

AGREEMENT BETWEEN
THE HARTFORD PUBLIC LIBRARY
AND
EVELYN BALL PROFESSIONAL & NON-PROFESSIONAL UNITS,
LOCAL 1716, COUNCIL 4, AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO
EFFECTIVE FEBRUARY 1, 1999 THROUGH JUNE 30, 2004 .

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HARTFORD PUBLIC LIBRARY AND LOCAL 1716

PREAMBLE

The following Agreement, by and between the Hartford Public Library, hereinafter referred to as the Library, and the Evelyn Ball Professional/Non-Professional Units, Local 1716, Council 4, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, is recorded in written form to meet the requirements as set forth in Section 7-470(c) in the Municipal Employees Relations Act of the General Statutes of Connecticut. This Agreement is designed to provide for an equitable and peaceful procedure for the resolution of differences in accordance with the grievance procedure specified herein, in order to maintain and promote a harmonious relationship between the Union and the Library and to encourage more effective service in the public interest.

ARTICLE I RECOGNITION

The Library recognizes the Union as the sole and exclusive bargaining agent pursuant to certification granted by the Connecticut State Board of Labor Relations [M.E. 3656-A] and a decision of the National Labor Relations Board. The Library further agrees to fulfill all of its legal obligations to the Union, including bargaining in good faith with the Union on all matters that have been found by a Connecticut court to be mandatory subjects of bargaining between a municipality and a municipal collective bargaining agent.

The Union recognizes the Librarian or his/her designated representative or representatives as the sole representative of the Hartford Public Library for the purpose of collective bargaining. The Union further agrees to bargain in good faith with the Librarian on all matters relating to wages, hours and other conditions of employment.

ARTICLE II NONDISCRIMINATION

The Library shall not discriminate against any employee in the terms and conditions of employment, including the provisions of this Agreement, on the basis of an employee's, race, color, religious creed, age, sex, veteran or marital status, national origin, ancestry, union membership, political affiliation, present or past history of mental or physical disability unless such mental or physical disability prevents the employee from performing the essential functions of his or her position with or without accommodation.

ARTICLE III
MANAGEMENT RIGHTS

Except as otherwise abridged or modified by any provision of this Agreement, it is the right of the City, acting through its Library Board and Chief Librarian or his or her designee, to determine the standards of service to be offered by its departments; determine the standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which the Library's operations are to be conducted; determine the content of job classifications; exercise complete control and discretion over its organization and the technology of performing its work; and fulfill all of its legal responsibilities. The above rights, responsibility and prerogatives are inherent in the Court of Common Council, the Library Board, the City Manager and Chief Librarian by virtue of statutory and charter provisions and cannot be subject to any grievance or arbitration proceeding except as specifically provided for in this Agreement.

ARTICLE IV
PRIOR RIGHTS OR BENEFITS

Nothing in this Agreement shall be construed as limiting any right that either party may have enjoyed prior to the execution of this Agreement, unless such limitation is expressly stated in this Agreement.

The Library agrees that it has the duty to negotiate any changes to any bargaining unit member's terms and conditions of employment.

ARTICLE V
UNION SECURITY

Check Off

The Library agrees to deduct from the pay of all employees covered by this Agreement, who authorize such deductions from their wages in writing, such membership dues and initiation fees as may be uniformly assessed by the Union. Such deductions shall continue for the duration of this Agreement. When an employee does not have sufficient money due him, after deductions have been made for pension or other deductions required by law, union dues for such deduction periods shall be deducted in the first dues-deduction pay period in which the employee has sufficient funds due him. It is also agreed that neither any employee nor the Union shall have any claim against the Library for errors made in the processing of deductions unless a claim of error is made in writing to the Library within sixty (60) calendar days after the date such deductions were or should have been made. It is also agreed that the obligation of the Library for funds actually deducted under this section terminates upon the delivery of the deductions so made to the person authorized to receive such amounts from the Library.

The Library also agrees to allow P.E.O.P.L.E. contributions to be deducted from payroll for those employees who so authorize said deductions.

The Union agrees to indemnify and hold harmless the Library for any loss or damages arising from the operation of this Section.

Deduction Period

The deduction period for any month shall be made during the 4th payroll week of said month and shall be remitted to the Union, together with a list of names of employees from whose wages such deductions have been made, not later than the 15th day of the following month.

The Library further agrees that all new employees shall be given a dues check-off card and a memorandum from the Union President at the time of the employee's enrollment in the Library's insurance program. The Library shall also provide the Union with the work site location of new employees whenever it is practicable to do so.

No Lockout; No Strike

The Library agrees that there will be no lockout of any employees at any time. The Union agrees it will not call or support any strike against the Library at any time.

Agency Shop

All present employees occupying positions within the bargaining unit must either retain their membership for the duration of this Agreement to the extent of paying the monthly dues uniformly required of all members as a condition of continued employment and all new employees must become and remain members of the Union for the duration of this Agreement to the extent of paying an initiation fee and the monthly dues uniformly required of all members as a condition of continued employment, or all present employees must for the duration of this Agreement pay the equivalent of monthly dues in the form of a service charge to the Union as a condition of continued employment and all new employees must for the duration of this Agreement pay the equivalent of monthly dues for the duration of this Agreement as a condition of continued employment within thirty days of their entry into a bargaining unit class. The Library will supply the Union President a list of all new employees, including Names, date of hire, home address, Social Security Number and home telephone number monthly.

The Union agrees to indemnify and hold harmless the Library for any loss or damages arising from the operation of this section.

ARTICLE VI
DEFINITIONS

The following term used in this Agreement shall have the following meaning:

Employee means a full-time or part-time employee who is a member of the bargaining unit.

Paragraph headings used in this Agreement are for reference purposes only and shall not be used to interpret the language of the Agreement.

ARTICLE VII
CLASSIFICATION PLAN

Changes

When the Library creates new class specifications or makes other than minor changes in existing specifications for the purpose of normal maintenance of the classification plan, the Library and the Union shall negotiate appropriate pay rates and pay ranges.

The Library will give the Union a copy of any new or revised class specifications.

Review of Positions

Any employee may make a written request for a review of the classification of his/her position through his/her department head to the Librarian or designee provided that no such review had been made during the previous twelve months. The Library will give a formal decision on such requests within six months following receipt of the request. If the Library fails to respond to the review request within the specified time frame, then the requested classification shall be granted with the proper monetary remuneration. The Library shall review each classification for specification changes. The Library will negotiate with the Union if it considers changes in any classification.

Use of New and Revised Titles

No person shall be appointed to or employed in a position under a new or revised class title until a pay range for such class has been established.

ARTICLE VIII
WAGES AND SALARIES

Pay Rates

The negotiated pay rates and ranges shown in Appendix A are made a part of this Agreement.

Salaries are paid on Friday of each week for the preceding work week (Sunday through Saturday). Direct deposit of salary is available. Forms for direct deposit are available in the Office.

