



Resourceful Learners • Effective Communicators • Positive Contributors

**AGREEMENT BETWEEN THE
GRANBY BOARD OF EDUCATION**

AND

CSEA/SEIU LOCAL 2001

**(SECRETARIES, BOOKKEEPERS, PAYROLL CLERKS
AND DATA ENTRY CLERKS)**

7/1/2025 - 6/30/2028

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ARTICLE I - RECOGNITION

Section 1. The Granby Board of Education, hereinafter referred to as the “Board”, recognizes CSEA/SEIU Local 2001, hereinafter referred to as the “Union”, as the exclusive bargaining representative for all school secretaries, bookkeepers, payroll clerks and data entry clerks employed by the Board excluding the secretary to the superintendent, the payroll manager, and the human resources/personnel employee, for the purpose of bargaining with respect to wages, hours and other terms and conditions of employment as mandated by the Municipal Employee Relations Act (MERA).

Section 2. The classification of employees under this agreement is as follows:

- A. Administrative Assistant to the Building Principal
Administrative Assistant to the Director of Finance & Operations
Administrative Assistant to the Director of Pupil Services
Administrative Assistant to the Assistant Superintendent
- B. Secretary to the Assistant Principal
Secretary to the Facilities Director
Guidance Secretary
Accounts Payable
- C. Athletics Secretary
School Secretary
Assistant Secretary – SPED

ARTICLE II - BOARD RIGHTS

It is recognized that the Board has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the Public Schools in the Town of Granby in all its aspects including but not limited to the following: to determine the type of work to be performed by employees; to decide the methods, procedures and means of conducting work; to select, hire and demote employees; to discharge or otherwise discipline any employee; to promote, transfer and lay off employees; to decide the need for facilities; to establish or continue policies, and from time to time to change or abolish such policies, practices or procedures.

ARTICLE III - HOURS OF WORK

The work year for employees will be established at their time of hire and will be confirmed in writing prior to July 1 of each fiscal year. Hours of work for each employee will be set by the Superintendent or designee in consultation with the Union Steward and the provisions of this article.

- A. Full-Time, Full-Year employees are scheduled to work a minimum of thirty (30) hours per week and twelve (12) months per fiscal year.
- B. Full-Time, School-Year employees are scheduled to work a minimum of thirty (30) hours per week and a minimum of one hundred ninety (190) days per fiscal year, consisting of one hundred

and eighty (180) school days and the five (5) work days preceding the start of school and the five (5) work days following the end of school.

- C. Part-time, Full-Year employees are scheduled to work less than 30 hours per week and twelve (12) months per fiscal year.
- D. Part-Time, School-Year employees are scheduled to work less than 30 hours per week and a maximum of 195 days per fiscal year.

On school cancellation days for weather, full-time, full-year employees may elect to work remotely with authorization by their immediate supervisor or Superintendent. The day may be taken as a vacation day, if accrued vacation time is available, or compensatory day, if sufficient accrued compensatory time is available, or a #5 personal day, if available with advance permission of the employee’s immediate supervisor. All other employees may work on school cancellation days if requested by their supervisor.

At the discretion of their immediate supervisor or the Superintendent, when there is an early release for a district holiday or due to inclement weather, all full-time employees may be permitted to leave 30 minutes after the last bus leaves the school premises.

ARTICLE IV - BENEFITS

The Granby Board of Education provides benefits to eligible employees. All employees are eligible for Service Recognition and Separation Pay. Eligibility for additional benefits is determined as follows:

Work Year	Sick Days	Personal Days	LOA	Holiday	Vacation	Health/ Life/LTD	Continue Health
Full-Time, Full-Year	18/yr 180	6	Y	14	Y	Y	Y
Full-Time, School-Year	15/yr 180	6	Y	13	N	Y	Y
Part-Time, Full-Year	18/yr 180	6	Y	14	Y	N	N
Part-Time, School-Year	15/yr 180	6	Y	13	N	N	N

For part-time schedules consisting of less than two hundred and sixty (260) scheduled work days for full-year employees and one hundred and ninety (190) scheduled work days for school-year employees, benefits will be pro-rated by using the number of full-time work days (260 for full-year or 190 for school-year) as the denominator and the number of days to be worked in the fiscal year as the numerator.

ARTICLE V – SICK DAYS

All Board of Education employees are eligible for sick days. All employees shall be entitled to accumulate accrued sick leave to a maximum of 180 days. All sick days shall be of comparable length to the employee's workday. Sick days for the first year of employment for employees hired after July 1 shall be prorated at one and one-half (1.50) days per month of employment for Full-Time, Full-Year and Full-Time School-Year employees, and per the Part-Time calculations described above in Article IV, Benefits, for all Part-time employees.

