

**AGREEMENT BETWEEN**

**EAST WINDSOR BOARD OF EDUCATION**

**AND**

**EAST WINDSOR PARAEDUCATORS  
CSEA/SEIU LOCAL 2001**

**July 1, 2016 to June 30, 2019**

**TABLE OF CONTENTS**

**ARTICLE I, RECOGNITION.....1**

**ARTICLE II, GRIEVANCE PROCEDURE.....1**

**ARTICLE III, CLASSIFICATIONS..... 4**

**ARTICLE IV, WAGES.....5**

**ARTICLE V, INSURANCE.....5**

**ARTICLE VI, JOB SECURITY.....6**

**ARTICLE VII, PROTECTION OF EMPLOYEES.....6**

**ARTICLE VIII, EMERGENCY CLOSING OF SCHOOLS.....7**

**ARTICLE IX, HOLIDAYS AND EARLY RELEASE TIME.....7**

**ARTICLE X, SICK LEAVE.....7**

**ARTICLE XI, FUNERAL LEAVE.....8**

**ARTICLE XII, JURY DUTY.....8**

**ARTICLE XIII, PERSONAL LEAVE.....9**

**ARTICLE XIV, EMERGENCY LEAVE.....9**

**ARTICLE XV, NO WORK STOPPAGES.....9**

**ARTICLE XVI, POSTING OF VACANCIES.....9**

**ARTICLE XVII, REVIEW OF PERSONNEL FOLDER.....10**

**ARTICLE XVIII, DISPLAY OF UNION MATERIAL.....10**

**ARTICLE XIX, UNION MEETINGS.....10**

**ARTICLE XX, HOURS OF EMPLOYMENT.....10**

**ARTICLE XXI, MISCELLANEOUS.....10**

**ARTICLE XXII, PENSION.....11**

|   |           |
|---|-----------|
| <b>ARTICLE XXIII, DURATION.....</b>   | <b>11</b> |
| <b>ARTICLE XXIV, SAVINGS CLAUSE .....</b>   | <b>11</b> |
| <b>ARTICLE XXV, LAYOFF AND RECALL.....</b>  | <b>11</b> |
| <b>ARTICLE XXVI, UNION SECURITY.....</b>  | <b>13</b> |
| <b>ARTICLE XXVII, ABILITY TO PERFORM.....</b>                                       | <b>13</b> |
| <b>ARTICLE XXVIII, OVERTIME CALL BACK.....</b>                                      | <b>14</b> |
| <b>ARTICLE XXIX, RIGHTS AND RESPONSIBILITIES OF THE BOARD OF<br/>EDUCATION.....</b> | <b>14</b> |
| <b>ARTICLE XXX, KEY FOBS.....</b>   | <b>15</b> |
| <b>SIGNATURE BLOCK.....</b>   | <b>15</b> |
| <b>WAGE SCHEDULE.....</b>   | <b>16</b> |

**ARTICLE I**  
**RECOGNITION**

- 1.1 The Board recognizes and certifies the East Windsor Paraeducators, CSEA/SEIU Local 2001, for the purposes of professional negotiations as the exclusive representative for all employees in the unit for the purposes of and with all rights and privileges as provided by Public Act No. 491 and General Statutes 7-467 and under certification by the Connecticut State Labor Relations Board under Case No. ME-4531 dated January 4, 1980.

The recognition consists of employees of the East Windsor Board of Education employed in paraeducator and multi-handicapped paraeducator positions, for whom the regularly scheduled work week consists of twenty (20) hours or more.

**ARTICLE II**  
**GRIEVANCE PROCEDURE**

2.1. **Purpose**

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise affecting the welfare or working conditions of employees as expressed in this agreement. Both parties agree the proceedings shall be kept confidential as is appropriate.

2.2. **Definitions**

- A. "Grievance" shall mean a claim of an employee that there has been a misinterpretation or misapplication of the specific terms of this agreement.
- B. "Employee" shall mean any member of the bargaining unit.
- C. "Party in Interest" shall mean the person or persons making the claim, including their designated representatives as provided for herein.
- D. "Days" shall mean when the Superintendent's office is open for business.