For all full-time employees, mandatory deductions are made for pension (Municipal Employees Retirement Fund), Health Insurance co-payment where applicable, Social Security (Federal Insurance Contribution Act, FICA), State Income Tax and Federal withholding tax. For part-time employees, deductions are made where applicable. Individual employees may authorize the Office to deduct from their paycheck for the purchase of U.S. Savings Bonds, Tax Sheltered Annuity, Long-Term Disability Insurance and designated voluntary contributions. Deductions for Credit Union membership must be arranged directly with the Hartford Municipal Employees Federal Credit Union Office. Direct deposit of pay to either the employee's checking or savings account is available.

Minimum Rates

During the term of this Agreement, except as elsewhere provided, no positions shall be assigned a salary higher than the maximum or lower than the minimum salary provided for the class of position.

New Pay Rates

On the effective date of any pay increase or the effective date of any promotion, the employee shall receive the new pay rate.

Administration

The pay plan shall be administered in accordance with the following provisions:

- A. **The Hiring Rate:** The hiring rate of pay for initial employment shall be paid upon appointment to the class.
- B. **Pay Increases:** Salary increments recognizing normal growth within established ranges shall be as provided for in the pay plan attached hereto as Appendix B during the month on which the anniversary date of appointment of the employee to the class occurred. Employees appointed on or before the 15th of the month shall be paid approved growth increments

effective on the first of that month. Employees appointed after the 15th of the month shall receive the approved growth increment on the first day of the succeeding month.

C. Pay for Part-Time Work: Except as otherwise provided in this Agreement, employees working less than a regular work week shall be paid the equivalent hourly rate of pay established for the class.

D. Employees shall not be rotated on assignments for the purpose of avoiding payments at the higher rates.

E. Voluntary Demotions: If the employee's salary is higher than the maximum for the class, he/she shall be placed at the maximum salary for the class to which he/she is demoted. If his/her salary is less than the maximum for the class, he/she shall be placed in the next lower step in the new salary range.

F. Demotions for Physical or Mental Reasons: An employee may be demoted for physical or mental reasons to a lower classification without loss of pay; such action may be initiated by the Librarian if he/she certifies that such employee is physically or mentally incapable of performing his/her current duties. Such demotion without loss of pay becomes effective only after approval by the Chief Librarian or his or her designee.

ARTICLE IX METHOD OF FILLING VACANCIES

Transfers

Employees wishing to be transferred to another position in the same classification shall so notify the Librarian or designee who shall maintain lists of such employees.

For transfers to vacancies within the same classification, the Chief Librarian will select the most senior employee who has the ability and who has applied for the transfer.

ARTICLE X HOURS OF WORK

A thirty-five (35) hour work week, from Sunday to Saturday, usually consisting of five (5) seven (7) hour days, is required of all full-time employees. Anyone regularly scheduled for fewer than thirty-five (35) hours per week is considered part-time.

The Chief Librarian is responsible for all scheduling. That responsibility may be delegated to Department and Branch Heads. Schedules shall be designed to provide services to the residents of the City and the surrounding community. Although the Chief Librarian will try to make the workday of similarly situated employees as uniform as possible, primary consideration must, and will, be given to service needs.

Flexible schedules to meet operational objectives may be developed by the supervisor and employee with approval by the Administration and Union. The parties further agree that their approval will not be unreasonably withheld.

Staff members may request in advance of schedule making that they be given specific dates or hours free from work. Schedules will be adjusted by the Chief Librarian or his/her designee, for such staff members whenever feasible. A special effort will be made to accommodate schedule requirements of those engaged in formal education.

The Library acting in good faith shall schedule bargaining unit members' hours of work in a manner that is consistent with providing services to the public and with minimal disruptions to the bargaining unit members' schedule, as is reasonable under the circumstances.

Weekly Attendance Records

Weekly attendance records are computed for the work week from Sunday through Saturday. All employees shall submit a weekly attendance record on or before Saturday at 5:00 p.m. indicating all hours worked. The employee's signature on the weekly attendance record is verification that employee has worked the hours listed. The weekly attendance record shall include the total daily and total weekly hours worked, showing the beginning and ending time of each work period, computed to the nearest unit of fifteen (15) minutes.

Tardiness

All employees are to report for duty on time. On time means that the employee is present at his/her workstation and ready to work at the start of his/her workday.

All employees are informed that a pattern of tardiness is a serious offense. It will result in disciplinary action and is sufficient cause for discharge. The Chief Librarian or his or her designee will monitor all tardiness.

Neighborhood Teams

Some members of the bargaining unit are assigned to "neighborhood teams." Such an assignment may include attendance and participation at neighborhood meetings. No bargaining unit member hired before May 1, 1999, shall be required to participate on a neighborhood team.

Overtime

The normal workweek consists of thirty-five (35) hours. Time beyond the normal workweek must be authorized in advance at the supervisory level.

All employees are paid for time worked beyond the scheduled thirty-five (35) hours. The pay rate for time worked beyond the normal work week is the employee's normal rate, except that an employee who works more than forty (40) hours in a work week (overtime) will be paid at one and one-half (1 1/2) times his/her normal pay rate for the time in excess of forty (40) hours.

ARTICLE XI ASSIGNMENT OF DUTIES

No non-professionals will be permitted to perform work of a professional employee, as defined in National Labor Relations Act 29 U.S.C.A. § 152 (12) and Municipal Employees Relations Act C.G.S. § 7-471 (3) and the decisions interpreting said definitions.

ARTICLE XII HOLIDAYS

Holidays are given as paid days off only to full-time employees.

The Library, including all departments and branches, is closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve (December 24) and Christmas Day.

Bargaining unit members will be given either Saturday before Memorial Day or the Saturday before Labor Day off.

If a bargaining unit member is required to work both the Saturday before Memorial Day and the Saturday before Labor Day, the Saturday before Labor Day will be paid at the bargaining unit member's hourly wage times 1.5.

When a holiday falls on a day that is an employee's regular day off, equivalent time will be taken off during the holiday week. Schedules will be adjusted so that all employees will work a twenty-eight (28) hour schedule that week.

No employee will be paid for a holiday unless the employee works his or her assigned scheduled days both immediately before and immediately after the holiday.

The Library shall close at 5:00 p.m. New Year's Eve, July 3 and the day before Thanksgiving.

In the interest of public service, the Library remains open on Columbus Day and Lincoln's Birthday, which are therefore to be considered regular business days. These holidays may be taken when they occur by employees who can be spared. All others may consider them to be "Floating Holidays."

Floating Holiday for Columbus Day and Lincoln's Birthday is credited at the beginning of the fiscal year (July 1 of each year). Floating holiday time may be used in advance of earning it. If an employee who has claimed such time in advance of earning it leaves the employ of the Library, the unearned time will be deducted from the final pay.

