

**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**THE CITY OF DERBY**

**-and-**

**LOCAL 1303-259 OF COUNCIL #4 AFSCME, AFL-CIO**

**(City Hall Employees)**

**Effective July 1, 2019 through June 30, 2023**

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## **PREAMBLE**

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THIS AGREEMENT is entered into, by and between the CITY OF DERBY (hereinafter the "City") and LOCAL 1303-259 of COUNCIL 4, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO (hereinafter, the "Union").

## **ARTICLE I** **RECOGNITION**

### **Section 1.01**

The City agrees to recognize that Local 1303-259 of Council 4, AFSCME, AFL-CIO, having been selected as the representative for the purpose of collective bargaining, in a unit classified as all full-time and part-time assistants, clerks, secretaries and custodians, including the tax collector, water pollution control coordinator, assessor, and excluding supervisors and those excluded by the Municipal Employee Relations Act, is the exclusive representative of all said employees for the purposes of collective bargaining in respect to wages, hours and other conditions of employment.

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### **Section 1.02**

The City agreed to recognize the Union as the exclusive bargaining representative for all full-time and part-time custodians in all City buildings, including City Hall, the Public Library, the Police Department and the Senior Center other than the Education Department.

The City agreed to recognize the Union as the exclusive bargaining representative for all full-time and part-time assistants and clerks assigned to work in the Public Works Department and Police Department.

### **Section 1.03**

The bargaining unit recognized in Section 1.01, pursuant to Decision No. 2773 of the SBLR, shall be subject to such modification or clarifications as the Board of Labor Relations or a court of competent jurisdiction may order, or to which the parties may agree.

### **Section 1.04**

The City reserves the right to hire outside contractors to do the work normally performed by bargaining unit employees only after bargaining unit employees have been utilized. For the purpose of this Section, 'utilized' shall mean that no bargaining unit employee shall suffer any loss of contractual benefits including overtime.

## **ARTICLE II** **UNION SECURITY**

### **Section 2.01 – Deductions**

As used in this Article II, "Union Dues" means such sums certified by the Union as membership dues and/or agency fees uniformly required by the Union of its members.

For each employee who provides the City with a signed authorization, authorizing payment of Union Dues by payroll deduction, the City shall deduct Union Dues from the employee's pay and shall remit the employee's Union Dues payment directly to the Union.

Union Dues payments ordinarily shall be deducted from payroll once a month and delivered to the Union together with a list of the employees from whom Union Dues deductions have been taken, specifying the amount deducted from the employee's pay as Union Dues.

The City shall have no responsibility for remitting Union Dues payments for an employee who has authorized Union Dues deductions but who is not on the payroll during the week in which the Union Dues deduction is to be made or who has no earnings or insufficient earnings during that week or who is on leave of absence or workers compensation leave. In such circumstances, it shall be the employee's responsibility to pay the employee's Union Dues to the Union and it shall be the employee's responsibility to arrange with the Union for payment of the employee's Union dues.

### **Section 2.02 – Indemnification**

The Union agrees to indemnify and hold the City harmless from and against any and all claims, demands, suits or other forms of liability that may arise out of or by reason of action taken by the Town for the purpose of complying with the provisions of this Article II.

## **ARTICLE III** **MANAGEMENT RIGHTS**

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### **Section 3.01**

Except as otherwise modified or restricted by an express provision of this Agreement, the City reserves and retains exclusively, whether exercised or not, all the lawful and customary rights, powers and prerogatives of management. Such rights include but shall not be limited to establishing standards of productivity and performance of its employees; determining the objectives of the City and the methods and means necessary to fulfill those objectives, including the creation or the discontinuation of services, departments or programs in whole or in part; the determination of the content of job classifications; the content of job

classifications for newly created positions; the determination of the qualifications of employees; the appointment, promotion, assignment, direction and transfer of personnel; the suspension, demotion, discharge or any other appropriate disciplinary action against its employees; the relief from duty of its employees because of lack of work; the establishment of reasonable work rules; and the taking of all necessary actions to carry out its objectives in emergencies.

## **ARTICLE IV** **NON-DISCRIMINATION**

### **Section 4.01**

The City and the Union recognize the right of any member of the bargaining unit to become or refrain from becoming and /or remaining a member of the Union and will not discriminate or in any way interfere with such rights or the exercise of such rights.

### **Section 4.02**

The City and the Union shall not unlawfully discriminate on the basis of age, ancestry, color, disability (learning, intellectual, mental and/or physical disability), gender identity or expression, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, union membership or activity or other status protected by applicable law.

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### **Section 4.03**

Any reference to one gender and/or use of gender specific pronouns in this Agreement shall be construed to include all genders unless expressly noted otherwise.

## **ARTICLE V** **UNION REPRESENTATION**

### **Section 5.01**

The City agrees to permit the president and/or chief steward to discuss official union business, including grievances, with bargaining unit members as long as the conduct of normal City Hall operations is not disrupted.

**Section 5.02**

A Union staff representative shall be permitted to enter the facilities of the City at any reasonable time for the purpose of discussing, processing or investigating filed grievances, or for the purpose of the Union fulfilling its role as collective bargaining agent. Upon arrival, such staff representative shall notify the Mayor, or the Mayor's designee, of his/her presence and shall not unreasonably interfere with the performance of duties by employees. The Union agrees to furnish the City with a list of its representatives assigned to service the bargaining unit at the City Hall, and the Union shall maintain the currency of said list.

The Union shall have the right and opportunity to hold an orientation session with all new hired employees. This orientation session shall be for the purpose of explaining the new employee's contractual rights and introducing him/her to the Union. The orientation will be held within fifteen (15) days of the employee's hire date and shall be during working hours at a time agreed by the employee's immediate supervisor, not to exceed one (1) hour in duration.

**Section 5.03**

The City agrees to allow the union to place a bulletin board of reasonable size in a location that shall not interfere with the operations of the City Hall. Said bulletin board shall be for the exclusive use of the Union, except for posting of notices pursuant to section 11.01. Said bulletin board shall not be used for material of a partisan political nature. The Union shall limit its posting of notices and bulletins to such bulletin board.

**Section 5.04**

On any check or inspection of the City Hall for safety or health issues, for which a union staff representative visits the City Hall, the Mayor or the Mayor's designee, shall accompany the Union's staff representative.

**ARTICLE VI**  
**SAFETY AND HEALTH**

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**Section 6.01**

The City shall provide and maintain a safe and healthy place of employment and work environment in compliance with all applicable local, state and federal statutes, regulations and ordinances.

**Section 6.02**

Whenever a member observes a condition which he feels represents a violation of appropriate safety or health rules and regulations, or which is an unreasonable hazard to persons or property, the member shall report such observations to the Mayor's office.

**Section 6.03**

The City shall continue to provide parking facilities at no expense to members of the bargaining unit at the Derby Municipal Parking Lot located at 2 Thompson Place, Derby Connecticut (the "City Lot") or at such other location as the City may designate. The City shall reserve parking spaces for bargaining unit employees on the top floor of the City Lot. When the top floor of the City Lot is closed, the City shall reserve parking spaces for bargaining unit employees elsewhere in the City Lot.

Members of the bargaining unit shall not park on Minerva Street during the regular workweek. As used in this section, 'regular workweek' is as defined in Article VIII, Section 8.01.

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**Section 6.04**

Members shall have reasonable access to their place of work outside of regularly scheduled hours. Keys granting them access to their offices and/or primary places of responsibility shall be provided at no expense when requested.

**Section 6.05**

When any condition forces the closing or interruption of normal departmental operations, the Mayor or his designee shall provide notice of such closing or interruption over local media as soon as possible. When the workday has commenced, the Mayor or his designee shall provide notice of early closing as soon as possible to all department heads. Employee health and safety shall be a consideration in the Mayor's decision to curtail or to delay departmental operations.

**Section 6.06 – Timekeeping**

Bargaining unit employees must accurately record all time worked and/or all time taken off from work in accordance with the City's timekeeping procedures. On or after July 1, 2019, the City may adopt and implement electronic timekeeping procedures. The City shall provide at least sixty (60) days advance notice before implementing electronic timekeeping procedures.



Occasionally, an employee may forget to record time or attendance. If that happens, the employee must notify the employee's supervisor immediately or as soon as practicable under the circumstances. Employees are not to fill in missing time or attendance themselves and may not record time/attendance for other employees.

Falsifying or tampering with time or attendance records and/or recording time or attendance for another employee are grounds for discipline, up to and including termination of employment.

## **ARTICLE VII HOLIDAYS**

### **Section 7.01**

Employees shall be paid for and have the following days off as holidays:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Good Friday	Day After Thanksgiving Day
Memorial Day	Day Before Christmas
Independence Day	Christmas Day
Labor Day	½ Day Before New Year's Day

Employees shall also have a paid floating holiday to be taken with approval of the Department Head.

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### **Section 7.02**

Holidays shall be celebrated on the day designated under state or federal law, except for the situations addressed in A and B below:

- A. If a holiday falls on a Sunday, the following Monday shall be considered the holiday. If a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday.
- B. When Christmas and New Year's Day fall on a Thursday, the following day shall be considered a paid holiday.

**Section 7.03**

Should a holiday occur while a bargaining unit employee is on unplanned sick leave, the day of the holiday shall be paid as a holiday rather than charged against sick leave. Should a holiday occur while a bargaining unit employee is on vacation the employee shall receive holiday pay for that day, and such day shall not be deducted from the employee's vacation allotment.

**ARTICLE VIII**  
**WORK WEEK**

**Section 8.01**

The regular workweek for all full-time bargaining unit employees shall be Monday through Friday.

Full-time employees, with the exception of custodians, shall be scheduled for thirty-five (35) hours per week. The regularly scheduled hours shall be:

Monday-Wednesday	8:30 a.m. to 5:00 p.m.
Thursday	8:30 a.m. to 6:00 p.m.
Friday	8:30 a.m. to 12:30 p.m.

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with a one-hour unpaid lunch break.

Full-time custodians' regular hours per week shall be scheduled as follows:

Police Department	40 hours
City Hall	40 hours
Public Library	35 hours

Excluded from the 4 ½ day model shall be the employees who work at the Derby Police Station. Employees may, upon one month's advance notice by the City, be required to work one day per workweek, excluding Friday, until up to 7:00 p.m., in which event their start times for such days will be correspondingly adjusted. For example, if an employee who is regularly scheduled to work 9:00 a.m. to 5:00 p.m. is required to work one day in a workweek until 7:00 p.m., then the employee's start time for that day will be adjusted to 11:00 a.m.

The City, upon request, will take reasonable measures to protect the safety of the employee. Days taken off, for whatever reason, shall be compensated if eligible in hours but not more than seven (7) hours per day.

Lunch breaks shall be staggered among the employees of each separate department to guarantee coverage of all City Hall offices during the entire business day.

Department heads shall exercise scheduling flexibility as needed to satisfy the needs of the employees and requirements of the department. Nothing in this clause shall abrogate the requirement of a 35-hour work week.

### **Section 8.02**

The City reserves the right to adjust on a temporary basis, not to exceed three (3) consecutive working days and after consulting with the appropriate Department Head, the assignments of individual employees to various City Hall offices in order to conform coverage of positions and offices to the requirements of unforeseen circumstances. The City shall provide reasonable advance notice to the president of the Local prior to initiating any changes in assignments. Any change in any or all permanent assignments shall be filled in accordance with the procedures in Article XI.

### **Section 8.03**

Each bargaining unit employee shall be allowed a ten (10) minute paid coffee break to be taken according to the available time in their schedule with the consent of their immediate supervisor. Use of City and/or personal phones, computers and electronic devices shall be in accordance with City policy as adopted or amended from time to time.

### **Section 8.04**

Employees who work beyond their regularly scheduled work week shall be paid straight time at their hourly rate of pay for all time worked up to forty (40) hours. Employees shall be paid overtime at the rate of one and one-half ( $1 \frac{1}{2}$ ) their regular hourly rate of pay for all time worked over forty (40) hours per week.

### **Section 8.05**

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Employees who are authorized to work on Saturday and/or Sunday shall be paid at time and a half ( $1 \frac{1}{2}$ ) their regular hourly rate of pay for all time worked except if Saturday and/or Sunday is their normal scheduled workday.

### **Section 8.06**

The City shall pay a minimum of two (2) hours of overtime at time and a half ( $1 \frac{1}{2}$ ) rate of pay for all work performed by an employee who is called back to work after the employee has completed their normally scheduled work day.

**ARTICLE IX  
PRIOR PRACTICE**

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**Section 9.01**

The signing of this Agreement shall not abridge any employee's rights or privileges to which he/she is entitled either by ordinance, charter, board ruling or practices, unless such rights or privileges are specifically covered by one or more terms of this Agreement.

**ARTICLE X  
SENIORITY**

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**Section 10.01**

- A. Seniority shall be defined as the length of continuous service of a bargaining unit employee from the date the employee was hired.
- B. 'Part-time' employees are those who work less than thirty-five (35) hours per work week.
- C. Except as required by applicable law, part-time employees hired after January 1, 1991 are not eligible for and will not receive fringe benefits under this Agreement.

As used in this section, "fringe benefits" excludes any benefits mandated by applicable law ("Statutory Benefits") for which all or some part-time employees are eligible (e.g., unemployment compensation benefits, workers compensation benefits, statutory paid leave, other)

Eligibility for Statutory Benefits is subject to applicable law. Where benefits provided under this Agreement exceed the Statutory Benefit, an eligible part-time employee shall be entitled to the Statutory Benefit only. For example, a part-time employee shall be eligible for statutory paid jury duty benefits but shall not be eligible for paid jury duty leave in excess of the statutory benefit.

**Section 10.02**

Seniority shall accrue during periods of:

- A. Sick Leave
- B. Leave of Absence
- C. Worker's Compensation
- D. Layoff, to a maximum of eighteen (18) months or the length of the employee's service, whichever is less.

**Section 10.03**

The City, with the cooperation of the Union, shall prepare a list of all bargaining unit employees showing their seniority. Said list will be updated as required and delivered to the Union on or before July 1<sup>st</sup> of each year. Upon completion of a probationary period, new bargaining unit employees shall be added to this list.

**Section 10.04**

New bargaining unit employees shall serve a probationary period of sixty (60) working days, with an extension if requested by the City and agreed to by the Union, and shall have no seniority rights during this period. The dismissal or discipline in any fashion of a probationary employee during the probationary period shall not be subject to the grievance procedure. All bargaining unit employees who complete their probationary period shall be permanent employees and shall acquire seniority records retroactive to the date of their employment. Probationary employees may be evaluated once each month by their supervisors.

**Section 10.05**

Seniority shall be deemed broken by:

- A. Termination of employment for just cause;
- B. Failure to report to work for five (5) consecutive working days without authorization unless the employee provides a valid reason for not notifying the City; and
- C. Voluntary quit.

**Section 10.06**

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The City reserves the right to hire outside contractors to do the work normally performed by bargaining unit employees only after bargaining unit employees have been utilized. For the purpose of this Section 'utilized' shall mean that no bargaining unit employee shall suffer any loss of contractual benefits including overtime.

**ARTICLE XI**  
**POSITION VACANCIES / NEW POSITIONS**

**Section 11.01**

All position vacancies and new positions shall be posted for a period of seven (7) consecutive working days on the Union bulletin board, prior to any action by the City to

permanently fill such position vacancies or new positions. Non-supervisory bargaining unit employees wishing to be considered for assignment to such position vacancies or new positions shall submit their requests in writing to their supervisor. Supervisory bargaining unit employees wishing to be considered for assignment to such position vacancies or new positions shall submit their requests in writing to the Mayor. Requests submitted by bargaining unit employees within the seven (7) day posting shall be considered first before a hiring decision is made.

### **Section 11.02**

Copies of the job posting and a list of bargaining unit employees submitting requests for consideration for assignment to the position vacancy or new position shall be sent to the Union president within seven (7) working days after the close of the posting period.

### **Section 11.03**

When a position vacancy exists or a new position is created, the applicant with the longest seniority shall be given the first opportunity to fill the position, provided she/he is qualified and has the ability to perform the work as determined by the appropriate authority (supervisor or Mayor). Such determination shall not be made on arbitrary, capricious or discriminatory grounds. If she/he refuses the opportunity, it shall go to the next senior applicant who is qualified and has the ability to perform the work.

### **Section 11.04**

The person appointed to the position vacancy or new position shall be notified, in writing, of the appointment. Notification shall be within seven (7) working days after the close of the posting period.

### **Section 11.05**

Any applicant for a position vacancy or a new position, other than a new employee, shall not be considered probationary. Such applicant shall serve a thirty (30) calendar day adjustment period at the end of which, if she is not successful in filling the position vacancy or new position, she shall be returned back to her former position, which position will not be filled, except on a temporary basis, until the completion of the adjustment period. The determination of the success of an applicant during the adjustment period in filling a position vacancy or new position will be made by the appropriate authority (supervisor or Mayor). A determination that the applicant is unsuccessful shall not be made on arbitrary, capricious or discriminatory grounds.

## **ARTICLE XII** **LAYOFF PROCEDURE**

### **Section 12.01**

In the event of a layoff, the affected employee shall be given at least two (2) weeks' notice in writing, and the initial order of layoffs shall be as follows:

- A. Temporary Employees (by seniority);
- B. Probationary Employees (by seniority); and
- C. Part-time Employees (by seniority).

### **Section 12.02 – Layoffs – Full-Time Employees**

If the City determines that a layoff is required among full-time employees, after all part-time employees have been laid off, the employee with the least seniority shall be laid off first subject to departmental needs. The employee subject to layoff may 'bump' an employee who has less seniority. An employee who exercised her/his bumping rights shall be granted a sixty (60) calendar day training period in their new position prior to a determination by the appropriate authority (supervisor or Mayor) whether the employee is qualified to perform the duties of the new position which was held by the bumped employee.

### **Section 12.03**

Laid-off employees shall be subject to recall in inverse order of layoff for eighteen (18) months or the length of the employee's service, whichever is less, from date of layoff.

### **Section 12.04**

The president of Local 1303-259, only, shall have super seniority, for layoff purposes only.

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### **Section 12.05**

Laid-off employees have to wait until their recall time period lapses before they are eligible to collect accrued but unused vacation days or paid sick leave days to which they are entitled. They may waive their recall rights and collect immediately following such waiver.

## **ARTICLE XIII** **DISCIPLINARY ACTION**

### **Section 13.01**

No bargaining unit employee shall be removed, dismissed, discharged, suspended, reduced in rank or disciplined in any other manner except for just cause.

The City subscribes to the principles of progressive disciplinary actions on a specific occurrence which shall normally follow the progressive order listed below but need not do so. The City may skip or combine disciplinary steps, depending on the severity of the alleged infraction.

1. Verbal warning
2. Written warning
3. Suspension without pay
4. Discharge

#### **Section 13.02**

All discipline shall be in writing with the reason for the action stated. A copy shall be given to the employee and the Union within two (2) work days of the disciplinary action.

#### **Section 13.03**

No disciplinary material shall be placed in an employee's personnel file unless the employee has had an opportunity to sign acknowledging receipt of such material.

If the employee refuses to sign acknowledging receipt of the disciplinary material, a Union representative shall sign indicating receipt of the material and be provided a copy.

A copy shall be given to the employee. An employee may file a written rebuttal to all such materials within ten (10) calendar days of receipt.

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#### **Section 13.04**

Disciplinary actions shall be subject to the procedures set forth in Article XIV.

#### **Section 13.05**

An employee, upon the employee's request, shall be entitled to union representation at each step of the grievance procedure and all scheduled pre-disciplinary hearings and interviews.

#### **Section 13.06**

No employee shall be requested to sign a statement of an admission of guilt to be used in a disciplinary proceeding without being advised of her right to union representation. If the employee waives the right to representation in this instance, such waiver shall be in writing.



**Section 13.07**

If, pursuant to mutual agreement of the Union and the City or a decision produced through the procedures in Article XIV, a written record of discipline is to be removed from a bargaining unit employee's personnel file, it shall be the employee's obligation to request such removal.

**ARTICLE XIV  
GRIEVANCE PROCEDURE**

**Section 14.01 – Procedural Guarantees**

A bargaining unit employee shall have the right to present grievances in accordance with these procedures without fear of coercion, interference, restraint, discrimination or reprisal. The employee organization designated as the exclusive representative shall have the following rights at all stages of the grievance procedure: the right to be present at meetings under the grievance procedure; the right to file statements of position and proposals for resolution of the grievance; and notice of the terms of any settlement.

**Section 14.02**

All decisions shall be rendered in writing at each step of the process.

**Section 14.03**

If a member elects not to be represented by AFSCME, the member shall indicate such in writing and the Union shall promptly provide the City with a copy.

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**Section 14.04**

Whether or not the employee chooses to be represented by the Union, an AFSCME representative shall be present at all stages of the grievance procedure and shall be permitted to participate in the procedure for purposes of presenting the Union's position on the grievance presented, and final resolution, if any, prior to arbitration, shall not be inconsistent with the terms and conditions of employment as contained within this Collective Bargaining Agreement.

**Section 14.05 - Definitions**

- A. A 'Grievance' shall mean a difference or a dispute arising from the application or interpretation of this Agreement, or terms and conditions of employment, as that phrase is understood within the Municipal Employees Relations Act.

- B. A 'Grievant' shall mean a Union representative, with or without the aggrieved employee(s), who may submit a grievance on his/her (their) behalf (a 'general' grievance), and the Union may, in appropriate cases, submit a grievance in its own behalf with respect to rights of the Union (an, 'agency' grievance);
- C. A 'day' for the purposes of this Article XIV shall mean a working day.

#### **Section 14.06**

The time limits specified in each step of the grievance procedure may be extended by mutual agreement. The Union shall have the right to present grievances of a general nature at Step 2.

#### **Section 14.07 – Informal Resolution**

The parties encourage attempts to resolve grievances without resort to the formal procedures and encourage other informal efforts after formal procedures have been initiated. The parties encourage full disclosure of claims so grievances or potential grievances can be resolved at the lowest administrative level consistent with the actual authority of the City designee.

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#### **Section 14.08 – Steps in the Grievance Procedure**

A grievance must be presented in writing at the appropriate level within fifteen (15) days following the time when the grievant became aware of the act, event or condition which constitutes the basis of the grievance.