2.3. **Time Limits**

- A. Since it is important that grievances be processed as rapidly as possible, the number of days indicated in each step shall be considered as a maximum. The time limit specified may, however, be extended by a written agreement of the parties interest, at which time new evidence may be introduced by written agreement of the parties.
- B. If an employee does not file a grievance in writing within five (5) days after which he/she knew, or should have known, of the act on which the grievance is

based, then the grievance shall be considered to have been waived.

- C. A grievance filed during the last two (2) weeks of school shall be filed at formal Level Two and all preceding levels of the grievance procedure shall be waived by the parties.
- D. When a grievance is filed under Section "C" above, the grievance shall be processed during the summer months unless the parties involved mutually agree in writing to suspend the grievance until the start of the next school year.
- E. Failure by the aggrieved employee at any level to appeal to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.
- F. Failure by the administrator involved to render a decision within the specified time limits shall be deemed to be a denial of the grievance submitted.

#### 2.4. **Informal Procedure**

- A. If an employee feels that he/she may have a grievance, he/she will first discuss the matter with his/her supervisor in an effort to resolve the problem informally, with or without the assistance of the Union.
- B. If an employee is not satisfied with such disposition of the matter, he/she shall have the right to have the Union assist him/her in further efforts to resolve the problem informally with the supervisor.

#### 2.5. **Formal Procedure**

##### A. **Level One - Administrator/Supervisor**

- 1. If the employee is not satisfied with the outcome of formal procedures, he/she shall submit his/her claim as a written grievance to his/her supervisor. The written statement of grievance shall contain a statement of the facts, the remedy requested and a reference to that provision of this Agreement which the employee claims has been violated.
- 2. The supervisor shall, within five (5) days after receipt of the written grievance, render his/her decision and the reasons therefore in writing to the employee, with a copy to the Union.

##### B. **Level Two - Superintendent of Schools**

- 1. If the aggrieved employee is not satisfied with the disposition of his/her grievance at Level One, he/she may, within three (3) days after the decision, file the grievance to the Superintendent of Schools, with a copy

to the Union.

2. The Superintendent may, within five (5) days after the receipt of the grievance, meet with the aggrieved employee and with a representative of the Union for the purpose of resolving the grievance.
3. The Superintendent shall, within five (5) days after the final hearing, render his/her decision and the reasons therefore, in writing to the aggrieved employee, with a copy to the Union.

**C. Level Three - Board of Education**

1. If the aggrieved employee is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within three (3) days after the decision, file a grievance to the Board of Education, with a copy to the Union.
2. The Board of Education shall, within twenty (20) days after receipt of the appeal, meet with the aggrieved employee and with a representative of the Union for the purpose of resolving the grievance. Minutes of such hearing shall be kept by the Superintendent and made available to any party in interest upon written request.
3. The Board of Education shall, within fifteen (15) days after the final hearing render its decision and reasons therefore, in writing to the aggrieved employee, with a copy to the Union.

**D. Level Four - Arbitration**

1. In the event the grievance shall not have been satisfactorily settled, the Union or the Board may, within five (5) days of the decision by the Board, submit the dispute to arbitration by the State Board of Mediation and Arbitration, whose decision shall be final and binding on the Board and the Union. In the event the Union decides not to submit the grievance to arbitration, the individual aggrieved may submit the grievance to arbitration but shall bear the full cost.

Prior to submitting any grievance to the State Board of Mediation and Arbitration, the Union shall notify the Superintendent, in writing, of its intent to do so. The Board shall have the right to have matters heard by the American Arbitration Association (the "AAA") at Board expense. The Superintendent or his or her designee shall notify the President of the Union within five (5) school days of the receipt of notice from the Union of the Union's intent to submit the grievance to arbitration.

2. The arbitrator may only hear and decide grievances based upon an alleged

misapplication or misinterpretation of the specific terms of this Agreement. The decision of the Board shall be final on all other matters. The arbitrator shall hear and decide only one grievance in each case. He/she shall have no power to add to, delete from, or modify in anyway, any of the provisions of this Agreement. If the Union or the Board submits the grievance to arbitration, the cost of arbitration shall be borne equally by the parties.