In a case of extreme hardship due to prolonged illness, the Superintendent may grant additional sick days. If an employee's absences indicate a pattern or a practice of abuse of sick time, the supervisor will meet with the employee to discuss such problem and request the next time the employee is absent, a doctor's note will be required.

Sick days may be used to meet medical appointments which cannot be scheduled outside of work time.

ARTICLE VI - PERSONAL DAYS

Personal days shall be granted without loss of pay for the following reasons:

1. Religious holidays;
2. Sickness or death of close relative, or member of the immediate household;
3. Attendance in court or for other legal demands beyond the employee's control;
4. Within the discretion of the Superintendent or his/her designee, absence for personal reasons limited to situations not under the control of the employee which cannot be resolved other than during working hours (not to exceed two days);
5. Two (2) personal days with permission but without reason.

Except in the case of a bona fide emergency, permission for a personal day must be obtained from the employee's supervisor prior to the leave. An extension of personal days may be made at the discretion of Superintendent, based on emergency circumstances (example: multiple deaths in the family within one fiscal year). See Article IV, Benefits, for the number of personal days granted to each category of employee.

ARTICLE VII – HOLIDAYS

Employees shall be eligible for the following paid holidays if they fall within the employee's scheduled work year: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, and two floating holidays to be taken on any scheduled work day with the approval of their supervisor. In addition, designated holidays which fall on a weekend shall be considered floating holidays, unless the Superintendent designates the day. The specific holiday dates for each year of the policy shall be published annually. When school is in session on Veteran's Day, the holiday becomes a floating holiday to be used on a day school is not in session with the supervisor's permission.

ARTICLE VIII - VACATIONS

During the first year of employment, ten (10) vacation days shall be earned for use in the current year at a rate of 10/12 day per month. A new employee may use any time accrued after a six (6) month probationary period.

One additional vacation day shall be added for each subsequent year through the tenth year of employment (e.g. eleven days following the first year of employment, etc.). After ten years, one additional vacation day shall be added for every two years (2) of employment up to a maximum of twenty-five days.

Vacation days are to be taken during the period beginning one week after the close of school to one week before the opening of school or during school vacation. Employees will be allowed two (2) consecutive vacation days after school is in session with prior authorization from their supervisor. Requests for more than two consecutive vacation days will be considered if truly unusual circumstances exist. If vacation time is not used in a fiscal year, carryover shall be allowed; the maximum accumulation shall not exceed five (5) days.

In the event an employee is laid off, his/her pro rata accumulated vacation pay shall be granted. Upon retirement, employees will be compensated for unused vacation days at the employee's current hourly rate. In the event of an employee's death, his/her pro rata accumulated vacation shall be paid to his/her estate.

ARTICLE IX - FAMILY MEDICAL LEAVE

After at least twelve months of continuous employment, all employees who have worked 1250 hours in the preceding year are eligible for leave under provisions of the Family Medical Leave Act. During a Family Medical Leave, the cost of any medical insurance coverage for which the employee is eligible shall continue at the employer/employee co-payment of premium that is currently in effect.

Before an employee receives unpaid Family Medical Leave, he/she shall first utilize all appropriate paid leave provided by the Board for the particular circumstances for which the employee is seeking leave. Any paid leave utilized by an employee for the purposes under this section shall be counted as part of the twelve (12) week Family Medical Leave allotment.

ARTICLE X - LEAVE OF ABSENCE

An unpaid Leave of Absence may be granted by the Superintendent to any employee after three (3) years of service with the Granby School System for one year or any part thereof. An employee seeking a Leave of Absence must present a written request to the Superintendent at least thirty (30) days prior to the date a Leave of Absence may commence.

Upon a request to return to active service made at least thirty (30) days prior to the expiration of the Leave of Absence, the employee shall receive reappointment to his/her former position or another

position for which he/she is qualified. The specific re-appointed position shall be at the discretion of the Superintendent. An employee returning from a Leave of Absence shall be placed on the salary schedule at the appropriate scale and shall be credited with the accrued sick leave earned prior to leave-taking. During a Leave of Absence, the cost of any insurance coverage for which the employee is eligible and wishes to retain will be borne by the employee.

ARTICLE XI - JURY DUTY

Any employee who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The staff member shall receive a rate of pay equal to the difference between his/her professional salary and the jury fee.

ARTICLE XII - INSURANCE AND PENSION BENEFITS

Section 1. Granby Employee Health Plan

Insurance Benefits outlined in this Section are offered to all full year and school year employees scheduled to work thirty (30) hours or more per week.

The Board shall provide an HDHP and Dental options as described in Appendix B employees hired prior to July 1, 2016.

Employees may utilize Anthem’s Take Charge program, which rewards members, via a reloadable debit card, for completing certain programs and receiving medical services. Members can sign up for these programs through the Sydney Health App.

