

AGREEMENT

BETWEEN

THE TOWN OF VERNON

and

**THE POLICE CIVILIAN EMPLOYEES
REPRESENTED BY UNITED ELECTRICAL, RADIO AND
MACHINE WORKERS OF AMERICA, U.E. 222, CONNECTICUT
INDEPENDENT LABOR UNION, CILU LOCAL #47**

July 1, 2012 through June 30, 2017

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ALPHABETICAL INDEX

POLICE CIVILIAN CONTRACT 2012 TO 2017

<u>DESCRIPTION</u>	<u>PAGE(S)</u>
Compensation	8, 27
Discipline	7
Duration	26
Employee Rights and Representation	1
General Provisions	23
Grievance Procedure	4
Holidays	12
Hours of Work and Overtime	9
Insurance and Pension.....	14
Leave Provisions	20
Longevity	22
Management Rights	2
No Discrimination.....	1
No Strike	2
Overtime	9
Pension	14
Perfect Attendance	17
Personal Leave	20
Preamble	1
Recognition	1
Seniority	2
Sick Leave.....	18
Vacation	11
Wages.....	8
Workers' Compensation	22

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TABLE OF CONTENTS

<u>DESCRIPTION</u>	<u>PAGE</u>
Article I Preamble	1
Article II Recognition	1
Article III No Discrimination.....	1
Article IV Employee Rights and Representation	1
Article V Management Rights	2
Article VI No Strike	2
Article VII Seniority	2
Article VIII Grievance Procedure	4
Article IX Discipline	7
Article X Wages.....	8
Article XI Hours of Work and Overtime	9
Article XII Vacation	11
Article XIII Holidays	12
Article XIV Insurance and Pension.....	14
Article XV Perfect Attendance	17
Article XVI Sick Leave.....	18
Article XVII Leave Provisions.....	20
Article XVIII Longevity.....	22
Article XIX Workers' Compensation	22
Article XX General Provisions.....	23
Article XXI Duration	26
 APPENDIX A – WAGE/SALARY SCHEDULES AND POSITION DESCRIPTIONS	 27
 APPENDIX B – Deleted	
 APPENDIX C – Copy of Memorandum of Understanding, Hours of Work, Police Records Clerk	



ARTICLE I - PREAMBLE

This Agreement between the TOWN OF VERNON (hereinafter "Town") and UNITED ELECTRICAL, RADIO AND MACHINE WORKERS OF AMERICA, U.E. 222, CONNECTICUT INDEPENDENT LABOR UNION, CILU LOCAL #47 (hereinafter "Union") has as its purpose the promotion of harmonious relations between the Town and the Union and the establishment of an equitable and peaceful procedure for the negotiation of wages, hours and other conditions of employment.

ARTICLE II - RECOGNITION

The Town recognizes the Union as the sole and exclusive bargaining agent for all civilian employees of the Police Department who work more than one hundred-twenty (120) calendar days in any calendar year, including Police Records Clerks, Public Safety Telecommunicators, Supervisor of Police Records, and Evidence Technician, excluding the Secretary to the Chief and all others excluded by the Municipal Employees Relations Act.

ARTICLE III- NO DISCRIMINATION

The provisions of this Agreement shall be applied equally to all employees of the bargaining unit without discrimination because of race, color, religion, age, sex or national origin.

ARTICLE IV - EMPLOYEE RIGHTS AND REPRESENTATION

Section A

Employees have and shall be protected in the exercise of the right without fear of penalty or reprisal to join and assist the Union. The freedom of employees to assist the Union shall be recognized as extending to participation in the management of the Union and acting for the Union in the capacity of Union officer or representative.

Section B - Union Security

All present employees and all employees hired after the date this Agreement is signed shall, as a condition of employment, become and remain members of the Union within thirty (30) calendar days after this Agreement is signed or pay an agency fee in accordance with the law after their date of hire, whichever is applicable.

Section C - Dues and Agency Fee Deductions

The Town agrees to deduct union membership dues or an agency fee once each week from the pay of those employees who individually and in writing authorize such deductions. The amount to be deducted shall be certified to the Town by the Treasurer of the Union, and the aggregate deductions of all employees shall be remitted, together with an itemized statement, to the Treasurer of the Union after such deductions are made. The Union agrees to hold the Town

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harmless from damages arising from the making of authorized deductions. These deductions will be made on the same payday as specified by the Town and agreed to by the Union.

ARTICLE V - MANAGEMENT RIGHTS

Unless expressly and specifically limited, modified, abridged or relinquished by a specific provision of this Agreement, and whether exercised or not, the rights, 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 of the Police Department, shall remain solely and exclusively in the Town, including but not limited to the following: to determine the standards of services to be offered by Police Department employees; determine the standards of selection for employment in the Police Department; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; issue rules and regulations affecting working conditions not specifically covered by this Agreement; enforce them and from time to time change them, provided that the reasonableness of such newly issued or changed rules or regulations shall be subject to the grievance procedure; maintain the efficiency of government operations; determine duty assignments and the number of individuals needed for specific assignments and shifts; determine work schedules and hours of work; determine the methods, means and personnel by which the Police Department's operations are to be conducted; determine the content of job classifications; prepare and utilize forms necessary to operate the Police Department; exercise complete control and discretion over its organization and technology of performing its work; and fulfill all of its responsibilities to the citizens of Vernon.

ARTICLE VI - NO STRIKE

The Union agrees that all employees included in this Agreement will not collectively, concertedly or individually engage in or participate, directly or indirectly, in any strike, sympathy strike, slowdown or stoppage during the term of this Agreement. The Union further agrees that it shall make every effort to prevent such activities on the part of any employees covered by this Agreement.

ARTICLE VII - SENIORITY

Section A

Seniority, for the purpose of this Agreement, is defined as the total length of an employee's most recent period of continuous service with the Town. Employees' earned seniority will not be lost because of absence due to illness, disability, authorized leave, authorized absences or while eligible for recall. Seniority and seniority rights will not be accrued during unpaid leaves of absence or layoff, but such rights will not be lost by the employee unless such leave extends beyond one calendar year.

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Section B

Initial decisions of transfers and promotions are made by management and are subject to the grievance procedure. All other factors being equal, seniority will be used to determine transfers or promotions, if any, of employees. Other factors are defined to include qualifications and competence to perform the work.

Section C

A Seniority list shall be furnished to the Union upon request no more than once each year, and unless mistakes are brought to the attention of the Chief of Police within sixty (60) days, the list shall be considered conclusive.

Section D

New Public Safety Telecommunicators shall be considered probationary during their first twelve (12) months of employment. All other employees shall be considered probationary during their first nine (9) calendar months of employment. During such probationary period, the employee shall not obtain seniority rights under this Agreement and such probationary employee will be subject to discharge by the Town without recourse of access to the grievance procedure of this Agreement. At the successful completion of the probationary period, seniority shall be retroactive to the commencement of employment.

Section E

When the Town at its discretion decides to fill any position in the bargaining unit, the Town shall post the job for one (1) week. Whenever possible, such posting shall occur before the public is informed of the position. Each employee who is interested will have the opportunity to apply for said opening(s), providing he/she is qualified. The senior, most qualified, employee who applies shall be given first consideration. The Town retains the right to fill positions from outside the unit in the system.

Section F

For the purpose of layoff and recall, there shall be two (2) seniority groups, Police Records Clerks and Public Safety Telecommunicators.

Section G

In the event there is a reduction in, or a proposed reduction in, the number of employees or work hours, the employee with the least seniority in the job title affected will be laid off first. The Town shall notify the Union president as soon as practicable prior to the time in which the layoff or reduction is to be effective.

Section H

Employees laid off under this Article shall have recall rights as follows:

1. The affected employee at the time of layoff shall automatically be placed on a recall list for a period of eighteen (18) months; the affected employee shall have the right to recall to the job title from which he/she was laid off if a position should become vacant.
2. No person shall be newly employed until all qualified persons on the recall list have been notified and such persons either are offered reemployment or have declined a reemployment offer. An employee who declines an offer of reemployment shall forfeit all recall rights. Failure to make written response to a recall notice within ten (10) business days of receipt of said notice shall be deemed a refusal to accept reemployment. Notification of recall shall be made by registered or certified mail to the employee's address of record.

Section I

Employees whose names are on the recall list will be notified of opportunities for full-time or regular part-time employment within the bargaining unit.

Section J

The order of layoff for employees covered by this Agreement shall be within the job title as follows:

1. Probationary employees, part-time before full-time; and
2. Within job title, full-time employees with the least seniority first.

Section K

For the Police Records Supervisor only, classification seniority shall be used to determine layoff and recall rights, overtime, transfers and promotions, and all other applicable benefits under this Contract.

