKS & RECREATION						
0050	Maintainer II	8	40	1	21.2782	44,258.76
				2	21.9718	45,701.24
				3	22.6755	47,165.04
				4	23.3794	48,629.36
0051	Maintainer I	8	40	1	19.3298	40,205.88
				2	19.9623	41,521.48
				3	20.6049	42,858.40
				4	21.2374	44,174.00
ANIMAL CONTROL						
20	Animal Control Officer	8	40	1	23.1905	48,236.24
				2	23.955	49,826.40
				3	24.7195	51,416.56
				4	25.4841	53,006.72
21	Asst. Animal Control Officer	8	40	1	19.9318	41,458.04
				2	20.5889	42,825.12
				3	21.246	44,191.68
				4	21.9031	45,558.24

7/1/2014 - 1.75% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours week, and is not a guaranteed wage

GRADE	JOB TITLE	HOURS PER DAY	HOURS PER PERIOD	STEP/ HOURLY		ANNUAL SALARY
				LEVEL	RATE	
DEPARTMENT OF PUBLIC WORKS						
0001	Custodian	8	40	1	22.2733	46,328.36
				2	23.0102	47,861.32
				3	23.7366	49,371.92
				4	24.4736	50,904.88
0002	Equipment Operator Refuse Container Truck Driver	8	40	1	25.5011	53,042.08
				2	26.3419	54,791.36
				3	27.1824	56,539.60
				4	28.0232	58,288.36
0003	Laborer	8	40	1	22.6884	47,192.08
				2	23.4357	48,746.36
				3	24.183	50,300.64
				4	24.9303	51,854.92
0004	Maintainer	8	40	1	25.7606	53,581.84
				2	26.6116	55,351.92
				3	27.4627	57,122.52
				4	28.3138	58,892.60
0005	Mason	8	40	1	25.3766	52,783.12
				2	26.2173	54,531.88
				3	27.0476	56,258.80
				4	27.8883	58,007.56
0006	Mechanic	8	40	1	25.7606	53,581.84
				2	26.6116	55,351.92
				3	27.4627	57,122.52
				4	28.3138	58,892.60
<i>Mechanics having/pursuing ASE certification outlined in the contract receive an additional \$1.75/hr to rates above.</i>						
0007	Recycling Operator	8	40	1	23.7366	49,371.92
				2	24.5151	50,991.20
				3	25.3039	52,632.32
				4	26.0823	54,251.08
0008	Refuse Driver	8	40	1	25.086	52,178.88
				2	25.9162	53,905.80

7/1/2014 - 1.75% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours week, and is not a guaranteed wage

GRADE	JOB TITLE	HOURS PER DAY	HOURS PER PERIOD	STEP/ HOURLY		ANNUAL SALARY
				LEVEL	RATE	
				3	26.7361	55,610.88
				4	27.5665	57,338.32
0009	Refuse Laborer	8	40	1	23.3008	48,465.56
				2	24.0688	50,063.00
				3	24.8369	51,660.96
				4	25.6049	53,258.40
0010	Truck Driver	8	40	1	24.6397	51,250.68
				2	25.4492	52,934.44
				3	26.2691	54,639.52
				4	27.0787	56,323.80
0011	ASL Operator	8	40	1	24.3204	50,586.64
				2	25.1223	52,254.28
				3	25.924	53,921.92
				4	26.7258	55,589.56
0012	Refuse and Recycling General Duties Employee	8	40	1	23.8094	49,523.76
				2	24.5943	51,156.04
				3	25.3787	52,787.80
				4	26.1641	54,421.12
PTME	Permanent Part-Time	0	0	1	15.4334	-
				2	15.9421	-
				3	16.4506	-
				4	16.9593	-
WATER POLLUTION CONTROL AUTHORITY						
0030	Laborer	8	40	1	23.1451	48,141.60
				2	23.9131	49,739.04
				3	24.6708	51,315.16
				4	25.4387	52,912.60
0031	Mechanic	8	40	1	27.1098	56,388.28
				2	28.0024	58,245.20
				3	28.895	60,101.60
				4	29.7876	61,958.00

7/1/2014 - 1.75% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours week, and is not a guaranteed wage

GRADE	JOB TITLE	HOURS PER DAY	HOURS PER PERIOD	STEP/ HOURLY		ANNUAL SALARY
				LEVEL	RATE	
0032	Collections Systems Techn. Operator-In-Training Operator I	8	40	1	24.7849	51,552.80
				2	25.6049	53,258.40
				3	26.4144	54,942.16
				4	27.2343	56,647.24
0033	Operator II	8	40	1	27.9505	58,137.04
				2	28.8638	60,036.60
				3	29.7876	61,958.00
				4	30.7113	63,879.40
DEPARTMENT OF PARKS & RECREATION						
0050	Maintainer II	8	40	1	21.6506	45,033.04
				2	22.3563	46,501.00
				3	23.0723	47,990.28
				4	23.7885	49,480.08
0051	Maintainer I	8	40	1	19.6681	40,909.44
				2	20.3116	42,247.92
				3	20.9655	43,608.24
				4	21.6091	44,946.72
0055	Crew Leader	8	40	1	24.6397	51,250.68
				2	25.4492	52,934.44
				3	26.2691	54,639.52
				4	27.0787	56,323.80
ANIMAL CONTROL						
20	Animal Control Officer	8	40	1	23.5963	49,080.20
				2	24.3742	50,698.44
				3	25.1521	52,316.16
				4	25.9301	53,934.40
21	Asst. Animal Control Officer	8	40	1	20.2806	42,183.44
				2	20.9492	43,574.44
				3	21.6178	44,964.92
				4	22.2864	46,355.92

1/1/2015 - .25% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours week, and is not a guaranteed wage

GRADE	JOB TITLE	HOURS PER DAY	HOURS PER PERIOD	STEP/ LEVEL	HOURLY RATE	ANNUAL SALARY
DEPARTMENT OF PUBLIC WORKS						
0001	Custodian	8	40	1	22.329	46,444.32
				2	23.0677	47,980.92
				3	23.7959	49,495.68
				4	24.5348	51,032.28
0002	Equipment Operator Refuse Container Truck Driver	8	40	1	25.5649	53,175.20
				2	26.4078	54,928.12
				3	27.2504	56,681.04
				4	28.0933	58,433.96
0003	Laborer	8	40	1	22.7451	47,309.60
				2	23.4943	48,868.04
				3	24.2435	50,426.48
				4	24.9926	51,984.40
0004	Maintainer	8	40	1	25.825	53,716.00
				2	26.6781	55,490.24
				3	27.5314	57,265.52
				4	28.3846	59,039.76
0005	Mason	8	40	1	25.44	52,915.20
				2	26.2828	54,668.12
				3	27.1152	56,399.72
				4	27.958	58,152.64
0006	Mechanic	8	40	1	25.825	53,716.00
				2	26.6781	55,490.24
				3	27.5314	57,265.52
				4	28.3846	59,039.76
<i>Mechanics having/pursuing ASE certification outlined in the contract receive an additional \$1.75/hr to rates above.</i>						
0007	Recycling Operator	8	40	1	23.7959	49,495.68
				2	24.5764	51,119.12
				3	25.3672	52,763.88
				4	26.1475	54,386.80
0008	Refuse Driver	8	40	1	25.1487	52,309.40
				2	25.981	54,040.48
				3	26.8029	55,750.24
				4	27.6354	57,481.84

1/1/2015 - .25% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours week, and is not a guaranteed wage

GRADE	JOB TITLE	HOURS PER DAY	HOURS PER PERIOD	STEP/ LEVEL	HOURLY RATE	ANNUAL SALARY
0009	Refuse Laborer	8	40	1	23.3591	48,586.72
				2	24.129	50,188.32
				3	24.899	51,789.92
				4	25.6689	53,391.52
0010	Truck Driver	8	40	1	24.7013	51,378.60
				2	25.5128	53,066.52
				3	26.3348	54,776.28
				4	27.1464	56,464.72
0011	ASL Operator	8	40	1	24.3812	50,713.00
				2	25.1851	52,384.80
				3	25.9888	54,056.60
				4	26.7926	55,728.40
0012	Refuse and Recycling General Duties Employee	8	40	1	23.8689	49,647.52
				2	24.6558	51,283.96
				3	25.4421	52,919.36
				4	26.2295	54,557.36
PTME	Pemanent Part-Time	0	0	1	15.472	-
				2	15.982	-
				3	16.4917	-
				4	17.0017	-
WATER POLLUTION CONTROL AUTHORITY						
0030	Laborer	8	40	1	23.203	48,262.24
				2	23.9729	49,863.84
				3	24.7325	51,443.60
				4	25.5023	53,044.68
0031	Mechanic	8	40	1	27.1776	56,529.20
				2	28.0724	58,390.80
				3	28.9672	60,251.88
				4	29.8621	62,112.96
0032	Collections Systems Techn. Operator-In-Training Operator I	8	40	1	24.8469	51,681.76
				2	25.6689	53,391.52
				3	26.4804	55,079.44

1/1/2015 - .25% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours week, and is not a guaranteed wage

GRADE	JOB TITLE	HOURS PER DAY	HOURS PER PERIOD	STEP/	HOURLY RATE	ANNUAL SALARY
				LEVEL		
				4	27.3024	56,789.20
0033	Operator II	8	40	1	28.0204	58,282.64
				2	28.936	60,186.88
				3	29.8621	62,112.96
				4	30.7881	64,039.04
DEPARTMENT OF PARKS & RECREATION						
0050	Maintainer II	8	40	1	21.7047	45,145.88
				2	22.4122	46,617.48
				3	23.13	48,110.40
				4	23.848	49,603.84
0051	Maintainer I	8	40	1	19.7173	41,011.88
				2	20.3624	42,354.00
				3	21.0179	43,717.44
				4	21.6631	45,059.04
0055	Crew Leader	8	40	1	24.7013	51,378.60
				2	25.5128	53,066.52
				3	26.3348	54,776.28
				4	27.1464	56,464.72
ANIMAL CONTROL						
20	Animal Control Officer	8	40	1	23.6553	49,202.92
				2	24.4351	50,824.80
				3	25.215	52,447.20
				4	25.9949	54,069.60
21	Asst. Animal Control Officer	8	40	1	20.3313	42,289.00
				2	21.0016	43,683.12
				3	21.6718	45,077.24
				4	22.3421	46,471.36

7/1/2015 - 2.25% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours week, and is not a guaranteed wage

GRADE	JOB TITLE	HOURS PER DAY	HOURS PER PERIOD	STEP/ LEVEL	HOURLY RATE	ANNUAL SALARY
DEPARTMENT OF PUBLIC WORKS						
0001	Custodian	8	40	1	22.8314	47,489.52
				2	23.5867	49,060.44
				3	24.3313	50,609.00
				4	25.0868	52,180.44
0002	Equipment Operator Refuse Container Truck Driver	8	40	1	26.1401	54,371.20
				2	27.002	56,164.16
				3	27.8635	57,956.08
				4	28.7254	59,749.04
0003	Laborer	8	40	1	23.2569	48,374.56
				2	24.0229	49,967.84
				3	24.789	51,561.12
				4	25.5549	53,154.40
0004	Maintainer	8	40	1	26.4061	54,924.48
				2	27.2784	56,739.28
				3	28.1509	58,554.08
				4	29.0233	60,368.36
0005	Mason	8	40	1	26.0124	54,106.00
				2	26.8742	55,898.44
				3	27.7253	57,668.52
				4	28.5871	59,460.96
0006	Mechanic	8	40	1	26.4061	54,924.48
				2	27.2784	56,739.28
				3	28.1509	58,554.08
				4	29.0233	60,368.36
<i>Mechanics having/pursuing ASE certification outlined in the contract receive on additional \$1.75/hr to rates above.</i>						
0007	Recycling Operator	8	40	1	24.3313	50,609.00
				2	25.1294	52,269.36
				3	25.938	53,951.04
				4	26.7358	55,610.36
0008	Refuse Driver	8	40	1	25.7145	53,486.16
				2	26.5656	55,256.24
				3	27.406	57,004.48
				4	28.2572	58,775.08
0009	Refuse Laborer	8	40	1	23.8847	49,680.28
				2	24.6719	51,317.76

7/1/2015 - 2.25% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours week, and is not a guaranteed wage

GRADE	JOB TITLE	HOURS PER DAY	HOURS PER PERIOD	STEP/ LEVEL	HOURLY RATE	ANNUAL SALARY
				3	25.4592	52,955.24
				4	26.2465	54,592.72
0010	Truck Driver	8	40	1	25.2571	52,534.56
				2	26.0868	54,260.44
				3	26.9273	56,008.68
				4	27.7572	57,735.08
0011	ASL Operator	8	40	1	24.4399	50,835.20
				2	25.2457	52,511.16
				3	26.0514	54,187.12
				4	26.8571	55,862.56
0012	Refuse and Recycling General Duties Employee	8	40	1	24.406	50,764.48
				2	25.2106	52,437.84
				3	26.0145	54,110.16
				4	26.8197	55,785.08
PTME	Pemanent Part-Time	0	0	1	15.8201	-
				2	16.3416	-
				3	16.8628	-
				4	17.3842	-
WATER POLLUTION CONTROL AUTHORITY						
0030	Laborer	8	40	1	23.7251	49,348.00
				2	24.5123	50,985.48
				3	25.289	52,601.12
				4	26.0761	54,238.08
0031	Mechanic	8	40	1	27.7891	57,801.12
				2	28.704	59,704.32
				3	29.619	61,607.52
				4	30.534	63,510.72
0032	Collections Systems Techn. Operator-In-Training Operator I	8	40	1	25.406	52,844.48
				2	26.2465	54,592.72
				3	27.0762	56,318.60
				4	27.9167	58,066.84
0033	Operator II	8	40	1	28.6509	59,594.08
				2	29.5871	61,540.96
				3	30.534	63,510.72
				4	31.4808	65,479.96

7/1/2015 - 2.25% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours week, and is not a guaranteed wage

GRADE	JOB TITLE	HOURS PER DAY	HOURS PER PERIOD	STEP/ LEVEL	HOURLY RATE	ANNUAL SALARY
DEPARTMENT OF PARKS & RECREATION						
0050	Maintainer II	8	40	1	22.1931	46,161.44
				2	22.9165	47,666.32
				3	23.6504	49,193.04
				4	24.3846	50,719.76
0051	Maintainer I	8	40	1	20.1609	41,934.88
				2	20.8206	43,306.64
				3	21.4908	44,700.76
				4	22.1505	46,073.04
0055	Crew Leader	8	40	1	25.2571	52,534.56
				2	26.0868	54,260.44
				3	26.9273	56,008.68
				4	27.7572	57,735.08
ANIMAL CONTROL						
20	Animal Control Officer	8	40	1	24.1875	50,310.00
				2	24.9849	51,968.80
				3	25.7823	53,627.08
				4	26.5798	55,285.88
21	Asst. Animal Control Officer	8	40	1	20.7888	43,240.60
				2	21.4741	44,665.92
				3	22.1594	46,091.76
				4	22.8448	47,517.08

Appendix B

JOB DESCRIPTIONS

Town of Vernon
Title: Custodian
Department: Public Works

Position Definition:

Performs a variety of custodial and maintenance duties in one of more Town building(s) and grounds(s).

General Definition:

Responsible for the maintenance and upkeep of the physical condition of Town building(s) including sweeping, mopping, and waxing of floors; vacuuming of carpeted areas; and dusting and cleaning of surface areas. Collects and disposes of rubbish, cleans lavatory facilities; replaces lavatory supplies; change light bulbs; maintains inventory of needed tools, supplies and accessories and documents use. May shovel snow or sweep walkways; collects and disposes of litter. May be required to move office furniture. Does related work as required.