Floating Holiday time must be used by the end of the fiscal year (June 30 each year). Such time may not be carried over to the next fiscal year. If a terminating employee has not taken an earned Floating Holiday, he/she will be paid for it upon termination.

Use of Holiday and Floating Holiday time is recorded on the weekly attendance record.

ARTICLE XIII VACATIONS

All vacations are governed by the Library service to the public. It is the responsibility of each employee to keep service needs and department schedules in mind when planning vacations. All requests for vacations are considered to ensure that the Library serves the public needs of the community. Therefore, all vacation requests must be approved, in writing by the Chief Librarian or his or her designee. The primary criteria in granting a vacation request will be the impact that request has on the ability of the Library to meet the public needs of the community. All requests for vacation must be submitted to and approved by the Chief Librarian or his/or designee.

Vacation allowance with pay is based on the number of full calendar months of employment from July 1 through June 30. The anniversary date must occur by June 30 of any year if the employee is to be granted extra vacation day(s) that same year. Vacation time accrues from the first day of employment but may not be claimed until the employee has completed six (6) full calendar months of service. Part-time staff (except Student Assistants and temporary employees) shall earn partial vacation credit, pro-rated to the average weekly hours worked during the year.

Vacation allowance with pay shall be as follows for full-time employees:

Professional Employees:	Twenty (20) working days
Non-Professional Employees:	Ten (10) working days
	Fifteen (15) working days after five (5) years of service
	Twenty (20) working days after ten (10) years of service

In recognition of long service, the following extra vacation days are granted each year to all employees who have completed twenty (20) or more years of continuous, full-time service. Continuity of service is not considered broken if leave of absence was granted for professional study, maternity leave, family and medical leave, military service, or extended illness.

Twenty-one (21) years	-	one (1) extra day
Twenty-two (22) years	-	two (2) extra days
Twenty-three (23) years	-	three (3) extra days
Twenty-four (24) years	-	four (4) extra days
Twenty-five (25) or more years	-	five (5) extra days

Applications for vacation should be made on or before April 15 of each year. By approval of the supervisor, any part or all of an employee's vacation may be taken at any time between July 1 and June 30. Each employee should feel free to request preferred vacation dates. "Priority" dates may be requested and confirmed at any time. Once confirmed, the employee is not required to change for a more senior employee.

All vacation time terminates on June 30 of each year. However, with the permission of the Chief Librarian or his/her designee, up to one-half (1/2) the annual allowance may be carried over from one (1) calendar year to the next to permit a maximum accumulation of not more than thirty (30) days.

Use of vacation time is recorded in a manner consistent with the business needs to the Library.

Holidays falling within the vacation period are not charged to vacation time.

An employee who resigns, retires from the Library is entitled to a payment for vacation days based on his/her regular vacation allowance up to the last day worked. An employee who is discharged or terminated is not entitled to any vacation days or entitlement.

In the event of death of an employee, payment for earned vacation shall be made to the surviving spouse. In the event the employee has no spouse, the payment shall be made to the estate of the deceased employee.

Vacation salary will be paid immediately preceding the vacation period upon submitting the request to the Business Office on the Vacation Pay in Advance form. Such a request may be filed at any time, but must be filed at least two (2) full weeks in advance.

In the event an employee or an immediate family member for whom the employee is the primary caregiver becomes ill for more than three (3) days when the employee is on vacation leave, the employee will be permitted to convert the time to sick leave upon presentation of a doctor's certification or other proof of illness.

ARTICLE XIV
LEAVE PROVISIONS

Personal Days

Two (2) personal days are made available to each full-time staff member as of July 1 of each year. Personal time is pro-rated for persons hired after July 1 of each year.

Use of the personal day is governed by the following provisions:

- a. It may be used only with prior approval of the supervisor; in any case, public service needs must take precedence.
- b. Personal days expire on June 30 of each year.
- c. The personal day may not be used in segments of less than one-half (1/2) day.

Use of the personal day is recorded in manner and form directed by the Chief Librarian and/or his or her designee.

Absence without Leave

Any absence without leave is considered unauthorized leave, and shall be without pay. If such absence occurs on three (3) consecutive scheduled workdays, the employee is considered to have resigned.

Medical Leave

Medical leave shall only be used for the medical condition of the employee or the employee's immediate family as defined in this Agreement.

During the fiscal year (July 1 through June 30), eligible employees are credited with up to one hundred five (105) hours (equivalent of fifteen (15) seven-hour days) of sick leave with pay, earned at a rate of 8.75 hours per month.

Part-time staff (except student assistants, temporary and contractual employees) will earn partial medical leave credit, pro-rated to the average weekly hours worked during the year.

Holidays falling within a period of illness are not charged to sick leave.

An employee whose medical condition prevents him or her from coming to work shall notify the Chief Librarian or his/her designee. Failure to notify the Chief Librarian or his or her designee may result in denial of medical leave for that day. Based upon employee

classification, all employees will be given a phone number and time within which to call the Chief Librarian or his/her designee.

If an employee becomes ill on the job and is not able to resume work within one (1) hour, subsequent time lost that day is charged to sick leave.

Use of medical leave is recorded on the weekly attendance report. All medical leave must be exhausted before vacation and personal time may be used.

Medical leave is used for personal illness, physical incapacity, pregnancy, or enforced quarantine in accordance with State or City health regulations.

The Chief Librarian or his or her designee may grant medical leave for the following purposes:

- a. Illness or physical incapacity in the immediate family. "Immediate family" for purpose of this section is defined as spouse, parent, grandparent, child, brother, sister, or any individual domiciled in the employee's household. The employee may be required to identify the member of the immediate family for whom medical leave is requested.
- b. Medical or dental appointments for the employee and the employee's immediate family when such appointments cannot be made outside scheduled working hours. The employee may be required to identify the member of the immediate family for whom medical leave is requested.
- c. Pregnancy, childbirth and related medical conditions will be treated in the same manner as other conditions, which result in a temporary disability. Such leave due to pregnancy, childbirth and related conditions shall be granted on the same basis as other illness or disabilities. This provision shall not waive an employee's right under either federal or state family and medical leave acts.

The Chief Librarian or his or her designee, at his or her sole discretion may grant additional leave, with or without pay.

In the event of the death of any employee, full payment for earned accumulated sick leave shall be made to the surviving spouse. In the event the employee has no spouse, the payment shall be made to the estate of the deceased employee.

When an employee retires on pension, payment is made in an amount equal to 50% of accumulated sick leave. When a employee resigns or is terminated, no payment is made for accumulated sick leave.

Family Medical Leave

Family and Medical Leave is an unpaid leave of absence for eligible employees who require such leave: to care for the employee's child after birth, or placement for adoption of foster care; to care for the employee's spouse, son or daughter, or parent or spouse's parent who has a serious health condition; or for a serious health condition that makes the employee unable to perform the employee's job.