Step 1 – Direct Supervisor The grievant shall submit his/her written grievance to his/her Direct Supervisor through an official Union Steward. If the grievant does not have a Direct Supervisor, he/she may file the grievance directly at the Step 2 level

The Supervisor shall, within seven (7) working days, schedule a meeting and meet to discuss the grievance with the grievant and with the Union Steward. The Supervisor shall be required to respond in writing on the grievance form and to return the form within seven (7) working days of the date of the meeting to the Union Steward.

If the grievance is adjusted, the adjustment will be reduced to writing and signed by the Supervisor and the Union Steward. If there is no mutually agreeable adjustment the grievance may be forwarded to the Step 2 level.

Step 2 – The Mayor Within seven (7) working days of the Step 1 written answer, the Union Steward shall present the unresolved grievance to the Mayor. Upon receipt of

the grievance, the Mayor shall, within ten (10) working days schedule a meeting and meet to discuss the grievance with the grievant and with the Union Steward. The Mayor shall be required to respond in writing on the grievance form and to return the form within seven (7) working days of the date of the meeting to the Union Steward. If the grievance is adjusted, the adjustment will be reduced to writing and signed by the Mayor and Union Steward.

**Step 3 – Arbitration** If the grievance is not satisfactorily adjusted at Step 2 within twenty (20) days of the Step 2 decision, the grievance may be submitted to binding arbitration by and only by the Union. The arbitration process may be initiated by filing a written request for arbitration to the State Board of Mediation and Arbitration (SBMA). The parties also agree to utilize the expedited arbitration process to resolve grievances involving discipline. Grievances other than those involving discipline shall be processed according to normal SBMA procedures except upon mutual agreement of the parties to use expedited arbitration.

The arbitrator's decision shall be in writing if requested by either party. The arbitrator shall have no power to add to, delete, or modify any of the terms of the Agreement.

The costs of the arbitration proceedings, exclusive of counsel and witness fees, shall be shared equally by the parties. There shall be no tape recordings or other audio or visual recording devices used during the arbitration proceedings.

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#### **Section 14.09**

Failure by the representatives of the City to meet the prescribed time limits for responses at any given step in the grievance procedure shall be deemed to be a denial of the grievance. Failure of the grievant to appeal a Step 1 decision within the prescribed time limits shall be deemed to be acceptance of the decision rendered at Step 1.

#### **Section 14.10**

The City or its representatives shall make available to AFSCME, upon written request, any and all material documents, or copies thereof, related to the processing of grievances, as allowable by law.

**ARTICLE XV**  
**FUNERAL LEAVE**

**Section 15.01**

A bargaining unit employee shall be entitled to take up to five (5) days of paid bereavement leave for the death of an employee's immediate family member.

As used in this section, 'immediate family member' means an employee's parent, parent-in-law, sibling, spouse, child, child-in-law, grandparent, grandchild ("Family Members") and includes 'step' Family Members, adoptive parents and adoptive children.

**Section 15.02**

A bargaining unit employee shall be entitled to take up to two (2) days of paid bereavement leave for the death of the employee's sibling-in-law.

A bargaining unit employee shall be entitled to take up to one (1) day of paid bereavement leave for the death of the employee's aunt or uncle.

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**Section 15.03**

Bereavement leave under this Article XV may be used to grieve, to handle arrangements (e.g., funeral, burial, travel) relating to the death, to attend funeral and/or memorial services and/or for other legitimate reasons relating to the death.

Bereavement leave must be approved by an employee's supervisor. The City may require verification and/or appropriate documentation in support of a request for bereavement leave.

If additional time off is needed, an employee may use any accrued, unused personal, sick and/or vacation days. At the City's sole discretion, an unpaid leave of absence may be granted on a case-by-case basis in accordance with the provisions of Article XVIII.

## **ARTICLE XVI**

### **SICK LEAVE**

#### **Section 16.01 – Paid Sick Days**

##### **A. Eligibility and Accrual**

Full-time bargaining unit employees are eligible to earn and use paid sick days ("Sick Days") as set forth in this Section 16.01.

Sick Days accrue as follows:

- Eligible employees begin to accrue Sick Days after completing one (1) year of full-time bargaining unit employment. Periods of service in an ineligible position do not count toward accrual of Sick Days.
- Upon completing one (1) year of full-time bargaining unit employment, Sick Days accrue on a monthly basis, at a rate of one (1) Sick Day (7.0 hours) per month, to a maximum of twelve (12) Sick Days (84 hours) per employment year (calculated based on an employee's anniversary date of hire into an eligible, full-time bargaining unit position). Sick Days are credited on the last day of the month in which they accrue.
- Subject to applicable law, Sick Days do not accrue during workers compensation leave, disability leave or any unpaid leave of absence.
- The City shall inform employees in writing of their Sick Day balance in January of each year.

##### **B. Sick Day Usage and Pay Rate**

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Once earned, Sick Days may be used. Employees may not borrow against unearned/future Sick Days. Sick Days are paid at an employee's regular rate of pay.

Sick Days may be taken in increments of one (1) hour or more. Employees also may use accrued Sick Days in increments of one (1) hour or more when taking approved leave under the Family Medical Leave Act (FMLA).

Use of Sick Days requires Supervisor approval. Requests should be made in advance when the need to use Sick Days is foreseeable. Otherwise, requests to use Sick Days should be made as soon as practicable under the

circumstances. Employees must promptly notify their Supervisors when absent from work unexpectedly.

C. Certification

The City may require an appropriate medical certification or other appropriate documentation from an employee when (i) an employee is absent for three (3) or more consecutive work days; (ii) an employee has more than eight (8) absences from work in any sixty (60) day period; (iii) more than once an employee is absent immediately before or after a paid holiday, paid vacation day or other scheduled day off; (iv) an employee has requested a medical leave of absence or other leave of absence. An employee shall not be eligible to use Sick Days for any period for which the employee fails to provide appropriate documentation when required.

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D. Carry-Over

Except as provided in this Section 16.01, Sick Days must be used in the employment year in which they accrue. Otherwise, Sick Days expire and do not carry over from one employment year to the next.

1. Employees Hired Before June 30, 2016 – Carry Over

Eligible employees hired before June 30, 2016 may accumulate and carry over up to a maximum of one hundred five (105) accrued, unused Sick Days from employment year to employment year. However, only up to ninety (90) accrued, unused Sick Days shall be eligible for payment in accordance with Section 16.01(E).

2. Employees Hired On or After June 30, 2016 – Carry Over

Employees hired on or after June 30, 2016 may accumulate and carry over up to a maximum of twenty-four (24) accrued, unused Sick Days (168 hours) from employment year to employment year. However, only up to six (6) accrued, unused Sick Days (42 hours) shall be eligible for payment in accordance with Section 16.01(E).

E. Payout

Except as provided in this Section 16.01, an eligible employee shall receive payment of fifty percent (50%) of the employee's accrued, unused Sick Days, if any, upon death, retirement, resignation and/or termination of employment.

For example, if an eligible employee has a balance of five (5) accrued, unused Sick Days, the employee shall receive payment for two and one-half (2.5) Sick Days.

An employee whose employment is terminated for just cause shall not be eligible for payment of any accrued, unused Sick Days upon termination of employment.

An employee who resigns and/or retires from employment and fails to give advance notice of at least ten (10) working days shall not be eligible for payment of any accrued, unused Sick Days upon resignation or retirement.

#### F. Exhaustion of Sick Days

Employees who exhaust their Sick Days may be eligible for unpaid medical leave under the Family Medical Leave Act (FMLA) or under Article XVIII.

### Section 16.02 – Statutory Paid Sick Leave

Employees, including part-time employees, who qualify as 'service workers' under the Connecticut Paid Sick Leave Law ("CPSLL"), are eligible for statutory paid sick leave benefits. Statutory paid sick leave benefits are provided subject to the CPSLL, as amended from time to time.

Statutory paid sick leave benefits are summarized in Appendix F to this Agreement and are subject to change in accordance with the CPSLL. Additional information is available from the Mayor's Office and at <https://www.ctdol.state.ct.us/wgwkstnd/SickLeaveLaw.htm> (e.g., eligibility).

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### SECTION 16.03 – Family Medical Leave

Eligible employees, including part-time employees, may request unpaid family/medical leave for reasons qualifying under the federal Family and Medical Leave Act ("FMLA").

FMLA leave benefits and requirements are summarized in Appendix F to this Agreement and are subject to change in accordance with the FMLA. Additional information is available from the Mayor's Office.

## **ARTICLE XVII PERSONAL DAYS**

### **Section 17.01**

Effective July 1, 2009, each bargaining unit employee shall be granted five (5) personal days, with pay, each year on the anniversary date of their employment. Personal days may be taken in consecutive hours at the beginning or at the end of the employee's workday upon at least one day's notice and subject to the same scheduling limitations as set forth in Section 19.03. Probationary employees shall receive personal days at the start of their employment, that shall be good through their probation period and for the remainder of their first year of employment and that may be used as paid sick leave until they receive actual paid sick leave days under Section 16.01.

### **Section 17.02**

Employees shall not accumulate personal days to carry over from one year to the following year.

## **ARTICLE XVIII LEAVE OF ABSENCE WITHOUT PAY**

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### **Section 18.01**

Based solely upon the approval of the Mayor, in writing, leave may be granted without pay, but without loss of seniority, for a specified lengthy of time not to exceed three (3) months, if it appears to be in the best interests of the City. Such leave may be granted for illness of immediate family, as defined in Section 15.01, or such other legitimate reason as the employee may present. Fringe benefits in the form of insurance coverages shall not be maintained for employees on such leave except upon written request by the employee and at the employee's own expense.

### **Section 18.02**

Application for leave of absence without pay shall be made by the employee in writing, to the Mayor or the Mayor's designee, giving the time frame for the requested leave, and the reasons necessitating the request.

### **Section 18.03**

Bargaining unit employees who do not return to work on the date stated in their written request, or do not request an extension of leave in writing, or make a reasonable effort to notify the City, may have their employment terminated. Employees shall not accept outside



employment of any kind while on approved leaves of absence, with any violation of this requirement being deemed just cause for immediate dismissal.

## **ARTICLE XIX** **VACATION**

### **Section 19.01**

For the purpose of computing paid vacation, each day of paid vacation shall equal one day's pay.

### **Section 19.02**

- A. The following schedule of vacation allotment according to time of credited service shall apply to all bargaining unit employees eligible for vacation hired prior to July 1, 2003:

<u>Time in Service</u>	<u>Vacation Allotment</u>
6 months	5 days
1 year	10 days
2 years	11 days
3 years	11 days
4 years	12 days
5 years	13 days
6 years	14 days
7 years	14 days
8 years	15 days
9 years	15 days
10 years	16 days
11 years	17 days
12 years	18 days
13 years	19 days
14 years	20 days
15 years	21 days
16 years	21 days
17 years	22 days
18 years	23 days
19 years	24 days
20 years and up	25 days

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The following schedule of vacation allotment according to time of credit service shall apply to employees eligible for vacation hired on or after July 1, 2003:

<u>Time in Service</u>	<u>Vacation Allotment</u>
6 months	5 days
1 year	10 days
5 years	15 days
6 years	16 days
7 years	17 days
8 years	18 days
9 years	19 days
10 years and up	20 days

In determining vacation allotments each January 1, time in service shall be computed as though the employee had already reached his or her service anniversary date that year.

- B. For purposes of computing time-in-service under this Article and Section, each year of part-time employment will be equal to one-half (1/2) year of full-time employment. Current employees only, who converted from part-time to full-time prior to July 1, 1993, shall not have their time-in-service recomputed.

### Section 19.03

- A. The scheduling of an individual non-supervisory employee's paid vacation shall be granted by the employee's immediate supervisor based on (a) the needs of the City to maintain the normal conduct of daily operations and (b) vacation requests submitted in writing to the immediate supervisor by the individual employees, which requests shall not be unreasonably denied. In the event that more than one non-supervisory employee requests the same days off, such conflicts shall be resolved based on the seniority of the employees involved. Request form is to be signed by the department head in a reasonable time frame and a copy provided to the employee requesting time off.
- B. The scheduling of an individual supervisory employee's paid vacation shall be granted by the Mayor, based upon (a) the needs of the City to maintain the normal conduct of daily operations and (b) vacation requests submitted in writing to the Mayor, which requests shall not be unreasonably denied. Request form is to be signed by the Mayor or Mayor's designee in a

reasonable time frame and a copy provided to the employee requesting the time off.

#### **Section 19.04**

Employees shall be permitted to carry over a maximum of five (5) days (35 hours) of paid vacation from one year to the next. No additional wages shall be paid in lieu of vacation.

#### **Section 19.05**

In the event that an employee has accrued but unused paid vacation at the time of her termination, retirement or death, she or her estate, or her beneficiary, as the case may be, shall receive one day's pay for each such accrued but unused day of paid vacation. Employees with accrued but unused paid vacation who fail to give ten (10) working days written notice of termination of employment or retirement shall forfeit all rights to accrued but unused paid vacation.

#### **Section 19.06**

In the event of a snow day, declared to be such by the Mayor, or in the event of any unplanned shutdown of the operation of the City Hall occurring within an employee's paid vacation, no additional day of paid vacation shall be allowed.

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#### **Section 19.07**

Requests for individual days or hours of vacation by non-supervisory employees shall require one week advance notice in writing to the employee's immediate supervisor, such requests not to be unreasonably denied in light of the need to maintain normal department operations. Supervisory employees may take individual vacation days when such vacation will not disrupt normal department operations. Vacation time in consecutive hours at the beginning or at the end of the employee's workday shall be allowed. For purposes of administering this section, any vacation of less than five (5) consecutive workdays shall be deemed to consist of individual vacation days.

### **ARTICLE XX** **INSURANCE**

#### **Section 20.01 – Medical Insurance**

The City provides medical insurance benefits (health, dental, vision, prescription) to bargaining unit employees and their eligible dependents as set forth in this Article. Medical

insurance benefits are provided under the plan(s) summarized in Appendix C to this Agreement ("Health Plan").

- A. Eligibility. Employees are eligible for Health Plan benefits for themselves, their spouses and their eligible dependents. Participation is subject to the terms and conditions of the Health Plan.
- B. Employee Contributions. Participating employees shall pay a percentage of the total cost of the annual premiums due for their Health Plan coverage ("Premium Contributions"), as follows:

Effective July 1, 2019	15.0%
Effective July 1, 2020	15.0%
Effective July 1, 2021	15.5%
Effective July 1, 2022	16.0%

Employee Premium Contributions shall be paid by weekly payroll deduction on a pre-tax basis as allowed by Section 125 of the Internal Revenue Code.

- C. City's Contribution to HDHP-HSA Plan Deductible. The current Health Plan includes a High Deductible Health Plan with Health Savings Account (HDHP-HSA Plan). The City shall fund a percentage of the amount of the applicable HDHP-HSA Plan deductible for participating employees ("HAS Contribution") as follows:

Effective July 1, 2019	100%
Effective July 1, 2020	75%
Effective July 1, 2021	50%
Effective July 1, 2022	50%

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The City's HSA Contribution shall be deposited into employee HSA accounts on or before July 15 each year.

- D. Excise Tax. The Patient Protection and Affordable Care Act (Public Law 1110148) ("PPACA") has set forth and codified under the Internal Revenue Code (IRC) Section 49801 the imposition of an excise tax related to employer-provided health insurance plans that exceed certain value thresholds. The IRC Section 49801 excise tax was scheduled to take effect in 2018 and has been delayed. Should any Federal statute or regulation pertaining to IRC Section 49801 be mandated to take effect during the term of this Agreement triggering the imposition of an excise tax with respect to all or part of the City's Health Plan, the City and the Union agree to a reopener

concerning the Health Plan benefits and wage rates set forth in this Agreement.

- E. Annual Buy-Out. The City offers an annual buy-out opportunity for eligible employees who opt-out of the City's Health Plan ("Annual Buy Out"). To be eligible for an Annual Buyout, an employee must be eligible to participate in the City's Health Plan, must opt out of the City's Health Plan during the annual 'opt-out' period designated by the City and must provide appropriate proof that the employee and the employee's eligible dependents have or will have other qualifying coverage (as required under the Affordable Care Act) during the period for which the employee is opting out of the City's Health Plan.

1. Employees Hired On or Before June 30, 2019. An eligible employee who opts out of the City's Health Plan shall receive compensation in lieu of Health Plan benefits as follows:

<u>Individual</u>	<u>2 Person</u>	<u>Family</u>
\$2,900	\$4,900	\$6,400

2. Employees Hired On or After July 1, 2019. An eligible employee who opts out of the City's Health Plan shall receive compensation in lieu of Health Plan benefits as follows:

<u>Individual</u>	<u>2 Person</u>	<u>Family</u>
\$2,000	\$2,000	\$2,000

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An employee who opts out of the City's Health Plan may re-enroll in the Health Plan during open enrollment periods or upon a qualifying event (as defined under the Health Plan). Re-enrollment is subject to applicable law and the terms and conditions of the Health Plan.

- F. In the event of a conflict between this Agreement and the terms and conditions of the master policies of the City's Health Plan, the terms and conditions of the master policies of the Health Plan shall govern.

## **Section 20.02**

The City may change any medical insurance carrier and/or Health Plan, so long as the benefits and services provided under the new Health Plan are substantially equivalent to the benefits and services provided under the existing Health Plan. The City and the Union

acknowledge that 'substantially equivalent' does not mean 'identical' and, in the event of a change in medical insurance carrier or Health Plan, some individual benefits, some services, some modes of service and/or the number and proximity of providers may not be the same.

The City shall provide the Union with advance written notice of any change in medical insurance carrier or Health Plan ("Notice"). Such Notice shall be provided to the Union at least forty-five (45) days in advance of the change being implemented and shall include a plan description for any substitute Health Plan.

If the Union disputes whether the benefits and services under the proposed substitute Health Plan are substantially equivalent to the benefits and services provided under the existing Health Plan, the Union must provide the City with written notice of the dispute ("Objection") within fifteen (15) days of receiving the City's Notice. Provided that the Union timely objects to the Notice, the Union shall have the right to go directly to arbitration under the rules of the American Arbitration Association (AAA) by initiating arbitration within thirty (30) days of receiving the City's Notice. AAA Administrative fees and the fees of the arbitrator shall be shared equally by the parties.

#### Section 20.03 – Life Insurance

The City shall provide and pay for a \$40,000 life insurance policy for each employee.

#### Section 20.04 – Workers Compensation Insurance

Any full-time employee who suffers personal injury in the performance of his/her work and is eligible for total temporary disability payments under the Workers' Compensation Act, shall be paid a weekly compensation equal to one hundred percent (100%) of his/her average weekly wage as of the date of the injury reduced by all applicable and authorized withholdings.

The average weekly wage shall be calculated by dividing the injured employee's total wages received during the fifty-two (52) calendar weeks preceding the injury.

All accidents and injuries occurring while an employee is acting within the course and scope of their employment by the City must be reported immediately to the Mayor or the Mayor's designee. This section shall be administered according to all applicable provisions of the Connecticut Workers' Compensation Act, as the same may from time to time be amended.

An employee who is on Worker's Compensation shall have the time credited as time worked for purposes of ~~contract benefits~~ including seniority rights under this collective bargaining agreement.

## ARTICLE XXI WAGES

### Section 21.01

- A. The classification and rates of pay for each bargaining unit position are set forth in Appendix A to this Agreement.
- B. During the term of this Agreement, annual general wage increases shall be as follows:
  - Effective July 1, 2019: 0.0%
  - Effective July 1, 2020: 2.0%
  - Effective July 1, 2021: 2.0%
  - Effective July 1, 2022: 2.25%
- C. On January 15, 2020, each employee shall be paid a one-time stipend in the amount of two percent (2.0%) of the employee's annual base compensation effective as of July 1, 2018.

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### Section 21.02

The City may pay newly hired employees five (5%) percent per hour less than the scheduled rate or the first year of employment.

### Section 21.03

The City tax assessor shall receive an automobile allowance of eleven hundred dollars (\$1,100) per calendar year, in monthly increments, commencing January 1, 1991.

### Section 21.04

Bargaining unit employees providing recording and transcription services at City meetings shall receive a flat fee of one hundred (\$100) dollars per meeting if the meeting lasts at least one (1) hour from open to close. If the meeting lasts less than an hour, the fee will be seventy-five (\$75) dollars. If the meeting lasts two (2) hours or more, the employee shall receive two hundred (\$200.00) dollars.

In the event there is no quorum at the City meeting and the meeting is cancelled, the bargaining unit employee providing recording and transcription services shall receive a flat fee of twenty-five (\$25) dollars.

Employees who provide recording and transcription services at City meetings will complete the transcription of the meeting minutes at a time outside the paid City hours of their regular scheduled work week.

## **Section 21.05**

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- A. Full-time employees hired on or before July 1, 1998 shall receive longevity pay based on his/her wage rate in effect on June 30, 1998 in accordance with the following schedule and Appendix B attached. Longevity pay shall be included in the employee's age rate on the basis of the following schedule:

<u>Years of Service</u>	<u>Longevity %</u>
5	1.5%
10	2.0%
15	2.5%
20	3.0%

When an employee reaches his/her fifth year anniversary date (five years from the date of hire), the 1.5% longevity benefit is added to the wage rate. Upon reaching the tenth year anniversary date (ten years from the date of hire), the 2.0% longevity benefit is added to the wage rate. Upon reaching the fifteenth year anniversary date (fifteen years from the date of hire), the 2.5% longevity benefit is added to the wage rate. Upon reaching the twentieth year anniversary date (twenty years from the date of hire), the 3.0% longevity benefit is added to the wage rate.

- B. Employees hired on or after July 1, 1998 shall not receive longevity pay.

## **Section 21.06**

When an employee is asked to perform work of a higher paid position he/she shall be paid the maximum rate for that position. The employee shall receive pay at the higher classification's rate of pay for all paid days worked and thereafter said employee shall revert to his/her previously known rate of pay.

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## **Section 21.07 – Bi-Weekly Payment of Wages**

Effective July 1, 2019, or upon sixty (60) days' advance written notice, whichever is later, employees in the bargaining unit shall be paid on a bi-weekly basis, by direct deposit to an employee's account of record.