**2.6. Miscellaneous**

- A. Employees and their representative shall not suffer any loss of pay when involved in processing of grievances.
- B. Copies of all documents, communications and records dealing with the process of a grievance shall be filed separately from the personnel files of the participants.
- C. Forms for filing and processing grievances are found in the Appendix attached hereto and are made a part of this Agreement. Forms shall be made available through the Union so as to facilitate operation of the grievance procedure.
- D. Grievances shall be considered waived unless submitted within five (5) days of the date the aggrieved knew or should have known of the event or action upon which the grievance is based.
- E. Unless expressly limited by a specific section of this Agreement, all rights, powers and authority of the Board of Education involving the East Windsor District, including but not limited to full control over the policies, practices, procedures and regulations with regard to employees of the Board, shall remain vested sole and exclusively in the Board of Education.
- F. No reprisals of any kind shall be taken by either party or by any member of the East Windsor administration or the East Windsor Paraeducators against any participant in the grievance procedure by reason of such participation.

**ARTICLE III**  
**WAGE CLASSIFICATIONS**

3.1 All employees who come under this Agreement will come under the following schedule:

| <u>Responsibility Group</u> | <u>Classification</u>        |
|-----------------------------|------------------------------|
| I                           | Multi-handicap Paraeducators |
| II                          | Paraeducators                |

**ARTICLE IV**  
**WAGES**

- 4.1 The wage schedule is set forth in Appendix "A" and is part of this contract.
- 4.2 All personnel shall be placed on a specific step of the wage schedule based on position classification as established in Article III.
- 4.3 **Wage Increases**
- A. Effective July 1, 2016, each step of the wage schedule shall be increased by 3%. Each employee not at the maximum step shall advance one step.
- B. Effective July 1, 2017, each step of the wage schedule shall be increased by 3%. Each employee not at the maximum step shall advance one step.
- C. Effective July 1, 2018, each step of the wage schedule shall be increased by 3%. Each employee not at the maximum step shall advance one step.
- 4.4 The Board of Education may, at its sole discretion, award additional incremental raises to an employee for meritorious service. Employees may receive up to \$1.00 per hour in additional salary for meritorious service.
- 4.5 Longevity payment shall be made to employees who qualify as follows:
- 10 years of consecutive service, as of September 10 of each year: \$275.00  
15 years of consecutive service, as of September 10 of each year: \$375.00  
20 years of consecutive service, as of September 10 of each year: \$475.00  
25 years of consecutive service, as of September 10 of each year: \$525.00  
30 years of consecutive service and thereafter, as of September 10 of each year: \$800.00
- 4.6 All longevity payments made in one lump sum in the month of September of each fiscal year of the fiscal year
- 4.7 All employees who have PMT certification shall receive a yearly stipend of \$300.
- 4.8 Direct deposit of paychecks shall be required for all employees.

**ARTICLE V**  
**INSURANCE**

- 5.1 Effective July 1, 2016, the Board of Education shall offer paraeducators a High Deductible Health Plan with an individual deductible of \$3,000 and family deductible of \$6,000. The Board of Education will contribute to the cost of employee only coverage.



The employee premium cost share for this plan shall be 9.66% of the annual wages of a first step paraeducator and adjust yearly according to the Affordable Healthcare Act. Paraeducators may purchase additional dependent coverage at no cost to the Board of Education.

- 5.2 The Board shall provide and pay for the full cost of life insurance for each employee in the amount of \$30,000.
- 5.3 Employees shall notify the East Windsor School Business Office, in writing, of their choice for health insurance by the first day of June of each year.
- 5.4 The Board has the right to change carriers provided coverage is comparable and employee's out-of-pocket expense is no greater than it would have been in the absence of a change.
- 5.5 The Board and the Association agree to create the IRS Section 125 for premium costs.
- 5.6 All employees who retire during the term of this agreement may participate at their own expense in a package of insurance to the extent permitted by law.

**ARTICLE VI**  
**JOB SECURITY**

- 6.1 After an employee has successfully served a ninety (90) day probationary period, he/she shall be appointed to his/her position.
- 6.2 Probationary employees cannot utilize the grievance procedure during their period of probation.
- 6.3 Probationary periods may be extended by mutual agreement of the parties.