ARTICLE VIII - GRIEVANCE PROCEDURE

Section A

The purpose of the grievance procedure shall be to settle employee grievances on as low an administration level as possible.

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Section B - Definition

A grievance for the purposes of this procedure shall be considered to be a grievant or union complaint concerned with:

1. Discharge, suspension or other disciplinary action.
2. Interpretation and application of rules, regulations and policies of the Police Department.
3. Matters relating to the interpretation and application of the Articles and Sections in this Agreement.

Section C - Procedure

1. Any employee may use this grievance procedure with or without Union assistance. Should a grievant process a grievance through one or more of the steps provided herein prior to seeking union aid, the Union may process the grievance from the next succeeding step following that which the employee has utilized,
2. No grievance settlement made as a result of an individually processed grievance shall contravene the provisions of this Agreement. The Union shall be notified of any individually processed grievance resolution and may be present at any adjustment at the discretion of the grievant.

Informal Step - Any employee who has a grievance shall first bring the grievance to his/her immediate supervisor before processing the grievance at Step 1. The supervisor shall submit his/her decision within three (3) workdays of the initial presentation.

Step 1 - Any employee who has a grievance shall reduce the grievance to writing stating the Section or Sections of the contract alleged to be violated and the resolution sought and submit it within fifteen (15) calendar days of the decision at the informal step to the Chief of Police or his/her designee who shall use his/her best efforts to settle the dispute. The Chief's decision shall be submitted in writing to the aggrieved employee and his/her representative, if he/she is represented, within ten (10) calendar days of receipt of the grievance.

Step 2 - If the employee and his/her representative, if represented, are not satisfied with the decision rendered, he/she or his/her representative shall submit the grievance in writing to the Town Administrator or his/her designee within seven (7) calendar days. The Town Administrator or his/her designee shall, within twelve (12) calendar days of receipt of the grievance, submit his/her decision to the employee and his/her representative, if represented.

Step 3 - 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 party may submit it to the Connecticut State Board of Medication and Arbitration within twelve (12) calendar days, with notice to the Town, and the decision rendered by the Arbitrator or Arbitrators shall be final and binding upon the parties. The Arbitrators) shall be bound by and shall apply only the terms of the 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(s) shall arbitrate only one grievance at a time unless grievances arise directly out of the same incident. By mutual agreement the parties can submit a representative grievance to arbitration.

Section D - Mediation

The mediation services of the State Board of Mediation and Arbitration may be used in Step Three of negotiations provided both parties mutually agree on the desirability of this service.

Section E - Meetings

If either party related to the grievance process desires to meet for the purpose of oral discussion, a meeting shall be requested and scheduled not later than five (5) days after receipt of request.

Section F - The Union as a Complainant

The Union shall be entitled to submit grievance in the name of the Union in the same manner as is provided herein for employees. The Town may also use the grievance and arbitration procedure.

Section G - Time Extensions

Time extensions beyond those stipulated in this procedure may be arrived at by mutual written agreement by the parties concerned.

Section H - Representation

Employees in 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 I

A grievance which arises as a result of disciplinary action taken by the Town may be filed in accordance with this Agreement at the step next above where such action was taken.

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Section J

When a person, during the grievance procedure, calls upon subpoenas or otherwise summons another employee to speak, testify or otherwise be present at any step of the grievance procedure, said cost and/or wages of said employee will not be paid by the Town. Wages will be paid for:

1. the aggrieved party at all times while on duty; and
2. one additional party while on duty, as required to appear.

ARTICLE IX – DISCIPLINE

Section A

All discipline must be for just cause and shall be given in writing with the reason stated and a copy provided to the employee and the Union at the time of the suspension or discharge. All disciplinary action may be appealed through the established grievance procedure of this Agreement.

Section B

1. The nature of disciplinary action shall, to as great of an extent as possible, be corrective rather than punitive. Discipline is intended to convey to an employee the seriousness of violations of work rules, unacceptable behavior or unacceptable performance. Disciplinary actions shall, except in serious cases, be based on increasingly emphatic actions intended to assist or guide an employee in correcting job related problems.
2. Discipline may include: verbal warnings, written warnings, suspension, transfer, demotion, probation or discharge. In serious cases, the first step of the disciplinary procedure shall be commensurate with the offense.

Section C

1. Each employee shall have the right to see and review his/her personnel file no more than twice a year by appointment. The Town shall provide copies of all materials on file upon request of the employee. A reasonable charge may be applied for all copied materials. Employees may request that the Town correct, amend or delete incorrect or inaccurate material. Failing mutual agreement, the employee shall have the right to respond in writing to all items in his/her personnel file. Such responses shall be made part of the file.

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2. Viewing of personnel folders within the Vernon Police Department shall be limited to the Chief of Police, the Police Captain, the person assigned to administration, planning and training, and the Administrative Secretary to the Chief. Nothing in this Section shall be interpreted to restrict the rights specified in Article V of this Agreement.

Section D

Each employee shall be given copies of any evaluation reports placed in the employee's personnel file. Employees shall be required to sign for evaluations, whether they agree with the evaluation or not. This signature, however, shall only represent receipt of the evaluation form.

ARTICLE X – WAGES

Section A

Wage groups shall be as follows:

- Group I - Police Records Clerk
- Group II - Public Safety Telecommunicator
- Group III - Supervisor of Police Records
- Group IV - Evidence Technician

Section B

All members of the various classifications listed in the salary schedule of Appendix "A" shall be paid at a rate in accordance with the amount of service they have in that particular classification, except that any member advanced or promoted to a higher classification shall be paid that next highest rate of pay over that which he/she was receiving at the lower classification. Each employee shall advance in salary schedule as follows:

New hire	Start
First twelve (12) months	Step 1
After one (1) year	Step 2
After two (2) years	Step 3
After three (3) years	Step 4
After four (4) years	Step 5

Employees shall receive their increment on their anniversary date during the term of the contract.

The Chief of Police has the discretion to hire a new employee at any step on the salary schedule, provided that it is within one step of the least senior member in that classification.



Section C

1. The salaries shall be as reflected in Appendix A as attached hereto for July 1, 2012 (.5% increase); July 1, 2013 (1.50% increase); July 1, 2014 (1.75% increase); July 1, 2015 (2.00% increase) and July 1, 2016 (2.25% increase).
2. In addition, bargaining unit employees will receive a one-time \$500 ratification bonus.

Section D

Police Records Clerks

A \$200 stipend will be payable to Police Records Clerks on or about December 1st of each year of the contract.

ARTICLE XI - HOURS OF WORK AND OVERTIME

Section A

1. Public Safety Telecommunicator employees shall work a forty (40) hour week. Public Safety Telecommunicators shall work five (5) days on and two (2) days off schedule, with a one-half (1/2) hour paid lunch. Public Safety Telecommunicators shall take their lunch on the premises, except with the permission of the shift supervisor.
2. Public Safety Telecommunicators shall bid their shifts by seniority as follows:

First shift:	7:00 a.m. to 3:00 p.m.
Second shift	3:00 p.m. to 11:00 p.m.
Third shift:	11:00 p.m. to 7:00 a.m.

Relief shifts: The Chief may, at his/her discretion with two (2) weeks notice to the Union, change the starting and ending times of relief shifts. In emergency situations, the Chief may give as little notice as forty-eight (48) hours.

3. Police Records employees shall work a thirty-five (35) hour week and shall receive one (1) hour unpaid lunch period. The hours of work will be 7:00 a.m. to 3:00 p.m. and from 8:00 a.m. to 4:00 p.m. with the number of employees assigned to each shift determined by the Chief of Police or his designee. Seniority shall govern preference in shift assignment, except if only one employee is assigned to either shift. The hours of work for all part-time Police Records Clerk employees covered by the Agreement shall be scheduled at the discretion of the Chief of Police or his designee. If there are no part-time Police

Records Clerk employees available for work as a result of a vacancy or elimination of the position, the Chief of Police or his designee may allocate one Police Records Clerk employee to work from 9:00 a.m. to 5:00 p.m. Per the Memorandum of Understanding dated February 12, 2012, the parties agree that hours of work for one Police Records employee shall be increased to reflect an ending time of 1900 hours on Wednesday with that employee's work day being shortened an equal amount of hours at the end of their work day on Fridays or the last day of the work week in the case of holidays or vacation being taken at the end of the week. In the event an employee calls in sick on the last day of the week, the employee shall have the sick time prorated. It is not the intention of the parties for the affected employee to work more hours than currently contained in the contract. A copy of this Memorandum of Agreement is attached for historical record as Appendix C.

