

**TOWN OF BOLTON
and
BOLTON TOWN EMPLOYEES
LOCAL 1303-331**

DRAFT TENTATIVE AGREEMENT

CONTRACT FISCAL CHANGES:

1. Contract Duration:

July 1, 2022, through June 30, 2025

2. General Wage Increase:

7/1/2022 – 2.75%

7/1/2023 – 2.75%

7/1/2024 – 2.75%

Increase Administrative Assistant & Permit Technician pay to hourly rate of \$25.99 prior to receiving 7/1/2022 GWI.

3. Medical Insurance:

a. Plan – Connecticut Partnership Plan

b. Employee Premium Cost Share Contribution

7/1/2022 – 13.5%

7/1/2023 – 14.5%

7/1/2024 – 15.5%

c. Bargaining Union Members working less than thirty (30) hours weekly may purchase the Town Medical Insurance at the same cost as the Town (100% Premium Cost) pays.

4. Deferred Contribution Contribution

7/1/2022 – 5%

7/1/2023 – 5%

7/1/2024 – 5.5%

CONTRACT LANGUAGE CHANGES (Revisions in Bold Font. Deletions are Stricken)

1.

ARTICLE V
RECOGNITION

Section 1.0

The Town recognizes the Union as the sole and exclusive bargaining agent for the purposes of collective bargaining in matters of wages, hours of employment and other conditions of employment for all Town employees in the following job titles: Library Assistant I, ~~Land Use Secretary~~, Assistant Town Clerk, Buildings and Grounds

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Maintainer I, Library Assistant II, Library Assistant III, **Assessment and Collections Assistant** ~~Assistant to the Assessor~~, Custodian, Buildings and Grounds Maintainer II, Administrative Clerk I, and Administrative Clerk II, **Administrative Assistant & Permit Technician and Lead Maintainer II**, excluding volunteers, seasonal and temporary employees, supervisors and all others as defined by the Municipal Employee Relations Act. The terms "seasonal" and "temporary" employees shall mean employees who are hired for a period not expected to exceed four (4) months. Given the unique nature of the classification of Assistant Town Clerk, the parties agree that the following contract sections shall not apply to the position of Assistant Town Clerk: 5.0, 5.1, 5.2, 5.3, 5.4 and 5.5.

2.

ARTICLE III
HOURS OF WORK AND OVERTIME

Section 3.0

For employees who are not exempt from the overtime requirements of federal and state law, the Town shall pay time and one-half for all authorized work performed in excess of forty (40) hours in any one work week. For employees who are exempt from such overtime requirements, the Town shall provide compensatory time, in accordance with applicable law, for all authorized work performed in excess of forty (40) hours in any work week. Compensatory time may be granted for job-related seminars or conferences. Compensatory time must be taken within ninety (90) days of being granted except in exceptional circumstances as approved by the First Selectman or his/her designee. Compensatory time earned will be rounded to the nearest half hour.

NEW CONTRACT LANGUAGE

On a weekly basis, employees may opt to earn compensatory time in lieu of overtime wages for all authorized work performed in excess of forty (40) hours in any work week. Compensatory time shall be earned at the equivalent overtime rate and shall not exceed forty (40) hours per fiscal year. The Town will attempt to honor the requests of employees for use of compensatory time, subject to the operational needs of the Town. Requests to use compensatory time shall not be unreasonably denied. Compensatory time requests shall be used in the same fiscal year it is earned. When documented work-related circumstances prevent the employee from using earned compensatory time by June 30th of the fiscal year, use of earned compensatory time shall be extended for an additional ninety (90) days into the next fiscal year. The employee and the Town will work together to schedule mutually acceptable dates for the compensatory time to be taken within these ninety (90) days.

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3.

ARTICLE 11
SICK LEAVE

Section 11.0

Sick leave may be used for the following purposes:

- a. Personal illness or injury.
- b. Enforced quarantine of the employee in accordance with community health regulations.
- c. In the event of serious illness or injury to a member of the immediate family creating an emergency, provided that no more than ~~three (3)~~ **five (5) days** of sick leave per calendar year shall be granted for this purpose. "Immediate family" means husband, wife, father, mother, sister, brother, child, mother-in-law or father-in-law and also any relative who is domiciled in the employee's household.

4.

NEW CONTRACT SECTION AND LANGUAGE

ARTICLE 11
SICK LEAVE

Section 11.3

Donation of Sick Leave

From time to time, on an as needed basis, bargaining unit members may donate their accrued vacation, personal leave and/or sick leave to a member of the bargaining unit who is suffering from a long term illness or disability. No employee may donate more than five (5) days of sick leave in a calendar year.

5.

ARTICLE VI
PERSONAL LEAVE

Section 15.1

~~Personal days are to be used solely for the purpose of conducting personal business which cannot be transacted outside of work hours, such as required court appearance or attendance at a house closing. Recreational use of personal days is not permitted. No more than one (1) personal day may be used in November and one (1) personal day in December of each calendar year unless approved by the First Selectman or their designee and only in the case of an emergency or hardship. Personal days are not to be used the day before or day after the following: a holiday, an employee's scheduled vacation; sick leave; or in connection with compensatory time unless approved by the First Selectman~~

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~~or designee and only in case of an emergency or hardship. The decision made in the case of an emergency or hardship may be appealed to the Board of Selectmen. An employee wishing to use a personal day shall submit a written request to his or her department head at least one week in advance, except in emergencies. Personal leave days shall normally be taken in segments of one (1) day and not less than one-half (1/2) day. Personal leave days may not be carried over into the next calendar year.~~

Personal leave days are granted for use within a calendar year. Personal leave days not used in any calendar year shall not carry over to the next calendar year. Written requests for use of personal leave time shall be submitted to the employee's department head at least one (1) week in advance except in emergency situations. Personal leave time shall only be taken in segments of either one (1) full day or one-half (1/2) day.

No more than one (1) personal leave day shall be taken at any time. Requests for use of consecutive personal leave days shall not be allowed. No more than one (1) personal leave day shall be taken in the month of November and no more than one (1) personal leave day shall be taken in the month of December of each calendar year. Personal leave time shall not be taken either the day before or the day after any of the following events (i.e., the employee shall work at least one full intervening scheduled work day immediately before and after the personal leave): (1) an employee's scheduled vacation days; (2) a holiday; (3) sick leave or workers' compensation leave; (4) compensatory leave time.

For the Town

For the Union

_____ Signature	_____ Date

_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date