**ARTICLE VII**  
**PROTECTION OF EMPLOYEES**

- 7.1 Employees shall report immediately in writing to their administrator and to the Central Office all cases of assault suffered by them in connection with their employment.
- 7.2 Such report shall be forwarded to the Superintendent who shall comply with any reasonable request from the employee for information in his/her possession.

**ARTICLE VIII**  
**EMERGENCY CLOSING OF SCHOOLS**

- 8.1 Employees shall report to work only on days when school is in session, except when directed to do otherwise by the building administrator or the Superintendent of Schools.
- 8.2 If school has started, but is closed early, employees will be sent home after students are dismissed and all school buses have departed and will receive their full pay for the day.
- 8.3 If the opening of school is delayed, employees shall report to work at the delayed time and shall receive full pay for the scheduled work day.

**ARTICLE IX**  
**HOLIDAYS AND EARLY RELEASE TIME**

- 9.1 Employees shall receive ten (10) paid holidays, which will be Martin Luther King Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Day, President's Day, and a floating holiday\*.
- 9.2 If a holiday falls on a Saturday or Sunday, it will be observed on the date as scheduled in the school calendar.
- 9.3 Employees shall be entitled to early release at the half-day dismissal time at the school they are assigned to without loss of pay, on the day before Thanksgiving, provided it is so scheduled in the school calendar.
- 9.4 In the event a payday occurs on a holiday when employees are not scheduled to work, paychecks will be issued on the last work day preceding the holiday.

\*Upon prior approval by the Superintendent of Schools or his/her designee.

**ARTICLE X**  
**SICK LEAVE**

- 10.1 Employees will be allowed fifteen (15) days of absence due to personal illness without loss of pay. Unused sick leave may be accumulated to a maximum of seventy-five (75) days. Sick leave shall be accumulated at the rate of 1.5 day earned for each month worked. Three (3) sick days, of the allotted fifteen (15) per year, may be used for the care of immediate family, as defined in the Funeral Leave Article.
- 10.2 **Attendance Incentive**

Employees who have accumulated seventy-five (75) sick days in 2016-17, and each year thereafter, as of June, and receives his/her additional fifteen (15) days at the beginning of

the school year, shall be eligible to receive \$35 per unused sick day for all days above seventy-five (75), provided the employee has not used more than three (3) sick days in the respective school year.

- 10.3 A physician's certificate may be required by the Administration.
- 10.4 Those people with afternoon and evening assignments must call the Business Office by 10:00 a.m. if they are unable to report to work that day. Employees who do not call in will lose half a day unless it is a documented emergency.

### **ARTICLE XI** **FUNERAL LEAVE**

11.1 In the event of a death in an employee's immediate family, it is recognized by the parties that the employee may need time off to attend the funeral service from the day of the death to the day of the funeral. If any of these days occur on the employee's scheduled working days, the employee shall suffer no loss in pay, exclusive of overtime, but not to exceed a maximum of three (3) days of absence for each occurrence.

11.2 Immediate family is defined as:

- Spouse
- Child
- Parent
- Sibling
- Grandparent
- Grandchild
- Father-in-law and Mother-in-law
- Brother-in-law and Sister-in-law
- Any blood relative domiciled in employee's home

### **ARTICLE XII** **JURY DUTY**

12.1 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 personal days. The amount of compensation received for duty, excluding traveling expenses, shall be deducted from the staff member's wages. In any event, the employee shall not receive less than the normal day's pay. If the employee is excused from the court on any scheduled working day prior to 12:00 noon or who is not required to be in court on any scheduled working day while serving on jury duty, the employee shall report to school for work.

**ARTICLE XIII**  
**PERSONAL LEAVE**

- 13.1 In the event an employee has personal business which cannot be transacted other than during the school day, an annual maximum of three (3) days of leave may be granted at full pay. Such days may be taken on a half-day basis. All three (3) days shall be discretionary, requiring no notice to the employer of the reason for such leave.
- 13.2 Such leave is not cumulative from year to year.
- 13.3 Advance approval by the Superintendent of Schools or his/her designee is required.
- 13.4 Personal leave cannot be used to extend vacation periods or holidays.