Supervised by: Receives primary direction from the Buildings and Grounds Supervisor; however, may be assigned to other supervisors who will make assignments, review completed work and provide instruction as necessary.

Qualifications Profile: Completion of standard grade school course, high school diploma preferred. Thorough knowledge of materials and methods used in building maintenance and cleaning and the use of manual and power cleaning/polishing equipment required. Ability to understand and follow simple oral or written instructions; willingness to perform required duties for an extended period under varying climatic conditions; good physical condition with ability to lift heavy objects; knowledge of occupational hazards and safety precautions; ability to get along with other workers, supervisors and general public; thoroughness and dependability in performing assignments expected.

License or Certificate:

Ability to obtain and maintain a Connecticut Motor Vehicle Operator's license within thirty (30) working days.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

TOWN OF VERNON

Title: Equipment Operator

Department: Public Works

Position Definition:

Operates one or more types of automotive equipment or moderate to heavy motor equipment requiring considerable skill in manipulating equipment and constant attention to safety of operation in order to prevent accidents.

General Duties:

Drives and operates complex, specialized construction or maintenance motor equipment including, but not limited to, sewer rodder, sewer jet flusher, compressor, backhoe, front-end loader, mechanical sweeper, asphalt paver, roller, grader, or other comparable equipment; operates trucks with snow plow and/or sand or chemical applicator attached during snow removal operations; regularly performs preventative maintenance inspection of assigned vehicles; occasionally services and performs repairs on assigned vehicles.

Additional Duties:

May be assigned from time to time to assist mechanics in repairs or to perform unskilled or semi-skilled laboring tasks as assigned. May instruct drivers or a small crew of laborers at job site; assists in loading and unloading materials and equipment transported. May demonstrate use of heavy equipment to trainees. Does related work as required.

Supervised by: Receives primary supervision and direction from Roads Foreman; however, may be assigned to other supervisors who will make assignments, inspect work and provide instruction as needed.

Qualifications Profile:

Completion of standard grade school course, high school diploma preferred Considerable experience in the operation of automotive equipment or moderate to heavy motor equipment. Considerable knowledge of motor vehicle regulations and accident preventions practices; skills in operation of trucks and motor equipment under all types of weather conditions. Ability to read, understand and interpret blueprints and construction grades required. Ability to make minor repairs and adjustments to equipment; mechanical aptitude helpful. Knowledge of occupational hazards and safety precautions. Ability to understand and follow written and oral instructions; willingness to perform required duties for an extended period under varying climatic conditions; good physical condition; ability to get along with other workers, supervisors and general public; thoroughness and dependability in performing assignments expected.

License or Certificate:

Ability to obtain and maintain a Connecticut/CDL Class A Motor Vehicle Operator's license. Maintain with the Town current medical certification record verifying results of physical examination and drug testing.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive or every task or responsibility.

Town of Vernon

Department: Public Works

Job Title: Laborer

Bargaining Unit: Local 1471

General Statement of Duties: Performs general unskilled and semi-skilled manual work which often requires the use of acquired skills including the operation of small equipment.

Supervision Received: Receives primary supervision from Roads Foreman; however, may be assigned to other supervisors who will make assignments, review completed work, and provide instruction as necessary.

Essential Job Functions: Sweeps streets, gutters and sidewalks, picks up dead animals, limbs and debris from the streets and roads, cuts brush and trees. Shovels snow, gravel and dirt, spreads sand on sidewalks, and rakes leaves. Cuts and replaces sod, loams and reseeds lawns, mows lawns with hand power mower. Cleans catch basins following storms, unblocks catch basins and frozen culverts, assists as helper on catch basin cleaning machine, assists Equipment Operator or Truck Driver in use of sewer machine to remove all solid material causing sewer blockages. Prepares surfaces, materials and equipment for painting, applies paint or other protective coating. Works as service man in Town garage, assisting mechanics as assigned. May be assigned to refuse collection from time to time if need arises. Performs custodial duties when necessary. Does related work as required. Regular and punctual attendance.

Other Job Functions: Performs a variety of other heavy manual work in connection with the maintenance, repair and construction of sidewalks and streets. Installs guardrails and snow fences, mixes mortar and supplies bricks to mason, patches streets and roads, constructs and installs street signs, paints pavement markings, makes, stencils and paints road barricades. Assists in installing and replacing culverts, repairs and maintains bridges. Occasionally services and performs minor repairs on vehicles.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls, walk, talk and hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl and stand.

The employee must lift, push and/ or move up to 50 pounds, 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions of vibration. The noise level in the work environment can be loud.

Town of Vernon

Department: Public Works

Job Title: Laborer

Page 2

MINIMUM QUALIFICATIONS

Knowledge, Skills & Abilities: Some knowledge and experience of a variety of unskilled and semi-skilled manual maintenance and construction tasks. Ability to understand and follow simple oral and written instructions, willingness to perform heavy manual work for an extended period under varying climatic conditions, excellent physical condition, knowledge of occupational hazards and safety precautions, ability to get along with other workers, supervisors and general public, thoroughness and dependability in performing assignments expected.

Experience & Training: High school diploma or completion of high school equivalency diploma (GED). Must possess a Connecticut Motor Vehicle Operator's license, CDL preferred.

This job description is not nor is it intended to be, a complete statement of duties, functions and responsibilities which comprise this position and is subject to Town Council approval. Adopted: 7/16/2013

TOWN OF VERNON

Title: Maintainer 1

Department: Public Works

Position Description:

Performs skilled carpentry work in the construction and maintenance of Town buildings; performs a wide variety of maintenance tasks.

General Duties:

Constructs and repairs wooden structures for the Department of Public Works; performs other general building maintenance and repair work as assigned including but not limited to installation of sheet rock and tiling or constructing cabinets; performs small electrical and minor plumbing repairs; picks up stock and materials; makes estimates of materials required for jobs; inspects Town buildings for damage from weather and deterioration; oversees the rigging of scaffolds with a view toward observing safety precautions; plants a variety of materials and surfaces in both interior and exterior areas and equipment; performs minor caulking and roofing tasks. May work in snow removal operations. May instruct one or more laborers. Does related work as required.

Supervised by:

Receives primary direction from Building and Grounds Supervisor; however, may be assigned to other supervisors who will make assignments, review completed work and provide instructions as necessary.

Qualifications Profile:

Completion of standard grade school course, high school diploma preferred. Thorough working knowledge of rough and skilled carpentry and standard building maintenance practices, materials and tools. Must provide own set of hand tools to perform routine tasks. Some knowledge of a variety of skilled and semi-skilled maintenance tasks including the basic practices and procedures of painting, electricity and plumbing; thorough knowledge of occupational hazards and safety precautions; ability to rig and work scaffolds. Ability to understand and follow oral and written instructions; ability to read, understand and interpret blueprints; willingness to perform required tasks for an extended period under varying climatic conditions; excellent physical condition; ability to get along with other workers, supervisors and general public; thoroughness and dependability in performing assignments expected.

License or Certificate:

Ability to obtain and maintain a Connecticut Motor Vehicle Class II Operator's license within thirty (30) working days.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

TOWN OF VERNON

Title: Mason

Department: Public Works

Position Definition:

Performs skilled work as mason in the construction, maintenance and repair of catch basins, manholes, storm and sanitary sewers, retaining walls, sidewalks, concrete floors and other masonry structures.

General Duties:

Rebuilds, constructs, repairs and adjusts catch basins, manholes, storm and sanitary sewers, sidewalks, concrete floors, retaining walls and other masonry structures. Sets concrete forms. May be required to instruct laborers. May be required to work on snow removal. Does related work as required. May be assigned from time to time to perform unskilled or semi-skilled laboring tasks as assigned.

Supervised by:

Receives primary supervision from Roads Foreman; however, may be assigned to other supervisors who will make assignments, review completed work, and provide instruction as necessary.

Qualifications Profile:

Completion of standard grade school course, high school diploma preferred. Ability to read, understand and interpret blueprints and construction grades required. Thorough knowledge of rough and skilled masonry. Must provide own set of masonry tools to perform routine tasks. Some knowledge and experience of a variety of unskilled and semi-skilled manual maintenance and construction tasks. Ability to understand and follow simple oral or written instructions; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition; knowledge of occupational hazards and safety precautions; ability to get along with other workers, supervisors and general-public; thoroughness and dependability in performing assignments expected.

License or Certificate:

Ability to obtain and maintain Connecticut/CDL Class B Motor Vehicle Operator's license within thirty (30) working days. Maintain with the Town current medical certification card verifying results of physical examination and drug testing.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Town of Vernon

Department: Public Works

Job Title: Mechanic

Bargaining Unit: Local 1471

General Statement of Duties: Duties involve the carrying out of standardized work assignments in the maintenance and repair of motor driven and mechanical equipment following prescribed standard automotive testing and repair practice and involving the application of various established department rules and procedures. Does related work as required.

Supervision Received: Works under the supervision of the Vehicle & Equipment Maintenance Supervisor who issues instructions regarding work assignments and who reviews completed work for conformance to instructions. May be assigned to other supervisors who will make assignments, review work, and provide instruction as needed.

Essential Job Functions: Regular & punctual attendance; diagnoses, repairs and maintains a variety of equipment including, but not limited to heavy trucks, snowplows, hoists, spreaders, scrapers, cranes, sprayers, tractors, automobiles and other machinery; replaces and adjusts brakes; installs special accessories such as fans, heaters, spreaders and other miscellaneous equipment; adjusts valves, ignition timing, wheel alignment, shock absorbers, carburetor settings and generator charging rate; repairs bodies and chassis by straightening and welding fenders, bumpers, axles and framework; builds and performs preventive maintenance and service work such as greasing equipment, tire repairs, washing and polishing vehicles; adds gas, oil; water, antifreeze, completes work order records and paperwork in a timely fashion; performs DOT annual inspections of trucks and equipment to DOT 49 CFR and maintains necessary records; assists in maintenance and upkeep of garage, stockroom and premises; assists drivers in daily inspections; cleans equipment as needed.

Other Job Functions: Repairs tool boxes, seats, stocks body parts and side and tail gates; does necessary painting by hand or with spraying equipment; requisitions parts as required; performs snow plowing and sanding operations as needed; other duties as assigned; may handle hazardous waste or CT regulated waste requirements of 40 CFR 265.16. Other duties as required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms, climb, balance, stoop, stand, walk; using hands to finger, grasp, handle, talk or hear. The employee is frequently required to kneel, crouch, and crawl and work in close quarters.

The employee is frequently required to lift, push, pull or move weights at least 50 pounds and occasionally 100 pounds with assistance. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Town of Vernon

Department: Public Works

Job Title: Mechanic

Page 2

Work Environment: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is moderately noisy.

MINIMUM QUALIFICATIONS

Knowledge, Skills & Abilities: Knowledge of the mechanisms of automotive and other mechanical equipment; thorough knowledge of powered and hand tools used in a Fleet Department; knowledge of standard methods of making repairs and adjustments to automotive and similar types of mechanical equipment including fabrication, welding, spot painting repairs and restoration; ability to use and care for the tools of the trade, bench and testing equipment; knowledge of simple record keeping; ability to follow oral and written instructions; ability to read and write English effectively; ability to make routine decisions as to choice of standard methods of repair or adjustment to be utilized; ability to work independently; ability to complete mathematical calculations; strong technical and diagnostic skills; working knowledge of computers; ability to learn fleet maintenance software.

Personal Attributes: Ability to work under unpleasant working conditions; dependability; ingenuity; willingness to assist co-workers; willingness to accept further education as needed.

Experience & Training: Graduation from high school or trade school with specialization in automotive mechanics and four (4) years employment as a technical automotive mechanic including medium/heavy-duty truck servicing. Must possess Commercial Driver's License (CDL), Class A with Passenger Vehicle Endorsement, Tanker and HazMat Endorsement preferred; ASE certified Technician, or able to obtain same within one (1) year of employment. Must maintain with the Town current medical certification card verifying results of physical exam and drug testing.

This job description is not nor is it intended to be, a complete statement of duties, functions and responsibilities which comprise this position. Adopted: 11/20/2012

TOWN OF VERNON

Title: Recycling Operator

Department: Public Works

Position Definition:

Operates one or more types of collection vehicle utilized in the Town recycling program.

General Duties:

Drives and operates a vehicle in connection with the curbside collection and transportation of recyclable items in the Town recycling program to disposition sites. Collects recyclable items from special containers and separates into various compartments on vehicle. Regularly performs preventative maintenance of assigned vehicles; occasionally services and performs minor repairs on assigned vehicles. Does related work as required.

Additional Duties:

May be assigned from time to time to perform unskilled or semi-skilled laboring tasks as assigned; may operate refuse packer, front-end loader, backhoe, sweeper, flusher, catch basin cleaner, paving box and comparable equipment on a part-time, trainee basis. Does related work as required.

Supervised by:

Receives primary supervision and direction from Refuse Foreman; however, may be assigned to other supervisors who will make assignments, inspect work and provide instruction as needed.

Qualification Profile:

Completion of standard grade school course, high school diploma preferred. Some experience in the operation of automotive equipment or moderate to heavy motor equipment. Knowledge of motor vehicle regulations and accident prevention practices; skill in the operation of trucks and motor equipment under all types of weather conditions. Ability to make minor repairs and adjustments to equipment; mechanical aptitude helpful. Knowledge of occupational hazards and safety precautions. Ability to understand and follow written and oral instructions; willingness to perform required duties for an extended period under varying climatic conditions; good physical conditions; ability to get along with other workers, supervisors and general public; thoroughness and dependability in performing assignments expected.

License or Certificate:

Ability to maintain a Connecticut/CDL Class B Motor Vehicle Operator's license. Maintain with the Town current medical certification card verifying results of physical examination and drug testing.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Town of Vernon

Department: Public Works

Job Title: Automated Side Loading (ASL) Operator

Bargaining Unit: 1471

General Statement of Duties: Duties involve the operation of one or more types of automated collection vehicles utilized in the Town Refuse and Recycling programs on a designated route.

Supervision Received: Receives primary supervision and direction from the Refuse and Recycling Supervisor or designee.

Essential Job Functions: Drives and operates an automated side loading vehicle in connection with the curbside collection and transportation of municipal solid waste and or recyclables in a safe and responsible manner; collects refuse and recycling from special containers, depositing it into collection vehicles and delivers to disposal sites; responsible for daily preparation and cleaning of vehicle, including before and after safety inspections; regularly performs preventative maintenance of assigned vehicles; occasionally services and performs minor repairs on assigned vehicles; responsible for assessing daily operation and performance, and reports all malfunctions to the supervisor; regular and punctual attendance.

Additional Job Functions: May be assigned from time to time to perform unskilled or semi-skilled laboring tasks as assigned; may operate a refuse packer, recycling truck, front load container truck, front end loader, or other comparable equipment; ability to facilitate all aspects of daily waste pickup including, but not limited to, manual loading of barrels and bags; may be assigned to snow removal; does related work as required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with the hands and arms, stop, stand, walk, talk or hear. The employee is frequently required to sit, climb, balance, and kneel. The employee is occasionally required to crawl.

The employee must regularly lift and/or move 50 pounds or 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is frequently exposed to

Town of Vernon

Department: Public Works

Job Title: Automated Side Loading (ASL) Operator

Page 2

fumes or airborne particles, and occasionally to toxic or caustic chemicals. The noise level in the work environment is usually loud.

Minimum Qualifications:

Knowledge, Skills and Abilities: Knowledge of occupational hazards and safety precautions; knowledge of motor vehicle regulations and accident prevention practices; ability to understand oral and written instructions; ability to operate equipment requiring hand/eye coordination, and mechanical aptitude under all types of weather conditions; ability to make minor repairs and/or adjustments to equipment; Ability to work well with other workers, supervisors and general public and ability to work independently; thoroughness and dependability in performing assignments expected.

Personal Attributes: Willingness to perform required duties for an extended period under varying climatic conditions; willingness to assist co-workers.