Any person who has been employed by the Library for twelve (12) months or more and one thousand (1,000) or more hours during the twelve (12) month period immediately preceding the first (1st) day of the leave may be eligible for an unpaid leave of absence pursuant to the Connecticut or Federal Family and Medical Leave Act. An eligible employee may be entitled to up to twenty-eight (28) weeks of unpaid sick leave during any twenty-four (24) month period provided that he/she qualifies for such entitlement. Employees eligible for and taking leave for the purpose of caring for a spouse's parent afflicted with a serious health condition may only receive sixteen (16) weeks of such leave during any two (2) year period.

Upon the expiration or exhaustion of any authorized leave of absence pursuant to Connecticut or federal law, the eligible employee shall be entitled to return to employee's original job or to an equivalent position with equivalent pay, benefits and terms and conditions of employment.

Employees who anticipate taking Family and Medical Leave must notify the Library in writing at least thirty (30) days prior to the date the leave is to commence. Employees requiring unanticipated leave must notify the Library in writing as far in advance of the leave as possible and practicable, but must not fail to notify the Library within two (2) business days after commencing such leave. An employee's failure to properly notify the Library of the need for Family and Medical Leave may delay the employee's leave and subject the employee to discipline up to and including termination pursuant to the terms and obligations of the Library's attendance policies.

No later than fifteen (15) days after the employee requests or the Library commences Family and Medical Leave for the employee's own serious medical condition or the serious medical condition of a covered relative, the employee must furnish the Library with written verification from the employee's or relative's health care provider indicating the reasons for such leave and the anticipated length of such leave. The Library may require employees on leave to provide recertification of the serious medical condition justifying their need for continued leave every thirty (30) days after the initial certification. An employee's failure to provide timely, adequate certification or recertification according to Library requests, without Library permission, will result in termination of the employee's leave and will subject the employee to discipline up to and including termination pursuant to the terms and obligations of the Library's attendance policies.

If the Library has reason to doubt the validity of an employee's eligibility leave, the Library may require the employee to submit a second (2nd) medical examination, at the Library's

expense, to verify the adequacy of the initial medical certification. If the second opinion conflicts with the first (1st), the Library may require the employee to submit to a third (3rd) medical opinion, at the Library's expense, and by a health care provider jointly chosen by the Library and the employee, the results of which will be controlling and binding on the issue of whether the employee's medical leave shall continue. An employee's failure to submit to second (2nd) and third (3rd) medical opinions upon the Library's request will result in the termination of such leave, or delay the commencement of such leave, and may subject the employee to the provisions of the Library's general absentee policy. An employee's failure to abide by the terms and obligations of the Library's attendance policies may lead to discipline up to and including termination.

An employee currently covered by the Library's health insurance may opt to continue his or her coverage under the Library's health insurance policy, provided the employee continues to contribute his or her usual share of premium contributions at the levels paid while actively employed prior to the leave, throughout the leave period. Employees opting to maintain health insurance coverage during the period of the leave, must submit their share of the premium payments on or before the first (1st) of the month immediately following commencement of the leave. The failure to submit a timely premium share payment to the employer within thirty (30) days after the date the payment initially became due may result in the Library's discontinuing the employee's right to continue health insurance coverage.

The Library will require all employees taking Family and Medical Leave to exhaust all paid leave entitlements including, but not limited to, paid medical leave, paid personal leave and paid vacation leave. Any period of paid leave shall be credited against the employee's other statutory leave entitlements under federal and state law. Upon the expiration of such paid portion of the leave entitlement, the balance of the statutory leave period will be unpaid leave.

Employees returning from leave should, to the extent practicable, give two (2) weeks' notice of their intent to return to work.

Prior to returning to work from a leave taken for an employee's own serious medical condition, the Library may require the employee to submit a "fitness for duty" certificate from the employee's health care provider, verifying that the employee is able to return to work and assume the duties of the employee's position. A failure of the employee to submit a "fitness for duty" certificate may result in the termination of the leave entitlement and subject the employee to discipline or termination pursuant to terms of the attendance policy.

Employees failing to return to work upon the expiration of their Family and Medical Leave for reasons other than the continuation, the recurrence or onset of a "serious health condition" of the employee or covered relative, or other circumstances beyond the employee's control, will be required to reimburse the Library for all health insurance premiums paid on their behalf during the leave period.

State and federal law determines the maximum number of weeks an eligible employee may absent himself for Family and Medical Leave purposes. To the extent that the employee is entitled to any other leave or benefits, such as pregnancy leave, such periods of leave shall be included as, and credited against, the employee's entitlement under Family and Medical Leave laws. Where applicable, state and federal leave periods run concurrently.

The Library will not retaliate in any manner against employees exercising their rights to take leave under state or federal leave laws.

Military Leave

Any employee who is a member of the National Guard, Naval Militia, or other reserve forces of the United States, and is required to undergo field training therein, shall be entitled to a leave of absence with pay for a period of such field training to a maximum of one month, provided the amount of compensation paid to such employee for such leave of absence shall be the difference between his or her compensation for military activities as shown by a statement by military authorities giving rank, pay and allowances and the count of salary or wages due as a employee of the Library. If the compensation for military service is equal to or greater than the salary or wages due as a Library employee for the period covered by such military leave, then no payment shall be made, except that normal payroll deductions for pension and insurance purposes shall be paid by the Library during such leave.

Bereavement Leave

Bereavement: Five (5) days bereavement leave with full pay shall be granted for death of an employee's spouse, child, parent, brother, sister, mother-in-law, father-in-law or domestic partner.

Two (2) days bereavement leave with full pay shall be granted in the case of the death of the employee's grandparent, son-in-law, daughter-in-law, grandchild, brother-in-law, sister-in-law or any relation who is domiciled in the employee's household.

Jury Duty

Employees shall be granted leaves of absence for required jury or any other civic duty requiring appearance before a court or other public body. Such employees may elect to receive either their regular salary and pay to the Library their jury salary or forfeit their regular salary and retain their jury pay. The employee is required to notify the Office upon the receipt of a summons to jury duty. The employee must also provide documentation to the Office (such as a copy of the summons) before starting such leave. Proof of completion of Jury Duty must be submitted to the administrative office within five (5) working days of completion.

Leave of Absence

A request for a leave of absence without pay must be presented in writing to the Chief Librarian for approval, explaining the reasons for and duration of the leave and giving exact dates, if possible. Leaves of absence may be granted for professional study, military service, or reasons of health.

A leave of absence must usually be taken with the understanding that the Chief Librarian will place the employee upon return in a suitable position at no lower classification. Failure of an employee on leave to report promptly at its expiration, without good cause, shall be considered as a resignation.

Leave of absence without pay may not exceed one (1) year, except for military service as provided by law.

Employees on authorized leaves of absence in excess of one (1) year shall forfeit all benefits, rights and privileges otherwise previously enjoyed by virtue of this Agreement during said period of absence including retirement allowance.