**ARTICLE XXII**  
**PENSION AND RETIREE MEDICAL BENEFITS**

**Section 22.01**

The City of Derby Pension Plan, as amended in 1993, shall remain in full force and effect, and a benefit for employees hired before July 1, 2016,\* except as provided herein below:

- A. Effective and retroactive to July 1, 1994, and thereafter the pension benefit formula applicable to all pensions shall be increased from 1.75% to 2.00% and shall apply retroactively to all years of employees' service. Any employee who retired since July 1, 1994 shall have his or her pension benefits and/or retiree medical benefits adjusted to reflect the improved pension and/or retiree medical benefits.
- B. There shall be no increase in employee contributions to the pension plan during the term of this Agreement. The total cost of the improvements shall be borne by the City and shall be funded in accordance with the recommendations of the plan's actuaries.
- C. Employees Hired On or Before June 30, 2019. Employees hired on or before June 30, 2019 are eligible for retiree medical benefits as follows:

Effective and retroactive to July 1, 1994, employees who retire with a City of Derby Pension or a 401(a) defined contribution plan administered by the City and having the requisite years of service with the City, as stated below, shall be entitled to receive retiree medical benefits for the retiree and his/or her spouse on the basis of the following:

- a. The employee completed 20 or more years of employment with the City of Derby and/or the Board of Education.
- b. The benefit for the retiree becomes effective upon the retiree's 65<sup>th</sup> birthday and shall continue until his or her death.
- c. The benefit for the retiree's spouse becomes effective upon the spouse's 65<sup>th</sup> birthday and shall continue until his or her death.
- d. The cost of retiree and spouse medical coverage shall be paid in full by the City.

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\*All full-time employees hired on or after July 1, 2016, shall instead be eligible to enroll in a 401(a) defined contribution plan administered by the City into which the City shall contribute annually two percent (2%) of the employee's wages.

- e. For employees who retire after March 2007, the retiree and spouse benefit shall include Anthem Medicare Supplement Coverage Plan B. For employees who retire after July 1, 2012, the retiree and spousal benefit shall include Medicare Supplement Coverage Plan. The City may substitute alternate retiree medical coverage through a group or other individual plan or plans so long as the benefits are substantially equivalent to those listed above.
  - f. Employees and retirees who receive retiree or retiree spouse medical benefits through their AFSCME collective bargaining agreements which exceed the terms or benefits described herein shall receive the better terms or benefits.
  - g. Employees with 20 or more years of service who retire or otherwise terminate their service with the City prior to their 65<sup>th</sup> birthday or prior to their spouse's 65<sup>th</sup> birthday are entitled to receive the retiree/spouse medical benefits at the time of the retiree's or the spouse's 65<sup>th</sup> birthday.
  - h. Employees with 20 or more years of service who retire under the Derby Pension plan prior to their 65<sup>th</sup> birthday or prior to their spouse's 65<sup>th</sup> birthday may elect to purchase retiree/spouse medical insurance at the group rate until the retiree or the spouse reaches 65, provided there is no cost to the City and the insurance company approves.
- D. Employees Hired On or After July 1, 2019. Employees hired on or after July 1, 2019 are not eligible for retiree medical benefits.

### **ARTICLE XXIII** **JOB DESCRIPTIONS**

#### **Section 23.01**

Written job descriptions for the currently filled positions covered by this Agreement *will be* jointly approved by the parties *and will be attached as Appendix E.*

### **ARTICLE XXIV** **JURY DUTY**

#### **Section 24.01**

- A. All employees receive time off for jury duty.
- B. Employees receive time off with pay for jury duty as follows:

- All employees receive time off with pay for the first five (5) days of jury duty when performing jury duty in State court (Connecticut) (per occurrence);
  - For full-time employees, all other time off for jury duty is paid at a rate equivalent to the difference between the employee's regular per diem rate and the statutory per diem rate, if any, paid to jurors under applicable State or Federal law;
  - For part-time employees, all other time off for jury duty is unpaid unless otherwise required by applicable law.
- C. Employees on jury duty are expected to return to work if excused from jury duty for the day before 12:00 p.m. (noon).
- D. Employees who are summoned for jury duty must notify their Department Head promptly and provide a copy of the jury duty summons for verification. Employees also must submit proof of their jury duty service to their Department Head on returning to work after completing their jury duty service. The City may require employees serving jury duty of longer than one (1) week to submit proof of jury duty on a weekly basis.

## **ARTICLE XXV SAVINGS CLAUSE**

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### **Section 25.01**

Should any article, section or provision of this Agreement be found unlawful by the Connecticut State Board of Labor Relations or a court of competent jurisdiction, the remainder of this Agreement shall continue in full force and effect.

## **ARTICLE XXVI NO STRIKE – NO LOCKOUT**

### **Section 26.01**

During the life of this Agreement only, there shall be no strike by any bargaining unit employee.

### **Section 26.02**

During the life of this Agreement only, there shall be no lockout by the City of any bargaining unit employee.

This Agreement shall become effective on July 1, 2019 and shall remain in full force and effect through June 30, 2023.

If either the Union or the City desires to meet for the purposes of negotiating changes or modifications in the provisions of this Agreement, they shall give notice in writing of such desire to the other party no earlier than January 15, 2023 nor later than thirty (30) days thereafter, with the parties commencing a first negotiating session within sixty (60) days of receipt of such notice or within such other time period as the parties may mutually agree. Should the thirty (30) day notice period expire without notice given by either side, all terms of this Agreement shall continue in full force and effect for one additional year.

All amendments, alterations or variations of the terms of this Agreement must be mutually agreed to, reduced to writing and signed by AFSCME, Council 4, and the City before they shall bind the parties hereto.

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In witness thereof the parties hereto have set their hands on this 21<sup>st</sup> day of \_\_\_\_\_

January, 2019. 2020

**FOR THE CITY OF DERBY**

**FOR LOCAL 1303-259 OF COUNCIL 4  
AFSCME, AFL-CIO**

Paul W. York

Unleg Martins  
Zach

**APPENDIX A**  
**WAGE SCHEDULE**

<b>WAGES</b>					
		<b>July 1, 2019</b>	<b>July 1, 2020</b>	<b>July 1, 2021</b>	<b>July 1, 2022</b>
<b>Percentage Increase</b>		0.00%	2.0%	2.0%	2.25%
<b>Position</b>	<b>Current Rate (2018/2019)</b>				
Assessor	\$44.61	\$44.61	\$45.50	\$46.41	\$47.45
Tax Collector	\$36.79	\$36.79	\$37.53	\$38.28	\$39.14
Coordinator	\$31.32	\$31.32	\$31.95	\$32.59	\$33.32
Assistant	\$27.24	\$27.24	\$27.78	\$28.34	\$28.98
Clerk FT	\$22.00	\$22.00	\$22.44	\$22.89	\$23.41
Clerk PT	\$17.51	\$17.51	\$17.86	\$18.22	\$18.63
Custodian	\$22.38	\$22.38	\$22.83	\$23.29	\$23.81

\*On January 15, 2020, each employee shall be paid a one-time stipend in the amount of two percent (2.0%) of the employee's annual base compensation effective as of July 1, 2018.

**APPENDIX B**  
**LONGEVITY**

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**APPENDIX B**  
**Longevity**

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**APPENDIX B****Longevity Payments for Current Employees**

The following chart lists the longevity benefit rates to be added to the employee's hourly base wage rate for calculating the longevity payments for employees currently working for the City and who are otherwise eligible for longevity benefits pursuant to Section 21.05 of the contract:

<u>Service Years</u>	<u>Percentage</u>	<u>Longevity Benefit Rate</u>	<u>Longevity Total for 1820 Hour Work Year</u>
<b><u>Assessor</u></b> (Base = \$23.41)*			
20	3.0	\$0.70	\$1,274.00
<b><u>Tax Collector</u></b> (Base = \$20.66)			
10	2.0	\$0.41	\$ 746.20
15	2.5	\$0.52	\$ 946.40
20	3.0	\$0.62	\$1,128.40
<b><u>Assistant and Water Pollution Control Coordinator</u></b> (Base = \$13.99)			
5	1.5	\$0.21	\$ 382.20
10	2.0	\$0.28	\$ 509.60
15	2.5	\$0.35	\$ 637.00
20	3.0	\$0.42	\$ 764.40
<b><u>Clerk</u></b> (Base = \$12.19)			
5	1.5	\$0.18	\$ 327.60
10	2.0	\$0.24	\$ 436.80
15	2.5	\$0.30	\$ 546.00
20	3.0	\$0.37	\$ 673.40
<b><u>Custodian</u></b> (Base = \$12.31)			
5	1.5	\$0.18	\$ 327.60
10	2.0	\$0.25	\$ 455.00
15	2.5	\$0.31	\$ 564.20
20	3.0	\$0.37	\$ 673.40

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\*All hourly base rates are those in effect on June 30, 1998.



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**APPENDIX C**  
**GROUP INSURANCE**

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**APPENDIX D**  
**MEDICARE SUPPLEMENT INSURANCE**

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Derby-City and Board of Education  
Effective Date: 07-01-2018  
Aetna Choice® POS II  
H.S.A. 1500 City

Qualified High Deductible Health Plan

**PLAN DESIGN & BENEFITS  
ADMINISTERED BY AETNA LIFE INSURANCE COMPANY**

PLAN FEATURES	MAXIMUM SAVINGS (TIER 1)	IN-NETWORK BENEFITS/STANDARD SAVINGS (TIER 2)	OUT-OF-NETWORK (TIER 3)
<b>Deductible</b> (per plan year)	\$1,350 Individual \$2,700 Family	\$1,500 Individual \$3,000 Family	\$1,500 Individual \$3,000 Family
Unless otherwise indicated, the deductible must be met prior to benefits being payable. Once Family Deductible is met, all family members will be considered as having met their Deductible. There is no Individual Deductible to satisfy within the Family Deductible.			
<b>Member Coinsurance</b>	Covered 100%	Covered 100%	20%
Applies to all expenses unless otherwise stated.			
<b>Payment Limit</b> (per plan year)	\$1,500 Individual \$3,000 Family	\$1,500 Individual \$3,000 Family	\$3,000 Individual \$6,000 Family
Pharmacy expenses apply towards the Payment Limit. There is no Individual Payment Limit to satisfy within the Family Payment Limit. Once Family Payment Limit is met, all family members will be considered as having met their Payment Limit.			
<b>Primary Care Physician Selection</b>	Optional	Optional	Not Applicable
<b>Referral Requirement</b>	None	None	None
PREVENTIVE CARE	MAXIMUM SAVINGS (TIER 1)	IN-NETWORK BENEFITS/STANDARD SAVINGS (TIER 2)	OUT-OF-NETWORK (TIER 3)
<b>Routine Adult Physical Exams/ Immunizations</b>	Covered 100%; deductible waived	Covered 100%; deductible waived	20%; after deductible
1 exam every 12 months for members age 22 to age 65; 1 exam every 12 months for adults age 65 and older.			
<b>Routine Well Child Exams/Immunizations</b>	Covered 100%; deductible waived	Covered 100%; deductible waived	20%; after deductible
7 exams in the first 12 months of life, 3 exams in the second 12 months of life, 3 exams in the third 12 months of life, 1 exam per year thereafter to age 22.			
<b>Routine Gynecological Care Exams</b>	Covered 100%; deductible waived	Covered 100%; deductible waived	20%; after deductible
1 exam and pap smear per plan year			
<b>Routine Mammograms</b>	Covered 100%; deductible waived	Covered 100%; deductible waived	20%; after deductible
<b>Women's Health</b>	Covered 100%; deductible waived	Covered 100%; deductible waived	20%; after deductible
Includes: Screening for gestational diabetes, HPV (Human Papillomavirus) DNA testing, counseling for sexually transmitted infections, counseling and screening for human immunodeficiency virus, screening and counseling for interpersonal and domestic violence, breastfeeding support, supplies and counseling. Contraceptive methods, sterilization procedures, patient education and counseling. Limitations may apply.			
<b>Routine Digital Rectal Exam</b>	Covered 100%; deductible waived	Covered 100%; deductible waived	20%; after deductible
Recommended: For covered males age 40 and over.			

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<b>Prostate-specific Antigen Test</b> Recommended: For covered males age 40 and over.	Covered 100%; deductible waived	Covered 100%; deductible waived	20%; after deductible
<b>Colorectal Cancer Screening</b> Recommended: For all members age 50 and over.	Covered 100%; deductible waived	Covered 100%; deductible waived	20%; after deductible
<b>Routine Eye Exams</b> 1 routine exam per 24 months.	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible

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<b>PHYSICIAN SERVICES</b>	<b>MAXIMUM SAVINGS (TIER 1)</b>	<b>IN-NETWORK BENEFITS/STANDARD SAVINGS (TIER 2)</b>	<b>OUT-OF-NETWORK (TIER 3)</b>
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<b>Office Visits to Non-Specialist</b> Includes services of an internist, general physician, family practitioner or pediatrician.	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
<b>Specialist Office Visits</b>	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
<b>Pre-Natal Maternity</b>	Covered 100%; deductible waived	Covered 100%; deductible waived	20%; after deductible
<b>Walk-in Clinics</b>	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible

Walk-in Clinics are network, free-standing health care facilities. They are an alternative to a physician's office visit for treatment of unscheduled, non-emergency illnesses and injuries and the administration of certain immunizations. It is not an alternative for emergency room services or the ongoing care provided by a physician. Neither an emergency room, nor the outpatient department of a hospital, shall be considered a Walk-in Clinic.

<b>Allergy Testing</b>	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
<b>Allergy Injections</b>	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible

<b>DIAGNOSTIC PROCEDURES</b>	<b>MAXIMUM SAVINGS (TIER 1)</b>	<b>IN-NETWORK BENEFITS/STANDARD SAVINGS (TIER 2)</b>	<b>OUT-OF-NETWORK (TIER 3)</b>
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<b>Diagnostic X-ray</b>	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
<b>Diagnostic Laboratory</b>	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
<b>Diagnostic Complex Imaging</b>	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible

<b>EMERGENCY MEDICAL CARE</b>	<b>MAXIMUM SAVINGS (TIER 1)</b>	<b>IN-NETWORK BENEFITS/STANDARD SAVINGS (TIER 2)</b>	<b>OUT-OF-NETWORK (TIER 3)</b>
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<b>Urgent Care Provider</b>	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
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Emergency Room	Covered 100%; after deductible	Covered 100%; after deductible	Covered 100%; after deductible
Emergency Use of Ambulance	Covered 100%; after deductible	Covered 100%; after deductible	Covered 100%; after deductible
<b>HOSPITAL CARE</b>	<b>MAXIMUM SAVINGS (TIER 1)</b>	<b>IN-NETWORK BENEFITS/STANDARD SAVINGS (TIER 2)</b>	<b>OUT-OF-NETWORK (TIER 3)</b>
Inpatient Coverage	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Your cost sharing applies to all covered benefits incurred during your inpatient stay.			
Inpatient Maternity Coverage (includes delivery and postpartum care)	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Your cost sharing applies to all covered benefits incurred during your inpatient stay.			
Outpatient Hospital Expenses	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Your cost sharing applies to all covered benefits incurred during your outpatient visit.			
Outpatient Surgery - Hospital	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Your cost sharing applies to all covered benefits incurred during your outpatient visit.			
Outpatient Surgery - Freestanding Facility	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Your cost sharing applies to all covered benefits incurred during your outpatient visit.			
<b>MENTAL HEALTH SERVICES</b>	<b>MAXIMUM SAVINGS (TIER 1)</b>	<b>IN-NETWORK BENEFITS/STANDARD SAVINGS (TIER 2)</b>	<b>OUT-OF-NETWORK (TIER 3)</b>
Inpatient	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Your cost sharing applies to all covered benefits incurred during your inpatient stay.			
Mental Health Office Visits	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Your cost sharing applies to all covered benefits incurred during your outpatient visit.			
Other Mental Health Services	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
<b>SUBSTANCE ABUSE</b>	<b>MAXIMUM SAVINGS (TIER 1)</b>	<b>IN-NETWORK BENEFITS/STANDARD SAVINGS (TIER 2)</b>	<b>OUT-OF-NETWORK (TIER 3)</b>
Inpatient	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Your cost sharing applies to all covered benefits incurred during your inpatient stay.			
Residential Treatment Facility	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible



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Substance Abuse Office Visits	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Your cost sharing applies to all covered benefits incurred during your outpatient visit.			
Other Substance Abuse Services	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
<b>OTHER SERVICES</b>	<b>MAXIMUM SAVINGS (TIER 1)</b>	<b>IN-NETWORK BENEFITS/STANDARD SAVINGS (TIER 2)</b>	<b>OUT-OF-NETWORK (TIER 3)</b>
Skilled Nursing Facility	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Limited to 120 days per plan year. Your cost sharing applies to all covered benefits incurred during your inpatient stay.			
Home Health Care	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Hospice Care - Inpatient	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Your cost sharing applies to all covered benefits incurred during your inpatient stay.			
Hospice Care - Outpatient	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Your cost sharing applies to all covered benefits incurred during your outpatient visit.			
Private Duty Nursing – Outpatient (\$15,000 per plan year max)	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Outpatient Short-Term Rehabilitation	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Includes speech, physical, occupational therapy, and spinal manipulation therapy- Unlimited			
Autism Behavioral Therapy Unlimited	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Autism Physical Therapy Unlimited	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Autism Occupational Therapy Unlimited	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Autism Speech Therapy Unlimited	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Durable Medical Equipment	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Diabetic Supplies	Covered 100%; after deductible	Covered same as any other medical expense.	20%; after deductible
Affordable Care Act mandated Women's Contraceptives	Covered 100%; deductible waived	Covered 100%; deductible waived	20%; after deductible

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Women's Contraceptive drugs and devices not obtainable at a pharmacy	Covered 100%; deductible waived	Covered 100%; deductible waived	20%; after deductible
Hearing Aids One hearing aid per ear every 24 months	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Transplants	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Acupuncture	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Bariatric Surgery	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
<b>FAMILY PLANNING</b>	<b>MAXIMUM SAVINGS (TIER 1)</b>	<b>IN-NETWORK BENEFITS/STANDARD SAVINGS (TIER 2)</b>	<b>OUT-OF-NETWORK (TIER 3)</b>
Infertility Treatment	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Diagnosis and treatment of the underlying medical condition only.			
Vasectomy	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
Tubal Ligation	Covered 100%; after deductible	Covered 100%; after deductible	20%; after deductible
<b>PHARMACY</b>	<b>IN-NETWORK</b>	<b>OUT-OF-NETWORK</b>	
The full cost of the drug is applied to the deductible before any benefits are considered for payment under the pharmacy plan.			

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<b>Pharmacy Plan Type</b>	<b>Aetna Standard Open Formulary</b>		
<b>Generic Drugs</b>			
Retail	Covered 100%; after deductible		20% of submitted cost; after applicable copay
Mail Order	Covered 100%; after deductible		Not Applicable
<b>Preferred Brand-Name Drugs</b>			
Retail	Covered 100%; after deductible		20% of submitted cost; after applicable copay
Mail Order	Covered 100%; after deductible		Not Applicable
<b>Non-Preferred Brand-Name Drugs</b>			
Retail	Covered 100%; after deductible		20% of submitted cost; after applicable copay
Mail Order	Covered 100%; after deductible		Not Applicable
<b>Pharmacy Day Supply and Requirements</b>			
Retail	Up to a 30 day supply from Aetna National Pharmacy Network		
Mail Order	Up to a 31-90 day supply from Aetna Rx Home Delivery®.		



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**Standard Specialty** Up to a 30 day supply from Aetna Specialty Pharmacy Network.  
First prescription fill at any retail or specialty pharmacy. Subsequent fills must  
be through our preferred specialty pharmacy network.

**Plan Includes:** Diabetic supplies, blood glucose monitors, prescription weight loss drugs and Contraceptive drugs and devices obtainable from a pharmacy.

Includes sexual dysfunction drugs for females and males, including daily dose, additional 6 tablets per month for males for erectile dysfunction.

Oral fertility drugs included.

Standard Pre-certification for Specialty Drugs

Seasonal Vaccinations covered 100% in-network

Preventive Vaccinations covered 100% in-network

Affordable Care Act mandated female contraceptives and preventive medications covered 100% in-network.

**GENERAL PROVISIONS**

**Dependents Eligibility** Spouse, children from birth to age 26 regardless of student status.

Plans are provided by: Aetna Life Insurance Company. While this material is believed to be accurate as of the production date, it is subject to change.

Health benefits and health insurance plans contain exclusions and limitations. Not all health services are covered.

See plan documents for a complete description of benefits, exclusions, limitations and conditions of coverage. Plan features and availability may vary by location and are subject to change. Providers are independent contractors and are not our agents. Provider participation may change without notice. We do not provide care or guarantee access to health services.

The following is a list of services and supplies that are generally *not covered*. However, your plan documents may contain exceptions to this list based on state mandates or the plan design or rider(s) purchased by your employer.

- All medical and hospital services not specifically covered in, or which are limited or excluded by your plan documents.
- Cosmetic surgery, including breast reduction.
- Custodial care.
- Dental care and dental X-rays.
- Donor egg retrieval
- Experimental and investigational procedures, except for coverage for medically necessary routine patient care costs for members participating in a cancer clinical trial.
- Home births
- Implantable drugs and certain injectable drugs including injectable infertility drugs.
- Infertility services, including artificial insemination and advanced reproductive technologies such as IVF, ZIFT, GIFT, ICSI and other related services, unless specifically listed as covered in your plan documents.
- Long-term rehabilitation therapy.
- Non-medically necessary services or supplies.
- Outpatient prescription drugs (except for treatment of diabetes), unless covered by a prescription plan rider and over-the-counter medications (except as provided in a hospital) and supplies.
- Radial keratotomy or related procedures.
- Reversal of sterilization.
- Services for the treatment of sexual dysfunction/enhancement, including therapy, supplies or counseling or prescription drugs.
- Therapy or rehabilitation other than those listed as covered.

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Aetna receives rebates from drug manufacturers that may be taken into account in determining Aetna's Preferred Drug List. Rebates do not reduce the amount a member pays the pharmacy for covered prescriptions. Aetna Rx Home Delivery refers to Aetna Rx Home Delivery, LLC, a licensed pharmacy subsidiary of Aetna Inc., that operates through mail order. The charges that Aetna negotiates with Aetna Rx Home Delivery may be higher than the cost they pay for the drugs and the cost of the mail order pharmacy services they provide. For these purposes, the pharmacy's cost of purchasing drugs takes into account discounts, credits and other amounts that they may receive from wholesalers, manufacturers, suppliers and distributors.

In case of emergency, call 911 or your local emergency hotline, or go directly to an emergency care facility.