Experience and Training: High school diploma or completion of high school equivalency diploma (GED). Experience in the operation of moderate to heavy motor equipment. Must possess and maintain a Commercial Driver's License (CDL), Class B; maintain with the Town current medical certification card verifying results of physical examination and drug testing.

This job description is not intended to be a complete statement of all duties, functions and responsibilities which comprise this position. EOE/AA/M/F Adopted: 3/2/2013

TOWN OF VERNON

Title: Refuse Truck Driver

Department: Public Works

Position Definition:

Operates one or more types of automotive equipment or moderate to heavy motor equipment.

General Duties:

Drives and operates a refuse packer in connection with the collection and transportation of refuse from the Town to disposition sites. Regularly performs preventative maintenance of assigned vehicles; occasionally services and performs minor repairs on assigned vehicles. Assists Refuse Laborer with routine cleaning and waxing of assigned vehicle. May also perform work of Truck Driver from time to time as needed (drives and operates a motor truck in connection with the transportation of sand, stone, gravel, bituminous asphalt, debris, materials or supplies; operates a light truck in carrying tools, equipment and supplies to and from a repair job site, assists in loading and unloading materials and equipment transported); Operates truck with snow plow and/or sand or chemical applicator attached during snow removal operations from time to time.

Additional Duties:

May be assigned from time to time to perform unskilled or semi-skilled laboring tasks as assigned; may operate front-end loader, backhoe, sweeper, flusher, catch basin cleaner, paving box and comparable equipment on a part-time, trainee basis. Does related work as required.

Supervised by:

Receives primary supervision and direction from Refuse Foreman; however, may be assigned to other supervisors who will make assignments, inspect work and provide instruction as needed.

Qualifications Profile:

Completion of standard grade school course, high school diploma preferred. Consider experience in the operation of automotive equipment or moderate to heavy motor equipment. Knowledge of motor vehicle regulations and accident prevention practices; skill in the operation of trucks and motor equipment under all types of weather conditions. Ability to make minor repairs and adjustments to equipment; mechanical aptitude helpful. Knowledge of occupational hazards and safety precautions. Ability to understand and follow written and oral instructions; willingness to perform required duties for an extended period under varying climatic conditions; good physical condition; ability to get along with other workers, supervisors and general public; thoroughness and dependability in performing assignments expected.

License or Certificate:

Connecticut/CDL Class B Motor Vehicle Operator's license and ability to obtain and maintain a CDL Class A license within thirty (30) working days. Maintain with the Town current medical certification card verifying results of physical examination and drug testing.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Town of Vernon

Department: Public Works

Job Title: Refuse Container Truck Driver

Bargaining Unit: Local 1471

General Statement of Duties: In the Department of Public Works, operates one or more types of automotive equipment or light to heavy motor equipment.

Supervision Received: Receives primary supervision and direction from the Refuse/Recycling Supervisor; may be assigned to other supervisors or Foremen.

Essential Job Functions: Drives and operates a refuse packer and front load container vehicle in connection with the collection and transportation of refuse from the Town to disposition sites. Regularly performs preventative maintenance of assigned vehicles; occasionally services and performs minor repairs on assigned vehicles. Assists Refuse Laborer with routine cleaning and washing of assigned vehicle. May also perform work of Equipment Operator or Truck Driver as needed (drives and operates a motor truck in connection with the transportation of sand, stone, gravel, bituminous asphalt, debris, materials or supplies; operates a light truck in carrying tools, equipment and supplies to and from a repair job site; assists in loading and unloading material, and equipment transported). Operates truck with snowplow and/or sand or chemical applicator attached during snow removal operations. Regular and punctual attendance.

Other Job Functions: May be assigned as to perform unskilled or semi-skilled laborer tasks; may operate a front-end loader, backhoe, sweeper, storm sewer flusher, catch basin cleaner, paving box and comparable equipment. Works as assigned at the Transfer Station loading containers, directing and helping residents to unload vehicles, cleaning area of debris, picks up litter and cuts grass and performs other related duties.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms, stoop, stand, walk, talk or hear. The employee is frequently required to sit, climb, balance, kneel. The employee is occasionally required to crawl.

The employee must constantly lift and/or move 50 pounds, or 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is frequently exposed to fumes or airborne particles, and occasionally to toxic or caustic chemicals. The noise level in the work environment is usually loud.

Department: Public Works

Job Title: Refuse Container Truck Driver

Page 2

MINIMUM QUALIFICATIONS

Knowledge, Skills & Abilities: Requires considerable experience in the operation of automotive equipment and medium to heavy motor vehicles and equipment; knowledge of motor vehicle regulations and accident prevention practices; skill in the operation of trucks and motor equipment under all types of weather conditions; ability to make minor repairs and adjustments to equipment; knowledge of occupational hazards and safety precautions; the ability to understand and follow written and oral instructions.

Personal Attributes: Willingness to perform required duties for an extended period under varying climatic conditions; the ability to get along with other workers, supervisors and the general public; thoroughness and dependability in performing assignments.

Experience & Training: High school diploma or equivalent is preferred. Requires a Connecticut Class A Commercial Driver's License (CDL) and the ability to maintain a current medical certification card verifying the results of physical examination and drug testing.

This job description is not nor is it intended to be, a complete statement of duties, functions and responsibilities which comprise this position and is subject to Town Council approval. Adopted: 7/16/2013

TOWN OF VERNON

Title: Refuse Laborer

Department of Public Works

Position Definition: Performs general unskilled and semi-skilled manual work.

General Duties:

Assigned to refuse collection. Requires lifting of heavy objects from curbside into back of refuse packer. Assists Refuse Driver in preventative maintenance and routine cleaning of refuse packer. May be assigned to perform duties of Public Works Laborer from time to time as needed (sweeps streets, gutters, and sidewalks; picks up dead animals, limbs and debris from streets and roads; cuts brush and trees. Shovels snow, gravel and dirt; spreads sand on sidewalks; rakes leaves. Cuts and replaces sod; loams and reseeds lawns; mows lawns with hand power mower. Cleans catch basins following storms; unblocks catch basins and frozen culverts, assists as helper on catch basin cleaning machine; uses sewer machine to remove all solid material causing sewer blockages. Prepares surfaces, materials and equipment for painting; applies paint or other protective coating. Works as a service man in Town garage, assisting mechanics as assigned. Performs custodial duties when necessary. Performs a variety of other heavy manual work in connection with maintenance, repair and construction of sidewalks and streets. Installs guardrails and snow fences; mixes mortar and supplies bricks to mason; patches streets and roads; constructs and installs street signs; paints pavement markings; makes, stencils and paints road barricades. Assists in installing and replacing culverts, repairs and maintains bridges. Does related work as required.

Supervised by:

Receives primary supervision from Refuse Foreman; however, may be assigned to other supervisors who will make assignments, review completed work, and provide- instruction as necessary.

Qualifications Profile:

Some knowledge and experience of a variety of unskilled and semi-skilled manual maintenance and construction tasks. Completion of standard grade school course, high school diploma preferred. Ability to understand and follow simple oral instructions; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition; knowledge of occupational hazards and safety precautions; ability to get along with other workers, supervisors and general public; thoroughness and dependability in performing assignments expected.

License or Certificate:

Ability to obtain and maintain a Connecticut Motor Vehicle Operator's license within thirty (30) working days.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

TOWN OF VERNON

Title: Truck Driver

Department: Public Works

Position Definition:

Operates one or more types of automotive equipment or moderate to heavy motor equipment.

General Duties:

Drives and operates a motor truck in connection with the transportation of sand, stone, gravel, bituminous asphalt, debris, materials or supplies; operates a light truck in carrying tools, equipment and supplies to and from a repair job site; operates truck with snow plow and/or sand or chemical applicator attached during snow removal operations; regularly performs preventative maintenance of assigned vehicles and equipment; occasionally services and performs minor repairs on assigned vehicles. Assists Laborer in cleaning and waxing of vehicles.

Additional Duties:

May be assigned from time to time as a Refuse Drive or to perform unskilled or semi-skilled laboring tasks as assigned; assists in loading and unloading materials and equipment transported; may operate front-end loader, backhoe, sweeper, flusher, catch basin cleaner, paving box and comparable equipment on a part-time trainee basis. Does related work as required.

Supervised by:

Receives primary supervision and direction from Roads Foreman; however, may be assigned to other supervisors who will make assignments, inspect work and provide instruction as needed.

Qualifications Profile:

Completion of standard grade school course, high school diploma preferred. Considerable experience in the operation of automotive equipment or moderate to heavy motor equipment. Knowledge of motor vehicle regulations and accident prevention practices; skill in the operation of trucks and motor equipment under all types of weather conditions. Ability to make minor repairs and adjustments to equipment; mechanical aptitude helpful. Knowledge of occupational hazards and safety precautions. Ability to understand and follow written and oral instructions; willingness to perform required duties for an extended period under varying climatic conditions; good physical condition; ability to get along with other workers, supervisors and general public; thoroughness and dependability in performing assignments expected.

License or Certificate:

Connecticut/CDL Class B Motor Vehicle Operator's license and ability to obtain and maintain a CDL Class A license within thirty (30) working days. Maintain with the Town current medical certification card verifying results of physical examination and drug testing.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

TOWN OF VERNON

Title: Laborer

Department: Water Pollution Control

Position Definition:

Performs general unskilled or semi-skilled manual work which often involves the use of acquired skills in the operation, repair, and maintenance of the Waste Treatment Facility.

General Duties:

Performs minor maintenance of buildings, grounds and equipment; cleaning of equipment and lubrication of machinery; spreads sand, gravel and dirt, does painting and minor maintenance work on buildings; digs and refills trenches and ditches; cleans storm drains, ditches and culverts; cuts grass and brush; trims trees and shrubs; rakes grass, leaves and trash; cares for lawns and ornamental planting; removes snow and ice from driveways, sidewalks and equipment; collects and disposes of rubbish; washes and cleans vehicles, tools and equipment; does related work as required.

Supervised by:

Receives general direction from the Assistant Director of Water Pollution Control Department or the Plant Foreman.

Qualifications Profile:

Some knowledge and experience of a variety of unskilled and semi-skilled manual maintenance tasks relating to the operation and maintenance of a waste treatment facility. Completion of standard grade school course, high school diploma preferred. Ability to understand and follow simple oral instructions; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition; knowledge of occupational hazards and safety precautions; ability to get along with other workers, supervisors and general public; thoroughness and dependability in performing assignments expected.

License or Certificate:

Ability to obtain and maintain a Connecticut Motor Vehicle Operator's license within thirty (30) working days.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive or every task responsibility.

Town of Vernon

Department: WPCA

Job Title: WPCA Mechanic

Bargaining Unit: Local 1471

General Statement of Duties: Basic functions involve all preventative and corrective maintenance of plant and collection system equipment which implies competence in the operation, repair and maintenance of a wastewater treatment plant.

Supervision Received: Work is performed under the general supervision of the Assistant Director or Plant Foreman.

Supervision Exercised: None

Essential Job Functions: Regular and punctual attendance; plans, schedules, and performs maintenance to a wide variety of pollution control mechanical and electrical equipment, plus buildings, structures and grounds; inspects plant and pump stations frequently to ensure proper that maintenance procedures are followed; lubricates equipment and checks for malfunctions; replaces packing and/or mechanical seals in pumps and valves; replaces bearings in motors, pumps or other equipment; adjusts bar screens, comminutors, weir plates, skimming devices and other common plant equipment; cleans out pipes and performs other plumbing and pipefitting tasks as required; uses welding equipment to heat, cut, braze or weld; performs small electrical and minor plumbing repairs; installs and sets up new equipment; assists in keeping maintenance records; reports all mechanical and maintenance irregularities to immediate supervisor; performs general maintenance and repair tasks as required. Other duties as required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms, climb, balance, stoop, stand, walk; using hands to finger, grasp, handle, talk or hear. The employee is frequently required to kneel, crouch, and crawl and work in close quarters.

The employee is frequently required to lift, push, pull or move weights at least 50 pounds and occasionally 100 pounds with assistance. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Work Environment: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals and vibration. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is moderately noisy to loud.

MINIMUM QUALIFICATIONS

Knowledge, Skills & Abilities: Ability to apply principals of logical thinking to define problems, collect data, establish facts and draw valid conclusions. Considerable ability in plumbing, electrical and motorized equipment and hydraulic repair. Ability to interpret shop drawings and/or plans. Ability to

Town of Vernon

Department: WPCA

Job Title: Mechanic

Page 2

understand and follow simple oral instructions; ability to work under unpleasant working conditions; knowledge of occupational hazards and safety precautions; ability to establish and maintain effective relationships with associates, contractors and the public; thoroughness and dependability in performing assignments.

Experience & Training: Graduation from high school, high school equivalency diploma (GED) or trade school graduate, or equivalent combination of education and training. College level courses highly desirable.

License or Certificate: Must have a Connecticut Commercial Drivers License (CDL) Class B or the ability to obtain and maintain same within ninety (90) working days. Must maintain with the Town, a current medical certification card verifying results of physical examination and drug testing.

This job description is not nor is it intended to be, a complete statement of duties, functions and responsibilities which comprise this position. Adopted: 1/15/2012

Town of Vernon

WASTEWATER COLLECTION SYSTEM TECHNICIAN

CLASS CODE: 7212

Effective Date:

BARGAINING UNIT: PW,P&R, WPC

September 22,2003

SALARY GROUP: PWL 32

SUMMARY: Performs general skilled technical and manual work in the Water Pollution Control Department consistent with acceptable wastewater collection practices in the operation, repair and maintenance of sanitary sewers and related equipment such as pump stations and force mains.

SUPERVISION RECEIVED: Receives primary supervision and direction from the Collection System Foreman, however may be assigned to other supervisors who will make assignments, inspect work and provide instructions as needed.

EXAMPLES OF DUTIES: Operates sanitary sewer cleaning equipment such as trucks, rodding machines, vacuum trucks, high pressure flushing equipment and video inspection equipment, maintains and inspects sewer manholes, observes variations in operating conditions within the sewer lines, and identifies unusual flow characteristics and obstructions; operates valves and gates either manually or by remote control; starts and stops pumps, engines and emergency generators related to the operation of pumping stations; extracts samples, reads and verifies discharge metering devices and performs routine maintenance functions and custodial duties; researches Call-Before-You-Dig (CBYD) requests for sanitary sewer locations, provides mark-out at construction sites and maintains CBYD files; works in confined spaces and elevated platforms; Responds to emergencies or alarm conditions related to pump stations and any reported blockages or backups within the sanitary sewer system; must be available for emergency call-in at any time; performs other duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: General knowledge of waste treatment plant and collection functions; knowledge of mechanical principles; knowledge of occupational hazards and safety precautions; the ability to understand and follow oral and written oral instructions, the ability to communicate verbally and in writing; the ability to read and interpret maps and sewer system drawings; the ability to work effectively with supervisors, staff and general public; the ability to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition; the ability and willingness to learn new skills and increase capabilities as may be required by local, state or federal regulatory agencies; the ability to be thorough and dependable in performing assignments.

EXPERIENCE AND TRAINING:

Requires a high school diploma or certificate from an accredited vocational school, and two years of experience in wastewater collection or processing, or an associate degree in a related field, or an equivalent combination of experience and training.

LICENCE OR CERTIFICATE:

Must possess (or obtain within 30 working days) a Connecticut CDL Class B Motor Vehicle Operator's license and maintain with the Town, a current medical certification card verifying results of physical examination and drug testing; must successfully complete the California State University at Sacramento Wastewater Collection System Courses, Volume I and Volume II, or the equivalent; must obtain a Grade II Collection System Operators Certificate from the New England Water Environment Association within twenty-four months of employment with the Town, and keep this certificate valid.