Employees on family or medical leave retain health insurance benefits for up to twenty-four (24) weeks but must make required insurance co-payments. All employees are also eligible to continue health insurance under COBRA regulations upon payment of the monthly group insurance premium.

Optional leave without pay may be requested by an employee. The request must be made sufficiently in advance of the days to be taken so that difficult schedule adjustments are not necessary. Approval of the Chief Librarian or his or her designee is required, and in considering the request, the supervisor will give precedence to service requirements.

Procedure for Requesting Leave

An employee may request a leave of absence for any purpose. For all leaves of absence, other than medical leaves, the employee shall submit such a request on a form approved by the Chief Librarian or his or her designee, except in cases of emergency, at least two weeks prior to the date requested. The request shall be submitted to a person designated by the Chief Librarian. Upon receipt of such request the Chief Librarian or his or her designee shall indicate in writing within one week of receipt of the request by the Chief Librarian, whether the leave is approved or not, and if approved the duration of the leave.

ARTICLE XV INSURANCE

The Hartford Public Library, through the City of Hartford, provides the following insurance coverage for full-time employees and their dependents costs shared by the City and the

employee. Effective upon the issuance of the Arbitration Award, employees shall contribute 5% of the equivalent premium rate as determined by the City's insurance carrier. Effective July 1, 2003, employee contribution shall increase to 8.5% of the equivalent monthly premium.

Medical/Dental Insurance

The employee may elect coverage for self and dependents under Anthem Blue Cross/Blue Shield Century Preferred Plan, Health Net, or Blue Care Plus Premiere.

Coverage under these insurance plans becomes effective as follows:

- a. For a person employed in the first twenty (20) days of the month, this insurance will become effective on the first (1st) of the month following one (1) complete month of service.
- b. For a person employed after the twentieth (20th) of the month, it will become effective on the first (1st) of the month following two (2) complete months of service.

Information on specific health plans and dental insurance plans is available in the Business Office.

An employee whose employment is terminated for any reason except gross misconduct may obtain at his or her expense continued medical and or dental insurance. Similar benefits may be available to an employee's spouse and children if the employee dies or divorces or an employee's child loses status as a dependent. The employee's rights or the employee's dependent(s) rights to this coverage is governed by COBRA and nothing in this Agreement shall enlarge or diminish an employee's rights under COBRA.

An employee who retires on pension before age sixty-two (62) has the option of continuing, at his/her own expense, the same medical insurance held while employed. However, the full medical plan must be carried. If the retiree has ten (10) years of service, then the City will cover the cost of the medical plan from age sixty-two (62) - sixty-five (65). When the retiree reaches age sixty-five (65) and becomes eligible for Medicare Parts A & B, City insurance plans will cease to be offered under City Groups, but the major medical plan may be continued at the employee's own cost.

Group Life Including Accidental Insurance

Under this plan, the value of life insurance is two (2) times the annual salary (including longevity payments) of the employee, to a maximum of \$250,000. Coverage also includes accidental death and dismemberment.

If an employee terminates, Group Life Insurance terminates, but may be converted to an individual basis within thirty-one (31) days. Information about conversion may be obtained from the Risk Management Division of the City.

If an employee who is a member of the plan is pensioned, the Group Life Insurance is continued at a reduced amount, not to exceed \$15,000, with coverage paid by the City. The amount by which it is reduced may be converted to an individual policy if written application for conversion is made within thirty-one (31) days to the insurance carrier. Information about conversion may be obtained from the Risk Management Division of the City.

Social Security and Medicare

Each full- and part-time employee is required to have a Social Security card. A few months before an employee reaches age sixty-five (65), he/she should go to the Social Security Office to arrange for coverage under Medicare. At age sixty-five (65), the retired employee is no longer covered by the City's health insurance but may elect to continue to be covered by the major medical plan that will convert to a Medicare supplement plan. However, the working employee may elect to continue to be covered by his/her HMO.

Unemployment Compensation

Under the laws of the State of Connecticut, employees are covered for unemployment compensation.

Workers' Compensation

Injuries to employees while working are covered by the City of Hartford's Workers' Compensation Insurance. Effective upon the implementation of this Collective Bargaining Agreement (or as soon as practicable thereafter), workers' compensation benefits shall be administered through the Library and Travelers Insurance managed care program provided.

In order to meet the requirements, an accident, injury or work related illness should be reported promptly to the Chief Librarian or his or her designee. Failure to report an accident, injury or work related illness in a timely manner could result in discipline. No employee shall work in any other place, other than his or her regular place of work, unless directed to do so by the Chief Librarian or his or her designee.

An employee who has submitted a valid and accepted claim for Workers' Compensation shall continue to receive his/her pay (which shall not be charged to sick leave), but any payments for lost wages received by the employee under Workers' Compensation must be turned over to the Library. If Workers' Compensation payments cease and the employee is still unable to return to work, sick leave may be used up to the limit of her/her accumulation. If the Workers' Compensation claim is denied, the employee may use sick leave up to the limit of his/her accumulation.

ARTICLE XVI
RETIREMENT

It is mandatory that a full-time employee of the Hartford Public Library join the Municipal Employees Retirement Fund (MERF), administered by the City of Hartford. Pension contributions are made by the employer and the employee.

Normal retirement can occur at age 60 with ten (10) years of continuous service. In the case of early retirement, there is a reduction factor of 4% for each year that the pension starts before 60. 25 yrs. 7

The pension benefit amount is based on the Final Average Salary, the total number of whole years of service, and the benefit calculation formula which is dependent upon the amount the employee contributes toward his/her pension. If the employee chooses to have the Final Average Salary based on the average of the highest two (2) out of the last (5) years, the employee's contribution is 5% of salary subject to Social Security and 8% of salary in excess of the Social Security base. If the employee selects the highest five (5) out of the ten (10) years, the contribution amount is 4% of salary subject to Social Security and 7% of salary in excess of the Social Security base.

The Final Average Salary multiplied by 2% for each whole year of services provides an estimation of the annual pension amount. (The exact figure cannot be determined until termination due to unused vacation time & sick payouts). The maximum amount payable is 70% of Final Average Salary. Social Security is not a factor in the pension calculation.

If a retired employee dies, the surviving spouse will receive a pension allowance equivalent to half of the employee's pension, provided they were living together both at the time of retirement and at the time of death. If an active employee dies and at the time of death qualifies for pension benefits, a pension allowance equivalent to half of the employee's pension will be paid to the surviving spouse as defined above. Benefits will continue until the surviving spouse either remarries or dies. not vested
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If there is no spouse and the deceased retiree had not received pension benefits equal to the amount he/she contributed as an employee, any excess in employee contributions, plus interest, will be refunded to the named beneficiary, if any, or the retiree's estate. Periods of absence of not more than ninety (90) days in any one calendar year shall not be considered as breaking continuity of service for purposes of calculating pension benefits. ✓

Periods of absence of more than ninety (90) days by reason of a leave of absence granted by the Chief Librarian, or where the absence is occasioned by disability involving the regular attendance of a physician (unless such attendance is declared unnecessary by medial authority satisfactory to the Pension Commission), shall also not be considered as breaking continuity of service, but such periods shall not be included in determining the amount of retirement no annual
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allowance. Such leave may be granted for reasons of military service, professional study, health, maternity or family obligation.