Translation of the material into another language may be available. Please call Member Services at 1-888-982-3862.

Puede estar disponible la traducción de este material en otro idioma. Por favor llame a Servicios al Miembro al 1-888-982-3862.

Plan features and availability may vary by location and group size.

For more information about Aetna plans, refer to [www.aetna.com](http://www.aetna.com).

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# Summary of Benefits and Coverage: What this Plan Covers & What You Pay for Covered Services

CITY OF DERBY : Aetna Choice® POS II - HDHP



Coverage Period: 07/01/2019-06/30/2020

Coverage for: EE Only; EE + Family | Plan Type: POS

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, [www.HealthReformPlanSBC.com](http://www.HealthReformPlanSBC.com) or by calling 1-800-370-4526. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at <https://www.healthcare.gov/sbc-glossary/> or call 1-800-370-4526 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	For each Plan Year, Maximum Savings: EE Only \$1,350; EE + Family \$2,700. Standard Savings: EE Only \$1,500; EE + Family \$3,000. Out-of-Network: EE Only \$1,500; EE + Family \$3,000.	Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the policy, the overall family deductible must be met before the plan begins to pay.
Are there services covered before you meet your deductible?	Yes. In-network preventive care is covered before you meet your deductible.	This plan covers some items and services even if you haven't yet met the deductible amount. But a copayment or coinsurance may apply. For example, this plan covers certain preventive services without cost sharing and before you meet your deductible. See a list of covered preventive services at <a href="https://www.healthcare.gov/coverage/preventive-care-benefits/">https://www.healthcare.gov/coverage/preventive-care-benefits/</a>
Are there other deductibles for specific services?	No.	You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan?	Maximum Savings: EE Only \$1,500; EE + Family \$3,000. Standard Savings: EE Only \$1,500; EE + Family \$3,000. Out-of-Network: EE Only \$3,000; EE + Family \$6,000.	The out-of-pocket limit is the most you could pay in a year for covered services. If you have other family members in this plan, the overall family out-of-pocket limit must be met.
What is not included in the out-of-pocket limit?	Premiums, balance-billing charges & health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the out-of-pocket limit.
Will you pay less if you use a network provider?	Yes. See <a href="http://www.aetna.com/docfind">www.aetna.com/docfind</a> or call 1-800-231-7729 for a list of maximum or standard savings providers.	You pay the least if you use a provider in Maximum Savings Provider. You pay more if you use a provider in Standard Savings Provider. You will pay the most if you use an out-of-network provider, and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (balance billing). Be aware, your network provider might use an out-of-network provider for some services (such as lab work). Check with your provider before you get services.
Do you need a referral to see a specialist?	No.	You can see the specialist you choose without a referral.

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All copayment and coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies.

Common Medical Event	Services You May Need	Maximum Savings Provider (You will pay the least)	What You Will Pay Standard Savings Provider (You will pay more)	Out-of-Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	0% coinsurance	0% coinsurance	20% coinsurance	None
	Specialist visit	0% coinsurance	0% coinsurance	20% coinsurance	None
	Preventive care /screening /immunization	No charge	No charge	20% coinsurance	You may have to pay for services that aren't preventive. Ask your provider if the services needed are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	0% coinsurance	0% coinsurance	20% coinsurance	None
	Imaging (CT/PET scans, MRIs)	0% coinsurance	0% coinsurance	20% coinsurance	None
	Generic drugs	0% coinsurance	Not applicable	20% coinsurance (retail)	Covers 30 day supply (retail), 31-90 day supply (mail order). Includes contraceptive drugs & devices obtainable from a pharmacy, oral fertility drugs. No charge for preferred generic FDA-approved women's contraceptives in-network. Your cost will be higher for choosing Brand over Generics unless prescribed Dispense as Written.
	Preferred brand drugs	0% coinsurance	Not applicable	20% coinsurance (retail)	All prescriptions must be filled through the Aetna Specialty Pharmacy Network. Precertification required for coverage.
If you need drugs to treat your illness or condition	Non-preferred brand drugs	0% coinsurance	Not applicable	20% coinsurance (retail)	Generics unless prescribed Dispense as Written.
	Specialty drugs	Applicable cost as noted above for generic or brand drugs	Not applicable	Not covered	All prescriptions must be filled through the Aetna Specialty Pharmacy Network. Precertification required for coverage.
	Facility fee (e.g., ambulatory surgery center)	0% coinsurance	0% coinsurance	20% coinsurance	None
If you have outpatient surgery	Physician/surgeon fees	0% coinsurance	0% coinsurance	20% coinsurance	None
	Emergency room care	0% coinsurance	0% coinsurance	0% coinsurance	No coverage for non-emergency use.
If you need immediate medical attention	Emergency medical transportation	0% coinsurance	0% coinsurance	0% coinsurance	Non-emergency transport: not covered, except if pre-authorized.

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Common Medical Event	Services You May Need	Maximum Savings Provider (You will pay the least)	What You Will Pay Standard Savings Provider (You will pay more)	Out-of-Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you have a hospital stay	Urgent care	0% coinsurance	0% coinsurance	20% coinsurance	No coverage for non-urgent use.
	Facility fee (e.g., hospital room)	0% coinsurance	0% coinsurance	20% coinsurance	<u>Pre-authorization</u> required for out-of-network care.
	Physician/surgeon fees	0% coinsurance	0% coinsurance	20% coinsurance	None
	Outpatient services	Office & other outpatient services: 0% coinsurance	Office & other outpatient services: 0% coinsurance	Office & other outpatient services: 20% coinsurance	None
	Inpatient services	0% coinsurance	0% coinsurance	20% coinsurance	<u>Pre-authorization</u> required for out-of-network care.
If you are pregnant	Office visits	No charge	No charge	20% coinsurance	Cost sharing does not apply for preventive services. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound.) <u>Pre-authorization</u> for out-of-network care may apply.
	Childbirth/delivery professional services	0% coinsurance	0% coinsurance	20% coinsurance	<u>Pre-authorization</u> required for out-of-network care.
	Childbirth/delivery facility services	0% coinsurance	0% coinsurance	20% coinsurance	None
	Home health care	0% coinsurance	0% coinsurance	20% coinsurance	Limited to treatment of Autism.
If you need help recovering or have other special health needs	Rehabilitation services	0% coinsurance	0% coinsurance	20% coinsurance	120 days/plan year. <u>Pre-authorization</u> required for out-of-network care.
	Habilitation services	0% coinsurance	0% coinsurance	20% coinsurance	Limited to 1 durable medical equipment for same/similar purpose. Excludes repairs for misuse/abuse.
	Skilled nursing care	0% coinsurance	0% coinsurance	20% coinsurance	<u>Pre-authorization</u> required for out-of-network care.
	Durable medical equipment	0% coinsurance	0% coinsurance	20% coinsurance	1 routine eye exam/24 months.
	Hospice services	0% coinsurance	0% coinsurance	20% coinsurance	Not covered.
If your child needs dental or eye care	Children's eye exam	0% coinsurance	0% coinsurance	20% coinsurance	Not covered.
	Children's glasses	Not covered	Not covered	Not covered	Not covered.
	Children's dental check-up	Not covered	Not covered	Not covered	Not covered.

Excluded Services & Other Covered Services:

**Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)**

- |                               |  |   |
|-------------------------------|--|---|
| • Cosmetic surgery            | • Long-term care                                     | • Routine foot care   |
| • Dental care (Adult & Child) | • Non-emergency care when traveling outside the U.S. | • Weight loss programs - Except for required preventive services. |
| • Glasses (Child)             |  |   |

**Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)**

- |                     |  |  |
|---------------------|--|--|
| • Acupuncture       | • Hearing aids - 1 hearing aid per ear/24 months.  | • Private-duty nursing - Limited to \$15,000/plan year.    |
| • Bariatric surgery | • Infertility treatment - Limited to the diagnosis & treatment of underlying medical condition, artificial insemination, ovulation induction & advanced reproductive technology. | • Routine eye care (Adult) - 1 routine eye exam/24 months. |
| • Chiropractic care |  |  |

**Your Rights to Continue Coverage:**

There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is:

- For more information on your rights to continue coverage, contact the plan at 1-800-370-4526.
  - If your group health coverage is subject to ERISA, you may also contact the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or: <https://www.dol.gov/agencies/ebsa>
  - For non-federal governmental group health plans, you may also contact the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 1-877-267-2323 x61565 or [www.ccio.cms.gov](http://www.ccio.cms.gov).
  - If your coverage is a church plan, church plans are not covered by the Federal COBRA continuation coverage rules. If the coverage is insured, individuals should contact their State insurance regulator regarding their possible rights to continuation coverage under State law.
- Other coverage options may be available to you too, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit [www.HealthCare.gov](http://www.HealthCare.gov) or call 1-800-318-2596.

**Your Grievance and Appeals Rights:**

There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact:

- Aetna directly by calling the toll free number on your Medical ID Card, or by calling our general toll free number at 1-800-370-4526.
- If your group health coverage is subject to ERISA, you may also contact the Department of Labor's Employee Benefits Security Administration at 1-866-444-EBSA (3272) or <https://www.dol.gov/agencies/ebsa>
- For non-federal governmental group health plans, you may also contact the Department of Health and Human Services, Center for Consumer Information and Insurance

Oversight, at 1-877-267-2323 x61565 or [www.ccio.cms.gov](http://www.ccio.cms.gov).

- Additionally, a consumer assistance program can help you file your appeal. Contact information is at: <http://www.aetna.com/individuals-families-health-insurance/rights-resources/complaints-grievances-appeals/index.html>.

Does this plan provide Minimum Essential Coverage? **Yes.**

If you don't have Minimum Essential Coverage for a month, you'll have to make a payment when you file your tax return unless you qualify for an exemption from the requirement that you have health coverage for that month.

Does this plan meet Minimum Value Standards? **Yes.**

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

-----To see examples of how this plan might cover costs for a sample medical situation, see the next section.-----

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# About these Coverage Examples:



**This is not a cost estimator.** Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

## **Peg is Having a Baby**

(9 months of in-network pre-natal care and a hospital delivery)

- The plan's overall deductible \$1,350
- Specialist coinsurance 0%
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This EXAMPLE event includes services like:

Specialist office visits (*prenatal care*)  
 Childbirth/Delivery Professional Services  
 Childbirth/Delivery Facility Services  
 Diagnostic tests (*ultrasounds and blood work*)  
 Specialist visit (*anesthesia*)

<b>Total Example Cost</b>	<b>\$12,800</b>
<b>In this example, Peg would pay:</b>	
<i>Cost Sharing</i>	
Deductibles	\$1,350
Copayments	\$0
Coinsurance	\$0
<i>What isn't covered</i>	
Limits or exclusions	\$60
<b>The total Peg would pay is</b>	<b>\$1,410</b>

## **Managing Joe's type 2 Diabetes**

(a year of routine in-network care of a well-controlled condition)

- The plan's overall deductible \$1,350
- Specialist coinsurance 0%
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This EXAMPLE event includes services like:

Primary care physician office visits (*including disease education*)  
 Diagnostic tests (*blood work*)  
 Prescription drugs  
 Durable medical equipment (*glucose meter*)

<b>Total Example Cost</b>	<b>\$7,400</b>
<b>In this example, Joe would pay:</b>	
<i>Cost Sharing</i>	
Deductibles	\$1,350
Copayments	\$0
Coinsurance	\$0
<i>What isn't covered</i>	
Limits or exclusions	\$20
<b>The total Joe would pay is</b>	<b>\$1,370</b>

## **Mia's Simple Fracture**

(in-network emergency/room visit and follow up care)

- The plan's overall deductible \$1,350
- Specialist coinsurance 0%
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This EXAMPLE event includes services like:

Emergency room care (*including medical supplies*)  
 Diagnostic test (*x-ray*)  
 Durable medical equipment (*crutches*)  
 Rehabilitation services (*physical therapy*)

<b>Total Example Cost</b>	<b>\$1,900</b>
<b>In this example, Mia would pay:</b>	
<i>Cost Sharing</i>	
Deductibles	\$1,350
Copayments	\$0
Coinsurance	\$0
<i>What isn't covered</i>	
Limits or exclusions	\$0
<b>The total Mia would pay is</b>	<b>\$1,350</b>

Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to reduce your costs. For more information about the wellness program, please contact: 1-800-370-4526.

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### Assistive Technology

Persons using assistive technology may not be able to fully access the following information. For assistance, please call 1-800-370-4526.

### Smartphone or Tablet

To view documents from your smartphone or tablet, the free WinZip app is required. It may be available from your App Store.

### Non-Discrimination

Aetna complies with applicable Federal civil rights laws and does not discriminate, exclude or treat people differently based on their race, color, national origin, sex, age, or disability.

Aetna provides free aids/services to people with disabilities and to people who need language assistance.

If you need a qualified interpreter, written information in other formats, translation or other services, call the number on your ID card.

If you believe we have failed to provide these services or otherwise discriminated based on a protected class noted above, you can also file a grievance with the Civil Rights Coordinator by contacting:

Civil Rights Coordinator,

P.O. Box 14462, Lexington, KY 40512 (CA HMO customers: PO Box 24030 Fresno, CA 93779),

1-800-648-7817, TTY: 711, Fax: 859-425-3379 (CA HMO customers: 1-860-262-7705),

Email: [CRCoordinator@aetna.com](mailto:CRCoordinator@aetna.com).

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or at: U.S. Department of Health and Human Services, 200 Independence Avenue SW., Room 509F, HHH Building, Washington, DC 20201, or at 1-800-368-1019, 800-537-7697 (TDD).

Aetna is the brand name used for products and services provided by one or more of the Aetna group of subsidiary companies, including Aetna Life Insurance Company, Coventry Health Care plans and their affiliates (Aetna).

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TTY: 711

Language Assistance:

For language assistance in your language call 1-800-370-4526 at no cost.

Albanian -  
Për asistencë në gjuhën shqipe telefononi falas në 1-800-370-4526.

Amharic - ለቋንቋ እገዛ በአማርኛ በ 1-800-370-4526 በነጻ ይደውሉ

Arabic -  
المساعدة في اللغة العربية، الرجاء الاتصال على الرقم المجاني 1-800-370-4526

Armenian -  
Լեզվի ցուցաբերած աջակցության (հայերեն) զանգի 1-800-370-4526 արանց գնով:

**Bahasa Indonesia -** Untuk bantuan dalam bahasa Indonesia, silakan hubungi 1-800-370-4526 tanpa dikenakan biaya.

**Bantu-Kirundi - Niba urondera uwugufasha mu Kirundi, twakure kuri iyi numero 1-800-370-4526 ku busa**

Bengali-Bangala-  
বাংলায় ভাষা সহযত্নর জন্য বিমামল্যে 1-800-370-4526-তে কল করুন।

**Bisayan-Visayan -**  
Alang sa pag-abag sa pinulongan sa (Binisayang Sinugboanon) tawag sa 1-800-370-4526 nga walay bayad.

Burmese -  
 ဇွဲကုန်ကျခံစရာမလိုဘဲ (မြန်မာဘာသာစကား)ဖြင့် ဘာသာစကားအကူအညီရယူရန် 1800-3704526 ကို ခေါ်ဆိုပါ။

Catalan -  
Per rebre assistència en (català), truqui al número gratuït 1-800-370-4526.

Chamorro -  
Para ayuda gi fino' (Chamoru), ágang 1-800-370-4526 sin gästu.

Cherokee -  
 000V0\$0H.000J Jh0Sf00V 0tT (GWY) 0Bw0's 1-800-370-4526 0'0T C AΓ00J JEGCJ Jh0R0.

Chinese - 欲取得繁體中文語言協助，請撥打1-800-370-4526，無需付費。

Choctaw -  
(Chahta) anumpa ya apela a chil pava hinla 1-800-370-4526.

Cushite - Gargaarsa afaan Oromiffa hiikuu argachuuf lakkokkofsaa bilbilaa 1-800-370-4526 irratti bilisaan bilbilaa.

Dutch -  
Bel voor tolk- en vertaaldiensten in het Nederlands gratis naar 1-800-370-4526.

French - Pour une assistance linguistique en français appeler le 1-800-370-4526 sans frais.

**French Creole -** Pou iwenn asistans nan lang Kreyòl Ayisyen, rele nimewo 1-800-370-4526 gratis.

Benötigen Sie Hilfe oder Informationen in deutscher Sprache? Rufen Sie uns kostenlos unter der Nummer 1-800-370-4526 an.

Για γλωσσική βοήθεια στα Ελληνικά καλέστε το 1-800-370-4526 χωρίς χρέωση.

Gujarathi - ગુજરાતીમાં ભાષામાં સહાય માટે કોઈ પણ ખર્ચ વગર 1-800-370-4526 પર કોલ કરો.

हन्दिनी में भाषा सहायता के लिए, 1-800-370-4526 पर मुफ्त कॉल करें।

Maka enyemaka asusu na Igbo kpoo 1-800-370-4526 na akwughi ugwo o bula

Per ricevere assistenza linguistica in italiano, può chiamare gratuitamente 1-800-370-4526.

လောတော်မူစောလောကီကလေးကလေးအောင် ကျွန်ုပ်တို့ကို ၁-၈၀၀-၃၇၀-၄၅၂၆ လောတော်မူစောလောကီကလေးကလေးအောင် ကျွန်ုပ်တို့ကို ၁-၈၀၀-၃၇၀-၄၅၂၆

Be'm'ké gbo-kpá-kpá dyé pídyi dé Bāsó'-wuquũn wě, dá 1-800-370-4526

ຕຳທານຕ້ອງການຄວາມຊ່ວຍເຫຼືອໃນການແປພາສາລາວ. ກະລຸນາໂທຫາ-800-370-4526 ໂດຍບໍ່ເສຍຄ່າໂທ.

Ñan bōk jipañ ilo Kajin Majol, kallok 1-800-370-4526 ilo ejjelok wōnān.

សមាជិកជំនួយការសាជា ភាសាខ្មែរ សូមទូរស័ព្ទទទួលបានកាន់លេខ 1-800-370-4526 ដើម្បីយកឯកសារចុះបញ្ជី។

(नेपाली) मा निःशुल्क भाषा सहायता पाउनका लागि 1-800-370-4526 मा फोन गर्नुहोस्।

For språkassistanse på norsk, ring 1-800-370-4526 kostnadsfritt.

Fer Hefte in Deitsch, ruf: 1-800-370-4526 aa. Es Aaruf koschtet nix.

برای راهنمایی به زبان فارسی با شماره 1-800-370-4526 بدون هیچ هزینه ای تماس بگیرید. انگلیسی  
Aby uzyskać pomoc w języku polskim, zadzwoń bezpłatnie pod numer 1-800-370-4526.



**APPENDIX D**  
**MEDICARE SUPPLEMENT INSURANCE**

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% AmWINS Group Benefits  
50 Whitecap Drive  
North Kingstown, RI 02852

2019

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# City of Derby

**Retiree Medical Program**  
**Your Retiree Benefits**

## **Your Retiree Medical Benefits**

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This Post-65 Retiree Medical Program is available to you and your Medicare-eligible spouse. To participate, you must be 65 or older and enrolled in Medicare Parts A & B.

The medical program is underwritten by United American Insurance Company and serviced by AmWINS Group Benefits, Inc., a division of AmWINS Group Inc. AmWINS is known for its high customer service standards and specifically caters to Medicare-eligible retirees. The retiree medical plan picks up where Medicare leaves off. The retiree medical plan is based on utilizing Medicare directly as your primary coverage, with a supplement to address some of the deductibles and co-insurance within Medicare Parts A and B.

In addition, the program includes prescription drug coverage, utilizing a Medicare Part D plan for prescription drugs. The Medicare Part D prescription drug plan is sponsored by Retiree RxCare and underwritten by Envision Insurance Company.

### **How to Enroll**

- Review the information in this booklet.
- Determine your monthly payment, if applicable on the "Payment Summary" page.
- Complete and sign the enrollment form.
- Complete the Direct Payment Authorization form and include a voided check, if interested in monthly automatic withdrawals from your bank account.
- Include a check made payable to **City of Derby /AmWINS Group Benefits, Inc.** for the first month's payment, if applicable.
- Return the above items in the postage-paid return envelope.

**Your enrollment form and first month's payment must be received in order to activate your benefits.**

If you choose not to participate, complete the enclosed Waiver of Coverage and return in the postage-paid return envelope.