**ARTICLE XIV**  
**EMERGENCY LEAVE**

- 14.1 In cases of emergency which must be attended to during the school day, an annual maximum of one (1) day of leave will be granted. The rate of pay shall be the difference between the employee's wages and the substitute's wages, if one is used.
- 14.2 Such leave is not cumulative.
- 14.3 Prior notification to the building principal is required where applicable.
- 14.4 After the fact approval by the Superintendent or his/her designee is required.

**ARTICLE XV**  
**NO WORK STOPPAGES**

- 15.1 Neither the Union nor any of the employees in the bargaining unit shall call, authorize, instigate, sanction, condone or participate in any strike, slowdown, work stoppage, refusal to render services or any action against the Board which would impede the proper functioning of the school system at any time, nor shall there be any lockout by the Board in any part of the Board's operation.

**ARTICLE XVI**  
**POSTING OF VACANCIES**

- 16.1 Notice of vacancies and/or new positions shall be on the district's website for five days for internal applicants. Any person interested in a position must file an online application within four (4) working days prior to any public announcement of the vacancy and/or new position.

**ARTICLE XVII**  
**REVIEW OF PERSONNEL FOLDER**

- 17.1 Employees desiring to review their official personnel folder will be permitted to do so by making an appointment with their immediate supervisor.

**ARTICLE XVIII**  
**DISPLAY OF UNION MATERIAL**

- 18.1 The Board shall provide space in each school office and the Central office for the display of Union material.

**ARTICLE XIX**  
**UNION MEETINGS**

- 19.1 The Union may call meetings in each school whenever necessary, providing they do not leave their work stations before 4:00 p.m.

**ARTICLE XX**  
**HOURS OF EMPLOYMENT**

- 20.1 Employees shall work the maximum number of days required by the school calendar. Work days shall fall between Monday and Friday. In addition, employees are required to attend professional development sessions scheduled by the Board on early release days and one day prior to the start of school. Employees will be paid for all hours of such sessions.
- 20.2 Employees may work on days when school is not in session if assigned by the building administrator and approved by the Superintendent of Schools or his/her designee.
- 20.3 All employees are entitled to a 30-minute uninterrupted lunch period except under exigent circumstances. If an employee is required to work for a portion of his or her lunch period due to exigent circumstances, he or she shall be paid for the time worked in accordance with applicable law, and will be permitted to take his or her lunch break.

**ARTICLE XXI**  
**MISCELLANEOUS**

- 21.1 This Agreement may be reopened at any time on any matter providing the Board and the President of the Union agree that it should be reopened. Any modification of this Agreement will be ineffective until approved by both the Board and the Union and made an addendum or amendment to the existing Agreement.

**ARTICLE XXII**  
**PENSION**

22.1 Eligible employees shall pay 2% into retirement fund and the multiplier shall be 1.75.

**ARTICLE XXIII**  
**DURATION**

23.1 The terms of this Agreement shall be effective as of the first day of July, 2016 and shall continue and remain in full force and effect to and including the 30th day of June, 2019.

23.2 If either the Board or the Union desires to meet for the purpose of negotiating changes or modifications in the provisions of this Agreement, either shall give written notice of such desire to the other by certified or registered mail not less than one hundred twenty (120) days prior to the expiration of the Agreement.

**ARTICLE XXIV**  
**SAVINGS CLAUSE**

24.1 It is agreed that if any section, clause or phrase of this Agreement is found illegal, then such findings will have no effect on any of the remaining portions or provisions of this Agreement.

**ARTICLE XXV**  
**LAYOFF AND RECALL**

25.1 In the event it becomes necessary to eliminate positions, the following procedure shall be followed in selecting the employees to be laid off. The Union shall be notified of the need for position elimination by July 31st or as soon as possible following the adoption of a town budget and before any determination shall be made of the individual employee to be laid off.

- A. Retirement, resignations, transfer requests and termination for cause among personnel will first be reviewed to determine if the staff may be reduced in sufficient number or adjusted to avoid further layoff of employees.
- B. If additional employees must be released, the probationary employees shall be terminated on a system wide basis before any permanent employees shall be terminated, provided that the permanent employee is qualified to perform the duties of the available position as set forth in subsection "c" below. In determining who, among two (2) or more employees in the area of reduction, shall be laid off, seniority as well as performance and ability shall be considered.