TOWN OF VERNON

Title: Class I WPC Operator in Training

Department: Water Pollution Control

CLASS CODE: TBA

BARGAINING UNIT: PW, WPC, P&R Line

SALARY GROUP: Hourly

Effective Date: December 1, 2009

SUMMARY: Performs general unskilled or semi-skilled manual work consistent with acceptable wastewater treatment plant practices, which often involves the use of acquired skills in the operation, repair, and maintenance of the Water Pollution Control ("WPC") Facility. This is a technical and scientific position that requires continuing education during employment in the field.

SUPERVISION RECEIVED: Receives general direction from the Assistant Director of WPC and/or Plant Foreman.

SUPERVISION EXERCISED: None

EXAMPLES OF DUTIES: Operates wastewater treatment, sludge processing and disposal equipment to control flow and processing of wastewater, sludge and effluent. Monitors gauges, meters and control panels. Observes variations in operating conditions, recognizes process upsets and identifies critical conditions in unit process. Interprets meter and gauge reading and test results to determine processing requirements. Operates valves and gates either manually or by remote control: starts and stops pumps, engines and generators to control the adjust flow and treatment processes. Performs mixing of any chemicals as required for the treatment process. Maintain shift log, records meter and gauge readings. Extracts samples and performs routine maintenance functions and custodial duties. Operates and maintains power generating equipment and thermal sludge processing equipment, and other items necessary for proper unit process function. Performs all duties relating to the maintenance of pump stations, and all other assigned tasks, as required. Some duties may be performed with general guidance from assigned Class II WPC Operator(s).

MINIMUM QUALIFICATIONS REQUIRED:

KNOWLEDGE, SKILL AND ABILITY: Must be able to speak, read and write the English language to the extent deemed necessary to perform the duties of the position. Individuals hired must achieve a certification as Class I WPC Operator within one (1) year of hire; participate in continuing education; study journals in the field of wastewater treatment; become members of the Connecticut Water Pollution Abatement Association; and are expected to achieve a certification as Class II WPC Operator within three (3) years of hire, Class III WPC Operator within four (4) years of hire, and Class IV WPC Operator during the tenure at the WPC Facility, as specified by the Connecticut Wastewater Operator Certification Guidelines.

TOWN OF VERNON

Title: Class I WPC Operator in Training

Department: Water Pollution Control

EXPERIENCE AND TRAINING:

Must have Class I WPC Operator in Training Certificate from the Connecticut State Department of Environmental Protection ("DEP"). At minimum, requires a high school or GED, and 9 Continuing Education Units ("CEU's") – Sacramento Vol 1, and successful passage of Connecticut Class I WPC Operator Examination. Preferably, has Associate in Science Degree in Microbiology, Science or a related field and two (2) years of responsible work experience, or an equivalent combination. A related Bachelor of Science Degree may be substituted for an Associate Degree and two years of experience, under the preferred experience and training requirement.

PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS:

Must be mobile, able to push, pull and lift objects of more than 50 lbs and stand for prolonged periods. Must work in confined spaces such as manholes, pumps, stations, and pump pits. May be exposed to blood, body tissues, fluids, sewage, grease, oil, and odors, high humidity, water, all indoor and outdoor seasonal temperatures, loud noises, electrical hazards, and other poisonous substances such as chlorine.

LICENSE AND CERTIFICATION: Must obtain, within one (1) year of hire, and maintain a Connecticut Commercial Driver's License (CDL) Class B. Must also maintain a current medical certification card verifying the results of physical examination and drug testing. Within one (1) year of hire, must achieve a certification as Class I WPC Operator, and is expected to achieve a certification as Class II WPC Operator within three (3) years of hire, Class III WPC Operator within four (4) years of hire, and Class IV WPC Operator during the tenure at the WPC Facility. Under extenuating circumstances, Director of WPC may grant an extension of up to one (1) year for the completion of each of the WPC Operator certifications.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility.

Historical Record:

This job description is based on the one in effect and in the labor contract on July 1, 2005. It has been updated to this format, including current duties and minimum qualification requirements.

TOWN OF VERNON

Title: Operator I

Department: Water Pollution Control

Position Definition:

Performs general unskilled or semi-skilled manual work consistent with acceptable wastewater treatment plant practices with often involves the use of acquired skills in the operation, repair, and maintenance of the Waste Treatment Facility.

General Duties:

Working together with Operator II, operates wastewater treatment, sludge processing and disposal equipment to control flow and processing of wastewater, sludge and effluent. Monitors gauges, meters and control panels. Observes variations in operating conditions, recognizes process upsets and identifies critical conditions in unit process. Interprets meter and gauge readings and test results to determine processing requirements. Operates valves and gates either manually or by remote control; starts and stops pumps, engines and generators to control and adjust flow and treatment processes. Performs mixing of any chemicals as required for the treatment process. Maintains shift log, records meter and gauge readings. Extracts samples and performs routine maintenance functions and custodial duties. Operates and maintains power generating equipment and incinerators and other items necessary for proper unit process function. Performs all duties relating to the maintenance of pump stations.

Supervised by:

Receives general direction from Assistant Director of Water Pollution Control Department or Plant Foreman.

Qualifications Profile:

Completion of standard high school course, diploma or equivalency required. Considerable knowledge and experience in the operation and maintenance of a waste treatment plant. Ability to obtain necessary certification as required by the state Department of Environmental Protection. Training position for future Operator II position, Ability to understand and follow simple oral instructions; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition; knowledge of occupational hazards and safety precautions; ability to get along with other workers, supervisors and general public; willingness to learn new skills and to increase capabilities; thoroughness and dependability in performing assignments expected.

License or Certificate:

Ability to obtain and maintain a Connecticut/CDL Class B Motor Vehicle Operator's license within thirty (30) working days. Maintain with the Town current medical certification card verifying results of physical examination and drug testing.

NOTE: The above description is illustrative of tasks and responsibilities it is not meant to be all-inclusive of every task or responsibility.

TOWN OF VERNON

Title: Operator II

Department: Water Pollution Control

Position Definition:

Performs general semi-skilled manual work consistent with acceptable wastewater treatment plant practices which often involves the use of acquired skills in the operation, repair, and maintenance of the Wastewater Treatment Facility.

General Duties:

Operates wastewater treatment, sludge processing and disposal equipment to control flow and processing of wastewater, sludge and effluent. Monitors gauges, meters and control panels. Observes variations in operating conditions, recognizes process upsets and identifies critical conditions in unit process. Interprets meter and gauge readings and test results to determine processing requirements. Operates valves and gates either manually or by remote control; starts and stops pumps, engines and generators to control and adjust flow and treatment processes. Performs mixing of any chemicals as required for the treatment process. Maintains shift log, records meter and gauge readings. Extracts sample and performs routine maintenance functions and custodial duties. Operates and maintains power generating equipment and incinerators and other items necessary for proper unit process function. Performs all duties relating to the maintenance of pump stations.

Supervised by:

Receives general direction from Assistant Director of Water Pollution Control Department or the Plant Foreman.

Qualifications Profile:

Completion of standard high school course, diploma or equivalency required. Considerable knowledge and experience in the operation and maintenance of a waste treatment plant. Ability to obtain Class II certification within twelve (12) months as required by the State Department of Environmental Protection. Ability to understand and follow simple oral instructions; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition; knowledge of occupational hazards and safety precautions; ability to get along with other workers, supervisors and general public; willingness to learn new skills and increase capabilities; thoroughness and dependability in performing assignments expected.

License or Certificate:

Ability to obtain and maintain a Connecticut /CDL Class B Motor Vehicle Operator's license within thirty (30) working days. Maintain with the Town current medical certification card verifying results of physical examination and drug testing.

NOTE: The above description is illustrative of tasks and responsibilities it is not meant to be all-inclusive of every task or responsibility.

Town of Vernon

Department: Parks & Recreation

Job Title: Park Maintainer I

Bargaining Unit: Local 1471

General Statement of Duties:

Performs skilled and semi-skilled work in the construction, installation, repair and maintenance of parks, grounds, pools, and recreational areas or facilities; and operates and maintains maintenance equipment.

Essential Job Functions:

Receives oral or written instructions from Park Maintenance Supervisor, who reviews work in progress. Carries out work according to standard procedures and regulations. Participates in the preparation of vehicles and equipment, loading of materials, and positioning of equipment as needed. Utilizes hand tools and power equipment to complete assigned tasks. Performs manual work in the removal of trees, leaves, brush or refuse and in the installation or replacement of benches, fences, posts, rails, signs or park and recreational equipment. Uses hand tools to plant and care for trees, shrubs, and flowers. Operates truck, back hoe, tractors, mowing machinery, and other equipment to maintain fields and recreational areas. Grades, fertilizes, seeds, and lines athletic fields. Cleans and maintains vehicles and equipment, including servicing with fuel, lubricants, and accessories. Observes performance of equipment during operation and reports malfunction to supervisor. Assists in the opening, maintenance, repair, and closing of Town pools. Reports tasks accomplished verbally to supervisor. Regular and punctual attendance.

Other Job Functions:

Performs lead work during summer months. Performs semi-skilled tasks in the repair and maintenance of recreational facilities and equipment, including rough carpentry, painting, and minor plumbing repairs. Operates spraying equipment under supervision. Participates in snow removal operations as needed.

Supervision Received:

Receives general supervision from Park Maintenance Supervisor.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls and to reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must frequently bend and lift. The employee must be able to frequently lift and/or move 50 pounds and occasionally up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

Town of Vernon

Job Title: Park Maintainer I

Page 2

The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

MINIMUM QUALIFICATIONS

Knowledge, Skills & Abilities:

Ability to install, maintain and repair park and recreation facilities. Ability to operate equipment utilized in maintenance operations. Knowledge of motor vehicles regulations, accident prevention practices, occupational hazards, and safety precautions. Ability to recognize the need for vehicle repairs and maintenance and to make minor repairs and adjustments to equipment. Ability to understand and to follow written, diagrammatic and oral instructions. Ability to work well with other workers, supervisors and general public and ability to work independently; thoroughness and dependability in performing assignments expected.

Experience & Training:

Completion of standard grade school course, high school diploma preferred, with two (2) years of park maintenance experience or any other similar experience. Ability to maintain a valid driver's license.

This job description is not intended to be a complete statement of all duties, functions and responsibilities which comprise this position. EOE/AA/M/F Adopted: 11/20/2012

Town of Vernon

Department: Parks & Recreation

Job Title: Park Maintainer II Bargaining

Unit: Local 1471

General Statement of Duties: Works independently in the construction, installation, repair, and maintenance of parks, grounds, pools, and recreational areas or facilities; and operates and maintains maintenance equipment.

Supervision Received: Receives general supervision from Park Maintenance Supervisor.

Essential Job Functions: Receives oral instructions from Park Maintenance Supervisor. Carries out work according to standard procedures. Participates in the preparation of vehicles and equipment, loading of materials, and positioning of equipment as needed. Utilizes both hand tools and power equipment to complete assigned tasks. Performs manual work in the removal of trees, leaves, brush or refuse and in the installation or replacement of benches, fences, posts, rails, sign, or park and recreational equipment. Uses hand tools to plant and care for trees, shrubs, and flowers. Operates truck, backhoe, tractors, mowing machinery, and other equipment to maintain fields and recreational areas. Grades, fertilizes, seeds, and lines athletic fields. Cleans and maintains vehicles and equipment, including servicing with fuel, lubricants, and accessories. Observes performance of equipment during operation and reports malfunction to supervisor. Assists in the opening, maintenance, repair, and closing of Town pools. Repairs and maintains irrigation equipment. Follows standard safety procedures and regulations. Reports tasks accomplished verbally to supervisor. Regular and punctual attendance.

Other Job Functions: Performs lead work during summer months. Performs semi-skilled tasks in the repair and maintenance of recreational facilities and equipment, including rough carpentry, painting, and minor plumbing repairs. Operates spraying equipment. Participates in snow removal operations as needed. Performs other similar and related duties as required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls and to reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must frequently bend and lift. The employee must be able to frequently lift and/or move 50 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

MINIMUM QUALIFICATIONS

Knowledge, Skills & Abilities: Completion of standard grade school course, high school diploma preferred, with three (3) years of park maintenance experience. Ability to install, maintain and repair park and recreation facilities. Ability to operate equipment utilized in maintenance operations. Knowledge of motor vehicle regulations, accident prevention practices, occupational hazards, and safety precautions.

Town of Vernon

Job Title: Park Maintainer II

Page 2

Ability to recognize the need for vehicle repairs and maintenance and to make minor repairs and adjustments to equipment. Ability to read, understand and follow written, diagrammatic and oral instructions. Willingness to perform required duties for all extended periods under varying climatic conditions; good physical condition. Ability to get along with other workers, supervisors and general public; thoroughness and dependability in performing assignments expected.

Experience & Training: Possession and maintenance of valid driver's license. Must obtain and maintain a Connecticut CDL Class B Motor Vehicle License, Pool Operator Certification and Playground Inspection Certification within two (2) years of employment. Must maintain with the Town current medical certification card verifying results of physical examination and drug testing.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

This job description is not intended to be a complete statement of all duties, functions and responsibilities which comprise this position. EOE/AA/M/F. Adopted: 8/21/2012

TOWN OF VERNON

CREW LEADER

CLASS CODE: 5239

Effective Date:

BARGAINING UNIT: PW, P&R, WPC LINE

SALARY GROUP: Graduated to Truck Driver Rate

January 1, 2005

SUMMARY: works independently in the construction, installation, repair and maintenance of parks, grounds, pools, and recreational areas or facilities; and operates and maintains equipment.

SUPERVISION RECEIVED: Receives general supervision from the Park Maintenance Supervisor.

SUPERVISION EXERCISED: This is a working lead position. Trains workers in job tasks and in use of equipment, material, and safety procedures. Reviews work and assigns workers and equipment as needed.

EXAMPLES OF DUTIES: Performs lead work with others and may work independently. Works according to standard procedures and regulations including safety procedures. Participates in the maintenance of vehicles and equipment, loading of materials, and positioning of equipment. Utilizes both hand tools and power equipment. Performs manual work in the removal of trees, leaves, brush, refuse, and in the installation or replacement of benches, fences, posts, rails, signs or park and recreational equipment. Plants and cares for trees, shrubs, and flowers, Operates truck, backhoe, tractors, mowing machinery, and other equipment to maintain fields and recreational areas. Grades, fertilizes, seeds, and lines athletic fields. Cleans and maintains vehicles and equipment. Observes performance of equipment. Report tasks accomplished and problems that need to be addressed to supervisor. Assists in the opening, maintenance, repair and closing of Town pools. Performs other duties as assigned.

OCCASIONAL DUTIES: Performs semi-skilled and skilled tasks in the repair and maintenance of recreational facilities and equipment, including rough and finished carpentry, painting, maintenance related welding, fabricating and minor plumbing repairs. Maintains records, inventories, and purchases as assigned. Operates spraying equipment. Participates in snow removal operations as needed.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND BEAUTY:

Knowledge of motor vehicle regulations, accident prevention practices, occupational hazards, and safety precautions. Skill in the operation of equipment utilized in maintenance operations. Ability to install, maintain and repair park and recreation facilities. Ability to learn the operations of all Park and Recreation programs. Ability to recognize the need for repairs and maintenance and to make minor repairs and adjustments to equipment. Ability to understand and to follow written, diagrammatic and oral instructions. Willingness to perform required duties for an extended period under varying climatic conditions; good physical condition. Ability to get along with other workers, supervisors and the general public; the ability to be dependable and thorough in performing assignments.

EXPERIENCE AND TRAINING:

Requires a high school diploma and with five (5) years of park maintenance experience, or an equivalent combination.

LICENSE OR CERTIFICATE: Requires a current Connecticut Motor Vehicle Operator's license. Must maintain a current medical certification card verifying the results of physical examination and drug testing.