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**If you have any questions or need help with enrolling, please contact**

**AmWINS Group Benefits Customer Care Center**

**Toll-Free at 1-888-883-3757**

**Monday through Friday, 8:00 AM to 8:00 PM EST**

# Retiree Medical Insurance Plan Summary of Benefits (Plan F)

Underwritten by: United American Insurance Company

## MEDICARE (PART A) - HOSPITAL SERVICES - PER BENEFIT PERIOD\*

Services	Medicare Pays	Plan Pays	You Pay
<b>HOSPITAL CONFINEMENT BENEFIT*</b>			
Semiprivate room and board, general nursing and miscellaneous services and supplies:			
First 60 days	All but Part A Deductible	Part A Deductible	\$0
61 <sup>st</sup> through 90 <sup>th</sup> day	All but Part A Coinsurance	Part A Coinsurance	\$0
91 <sup>st</sup> through 150 <sup>th</sup> day (While using 60 lifetime reserve days)	All but Part A Coinsurance	Part A Coinsurance	\$0
Once Lifetime Reserve days are used:			
Additional 365 days:	\$0	100% of Medicare Eligible Expenses	\$0
Beyond the Additional 365 days	\$0	\$0	All costs
<b>SKILLED NURSING FACILITY CARE*</b>			
You must meet Medicare's requirements, including having been in a hospital for at least 3 days and entered a Medicare-approved facility within 30 days after leaving the hospital:			
First 20 days	All approved amounts	\$0	\$0
21 <sup>st</sup> through 100 <sup>th</sup> day	All but Part A Coinsurance	Part A Coinsurance	\$0
101 <sup>st</sup> day and after	\$0	\$0	All costs
<b>BLOOD DEDUCTIBLE – Hospital Confinement and Out-Patient Medical Expense</b>			
When furnished by a hospital or skilled nursing facility during a covered stay.			
First 3 pints	\$0	3 pints	\$0
Additional amounts	100%	\$0	\$0
<b>HOSPICE CARE</b>			
Available as long as your doctor certifies you are terminally ill and you elect to receive these services.	All but very limited coinsurance for outpatient drugs and inpatient respite care	Medicare Copayment/coinsurance	\$0

## Retiree Medical Insurance Plan Summary of Benefits (Plan F)

Underwritten by: United American Insurance Company

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### MEDICARE (PART B) - MEDICAL SERVICES - PER CALENDAR YEAR

Services	Medicare Pays	Plan Pays	You Pay
<b>OUT-PATIENT MEDICAL EXPENSES -- In or Out of the Hospital and Out-Patient Hospital Treatment, such as Physician's services, inpatient and outpatient medical and surgical services and supplies, physical and speech therapy, diagnostic tests, durable medical equipment:</b>			
Medicare Part B Deductible: Medicare-approved amounts**	\$0	Part B Deductible	\$0
Remainder of Medicare-approved amounts	Generally 80%	Generally 20%	0%
Part B Excess Charges (Above Medicare Approved Amounts)	\$0	100%	0%
<b>BLOOD</b>			
First 3 pints	\$0	All costs	\$0
Part B Deductible Medicare Approved Amounts**	\$0	Part B Deductible	\$0
Remainder of Medicare Approved Amounts	80%	20%	\$0
<b>CLINICAL LABORATORY SERVICES</b>			
Blood tests for Diagnostic Services	100%	\$0	\$0

### MEDICARE PARTS A & B

Services	Medicare Pays	Plan Pays	You Pay
<b>HOME HEALTH CARE -- Medicare Approved Services:</b>			
Medically necessary skilled care services and medical supplies	100%	\$0	\$0
<b>DURABLE MEDICAL EQUIPMENT</b>			
Medicare Part B Deductible Medicare Approved Amounts**	\$0	Part B Deductible	\$0
Remainder of Medicare Approved Amounts	80%	20%	\$0

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## Retiree Medical Insurance Plan Summary of Benefits (Plan F)

Underwritten by: United American Insurance Company

### OTHER BENEFITS NOT COVERED BY MEDICARE

Services	Medicare Pays	Plan Pays	You Pay
<b>FOREIGN TRAVEL</b> - Medically necessary emergency care services beginning during the first 60 days of each trip outside the USA:			
First \$250 each calendar year	\$0	\$0	<b>\$250</b>
Remainder of charges	\$0	80% to a lifetime maximum of \$50,000	20% and amounts over the \$50,000 lifetime max

\*A benefit period begins on the first day you receive service as an inpatient in a hospital and ends after you have been out of the hospital and have not received skilled care in any other facility for 60 days in a row.

\*\*Once your plan has been billed the first dollars of Medicare-Approved amounts for covered services (which are noted with two asterisks), your Medicare Part B Deductible will have been met for the calendar year.

*Benefits are paid only for those expenses which have been approved as eligible by the federal Medicare program.*

*Benefits will not be paid for any expenses which are not determined to be Medicare Eligible Expenses by the Federal Medicare Program or its administrators, except as otherwise specified.*

*The summary of program benefits described herein is for illustrative purposes only. In case of differences or errors, the Group Policy governs.*

## Retiree Medical Insurance Plan Summary of Benefits (Plan B)

Underwritten by: United American Insurance Company

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### MEDICARE (PART A) - HOSPITAL SERVICES - PER BENEFIT PERIOD\*

Services	Medicare Pays	Plan Pays	You Pay
<b>HOSPITAL CONFINEMENT BENEFIT*</b>			
Semiprivate room and board, general nursing and miscellaneous services and supplies:			
First 60 days	All but Part A Deductible	Part A Deductible	\$0
61 <sup>st</sup> through 90 <sup>th</sup> day	All but Part A Coinsurance	Part A Coinsurance	\$0
91 <sup>st</sup> through 150 <sup>th</sup> day (While using 60 lifetime reserve days)	All but Part A Coinsurance	Part A Coinsurance	\$0
Once Lifetime Reserve days are used:			
Additional 365 days:	\$0	100% of Medicare Eligible Expenses	\$0
Beyond the Additional 365 days	\$0	\$0	All costs
<b>SKILLED NURSING FACILITY CARE*</b>			
You must meet Medicare's requirements, including having been in a hospital for at least 3 days and entered a Medicare-approved facility within 30 days after leaving the hospital:			
First 20 days	All approved amounts	\$0	\$0
21 <sup>st</sup> through 100 <sup>th</sup> day	All but Part A Coinsurance	\$0	Part A Coinsurance
101 <sup>st</sup> day and after	\$0	\$0	All costs
<b>BLOOD DEDUCTIBLE – Hospital Confinement and Out-Patient Medical Expense</b>			
When furnished by a hospital or skilled nursing facility during a covered stay.			
First 3 pints	\$0	3 pints	\$0
Additional amounts	100%	\$0	\$0
<b>HOSPICE CARE</b>			
Available as long as your doctor certifies you are terminally ill and you elect to receive these services.	All but very limited coinsurance for outpatient drugs and inpatient respite care	\$0	Balance

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**Retiree Medical Insurance Plan Summary of Benefits (Plan B)**

Underwritten by: United American Insurance Company

**MEDICARE (PART B) - MEDICAL SERVICES - PER CALENDAR YEAR**

Services	Medicare Pays	Plan Pays	You Pay
<b>OUT-PATIENT MEDICAL EXPENSES</b> -- In or Out of the Hospital and Out-Patient Hospital Treatment, such as Physician's services, inpatient and outpatient medical and surgical services and supplies, physical and speech therapy, diagnostic tests, durable medical equipment:			
Medicare Part B Deductible: Medicare-approved amounts**	\$0	\$0	Part B Deductible
Remainder of Medicare-approved amounts	Generally 80%	Generally 20%	0%
Part B Excess Charges (Above Medicare Approved Amounts)	\$0	0%	100%
<b>BLOOD</b>			
First 3 pints	\$0	All costs	\$0
Medicare Part B Deductible: Medicare-approved amounts**	\$0	\$0	Part B Deductible
Remainder of Medicare Approved Amounts	80%	20%	\$0
<b>CLINICAL LABORATORY SERVICES</b>			
Blood tests for Diagnostic Services	100%	\$0	\$0

**MEDICARE PARTS A & B**

Services	Medicare Pays	Plan Pays	You Pay
<b>HOME HEALTH CARE</b> -- Medicare Approved Services:			
Medically necessary skilled care services and medical supplies	100%	\$0	\$0
<b>DURABLE MEDICAL EQUIPMENT</b>			
Medicare Part B Deductible: Medicare-approved amounts**	\$0	\$0	Part B Deductible
Remainder of Medicare Approved Amounts	80%	20%	\$0

\*A benefit period begins on the first day you receive service as an inpatient in a hospital and ends after you have been out of the hospital and have not received skilled care in any other facility for 60 days in a row.

\*\*Once you have been billed the first dollars of Medicare-Approved amounts for covered services (which are noted with two asterisks), your Medicare Part B Deductible will have been met for the calendar year.

*Benefits are paid only for those expenses which have been approved as eligible by the federal Medicare program.*

*Benefits will not be paid for any expenses which are not determined to be Medicare Eligible Expenses by the Federal Medicare Program or its administrators, except as otherwise specified.*

*The summary of program benefits described herein is for illustrative purposes only. In case of differences or errors, the Group Policy governs.*

## 2019 Prescription Drug Benefit Medicare Part D ENH 4T09

January 1, 2019 – December 31, 2019

### Prescription Drug Benefits

#### Deductible and Limits on How Much You Pay for Covered Services

##### Annual Deductible

There is no deductible for Retiree RxCare. You begin in the Initial Coverage Stage when you fill your first prescription of the year.

##### Initial Coverage

You pay the following until your total yearly drug costs reach \$3,820. Total yearly drug costs are the total drug costs paid by both you and our Part D plan. You may get your drugs at network retail pharmacies and mail order pharmacies.

Tier	30 Day Retail Pharmacy Copay	90 Day Retail Pharmacy or Mail Order Copay
Tier 1	\$10.00	\$20.00
Tier 2	\$25.00	\$50.00
Tier 3	\$50.00	\$150.00
Tier 4	25% coinsurance	25% coinsurance

If you reside in a long-term care facility, you pay the same as at a retail pharmacy.

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##### Coverage Gap

Most Medicare drug plans have a coverage gap (also called the “donut hole”). This means that there may be a temporary change in what you will pay for your drugs. The coverage gap begins after the total yearly drug cost (including what our plan has paid and what you have paid) reaches \$3,820.

With Retiree RxCare, after you enter the coverage gap, you will continue to pay your Initial Coverage Stage copayment amount for covered drugs until your costs total \$5,100, which is the end of the coverage gap. Not everyone will enter the coverage gap.

##### Catastrophic Coverage

After your yearly out-of-pocket drug costs (including drugs purchased through your retail pharmacy and through mail order) reach \$5,100

- You pay the greater of:
  - 5% of the cost, or
  - \$3.40 copay for generic (including brand drugs treated as generic) and a \$8.50 copay for all other drugs.
- Our plan pays the rest of the cost of covered drugs.

# Retiree Rx Care

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## 2019 Prescription Drug Benefit Medicare Part D Base (PDP 0000)

January 1, 2019 – December 31, 2019

### Prescription Drug Benefits

#### Deductible and Limits on How Much You Pay for Covered Services

##### Annual Deductible

How much is the deductible: \$415 per calendar year.

##### Initial Coverage

You pay the following until your total yearly drug costs reach \$3,820. Total yearly drug costs are the total drug costs paid by both you and our Part D plan. You may get your drugs at network retail pharmacies and mail order pharmacies.

30 Day Retail Pharmacy Copay	90 Day Retail Pharmacy Copay
25% coinsurance	25% coinsurance

If you reside in a long-term care facility, you pay the same as at a retail pharmacy.

##### Coverage Gap

Most Medicare drug plans have a coverage gap (also called the “donut hole”). This means that there may be a temporary change in what you will pay for your drugs. The coverage gap begins after the total yearly drug cost (including what our plan has paid and what you have paid) reaches \$3,820.

After you enter the coverage gap, you pay 25% of the plan’s cost for covered brand name drugs and 37% of the plan’s cost for covered generic drugs until your costs total \$5,100, which is the end of the coverage gap. Not everyone will enter the coverage gap.

##### Catastrophic Coverage

After your yearly out-of-pocket drug costs (including drugs purchased through your retail pharmacy and through mail order) reach \$5,100

- You pay the greater of:
  - 5% of the cost, or
  - \$3.40 copay for generic (including brand drugs treated as generic) and a \$8.50 copay for all other drugs.
- Our plan pays the rest of covered drugs of the cost.

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## MONTHLY PAYMENT SUMMARY

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2019 Monthly Rates		
Medical Plan Options	City of Derby Contribution	Total Monthly Cost <i>Per Member</i>
Medical Plan F	\$219.00	\$52.00
Medical Plan B	\$219.00	\$0.00

Prescription Drug Plan Options	City of Derby Contribution	Total Monthly Cost <i>Per Member</i>
Enhanced Rx Plan (ENH 4T09)	\$0.00	\$223.83
Basic Rx Plan (PDP 0000)	\$0.00	\$77.56

Rates above are effective from 1/1/19 to 12/31/19 and are subject to change each year on January 1<sup>st</sup>.

Once you have determined your monthly rate, please send a check with your first monthly payment made payable to: **City of Derby / AmWINS Group Benefits, Inc., 50 Whitecap Drive, North Kingstown, RI 02852**

Please return your first monthly payment along with your enrollment forms in the enclosed postage paid return envelope.

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**RETIREE MEDICAL PLAN ELECTION FORM**

City of Derby

Underwritten by: United American Insurance Company

**You must return your election form to put your coverage in force!****Retiree Information (Please print)**

Name		Date of Birth	
Address		Social Security Number	
City		Sex	Phone Number
State	Zip Code	Medicare ID# (From Medicare Id card):	
Hospital (Part A) effective date (from Medicare ID card):		Medical (Part B) effective date (from Medicare ID card):	
Email Address		Date of Retirement	

**Spouse Information (if enrolling)**

Name		Date of Birth	
Sex		Social Security Number	
Date of Retirement		Medicare ID# (From Medicare Id card):	
Hospital (Part A) effective date (from Medicare ID card):		Medical (Part B) effective date (from Medicare ID card):	

**Please Choose Type of Coverage**

Effective Date: {effective_date}	Retiree Only	Retiree & Spouse	Surviving Spouse
Check Desired Coverage:			
Medical Plan F:			
Medical Plan B:			

Please sign and date the next page

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(continued on reverse)

## RETIREE MEDICAL PLAN ELECTION FORM

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Please sign and date below:	
Date:	Retiree Signature:
Date:	Spouse/Surviving Spouse Signature:
<b>If you are an authorized representative, you must sign above and provide the following information:</b>	
Name: _____	
Address: _____	
Phone Number: _____	
Relationship to Retiree: _____	

Please return signed election form to:  
AmWINS Group Benefits  
50 Whitecap Drive, North Kingstown, RI 02852

For Customer Service, please call: 1-888-883-3757  
Monday through Friday, 8:00 AM to 8:00 PM EST

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# Retiree RxCare Medicare Prescription Drug Plan

## Enrollment Form

Please contact Retiree RxCare if you need information in another language or format (Braille).

To enroll in Retiree RxCare, Please Provide the Following Information and sign the last page of this form.

City of Derby

EFFECTIVE DATE: {effective\_date}

Retiree		
Name:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Birth Date:
Street Address:		
City:	State:	Zip:
Social Security Number:	Phone Number:	
Medicare ID # (from Medicare ID card):		
Hospital (Part A) effective date (from Medicare ID card):		
Medical (Part B) effective date (from Medicare ID card):		
Email Address:		
Spouse or Surviving Spouse		
Name:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F	Birth Date:
Street Address:		
City:	State:	Zip:
Social Security Number:	Phone Number:	
Medicare ID # (from Medicare ID card):		
Hospital (Part A) effective date (from Medicare ID card):		
Medical (Part B) effective date (from Medicare ID card):		
Email Address:		
Alternative Contact (Optional)		
Name:		
Phone Number:	Relationship to you:	
Select Your Enrollment Options Below (Please Check Desired Coverage)		
Please check which plan you want to enroll in:		
<b>Retiree:</b> <input type="checkbox"/> Enhanced Rx Plan (ENH 4T09) <input type="checkbox"/> Basic Rx Plan (PDP 0000)	<b>Spouse or Surviving Spouse:</b> <input type="checkbox"/> Enhanced Rx Plan (ENH 4T09) <input type="checkbox"/> Basic Rx Plan (PDP 0000)	

(Continued on next page)

**Please Answer the Following Questions to Help Medicare Coordinate Your Benefits:**

**1. Some individuals may have other drug coverage, including other private insurance, TRICARE, Federal employee health benefits coverage, VA benefits, or State pharmaceutical assistance programs.**

Will you have other prescription drug coverage in addition to Precise RxCare? ☐ Yes ☐ No

If "yes", please list your other coverage and your identification (ID) number(s) for this coverage below:

Name of other coverage:	ID # for this coverage:	Group # for this coverage:

**2. Are you a resident in a long-term care facility, such as a nursing home?** ☐ Yes ☐ No

If "yes", please provide the following information:

Name of Institution:
Address (number and street) & Phone Number of Institution:

**Please check one of the boxes below if you would prefer that we send you information in a language other than English or in another format:**

\_\_\_\_\_ Over the phone interpretation service for multiple languages are available by calling 1-855-693-3921

\_\_\_\_\_ Large Print    \_\_\_\_\_ Braille    \_\_\_\_\_ Spanish    \_\_\_\_\_ Portuguese

Please contact Retiree RxCare at 1-855-693-3921 if you need information in another format or language than what is listed above. TTY users should call 1-855-693-3921. Our office hours are 8:00 AM to 8:00 PM (EST), Monday through Friday.

**Please Read This Important Information:**

If you are a member of a Medicare Advantage Plan (like an HMO or PPO), you may already have prescription drug coverage from your Medicare Advantage Plan that will meet your needs. By joining Retiree RxCare, your membership in your Medicare Advantage Plan may end. This will affect your doctor and hospital coverage as well as your prescription drug coverage. Read the information that your Medicare Advantage Plan sends you and if you have questions, contact your Medicare Advantage Plan.

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Retiree RxCare is offered through your employer or union. You could lose your employer or union health coverage if you join another Medicare Part D plan. Read the communications your employer or union sends you. If you have questions, visit their website, or contact the office listed in their communications. If there isn't information on whom to contact, your benefits administrator or the office that answers questions about your coverage can help.

**Please Read This Important Information and Sign Below:**

**By completing this enrollment application, I agree to the following:**

Retiree RxCare is a Medicare drug plan and has a contract with the Federal government. I understand that this prescription drug coverage is in addition to my coverage under Medicare; therefore, I will need to keep my Medicare Part A or Part B coverage. It is my responsibility to inform Retiree RxCare of any prescription drug coverage I have or may get in the future. I can only be in one Medicare prescription drug plan at a time – if I am currently in a Medicare Prescription Drug Plan my enrollment in Retiree RxCare will end that enrollment. Enrollment in this plan is generally for the entire year. Once I enroll, I may leave this plan or make changes if an enrollment period is available, generally during the Annual Enrollment Period (October 15 – December 7), unless I qualify for certain special circumstances.

(Continued on next page)

# Retiree RxCare

Retiree RxCare is a nationwide Medicare Part D plan. If I move out of the area Retiree RxCare serves, I need to notify the plan so I can disenroll and find a new plan in my new area. I understand that I must use network pharmacies except in an emergency when I cannot reasonably use Retiree RxCare network pharmacies. Once I am a member of Retiree RxCare, I have the right to appeal plan decisions about payment or services if I disagree. I will read the Evidence of Coverage document from Retiree RxCare when I get it to know which rules I must follow to get coverage.

I understand that if I leave this plan and don't have or get other Medicare prescription drug coverage or creditable prescription drug coverage (as good as Medicare's), I may have to pay a late enrollment penalty in addition to my premium for Medicare prescription drug coverage in the future.

I understand that if I am getting assistance from a sales agent, broker, or other individual employed by or contracted with Retiree RxCare, he/she may be paid based on my enrollment in Retiree RxCare.

Counseling services may be available in my state to provide advice concerning Medicare supplement insurance or other Medicare Advantage or Prescription Drug Plan options, medical assistance through the state Medicaid program, and the Medicare Savings Program.

## Release of Information:

By joining this Medicare prescription drug plan, I acknowledge that Retiree RxCare will release my information to Medicare and other plans as is necessary for treatment, payment and health care operations. I also acknowledge that Retiree RxCare will release my information, including my prescription drug event data, to Medicare, who may release it for research and other purposes which follow all applicable Federal statutes and regulations. The information on this enrollment form is correct to the best of my knowledge. I understand that if I intentionally provide false information on this form, I will be disenrolled from the plan.

I understand that my signature (or the signature of the person authorized to act on my behalf under State law where I live) on this application means that I have read and understand the contents of this application. If signed by an authorized individual (as described above), this signature certifies that: 1) this person is authorized under State law to complete this enrollment and 2) documentation of this authority is available upon request by Medicare.

Retiree's Signature:

Today's Date:

Spouse or Surviving Spouse's Signature:

Today's Date:

If you are the authorized representative, you must provide the following information:

Name:

Address:

Phone Number:

Relationship to Enrollee:

Medicare Prescription Drug Use Only:

Plan ID#

Effective Date of Coverage:

IEP:

AEP:

SEP (type):

Plan Representative Signature:

Please read, sign and return with your Enrollment Forms to  
AmWINS Group Benefits, 50 Whitecap Drive, North Kingstown, RI 02852

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AmWINS Group Benefits Customer Care Center 1-888-883-3757, Monday - Friday, 8:00 AM to 8:00 PM (EST)

**WAIVER of COVERAGE**

If you DO NOT wish to enroll in the City of Derby Plan(s), please complete, sign and return this Waiver of Coverage form.

Retiree		Spouse (or Surviving Spouse)	
Name:		Name:	
Address:		Address:	
City:		City:	
State:	Zip Code:	State:	Zip Code:

Please Sign & Date Below:	
NO, DO NOT ENROLL ME (us) in the City of Derby Plan(s). I (we) understand that by choosing this option, I am (we are) declining medical and prescription drug coverage, and will not be able to re-enroll at a later date.	
Retiree:	Date:
Spouse (or Surviving Spouse):	Date:
All applicable signatures are required for individuals declining coverage in the Plan.	

Reason for Declining Coverage:

## ANSWERS to YOUR QUESTIONS

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**Q: Who can I call if I have questions?**

**A:** Please contact the AmWINS Group Benefits Customer Care Center toll-free at 1-888-883-3757, Monday through Friday, from 8 a.m. to 8 p.m. EST.

**Q: How does the plan work?**

**A:** Medicare has coverage gaps which are the costs that you must pay, like coinsurance, co-payments, and deductibles. This plan helps fill those gaps. You may go to any doctor, specialist, or hospital that accepts Medicare. Medicare pays its share and then your plan pays based on your plan's benefits. You will receive a Medicare Summary Notice in the mail (in most cases each month), including information on the amount paid on your behalf and any additional amount due.

**Q: Can my age 65 spouse enroll if I am not yet age 65?**

**A:** Yes. As long as your spouse is eligible to participate in the Program and is age 65 or over. As soon as you become Medicare eligible, you can enroll on the first day of the month in which you reach your 65th birthday.

**Q: My spouse is not yet 65. What will happen to coverage for my spouse after I enroll in this plan?**

**A:** Your spouse will continue coverage under the pre-Medicare early retiree plan. Two months prior to your spouse attaining age 65, a Medicare enrollment packet will be mailed. At that time, your spouse should contact Social Security to enroll in Medicare Parts A and B in order to be eligible to enroll in the group Medicare Plan.

**Q: Will I have to re-enroll in the Plan next year?**

**A:** No, once you enroll, you remain in the plan until you elect or terminate coverage.

**Q: When will I receive my ID Cards?**

**A:** ID cards will be sent once we process your enrollment materials. Medical and Prescription Drug ID cards will arrive in two separate packages.

**Q: How are my medical claims paid?**

**A:** As long as your physician accepts Medicare you will not have to send in any claim forms. Present your ID card along with your Medicare card to your doctor. Medicare pays the provider of the Medicare portion of your claim and forwards the balance due to the claims administration department. Remaining amounts will be billed to you.

**Q: Do I still need my Medicare ID Card?**

**A:** Yes. You will continue to use your Medicare ID card with this plan in conjunction with your Plan ID card.

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**Q: Do my prescription drug co-payments count toward my medical plan deductible?**

**A:** No. Any co-payments you make for prescription drugs do not count toward deductibles or out of pocket maximum amounts for your medical plan.