4. All employees shall receive one and one-half (1 ½) times their regular hourly rate for all work performed in excess of eight (8) hours in any day or forty (40) hours in any week, except Police Records Clerk and Supervisor of Police Records employees shall receive one and one half (1 ½) times their regularly hourly rate of pay for all work performed in excess of seven (7) hours in any day or thirty-five (35) hours in any week.
5. Supervisor of Police Records shall work a thirty-five (35) hour week and shall receive a one (1) hour unpaid lunch period. The hours of work will be 7:00 a.m. to 3:00 p.m. or 8:00 a.m. to 4:00 p.m., whichever is designated as more beneficial to the smooth running of the Records Department as determined by the Chief of Police or his/her designee.
6. Evidence Technician shall work a thirty-five (35) hour week, with a one (1) hour unpaid lunch period. The hours of work will be 7:00 a.m. to 3:00 p.m. or 8:00 a.m. to 4:00 p.m., whichever is designated as more beneficial to the smooth running of the Records Department as determined by the Chief of Police or his/her designee. These hours may occasionally change based upon the needs of the Department as determined by the Chief of Police or his/her designee.
7. In the event the Town elects to fill a vacancy on a shift by volunteers and cannot do so, the least senior employee, within their classification, on the shift going off duty will be held over for four (4) hours and the least senior employee on the oncoming shift will be called in early four (4) hours provided that no employee will be held over or called in early for more than one (1) day consecutively unless the employee is the only person scheduled to work the affected shift.

Section B

When an employee is called to work outside regularly scheduled working hours, there shall be a four (4) hour minimum pay.

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Section C

1. If an employee works their sixth (6th) day, he/she shall be paid at time and one-half (1 1/2) his/her regular hourly rate. If an employee works on their seventh (7th) day, he/she shall be paid at two (2) times his/her hourly rate.
2. If the six (6th) or seventh (7th) day is also a holiday, the employee will be paid the higher of Article XIII-Holidays, Section C or overtime in Article XI, but not both.

Section D

Overtime work shall be divided equally as far as practicable by rotation on a seniority basis within the classification requiring overtime. Bargaining unit members shall be given preference for all overtime work.

Section E

Part-time employees will not be called to work overtime unless there are no full-time employees available from that division.

Section F

Any employee who does not avail himself/herself of the opportunity to work overtime will be charged on the overtime chart as though he/she had worked.

Section G

The overtime chart shall be made available for review by employees.

Section H

There will be no pyramiding of overtime.

ARTICLE XII - VACATION

Section A

Employees shall be granted time off with pay for vacation according to the following schedule:

After six (6) months through one (1) year	five (5) working days
After one (1) year to five years	ten (10) working days
After five (5) years to ten (10) years	fifteen (15) working days

After ten (10) years to fourteen (14) years twenty (20) working days

An employee who has completed fifteen (15) years of service shall receive one (1) additional vacation day, plus one (1) additional day of vacation for each additional year of service beyond fifteen (15) years to a maximum of twenty-five (25) days per year.

1. Employees hired after June 30, 2012 will receive a maximum of twenty (20) vacation days per year.

Section B

Seniority shall prevail in the selection of vacations for employees. Employees shall indicate their preference of vacation in accordance with departmental procedures. Employees not signing the vacation request list by the required time shall relinquish their right of seniority in selecting their vacation. Vacation schedules must have prior approval of the employee's immediate supervisor.

Section C

The vacation period shall be between July 1 and June 30 of each fiscal year and each employee shall be required to take their vacation during the fiscal year. An employee may petition to carry over unused vacation subject to the recommendation of the immediate supervisor and the approval of the Chief of Police. Eligible employees may carry over a maximum of five (5) earned vacation days from one year to the next and accumulate vacation leave up to the following maximum limits:

Up to but not including five (5) years of service.....15 days
Five (5) years up to but not including twelve (12) years of service20 days
Over twelve (12) years of service.....25 days

Section D

Vacation time shall be taken in increments of no less than one (1) hour, provided that no overtime will be required based on the work schedule in effect when the vacation request is made. The increments was changed from two hours to one hour per the Memorandum of Agreement signed May 22, 2008.

Section E

Part-time employees shall receive vacation benefits on a pro rata basis.

Section F

If an employee dies while employed by the Town, the Town shall pay the employee's estate the accumulated vacation days.

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Section G

An employee who becomes ill on vacation leave may charge such illness to sick leave for any illness which exceeds three (3) days by filing a medical certificate with the Chief.

ARTICLE XIII - HOLIDAYS

Section A

	<u>Public Safety Telecommunicators</u>	<u>Police Records Clerks</u>
New Year's Day	January 1	Town observed
Martin Luther King, Jr. Day (Monday)	Town observed	Town observed
Lincoln's Birthday	February 12	State observed
President's Day (Monday)	Town observed	Town observed
Good Friday or Yom Kippur	Traditional	Town observed
Memorial Day (Monday)	Town observed	Town observed
Independence Day	July 4	Town observed
Labor Day (Monday)	Town observed	Town observed
Columbus Day (Monday)	Town observed	Town observed
Veteran's Day	November 11	Town observed
Thanksgiving Day (Thursday)	Traditional	Town observed
Friday following Thanksgiving Day	Town observed	Town observed
Christmas Day	December 25	Town observed

The days listed below shall be observed as paid holidays. Holidays shall be observed in accordance with the schedule observed by the Town of Vernon such that holidays falling on Saturday shall be observed preceding Friday and holidays falling on Sunday shall be observed on the following Monday, except for those holidays that shall be observed on the traditional day for Public Safety Telecommunicators as noted below:

Section B

Whenever said holiday shall fall during a paid sick leave or paid vacation of an employee, said holiday(s) shall not be charged against an employee's earned vacation time or sick leave.

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Section C

An employee working on a holiday listed above shall receive one and one-half (1 1/2) times his/her regular rate for the hours so worked, and in addition, receive holiday pay based upon the employee's regular rate of pay and scheduled number of work hours. A Public Safety Telecommunicator working on Easter Sunday shall receive the wage benefits of this Section. If an employee is required to work on Thanksgiving Day or Christmas Day, he/she shall be paid at two (2) times his/her hourly rate, and in addition, receive holiday pay based on the employee's regular rate of pay and scheduled number of work hours.

Section D

Permanent, part-time employees shall receive holiday pay on a pro rata basis.

Section E

With the Chief's approval, the Evidence Technician shall be allowed to work, at straight time, the listed holidays and be given floating holidays instead.

Section F

Public Safety Telecommunicators

Public Safety Telecommunicators who work a holiday for which they are entitled to receive two and one-half (2 1/2) or three (3) times their pay, as the case may be, may choose to be paid eight (8) hours less on two (2) such holidays and take an additional day off with pay later in the year. The additional day off may not result in overtime or cause the Department to go below minimum manning. The two (2) days cannot be carried over from year to year. This agreement between the parties is on a trial basis for one (1) year only at a time to be decided between the parties. The Chief of Police can discontinue this agreement after the trial period at his discretion and the Union agrees that it may not grieve and/or arbitrate such decision.

ARTICLE XIV - INSURANCE AND PENSION

Section A

1. Each employee shall contribute, on a pre-tax basis as a part of a Section 125 IRS Plan, the following premium share amounts, of the applicable premium rate, effective in listed year for the following coverages:

YEAR	HSA
July 1, 2012-June 30, 2013	10.0%
July 1, 2013-June 30, 2014	10.0%
July 1, 2014-June 30, 2015	10.0%
July 1, 2015-June 30, 2016	10.0%

July 1, 2016-June 30, 2017	10.0%
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Each employee will pay the same percentage (%) of the dental premium share as they pay for the medical premium share.

2. The Town will provide for life and accidental death and dismemberment insurance in the amount of \$40,000/\$80,000 at no cost to the employee.
3. As a part of the health insurance package, the Town will provide Anthem Blue Cross/Blue Shield Full Service Dental Plan if the employee chooses. The employees will pay the same premium percentage co-pay for the dental plan as for the other health insurance plan.

Section B

The Town agrees to provide all permanent, part-time employees a pro rata share of the benefits specified in Article XIV, Section A based upon the number of hours worked.

Section C

The Town shall make available at applicable group rates for purchase by retired employee for themselves and their enrolled dependents, the following insurance:

1. Continue existing coverage specified in Article XIV, Section A if retired employee is less than age 65, unless retiring employee has other insurance options including from employer or spouse or until employee is eligible for Medicare.
2. Employees still working for the Town of Vernon who are 65 years old or older have the option to remain on the Town's HMO plan at the rate of 10% premium co-share for the duration of this contract.