CREW LEADER
Page 2 January 1, 2005

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Historical Record:

This job description was established, effective on January 1, 2005, based on Park Maintainer, with .66 per hour increments for four years to bring this wage up to the amount of Truck Driver, (salary grade PW Line 0010). CREWLEADER/Job Description file 8/29/05

Town of Vernon

PART TIME LABORER

<u>CLASS CODE:</u>	4651	Effective Date:
<u>BARGAINING UNIT:</u>	Public Works Line	
<u>SALARY GROUP:</u>	Hourly	July 1, 2005

SUMMARY: Works at the Transfer Station or at the Public Works Vehicle Garage to receive brush, bulky items, wood, metals, old appliances, tires, and other items brought in to be recycled; Assists mechanics, maintains parts inventory, inputs data entry, and recycles Freon.

SUPERVISION RECEIVED: Receives general supervision and oral or written instruction from the Public Works Supervisors and Foremen or other assigned personnel.

GENERAL DUTIES: Opens the Transfer Station and prepares it for operations; Answers questions from the residents; Prepares and maintain logs and files as needed; Provides technical or regulatory information to residents and assists them; Receives questions and complaints from residents; Complies and coordinates data for action by supervisor; Writes reports and correspondence as needed; Performs other duties as assigned. Monitors and tracks residents entering the facility and direct to proper disposal stations; Assists residents with unloading items when necessary; Separates bulky materials; Safely removes valves from propane containers; Operates electric and gas powered equipment; picks up and buries dead animals; Will crush oil filters, Put away parts, Drive town vehicles for pickup of parts, employees, and other vehicles. Responsible for the operation and maintenance of the physical condition of Town property which includes but is not limited to, sweeping; preparing surfaces, material and equipment for painting; applying paint or other protective coating. Requires lifting of heavy objects; trimming brush, mowing grass; shoveling snow, mulch, gravel, dirt and raking leaves. May be required to handle cash for Transfer Station Permits. May be assigned to other Public Works duties. These examples are illustrative of the tasks and responsibilities required for this position and are not meant to be inclusive.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of recycling rules and regulations and the ability to convey information to residents; Knowledge of occupational hazards and safety precautions; Thoroughness and dependability in performing assignments; Ability to perform basic arithmetic computations; Ability to organize and maintain records of materials for recycling and shipping; Ability to deal effectively and in a diplomatic manner with Town employees, supervisors and residents; Willingness to perform heavy manual work for an extended period of time in all types of weather, including heat, cold, rain and snow. Knowledge and experience with personal computers, organizing in numerical sequence and general automotive knowledge.

EXPERIENCE AND TRAINING: Graduation from high school is preferred with some knowledge and experience in semi-skilled work and knowledge of Public Works functions, and at least two (2) years of construction, labor, or related work experience, knowledge of general automotive. Must be able to acquire and maintain the following: respirator clearance as per OSHA 29 CFR part 1910-341 requirements, CT Drivers License; license to remove freon, Connecticut DEP Solid Waste Transfer Station certification.

PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS: Performs a variety of heavy manual work outdoors in all types of weather including heat, cold, rain, and snow; Some stress is involved in public contact.

Page 2
PART TIME LABORER
July 1, 2005

HISTORICAL RECORD:

This job description is effective July 1, 2005 according to a Memo of Agreement with Local 1471 of AFSCME Council 4, representing Line employees in the Departments of Public Works, Water Pollution Control, and Parks and Recreation.

Exhibit 1

TOWN OF VERNON

Title: Class I WPC Operator in Training- DRAFT

Department: Water Pollution Control

CLASS CODE: TBA

BARGAINING UNIT: PW, WPC, P&R Line

SALARY GROUP:

Effective Date: February 1, 2010

SUMMARY: Performs general unskilled or semi-skilled manual work consistent with acceptable wastewater treatment plant practices, which often involves the use of acquired skills in the operation, repair, and maintenance of the Water Pollution Control (“WPC”) Facility. This is a technical and scientific position that requires continuing education during employment in the field.

SUPERVISION RECEIVED: Receives general direction from the Assistant Director at WPC and/or Plant Foreman.

SUPERVISION EXERCISED: None

EXAMPLES OF DUTIES: Operates wastewater treatment sludge processing and disposal equipment to control flow and processing of wastewater, sludge and effluent. Monitors gauges, meters and control panels. Observes variations in operating conditions, recognizes process upsets and identifies critical conditions in unit process. Interprets meter and gauge readings and test results to determine processing requirements. Operates valves and gates either manually or by remote control: starts and stops pumps, engines and generators to control the adjust flow and treatment processes. Performs mixing of any chemicals as required for the treatment process. Maintains shift log, records meter and gauge readings. Extracts samples and performs routine maintenance functions and custodial duties. Operates and maintains power generating equipment and thermal sludge processing equipment, and other items necessary for proper unit process function. Performs all duties relating to the maintenance of pump stations, and all other assigned tasks, as required. Some duties may be performed with general guidance from assigned Class II WPC Operator(s).

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL, AND ABILITY:

Must be able to speak, read, and write the English language to the extent deemed necessary to perform the duties of the position. Individuals hired must achieve a certification as Class I WPC Operator within one (1) year of hire; participate in continuing education; study journals in the field of wastewater treatment; and are expected to achieve a certification as Class II WPC Operator within three (3) years of hire; Class III WPC Operator within four (4) years of hire, and Class IV WPC Operator during the tenure at the WPC Facility, as specified by the Connecticut Wastewater Operator Certification Guidelines; and become members of the Connecticut Water Pollution Abatement Association.

EXPERIENCE AND TRAINING:

Must have Class I WPC Operator in Training Certificate from the Connecticut State Department of Environmental Protection (“DEP”). At minimum, requires a high school diploma or GED, and 9 Continuing Education Units (“CEU’s”)- Sacramento Vol. 1, and successful passage of Connecticut Class I WPC Operator Examination. Preferably, has Associate in Science Degree in Microbiology, Science or a related field and two (2) years of responsible work experience, or an equivalent combination. A related

Bachelor of Science Degree may be substituted for an Associate Degree and two years of experience, under the preferred experience and training requirement.

PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS:

Must be mobile, able to push, pull and lift objects of more than 50 lbs and stand for prolonged periods. Must work in confined spaces such as manholes, pump stations, and pump pits. May be exposed to blood, body tissues, fluids, sewage, grease, oil, and odors, high humidity, water, all indoor and outdoor seasonal temperatures, loud noises, electrical hazards and other poisonous substances such as chlorine.

LICENSE AND CERTIFICATION:

Must obtain, within one (1) year of hire, and maintain a Connecticut Commercial Driver's License (CDL) Class B. Must also maintain a current medical certification card verifying the results of physical examination and drug testing. Within one (1) year of hire, must achieve a certification as Class I WPC Operator, and is expected to achieve a certification as Class II WPC Operator within three (3) years of hire, Class III WPC Operator within four (4) years of hire, and Class IV WPC Operator during the tenure at the WPC Facility. Under extenuating circumstances, Director of WPC may grant an extension of up to one (1) year for the completion of each of the WPC Operator certifications.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility.

Historical Record:

This job description is based on the one in effect and in the labor contract on July 1, 2005. It has been updated to this format, including current duties and minimum qualifications requirements.

Town of Vernon

Department: Public Works

Job Title: Refuse and Recycling General Duties Employee

Bargaining Unit: 1471

Wages: \$25.65 /hr

General Statement of Duties: Primarily assists with duties involved in the day to day collection of refuse and recycling through manual collection methods.

Supervision Received: Receives primary supervision and direction from the Refuse and Recycling Supervisor or designee.

Essential Job Functions: Drives and operates all types of collection vehicles involved with curbside collection and transportation of municipal solid waste and or recyclables in a safe and responsible manner; manually collects refuse and recycling from standardized and or specialized containers; delivers refuse and recycling to disposal facilities; delivers and repairs refuse recycling containers; responsible for daily preparation and cleaning of vehicle, including before and after safety inspections; regularly performs preventative maintenance of assigned vehicles; occasionally services and performs minor repairs on assigned vehicles; responsible for assessing daily operation and performance, and reports all malfunctions to the supervisor; regularly performs minor repairs on assigned vehicles; regular and punctual attendance.

Additional Job Functions: May be assigned from time to time to perform unskilled or semi-skilled laboring tasks as assigned; ability to facilitate all aspects of daily waste pickup including, but not limited to, manual loading of barrels, bags and bulky waste; may be assigned to snow removal; does related work as required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with the hands and arms, stop, stand, walk, talk or hear. The employee is frequently required to sit, climb, balance, and kneel. The employee is occasionally required to crawl.

The employee must regularly lift and/or move 50 pounds or 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is frequently exposed to fumes or airborne particles, and occasionally to toxic or caustic chemicals. The noise level in the work environment is usually loud.

Minimum Qualifications:

Knowledge, Skills and Abilities: Knowledge of occupational hazards and safety precautions; knowledge of motor vehicle regulations and accident prevention practices; ability to understand oral and written instructions; ability to operate equipment requiring hand/eye coordination, and mechanical aptitude under all types of weather conditions; ability to make minor repairs and/or adjustments to equipment; Ability to work well with other workers, supervisors and general public and ability to work independently; thoroughness and dependability in performing assignments expected.

Personal Attributes: Willingness to perform required duties for an extended period under varying climatic conditions; willingness to assist co-workers.

Experience and Training: High school diploma or completion of high school equivalency diploma (GED). Experience in the operation of moderate to heavy motor equipment. Must possess and maintain a Commercial Driver's License (CDL), Class B; maintain with the Town current medical certification card verifying results of physical examination and drug testing.

This job description is not intended to be a complete statement of all duties, functions and responsibilities which comprise this position. EOE/AA/M/F Adopted: 8/20/2013

APPENDIX C

Memorandum of Agreement

The Town of Vernon ("Town") and AFSCME Local 1471 ("Union") have come to the following Agreement regarding the establishment and implementation of the Apprentice Operator Program ("Program") at the Water Pollution Control Authority ("WPCA") in Vernon.

1. This Program is established pursuant to the settlement of Case No. MMP-28086 and the related grievance, Case No. 2010-A-0103.
2. The Town will create and implement the Program no later than April 8, 2010, with the estimated effective date of February 1, 2010, as follows:
 - (a) Pursuant to the Connecticut Wastewater Operator Certification Guidelines, §22a-146-4 (c)(5), the Town will create and the Union will accept a position of Class I Operator in Training, or apprentice, to accept applications from available candidates who meet all of the requirements for such certification except for the minimum operating experience at a WPCA facility.
 - (b) The Town will adopt and the Union will accept the Class I WPCA Operator in Training Job Description based on the existing Class I WPCA Operator job description with the corresponding Class I WPCA Operator salary schedule currently in force per the collective bargaining agreement, subject to Art. XI §11.2(g). (see Exhibit 1).
 - (c) As per the graduated certification requirements inherent in the Program, the Town shall create two additional job descriptions- for Class III and IV WPCA Operator positions- in the next four (4) years, as needed. Position descriptions and salary schedules for such positions shall be subject to bargaining with the Union.
3. The Town will make every effort to fill currently vacant Class II WPCA Operator positions with qualified Class I Operator in Training candidates, under the current collective bargaining agreement, no later than April 8, 2010.
4. This Agreement is in full satisfaction of the above referenced settlement, and the Union agrees to not file a grievance or unfair labor practice regarding these vacancies that the Town is or will be making every effort to fill through the Program.
5. This Agreement does not establish a past practice or precedent between the parties and shall not be presented in any forum except to enforce the terms of the Agreement.

James Tedford, Union President Date

Jason Wells, Staff Representative

Date

John D. Ward, Town Administrator

Date

APPENDIX D

MEMORANDUM OF AGREEMENT

The Town of Vernon, hereby the "Town", and AFSCME Council 4 Local 1471, hereby the "Union", agree to settle issues related to the Water Pollution Control Authority (WPCA) twenty-four/seven (24/7) on call position as listed in contract Article 15:

1. The parties agree that the twenty-four/seven (24/7) on call operator, if required, shall be the first point of contact by management for all call-ins related to unscheduled work requirements of the WPCA and its responsibilities after regular working hours.
2. For the purpose of this Agreement, unscheduled shall be defined as a situation as determined by management, requiring the need of employees personnel for unplanned or unforeseen situations regarding the WPCA and its responsibilities.
3. For the purpose of this Agreement, after hours shall be defined as after 3:30 pm or before 7:00 am Monday through Friday, all hours of Saturday and Sunday, and all holidays.
4. Scheduled overtime shall be filled by the overtime equalization list.
5. Scheduled overtime shall be defined by management as incident(s) or situations requiring the need of employee personnel for planned or foreseen incidents regarding the WPCA and its responsibilities or events that require additional working hours that are reported during the regular work day which may be performed after working hours.
6. All hours worked by the twenty-four/seven (24/7) on call operator shall not count towards the equalization of overtime as required in the Collective Bargaining Agreement as defined in section 4.3 D.
7. Should the Town need additional personnel to help the twenty-four/seven (24/7) on call operator, then the Town will default to the existing contract language, where the hours worked by the additional personnel shall be recorded on the overtime equalization list.
8. Employees assigned as the twenty-four/seven (24/7) on call operator shall call in each day when absent from work.

It is understood and agreed to that when the circumstance occurs where the regularly scheduled on call operator calls in sick or is otherwise unavailable the on call Operator with the highest seniority shall be given the first opportunity to be on call. If he refuses, it shall continue to the least senior on call operator who is routinely part of the on call rotation and that employee shall be on call of the absence.

9. Employees assigned as the twenty-four/seven (24/7) on call operator shall retain on their person for the entire day or days that they are performing the duties of the twenty-four/seven (24/7) on call operator, a Town issues pager and/or Town issued cell phone, as applicable.
10. It shall be the twenty-four/seven (24/7) on call operator's responsibility to make sure that the Town issued equipment in paragraph 9 is in working order and report to management when it is

APPENDIX E

**Supplemental Agreement No. 1
between
The Town of Vernon
and
Local 1471 of Council 4
AFSCME, AFL-CIO**

The department of Public Works and AFSCME Local 1471 shall establish a committee, comprised of both DPW management and Union members, to cooperate in developing experimental programs to determine the feasibility of establishing alternative work schedules such as flex-time. Such flex-time shall be during the annual period designated as Daylight Savings time.

Implementation of such experimental programs shall be by mutual agreement between the Town and the Union.

Implementation, evaluation and continuation of flex-time programs shall be subject for this flex-time committee.

This Agreement shall remain in effect for the life of this contract and shall only be altered by mutual agreement between the Town and the Union.

For the Town For
Joe Grabinski, Mayor

the Union
Walter A. Dimmock, President

Joe Grabinski, Mayor
Area

Helene H. Shay
Coordinator

not. Upon switching a rotation, both operators will sign off verifying that the phone and pager are functioning properly to the best of their knowledge.

- 11. It is understood and agreed that if an incident or situation occurs near the end of the normal workday, management has the right to determine that the twenty-four/seven (24/7) on call operator can be the operator asked to respond to the situation.

For the Town

For the Union

Date: _____

Date: _____

APPENDIX F

Memorandum of Agreement

The Town of Vernon ("Town") and AFSCME Local 1471 ("Union") agree to the following within the scope of the implementation of the DPW automated refuse and recycling collection proposals:

1. The Town agrees to no layoffs, demotions or reductions in pay in the refuse and recycling divisions due to the implementation of these proposals.
2. The Town will authorize the use of its equipment for CDL training and testing for any DPW employee who seeks to obtain such license. The Town will pay for the mechanic's time to accompany the applicant on test day. Understanding this is a valuable and portable benefit, all applicants will train on their own time, be responsible for securing a licensed DPW employee to volunteer their time to accompany them as a trainer; and will be responsible for all fees and costs to obtain such license on their own time, using approved and available leave. This benefit will be made available to any employee who transfers to DPW from other departments, and the parties agree to discuss in the future the availability of such benefit to other members of the Union.
3. The Town will provide at no cost and during the working hours the required training on the new Automated Side Loader equipment.
4. The primary backup is an assignment for an existing refuse or recycling driver, and such employee will be paid the correct wage for such work within the existing classification.
5. The Union agrees not to grieve or file a related MPP complaint in the connection with the implementation of DPW automated refuse and recycling collection proposals.