**Q: How do I get my prescriptions filled?**

**A:** Simply present your ID card and prescription to a participating pharmacy in the plan network. You will also receive information about mail order prescriptions when you enroll. You can find more information about your prescription coverage by visiting [www.retireerxcare.amwins.com](http://www.retireerxcare.amwins.com) or by calling AmWINS Group Benefits at 1-888-883-3757.

**Q: Where can I get information on using Mail Order Services?**

**A:** Once you enroll in the plan, you will receive a fulfillment kit in the mail which will include mail order information from Walgreens, the Mail Service Pharmacy for Retiree RxCare. Please be aware that you will need to obtain new prescriptions from your Doctor before ordering prescriptions from this new mail order program. The necessary forms and instructions on how to order prescriptions through the mail order service will be included in your fulfillment packet. Please expect your package and materials to arrive shortly before your plan effective date.

**ANSWERS to YOUR QUESTIONS**

**Q: How can I find out if my drugs are covered on the new plan?**

**A:** You will receive a copy of the formulary (List of Covered Drugs) in your fulfillment packet once you enroll. Some covered drugs may have additional requirements or limits on coverage. You can find out if your drug has any additional requirements or limits by reviewing the formulary. If your drug is not included on the formulary, you should first contact us and ask if your drug is covered. Please contact AmWINS Group Benefits Customer Care toll-free at 1-888-883-3757 for more information about your prescriptions.

**Q: How can I lower my drug expenses?**

**A:** Generic medications often cost less than brand-name counterparts. Talk to your doctor to determine if a generic is available. You may also have the option of mail order, where you can receive up to a 90-day supply for one mail order co-payment.

**Q: What services are not covered?**

**A:** Services not covered by Medicare are not covered by this plan. Please contact us for the Medicare exclusion list. You may also call 1-800-MEDICARE or visit [www.medicare.gov](http://www.medicare.gov).

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**Disclaimer:** The benefit information contained in this brochure is subject to change at any time, and the Company reserves the unlimited right to make benefit plan changes at any time. Any changes to the benefit plans implemented by the Company will be considered effective, regardless of whether notice has been given, on the date set by the Company. If you are ever in doubt about your retiree medical benefits, please contact AmWINS Group Benefits at 1-888-883-3757.



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**APPENDIX E**  
**JOB DESCRIPTIONS**

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**Assessor (Part-Time)**

APPENDIX E  
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35



Date: December 20, 2017

**Posting for Part-Time Assessor**

The City of Derby is seeking to fill the position of Certified Part-Time Assessor.

The job description is on file with the Mayor's office.

Any Local 1303-259 employee wishing to be considered for the position of part-time assessor must submit a request in writing to their supervisor or the Mayor on or before January 2, 2018.

Requests received after January 2, 2018 will not be considered.

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**Assessor (Part-Time)**

APPENDIX E  
JOB DESCRIPTIONS  
2021 MAR 3 PM 4:35

**CITY OF DERBY**

**TITLE: Assessor**

**OBJECTIVES**

Under the general direction of the Mayor, directs and administers the town-wide assessments of real and personal property preparatory to compiling the Grand List for taxation purposes and related activities; adheres to mandated General Statute schedules; administers reevaluation, office and budget procedures, compiling and certifying the Grand List by verifying the Town Clerk's data; monitors and confirms data related to the Grand List.

**ESSENTIAL FUNCTIONS**

Administers, directs and participates in the activities of the Assessor's Office in the functional areas of appraisal, classification, and recording of taxable and non-taxable property as required by law.

Supervises and participates in the valuing of all taxable and non-taxable real estate and taxable personal property to establish and certify the Grand-List.

Supervises and instructs subordinates in the listing and appraisal of taxable real and personal property.

Conducts physical inspection and appraisals of existing properties, improved properties, and properties under construction to determine their value.

Compiles, maintains and analyzes statistical data to insure equity in assessments.

Evaluates current assessment practices and proposes changes as warranted.

Investigates property and businesses to find taxable property not previously recorded.

Projects estimated values of proposed buildings for commercial developments for planning purposes and for City officials.

Reviews deeds, splits and subdivisions; plots and drafts subdivisions and revised boundary lines on existing aerial maps, computes and classifies areas to establish values, reviews and processes applications for land classifications.

Applies special use assessments to farm, forest and open space lands; maintains a check on such properties; computes conveyance tax when properties are sold.

Completes titles searches and transfers properties requiring judgements on complex separations and transfers.

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**Assessor (Part-Time)**

APPENDIX E  
JOB DESCRIPTIONS

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Establishes value of unpriced motor vehicles for regular and supplemental lists according to State code letters; prepares, submits, and verifies data for all property assessments and motor vehicle lists.

Keeps abreast of current construction costs; testifies on behalf of the City against lawsuits related to value assessments; investigates records, transfers, and related data to ensure compliance with regulations.

Resolves complaints relating to assessments and make adjustments as warranted; represents the City of Court regarding related legal action against the City as required.

Maintains accurate property title records and records relating to ownership, sales and value of land and improvements.

Coordinates with the Board of Tax Review regarding appeals.

Supervises the preparation, installation and maintenance of property tax maps and records.

Reviews claims for exemptions for conformance to State Statutes and records authorized tax exemptions; conducts re-filing program every four years.

Meets and provided information to the public, other City departments, and attorneys to explain assessment procedures and conclusions.

Supervises and trains clerical support staff.

Prepares and administers opening budget for department.

Oversees and coordinates contracted revaluation services and is responsible for acceptance of completed work and recommend the need for, and select private appraisal services.

Submits oral and written reports to State (OPM) and City officials.

Obtains additional training and education in appraisal and assessment laws and techniques.

Performs other related work as required.

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Assistant Assessor (Full-Time)

APPENDIX E  
JOB DESCRIPTIONS  
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City of Derby

TITLE: ASSISTANT ASSESSOR

OBJECTIVES

Under the supervision of the Assessor, provides technical and administrative assistance to the Assessor in the valuation of real and personal property; collects and processes information to establish the City Grand List. Acts for the Assessor in his/her absence.

ESSENTIAL FUNCTIONS

Prices, enters and runs reports for motor vehicles and motor vehicle supplements, changes addresses and adds motor vehicles which DMV omitted from the City list.

Enters building permits for new homes, home additions and pools and forwards M-45 copies to State OPM.

Receives applications from homeowners, renters, elderly, disabled and veterans for tax assessment reductions ("circuit breakers").

Generates State reports, updates computer with current property transfers, adds, credits, deletes, pro-rations, assessment adjustments, exemptions, etc.; prints labels, generates tapes of Grand List, etc.

Assists in preparing the Grand List and prepares statistical reports.

Receives complaints and makes recommendations concerning abatements.

→ Assists, assigns and trains department clerical staff involving office record keeping, and use of computer system(s).

Prepares monthly property transfers and enters into computer.

Coordinates with the Tax Collector's Office and the City Clerk's Office regarding tax adjustments and refunds, in preparation on and filing for State reimbursement programs.

Meets, greets and assists the general public, attorneys, appraisers and title searchers regarding City properties; types letters, answers telephone and makes copies of street cards.

Performs other related duties as assigned.

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Assistant Assessor (Full-Time)

APPENDIX E  
JOB DESCRIPTIONS

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, methods and techniques of real and personal property evaluation for assessment purposes.

Knowledge of criteria used for the distressed programs, personal property values, elderly programs, veterans programs, SSI, blind and municipal ordinances.

Ability to plan, assign and supervise work of a part time Clerk.

Ability to read and understand deeds, review residential and commercial appraisals.

Ability to understand and interpret laws pertaining to property assessment.

Ability to prepare computer and statistical reports.

Ability to establish and maintain effective working relationships with other employees and the public.

REQUIRED EQUIPMENT OPERATION

Operates a typewriter, calculator, computer for data entry, word processing and report preparation, and other standard office equipment; drives a motor vehicle.

REQUIRED PHYSICAL EFFORT

Must be able to sit and stand over extended periods of time, bend, reach, lift and carry forms, materials, etc.

QUALIFICATIONS (Minimum)

Graduation from high school plus specialized training in computer operations plus a minimum of one year in real property appraisal work and municipal assessment or equivalent.

September, 1998

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DUTIES OF PART-TIME SECRETARY FOR BUILDING & ZONING DEPT.

1. Reception & secretarial duties for Bldg. & Zoning, Electrical Inspector, Facilities Managers
2. Filing of permits & plans for Building, Zoning & Inland/Wetlands
3. Organizing Zoning & DIWA plans for submission to Agencies
4. Recording of permits daily into day book
5. Typing correspondence
6. State Quarterly Reports for Building, Zoning & Inland/Wetlands
7. Writing requisitions for department expenditures
8. Weekly salary sheets
9. Monthly vehicle allowance sheets
10. Annual Budget for Building Dept.
11. Keeping & retrieving P&Z, Zoning & DIWA files
12. Ordering supplies & Bldg. Dept. forms
13. Monthly Building Dept. reports to Bd. Of Aldermen
14. Monthly Reconciliation of cash & checks to Finance Dept.
15. Copying of documents of Bldg. Dept. files for the public
16. Sending Faxes
17. Keeping vacation, sick time records
18. Because of shared office space, assisting customers for Assessor & Fire Marshal's office

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**Custodian - City Hall (Full-Time)**

APPENDIX E  
JOB DESCRIPTIONS

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**CITY OF DERBY**

**TITLE: CUSTODIAN (City Hall)**

**OBJECTIVES**

Under Supervision of the Mayor or his designee, performs various custodial duties in City Hall as assigned including cleaning offices, bathrooms, and other facilities. Empties waste baskets, vacuums floors, cleaning furniture, shelves, etc. Performs other manual labor as required.

**ESSENTIAL FUNCTIONS**

Vacuums carpets and furniture, sweeps, buffs, waxes, and mops floors, cleans bathrooms, rugs and windows, shampoos carpets, and replaces supplies.

Cleans furniture, shelves, stairs, walls, windows, sills, etc.; empties waste baskets, removes rubbish, and strips, seals, and waxes floors.

Shovels walks and entryways during winter months; cuts grass, weeds, and trims hedges.

Repairs chairs, doors; assembles and moves furniture, paints.

Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of materials, methods, implements, and devices used in cleaning operations.

Knowledge of the care of custodian equipment and bathrooms.

Sufficient strength and health to permit the performance work during long working hours.

Ability to understand and follow oral and written instructions.

Ability to maintain a satisfactory working relationship with others.

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**Custodian - City Hall (Full-Time)**

APPENDIX E  
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**REQUIRED EQUIPMENT OPERATION**

Ability to operate a vacuum cleaner, wet/dry vacuum, buffing machine, mower, snow blower, and other cleaning equipment; drives a motor vehicle.

**REQUIRED PHYSICAL EFFORT**

Performs heavy cleaning and mowing, climbing ladders, scaffolds, etc., standing up for a long period of time while using a vacuum cleaner, pushing a dust mop, using a buffing machine and/or wet/dry vacuum.

**QUALIFICATIONS**

Graduation from high school plus 3-6 months of related experience or equivalent.

Must possess a valid motor vehicles driver's license.

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1303-259 01.08.30.05

**Custodian - Library (Part-Time)**

APPENDIX E  
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

**CITY OF DERBY  
JOB DESCRIPTION POSTING**

**Position:** Custodian

**Classification:** Non-exempt

**Full/Part-Time:** Part-Time (15 hours/week)

**Department:** Library; Reporting to Library Director

**Schedule:** Monday-Wednesday, 4:30 p.m. - 8:00 p.m.  
Saturday, 7:00 a.m. - 11:30 a.m.

**Rate of Pay:** Per City Hall Employees Contract (Local 1303-259)  
Current: \$22.83/hour

**Closing date:** August 24, 2020

**Job posting:**

Under the supervision of the Library Director, the part-time Custodian is responsible for maintaining the Derby Public Library building and grounds in clean and orderly condition.

The part-time Custodian cleans and maintains the Library building, grounds, areas, furnishings and equipment; performs preventive maintenance; and performs other duties as assigned. The part-time Custodian performs a variety of manual/physical work and uses equipment, cleaning products and other materials in the performance of duties. The part-time Custodian works cooperatively with others and exhibits professionalism with Library patrons, personnel and others.

The part-time Custodian works under the general direction of the Library Director. The part-time Custodian works independently and, at times, with minimal to no supervision. The part-time Custodian is responsible for performing duties and responsibilities safely and effectively and for completing tasks in a timely manner in accordance with industry standards and with City and Library policies and procedures.

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## **Custodian - Library (Part-Time)**

APPENDIX B  
JOB DESCRIPTIONS  
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### **Job Environment:**

The Library is a 14,700 square foot facility. Areas for which the part-time Custodian is responsible include, without limitation: four (4) restrooms (three (3) are public), two (2) meeting/program rooms, staff work room, kitchenette, three (3) floors of material collections, and three (3) circulation stations, storage rooms/areas, hallways/walkways and outside grounds.

### **Minimum Qualifications:**

High School diploma or equivalent and/or prior training or background in mechanical and electrical systems and maintenance procedures.

### **Supplemental Information:**

An employment application may be obtained by visiting the City of Derby website at <https://www.derbyct.gov/EmploymentOpportunities> or by contacting Pam Gagliardi at [pgagliardi@derbyct.gov](mailto:pgagliardi@derbyct.gov) or at 203-736-1450 ext. 1221.

Please send completed applications to:  
Ms. Pam Gagliardi  
Administrative Assistant to the Mayor  
1 Elizabeth Street  
Derby, CT 06418

The City of Derby is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

Date Posted: August 14, 2020

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**Custodian - Library (Part-Time)**

APPENDIX E  
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

**CITY OF DERBY  
DERBY PUBLIC LIBRARY, Derby, CT  
CUSTODIAN JOB DESCRIPTION – Revised 11/18/2010**

**General Duties:**

**Maintains library building: minimum requirements included but are not limited to:**

- Cleans/disinfects all restroom facilities/keeps restrooms stocked
- Wet mops restrooms, elevator, stairwell areas, and all tiled areas
- Empties all trash barrels
- Vacuums all carpeted areas
- Sweeps all floors, stairs, porches and walkways
- Keeps fireplaces clean
- Polishes all brass
- Washes windows to door entryways (i.e. main entryway, doors to stack areas, children's, etc.)
- Dusts shelving and furniture
- Waxes entryway, stairwells and hallways
- Maintains schedules for outside services (code regulations, service contracts, etc.)

**Maintains grounds: minimum requirements included but not limited to:**

- Keeps grounds free of litter
- Mows lawn, rakes leaves
- Keeps sidewalks free of snow and ice
- Sweeps walkways and sidewalks
- Empties and cleans all outside trash receptacles

**Preventive maintenance:**

- Notifies Library Director to necessary repairs and maintenance concerns
- Notifies Library Director when maintenance supplies are needed

**Performs other duties as necessary or as requested**

**Desired Knowledge, Skills and Abilities**

- High school diploma and/or prior training or background in mechanical and electrical systems and maintenance procedures

**Personality and behavior traits:**

- Cooperative attitude
- Organizes work well
- Communicates well
- Takes initiative
- Shows tact
- Shows enthusiasm for work

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**Custodian - Library (Part-Time)**

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JOB DESCRIPTIONS  
2021 MAR 3 PM 4:35

- Ability to operate library maintenance equipment
- Physically fit to perform required duties, lift items, etc.
- Knowledge of library rules, regulations and procedures

Signature of Custodian \_\_\_\_\_

Date \_\_\_\_\_

2021 MAR 3 PM 2:39

Custodian - Senior Center (Part-Time)

APPENDIX E  
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35



February 3 2016

**Posting for CUSTODIAN  
Part Time Custodian  
Derby Senior Center**

The City of Derby is seeking to fill the position in Derby Senior Center for a part-time custodian.

The minimum qualifications and job duties as well as hours are set forth in the job description on file with the Mayor's Office.

Any Local 1303-259 employee wishing to be considered for the position must submit a request in writing to their supervisor or the Mayor on or before February 12 2016. Requests received after February 12 2016 will not be considered.

2021 MAR 3 PM 2:33

**Custodian - Senior Center (Part-Time)**

APPENDIX A  
JOB DESCRIPTIONS  
2021 MAR 3 PM 4:35

**CITY OF DERBY**

**TITLE: CUSTODIAN (Senior Center)**

**OBJECTIVES**

Under the supervision of the Senior Center Director or his/her designee, performs various custodial duties in the senior center as assigned including cleaning kitchen, bathrooms and other facilities. Empties waste baskets, vacuums floors, cleaning furniture, etc. Performs other manual labor as required.

**ESSENTIAL FUNCTIONS**

Vacuums carpets and furniture, sweeps and mops floors, cleans bathrooms, rugs and windows.

Daily removal of garbage from building and placed curbside once a week.

Shovels walks and entryways during winter months.

Sets up tables and chairs for various activities.

Cleans kitchen after lunches and functions.

Keeps a list of supplies for restocking.

Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of materials, methods, implements and devices used in cleaning operations.

Knowledge of the care of custodian equipment and bathrooms.

Sufficient strength and health to permit the performance work.

Ability to understand and follow oral and written instructions.

Ability to maintain a satisfying working relationship with others.

**REQUIRED EQUIPMENT OPERATION**

Ability to operate a vacuum cleaner, wet/dry vacuum, and other cleaning equipment.

2021 MAR 3 PM 2:39

**Custodian - Senior Center (Part-Time)**

APPENDIX E  
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

**REQUIRED PHYSICAL EFFORT**

Performs heavy cleaning, climbing ladders, etc., standing up for a long period of time while using a vacuum cleaner, pushing a dust mop, and/or wet/dry vacuum.

**QUALIFICATIONS**

Graduation from high school plus 3-6 months of related experience or equivalent.

Must possess a valid motor vehicle driver's license.

**WORK SCHEDULE**

Monday through Friday 8:30 a.m. to 11:30 a.m.

2021 MAR 3 PM 2:39



**Custodian - Police Department (Full-Time)**

APPENDIX A  
JOB DESCRIPTIONS

**CITY OF DERBY**

**TITLE: CUSTODIAN (Police Department)**

**OBJECTIVES**

Under supervision of the Police Lieutenant, performs various custodial duties in the Police Department as assigned including cleaning offices, bathrooms and other facilities. Empties waste baskets, vacuums floors, cleaning furniture, shelves, etc. Performs other manual labor as required.

**ESSENTIAL FUNCTIONS**

Vacuums carpets and furniture, sweeps, buffs, waxes, and mops floors, cleans bathrooms, cell blocks, rugs and windows, shampoos carpets, and replaces supplies.

Cleans furniture, shelves, stairs, walls, windows, sills, etc.; empties waste baskets, removes rubbish, and strips, seals and waxes floors.

Shovels walks and entryways during winter months; cuts grass, weeds, and trims hedges.

Repairs chairs, doors, assembles and moves furniture, paints.

Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of materials, methods, implements, and devices used in cleaning operations.

Knowledge of the care of custodial equipment and bathrooms.

Sufficient strength and health to permit the performance work during long working hours.

Ability to understand and follow oral and written instructions.

Ability to maintain a satisfactory working relationship with others.

2021 MAR 3 PM 2:39

**Custodian - Police Department (Full-Time)**

APPENDIX E  
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

**REQUIRED EQUIPMENT OPERATION**

Ability to operate a vacuum cleaner, wet/dry vacuum, buffing machine, mower, snow blower, and other cleaning equipment; drives a motor vehicle.

**REQUIRED PHYSICAL EFFORT**

Performs heavy cleaning and mowing, climbing ladders, scaffolds, etc., standing up for a long period of time while using a vacuum cleaner, pushing a dust mop, using a buffing machine and/or wet/dry vacuum.

**QUALIFICATIONS**

Graduation from high school plus 3-6 months of related experience or equivalent.

Must possess a valid motor vehicle driver's license.

2021 MAR 3 PM 2:39

**Assistant - Economic & Community Development (Full-Time)**

*Assistant Director*

Program Specialist for the  
Office of Economic and Community Development

Salaried Position – Subject to Collective Bargaining of City Hall Employee Union

Duties include but not limited to assembling bid packages, overseeing the distribution and advertisement of bids for community and economic development projects, management of various economic and community development grants, research and assemble materials for grants. Person must have experience with state and federal grants management, Microsoft XP Office, Windows, Excel, Adobe, spreadsheets, mail and correspondence. Other duties as determined by the Director of Economic and Community Development (DECD).

This position reports directly to the DECD and hours and days of work are pursuant to the City Hall hours of operation. Position may include travel and meetings after hours.

2021 MAR 3 PM 2:39

**Assistant Finance Director (Full-Time)**

APPENDIX E  
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

**TITLE: ASSISTANT FINANCE DIRECTOR**

**OBJECTIVES:**

Under this supervision of the Finance Director, performs administrative and clerical duties to assist in the execution of the functions of the finance department. Coordinates and submits payroll for all City Departments. Other duties include recording financial information (e.g. journal entries), preparing, and recording deposit information as needed. Advising employees, dependents and survivors of their benefits. Reviews, processes and reconciles all aspects of requisitions, purchases and payables. Substitutes for the Finance Director in his/her absence. Attention to detail and timeliness are essential.