If a staff member leaves the employ of the Library and has fewer than 10 years of service, the amount contributed by the employee, plus interest, is refunded. Should an active employee die prior to vesting (10 years), employee contributions, plus interest, will be refunded to the named beneficiary of the employee's estate.

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If a staff member terminates his employment, withdraws his retirement contributions from the fund and is subsequently reemployed, he/she may request that he/she be allowed to repurchase his prior service credits. Such request and repayment must be made no later than ninety (90) days after the completion of the probationary period. If such request is not made within the prescribed period of time, the member shall be deemed to have waived this right.

The separated employee who has at least 10 years of continuous service may request vested pension rights from the Pension Commission, provided his/her pension contributions are left in the retirement fund. When the employee is eligible to retire, an application should be filed with the Pension Commission and a monthly pension based on years of service and earnings will be formally approved. The employee should consult the Office for information on pension refund or vested pension rights.

ARTICLE XVII DISCIPLINE

The Library shall have the right to discipline employees for just cause. Unless there is a record of discipline within the previous twelve (12) months of the violation, discipline shall be consistently applied to individuals who are accused of the same offense.

All suspensions and discharges must be stated in writing with reason given and a copy given to the employee and mailed to the president of the Union at the time of suspension or discharge.

An employee who has completed his/her probationary period may appeal any disciplinary action through the grievance procedure and the Union may file for arbitration.

Discipline may begin at any step commensurate with the violation.

Step 1. Counseling Session.

Step 2. Written Warning. The reason(s) for the warning, the action required of the employee to correct the situation and the time period within which correction is expected are reviewed by the employee and the supervisor. The employee is asked to sign the warning to acknowledge receipt of (but not necessarily agreement with) the warning. The warning is forwarded to the Associate Librarian for Administrative Services for placement in the employee's personnel file and a copy is given to the employee. The

warning is removed from the file after one (1) year provided no further written warnings for any infraction have been issued during that time.

Step 3. Second Written Warning. The same procedure described in Step 2 is followed, and a conference is held with the employee, the supervisor, and the Associate Librarian.

Step 4. Third Written Warning. The same procedure described in Step 2 is followed, and a conference is held with the Chief Librarian, the employee and the supervisor. The Associate Librarian for Administrative Services may also be present at this meeting.

Step 5. Demotion, Suspension, or Termination.

An employee can request that a union representative be present at any stage of the disciplinary process.

An employee can respond to any disciplinary step or process orally or in writing. Such response, if written, shall be included in the employee's personnel file.

ARTICLE XVIII GRIEVANCE PROCEDURE

Any grievance or dispute which may arise between the parties concerning the application, meaning or interpretation of this Agreement, unless specifically excluded by this Agreement, shall be settled in the following manner:

Step 1 The aggrieved employee, who may be represented by a representative of the Union, shall present the facts to the Chief Librarian or his or her designee within 20 days of the date on which the grievance or dispute arose, who shall render the decision to the employee and the Union representative within 10 working days from the day the grievance was presented.

Step 2 If the grievance is not resolved in Step 1, the employee or union representative shall reduce the grievance in writing within 15 working days and present it to the Chief Librarian or his or her designee. It shall include:

- a. A statement of the grievance and the facts involved.
- b. The alleged violation of the Agreement.
- c. The remedy requested.

The department head shall arrange a meeting, with all parties concerned present, to review the facts within 10 working days of receipt of the grievance and shall notify the employee and the

Union representative of his/her decision in writing within 15 working days from the day the grievance was submitted to him/her.

Step 3 If the grievance is not resolved in Step 2, the employee or the Union representative shall present it to the Chief Librarian or his or her designee within 10 working days after the decision of the department head is received. If requested by the employee or the Union, or if he/she so determines, the Librarian or his/her designee shall meet with the interested parties no later than 10 working days after the receipt of the grievance and in any case shall render his/her decision in writing within 15 working days of receipt of the grievance. A copy of this decision will be forwarded to the grievant and to each Union representative present at the hearing.

Step 4 If the Union is not satisfied with the decision rendered in Step 3, it may submit the grievance to the State Board of Mediation and Arbitration for either mediation or arbitration. Such filing shall be made only by the Union and must be accomplished within twenty (20) working days of receipt of the Step 3 decision. The Union must simultaneously notify the Chief Librarian or his or her designee of the filing.

If the grievance is submitted for mediation and remains unsettled following mediation, the Union may submit the grievance to arbitration. Such submission must be made within thirty (30) days after the first meeting with the mediator and notice of such filing must be made simultaneously to the Chief Librarian or her or her designee. The State Board shall act on such requests in accordance with its rules and procedures. Said Board shall be limited to the expressed terms of the contract and shall not have the power to modify amend or delete any terms or provisions of the Agreement or to render a decision contrary to law. Failure of either party to insist upon compliance with any provisions of the Agreement at any give time(s) under any give set(s) of circumstances shall not operate to waive or modify such provisions or in any manner whatsoever to render it unenforceable, as to any other time(s) or as to any other occurrence(s) whether the circumstances are, or are not the same.

Any grievance, beginning at Step 1 through Step 3 of the grievance procedure, not responded to by either party within the time frames outlined shall be sustained in the complying party's favor as per the adjustment requested on the official grievance form.

ARTICLE XIX STAFF AND PROFESSIONAL DEVELOPMENT

General Staff Meetings

Employee meetings held may be called by the Chief Librarian. Attendance at such meetings is compulsory for all full-time personnel unless expressly excused by the Chief Librarian or his or her designee.

Performance Reviews

A performance review of an employee may be conducted by the Chief Librarian or his or her designee at any time. The goal of the Chief Librarian is to have every employee evaluated at least once every twelve months.

The Chief Librarian or his or her designee will show the review to the employee and discuss it with him/her. The employee is required to sign the review to indicate that he/she read it. Signing the review merely acknowledges receipt and does not necessarily mean acceptance or agreement. The employee may respond in writing within five (5) working days from the date of the review indicating areas of disagreement. The Chief Librarian or his or her designee conducting the review will attach the employee's written statement to the original review and send it to the Office for placement in the employee's personnel file.

Performance Review Guidelines

Everyone who works at the Library will have the opportunity to meet with his or her supervisor to review the year past and discuss the future. Please reexamine last year's Performance review and be prepared to discuss the following:

What were your achievements during the past year? (Successes? Initiatives? Professional Development? Personal job satisfaction?)