An Open Enrollment period will be held annually. The group health insurance and drug plan described in Appendix B will be implemented for the employees of this bargaining unit, as soon as the plan permits, upon the signing of this agreement.

Employees covered under this agreement will be able to select individual, two-person, or family plan options.

Employee Premium Sharing contributions to these insurance options are shown below:

	2025-2026	2026-2027	2027-2028
HDHP	18.5%	18.5%	19%
Dental	23%	23%	23%

The Board will contribute fifty percent (50%) of the applicable HDHP annual deductible based on two thousand dollars (\$2,000) for an employee plan and four thousand dollars (\$4,000) for an employee plus one or family plan. Funding shall be made in two equal installments in September and January into an HSA of the employee’s choosing. Employees will assume responsibility for all fees

associated with their HSA. It is understood that the Board has no obligation to fund any portion of the HSA deductible for the HDHP after a participating employee has left the Board's employ.

For any employee participating in the HDHP, but ineligible for participation in the HSA, the Board will make available the option for a Health Reimbursement Account (HRA).

Further detail on health insurance plan costs can be found in Appendix B.

The Board shall provide one-half (1/2) premium payment for life and Accidental Death and Dismemberment insurance at two (2) times salary not to exceed contract limit.

The Board shall provide full premium payment for a Long-Term Disability Insurance Plan with a 180-day waiting period.

Details of all insurance plans under this Agreement are filed with the Superintendent and may be examined during regular office hours. The terms and conditions of these plans shall determine the benefits to which employees may be eligible, and this Agreement will not be construed to alter these terms to grant additional benefits not provided in them.

The Board shall have the right to change insurance carriers and/or to self-insure in whole or in part in order to provide the insurance coverage set forth above, provided that there shall be no reduction, interruption, or diminution in the above coverage and no increase in expenses to any bargaining unit members, and provided further that coverages which result from change in carriers and/or self-insurance are at least equal to the coverage described above, in terms of coverage, benefits and administration. The Representative of the Union shall be notified in writing within thirty (30) days of any intention to change carriers and/or to self-insure and shall have an opportunity to review the proposed changes.

Section 2. Pension Plan

Employees who meet the requirements of the Town of Granby Pension Plan shall be able to participate in such plan according to its terms. A Copy of the Town of Granby Pension Plan shall be provided to each employee.

Section 3. 125 Plan

A 125 A, B and C plan will be available as allowed by the Internal Revenue Service.

ARTICLE XIII - WORKERS' COMPENSATION

An employee who shall suffer personal injury in the performance of his/her duty and who is eligible for payment under the Workers' Compensation Act shall be paid the monetary difference between said employee's biweekly net take home salary and the benefits payable to him/her under the Workers' Compensation Act for the period of such absence not to exceed one calendar year. After 90

work days, one-third (1/3) of each day will be charged to sick leave, provided the injury is not related to an assault.

ARTICLE XIV - RETIREMENT BENEFITS

Those employees hired prior to July 1, 2025 will remain eligible for insurance benefits under Article IV may continue participation in the Granby Employees Benefit Plan and life insurance plans for a period of two (2) years following retirement, sharing the cost with the Board in the same ratio as active employees with the exception that the Board will not fund any portion of the HSA deductible as long as their coverage is uninterrupted. Those employed prior to July 1, 2019 with at least ten years of service may continue beyond two years at their own expense as long as their coverage remains uninterrupted.

The qualified retired employee and their dependents who are Medicare eligible, will be required to move to the Medicare supplemental coverage plan offered by the Board, at their own expense, or another plan of their choice which is not sponsored by the Board. If the life insurance carrier rejects the continuance of any Granby retiree as a member of the Granby insurance group, the Board will not be held liable for continuing coverage in any other manner. Any employee hired after July 1, 2025 who retires before the age of 65 may remain in the group insurance plan until they reach the age of 65 with no contribution by the Board.

ARTICLE XV - JOB POSTING

To assure that all employees are given an opportunity to make application, all openings for positions covered by this Agreement shall be posted in every school within ten (10) business days of the official designation of the opening by the Superintendent and shall remain posted for at least five (5) business days. The posting notice will state the hours worked per day.

ARTICLE XVI - TAX DEFERRED ANNUITY PROGRAM

The Board agrees to make the appropriate deduction for employees who participate in a tax deferred annuity program. The Board may limit the total number of programs that are available to employees. For employees who do elect to participate in a tax deferred annuity program, the Board will match the employee's annual contribution up to a maximum of six hundred dollars (\$600) per employee per year.

ARTICLE XVII – EMPLOYEE RECORDS

Section 1. Each employee shall have at least one performance appraisal and review annually, normally with his/her immediate supervisor. The review shall include an evaluation of the employee's objectives and accomplishments for the fiscal year. This review will be documented and reside in the employee's personnel file.