Section D

It is agreed by the Town that when an employee terminates, he/she shall be allowed to continue to participate in the Town group insurance coverage as provided by applicable laws for which the employee shall pay the full cost at the group rate.

Section E

During the open enrollment period, any employee may voluntarily elect to waive, in writing, the coverages specified in Article XIV, Section A, and such employee or change of status or dependent of any of the grandfathered employees will receive the following waiver paid in two installments on or about October 1st and April 1st:

Waiver:

Single	\$1,000
Double	\$1,500
Family	\$2,000

Section F

The Town may, at its, discretion, change insurance carriers or self-insure provided the benefits are equal or better than those provided in Article XIV, Sections A and B.

1. Effective September 1, 2012 an employee may choose medical coverage through a Town sponsored Health Savings Account (HSA). The annual deductible shall be \$2,000 individual account / \$4,000 two person and family accounts. The deductible contribution to the HSA shall be as follows:
 - a. First Year: Town 70% / Employee 30%
 - b. Second Year: Town 60% / Employee 40%
 - c. Third Year: Town 50% / Employee 50%
 - d. Fourth Year: Town 50% / Employee 50%
 - e. Fifth Year: Town 50% / Employee 50%

Prescriptions: \$7 / \$15 / \$35
Mail Order: \$14 / \$30 / \$70

Section G

The provisions of the Town of Vernon Pension Plan as administered through the Travelers Companies, Group Annuity Contracts GR-467 and GR-14239, is hereby made part of this Agreement, including any plan amendments made by or on behalf of members of the Union, and excluding any plan amendments made by or on behalf of any other employee group.

The current pension plan shall be modified as follows, with all other provisions remaining



as they are:

1. Effective July 1, 2002, the monthly benefit shall be 1.85% of average monthly earnings times years of service to a maximum of twenty-five (25) years.
2. Effective July 1, 2009, the monthly benefit shall be 2.0% of average monthly earnings times years of service to a maximum of twenty-five (25) years.
3. Contribution will be made pre-tax as soon as possible. Vesting 50% after five (5) years, 100% after ten (10) years of service.
4. Participant's average annual earnings means his highest average annual earnings received in the highest 60 consecutive months earnings computation period using the participant's period of employment.
5. Employees who become members of the bargaining unit subsequent to June 30, 2012 are not eligible for the Defined Benefit Pension Plan set forth herein. Such employees will be automatically enrolled in the Town's Defined Contribution Plan (The Town plans to administer the Defined Contribution Plan as a 457(b) Plan.) provided an employee will have the option to opt out of the Plan. The Town will contribute two percent (2%) of the employee's base wages for all employees who elect to participate in such Defined Contribution Plan. If the employee contributes seven and one-half percent (7.5%) or more of his or her wages to such Defined Contribution Plan, the Town will contribute an additional two percent (2%) for a total contribution of four percent (4%) of the employee's annual base wages to the Plan.
6. No employee hired prior to July 1, 2012 may participate in the Defined Contribution Plan as set forth herein.

ARTICLE XV - PERFECT ATTENDANCE

Section A

Each employee who works three (3) consecutive calendar months without the use of any sick time shall be entitled to one (1) perfect attendance day.

Any forty (40) hour per week employee who has three (3) months of continuous service who has not used more than seven (7) hours of sick time shall receive one (1) earned day.

Any thirty-five (35) hour per week employee who has three (3) months of continuous service who has not used more than six (6) hours of sick time shall receive one (1) earned day.

The total days that he/she may accumulate shall be four (4) in one (1) year and the employee must take this time within that year or it will be given back to the Town. The employee may take this time at his/her request with the approval of the Chief of Police.

Section B

Perfect attendance days may be used by mutual agreement between the employee and his/her supervisor. Agreement will not be unreasonably withheld. The employee must, however, utilize such days within one (1) year or the day will be given back to the Town.

Section C

Vacation, holidays, leave under Workers' Compensation and perfect attendance days shall not interrupt a consecutive calendar month worked.

ARTICLE XVI - SICK LEAVE

Section A

All employees will be granted leave of absence with pay to be deducted from his/her accumulated sick leave allowance:

1. for absence resulting from illness or injury except where directly traceable to employment with an employer other than the Town;
2. for medical, dental, or eye examination or treatment for which arrangements cannot be made outside of regular working hours;
3. when his/her presence on duty will expose others to a serious contagious disease, or if quarantined due to contagious disease of another person or persons: and,
4. in the event of critical illness or severe injury to a member of the employee's immediate family creating an emergency which requires the attendance or assistance of the employee (a medical certificate may be required after two (2) days).
5. In the event that an employee requests sick leave after commencing his/her shift, the employee will be paid for all hours worked and sick leave will be deducted in one (1) hour increments for the remainder of the shift.

*James
Jolley*

Section B

Sick leave allowance shall be earned by each employee at the rate of one (1) day for each full calendar month of service. Such employee, upon hiring, shall receive a reserve of six (6) days of sick leave credit, any unused portion of which shall be added to any allowance earned during this Agreement.

1. Per the side letter to John Lambiase, the Chief of Police at his/her discretion may permit a police employee to donate sick days to a member of this bargaining unit who has exhausted all paid benefit times and has been employed by the Vernon Police Department for at least two (2) years. Donated sick time may only be used for disability or catastrophic illness. The decision by the Chief of Police whether to grant or deny such request is not subject to the grievance/arbitration provisions of the bargaining agreement between the parties. Any donated time remaining after an employee is eligible to return to work will be returned to the person that donated it.

Section C

Beginning 07/01/00 all unused sick leave may be accumulated beyond one hundred eighty (180) days. Sick days accumulated beyond one hundred eighty days (180) may be used by the employee for his or her own illness but will not be paid for or become the basis for compensation when the employee leaves the employ of Town of Vernon.

Section D

Sick leave earned in any month of service shall be available at any time during any subsequent month.

Section E

Sick leave shall continue to accumulate during leaves of absence with pay and during time an employee is on authorized sick leave or vacation time.

Section F

1. A doctor's certificate may be required for submission to the Chief of Police for a period of absence consisting of more than three (3) consecutive working days.
2. Nothing herein shall preclude the Chief of Police from requesting a doctor's certificate when the Chief of Police has a good faith reason to suspect an abuse of sick leave.
3. If sick leave is being abused as determined by the Chief of Police, the Chief of Police shall counsel the employee. If, after an employee is counseled, and abuse of sick leave continues, the employee will receive a written reprimand that

will outline the disciplinary steps to be taken if further sick leave abuse continues. An employee may be required to provide a doctor's certificate to verify the legitimacy of illness for which sick leave is claimed for a period of one (1) year.

4. An employee will not be paid compensation for personal time used in obtaining doctor's certificates which are required pursuant to the provisions of this Section.

Section G

1. An employee, upon retirement or in the event of death, shall receive on the basis of his/her current wages, full compensation for any unused accumulated sick leave to a maximum of one hundred-eighty (180) days as severance pay.
2. An employee who terminates his/her employment with the Vernon Police Department in good standing shall be paid for fifty percent (50 %) of all sick time accumulated to a maximum of one hundred-eighty (180) days.
3. An employee who has completed twenty (20) years of service with the Vernon Police Department in good standing and terminates his/her employment or elects early retirement will be paid seventy-five percent (75%) of all sick time accumulated to a maximum of one hundred-eighty (180) days.
4. New employees hired after March 1, 1998, may accumulate up to ninety (90) sick days, and will be paid up to a maximum of thirty (30) days of accumulated leave at their current rate upon their (a) death; (b) retiring on his/her normal retirement date; or (c) after ten years of service and separation of employment with the Town of Vernon in good standing.

ARTICLE XVII- LEAVE PROVISIONS

Section A - Personal Leave

Each employee shall be entitled to four (4) days per fiscal year to be used to attend to any personal business the employee deems necessary. The employee may take this time at his/her request with approval of the Chief of Police or his/her designee. Such leave shall not be unreasonably denied and which must be taken in year or lost, i.e. cannot be carried over year to year.

Section B - Bereavement Leave

1. Three (3) days for immediate family, including parent, sibling, spouse, child, mother-in-law or father-in-law. Only one (1) day shall be available if the employee is not attending the funeral.

JMS
plw

2. One (1) day for grandchild, grandparent, brother-in-law, sister-in-law, aunt, uncle, niece or nephew of the employee or the employee's spouse if the employee attends the funeral.