**ESSENTIAL FUNCTIONS:**

- Timely, weekly processing and administration of all payroll information to the payroll contract company and distribution of payroll checks to employees
- Assists employees to understand and complete payroll withholding items
- Tracks all employee sick, vacation and personal time off
- Executes positive pay transmissions and bank transfers
- Records all weekly payroll data in the financial management system and performs necessary reconciliations
- Reviews for accuracy and completion, and then processes, requisition orders
- Prepares, reviews, prints and posts batches of purchase orders
- Presents purchase orders for signature by the department head and the Finance Committee.
- Enters purchase orders for payment, runs reports and posts.
- Runs accounts payable checks, files all journals and posting data
- Informs employees about benefits for themselves, dependents and beneficiaries
- Processes retiree benefits and assists in the preparation of Post Employee Benefit report (OPEB)
- Substitutes for the Finance Director as necessary; makes cash deposits at the bank, post accounts receivable and payables; signs vouchers for payments, prepares accounts payable checks.
- Answers the telephone, assists other employees of the finance department and the auditor when necessary, processes vendor, department head and other inquiries as needed.
- Performs other related duties as assigned

2021 MAR 3 PM 2:39

## **Assistant Finance Director (Full-Time)**

APPENDIX A  
JOB DESCRIPTIONS

### **REQUIRED KNOWLEDGE AND ESSENTIAL SKILLS:**

- Knowledge of office practices, bookkeeping principles and procedures, processing of employee payroll, wage taxes and deductions and the familiarity with the City budget.
- Knowledge of required federal and state tax forms and reports relating to employee payroll deductions.
- Knowledge of the administration of a comprehensive employee benefit package, including health and life insurance.
- Ability to organize and coordinate work in order to complete assignments in accordance with established due dates
- Ability to maintain complete and accurate detailed reports
- Ability to operate a PC or department computer to enter data into the GEMS software program also Microsoft office package
- Ability to work effectively with officials, employees and general public on a direct basis

### **REQUIRED EQUIPMENT OPERATION:**

- Computer
- Fax machine
- Copying machine
- Telephone
- Calculator
- Pitney Bowes mail machine

### **REQUIRED PHYSICAL EFFORT**

- Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time utilizing assigned office equipment; must have the flexibility to file letters, forms and reports in file cabinet drawers and journals; must be able to lift journals and carry reports, papers, etc.

### **QUALIFICATIONS (Minimum)**

- Associates degree in accounting, finance, or a related field, along with computer experience plus a minimum of two years of related work experience or a minimum of five years of extensive payroll, purchasing, payables, and benefits experience.
- Ability to handle interruptions with patience and professionalism.

2021 MAR 3 PM 2:39

2021 MAR 3 PM 4:35

Assistant - Executive Assistant to the Chief of Police (Full-Time)



***Derby Police Department***

125 Water Street  
Derby, Connecticut 06418  
Tel. (203) 735-7811  
FAX (203) 736-1499  
Terri.kuskowski@derbypd.org



TO: City Hall Union Members

FROM: Chief Gerald D. Narowski

SUBJECT: Vacancy - Executive Assistant to the Chief of Police

DATE: 06 DEC 16

PAGE 1 OF 1 PAGE

All,

As per the contract between the City of Derby and AFSCME Local 1303-259, Article XI, you are hereby notified that a vacancy will exist in the position of Executive Assistant to the Chief of Police beginning on 09 JAN 17.

The job description is attached and the rate of compensation will be that of "assistant" per the CBA. This posting will close to City Hall Union Members on 14 DEC 16. Please feel free to contact me if you have any questions about the position or the process.

Respectfully,

Gerald D. Narowski

A handwritten signature in black ink, appearing to read "Gerald D. Narowski", is written over a horizontal line.

Chief of Police,  
Derby Police Department

cc: Meg Martins, Union President - Local 1303-259

2021 MAR 3 PM 2:39

**Assistant - Executive Assistant to the Chief of Police (Full-Time)**

Derby Police Department  
City of Derby



**Executive Assistant to the Chief of Police**

**Position Title:** Executive Assistant  
**Reporting to:** The Chief of Police  
**Classification:** Non-Exempt  
**Location:** Derby, CT  
**Hours:** M-F 8AM-4PM (35 hours per week) Occasional after hours work  
**Compensation:** Per collective bargaining agreement Local 1303-259 Council 4 AFSCME

**Position Overview:**

The Executive Assistant to the Chief of Police provides high-level and confidential administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.

**Essential Functions:**

- Support the Chief of Police through calendar management, travel arrangements/accommodations, and schedule coordination.
- Prepares invoices, reports, memos, letters, financial statements and other documents.
- Stamps and receives incoming mail and processes outgoing mail.
- Inputs data into office, departmental forms, electronic forms and department databases. Makes postings to various reports, including annual reports and crime reports.
- Perform a wide variety of duties including but not limited to drafting documents and correspondence through PowerPoint, Word, Excel, etc. and complete presentations.
- Administrative functions such as filing, paperwork, printing/binding presentations, organizing expense reports, and other miscellaneous tasks.
- Provide general office support and help for all employees, order office supplies from vendors, answer the office phone line and directs all incoming calls appropriately.
- Act as a recording secretary at Daily Staff meetings, Police Commissioners meetings, and other ad hoc meetings.
- Maintain accurate, up-to-date, and detailed personnel files for the department including performance management and development, and separation/post-separation related information.
- Ensures compliance with all state and federal laws and regulations pertaining to Human Resources matters.
- Maintain relationships with other city officials, schedule meetings, field inquiries, and concerns, take messages, follow up on all requests, and send out necessary follow-up communications.
- Address any human resources related questions from Department Staff and ensure all staff has access to and is able to use the various self-service employee programs such as the benefits, payroll, time off request, training records, report of injury, the personal information record updates process, and the administration of Federal and CT State FMLA.
- Regularly maintain the departmental organization charts.
- Maintain employee and other contacts phone and email distribution lists.
- Assist in the development and tracking of the department's annual budget.
- Manages accounts payable, prepares invoices, requisition orders, purchase orders, letters, financial statements and other documents.
- Various other duties as assigned.

2021 MAR 3 PM 2:40

**Assistant - Executive Assistant to the Chief of Police (Full-Time)**

2021 MAR 3 PM 4:35

**Derby Police Department  
City of Derby**

**Executive Assistant to the Chief of Police**

**Qualifications:**

- High School Diploma required or the equivalent
- Associates Degree preferred.
- Minimum of three years of Administrative Assistant experience in a fast pace environment.
- Some human resource training or experience preferred.
- Excellent proficiency in Microsoft Office Applications (Word, PowerPoint, Excel and Outlook)
- Dependable and reliable with sensitive and confidential information.
- Strong interpersonal and communication skills (written and verbal).
- Top-notch ability to multi-task and exhibit grace under pressure.
- A quick study with go-getter personality willing to troubleshoot and think outside the box.
- Dependable and reliable.
- Critical thinking skills.
- Must be very thorough and organized.
- Able to use judgment and discretion when addressing confidential information.
- Must be able to pass a background screening including a drug screen, criminal search, credit search and reference checks.

**Tools and Equipment:**

Personal computer, including all necessary software, such as Microsoft Office Suite; email, various department databases, and general internet searches and usage. Telephones, copier, fax and scanner. Various other office tools and equipment related to performing the job.

**Physical/Mental Requirements:**

Must be able to lift, push or pull up to 50 pounds. Must be able to sit or stand for long periods. Must be able to walk long distances and climb stairs. Must have regular vision and hearing (corrected). Must be able to speak clearly on the telephone and in person. Must be able to concentrate on work related activities for extended periods of time.

**Work Environment:**

Office work environment.

**Position Selection Guidelines:**

Formal written application, a rating of education and work experience, interview, background check including drug screening, criminal search, credit check, employment, education and personal reference checks. Other various job-related assessments and exams.

The collective bargaining agreement between the City of Derby and Local 1303-259 of Council 4, American Federation of State, County and Municipal Employees, AFL-CIO, City Hall Employees applies. Position title per CBA is "Assistant" for the purposes of compensation and benefits.

The City of Derby and the Derby Police Department is an equal opportunity employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law. EOE, M/F/D/V



**Tax Collector (Full-Time)**

**CITY OF DERBY  
JOB DESCRIPTION POSTING**

**Position:** Tax Collector

**Department:** City Hall; Reports to Mayor or his/her designee

**Classification:** Non-exempt

**Full/Part-Time:** Full-Time (35 hours/week)

**Schedule:** Monday-Wednesday 8:30am-5:00 pm Thursday 8:30am-6:00 pm and  
Friday 8:30am-12:30 pm

**Rate of Pay:** Per City Hall Employees Contract (Local 1303-259)  
Current: \$37.53/hour

**Closing date:** October 16th, 2020

**Job posting:**

The City of Derby is seeking a full-time Tax Collector to perform such duties as directing and participating in the billing and collection of: real, motor vehicle and personal property taxes; sewer assessments and sewer use; maintaining and processing of moneys collected to the general fund; and the preparation of reports of collection. Additional duties can be found on the full job description, which is also posted adjacent to this notice and has been provided to all bargaining unit employees via email.

**Minimum Qualifications:**

An Associate's degree in Business, Accounting or related field and three years of progressively responsible experience working in accounting, collection, finance or related field including supervisory work and experience related to municipal revenue collection and accounting, or equivalent. Must be bondable.

2021 MAR 3 PM 2:40

**Tax Collector (Full-Time)**

APPENDIX E  
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

An employment application may be obtained by visiting the City of Derby website at <https://www.derbyct.gov/EmploymentOpportunities> or by contacting Pam Gagliardi at [pgagliardi@derbyct.gov](mailto:pgagliardi@derbyct.gov) or at 203-736-1450 ext. 1221.

Please send completed applications to:  
Ms. Pam Gagliardi  
Administrative Assistant to the Mayor  
1 Elizabeth Street  
Derby, CT 06418

The City of Derby is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

Date Posted: 10/7/2020

2021 MAR 3 PM 2:40

Tax Collector (Full-Time)

APPENDIX A MAR 3 PM 4:35  
JOB DESCRIPTIONS

City of Derby

200

TITLE: TAX COLLECTOR

OBJECTIVES

Under the administrative direction of the Mayor, directs and administers the revenue collection activities and statutory responsibilities of the Tax Collector's Office. Prepares tax bills from the Grand List furnished by the Assessor. Oversees and participates in the recording and collecting of local property taxes, assessments, liens and other municipal revenues.

ESSENTIAL FUNCTIONS

Administers, directs and participates in the billing and collection of: real, motor vehicle, and personal property taxes; sewer assessments and sewer use; the maintenance and processing of moneys collected to the general fund; and the preparation of reports of collection.

Supervises and trains clerical administrative staff in receiving, reconciling, and depositing tax collections and other revenue, and ensures compliance of office procedures with tax laws.

Computes revenue balances.

Investigates tax delinquencies, implements collection procedures, and coordinates legal procedures for collection of back taxes.

Prepares and administers operating budget for department.

Meets and negotiates with the public to explain tax collection procedures and law, investigates and resolves complaints, and to arrange for payment of delinquent accounts.

Determines whether to issue warrants or file tax liens, and initiates action to implement the decision; removes liens and follows-up bankruptcy cases.

Coordinates the billing and receipt of real estate tax payments by mortgage companies; corresponds with mortgage companies to resolve problems of non-payment or overpayment of accounts.

Evaluates current collection practices and data processing applications and proposes procedural or administrative change as warranted.

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2021 MAR 3 PM 2:40

**Tax Collector (Full-Time)**

APPENDIX E  
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

200

Provides information to attorneys, banking officials, constables and sheriffs, and the public regarding tax policies and procedures.

Prepares and submits oral and written reports to State and City officials, and consults with same on revenue collection matters.

Performs other related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITY**

Thorough knowledge of the principles and procedures of municipal revenue collection, assessment, land records and tax laws, requirements and procedures.

Thorough knowledge of modern office methods and practices including the utilization of data processing applications as they relate to billing and collection work.

Considerable knowledge of and ability to interpret and apply the provisions of State Statutes and ordinances governing the City's revenue collection operation.

Knowledge of accounting principles and practices, and required tax reports.

Ability to prepare and analyze complex statistical and technical reports.

Ability to plan and prioritize department operations to meet established and statutory deadlines.

Ability to schedule, assign, supervise and train subordinates.

Ability to deal effectively with City and State officials, banking officials and the public.

Ability to prepare a department budget.

**REQUIRED EQUIPMENT OPERATION**

Operates office equipment as required including but not limited to a department computer, printer, telephone, electronic calculator, adding machine and copying machine.

**REQUIRED PHYSICAL EFFORT**

Must be able to sit at desk or stand at an assigned location and work continuously for extended periods of time, utilizing assigned office equipment, lift and carry reports, boxes and office equipment.

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2021 MAR 3 PM 2:40

Tax Collector (Full-Time)

APPENDIX E MAR 3 PM 4:35  
JOB DESCRIPTIONS

200

QUALIFICATIONS

An Associate's degree in Business, Accounting or related field and three years of progressively responsible experience working in accounting, collection, finance or related field including supervisory work and experience related to municipal revenue collection and accounting, or equivalent.

SPECIAL REQUIREMENTS

Certification as a Connecticut Municipal Tax Collector.

Must be bondable.

September, 1998

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2021 MAR 3 PM 2:40

**Assistant Tax Collector (Full-Time)**

APPENDIX E  
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35



Date: March 4, 2019

**JOB POSTING**  
**Posting for Full-Time Assistant Tax**  
**Collector**

The City of Derby is seeking to fill the position of a full time Assistant Tax Collector for the City of Derby.

The minimum qualifications, job duties and hours for this position are set forth in the job description on file with the Mayor's office.

Any Local 1303-259 employee wishing to be considered for the position of Full Time Assistant Tax Collector must submit a request in writing to their supervisor or the Mayor on or before March 12 2019.

Requests received after March 12, 2019 will not be considered.

2021 MAR 3 PM 2:40

Assistant Tax Collector (Full-Time)

APPENDIX E  
JOB DESCRIPTIONS  
2021 MAR 3 PM 4:35

201

City of Derby

TITLE: ASSISTANT TAX COLLECTOR

OBJECTIVES

Under the supervision of the Tax Collector, assists in completing the City's tax collection activities including the posting of daily receipts, proving deposits and closing books; maintain real and property tax records and performs other related duties as assigned.

ESSENTIAL FUNCTIONS

Collects and posts daily tax payment receipts into the computer; proves daily and weekly deposits and closes books; receives and posts tax payments from bank escrowing taxes; balances rate books; calculates and collects interest and penalties for late tax payments; prepares reports, daily and weekly deposits, suspense lists, etc.

Answers telephone inquiries from taxpayers, banks, lawyers and title searchers.

Coordinates the mailing of tax bills to taxpayers and banks, and delinquent notices and statements, and imprints bank codes on bills.

Prepares and types State required reports including Motor Vehicle forms and releases, and reports to the Treasurer.

Assists in working at the office counter; types, calculates, and handles inquiries, noncash adjustments, reports, notices and statements, postage machine and cash register.

Substitutes for the Tax Collector in his/her absence.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Considerable knowledge of bookkeeping principles and practices including various tax collection procedures, State laws and City ordinances and regulations relating to municipal revenue collection.

Ability to prepare reports and maintain financial records.

Ability to operate a department computer and other office equipment.

Ability to tactfully and courteously deal and maintain good working relationships with others, with polite and objective firmness.

2021 MAR 3 PM 2:40

Assistant Tax Collector (Full-Time)

APPENDIX E  
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

201

Ability to supervise others as required.

REQUIRED EQUIPMENT OPERATION

Operates office equipment as required including a department calculator, department computer, typewriter, cash register, telephone, calculator, adding machine, fax and copying machine.

REQUIRED PHYSICAL EFFORT

Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time, utilizing assigned office equipment; file correspondence and reports; carry reports and equipment.

QUALIFICATIONS

Graduation from high school supplemented by bookkeeping, collections and payment application courses along with computer knowledge plus a minimum of one year of -related experience or equivalent. Must be able to be bonded.

September, 1998

2021 MAR 3 PM 2:40



Clerk FT - Clerk - Tax Collector's Office (Full-Time)

APPENDIX A  
JOB DESCRIPTIONS  
2021 MAR 3 PM 4:35

202

City of Derby

TITLE: CLERK

OBJECTIVES

Under supervision of the Tax Collector, receives, reviews and enters tax bills into the computer. Prepares delinquent statements and performs other clerical duties.

ESSENTIAL FUNCTIONS

Enters tax bills into computer, posts the rate book and bills taxpayer's account; assists with bank codes.

Prepares and distributes notices and letters; send Delinquency Report to Motor Vehicles.

Types tax warrants, letters and forms, as required.

Responds to customer inquiries, problems and complaints.

Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Tax office procedures, applicable State laws and City ordinances.

Ability to use office machines, department computer, typewriter and copy machine.

Ability to deal effectively with the general public.

Ability to make accurate mathematical calculations.

REQUIRED EQUIPMENT OPERATION

Operates standard office equipment including a department computer and typewriter.

REQUIRED PHYSICAL EFFORT

Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time, utilizing assigned office equipment; file correspondence and reports; carry boxes of computer paper.

2021 MAR 3 PM 2:40

Clerk FT - Clerk - Tax Collector's Office (Full-Time)

APPENDIX E  
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

202

QUALIFICATIONS (Minimum)

. Graduation from high school supplemented by training in a department computer operation and typing plus 2-3 months of related experience or equivalent combination of education and experience.

September, 1998

2021 MAR 3 PM 2:10

Assistant Town/City Clerk (Full-Time)

APPENDIX A  
JOB DESCRIPTIONS  
2021 MAR 3 PM 4:35

Date: December 23, 2019

**Posting for  
Assistant Town / City Clerk**

The City of Derby is seeking to fill the following positions:  
Assistant Town / City Clerk.

The minimum qualifications and job duties are set forth in the job description on file with the Town / City Clerk and attached to this posting.

Assistant Town / City Clerks are Bargaining Unit positions and part of the Local 1303-259 of Council 4, AFSCME, AFL-CIO, City Hall Employees.

All applicants must submit resume and Notary Public appointment certificate on or before Monday January 13, 2019 at 5:00 pm.to:

Town / City Clerk Marc J. Garofalo via email at  
[townclerk@derbyct.gov](mailto:townclerk@derbyct.gov).

Requests received after January 13, 2019 will not be considered.

#

2019 DEC 23 PM 5:16

2021 MAR 3 AM 2:40

**Assistant Town/City Clerk (Full-Time)**

APPENDIX E  
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

**TITLE: ASSISTANT TOWN / CITY CLERK**

**OBJECTIVES:**

Under the supervision of the Town Clerk, performs clerical and administrative duties to assist in the execution of the functions of the Town Clerk and Registrar of Vital Statistics as set forth in the General Statutes of the State of Connecticut, and City Ordinances; assists the public with specialized, historical, and general information; researches records and statutes for Aldermen and City agencies, and performs office functions. Substitutes for the Town Clerk in his/her absence.

**ESSENTIAL FUNCTIONS:**

Records, processes and indexes land records and deeds using the department computer to enter data into City records; determines and collects recording fees and conveyance taxes; maintains an accurate day book and indexes; updates status of property liens; prepares original documents for return; and informs Assessor and Tax Collector of all property transfers.

Records indexes and files maps, Veteran Discharges (DD 214 forms), liquor permits and trade name certificates; index and file maps; certifies military records for death and insurance benefits; gives oath to Notary Public appointments.

Inspects survey and subdivision maps for proper size, filing fee, and necessary signature and seal; completes filing procedures for permanent retention of maps.

Assists lawyers, title searchers, bankers, sheriffs, and general public with the use of land records, subdividing and survey maps, and with specialized information concerning city regulations, procedures, and agencies; prepares copies of these records when requested.

Issues licenses and permits for marriage and deaths; certifies birth, death and marriage records as required, maintains confidentiality of births and adoption records, updates adoption files, indexes, burials,

2019 DEC 23 PM 5:08

2019 DEC 12 PM 4:51

2021 MAR 3 PM 2:40

**Assistant Town/City Clerk (Full-Time)**

APPENDIX B MAR 3 PM 4:35  
JOB DESCRIPTIONS

cremations and disinterment; collects fees for all permits, licenses, and certified copies; furnishes information on all aspects of Vital Statistics; compiles statistical data; prepares and submits reports; issues dog and sports licenses.

Posts city meetings on calendar and files notices. Assists the Town Clerk in preparing for elections; issues absentee ballots.

Prepares and maintains books of all receipts and sales; makes deposits to General Fund weekly; prepares end-of-month reports to the State for sport licenses.

Assists with document management program including filing, posting and archiving of agendas, minutes, and records of the City.

Answers inquiries from the general public regarding land records, genealogy, etc.

Serves as a Notary Public, prepares certified copies of documents and affixes seals. Performs other related duties as assigned.

Under the direction of the Town / City Clerk, website content responsibility will be performed developing the voice for all aspects of the City's online presence. In addition to writing, editing, and proofreading site content, this person will also work closely with department heads to maintain site standards with regard to new development. Website content functions will also be include crafting site promotions, email newsletters, and online outreach campaigns. This position will work closely with all departments of the City, so strong communication skills are needed. Tasks require a strong attention to detail and ability to work under tight deadlines.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

2019 DEC 23 PM 5:08

Knowledge of State Statutes and other legal documents.

Knowledge of office practices and procedures, fee collections, all areas of vital statistics, posting of legal requirements.

2019 DEC 12 PM 4:51

2021 MAR 3 PM 2:40

**Assistant Town/City Clerk (Full-Time)**

APPENDIX E  
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

Ability to organize and coordinate work so as to complete assignments in accordance with established due dates.

Ability to maintain complete and accurate detailed records. Ability to type, operate a computer and other office equipment.

Ability to understand and apply provisions of State Statutes, local regulations and policies. Ability to work effectively with officials, employees and general public on a direct basis.

Create, develop and manage content for organization's web presence (requires working with content management software)

Coordinate web projects across departments

Maintain a consistent look and feel throughout all web properties

Working with a cross-departmental team, maintain and develop the master content calendar for all web properties

Copy edit and proofread all web content

Oversee freelancers, including writers, copyeditors and community outreach organizers

Keep current with emerging web technologies through relevant blogs, listservs, and events

Assure web-based information is archived for future needs and reference

Track and report on all site metrics

2019 DEC 23 PM 5:08

Work cooperatively with key team members, clients and vendors

**REQUIRED EQUIPMENT OPERATION**

Operates office equipment as required including but not limited to personal computer and printer for data entry and word processing; operates a telephone, calculator, adding machine, fax machine, copying machine and

2019 DEC 12 PM 4:51

2021 MAR 3 PM 2:40

**Assistant Town/City Clerk (Full-Time)**

APPENDIX B  
JOB DESCRIPTIONS  
2021 MAR 3 PM 4:35

mailing equipment; drives a motor vehicle.

**REQUIRED PHYSICAL EFFORT**

Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time, utilizing assigned office equipment, files letters, correspondence, reports, etc. in file cabinet drawers; carries land records and map books.

**QUALIFICATIONS (Minimum)**

Graduation from high school supplemented by business and commercial courses along with computer knowledge plus a minimum of one year of related experience, or equivalent. Bachelor's Degree preferred.

Must possess a valid motor vehicle operator's license.

Exceptional communication and organizational skills

Advanced knowledge of HTML and experience with popular content management systems (Drupal, Convio, Kintera, etc.)