Section 2. Employees covered by this contract shall, at their request, be permitted to examine and copy any and all materials in their personnel file. The Union may have access to any employee's records upon presentation of written authorization by the employee.

Section 3. No negative or derogatory material shall be placed in an employee's personnel file unless the employee has had an opportunity to sign it (indicating receipt, not necessarily agreement of such material). If the employee refuses to sign, the Union steward or staff representative shall sign the material (indicating receipt) and be provided a copy before material is placed in employee's personnel file.

ARTICLE XVIII - STAFF REDUCTION AND RECALL

After an employee has successfully served a six-month probationary period, he/she shall be covered by this section. The Board of Education has the sole and exclusive prerogative to eliminate personnel staff positions without being subject to the grievance procedure. Seniority according to this agreement shall consist of length of service with the Granby Board of Education. Employee seniority will not be lost and shall continue to accrue during Board approved absences due to illness.

Staff reductions will be subject to the following procedure:

1. Employees with the least seniority within each classification shall be laid off first, unless there is an objectively identifiable job requirement that the more senior employee(s) does not possess. The three separate employee "classifications" are defined in Article I.
2. Laid off employees with the most seniority, who are qualified to perform the work, shall be rehired first.
3. Employees cannot bump up into a position of greater compensation as measured by annual salary.

Laid off employees will be retained on a recall list and maintain their seniority status for a period not to exceed three years. An employee who refuses recall or does not respond within a period of ten (10) days shall lose all further recall rights. An employee who is terminated from a full time position does not waive his/her right to remain on the reappointment list for three years by a refusal to accept an offer of part time employment.

Any employee who accepts an offer of re-employment under the provisions of this article shall be placed upon the salary scale appropriate to his/her qualifications and new position.

Any employee who accepts an offer of re-employment under the provisions of this article shall begin such re-employment with all unused sick days accrued at the time of termination.

ARTICLE XIX - GRIEVANCE PROCEDURE

A grievance shall mean a complaint by an employee that his/her rights under the specific language of this contract have been violated, or that there is a misinterpretation or misapplication of the specific provisions of this policy. If a grievance is not filed within thirty (30) calendar days from when the

grievant knew, or should have known, of the act or condition on which the grievance is based, then the grievance shall be considered to have been waived. Probationary employees employed for less than six months are not covered by the grievance procedure. Since it is important that grievances or disputes be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual consent.

- I. An employee and a Union official (if the employee so desires) shall first discuss the problem with the school official serving as his/her immediate superior (Supervisor or Principal). If the matter is not satisfactorily adjusted within two (2) working days, the employee shall submit it in writing within five (5) working days thereafter to his/her next immediate superior, for a satisfactory adjustment. Such immediate superior may request a meeting with the employee and a Union official (if the employee so desires) prior to making his/her decision, but in any event, must render his/her decision in writing, with a copy to the employee within five (5) working days of the submission to him/her by the employee.

- II. Failing satisfactory settlement within such time limit, the aggrieved employee may within five (5) working days of such written decision appeal, in writing, to the Superintendent or his/her designated representative and such writing shall set forth specifically the act or condition on which the grievance was based in the first step above (Paragraph 3 of Procedure) and the grounds upon which the appeal is based. The Superintendent and/or his/her representative shall meet with the employee and a confidant (if requested by the employee) within ten (10) working days of the receipt by him/her of such appeal, and shall give his/her decision in writing to the employee within ten (10) working days of such meeting.

- III. In the event that the aggrieved employee is not satisfied with the disposition of his/her grievance under the above paragraph, or in the event no decision has been rendered within ten (10) working days after he/she has met with the Superintendent, he/she may file a written grievance, indicating such dissatisfaction, with the Board within five (5) working days after a decision by the Superintendent or fifteen (15) working days after he/she has met with the Superintendent, whichever is sooner. Within ten (10) working days after receiving the written grievance, the Board or a committee thereof, shall meet with the aggrieved employee and a confidant (if requested by the employee) for the purpose of resolving the grievance. A decision shall be rendered by the Board within ten (10) working days of the meeting of the Board or a committee thereof and the aggrieved employee.

- IV. If the Union is not satisfied with the decision of the board, it may appeal the decision to arbitration. Such submission to arbitration shall be made no later than ten (10) working days after receipt or due date of the decision by the Board, with a simultaneous copy of the submission to the other party. The cost of arbitration shall be borne equally by the parties and both parties shall be bound by the decision of the arbitrator, provided, however, that the arbitrator may not add to, delete from or modify in any way the provisions of this agreement. The selection of the arbitrator and the conduct of the arbitration proceedings shall be in accordance with the voluntary rules of labor arbitration of the American Arbitration Association.