How have you helped to move the Library forward? (Neighborhood teams, special projects, job related development? Support for others?)

Are you experiencing any problems or concerns regarding work? What would you recommend be done to correct the problem or improve the situation.

How would you rate your customer service (external and internal) on the day to day basis?

What would you like to accomplish in the year ahead? How can this be achieved? Do you have any training or continuing education needs? What are your career goals?

By the end of the meeting, you and your supervisor will have set objectives for the coming year. You will be asked to write a one-page summary of the meeting that you and your supervisor will both sign. The supervisor may add comments. The statement will be placed in your personnel file.

Library Conferences

Employees are encouraged to attend professional meetings and conferences of library associations. Upon proper application by the employee for permission to attend, and receipt of

proper approval by the Chief Librarian or his or her designee, the Library will allow time, if possible, for attendance at such meetings.

Requests for permission to attend must first be approved by an employee's supervisor and then presented to the Chief Librarian on the Request for Conference Attendance, in duplicate, at least two (2) weeks prior to the meeting. Permission to attend must be in writing by the Chief Librarian or his or her designee.

As part of evaluating a request for permission to attend a meeting and before granting approval, the supervisor and Chief Librarian will assess current staff development needs and determine if schedules will permit the employee to attend such meeting. If the employee attends the meeting, then the decision to attend is solely up to the employee, and there is no job-related obligation to attend.

The Library will contribute as much to individual expenses as budget limitations permit, which will be decided by the Chief Librarian at his or her sole discretion.

ARTICLE XX SEPARATIONS

Discharge

The library may discharge an employee for just cause. In doing so, the Library must notify the employee and the Union in writing of the action against him. Any discharged employee who has completed his/her probationary period shall have the right to appeal his/her discharge starting at the third step of the grievance procedure and to have Union representation, provided such appeal is made within 10 working days of the effective date of such action.

Resignation

To resign in good standing, an employee must give the Chief Librarian or his or her designee at least 14 calendar days prior notice unless the Chief Librarian or his or her designee, because of extenuating circumstance, agrees to permit a shorter period of notice. A written resignation shall be supplied by the employee to the Chief Librarian or his or her designee, giving reasons for leaving.

The resignations shall be forwarded to the Chief Librarian or his or her designee. The Chief Librarian or his or her designee shall supply the Union with a copy of such resignation upon request.

ARTICLE XXI
GENERAL PROVISIONS

Emergency Closings

If the Library closes all day or part of a day because of an emergency, all employees will receive payment for any work hours scheduled during the time the Library is closed. No additional compensatory time or pay is allowed if closing occurs on a day the employee was not scheduled to work.

When, in the opinion of the Chief Librarian, working conditions reach a level of marked discomfort, for whatever reason, or when weather conditions render travel hazardous or transportation uncertain, the Chief Librarian shall exercise his/her judgment in seeking remedies for the welfare of the employees and the Library clientele. In making such judgments, a factor that will be given consideration is the closing of other downtown buildings open to the public. Agency heads are expected to inform the Chief Librarian of local conditions bearing on the above matters that may require a decision of the Chief Librarian.

If the City of Hartford closes its offices, the Library shall also close.

Bulletin Boards

The Library will furnish and maintain suitable bulletin boards in convenient places in the Central Library and each branch office to be used by the Union. The Union agrees that material posted will not contain propaganda against or attacks upon the Library, any department or agency, or any official thereof. All materials posted shall be in good taste.

Visits by Union Representatives

Accredited representatives of the American Federation of State, County and Municipal Employees (AFSCME) shall have reasonable access to the premises of the employer provided that the accredited representative notifies the Chief Librarian or the Librarian in charge of the Branch of the reasons for his or her presence and the anticipated time the accredited representative intends to spend on the Library property.

Informing Employees

The Library will provide each employee with a copy of this Agreement within 30 days after the signing of the Agreement. New employees will be provided with a copy of the Agreement at the time of hire. The Library agrees to furnish to the Staff Representative of Council 4 five copies of the Agreement.

Work Rules

All existing work rules shall remain in effect unless such work rules are expressly changed by the Agreement in which case this Agreement shall control.

For purposes of this Agreement "work rules" shall include all rules relating to the employee's job related conduct or performance.

In recognition of service to the Library, annual longevity payments based on a graduated scale are provided to full-time employees. For the purpose of longevity payments, years of service are determined as of July 1 each year. To be eligible, the employee must be on the payroll on December 1, when the longevity payments are made. Employees who retire on pension after July 1 are eligible for payment on December 1.

Example: The employee hired in June 1993 will have completed six full years of service on July 1 of 1999 and be eligible for longevity payments on December 1, 1999. The employee hired on or after July 1 of 1993 will not have completed six full years of service on July 1, 1999 and would not be eligible for payment until December 1, 2000. A leave of absence granted for professional study, maternity leave, Family and Medical Leave, military service or extended illness is included in determining years of service.

Payments are based on the following schedule:

<u>Years of Service</u>	<u>Annual Longevity Payment</u>
6 years but less than 10	\$125.00
10 years but less than 15	\$175.00
15 years but less than 20	\$250.00
20 or more years	\$350.00

Longevity payments do not affect the annual earned increment but are compensation for continued and faithful service to the Library. Such payments are considered part of earned salary in computing income tax, withholding tax, FICA (Federal Insurance Compensation Act) deductions, pension benefits and group life insurance.

Vacant Positions

The Library agrees to provide the Union Vice Presidents with the job description and job posting for new and vacant positions when the new or vacant position is posted.

Parking

Parking for employees is available at the nearest facility provided by the City. It is restricted to City and Library employee parking. Employees who wish permission to park there must

notify the Office of registration plate number and obtain an official City parking tag, which must be hung from the rearview mirror.

Credit Union

Employees are eligible for membership in the Hartford Municipal Employees' Federal Credit Union after ninety (90) days of date of hire. Membership and payroll deductions may be arranged by making application at the Credit Union.

Employee Lounge

A lounge is provided at the Central Library for use by employees. Every effort will be made to make it an attractive, well-equipped area, and it is expected that all employees will cooperate in maintaining it.

Employees will exercise good judgment when extending the hospitality of the staff lounge to outsiders. Visitors must be accompanied by a staff member.

Change of Address

All employees are required to notify the Business Office immediately of any change of address.

Seniority List

The Library shall prepare a list of employees showing their seniority in length of service with the Library, and send it to the Union on December 1st of each year. New employees shall be added to this list when they complete their probationary period.

Training

Training assignments will not be used as a method of avoiding payments at a higher rate. Employees assigned for training purposes to a higher classification shall be paid at the higher rate.

The Library and Union recognize the need to provide training and job opportunities for the disadvantaged. For this purpose, trainees may be appointed and paid in accordance with the terms of any State or Federal law or program applicable during the terms of this Agreement.