Section C - Union Leave

1. Two (2) members from different wage groups in the bargaining unit shall be granted leave from duty with full pay for all meetings between the Town and the Union for the purpose of processing grievances when such meetings take place at a time during which such member is scheduled to be on duty, at each step of the grievance procedure through arbitration.
2. The Union shall have the right to have one (1) member per wage group as its negotiating committee present for all negotiation meetings. When such meetings take place at a time during which such member is scheduled to work, he/she will be granted leave from his/her duties with full pay for such meetings.
3. Union officers and/or delegates of the local Union shall be given time off to conduct union business and to attend officially sponsored meetings, conferences or conventions without the loss of pay, providing that at no time shall more than two (2) employees of the Department be granted this privilege without loss of pay, the total of which shall not exceed forty (40) hours during any year. The minimum allowance of time off for the purpose of this Section shall be three (3) hours. The Union agrees to give reasonable notice to the Town of intention to be absent from work and both parties agree that time off will be allowed only after considering the manpower needs of the Police Department.

Section D - Jury Leave

Any employee called to jury duty shall be paid the difference between the employee's regular base rate of pay and the fee received for serving as a juror. An employee called to jury duty shall furnish the Town with a notice to service in evidence of attendance. The Town may request exclusion for any employee who has received notification of jury duty.

Section E - Military Leave

Military leave shall be granted, not to exceed two (2) weeks, to permanent employees when required to serve on active reserve or on National Guard duty. During this period, the employee shall be paid the difference, if any, between his/her regular police pay and military pay. Time on military leave shall be included in computing seniority earned in the Town's service. Copies of orders for active duty shall be supplied to the department head.

Section F - Maternity Leave

Maternity leave shall be granted under FMLA. Employee must use all unused paid time,

including vacation, sick and personal time, prior to taking any unpaid leave. However, if a full twelve (12) weeks of time is taken, an employee is not eligible to take vacation time for thirty (30) days upon return.

ARTICLE XVIII – LONGEVITY

Section A

All full-time employees shall receive longevity compensation once annually in the pay period containing the anniversary date of employment in the following amounts:

Years of Service	Longevity Compensation
Ten (10) years but less than fifteen (15) years	\$225.00
Fifteen (15) years but less than twenty (20) years	\$300.00
Twenty (20) years or more	\$375.00

Section B

Longevity payments will be paid on the anniversary date or the November 15th following the anniversary date at the choice of the employee. All regular part-time employees shall receive longevity compensation once annually on the first payday in December based on the preceding schedule on a pro rata basis.

ARTICLE XIX - WORKERS' COMPENSATION

Section A

Employees who are absent from duty due to illness or accident for which they are entitled to compensation under the Workers' Compensation Act shall not be charged sick time.

Section B

An employee who is entitled to compensation under the Workers' Compensation Act shall receive compensation from the Town in an amount which, when added to workers' compensation payments received, shall provide him/her with compensation equal to his/her regular pay for a period not to exceed six (6) months.

Section C

Said amount shall be payable by the Town at the time workers' compensation benefits are paid. The Town may, however, at its discretion pay an employee his/her full compensation from the date an injury or illness commenced, provided that the employee involved shall make the Town whole by endorsing over to the Town any workers' compensation checks he/she receives for which he/she has already received the money, provided further that if it is eventually

*John
Jew*

determined that the employee is not entitled to workers' compensation benefits, the employee shall make the Town whole for all monies received.

ARTICLE XX - GENERAL PROVISIONS

Section A

The Town shall provide, upon employment, a copy of this Agreement to each new employee and, upon request, to each current employee. No employee, however, shall receive more than one (1) copy during the life of the Agreement.

Section B

If an Article or Section of the Agreement is declared invalid by a court of competent jurisdiction, said invalidity shall not affect the balance of this Agreement.

Section C

There shall be no alteration, variation or amendment of the terms and conditions of this Agreement, unless made and agreed to in writing by both parties. Nothing in this Section shall be considered to expand either party's legal obligation to commence midterm negotiations on any subject, whether or not it is covered by this Agreement.

Section D

If there is any previously adopted policy, rule or regulation of the Town which is in conflict with any provision of this Agreement, said Agreement provision shall prevail during the term of this Agreement.

Section E

When an employee is required to use his/her own motor vehicle to perform Town business, he/she shall be reimbursed at the applicable IRS mileage rate of reimbursement.

Section F

Any employee taking college and/or university course(s) which, in the judgment of the Chief of Police, directly relate to the current work assignments of the employee shall be eligible to be reimbursed for seventy-five percent (75 %) of the cost of the tuition and fees required for the course(s) up to an amount totaling, but not to exceed, \$1,000.00, and limited to undergraduate course work only, provided that the college and/or university and the course(s) are approved in advance in writing by the Chief of Police and that employee receives a 2.0 grade point average or a grade of "C" or better in approved undergraduate course(s). Notification of intent to take such course(s) and requests for approval must be made with enough advance notice so that funds may be properly budgeted.

Section G

In the event that dispatching work is subcontracted, the Town shall notify the Union in advance of such change and negotiations will commence over the impact, if any, of the subcontracting.

Section H

Any employee who is required by the Town to attend any training or any conferences shall, with prior written approval of the Chief, be reimbursed for travel costs, seminar/conference costs, lodging and meals.

Section I

The Town and the Union shall cooperate in matters of safety, health and sanitation affecting the employees.

Section J

All employees shall be protected under the provisions of the Connecticut General Statutes Section 7-465, as it may be amended from time to time.

Section K

The Town reserves the right to have a bi-weekly payroll provided the Town provides 90-days notice. In the event such bi-weekly payroll is instituted, Credit Union deductions will also be made bi-weekly.

Section L

Any charge or complaint by a member of the public which is made against the bargaining unit employee will be investigated by the Chief of Police or his/her designee within twenty-four (24) hours, if possible, when presented in writing and sworn and signed by the complainant. If, after an investigation, the Chief or his/her designee determines that there is probable cause to the charge or complaint, the Union and the employee involved shall be apprised of the facts alleged and be given an opportunity to respond. Employees shall be entitled to all their rights under Article IX, Discipline, except under unusual circumstances.

Section M

1. Public Safety Telecommunicators shall receive a uniform clothing allowance of three hundred fifty dollars (\$350.00) per year. Upon hire, an additional draw equal to two hundred dollars (\$200.00) will be granted a new Public Safety Telecommunicator to purchase required clothing.

A handwritten signature in black ink, appearing to be 'J. Dew' or similar, located in the bottom right corner of the page.

2. The Town agrees to pay the cost of cleaning of uniforms for Public Safety Telecommunicators, not to exceed the following:
 - a. five (5) shirts per week;
 - b. two (2) pairs of trousers per week;
 - c. three (3) sweaters per year;
 - d. one (1) set of coveralls per week.

Section N - Bulletin Boards

1. The Town agrees to designate board space which may be used by the Union for the following notices:
 - a. notice of union meetings;
 - b. notices of local union elections and the results, where they pertain to the employees;
 - c. notices of union recreation and social events.
2. A copy of said notices shall be furnished to the Chief of Police Prior to posting.

Section O - Access to Premises

The Union's business representative may be permitted to visit specific job sites where bargaining unit members are employed provided such visits are at normal business hours and do not interfere with the operation of the department or interrupt the performance of any employees.

Section P

Employees in the bargaining unit will be evaluated annually by the Chief of Police or his designee and such evaluation will not be used as the sole basis for disciplinary action toward the employer.

Section Q

Public Safety Telecommunicators may receive additional non-mandatory training at the discretion of the Chief of Police.

Section R

The Town reserves the right to require employees to take a drug/alcohol test, including a random test, in accordance with applicable Connecticut law. A refusal to take a test will be considered a positive result. A positive result will lead to discipline, up to and including termination.

ARTICLE XXI - DURATION

This Agreement shall be effective upon signing and shall continue and remain in full force and effect through June 30, 2017. Said Agreement shall automatically be renewed and shall continue in force and effect for additional periods of one (1) year unless either the Town or the Union, not later than January 1, 2017, gives written notice to the other of its desire to reopen this Agreement and to negotiate over the terms of a successor agreement.

Signed this 18 day of DECEMBER, 2012 at Vernon, Connecticut.

For the Town of Vernon

For the Union



John D. Ward
Town Administrator



Michael Lewis
U.E. Local 222



Dawn R. Maselek
Assistant Town Administrator



JoAnne Swider
Union President



Town of Vernon

POLICE RECORDS CLERK

CLASS CODE: 3321

Effective Date:

BARGAINING UNIT: Police Civilian

July 1, 2000

SALARY GROUP: 1

SUMMARY: Performs administrative work at a skilled, confidential and responsible level for the Vernon Police Department.

SUPERVISION RECEIVED: Is supervised by the Police Records Supervisor, Desk Sergeant, or other assigned Police Officer.