ARTICLE XX - OVERTIME

Overtime is defined as hours worked over forty (40) hours per week. When a paid holiday falls during the workweek, it shall be included as regular hours worked in determining overtime. Compensation for overtime shall be as follows:

1. Pay at one and one-half (1-1/2) times the employee's regular hourly rate; if required to work a holiday, pay at two (2) times the employee's regular hourly rate or:
2. By mutual consent between the Administrator and the employee, compensatory time off equal to one and one-half (1-1/2) times the overtime hours worked. Compensatory time must be used within the fiscal year granted.

ARTICLE XXI - SERVICE RECOGNITION

In recognition of uninterrupted service in the Granby School System, all secretarial and clerical personnel shall be granted, each year, one (1) day's pay (per diem rate) on the fifth anniversary of employment; two (2) days' pay on the eighth anniversary of employment; three days' pay (per diem rate) on the tenth anniversary of employment; five (5) days' pay (per diem rate) on the fifteenth anniversary of employment; seven (7) days' pay on the twentieth anniversary of employment. All employees hired after adoption of this contract will receive service recognition only on the anniversary dates as indicated, employees will not receive the service recognition each year as those hired prior to the adoption of this contract. Service shall not be considered interrupted for a break in employment due to medical reasons.

ARTICLE XXII - DUES CHECK-OFF

Section 1. During the life of this Agreement, an employee retains the freedom of choice whether or not to become or remain a member of the Union.

Section 2. No later than one week after the start date, the Board shall notify the Union and the Chapter President or Union designee, by electronic notice, of any newly hired employee. The Board shall include in its notice to the Union, in an editable digital file format, the following information if on file with the employer: Name, a unique identifier such as employee number, job title, department, work location, work email address, work telephone number and the home address of any newly hired employee. The Board shall provide such notice with real-time electronic transmission of new hire data whenever possible. The Board agrees that if the Union provides a template and/or a site to which such data may be submitted, the Board shall use the format and submission method provided by the Union.

The Board will provide a space at a mutually agreed time for the Union representative to meet with new hires in the bargaining unit for up to 60 minutes during their regularly scheduled shift, within fifteen (15) days of their start date. For the purposes of this section, Union representatives shall

include: Union staff, officers, stewards, and other Union-designated members. Management shall not be present during the Union's orientation.

Section 3. The Board agrees that upon written authorization of any employee in the bargaining unit, it will make monthly deductions from the wages of such employees in an amount determined by the Union for the purpose of paying Union dues and CSEA PAC or initiation fees. Such authorization shall include written and electronic authorization allowable under State and Federal Law. Such deduction shall be discontinued only in the event of termination of the employee's services or upon written request, in accordance with the Union's membership agreement. The Board shall terminate deductions made pursuant to this article within thirty (30) days of receiving notice from the Union. No refund will be made to any employee in the event of an employee's failure to comply with this provision. All deductions under this Section will be made from wages payable on the first regular payroll of each month.

Section 4. The amount of dues deducted under this Article, together with a list of all bargaining unit employees, shall be remitted to the Union within a week after the payroll period in which such deduction is made. Such list shall be in an editable digital file format and include the following information at a minimum if on file with the employer: unique employee ID, full name, job title, department, work location, work telephone number, home telephone number, mobile telephone number, home email address, work email address, date of hire, rate of pay, dues paid during the reporting period, employment status (active, leave of absence, etc.), and the home address.

Section 5. The Union shall indemnify the employer for any liability or damages incurred, including reasonable attorney fees, if the employer is directly named in a suit or action while in compliance with this Article. Any dispute between the Board and the Union over what is reasonable shall be settled by submitting the dispute to arbitration under the terms of the grievance procedure.

ARTICLE XXIII - SEVERANCE PAY

An employee who voluntarily leaves the employ of the Board with at least 15 years of service in the Granby School System and written notification submitted sixty (60) days prior to retirement shall be granted pay on the following basis: Full-time employees (A) will be granted two (2) days for each year of full-time service, multiplied by the per diem rate of the final salary. All other employees, upon separation, shall receive one (1) day for each 10 months of service, multiplied by the per diem rate of the final salary. In the case of an unexpected retirement due to health or incapacitating injury, the sixty (60) days notification requirement may be waived at the Superintendent's discretion.

ARTICLE XXIV - JUST CAUSE

No employee shall be terminated, suspended without pay, or denied a wage increase or increment without just cause.

ARTICLE XXV - SALARY SCHEDULE

The Board has established a salary schedule for a three-year period beginning July 1, 2025 and ending June 30, 2028. Salary schedules are provided, for the term of this contract, in Appendix A. Initial placement on the salary schedule for existing employees will be based upon current salary and/or years of service. Employees who have worked less than ninety days for the Granby Public Schools will continue placement on their initial step until July 1 of the following year.