- C. If, after the above steps, it is necessary to terminate the employment of permanent employees, the least senior employee within the responsibility group classification when the layoff will occur shall be terminated first.
  - D. Permanent employees who are laid off shall be entitled to replace probationary employees outside of their responsibility group classification assignment provided that the permanent employee is qualified by experience or training to perform the duties of the probationary employee.
  - E. Any employee that is terminated shall be notified in writing by the Superintendent of Schools.
- 25.2 For the purpose of this article, seniority is defined as the total number of complete years of continuous, unbroken service in the East Windsor School system, starting with the first full month of employment. In the event that two or more employees shall have started work in the same month and thus have the same seniority date, then the identity of the employee to be laid off shall be determined by a review of performance and ability as evidenced by the most recent written evaluations contained in the employee's personnel file. If such review indicates that the performance and ability of the employees with the same seniority dates is substantially equal, the actual date of hire shall control.
- 25.3 Nothing herein shall require the transfer or promotion of an employee to a higher responsibility group classification or to a higher rate of pay.
- 25.4 **Recall Procedure:**
- A. The name of any employee who has been laid off because of the elimination of a position or a reduction in personnel shall be placed upon a reappointment list and remain on such a list for one (1) year, provided such employee does not refuse an appointment and provided such employee applies, in writing by registered mail, for the retention of his/her name on said list on or before July 1st of each year subsequent to his/her layoff.
  - B. Any employee on the reappointment list shall receive a written offer of reappointment at least fifteen (15) days prior to the date of reemployment, where possible. The employee shall accept or reject the appointment within three (3) days. If he/she accepts the appointment, he/she shall receive written notice at least five (5) days prior to the date of reemployment, where possible.
  - C. An employee who is recalled shall retain credit for all previous years of service for retirement purposes and shall also retain credit for all other accrued time, benefits and rights existing on the date of layoff.

**ARTICLE XXVI**  
**UNION SECURITY**

- 26.1 During the life of this Agreement, an employee retains the freedom of choice whether or not to become a member of the Union.
- 26.2 Union dues shall be deducted by the Board of Education from the paycheck of each employee who signs and remits to the Board an authorization form. Such deduction shall be discontinued upon written request of an employee thirty (30) days in advance.
- 26.3 Any employee who within thirty (30) days after being hired and covered by this Agreement fails to become a member of the Union or any employee whose Union membership is terminated for any reason or any employee who resigns from Union membership shall be required to pay an agency fee under Section 26.4.
- 26.4 The Board shall deduct the agency service fee from the paycheck of each employee who is required to pay such fee as a condition of employment, provided however, that no such payment shall be required of an employee who objects to payments of such fee based on the tenet of a religious sect. Employees objecting on religious ground shall make monthly contribution to an IRS authorized charity, designated by mutual agreement of the Board and the Union equivalent to Union dues.
- 26.5 The amount of dues or agency fee deducted under this Article together with a list of employees shall be remitted promptly to CSEA/SEIU Local 2001, 760 Capitol Avenue, Hartford, Connecticut 06106, together with a list of employees and their addresses for whom any such deduction is made.
- 26.6 The organization agrees to indemnify and to hold the Board harmless against any and all claims, demands, suits or other forms of liability that shall, or may arise out of, or by reason of, action taken by the Union for the purpose of complying with the provisions of this Article.
- 26.7 The East Windsor Board of Education and the Union agree not to discriminate in any way against employee covered by the Agreement on account of race, religion, creed, color, national origin, age, or political affiliation.

**ARTICLE XXVII**  
**ABILITY TO PERFORM**

- 27.1 When an employee has been absent for work for sixty (60) consecutive calendar days the Superintendent of Schools shall review the individual's medical certifications to determine the employee's ability to return to work. If it is determined on the basis of medical certification the employee does not have the ability to perform his/her duties, the employee shall be placed on unpaid medical leave.



After ninety (90) calendar days the individual's status shall be reviewed again and determination made regarding leave status and employment status. An employee may submit a medical certification for the Superintendent's review at any time within the ninety (90) day period he/she is released to return to work.

The Board shall have the right to seek a second opinion from a doctor selected by the Superintendent.