SUPERVISION EXERCISED: None. May assist with the training of new employees.

EXAMPLES OF DUTIES: Performs general clerical assignments in the functional areas of payroll, attendance reporting, criminal and motor vehicle accident records, and related administrative records, prepares weekly payrolls for police personnel; performs mathematical computations as required; enters data into criminal history files from complaint cards and other information; enters data, retrieves and organizes information from criminal history files for transmittal to court or other law enforcement agencies; provides criminal, accident and other information to authorized persons, including attorneys, insurance agencies and the public, types letters and reports from rough draft, issues permits and receives fees; performs clerical work such as posting, filing, tabulating, checking calculating, or completing forms; may code and verify material for entry into automated record systems or paper files; Provides records information and walk-in service to the public; does research and prepares reports of records data. Performs other duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Requires knowledge of and the ability to use basic computer programs; the ability to compose routine correspondence and reports and to collect and organize information as required; ability to type with speed and precision; ability to learn the rules, regulations and activities of the assigned unit; ability to accurately process paperwork, maintain the filing system and to keep accurate records; ability to get along with employees, supervisors, and the general public; the ability to provide information in a clear and concise manner; thoroughness and dependability in perform assignments.

Page 2

POLICE RECORDS CLERK

July 1, 2000

EXPERIENCE AND TRAINING: Requires graduation from high school and one (1) year of responsible secretarial or office administrative work, or an equivalent combination.

Physical Exertion and Environmental Conditions: Work is performed in an office with no heavy lifting. The Police Department is a smoke-free environment. Smoke breaks are not accommodated. Police Officers who work at this department are required to be non-smokers upon hire.

Historical Record:

This job description has a new format and title and replaces the existing title of Secretary/Records Clerk in salary group 1 in effect until June 30, 2000. This change was agreed to according to the Memorandum of Understanding of contract changes signed on June 14, 2000. (Typed in January of 2003)

CLERK/Job Description file

A handwritten signature in the bottom right corner of the page, appearing to be 'JMS' over 'Jew'.

Town of Vernon

EVIDENCE TECHNICIAN

CLASS CODE: 3351

BARG UNIT: Police Civilian Employees

SALARY GROUP:

Department: Police

Effective Date:

November 1, 1999 Hourly

PURPOSE AND GUIDELINES:

This position is the property custodian for all property and evidence accepted by the Police Department

SUPERVISION RECEIVED:

Receives written and oral instructions from the Police Captain or designee.

SUPERVISION EXERCISED: None

EXAMPLES OF DUTIES:

This position is responsible for receiving, processing, collecting, and maintaining property and evidence and maintaining all necessary records using appropriate paper and electronic records; acts as liaison with the Connecticut State Police Forensic Lab, the Connecticut Toxicology Lab, the Office of the Chief Medical Examiner and the Judicial System; may testify in court; complies with all court orders regarding the disposition of evidence and other property; assists in the budget process for this area; attends conferences and workshops as necessary; may collect and process evidence; performs other related duties.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY

Knowledge of law enforcement practices relating to property and evidence; the ability to operate standard office machines including computers, and the ability to move and carry large and heavy objects.

EXPERIENCE AND TRAINING:

This position requires two years of police experience or an equivalent combination of education and experience. Substitutions Allowed: College education in related areas may be substituted on the basis of 15 semester hours equaling 6 months of experience.

Page 2

EVIDENCE TECHNICIAN

November 1, 1999

Special Requirements: Must have a valid motor vehicle operator's license and be able to pass a background and security check.

Historical Record:

This job description was established effective November 1, 1999.

EVIDTECH

*JM
Jew*

Town of Vernon

PUBLIC SAFETY TELECOMMUNICATOR

CLASS CODE: 3321

Effective Date:

BARGAINING UNIT: Police Civilian

July 1, 2003

SALARY GROUP: Chart

SUMMARY: Performs responsible dispatch services for emergency services and records, inputs, retrieves and transmits information.

SUPERVISION RECEIVED: Receives oral instructions from Lieutenant or Sergeant acting as shift commander.

SUPERVISION EXERCISED: None.

EXAMPLES OF DUTIES: Receives and transmits emergency and administrative messages over a police, fire, and medical emergency communications system; receives telephone calls for police, fire and medical emergency services and other telephone calls for police and general information, and routes calls to proper personnel; dispatches police vehicles by radio, receives and transmits orders and instructions using appropriate code language to police officers at the scene of an emergency, and dispatches back-up units to provide adequate coverage to other areas; forwards fire and medical emergency calls to Tolland County Mutual Aid dispatch center; provides backup system to dispatch center; dispatches police vehicle to emergency medical call, notifies ambulance service to respond; uses computer terminal to input, retrieve, and transmit information from National Crime Information Center (NCIC) and internal computer system; receives and transmits information from state motor vehicle files; monitors a computerized business and private home security system; and by an internal cable television system, monitors and controls entrance ways, cell blocks, and other headquarters' areas. Receives and transmits complaint calls to Animal Control Officer; routinely completes complaint cards for each call; types and maintains daily radio and auto wrecker logs; maintains and up-dates call files for alarm system and local businesses; receives after-hour business and emergency calls for Town departments; tests operating equipment; performs minor maintenance on equipment; types entries on various forms; changes tapes and maintains police tape recorder; and prepares related police reports as required. The above tasks and

PUBLIC SAFETY TELECOMMUNICATOR

Page 2

responsibilities are illustrative only. The description does not include every task or responsibility.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Working knowledge of basic computer entry and operations and the ability to type with accuracy expected. Ability to get along with employees, supervisors, and general public required. Thoroughness and dependability in performing assignments expected.

EXPERIENCE AND TRAINING: Requires graduation from high school and some experience in communications dispatch work, with experience in emergency services dispatch work preferred, or an equivalent combination of education and experience.

Physical Exertion and Environmental Conditions: Performs duties in an office environment. Intermittent exposure to a computer screen. Some stress involved in public contact.

Historical Record:

This Job description is based on the description in effect on June 30, 2003 and is a change in format only.

PSDispatch/Job Description file 4/15/04

*Jim
Jew*

Town of Vernon

SUPERVISOR OF POLICE RECORDS

CLASS CODE: 3321
BARGAINING UNIT: Police Civilian
SALARY GROUP: Chart

Effective Date:
July 1, 2003

SUMMARY: Performs responsible clerical work in organizing, supervising and maintaining police record keeping, cross-filing systems, and property control. Oversees and enters and retrieves information in specific functional areas, such as criminal, motor vehicle accident, property and administrative records.

SUPERVISION RECEIVED: Receives general supervision from an assigned Supervisor.

SUPERVISION EXERCISED: Assigns work to Police Records Clerks. Provides assistance and leadership to Police Records Clerks as needed.

EXAMPLES OF DUTIES: Receives oral or written instructions from Supervisor. Plans work according to established office or standard procedure. Receives information on arrests, accidents, and investigations. Receives property related to investigations, accidents or when abandoned. Classifies, codes, and processes information and property. Enters data into electronic filing system by remote computer terminal, including criminal history files from incident reports and related information. Retrieves and organizes information from criminal history file for transmittal to court or other law enforcement agencies. Provides copies of police reports and property inventory to authorized persons, including attorneys, insurance representatives, and members of the public pursuant to state statutes and established procedures. Releases criminal history information to law enforcement agencies, and members of the public in conformance with state statutes and established procedures. Observes strict confidentiality in maintaining restricted information, files, records and property. Provides information and referral services to public regarding Department, Unit or City programs and procedures. Compiles and types statistical information for reports, including criminal activity reports to federal and state governments, specific incident activity reports, and various department

SUPERVISOR OF POLICE RECORDS

Page 2

Activity reports. Provides typing and clerical assistance to Police Officers. Performs related tasks as required. Reports work accomplished to Supervisor. Classifies and files materials such as correspondence, property, reports and technical documents. Provides information and referral services to the public regarding Department and Town services and procedures. Enters and retrieves information through a remote computer terminal. Maintains parking ticket records. Trains Police Records Clerks as necessary. Provides secretarial support to Chief of Police office. Performs receptionist duties in absence of desk officer. The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Knowledge of basic office procedures, including filing, scheduling, posting and basic bookkeeping. Ability to apply principles of confidential record keeping to solve practical problems. Ability to follow written and oral instructions furnished in written, oral or diagrammatic form. A working knowledge of laws, regulations and police procedures. Ability to type accurately. Ability to operate data and word processing equipment. Ability to maintain accurate files and records. Ability to perform accurate mathematical computations. Ability to deal cooperatively with others. Ability to process confidential information with responsibility.