All non-probationary employees who receive a satisfactory annual evaluation will be placed on the next step on July 1 of each fiscal year. Employees shall be notified of placement on the salary scale and benefits annually.

ARTICLE XXVI - SAVINGS CLAUSE

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

ARTICLE XXVII - DURATION

This Agreement shall be effective from July 1, 2025 to June 30, 2028.

Executed this 7th day of April, 2025

CSEA/SEIU, LOCAL 2001

GRANBY BOARD OF EDUCATION

By Mary Ann Duval
Mary Ann Duval
Union Representative

By Monica Logan
Monica Logan
Board Chair

By Jennifer M. Lambert
Jennifer Lambert
Union President

APPENDIX A – SALARY SCHEDULES

FY2025-2026, Contract Year 1

		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Category A	Admin. Asst. - Building Principal						
	Admin. Asst. - Dir. of Finance & Oper.	\$ 30.02	\$ 31.51	\$ 32.47	\$ 33.46	\$ 34.53	\$ 35.55
	Admin. Asst. - Dir. of Pupil Services						
	Admin. Asst. - Assistant Superintendent						
Category B	Secretary - Assistant Principal						
	Secretary - Director of Facilities	\$ 28.92	\$ 30.40	\$ 31.31	\$ 32.28	\$ 33.31	\$ 34.53
	Secretary - Guidance						
	Accounts Payable						
Category C	Athletics Secretary						
	School Secretary	\$ 27.46	\$ 28.92	\$ 29.78	\$ 30.68	\$ 31.61	\$ 32.56
	Assistant Secretary - Special Education						

FY2026-2027, Contract Year 2

		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Category A	Admin. Asst. - Building Principal						
	Admin. Asst. - Dir. of Finance & Oper.	\$ 31.07	\$ 32.61	\$ 33.60	\$ 34.63	\$ 35.74	\$ 36.80
	Admin. Asst. - Dir. of Pupil Services						
	Admin. Asst. - Assistant Superintendent						
Category B	Secretary - Assistant Principal						
	Secretary - Director of Facilities	\$ 29.93	\$ 31.46	\$ 32.40	\$ 33.41	\$ 34.47	\$ 35.74
	Secretary - Guidance						
	Accounts Payable						
Category C	Athletics Secretary						
	School Secretary	\$ 28.42	\$ 29.93	\$ 30.82	\$ 31.75	\$ 32.72	\$ 33.70
	Assistant Secretary - Special Education						

FY2027-2028, Contract Year 3

		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Category A	Admin. Asst. - Building Principal						
	Admin. Asst. - Dir. of Finance & Oper.	\$ 32.00	\$ 33.59	\$ 34.61	\$ 35.67	\$ 36.81	\$ 37.90
	Admin. Asst. - Dir. of Pupil Services						
	Admin. Asst. - Assistant Superintendent						
Category B	Secretary - Assistant Principal						
	Secretary - Director of Facilities	\$ 30.83	\$ 32.41	\$ 33.38	\$ 34.41	\$ 35.51	\$ 36.81
	Secretary - Guidance						
	Accounts Payable						
Category C	Athletics Secretary						
	School Secretary	\$ 29.27	\$ 30.83	\$ 31.74	\$ 32.70	\$ 33.70	\$ 34.71
	Assistant Secretary - Special Education						

Your summary of benefits



Anthem® Blue Cross and Blue Shield

Your Plan: GRANBY TOWN AND BOE: Anthem Century Preferred PPO HSA PS

Your Network: Century Preferred

Visits with Virtual Care-Only Providers	Cost through our mobile app and website
Primary Care, and medical services for urgent/acute care	No charge after deductible is met
Mental Health & Substance Use Disorder Services	No charge after deductible is met
Specialist care	No charge after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Overall Deductible	\$2,000 person / \$4,000 family	\$2,000 person / \$4,000 family
Overall Out-of-Pocket Limit	\$4,000 person / \$8,000 family	\$4,000 person / \$8,000 family

The family deductible and out-of-pocket limit are non-embedded, meaning the cost shares of all family members apply to one family deductible and one family out-of-pocket limit. The per person deductible and per person out-of-pocket limit apply to individuals enrolled under single-only coverage.

The In-Network and Non-Network deductibles and out-of-pocket are combined and accumulate toward each other.