No trainee shall displace any regular member of the bargaining unit nor be included in the bargaining unit while in training status. The Union will be notified of new programs, the number of trainees involved, and the length of the training program.

Professional Development and Training

Employees may be released from work and may be reimbursed in connection with professional development training, provided such release time and/or expenses has been approved by the Chief Librarian or his or her designee prior to such release time or incurred expense.

Nothing in this Agreement shall require the Chief Librarian to grant any release time for professional development or training or to grant expenses for such professional development or training.

Mileage

The mileage allowance for authorized use of personal automobiles is the standard IRS rate.

Visitors

Personal visits must be confined to the staff member's break times. Former staff members must be accompanied to the staff lounge by a staff member, and may not visit non-public areas of the Library or other working areas unless invited to do so by the Chief Librarian or his or her designee.

Computer Terminal Schedule

Employees working two (2) consecutive hours or more at a computer terminal may request that the supervisor assign an alternate task for 10 minutes of each hour assigned.

Relief Period

For each work period of a least three consecutive hours during a single working day, the employee is allowed a fifteen-minute relief period. Schedules and work assignments must regulate the exact time when an employee may take a relief period. Relief periods may not be used in conjunction with lunch hours or as an excuse to arrive late or leave early from work. Library staff is discouraged from leaving the building for relief periods. In those branches that lack adequate facilities, the employee may leave the building, provided that during open hours two (2) other staff members are on the premises. The employee is still governed by the fifteen minute limitation.

ARTICLE XXII SAVING 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 provision herein shall become inoperative or fail by reason of the invalidity of any other portion or provision.

ARTICLE XXIII
ENTIRE AGREEMENT

The foregoing constitutes an entire agreement between the parties and no verbal statement shall supersede any of its provisions. It is understood and agreed that all matters subject to collective bargaining between the parties have been covered herein and that it may not be reopened for change in its items or addition of new subject matters except by the mutual agreement.

ARTICLE XXIV
EFFECTIVE DATES

The provisions of this Agreement shall be effective upon the issuance of the Arbitration Award and shall continue through June 30, 2004, unless specifically stated otherwise.

ARTICLE XXV
DURATION

The duration of this Agreement shall extend from February 1, 1999 through June 30, 2004, and shall continue in effect thereafter unless amended, modified or terminated in accordance with this section. Either party wishing to amend, modify or terminate this Agreement must so advise the other party in writing no later than 150 days prior to the expiration of this Agreement and begin negotiations no later than 120 days prior to the expiration of this Agreement.

APPENDIX A - WAGES

Effective and retroactive to February 1, 1999, wages shall be increased by 0%.

Effective and retroactive to February 1, 2000, wages shall be increased by 0%.

Effective and retroactive to February 1, 2001, wages shall be increased by 2%.

Effective and retroactive to February 1, 2002, wages shall be increased by 2%.

Effective and retroactive February 1, 2003, wages shall be increased by 2%.

APPENDIX B - WAGE SCHEDULES

**HARTFORD PUBLIC LIBRARY
SALARY SCHEDULE SEPTEMBER 2003**

Non-Exempt	Base Rate	1/2 Year	1 Year	1 1/2 Years	2 Years	3 Years
G-I Clerical Assistant	17,966.00 345.50 9.8714	18,863.00 362.75 10.3643	19,760.00 380.00 10.8571	20,657.00 397.25 11.3500	21,554.00 414.50 11.8429	
G-II Experienced Clerical Assistant/Librarian Assistant	20,475.00 393.75 11.2500	21,489.00 413.25 11.8071	22,516.00 433.00 12.3714	23,543.00 452.75 12.9357	24,570.00 472.50 13.5000	
G-III Experienced Clerical Assistant/Librarian Assistant with some supervisory responsibility, Bookmobile Driver	26,091.00 501.75 14.3357	27,391.00 526.75 15.0500	28,678.00 551.50 15.7571	29,978.00 576.50 16.4714	31,278.00 601.50 17.1857	
G-IV Asst. Children's Librarian (BA or BS Required)	28,145.00 541.25 15.4643	29,549.00 568.25 16.2357	30,953.00 595.25 17.0071	32,370.00 622.50 17.7857	33,774.00 649.50 18.5571	

Non-Exempt	Base Rate	1/2 Year	1 Year	1 1/2 Years	2 Years	3 Years
G-V (D)	29,783.00	31,278.00	32,760.00	34,255.00	35,750.00	37,232.00
	572.75	601.50	630.00	658.75	687.50	716.00
	16.3643	17.1857	18.0000	18.8221	19.6429	20.4571
Part-time Guard	\$9.5509/hr.					
Maintainer I	22,620.00	23,751.00	24,882.00	26,013.00	27,144.00	28,275.00
	435.00	456.75	478.50	500.25	522.00	543.75
	12.4286	13.0500	13.6714	14.2929	14.9143	15.5357
Maintainer II	25,922.00	27,222.00	28,522.00	29,809.00	31,109.00	32,409.00
	498.50	523.50	548.50	573.25	598.25	623.25
	14.2429	14.9571	15.6714	16.3786	17.0929	17.8071
Maintainer III	31,876.00	33,397.00	34,918.00	37,180.00	38,298.00	39,416.00
	613.00	642.25	671.50	715.00	736.50	758.00
	17.5143	18.3500	19.1857	20.4286	21.0429	21.6571

**HARTFORD PUBLIC LIBRARY
SALARY SCHEDULE SEPTEMBER 2003**

Non-Exempt	Base	1/2 Year	1 Year	1 1/2 Years	2 Years	3 Years	4 Years	5 Years
Network & System Specialist	35,568.00		37,349.00		39,130.00	40,898.00	42,679.00	44,460.00
	684.00		718.25		752.50	786.50	820.75	855.00
	19,5429		20,5214		21,5000	22,4714	23,4500	24,4286

All exempt salaries are affected by an equivalency factor (5%) equal to one step in grade as additional compensation in lieu of overtime pay.

GROUP II (Master's degree in Library Science required)

Exempt	Base	1/2 Year	1 Year	1 1/2 Years	2 Years	3 Years	4 Years	5 Years
P-I Junior Librarian (MLS Required)	31,278.00	32,838.00	34,411.00	35,971.00	37,518.00	39,091.00	40,651.00	42,211.00
	601.50	631.50	661.75	691.75	721.50	751.75	781.75	811.75
	17,1857	18,0429	18,9071	19,7643	20,6143	21,4786	22,3357	23,1929
P-II Senior Librarian (MLS and Experience Required)	34,424.00	36,140.00	37,869.00	39,585.00	41,301.00	43,030.00	44,759.00	46,475.00
	662.00	695.00	728.25	761.25	794.25	827.50	860.75	893.75
	18,9143	19,8571	20,8071	21,7500	22,6929	23,6429	24,5929	25,5357