EXPERIENCE AND TRAINING: Requires a high school diploma and three years experience in general office work including two years in police records work.

Physical Exertion and Environmental Conditions: Performs duties in an office environment. Intermittent exposure to a computer screen. Some stress involved in public contact.

Historical Record:

This job description is based on the description in effect on June 30, 2003 and is a change in format only.

RecSupv/Job Description File/4/16/04



APPENDIX B

Deleted

JMS

SIDE LETTER

October 11, 2006

Mr. John Lambiase
Field Organizer
United Electrical, Radio and Machine Workers of America
UE Local 222, CILU/CIPU, CILU #47
36B Kreiger Lane
P. O. Box 938
Glastonbury, CT 06033

Dear John:

The employer will review and make appropriate changes if any to the records personnel job description. The Union will not grieve or arbitrate the employer's refusal to make any such changes.

Very truly yours,

Edward F. O'Donnell, Jr.

EFO/so



SIDE LETTER

Mr. John Lambiase
Field Organizer
United Electrical, Radio and Machine Workers of America
U.E. Local 222, CILU/CIPU, CILU #47
36B Kreiger Lane
P. O. Box 938
Glastonbury, CT 06033

Re: Sick Day Bank

Dear John:

The Chief of Police at his/her discretion may permit a police employee to donate sick days to a member of this bargaining unit who has exhausted all paid benefit times and has been employed by the Vernon Police Department for at least two (2) years. Donated sick time may only be used for disability or catastrophic illness. The decision by the Chief of Police whether to grant or deny such request is not subject to the grievance/arbitration provisions of the bargaining agreement between the parties. Any donated time remaining after an employee is eligible to return to work will be returned to the person that donated it.

Very truly yours,

Edward F. O'Donnell, Jr.

JMG

SIDE LETTER

Mr. John Lambiase
Field Organizer
United Electrical, Radio and Machine Workers of America
U.E. Local 222, CILU/CIPU, CILU #47
36B Kreiger Lane
P. O. Box 938
Glastonbury, CT 06033

Re: Grandfathered Employees – Article XIV

Dear John:

Listed below is the grandfathered employee referenced under Article XIV – Insurance and Pension, Section E:

Grandfathered Employee:

Carson \$4,100

Very truly yours,

Edward F. O'Donnell, Jr.

*John
O'Donnell*

Jmy



Financials, Revenue & Citizen Services and Human Capital Management

APPENDIX A - SALARY TABLES



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12/18/2012 09:51
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TOWN OF VERNON
SALARY TABLES

07/01/2012 CILU CIVILIAN P 01
Change was made by 0.5000%
No Dollar amount used.

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD YEAR	HRS/ YEAR	DAYS/ YEAR	USE PCT	
			RECORDS CLERKS	H HOURLY	W WEEKLY	02	52.0000	7.00	35.00	5.00	1820.00	260.00	N
		STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY						
		00	0.0000	0.0000	0.0000	0.00	0.00						
		01	0.0000	17.2358	120.6500	603.25	31,369.00						
		02	0.0000	17.8187	124.7300	623.65	32,429.80						
		03	0.0000	18.4418	129.0920	645.46	33,563.92						
		04	0.0000	19.0649	133.4540	667.27	34,698.04						
		05	0.0000	19.7081	137.9560	689.78	35,868.56						

07/01/2012 CILU CIVILIAN P 02
Change was made by 0.5000%
No Dollar amount used.

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD YEAR	HRS/ YEAR	DAYS/ YEAR	USE PCT	
			RECORDS SUPRV.	H HOURLY	W WEEKLY	02	52.0000	7.00	35.00	5.00	1820.00	260.00	N
		STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY						
		00	0.0000	0.0000	0.0000	0.00	0.00						
		01	0.0000	20.6327	144.4280	722.14	37,551.28						
		02	0.0000	21.3965	149.7760	748.88	38,941.76						
		03	0.0000	22.1100	154.7700	773.85	40,240.20						
		04	0.0000	22.8738	160.1160	800.58	41,630.16						
		05	0.0000	23.6577	165.6040	828.02	43,057.04						

07/01/2012 CILU CIVILIAN P 03
Change was made by 0.5000%
No Dollar amount used.

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD YEAR	HRS/ YEAR	DAYS/ YEAR	USE PCT	
			PUBSFTTELECOMM	H HOURLY	W WEEKLY	02	52.0000	8.00	40.00	5.00	2080.00	260.00	N
		STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY						
		00	0.0000	0.0000	0.0000	0.00	0.00						
		01	0.0000	23.4467	187.5740	937.87	48,769.24						
		02	0.0000	24.1904	193.5240	967.62	50,316.24						
		03	0.0000	25.0245	200.1560	1,000.98	52,050.96						
		04	0.0000	25.9089	207.2720	1,036.36	53,890.72						
		05	0.0000	26.7230	213.7840	1,068.92	55,583.84						

07/01/2012 CILU CIVILIAN P 05
Change was made by 0.5000%
No Dollar amount used.

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD YEAR	HRS/ YEAR	DAYS/ YEAR	USE PCT	
			EVIDENCE TECH.	H HOURLY	W WEEKLY	02	52.0000	7.00	35.00	5.00	1820.00	260.00	N
		STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY						
		00	0.0000	0.0000	0.0000	0.00	0.00						
		01	0.0000	21.5171	150.6200	753.10	39,161.20						



APPENDIX A - SALARY TABLES



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TOWN OF VERNON SALARY TABLES

PG 2 pagrstep

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT	
07/01/2013	CILU CIVILIAN P 01		RECORDS CLERKS	H HOURLY	W WEEKLY	02	52.0000	7.00	35.00	5.00	1820.00	260.00	N
Change was made by 1.5000% No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	17.4943	122.4600	612.30	31,839.60
02	0.0000	18.0860	126.6020	633.01	32,916.52
03	0.0000	18.7184	131.0280	655.14	34,067.28
04	0.0000	19.3509	135.4560	677.28	35,218.56
05	0.0000	20.0037	140.0260	700.13	36,406.76

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT	
07/01/2013	CILU CIVILIAN P 02		RECORDS SUPRV.	H HOURLY	W WEEKLY	02	52.0000	7.00	35.00	5.00	1820.00	260.00	N
Change was made by 1.5000% No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	20.9422	146.5960	732.98	38,114.96
02	0.0000	21.7174	152.0220	760.11	39,525.72
03	0.0000	22.4417	157.0920	785.46	40,843.92
04	0.0000	23.2169	162.5180	812.59	42,254.68
05	0.0000	24.0126	168.0880	840.44	43,702.88

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT	
07/01/2013	CILU CIVILIAN P 03		PUBSFYTELECOMM	H HOURLY	W WEEKLY	02	52.0000	8.00	40.00	5.00	2080.00	260.00	N
Change was made by 1.5000% No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	23.7984	190.3880	951.94	49,500.88
02	0.0000	24.5533	196.4260	982.13	51,070.76
03	0.0000	25.3999	203.2000	1,016.00	52,832.00
04	0.0000	26.2975	210.3800	1,051.90	54,698.80
05	0.0000	27.1238	216.9900	1,084.95	56,417.40

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT	
07/01/2013	CILU CIVILIAN P 05		EVIDENCE TECH.	H HOURLY	W WEEKLY	02	52.0000	7.00	35.00	5.00	1820.00	260.00	N
Change was made by 1.5000% No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	21.8399	152.8800	764.40	39,748.80

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APPENDIX A - SALARY TABLES



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Financials, Revenue & Citizen Services and Human Capital Management



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TOWN OF VERNON
SALARY TABLES

PG 3
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ERR. DATE GROUP/BG GRADE/ RANK RECORDS DESCRIPTION PAY BASIS FREQUENCY CALC PERIODS DAY HRS/ HRS/ DAYS/ HRS/ DAYS/ USE
PERIOD PERIOD PERIOD PERIOD PERIOD PCT

07/01/2014 CIUD CIVILIAN P 01
Change was made by 1.7500%
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	17.8000	0.0000	0.00	0.00
01	0.0000	17.8005	124.6040	623.02	32,397.04
02	0.0000	18.4025	128.8180	644.09	33,422.68
03	0.0000	19.0460	133.3220	666.61	34,663.72
04	0.0000	19.6895	137.8260	689.13	35,834.76
05	0.0000	20.3538	142.4760	712.38	37,043.76

07/01/2014 CIUD CIVILIAN P 02
Change was made by 1.7500%
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	21.3087	0.0000	0.00	0.00
01	0.0000	21.3087	149.1600	745.80	38,781.60
02	0.0000	22.0975	154.6820	773.41	40,217.32
03	0.0000	22.8344	159.8400	799.20	41,558.40
04	0.0000	23.6232	165.3620	826.81	42,994.12
05	0.0000	24.4328	171.0300	855.13	44,467.80