Doctor Visits (virtual and office) *You are encouraged to select a Primary Care Physician (PCP).*

Primary Care (PCP) and Mental Health and Substance Use Disorder Services <i>virtual and office</i>	No charge after deductible is met	20% coinsurance after deductible is met
Specialist Care <i>virtual and office</i>	No charge after deductible is met	20% coinsurance after deductible is met
Other Practitioner Visits		
Routine Maternity Care (Prenatal and Postnatal)	No charge	20% coinsurance after deductible is met
Retail Health Clinic <i>for routine care and treatment of common illnesses; usually found in major pharmacies or retail stores.</i>	No charge after deductible is met	20% coinsurance after deductible is met
Manipulation Therapy	No charge after deductible is met	20% coinsurance after deductible is met

CT/LG/Anthem Century Preferred PPO HSA PS/6FUR/07-01-2024

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><i>Coverage for rehabilitative and habilitative physical therapy, occupational therapy, speech therapy, and manipulative treatment is limited to 50 visits combined per benefit period.</i></p> <p>Acupuncture</p>	No charge after deductible is met	20% coinsurance after deductible is met
<p>Other Services in an Office</p> <p>Allergy Testing</p> <p>Prescription Drugs <i>Dispensed in the office</i></p> <p>Surgery</p>	<p>No charge after deductible is met</p> <p>No charge after deductible is met</p> <p>No charge after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>
<p>Preventive care / screenings / immunizations</p>	No charge	20% coinsurance after deductible is met
<p>Preventive Care for Chronic Conditions <i>per IRS guidelines</i></p>	No charge	20% coinsurance after deductible is met
<p>Diagnostic Services</p> <p>Lab</p> <p>Office</p> <p>Freestanding/Site of Service Lab</p> <p>Outpatient Hospital</p>	<p>No charge after deductible is met</p> <p>No charge after deductible is met</p> <p>No charge after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>
<p>X-Ray</p> <p>Office</p> <p>Freestanding/Site of Service Radiology Center</p> <p>Outpatient Hospital</p>	<p>No charge after deductible is met</p> <p>No charge after deductible is met</p> <p>No charge after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>
<p>Advanced Diagnostic Imaging <i>for example: MRI, PET and CAT scans</i></p> <p>Office</p> <p>Freestanding/Site of Service Radiology Center</p>	<p>No charge after deductible is met</p> <p>No charge after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
Outpatient Hospital	No charge after deductible is met	20% coinsurance after deductible is met
<p><u>Emergency and Urgent Care</u></p> <p>Urgent Care</p> <p>Emergency Room Facility Services</p> <p>Emergency Room Doctor and Other Services</p> <p>Ambulance</p>	<p>No charge after deductible is met</p> <p>No charge after deductible is met</p> <p>No charge after deductible is met</p> <p>No charge after deductible is met</p> <p>No charge after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>Covered as In-Network</p> <p>Covered as In-Network</p> <p>Covered as In-Network</p>
<p><u>Outpatient Mental Health and Substance Use Disorder Services at a Facility</u></p> <p>Facility Fees</p> <p>Doctor Services</p>	<p>No charge after deductible is met</p> <p>No charge after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>
<p><u>Outpatient Surgery</u></p> <p>Facility Fees</p> <p>Hospital</p> <p>Ambulatory Surgical Center/Site of Service Provider</p> <p>Physician and other services <i>including surgeon fees</i></p> <p>Hospital</p> <p>Ambulatory Surgical Center/Site of Service Provider</p>	<p>No charge after deductible is met</p> <p>No charge after deductible is met</p> <p>No charge after deductible is met</p> <p>No charge after deductible is met</p> <p>No charge after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>
<p><u>Hospital (Including Maternity, Mental Health and Substance Use Disorder Services)</u></p> <p>Facility Fees</p> <p>Physician and other services <i>including surgeon fees</i></p>	<p>No charge after deductible is met</p> <p>No charge after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>
<p>Home Health Care <i>Coverage is limited to 200 visits per benefit period.</i></p>	No charge after deductible is met	20% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p>Rehabilitation and Habilitation services <i>including physical, occupational and speech therapies.</i> <i>Coverage for physical, occupational and speech therapies and manipulative treatment is limited to 50 visits combined per benefit period.</i></p> <p>Office</p> <p>Outpatient Hospital</p>	<p>No charge after deductible is met</p> <p>No charge after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>
<p>Pulmonary rehabilitation <i>office and outpatient hospital</i></p>	<p>No charge after deductible is met</p>	<p>20% coinsurance after deductible is met</p>
<p>Cardiac rehabilitation <i>office and outpatient hospital</i></p>	<p>No charge after deductible is met</p>	<p>20% coinsurance after deductible is met</p>
<p>Dialysis/Hemodialysis <i>office and outpatient hospital</i></p>	<p>No charge after deductible is met</p>	<p>20% coinsurance after deductible is met</p>
<p>Chemo/Radiation Therapy <i>office and outpatient hospital</i></p>	<p>No charge after deductible is met</p>	<p>20% coinsurance after deductible is met</p>
<p>Skilled Nursing Care (facility) <i>Coverage is limited to 120 days per benefit period.</i></p>	<p>No charge after deductible is met</p>	<p>20% coinsurance after deductible is met</p>
<p>Inpatient Hospice</p>	<p>No charge after deductible is met</p>	<p>20% coinsurance after deductible is met</p>
<p>Durable Medical Equipment</p>	<p>No charge after deductible is met</p>	<p>50% coinsurance after deductible is met</p>
<p>Prosthetic Devices <i>Coverage for wigs is limited to 1 unit after cancer treatment per benefit period.</i></p>	<p>No charge after deductible is met</p>	<p>50% coinsurance after deductible is met</p>
<p>Hearing Aids <i>Coverage is limited to 1 unit every 24 months.</i></p>	<p>No charge after deductible is met</p>	<p>50% coinsurance after deductible is met</p>
Covered Prescription Drug Benefits	Cost if you use an In-Network Pharmacy	Cost if you use a Non-Network Pharmacy
<p>Pharmacy Deductible</p>	<p>Combined with In-Network medical deductible</p>	<p>Combined with Non-Network medical deductible</p>
<p>Pharmacy Out-of-Pocket Limit</p>	<p>Combined with In-Network medical out-</p>	<p>Combined with Non-Network medical out-</p>