#### **ARTICLE XXVIII** **OVERTIME CALL-BACK**

- 28.1 All overtime, except emergencies, must be specifically approved in advance by the Superintendent of Schools or his/her designee. Overtime shall be distributed on an equal basis as is practical. In the event that all qualified employees decline to work overtime, the least senior such employee, assigned to the building, must perform such overtime for the period scheduled.

#### **ARTICLE XXIX** **RIGHTS AND RESPONSIBILITIES OF THE BOARD OF EDUCATION**

- 29.1 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 Board of Education, pursuant to any charter, general or special statutes, ordinance, regulation, or other lawful provision, under the complete operations, practices, procedures, and regulations with respect to employees of the Board, shall remain solely and exclusively in the Board, including, but not limited to the following:

To determine the standards of service to be offered by Board employees; to determine the standards of selection for Board employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or other legitimate reasons; issue rules and regulations; maintain efficiency of governmental operations; determine work schedules; determine the methods, means, and personnel by which the Board's operations are to be conducted; determine the content of job classifications; exercise complete control and discretion over its organization and technology of performing its work; and fulfill its legal responsibilities.

Such rights, powers, and responsibilities shall be exercised in a reasonable manner so as not to be arbitrary or capricious. If any conflict occurs between this Article and any other Articles in this Agreement, the latter shall govern. The Board agrees to comply with the Municipal Employees Relations Act in regard to its obligations to negotiate with the Union over mandatory subjects of bargaining.

**ARTICLE XXX**  
**KEY FOBS**

30.1 All employees shall be issued a key fob to their respective building upon the passing of their probationary period.

**SIGNATURE BLOCK**

In witness whereof, the parties hereunto have caused these presents to be executed by their proper officers, hereunto duly authorized and their seals affixed hereto as of the date and year first above written.

East Windsor Board of Education

East Windsor Paraeducators  
CSEA/SEIU Local 2001

By: Theresa M. Kane 6-16-16  
Superintendent of Schools Date

By: [Signature] 6/20/16  
Chapter President Date

By: Catherine A. Simonelli 6/8/16  
Chairman, Board of Education Date

By: [Signature] 6/20/16  
Staff Representative Date

**APPENDIX A  
WAGE SCHEDULE**

Year 1    Year 2    Year 3  
3% GWI   3% GWI   3% GWI

|                 |           | FY17  | FY18  | FY19  |
|-----------------|-----------|-------|-------|-------|
| <b>Cat I</b>    | <b>1</b>  | 18.28 |       |       |
| <b>MH Paras</b> | <b>2</b>  | 18.65 | 19.21 | 19.79 |
|                 | <b>3</b>  | 18.94 | 19.51 | 20.10 |
|                 | <b>4</b>  | 19.40 | 19.98 | 20.58 |
|                 | <b>5</b>  | 19.87 | 20.47 | 21.08 |
|                 | <b>6</b>  | 20.32 | 20.93 | 21.56 |
|                 | <b>7</b>  | 20.81 | 21.43 | 22.07 |
|                 | <b>8</b>  | 21.24 | 21.88 | 22.54 |
|                 | <b>9</b>  | 21.73 | 22.38 | 23.05 |
|                 | <b>10</b> | 22.29 | 22.96 | 23.65 |
|                 | <b>11</b> | 22.89 | 23.58 | 24.29 |
| <b>Cat II</b>   | <b>1</b>  | 16.95 |       |       |
| <b>Paras</b>    | <b>2</b>  | 17.32 | 17.84 | 18.38 |
|                 | <b>3</b>  | 17.61 | 18.14 | 18.68 |
|                 | <b>4</b>  | 18.07 | 18.61 | 19.17 |
|                 | <b>5</b>  | 18.53 | 19.09 | 19.66 |
|                 | <b>6</b>  | 18.99 | 19.56 | 20.15 |
|                 | <b>7</b>  | 19.47 | 20.05 | 20.65 |
|                 | <b>8</b>  | 19.92 | 20.52 | 21.14 |
|                 | <b>9</b>  | 20.41 | 21.02 | 21.65 |
|                 | <b>10</b> | 20.96 | 21.59 | 22.24 |
|                 | <b>11</b> | 21.56 | 22.21 | 22.88 |