Union President Town

Administrator

Union Representative



FlexPOS-CAL-10-10-0-200A-03 Open Access Calendar Year Benefit Summary

This is a brief summary of benefits. Refer to your ConnectiCare Insurance Company, Inc. Certificate of Coverage for more information. The Certificate of Coverage will prevail for all benefits, conditions, limitations and exclusions. All benefits described below are per Member per **Calendar** year. All benefit limits/maximums are listed in the Plan pays column of this summary and have a combined maximum for In- and Out-of-Network services. A Referral from your Primary Care Provider is not required.

Personalized for: Town & BOE of Vernon - Vernon Town \$10

	IN-NETWORK		OUT-OF-NETWORK	
Calendar Year Plan Deductible	None		\$5,000 per Member \$15,000 per Family	
Coinsurance Maximum <i>(Maximum does not include Plan deductible or Benefit Deductible)</i>	None		\$10,000 per Member \$30,000 per Family	
Out-of-Pocket Maximum <i>(Maximum includes Plan Deductibles and Coinsurance Maximum only. Benefit Deductibles are not included)</i>	None		\$15,000 per Member \$45,000 per Family	
Out-of-Network Reimbursement	None		Plan will reimburse the coinsurance percentage of the Maximum Allowable Amount.	
Lifetime Maximum Benefit	Unlimited		Unlimited	
PREVENTIVE SERVICES	MEMBER PAYS	PLAN PAYS	MEMBER PAYS	PLAN PAYS
Adult Physical Exam	No Member cost	100%	50% after Plan Deductible	50% after Plan Deductible
Infant / Pediatric Physical Exam	No Member cost	100%	50% after Plan Deductible	50% after Plan Deductible
Gynecological Preventive Exam	No Member cost	100%	50% after Plan Deductible	50% after Plan Deductible
Preventive Laboratory Services <i>(Complete blood count and Urinalysis)</i>	No Member cost	100%	50% after Plan Deductible	50% after Plan Deductible
Baseline Routine Mammography	No Member cost	100%	50% after Plan Deductible	50% after Plan Deductible
Annual Routine Mammography	No Member cost	100%	50% after Plan Deductible	50% after Plan Deductible
Annual Routine Vision Exam <i>(one exam per year when provided by an Optometrist or Ophthalmologist)</i>	\$10 Copayment per visit	100% after Copayment	50% after Plan Deductible	50% after Plan Deductible
Hearing Screenings <i>(one exam every 24 months)</i>	\$10 Copayment per visit	100% after Copayment	50% after Plan Deductible	50% after Plan Deductible

OUTPATIENT SERVICES				
Primary Care Provider Office Services (includes services for illness, injury, sickness, follow-up care and consultations)	\$10 Copayment per visit	100% after Copayment	50% after Plan Deductible	50% after Plan Deductible
Specialist Office Services (includes services for illness, injury, sickness, follow-up care and consultations)	\$10 Copayment per visit	100% after Copayment	50% after Plan Deductible	50% after Plan Deductible
Gynecological Office Services	\$10 Copayment per visit	100% after Copayment	50% after Plan Deductible	50% after Plan Deductible
Maternity Care Office Services (Copayment for initial visit only)	\$10 Copayment per visit	100% after Copayment	50% after Plan Deductible	50% after Plan Deductible
Allergy Testing (Unlimited)	No Member cost	100%	50% after Plan Deductible	50% after Plan Deductible
Laboratory Services (includes services performed in a Hospital or laboratory facility)	No Member cost	100%	50% after Plan Deductible	50% after Plan Deductible
Non-Advanced Radiology (includes services performed in a Hospital or radiology facility)	No Member cost	100%	50% after Plan Deductible	50% after Plan Deductible
Advanced Radiology (includes services for MRI, PET and CAT scan and nuclear cardiology performed in a Hospital or radiology facility)	No Member cost	100%	50% after Plan Deductible	50% after Plan Deductible
Outpatient Rehabilitative Therapy (includes services combined for physical, speech, and occupational therapy and chiropractic services) (Unlimited)	No Member cost	100%	50% after Plan Deductible	50% after Plan Deductible
Retail Clinic	\$10 Copayment per visit	100% after Copayment	50% after Plan Deductible	50% after Plan Deductible
EMERGENCY / URGENT CARE				
Walk-In Centers	\$10 Copayment per visit	100% after Copayment	\$10 Copayment per visit	100% after Copayment
Urgent Care Centers	\$25 Copayment per visit	100% after Copayment	\$25 Copayment per visit	100% after Copayment
Emergency Room (Copayments waived if admitted)	\$50 Copayment per visit	100% after Copayment	\$50 Copayment per visit	100% after Copayment
Ambulance Services	No Member cost	100%	No Member cost	100%
HOSPITAL SERVICES				
Inpatient Hospital Services, Including Room & Board	\$200 Copayment per admission	100% after Copayment	50% after Plan Deductible	50% after Plan Deductible

HOSPITAL SERVICES				
Ambulatory Services (Outpatient) (includes services performed in a Hospital or ambulatory facility)	No Member cost	100%	50% after Plan Deductible	50% after Plan Deductible
Skilled Nursing and Rehabilitation Facilities	No Member cost up to the visit maximum; then no coverage	100% up to 120 days	50% after Plan Deductible up to the visit maximum; then no coverage	50% after Plan Deductible up to 120 days
MENTAL HEALTH SERVICES				
Inpatient Mental Health Services (including inpatient acute, residential and partial hospitalization programs)	\$200 Copayment per admission	100% after Copayment	50% after Plan Deductible	50% after Plan Deductible
Inpatient Alcohol and Substance Abuse Treatment (including inpatient acute, residential and partial hospitalization programs)	\$200 Copayment per admission	100% after Copayment	50% after Plan Deductible	50% after Plan Deductible
Outpatient Mental Health, Alcohol and Substance Abuse Treatment (including office visits, professional services provided in the home and intensive outpatient treatment programs)	\$10 Copayment per visit	100% after Copayment	50% after Plan Deductible	50% after Plan Deductible
OTHER SERVICES				
Durable Medical Equipment Including Prosthetics and Disposable Medical Supplies (No Member cost for wigs prescribed by an oncologist for a Member suffering hair loss as a result of chemotherapy or radiation therapy to a calendar year maximum of \$350)	No Member cost	100%	50% after Plan Deductible	50% after Plan Deductible
Diabetic Equipment and Supplies	No Member cost	100%	50% after Plan Deductible	50% after Plan Deductible
Infertility (Infertility benefits outlined in the Certificate Of Coverage are unlimited, with no age or cycle restrictions)	\$10 Copayment per visit (Office visit) No Member cost (Ambulatory Services Outpatient) \$200 Copayment per admission (Inpatient Hospital)	100% after Copayment	50% after Plan Deductible	50% after Plan Deductible
Nutritional Counseling (Limit 3 visits per year)	No Member cost	100%	50% after Plan Deductible	50% after Plan Deductible

OTHER SERVICES				
Home Health Services	No Member cost up to the visit maximum; then no coverage	100% up to 200 visits per year	25% after \$50 Benefit Deductible up to the visit maximum; then no coverage	75% after \$50 Benefit Deductible up to 200 visits per year
Important Information				
<ul style="list-style-type: none"> • If you have questions regarding your Plan, visit our website at www.connecticare.com or call us at (860) 674-5757 or 1-800-251-7722. • Many services require that you obtain our Pre-Certification or Pre-Authorization prior to obtaining care prescribed or rendered by Non-Participating providers. A Benefit Reduction will apply if you do not obtain Pre-Authorization for these specified services. Refer to your ConnectiCare Insurance Company, Inc. Certificate of Coverage for more information. • For mental health, alcohol, and substance abuse services call 1-888-946-4658 to obtain Pre-Authorization. • We track benefits internally and do not provide Members with a regular update of benefits that have been used. Members should keep a record of benefits they use to determine when they reached their benefit limit. Members will be responsible for paying in full any services rendered after the limit is reached. • All benefit limits/maximums are combined for In-Network and Out-of-Network unless indicated otherwise. • Out-of-Network cost shares are reimbursed at the Maximum Allowable Amount. Members are responsible to pay any charges in excess of this amount. Please refer to your ConnectiCare Insurance Company, Inc. Certificate of Coverage for more information. • If you are a Massachusetts resident, please refer to your <i>Amendatory Rider for Massachusetts Mandated Benefits</i> for additional details of your mandated benefits. • If you are a Massachusetts resident, this plan along with Pharmacy services meets Massachusetts Minimum Creditable standards for 2012. • Your Plan is Insured by ConnectiCare Insurance Company, Inc. 				

Benefit are Subject to Department of Insurance Approval



TOWN PPO

FlexPOS-CAL-25-25-0-500A-01 Open Access Calendar Year Benefit Summary

This is a brief summary of benefits. Refer to your ConnectiCare Insurance Company, Inc. Certificate of Coverage for complete details on benefits, conditions, limitations and exclusions, or consult with your benefits manager. All benefits described below are per Member per Calendar year. A referral from your primary care provider is not required.

Personalized for: Town of Vernon - \$25

	IN-NETWORK MEMBER PAYS	OUT-OF-NETWORK MEMBER PAYS
Calendar Year Plan Deductible	None	\$250 Employee \$500 Employee + 1 \$750 per Family
Coinsurance Maximum <i>(Maximum does not include Plan deductible or Benefit Deductible)</i>	None	\$750 Employee \$1,500 Employee + 1 \$1,750 per Family
Out-of-Pocket Maximum <i>(Maximum includes Plan Deductibles and Coinsurance Maximum only. Benefit Deductibles are not included)</i>	None	\$1,000 Employee \$2,000 Employee + 1 \$2,500 per Family
Out-of-Network Reimbursement	None	Plan will reimburse the coinsurance percentage of the Maximum Allowable Amount.
Lifetime Maximum Benefit	Unlimited	Unlimited
PREVENTIVE SERVICES <i>(Refer to "Prevention and Wellness" section found at the end of this summary)</i>	IN-NETWORK MEMBER PAYS	OUT-OF-NETWORK MEMBER PAYS
Adult Physical Exam	No Member cost	20% after Plan Deductible
Infant / Pediatric Physical Exam	No Member cost	20% after Plan Deductible
Gynecological Preventive Exam	No Member cost	20% after Plan Deductible
Preventive Laboratory Services <i>(Complete blood count and urinalysis)</i>	No Member cost	20% after Plan Deductible
Baseline Routine Mammography	No Member cost	20% after Plan Deductible
Routine Mammography	No Member cost	20% after Plan Deductible
Routine Vision Exam <i>(one exam every 12 months when provided by an Optometrist or Ophthalmologist)</i>	\$25 Copayment per visit	20% after Plan Deductible
Hearing Screening <i>(one exam every 24 months)</i>	\$25 Copayment per visit	20% after Plan Deductible

TOWN PPO

OUTPATIENT SERVICES	IN-NETWORK MEMBER PAYS	OUT-OF-NETWORK MEMBER PAYS
Primary Care Provider Office Services (includes services for illness, injury, sickness, follow-up care and consultations)	\$25 Copayment per visit	20% after Plan Deductible
Specialist Office Services (includes services for illness, injury, sickness, follow-up care and consultations)	\$25 Copayment per visit	20% after Plan Deductible
Gynecological Office Services	\$25 Copayment per visit	20% after Plan Deductible
Maternity Care Office Visits	No Member cost	20% after Plan Deductible
Allergy Testing (Unlimited)	No Member cost	20% after Plan Deductible
Laboratory Services (includes services performed in a Hospital or laboratory facility)	No Member cost	20% after Plan Deductible
Non-Advanced Radiology (includes services performed in a Hospital or radiology facility)	No Member cost	20% after Plan Deductible
Advanced Radiology (includes services for MRI, PET and CAT scan and nuclear cardiology performed in a Hospital or radiology facility)	No Member cost	20% after Plan Deductible
Outpatient Rehabilitative Therapy (includes services combined for physical, speech, and occupational therapy and chiropractic services) (Unlimited)	No Member cost	20% after Plan Deductible
Retail Clinic	\$25 Copayment per visit	20% after Plan Deductible
EMERGENCY / URGENT CARE	IN-NETWORK MEMBER PAYS	OUT-OF-NETWORK MEMBER PAYS
Walk-In Centers	\$25 Copayment per visit	\$25 Copayment per visit
Urgent Care Centers	\$25 Copayment per visit	\$25 Copayment per visit
Emergency Room (Copayments waived if admitted)	\$50 Copayment per visit	\$50 Copayment per visit
Ambulance Services	No Member cost	No Member cost
HOSPITAL SERVICES	IN-NETWORK MEMBER PAYS	OUT-OF-NETWORK MEMBER PAYS
Inpatient Hospital Services, Including Room & Board	\$500 Copayment per admission	20% after Plan Deductible
Ambulatory Services (Outpatient) (includes services performed in a Hospital or ambulatory facility)	No Member cost	20% after Plan Deductible

TOWN PPO

HOSPITAL SERVICES	IN-NETWORK MEMBER PAYS	OUT-OF-NETWORK MEMBER PAYS
Skilled Nursing and Rehabilitation Facilities up to 120 days per year	No Member cost	20% after Plan Deductible
MENTAL HEALTH SERVICES	IN-NETWORK MEMBER PAYS	OUT-OF-NETWORK MEMBER PAYS
Inpatient Mental Health Services (including inpatient acute, residential and partial hospitalization programs)	\$500 Copayment per admission	20% after Plan Deductible
Inpatient Alcohol and Substance Abuse Treatment (including inpatient acute, residential and partial hospitalization programs)	\$500 Copayment per admission	20% after Plan Deductible
Outpatient Mental Health, Alcohol and Substance Abuse Treatment (including office visits, professional services provided in the home and intensive outpatient treatment programs)	\$25 Copayment per visit	20% after Plan Deductible
OTHER SERVICES	IN-NETWORK MEMBER PAYS	OUT-OF-NETWORK MEMBER PAYS
Durable Medical Equipment Including Prosthetics and Disposable Medical Supplies (No Member cost for wigs prescribed by an oncologist for a Member suffering hair loss as a result of chemotherapy or radiation therapy to a calendar year maximum of \$350)	No Member cost	20% after Plan Deductible
Diabetic Equipment and Supplies	No Member cost	20% after Plan Deductible
Infertility (Infertility benefits outlined in the Certificate Of Coverage are unlimited, with no age or cycle restrictions)	\$25 Copayment per visit (Office visit) No Member cost (Ambulatory Services Outpatient) \$500 Copayment per admission (Inpatient Hospital)	20% after Plan Deductible
Nutritional Counseling (Limit 3 visits per year)	No Member cost	20% after Plan Deductible
Home Health Services up to 200 visits per year	No Member cost	20% after \$50 Benefit Deductible

TOWN PPO

PREVENTION AND WELLNESS

In-Network prevention and wellness services as defined by the United States Preventive Service Task Force (listed below) are exempt from all member cost share (deductible, copayment and coinsurance) under the Patient Protection and Affordable Care Act (PPACA). Services that are exempt from cost share must be identified by the specific codes. The codes your health care provider submits must match ConnectiCare's coding list to be exempt from all cost share.