Covered Prescription Drug Benefits	Cost if you use an In-Network Pharmacy	Cost if you use a Non-Network Pharmacy
	of-pocket limit	of-pocket limit
<p>Prescription Drug Coverage Network: Base Network Drug List: National <i>If you select a brand name drug when a generic drug is available, additional cost sharing amounts may apply.</i></p>		
<p>Day Supply Limits: Retail Pharmacy <i>30 day supply (cost shares noted below)</i> Retail 90 Pharmacy <i>90 day supply (3 times the 30 day supply cost share(s) charged at In-Network Retail Pharmacies noted below applies).</i> Home Delivery Pharmacy <i>90 day supply (maximum cost shares noted below). Maintenance medications are available through CarelonRx Pharmacy. You will need to call us on the number on your ID card to sign up when you first use the service.</i> Specialty Pharmacy <i>30 day supply (cost shares noted below for retail and home delivery apply). We may require certain drugs with special handling, provider coordination or patient education be filled by our designated specialty pharmacy.</i></p>		
<p>Tier 1 - Typically Generic</p>	<p>\$5 copay per prescription after deductible is met (retail) and \$10 copay per prescription after deductible is met (home delivery)</p>	<p>20% coinsurance after deductible is met (retail) and Not covered (home delivery)</p>
<p>Tier 2 – Typically Preferred Brand</p>	<p>\$30 copay per prescription after deductible is met (retail) and \$60 copay per prescription after deductible is met (home delivery)</p>	<p>20% coinsurance after deductible is met (retail) and Not covered (home delivery)</p>
<p>Tier 3 - Typically Non-Preferred Brand/Specialty Drugs</p>	<p>\$45 copay per prescription after deductible is met (retail) and \$90 copay per prescription after deductible is met (home delivery)</p>	<p>20% coinsurance after deductible is met (retail) and Not covered (home delivery)</p>

Covered Vision Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<i>This is a brief outline of your vision coverage. Adult and children's vision services count towards your out-of-pocket limit.</i>		
Child Vision exam <i>Limited to 1 exam per benefit period.</i>	No charge	20% coinsurance after deductible is met
Adult Vision exam <i>Limited to 1 exam per benefit period.</i>	No charge	20% coinsurance after deductible is met

Notes:

- If you have an office visit with your Primary Care Physician or Specialist at an Outpatient Facility (e.g., Hospital or Ambulatory Surgical Facility), benefits for Covered Services will be paid under “Outpatient Facility Services”.
- Costs may vary by the site of service. Other cost shares may apply depending on services provided. Check your Certificate of Coverage for details.
- The limits for physical, occupational, and speech therapy, if any apply to this plan, will not apply if you get care as part of the Mental Health and Substance Use Disorder benefit.

This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Evidence of Coverage (EOC). If there is a difference between this summary and the Evidence of Coverage (EOC), the Evidence of Coverage (EOC), will prevail.

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Notes:

- The family deductible and out-of-pocket maximum are non-embedded; the deductible can be met individually or cumulatively.
- Your coinsurance, copays and deductible count toward your out of pocket amount.
- If your plan includes out of network benefits, all services with calendar/plan year limits are combined both in and out of network.
- For additional information on this plan, please visit www.granbyschools.org and navigate to the Human Resources page.
- If your plan includes out of network benefits and you use a non-participating provider, you are responsible for any difference between the covered expense and the actual non-participating provider's charge. When receiving care from providers out of network, members may be subject to balance billing in addition to any applicable copayments, coinsurance and/or deductible. This amount does not apply to the out of network out of pocket limit.
- Edits will comply with any and all applicable federal and state statutes/laws.