07/01/2014 CIUD CIVILIAN P 03
Change was made by 1.7500%
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	24.2149	0.0000	0.00	0.00
01	0.0000	24.2149	193.7200	968.60	50,367.20
02	0.0000	24.9830	199.8640	999.32	51,964.64
03	0.0000	25.8444	206.7560	1,033.78	53,756.56
04	0.0000	26.7577	214.0620	1,070.31	55,656.12
05	0.0000	27.5985	220.7880	1,103.94	57,404.88

07/01/2014 CIUD CIVILIAN P 05
Change was made by 1.7500%
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	22.2221	0.0000	0.00	0.00
01	0.0000	22.2221	155.5540	777.77	40,444.04





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Financials, Revenue & Citizen Services and Human Capital Management

APPENDIX A - SALARY TABLES



PG 4
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TOWN OF VERNON
SALARY TABLES

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT	
07/01/2015	CILU CIVILLIAN P 01		RECORDS CLERKS	H HOURLY	W WEEKLY	02	52.0000	7.00	35.00	5.00	1820.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	18.1565	127.0960	635.48	33,044.96
02	0.0000	18.7706	131.3940	656.97	34,162.44
03	0.0000	19.4269	135.9880	679.94	35,356.88
04	0.0000	20.0833	140.5840	702.92	36,551.84
05	0.0000	20.7609	145.3260	726.63	37,784.76

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT	
07/01/2015	CILU CIVILLIAN P 02		RECORDS SUPRV.	H HOURLY	W WEEKLY	02	52.0000	7.00	35.00	5.00	1820.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	21.7349	152.1440	760.72	39,557.44
02	0.0000	22.5395	157.7760	788.88	41,021.76
03	0.0000	23.2911	163.0380	815.19	42,389.88
04	0.0000	24.0957	168.6700	843.35	43,854.20
05	0.0000	24.9215	174.4500	872.25	45,357.00

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT	
07/01/2015	CILU CIVILLIAN P 03		PUBSFYTELECOMM	H HOURLY	W WEEKLY	02	52.0000	8.00	40.00	5.00	2080.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	24.6992	197.5940	987.97	51,374.44
02	0.0000	25.4827	203.8620	1,019.31	53,004.12
03	0.0000	26.3613	210.8900	1,054.45	54,831.40
04	0.0000	27.2929	218.3440	1,091.72	56,769.44
05	0.0000	28.1505	225.2040	1,126.02	58,553.04

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT	
07/01/2015	CILU CIVILLIAN P 05		EVIDENCE TECH.	H HOURLY	W WEEKLY	02	52.0000	7.00	35.00	5.00	1820.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	22.6665	158.6660	793.33	41,253.16

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Financials, Revenue & Citizen Services and Human Capital Management



APPENDIX A - SALARY TABLES

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TOWN OF VERNON
SALARY TABLES

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2016	CITIZ CIVILIAN P 01		RECORDS CLERKS	H HOURLY	W WEEKLY	02	52.0000	7.00	35.00	5.00	1820.00	260.00	N
Change was made by 2.2500%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	18.5650	129.9560	649.78	33,788.56
02	0.0000	19.1929	134.3500	671.75	34,931.00
03	0.0000	19.8640	139.0480	695.24	36,152.48
04	0.0000	20.5352	143.7460	718.73	37,373.96
05	0.0000	21.2280	148.5960	742.98	38,634.96

07/01/2016	CITIZ CIVILIAN P 02	RECORDS SUPRV.	H HOURLY	W WEEKLY	02	52.0000	8.00	40.00	5.00	1820.00	260.00	N
Change was made by 2.2500%												
No Dollar amount used.												

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	22.2239	155.5680	777.84	40,447.68
02	0.0000	23.0466	161.3260	806.63	41,944.76
03	0.0000	24.8151	166.7060	833.53	43,343.56
04	0.0000	26.6379	172.4660	862.33	44,841.16
05	0.0000	28.5182	178.3760	891.88	46,377.76

07/01/2016	CITIZ CIVILIAN P 03	PUBSFTYTELECOMM	H HOURLY	W WEEKLY	02	52.0000	8.00	40.00	5.00	1820.00	260.00	N
Change was made by 2.2500%												
No Dollar amount used.												

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	25.2549	202.0400	1,010.20	52,530.40
02	0.0000	26.0561	208.4480	1,042.24	54,196.48
03	0.0000	26.9544	215.6360	1,078.18	55,065.36
04	0.0000	27.9070	223.2560	1,116.28	58,046.56
05	0.0000	28.9839	230.2720	1,151.36	59,870.72

07/01/2016	CITIZ CIVILIAN P 05	EVIDENCE TECH.	H HOURLY	W WEEKLY	02	52.0000	7.00	35.00	5.00	1820.00	260.00	N
Change was made by 2.2500%												
No Dollar amount used.												

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	23.1765	162.2360	811.18	42,181.36



Financials, Revenue & Citizen Services and Human Capital Management

APPENDIX A - SALARY TABLES



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TOWN OF VERNON
SALARY TABLES

PG 6
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EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
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** END OF REPORT - Generated by Dawn Maselek **

*DMK
12/18/12*

APPENDIX B
SETTLEMENT AGREEMENT

CILU, Local 47 hereby agrees that the Town may reclassify the existing Police Mechanic's position to Department of Public Works Mechanic, and the work of this position will hereafter be done by the Public Works Department. The incumbent employee Gary Vincent will be transferred into the bargaining unit representing DPW Mechanics as a permanent employee having completed his probationary period. Vincent will primarily be used on Police Department Vehicles, but will be cross trained on all DPW work and will be expected to perform such work as needed.

The Town of Vernon agrees to use its best efforts to fill a ninth Public Safety Communicator's position within sixty days of this agreement's signing. If the position is not filled the Town will continue recruitment efforts until the ninth position is filled.

Upon final execution of this agreement the Town and CILU agree to sign the new Local 47 collective bargaining agreement.

In consideration of the above, CILU agrees to the withdrawal and closing of MPP-24542.

Sam Martz
CILU 3/12/04

Gary Vincent
Gary Vincent 3/12/04

Shawn Coyne
The Town 3/12/04

Kevin Murphy
AFSCME Council 4 3/12/04

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12/18/12

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12/18/12

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Memorandum of Understanding

This Memorandum of Understanding between the Town of Vernon, (the Town) and the Police Civilian Employees, represented by the United Electrical, Radio and Machine Workers of America, UE 222, CILU # 47, (the Union).

As a result of a request by the Union to change the hours of the work for the Police Records employees, the parties have agreed to change Article XI Section A, subsection 3 of the "current" Collective Bargaining Agreement as follows:

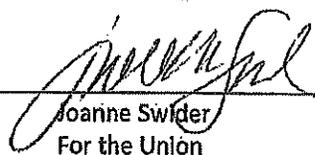
The hours of work for one employee shall be increased to reflect an ending time of 1900 hours on Wednesdays with that employee's work day being shortened an equal amount of hours at the end of their work day on Fridays or the last day of the work week in the case of holidays or vacation being taken at the end of the week. In the event of employee calls in sick on the last day of the week, the employee shall have the sick time prorated. It is not the intention of the parties for the affected employee to work more hours than currently contained within the contract.

As the parties are entering into negotiations for a successor contract, the parties agree that the changes contain herein shall expire on March 31, 2012.



Thomas A. Kowalski
For the Town

02-21-12
Date



Joanne Swider
For the Union

2/21/12
Date

Joanne Swider

MEMORANDUM OF AGREEMENT

This agreement is made between the Town of Vernon and the U.E. #222, CILU Local #47, representing the police civilian employees.

ARTICLE XII - VACATION

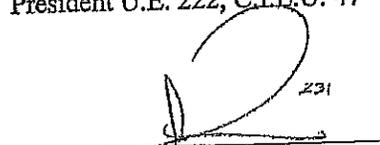
Section D

Vacation time shall be taken in increments of no less than 1 hour, provided that no overtime will be required based on the work schedule in effect when the vacation request is made. Vacation time may also be taken in full day or 1/2 day increments which will be immediately deducted from accumulated vacation time. Hourly requests will be added until a total of 7 hrs (for 35 hr employees) or 8 hrs (for 40 hour employees) is reached before the full day will be deducted.



Disp. Theresa Daignault
President U.E. 222, C.I.L.U. 47

5/22/08
Date



Chief James Kenney
Vernon Police Department

22 MAY 08
Date

JMS