- Routine physical exam and appropriate screening and counseling for adults
- Preventive care and screenings for infants, children and adolescents supported by the Health Resources and Services Administration
- Preventive care and screenings for women supported by the Health Resources and Services Administration:
 - At least one well-woman preventive care visit annually to obtain the recommended preventive services
 - Screening for diabetes during pregnancy, two per pregnancy
 - Human Papillomavirus (HPV) testing, age 30 or older, one per year
 - Counseling on sexually transmitted infections for all sexually active women, two per year
 - Counseling and screening for human immune-deficiency virus (HIV) for all sexually active women
 - Contraceptive methods approved by the Food and Drug Administration, sterilization procedures and contraceptive patient education and counseling
 - Comprehensive lactation support, counseling, a manual breast pump, and breastfeeding supplies
 - Screening and counseling for interpersonal and domestic violence for all women and adolescents
- Bone density screenings, age 60 or older
- Screening for colorectal cancer using fecal occult blood testing, sigmoidoscopy, or colonoscopy, age 50 or older
- Routine mammography screening
- Immunizations recommended by the Advisory Committee on Immunization Practices of the CDC
- Outpatient Laboratory Services:
 - Cervical cancer and cervical dysplasia screening – pap smear
 - Lipid cholesterol screening for adults and children at risk
 - Fasting plasma glucose or hemoglobin A1c
 - Hematocrit and Hemoglobin for children
 - Lead screening for children
 - Tuberculin testing for children
 - Chlamydia, syphilis and gonorrhea screening for females all ages
 - Human immunodeficiency virus screening – HIV testing (no limit)
 - Screening for phenylketonuria (PKU) in newborns
 - Screening for sickle cell disease in newborns
- Routine vision screening when services are rendered by a primary care provider.
- Routine hearing screening when rendered by a primary care provider
- Developmental, autism, and psychosocial/behavioral assessments when rendered by a primary care provider
- Dietary counseling for adults with hyperlipidemia or obesity
- Tobacco cessation interventions
- Screening for hepatitis B, iron deficient anemia, Rh (D) blood typing and asymptomatic bacteriuria in women who are pregnant.
- Screening for abdominal aortic aneurysm in men who have ever smoked
- BRCA counseling and genetic screening for women at risk

Important Information

- If you have questions regarding your plan, visit our website at www.connecticare.com or call us at (860) 674-5757 or 1-800-251-7722.
- Many services require that you obtain our pre-certification or pre-authorization prior to obtaining care prescribed or rendered by network providers or non-participating providers. A reduction will apply if you do not obtain pre-authorization for these specified services. Refer to your ConnectiCare Insurance Company, Inc. Certificate of Coverage for more information.
- For mental health, alcohol, and substance abuse services call 1-888-946-4658 to obtain pre-authorization.
- Out-of-Network cost shares are reimbursed at the maximum allowable amount. Members are responsible to pay any charges in excess of this amount. Please refer to your ConnectiCare Insurance Company, Inc. Certificate of Coverage for more information.
- If you are a Massachusetts resident, please refer to your *amendatory rider for Massachusetts mandated benefits* for additional details of your mandated benefits.
- If you are a Massachusetts resident, this plan along with pharmacy services meets Massachusetts Minimum Creditable Coverage standards for 2013.
- Your plan is Insured by ConnectiCare Insurance Company, Inc.

APPENDIX H

Town of Vernon

Managed Prescription Program, 3-Tier

Benefits at a Glance

How to Use the 3-Tier Managed Prescription Program

The 3-Tier Managed Prescription Program (“Program”) has three (3) different levels (or “tiers”) of copayments, depending on the type of prescription drug you purchase (*see the chart below for details*). Your copayments will be lower when you use generic or brand-name medications that are on our list of preferred prescription drugs. The medications on this list are selected for their quality, safety and cost-effectiveness. You will still have coverage for brand-name drugs that are not on the list, but your copayment will be higher.

Talk to your provider about using generic drugs or listed brand-name drugs. It is a simple way to save out-of-pocket expenses.

Copayments and Day Supplies

- You will be responsible for **one (1) copayment** when purchasing up to **34 days supply** of any prescription drugs from a retail pharmacy.
- You’ll be responsible for **one (1) copayment** when purchasing up to **100 days supply** of maintenance prescription drugs through the mail-service program.

Generic Drugs Have the Lowest Copayment

Your HMO or PPO Copayment:

Type of Prescription Drug Covered		Any	Maintenance
Number of Allowed Refill Supply <small>(subject to state and federal restrictions)</small>		Retail < 34 Days	Mail > 31 Days < 100 Days
Tier 1: Generic drugs	The term “generic” refers to a prescription drug that is not protected by a trademark. It is required to meet the same bioequivalency test as the original brand-name drug.	\$ 5	\$ 5
Tier 2: Listed brand-name drugs	The term “listed brand-name” refers to a brand-name prescription drug that is on the Program list of preferred prescription drugs.	\$ 25	\$ 25
Tier 3: Non-listed brand-name drugs	The term “non-listed brand-name” refers to a brand-name prescription drug that is not on the Program list of preferred prescription drugs.	\$ 40	\$ 40
Annual Maximum – HMO	Per member per calendar year-	Unlimited	
Annual Maximum – PPO	Per member per calendar year-	\$5,000	

APPENDIX H

Town of Vernon

Managed Prescription Program, 3-Tier

Benefits at a Glance

Generic Substitution

Prescriptions will be filled with the generic equivalent when there is one available. Generic equivalents contain the same active ingredients and subject to the same, rigid FDA standards for quality, strength and purity as their brand-name counterparts. The brand name of a medication is the product name under which it is advertised and sold. Using generic, “preferred” drugs helps control costs for you and your plan while still providing you with the medications you need to stay healthy.

Exception: If your doctor indicates “Dispense as Written,” you will receive the brand-name drug, and you will be responsible for the applicable listed brand or non-listed brand copayment.

Note: If your doctor does *not* indicate “Dispense as Written,” and you choose the brand drug, you will be responsible for the applicable listed brand or non-listed brand-name copayment as well as the difference in cost between the generic and listed brand or non-listed brand name drug.

Preferred Drug Step Therapy

The Program will offer and the employees will make every effort to use clinically interchangeable, generic drug alternatives in certain categories as a first line therapy before non-preferred drugs are used. Such categories of maintenance drugs include: ACE inhibitors, beta blockers, NSAIDs, gastrointestinal, osteoporosis, sleep medication and inhaled steroids, etc.; with the antidepressants expressly excluded from the preferred drug step therapy. A Coverage Review Request by members, comprising trial and failure of preferred drug therapy, will be offered to be covered for non-preferred drugs.

Retail Refill Allowance

Members can use retail for non-maintenance drugs with no restrictions, subject to copayments specified in the Program. Non-maintenance drugs are defined as those taken on a short-term basis, i.e. usually fewer than 34 days – e.g. an antibiotic used to treat a strep throat.

Members may use retail for maintenance prescription drugs only two (2) times before the penalty will apply. Maintenance medications are defined as those taken regularly for an ongoing condition – e.g. medications used to treat high blood pressure. Members will be contacted by the Program at each retail refill to utilize the mail order service. At and following the third (3rd) time of retail use for such drugs, a penalty will be charged, equal to five per cent (5%) of the retail cost of such prescription drug and two (2) times the retail copayment for the respective Tier, i.e. \$10 / \$50 / \$80. No penalty will apply if the member utilizes the mail order.

When using the mail order, any medications that are temperature-sensitive for reasons of their sustained potency and effectiveness are shipped in special insulated packages designed to keep the contents at the correct temperature through the delivery process.

APPENDIX H

Town of Vernon

Managed Prescription Program, 3-Tier

Benefits at a Glance

The low copayments for the mail order refill supplies provide an added incentive for the members to use the mail order over retail purchases for maintenance medications.

National Pharmacy Network

Members also have access to a network (currently more than 53,000) retail pharmacies throughout the country.

Non-Participating Pharmacies

Members who fill prescriptions at a non-participating pharmacy are responsible for payment at the time the prescription is filled. Members must submit claims for reimbursement, and payment will be sent to the member. Members who use non-participating pharmacies will pay 20% of the in-network allowance, plus the difference between the Program payment and the pharmacist's actual charge.

Limits and Exclusions

Benefits are limited to no more than a **34-day supply** for covered drugs purchased at a retail pharmacy, and no more than a **100-day supply** for covered maintenance drugs purchased by mail service. All prescriptions are subject to the quantity limitations imposed by state and federal statutes.



FlexPOS-CNT-HSA-2000I/4000F-05-Combined Open Access Contract Year Benefit Summary

Open Access High Deductible Health Plan (HDHP) for use with a Health Savings Account (HSA)

This is a brief summary of benefits. Refer to your ConnectiCare Insurance Company, Inc Certificate of Coverage for more information. The Certificate of Coverage will prevail for all benefits, conditions, limitations and exclusions. All benefits described below are per Member per **Contract year**. All benefit limits/maximums are listed in the Plan pays column of this summary and have a combined maximum for In- and Out-of-Network services. A Referral from your Primary Care Provider is not required.

The Individual Deductible applies if you have coverage only for yourself and not for any Dependents. The Family Deductible applies if you have coverage for yourself and one or more Eligible Dependents. In addition, if you have family coverage, any applicable copayment, coinsurance or cost share maximums will apply until the total is met for the family, without regard to how much any one family member has met.

Personalized for: Town & BOE of Vernon - Vernon Town Union Employees

	IN-NETWORK		OUT-OF-NETWORK	
Contract Year Plan Deductible (Deductible is combined for In- and out-of-network health services and prescription drugs)	\$2,000 per Individual \$4,000 per Family		\$2,000 per Member \$4,000 per Family	
Coinsurance Maximum (Maximum does not include Deductibles)	None		\$2,000 per Member \$4,000 per Family	
Out-of-Pocket Maximum (Maximum includes Plan Deductible, Coinsurance Maximum for health services and prescription drug copayments)	\$2,500 per Individual \$5,000 per Family		\$4,000 per Member \$8,000 per Family	
Out-of-Network Reimbursement	Not Applicable		Plan will reimburse the coinsurance percentage of the Maximum Allowable Amount.	
Lifetime Maximum Benefit	Unlimited		Unlimited	
PREVENTIVE SERVICES	MEMBER PAYS	PLAN PAYS	MEMBER PAYS	PLAN PAYS
Adult Physical Exam	No Member cost (Plan Deductible waived)	100% (Plan Deductible waived)	20% after Plan Deductible	80% after Plan Deductible
Infant / Pediatric Physical Exam	No Member cost (Plan Deductible waived)	100% (Plan Deductible waived)	20% after Plan Deductible	80% after Plan Deductible
Gynecological Preventive Exam	No Member cost (Plan Deductible waived)	100% (Plan Deductible waived)	20% after Plan Deductible	80% after Plan Deductible
Preventive Laboratory Services (Complete blood count and Urinalysis)	No Member cost (Plan Deductible waived)	100% (Plan Deductible waived)	20% after Plan Deductible	80% after Plan Deductible
Baseline Routine Mammography	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible

PREVENTIVE SERVICES	MEMBER PAYS	PLAN PAYS	MEMBER PAYS	PLAN PAYS
Annual Routine Mammography	No Member cost (Plan Deductible waived)	100% (Plan Deductible waived)	20% after Plan Deductible	80% after Plan Deductible
Annual Routine Vision Exam (one exam per year when provided by an Optometrist or Ophthalmologist)	No Member cost (Plan Deductible waived)	100% (Plan Deductible waived)	20% after Plan Deductible	80% after Plan Deductible
Hearing Screenings (one exam every 24 months)	No Member cost (Plan Deductible waived)	100% (Plan Deductible waived)	20% after Plan Deductible	80% after Plan Deductible
OUTPATIENT SERVICES				
Primary Care Provider Office Services (includes services for illness, injury, sickness, follow-up care and consultations)	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
Specialist Office Services (includes services for illness, injury, sickness, follow-up care and consultations)	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
Gynecological Office Services	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
Maternity Care Office Services	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
Allergy Testing (Unlimited)	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
Laboratory Services (includes services performed in a Hospital or laboratory facility)	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
Non-Advanced Radiology (includes services performed in a Hospital or radiology facility)	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
Advanced Radiology (includes services for MRI, PET and CAT scan and nuclear cardiology performed in a Hospital or radiology facility)	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
Outpatient Rehabilitative Therapy (includes services combined for physical, speech, and occupational therapy and chiropractic services) (Unlimited)	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
Retail Clinic	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
EMERGENCY / URGENT CARE				
Walk-In Centers	No Member cost after Plan Deductible	100% after Plan Deductible	Same as In-Network Benefit	Same as In-Network Benefit

EMERGENCY / URGENT CARE				
Emergency Room	No Member cost after Plan Deductible	100% after Plan Deductible	Same as In-Network Benefit	Same as In-Network Benefit
Ambulance Services	No Member cost after Plan Deductible	100% after Plan Deductible	Same as In-Network Benefit	Same as In-Network Benefit
HOSPITAL SERVICES				
Inpatient Hospital Services, Including Room & Board	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
Ambulatory Services (Outpatient) (includes services performed in a Hospital or ambulatory facility)	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
Skilled Nursing and Rehabilitation Facilities	No Member cost after Plan Deductible up to the visit maximum; then no coverage	100% after Plan Deductible up to 120 days per year	20% after Plan Deductible up to the visit maximum; then no coverage	80% after Plan Deductible up to 120 days per year
MENTAL HEALTH SERVICES				
Inpatient Mental Health Services (including inpatient acute, residential and partial hospitalization programs)	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
Inpatient Alcohol and Substance Abuse Treatment (including inpatient acute, residential and partial hospitalization programs)	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
Outpatient Mental Health, Alcohol and Substance Abuse Treatment (including office visits, professional services provided in the home and intensive outpatient treatment programs)	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
OTHER SERVICES				
Durable Medical Equipment Including Prosthetics and Disposable Medical Supplies (No Member cost for wigs prescribed by an oncologist for a Member suffering hair loss as a result of chemotherapy or radiation therapy to a calendar year maximum of \$500)	No Member cost after Plan Deductible	20% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
Diabetic Equipment and Supplies	No Member cost after Plan Deductible	80% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible

OTHER SERVICES				
Infertility (Infertility benefits outlined in the Certificate Of Coverage are unlimited, with no age or cycle restrictions)	No Member cost after Plan Deductible (Office visit)	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
	No Member cost after Plan Deductible (Ambulatory Services Outpatient)			
	No Member cost after Plan Deductible (Inpatient Hospital)			
Nutritional Counseling (Limit 3 visits per year)	No Member cost after Plan Deductible	100% after Plan Deductible	20% after Plan Deductible	80% after Plan Deductible
Home Health Services	No Member cost after Plan Deductible up to the visit maximum; then no coverage	100% after Plan Deductible up to 200 visits per year	20% after Plan Deductible up to the visit maximum; then no coverage	80% after Plan Deductible up to 200 visits per year
Important Information				
<ul style="list-style-type: none"> • If you have questions regarding your Plan, visit our website at www.connecticare.com or call us at (860) 674-5757 or 1-800-251-7722. • Many services require that you obtain our Pre-Certification or Pre-Authorization prior to obtaining care prescribed or rendered by Non-Participating providers. A Benefit Reduction will apply if you do not obtain Pre-Authorization for these specified services. Refer to your ConnectiCare Insurance Company, Inc. Certificate of Coverage for more information. • For mental health, alcohol, and substance abuse services call 1-888-946-4658 to obtain Pre-Authorization. • We track benefits internally and do not provide Members with a regular update of benefits that have been used. Members should keep a record of benefits they use to determine when they reached their benefit limit. Members will be responsible for paying in full any services rendered after the limit is reached. • All benefit limits/maximums are combined for In-Network and Out-of-Network unless indicated otherwise. • Out-of-Network cost shares are reimbursed at the Maximum Allowable Amount. Members are responsible to pay any charges in excess of this amount. Please refer to your ConnectiCare Insurance Company, Inc. Certificate of Coverage for more information. • If you are a Massachusetts resident, please refer to your <i>Amendatory Rider for Massachusetts Mandated Benefits</i> for additional details of your mandated benefits. • If you are a Massachusetts resident, this plan along with Pharmacy services meets Massachusetts Minimum Creditable standards for 2012. • Your Plan is Insured by ConnectiCare Insurance Company, Inc. 				

Benefits are Subject to Department of Insurance Approval



FlexPOS Copayment Prescription Drug Plan for Use with Health Savings Account (HSA) Benefit Summary

This is a brief summary of your prescription drug benefits. Refer to your Prescription Drug Rider or consult with your benefits manager for more information. The Prescription Drug Rider and the Certificate of Coverage will prevail for all benefits, conditions, limitations and exclusions. All Benefits described below are per Member per **Contract year**.

Personalized for: Town & BOE of Vernon - Vernon Town Union Employees

PRESCRIPTION DRUGS				
Covered prescription drugs through retail Participating Pharmacies or our mail order service. Your Plan includes the following: Mandatory Drug Substitution, Tiered Cost-Share Program, and Voluntary Mail Order Program.				
	IN-NETWORK		OUT-OF-NETWORK	
Contract Year Plan Deductible (combined for In- and Out-of-Network prescription drug benefits)	\$2,000 Individual \$4,000 Family The Contract Year Deductible can be reached by any combination of covered Health Services or covered prescription drug services. If you have a Family coverage, then covered Health Service covered prescription drugs will be applied to the Family Plan Deductible until the total amount is met without regard to which family member uses the benefits.		\$2,000 Individual \$4,000 Family The Contract Year Deductible can be reached by any combination of covered Health Services or covered prescription drug services. If you have a Family coverage, then covered Health Service covered prescription drugs will be applied to the Family Plan Deductible until the total amount is met without regard to which family member uses the benefits.	
Out-of-Pocket Maximum (The Maximum includes the Plan Deductible, Coinsurance Maximum for health services and prescription drug copayments)	\$2,500 Individual \$5,000 Family		\$4,000 Individual \$8,000 Family	
Out-of-Network Reimbursement	Not Applicable		Plan will reimburse the coinsurance percentage of the Maximum Allowable Amount.	
RETAIL PHARMACY (up to a 34-day supply per prescription)	MEMBER PAYS	PLAN PAYS	MEMBER PAYS	PLAN PAYS
Tier 1 drugs	\$7 Copayment per 34 day supply after Plan Deductible	100% after Plan Deductible and Copayment	20% after Plan Deductible	80% after Plan Deductible
Tier 2 drugs	\$15 Copayment per 34 day supply after Plan Deductible	100% after Plan Deductible and Copayment	20% after Plan Deductible	80% after Plan Deductible
Tier 3 drugs	\$35 Copayment per 34 day supply after Plan Deductible	100% after Plan Deductible and Copayment	20% after Plan Deductible	80% after Plan Deductible

MAIL ORDER PHARMACY (up to a 100-day supply per prescription)	MEMBER PAYS	PLAN PAYS	MEMBER PAYS	PLAN PAYS
Tier 1 drugs	\$14 Copayment per 100 day supply after Plan Deductible	100% after Plan Deductible and Copayment	Not a covered benefit	Not a covered benefit
Tier 2 drugs	\$30 Copayment per 100 day supply after Plan Deductible	100% after Plan Deductible and Copayment	Not a covered benefit	Not a covered benefit
Tier 3 drugs	\$70 Copayment per 100 day supply after Plan Deductible	100% after Plan Deductible and Copayment	Not a covered benefit	Not a covered benefit

Additional Information

- Under this program covered prescription drugs and supplies are put into categories (i.e., tiers) to designate how they are to be covered and the Members Cost-Share. The placement of a drug or supply into one of the tiers is determined by the ConnectiCare Pharmacy Services Department and approved by the ConnectiCare Pharmacy & Therapeutics Committee based on the drugs or supplies clinical effectiveness and cost, not on whether it is a Generic Drug Or Supply or Brand Name Drug Or Supply.
- Generic Drugs can reduce your out-of-pocket prescription costs. Generics have the same active ingredients as Brand Name Drugs, but usually cost much less. So, ask your doctor or pharmacist if a Generic alternative is available for your prescription. Also, remember to use a Participating Pharmacy. Most pharmacies in the United States participate in our network. To find one, visit our Web site at www.connecticare.com or call our Member Services Department at 1-800-251-7722.
- Amounts paid by Members because they must pay a price difference for a Brand Name Drug do not count towards meeting any Deductible, Coinsurance, Copayment, or Pharmacy Coinsurance Maximum.
- Certain prescription drugs and supplies require Pre-Authorization from us before they will be covered under the Prescription Drug Rider. You should visit our Web site at www.connecticare.com or call our Member Services Department at 1-800-251-7722 to find out if a prescription drug or supply requires Pre-Authorization.
- Always remember to carry your ConnectiCare ID Card.
- If you are a Massachusetts resident, please refer to your Amendatory Rider for Massachusetts Mandated Benefits for additional details of your benefits.



FULL DENTAL PLAN

The Full Dental Plan covers diagnostic, preventive and restorative procedures necessary for adequate dental health.

COVERED SERVICES INCLUDE:

- Oral Examinations 1/36 months
- Periapical and bitewing x-rays 1/Year
- Topical fluoride applications for members under age 19- 2/Year
- Prophylaxis, including cleaning, scaling and polishing – 2/Year
- Relining of dentures
- Repairs of broken removable dentures
- Palliative emergency treatment
- Routine fillings consisting of silver amalgam and tooth color materials; including stainless steel crowns (primary teeth)*
- Simple extractions **
- Endodontics-including pulpotomy, direct pulp capping and root canal therapy (excluding restoration)

* Payment for an inlay, onlay or crown will equal the amount payable for a three-surface amalgam filling when the member is not covered by Dental Amendatory Rider A.

** Payment for a surgical extraction or a hemisection with root removal will equal the amount payable for a simple extraction when the member is not covered by the Dental Amendatory Rider A.

ACCESSING BENEFITS:

Participating Dentists Benefits

When a member receives care from one of over 1,800 Participating Dentists, he or she simply presents his or her identification card showing dental coverage. The dentist bills us directly for all covered services.

For dental care provided by a Participating Dentist, we will pay the lesser of the dentist's usual charge or the Usual, Customary and Reasonable Charge as determined by us. The dentist accepts our reimbursement as full payment and may not bill the member for any additional charges.

Non-Participating Dentists Benefits

For covered dental services provided by a Non-Participating Dentist, in or out of Connecticut, we pay the lesser of the dentist's charge or the applicable allowance for the procedure, as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross Blue Shield Full Dental Plan. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.



DENTAL AMENDATORY RIDER A ADDITIONAL BASIC BENEFITS

In addition to the services provided under your dental program, the following additional basic benefits are provided:

- ◆ Inlays (not part of bridge)
- ◆ Onlays (not part of bridge)
- ◆ Crown (not part of bridge)
- ◆ Space Maintainers
- ◆ Oral Surgery consisting of fracture and dislocation treatment, diagnosis and treatment of cyst and abscess, surgical extractions and impaction
- ◆ Apicoectomy

The dental services listed above are subject to the following qualifications:

We will pay for individual crowns, inlays and onlays only when amalgam or synthetic fillings would not be satisfactory for the retention of the tooth, as determined by us.

We will not pay for a replacement provided less than five (5) years following a placement or replacement which was covered under this Rider. We will not pay for individual crowns, inlays or onlays to alter vertical dimension, for the purpose of precision attachment of dentures, or when they are splinted together for any reason.

If the member is not covered by Dental Amendatory Rider C (Prosthodontics) we will pay for the following types of crowns, inlays or onlays, but only when there is clinical evidence that amalgam or synthetic fillings would not be satisfactory for the retention of the tooth:

- ◆ One tooth on either side or two teeth on one side of a replacement for missing teeth, as part of a fixed bridge.
- ◆ No benefits will be provided for the tooth replacements.
- ◆ Space maintainers – payment will be made for devices to preserve space due to premature loss of primary teeth, but not for interceptive orthodontic devices. Payment will be made for up to two devices per member per lifetime.



DENTAL AMENDATORY RIDER A ADDITIONAL BASIC BENEFITS

ACCESSING BENEFITS:

Participating Dentists Benefits

Anthem Blue Cross & Blue Shield will pay the lesser of fifty percent of the dentist's usual charge or fifty percent of the Usual, Customary and Reasonable Charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as fully payment and may not bill the member for any additional charges except for the remaining coinsurance balance.

Non-Participating Dentists Benefits

In the event a non-participating dentist renders these services, we will pay to the member the lesser of fifty percent of the dentist's charge or fifty percent of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross & Blue Shield of Connecticut Dental Amendatory Rider A. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.



DENTAL AMENDATORY RIDER B PROSTHODONTICS

The following prosthetic services are provided under Dental Amendatory Rider B:

- ◆ Denture, full and partial
- ◆ Bridges, fixed and removable
- ◆ Addition of teeth to partial dentures to replace extracted teeth

The dental services listed above are subject to the following qualifications:

Anthem Blue Cross & Blue Shield of Connecticut will pay for standard procedures for prosthetic services as determined by us. For fixed bridges, we will pay for the replacement of missing teeth and for one tooth on either side or two teeth on one side of the replacement. We will not pay for a denture or bridge replacement, which is provided less than five years following a placement or replacement, which was covered under the contract. We also not pay for crowns splinted together for any reason.

ACCESSING BENEFITS:

Participating Dentists Benefits

Anthem Blue Cross & Blue Shield of Connecticut will pay the lesser of fifty percent of the dentist's usual charge or fifty percent of Usual, Customary and Reasonable Charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance balance.

Non-Participating Dentist Benefits

In the event a non-participating dentist renders these services, we will pay to the member the lesser of fifty percent of the dentist's charge or fifty percent of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross & Blue Shield of Connecticut Dental Amendatory Rider A. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.



DENTAL AMENDATORY RIDER C PERIODONTICS

Periodontal services consisting of:

- ◆ Gingival curettage
- ◆ Gingivectomy and gingivoplasty
- ◆ Osseous surgery, including flap entry and closure
- ◆ Mucogingivoplastic surgery
- ◆ Management of acute infection and oral lesions

The maximum benefit we will provide for periodontal services per person per year is \$500.00.

ACCESSING BENEFITS:

Participating Dentists Benefits

Anthem Blue Cross & Blue Shield of Connecticut will pay the lesser of fifty percent of the dentist's usual charge or fifty percent of the Usual, Customary and Reasonable Charge, as determined by us, for the dental services described in the Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance balance.

Non-Participating Dentists Benefits

In the event a non-participating dentist renders these services, we will pay to the member the lesser of fifty percent of the dentist's charge or fifty percent of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross & Blue Shield of Connecticut Dental Amendatory Rider C. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.



DENTAL AMENDATORY RIDER D ORTHODONTICS

The following Orthodontic services are provided:

Handicapping malocclusion for a member under age 19, consisting of the installation of orthodontic appliances and orthodontic treatments concerned with the reduction or elimination of an existing malocclusion through the correction of malposed teeth.

The maximum amount payable for orthodontic services is \$1000.00 per member per lifetime.

ACCESSING BENEFITS:

Participating Dentists Benefits

Anthem Blue Cross & Blue Shield of Connecticut will pay the lesser of fifty percent of the dentist's usual charge or sixty percent of the Usual, Customary and Reasonable Charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance balance.

Non-Participating Dentists Benefits

In the event a non-participating dentist renders these services, we will pay to the member the lesser of fifty percent of the dentist's charge or fifty percent of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross & Blue Shield of Connecticut Dental Amendatory Rider A. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.

APPENDIX K

**MEMORANDUM OF AGREEMENT
BETWEEN THE TOWN OF VERNON
AND LOCAL 1471 OF THE
AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES
WITNESSETH**

WHEREAS, the Town of Vernon, Connecticut restated and amended the Town of Vernon Pension Plan effective January 1, 1993; and

WHEREAS, for purposes of qualifying the "pick-up" of employee contributions under Section 414 (h) (2) of the Internal Revenue code for employees of Local 1471 of the American Federation of State, County & Municipal Employees, certain clarifications are required; and

WHEREAS, Article II, Section 7(a) of the Plan states that participation in the Plan is mandatory for each employee and is a term and condition of continued employment; and

WHEREAS, on September 14, 1995, employees who are members of Local 1471 of the American Federation of State, county & Municipal Employees approved the Section 414(h) (2) "pick-up" plan feature; and

WHEREAS, employees desire to have the Employer "pick-up" the Participant Contributions and the amounts "picked-up" by the Employer on behalf of the Participant be excluded from the participant's gross income or Federal income tax purposes; and

WHEREAS, it is intended that such "pick-up" of Participant Contributions by the Employer shall be in accordance with the provisions of Section 414 (h) (2) of the Internal Revenue code and that the contributions so "picked-up" shall thereupon be deemed Employer contributions, and said contributions to be excluded from the Participant's gross income for Federal income tax purposes.

NOW, THEREFORE, BE IT RESOLVED, that effective January 1, 1996, the Town of Vernon, Connecticut shall be deemed to contribute to the Town of Vernon Pension Plan the amounts required under said Plan to be contributed by employees, provided said "pick-up" is approved as a valid application of the provisions of Section 414 (h) (2) of the Internal Revenue code.

FOR THE TOWN OF VERNON

FOR LOCAL 1471 OF THE AMERICAN
FEDERATION OF STATE, COUNTY & MUNICIPAL
EMPLOYEES

David B. Ogle
Acting Town Administrator

Walter A. Dimmock, President

Joe Grabinski, Mayor

Helene H. Shay
Area Coordinator

Executed this day of

APPENDIX L

Memorandum of Agreement

The Town of Vernon ("Town") and Local 1471 AFSCME Council 4 ("Union") agree to the following amendment to Appendix B, Refuse/Sanitation Recycling Program Workers, of the Collective Bargaining Agreement between the parties (July 1, 2005 – June 30, 2011) until the successor Agreement is negotiated and executed by the Town and the Union.

1. Section (4) of the Appendix B shall be stricken and replaced in its entirety with the following:

"Generally, the pickup shift will begin at 6:00 a.m. and end at 2:30 p.m. Eastern Standard Time. One (1) mechanic will be assigned to work the same schedule on a rotating basis."

2. The Union agrees not to grieve or file a related MMP complaint in connection with the pickup shift, as described above.

For the Town of Vernon

For the Local 1471

Date _____

Date _____

5:50PM
4
10 MAR

Memorandum of Agreement

The Town of Vernon ("Town") and AFSCME Local 1471 ("Union") agree to the following within the scope of the implementation of the DPW automated refuse and recycling collection proposals:

1. The Town agrees to no layoffs, demotions or reductions in pay in the refuse and recycling divisions due to the implementation of these proposals.
2. The Town will authorize the use of its equipment for CDL training and testing for any DPW employee who seeks to obtain such license. The Town will pay for the mechanic's time to accompany the applicant on test day. Understanding this is a valuable and portable benefit, all applicants will train on their own time, be responsible for securing a licensed DPW employee to volunteer their time to accompany them as a trainer; and will be responsible for all fees and costs to obtain such license on their own time, using approved and available leave. This benefit will be made available to any employee who transfers to DPW from other departments, and the parties agree to discuss in the future the availability of such benefit to other members of the Union.
3. The Town will provide at no cost and during the working hours the required training on the new Automated Side Loader equipment.
4. The primary backup is an assignment for an existing refuse or recycling driver, and such employee will be paid the correct wage for such work within the existing classification.
5. The Union agrees not to grieve or file a related MPP complaint in connection with the implementation of the DPW automated refuse and recycling collection proposals.



 Union President



 Town Administrator



 Union Representative