Ability to manage multiple projects in a fast-paced, deadline-driven environment

Basic Adobe Photoshop skills

Proven ability to build consensus and work effectively within a cross-departmental team.

2019 DEC 23 PM 5:09

Assistant Town Clerks shall either (i) possess a CCTC (Certified Connecticut Town Clerk) professional designation, granted by the Connecticut Town Clerk's Association; or (ii) obtain CCTC professional designation within five (5) years of hire.

Updated to December 12, 2019

#

2019 DEC 12 PM 4:51

2021 MAR 3 PM 2:40

**WPCA Coordinator (Full-Time)**

APPENDIX E  
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35  
new desc

**CITY OF DERBY**

**TITLE: WPCA COORDINATOR, CITY OF DERBY, WPCA**

**OBJECTIVES**

Under the general direction of the Chairman of the Water Pollution Control Authority, directs and administers the revenue collection activities and statutory responsibilities of the WPCA office. Prepares sewer bills, oversees and participates in the recording and collecting of sewer use fees, liens and other revenue.

**ESSENTIAL FUNCTIONS**

Supervises, trains and directs clerical administrative staff in receiving, reconciling and depositing of sewer fee revenue.

Administers the billing and collection of sewer use fee for Derby residents. Interacts with Ansonia WPCA's Administrator in order to reimburse Ansonia pursuant to the Derby WPCA/Ansonia WPCA agreement regarding Derby residents utilizing Ansonia's sewer lines, and collection of Griffin Hospital sewer use fees.

Track properties on septic systems.

Updates account data by recording new accounts for newly constructed homes, businesses and property transfers etc.

Evaluates collection practices and software applications and implements procedural changes as necessary.

Administers collection practices via payment arrangements, follow up correspondence, delinquent notices and lien notices. Refers accounts for collection to attorneys and/or issues warrants to be served by constable or state marshal.

Issues and records liens, releases liens.

Provides information to attorneys, sheriffs, title searchers regarding sewer use policies and procedures.

Administers accounts payable by entering invoices and payment approval. Authorized check signer.

Responsible for reconciling general ledger, month end and year end closings, audits and related reports. Maintain the integrity of the Authority's internal control system, performing monthly bank reconciliation, interfacing the accounts receivable and accounts payable modules to the general ledger.

Prepares requested reports etc. for yearly audit. Analyzes current fiscal year expenditures to prior year expenditures for variances and provides explanations.

Maintain depreciation schedule by properly recording both purchases and disposition of assets.

Maintains archive system for record retention.

Insures WPCA policies and procedures are followed.

Determines yearly revenue to assist in setting WPCA rate.

Prepares operating budget. Tracks budget to actual expenditures for all Authority accounts on a monthly basis.

Tracks bond and DEP grant/loan expenditures.

Arranges meetings, prepares and posts. Publishes legal notices for rate changes, public hearings and billing.

Responsible for preparation of all financial data and interaction with independent auditors.

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## WPCA Coordinator (Full-Time)

APPENDIX E  
JOB DESCRIPTIONS  
2021 MAR 3 PM 4:35

Reports to the WPCA board each month and prepares the Board meeting. Provides information for board motion regarding billing adjustments.

Prepares WPCA letters, memos, correspondences, reports etc.

Performs other related work as required.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Knowledge of WPCA policies, office practices, and procedures.

Thorough knowledge of modern office methods and practices including the utilization of data processing applications as they relate to billing and collection work.

Considerable knowledge and ability to interpret and apply the provisions of State Statutes and ordinances governing the City's revenue collection operation.

Knowledge of accounting principles and practices, including general ledger postings, closings and audits.

Strong personal computer skills including Microsoft Windows, Word, Excel and Access.

Ability to plan and prioritize department operations to meet established deadlines.

Ability to supervise subordinate(s).

Ability to deal effectively with City and State officials, banking officials, engineers, auditors, attorneys, title searchers and the public.

Ability to prepare a department budget.

### REQUIRED EQUIPMENT OPERATION

Operates office equipment as required including but not limited to a personal computer, typewriter, cash register, calculator, printer, shredder, copy and fax machine, postage machine, telephone and tape recorder.

### REQUIRED PHYSICAL EFFORT

Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time, utilizing assigned office equipment; lift materials and equipment, file correspondence, reports and boxes, etc.

### QUALIFICATIONS (MINIMUM)

High school graduate.

Accounting courses with at least three years of progressively responsible experience working in accounting, general ledger relating to municipal revenue collection.

Three years billing and collection experience.

Successful completion of beginning and intermediate accounting courses at the collegiate level.

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**Clerk PT - WPCA Clerk/Bookkeeper (Part-Time)**

APPENDIX E  
JOB DESCRIPTIONS

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**CITY OF DERBY  
JOB DESCRIPTION POSTING**

**Position:** WPCA Clerk/Bookkeeper

**Department:** Water Pollution Control Authority; reporting to WPCA Coordinator

**Classification:** Non-exempt

**Full/Part-Time:** Part-Time (26 hours/week)

**Schedule:** Monday-Thursday 8:30am-2:00 pm and Friday 8:30am-12:30 pm

**Rate of Pay:** Per City Hall Employees Contract (Local 1303-259)  
**Current:** \$17.86/hour

**Closing date:** August 24, 2020

**Job posting:**

The City of Derby Water Pollution Control Authority is seeking a part-time clerk/bookkeeper to perform such duties as posting payments, accounts payable, preparing invoices, entering requisitions, and performing bookkeeping duties, such as account reconciliation and adjusting journal entries and other duties as needed. The part-time clerk/bookkeeper works cooperatively with others and exhibits professionalism with City Hall patrons, personnel and others. The full job description is posted on the City's website [www.derbyct.gov](http://www.derbyct.gov). Potential full-time opportunity.

**Minimum Qualifications:**

High School diploma or equivalent and/or prior training or background in an office setting with computer operation and typing, bookkeeping experience plus related experience or equivalent combination of education and experience.

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**Clerk PT - WPCA Clerk/Bookkeeper (Part-Time)**

APPENDIX B  
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An employment application may be obtained by visiting the City of Derby website at <https://www.derbyct.gov/EmploymentOpportunities> or by contacting Pam Gagliardi at [pgagliardi@derbyct.gov](mailto:pgagliardi@derbyct.gov) or at 203-736-1450 ext. 1221.

Please send completed applications to:  
Ms. Pam Gagliardi  
Administrative Assistant to the Mayor  
1 Elizabeth Street  
Derby, CT 06418

The City of Derby is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

Date Posted: 8/14/2020

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Clerk PT - WPCA Clerk/Bookkeeper (Part-Time)

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CITY OF DERBY

TITLE: CLERK - W.P.C.A.

OBJECTIVES

Under supervision of the W.P.C.A. Department Head Coordinator, enters daily receipts into the computer, makes daily bank deposits and performs other clerical duties as assigned.

ESSENTIAL FUNCTIONS

- Accounts Payable
  - Complete requisition form and receive signed authorization from Superintendent and Department Head for payments of accounts payable.
  - Copy and file when requisition is complete and purchase order is complete from Finance Department and signed by Department Head.
  - Maintain and process various utility bill logs with current balances.
  - Monitor and track past due balances and credits.
  - Work with vendors to reduce or remove late fee charges.
  - Coordinate with Superintendent and Department Head Coordinator for fund shortage to have budget transfers prepared.
  - Deep reimbursement expense.
- Opens mail, processes accounts receivable payments, sends out delinquent notices, and posts partial payments to accounts.
- Enters daily receipts into the computer.
- Process address changes.
- Makes daily bank deposits and balances cash to receipts.
- Sorts out liens and lien releases and notifies the Town Clerk of lien releases each six months.
- Processes transfers and notifies homeowners.

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Clerk PT - WPCA Clerk/Bookkeeper (Part-Time)

APPENDIX E  
JOB DESCRIPTIONS  
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Files delinquencies and notifies customers; calculates past due fees; summarizes accounts maintenance.

Assists attorneys, title searchers and others.

Input Attorney codes in delinquent accounts.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

Working knowledge of W.P.C.A. policies, office practices, and procedures.

Knowledge of bookkeeping principles and practices.

Ability to effectively operate a personal computer utilizing Microsoft Office.

Ability to correctly process and file liens, lien releases, transfers, make bank deposits.

Ability to work effectively with customers, employees, and bank personnel.

REQUIRED EQUIPMENT OPERATION

Operates standard office equipment including but not limited to a personal computer, cash register, calculator, copier, shredder, and fax machine.

REQUIRED PHYSICAL EFFORT

Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time; utilizing assigned office equipment; lift materials and equipment, file correspondence, reports, etc.

QUALIFICATIONS (MINIMUM)

Graduation from high school supplemented by training in a department computer operation and typing plus 2-3 months of related experience or equivalent combination of education and experience.

August 24, 2012

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APPENDIX E-1  
SUPPLEMENTAL JOB DESCRIPTIONS

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APPENDIX E - 1  
SUPPLEMENTAL JOB DESCRIPTIONS

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**Assistant Finance Clerk (Full-Time)**

APPENDIX E  
SUPPLEMENTAL JOB DESCRIPTIONS  
2021 MAR 3 PM 4:35

**CITY OF DERBY  
JOB POSTING**

**Position:** Assistant Finance Clerk  
**Department:** Finance; Reports to Finance Director  
**Classification:** Non-exempt  
**Full/Part-Time:** Full-Time (35 hours/week)  
**Schedule:** Monday-Wednesday 8:30am-5:00 pm Thursday 8:30am-6:00 pm and Friday 8:30am-12:30 pm  
**Rate of Pay:** Per City Hall Employees Contract (Local 1303-259)  
Current: \$27.78/hour  
**Closing date:** Tuesday January 26th, 2021

**Job posting:**

The City of Derby is seeking a full-time employee to support the Finance Director in the daily operations of the finance department. A full list of required duties can be found in the attached job description.

**Minimum Qualifications:**

A Bachelor's Degree in Finance, Accounting or related field or an Associate Degree and five (5) years relevant experience plus computer skills

**Physical requirements:**

- Ability to remain in a stationary position, often standing or sitting for prolonged periods
- Ability to bend, reach and perform other necessary movements to place documents in file cabinets
- Ability to work in a setting subject to continuous interruptions and background noises
- Ability to lift up to twenty-five (25) pounds occasionally.

**Conditions of Employment:**

Must pass drug test and criminal background check.

This position is subject to a probationary period of sixty (60) working days

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A copy of the full job description is attached.

An employment application may be obtained by visiting the City of Derby website at <https://www.derbvct.gov/EmploymentOpportunities> or by contacting Pam Gagliardi at [pgagliardi@derbvct.gov](mailto:pgagliardi@derbvct.gov) or at 203-736-1450 ext. 1221.

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**Assistant Finance Clerk (Full-Time)**

APPENDIX E-1  
SUPPLEMENTAL JOB DESCRIPTIONS

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Please send completed applications to:  
Ms. Pam Gagliardi  
Administrative Assistant to the Mayor  
1 Elizabeth Street  
Derby, CT 06418

The City of Derby is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

**Date Posted: 1/15/2021**

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## Assistant Finance Clerk (Full-Time)

APPENDIX E MAR 3 PM 4:35  
SUPPLEMENTAL JOB DESCRIPTIONS

### Job Description

Job title	Assistant Finance Clerk
Reports to	Finance Director
Job Type	Full time, non-exempt City Hall bargaining unit position
Location	Derby, CT
Department	Finance

#### Job purpose

Under the supervision of the Finance Director, perform administrative and clerical duties to assist in the execution of the various functions of the finance department.

#### Essential duties and responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the position, and incumbents may expect to perform other related similar duties.

- Coordinate and submit payroll for all City Departments
- Record financial information (journal entries)
- Prepare and record deposit information as needed
- Advise employees, dependents and survivors of their benefits
- Review, process and reconciles all aspects of requisitions, purchases and payables
- Timely, weekly processing and administration of all payroll information to the payroll contract company and distribution of payroll checks to employees
- Assist employees with understanding and completion of payroll withholding items
- Track all employee sick, vacation and personal time off
- Execute positive pay transmissions and bank transfers
- Record all weekly payroll data in the financial management system and perform necessary reconciliations
- Review requisition orders for accuracy and completion, and then process
- Prepare, review, print and post batches of purchase orders
- Present purchase orders for signature by the department head and the Finance Committee
- Enter purchase orders for payment, run reports and post
- Run accounts payable checks, file all journals and post data
- Inform employees about benefits for themselves, dependents and beneficiaries
- Process retiree benefits and assist in the preparation of Post Employee Benefit report (OPEB)
- Make cash deposits at the bank, post accounts receivable and payables, sign vouchers for payments, prepare accounts payable checks and reconcile monthly bank statements
- Answer the telephone
- Assist in training new employees
- Assist other employees of the finance department and the auditor when necessary
- Process vendor, department head and other inquires as needed
- Manage and track various economic and community development grants
- Adhere to State and/or Federal guidelines for tracking of grant funds and interface with staff from other agencies on all grant-related activities
- Perform other related duties as assigned by the Finance Director

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## Assistant Finance Clerk (Full-Time)

## APPENDIX E-1 SUPPLEMENTAL JOB DESCRIPTIONS

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### Qualifications

- Bachelor's Degree in Finance, Accounting or related field or  
Associate Degree and five (5) years relevant experience

### Required Knowledge, Abilities and Skills

- Proficiency with Microsoft Office Suite, Windows, Adobe, QuickBooks
- Experience working with financial management software (e.g. GEMS, MUNIS, Quality Data, etc.)
- Experience working with standard office equipment (copy machines, etc.)
- Familiarity with AIA documents
- Ability to work cooperatively with co-workers, supervisors and the general public
- Ability to communicate effectively, both orally and in writing
- Experience with state and federal grant management
- Attention to detail and timeliness
- Familiarity with standard accounting practices

\*\*This job description is only subject to change with expressed mutual agreement between the City and the Union

Approved by:	 Richard Dziekan, Mayor City of Derby	 Angela Fenton President, Local 1303-259
Date approved:	1/14/2021	1/14/2021

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**City of Derby**  
**JOB DESCRIPTION POSTING**

**Position: Administrative/Clerical Clerk**

**Department: Office of the Town/City Clerk reporting to Town/City Clerk**

**Classification: Non-exempt**

**Full-Time (35 hours/week)**

**Schedule: Monday-Wednesday 8:30am-5:00 pm, Thursday 8:30 am – 6:00 pm, and Friday 8:30am-12:30 pm**

**Rate of Pay: Per City Hall Employees Contract (Local 1303-259)**  
**Current: \$22.44/hour**

**Closing date: Friday, February 12, 2021**

**Job posting:**

The City of Derby Office of the Town/City Clerk is seeks to fill the full-time position of Administrative/Clerical Clerk. This position shall retrieve, record, and scan land records, determine and collect recording fees and conveyance taxes. Assists lawyers, title searchers, bankers, sheriffs, and general public with the use of land records, subdividing and survey maps, and prepares copies of these records when requested. Additional critical duties include: Issues dog licenses and enters them into department computer, Issues sports licenses and local permits, Processes Absentee Ballots in the CT Voters Registration System, Maintains archival agenda and minute books for various Boards and Commissions, Uploads meeting minutes and agendas on website calendars. Enters Sexton Reports, Notary Public Certificates, and Tradename Certificates into database. The successful candidate shall also serve as a Notary Public in the State of CT.

The full job description is posted on the City's website [www.derbyct.gov](http://www.derbyct.gov).

**Minimum Qualifications:**

Graduation from high school supplemented by business and commercial courses along with computer knowledge, must be proficient using word, excel, access, adobe and outlook. A minimum of one year related experience, or equivalent

Exceptional communication and organizational skills and ability to manage multiple projects in a face paced deadline driven environment. Must possess proven experience dealing with the public and have exceptional customer service skills.

**Physical requirements:**

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- Ability to remain in a stationary position, often standing or sitting for prolonged periods
- Ability to bend, reach and perform other necessary movements to place documents in file cabinets

**Clerk FT - Administrative/Clerical Clerk - Town/City Clerk's Office (Full-Time)** APPENDIX E-1  
SUPPLEMENTAL JOB DESCRIPTIONS

- Ability to work in a setting subject to continuous interruptions and background noises
- Ability to lift up to twenty-five (25) pounds occasionally.

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### **Conditions of Employment:**

Must pass drug test and criminal background check.

This position is subject to a probationary period of sixty (60) working days

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A copy of the full job description is attached.

An employment application may be obtained by visiting the City of Derby website at <https://www.derbyct.gov/EmploymentOpportunities> or by contacting Pam Gagliardi at [pgagliardi@derbyct.gov](mailto:pgagliardi@derbyct.gov) or at 203-736-1450 ext. 1221.

Please send completed applications to:

Ms. Pam Gagliardi

Administrative Assistant to the Mayor

1 Elizabeth Street

Derby, CT 06418

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Date Posted: 2/3/2021

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## Job Description

### TITLE: ADMINISTRATIVE/CLERICAL CLERK – TOWN/CITY CLERK'S OFFICE

Job Title	<i>Administrative/Clerical Clerk – Town/City Clerk's Office</i>
Reports to	<i>Town/City Clerk</i>
Job Type	<i>Full time, non-exempt City Hall bargaining unit position</i>
Location	<i>Derby, CT</i>
Department	<i>Town/City Clerk</i>

#### **OBJECTIVES:**

Under the supervision of the Town/City Clerk, enters various forms, correspondence and lists into databases. Maintains the Boards and Commissions meeting minutes and agendas. Maintains and uploads meeting minutes and agendas on website calendars. Answers phones and performs other clerical duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

- Retrieves, records and scans land records. Determines and collects recording fees and conveyance taxes. Assists lawyers, title searchers, bankers, sheriffs, and general public with the use of land records, subdividing and survey maps, and prepares copies of these records when requested.
- Enters dog licenses into department computer.
- Issues sports licenses and local permits.
- Processes Absentee Ballots in the CT Voters Registration System.
- Maintains archival agenda and minute books for various Boards and Commissions. Uploads meeting minutes and agendas on website calendars.
- Enters Sexton Reports, Notary Public, and Tradename Certificates into databases.
- Answers phones.
- Performs other related duties as assigned.

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#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Town Clerk's office procedures, applicable State Laws and City ordinances.
- Ability to use office machines, department computers and typewriter.
- Must be proficient using Microsoft office, word, excel, access, adobe and outlook.
- Ability to deal effectively with the general public.

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**Clerk FT - Administrative/Clerical Clerk - Town/City Clerk's Office (Full-Time)**

APPENDIX E-1

**SUPPLEMENTAL JOB DESCRIPTIONS**

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- Ability to properly utilize the City Seal.
- Serves as Notary Public. Prepares certified copies of documents and affixes seals.

**REQUIRED PHYSICAL EFFORT**

Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time, utilizing assigned office equipment.



Must be able to carry land records and map books. Must be able to lift up to 50 pounds.

**QUALIFICATIONS (MINIMUM)**

- Graduation from high school supplemented by business and commercial courses along with computer knowledge. Must be proficient using word, excel, access, adobe and outlook. A minimum of one year related experience, or equivalent.
- Exceptional communication and organizational skills.
- Ability to manage multiple projects in a face paced deadline driven environment.
- Proven ability to build consensus and work effectively within a cross-departmental team.
- Must possess proven experience dealing with the public and have exceptional customer service skills.

March 2018

**\*\*This job description is only subject to change with expressed mutual agreement between the City and the Union.**

Approved by:	 Richard Dziekan, Mayor  City of Derby	 Angela Fenton  President, Local 1303-259
Date approved:	2/3/2021	2/3/2021

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## APPENDIX F

### STATUTORY PAID SICK LEAVE AND FAMILY MEDICAL LEAVE

#### A. Summary of Benefits: Statutory Paid Sick Leave

Employees, including part-time employees, who qualify as 'service workers' under the Connecticut Paid Sick Leave Law ("CPSLL"), are eligible for statutory paid sick leave benefits. Statutory paid sick leave benefits are provided subject to the CPSLL, as amended from time to time.

##### 1. Eligibility

Employees, including part-time employees, who qualify as 'service workers' under the Connecticut Paid Sick Leave Law ("CPSLL"), and who are not otherwise eligible for Sick Days are eligible for statutory paid sick leave for permitted purposes. Employees are informed of 'service worker' status upon hire or placement in a qualifying position.

Statutory paid sick leave benefits and requirements are set forth below. Additional information is available from the City's Chief of Staff Mayor's Office and at <https://www.ctdol.state.ct.us/wgwkstnd/SickLeaveLaw.htm> (e.g., eligibility).

##### 2. Accrual

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Eligible employees begin to accrue statutory paid sick leave as of their start date in a 'service worker' position.

Statutory paid sick leave accrues on an employment year basis (anniversary date of hire in a service worker position). Eligible employees accrue paid sick leave at a rate of one (1) hour per every forty (40) hours worked, to a maximum of forty (40) hours of paid sick leave per employment year.

##### 3. Use and Scheduling of Statutory Paid Sick Leave

In order to use accrued statutory paid sick leave, an eligible employee must have completed at least 680 hours of employment with the City and must have worked an average of ten (10) hours per week in the most recent complete employment year quarter. Statutory paid sick leave may be taken in increments of one (1) hour or more.

Statutory paid sick leave may be used only for permitted purposes, as follows:

- a. Statutory Service Worker. An eligible employee may use statutory paid sick leave for:

- (1) The employee's illness, injury or health condition;
- (2) The medical diagnosis, care or treatment of the employee's mental illness or physical illness, injury or health condition;
- (3) Preventative medical care for the employee.

- b. Child or Spouse of Statutory Service Worker. An eligible employee may use statutory paid sick leave for:

- (1) The illness, injury or health condition of the employee's child or spouse;
- (2) The medical diagnosis, care or treatment of the mental illness or physical illness, injury or health condition of the employee's child or spouse;
- (3) Preventative medical care for the employee's child or spouse.

- c. Victim of Family Violence or Sexual Assault. An eligible employee who is a victim of family violence or sexual assault may use statutory paid sick leave for:

- a. Medical care or psychological or other counseling for physical or psychological injury or disability;
- b. To obtain services from a victim services organization;
- c. To relocate due to such family violence or sexual assault; or
- d. To participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

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Use of statutory paid sick leave requires supervisor approval. Requests for statutory paid sick leave should be submitted to an employee's supervisor at least seven (7) days in advance of the requested paid sick leave period. In emergency circumstances (e.g., unexpected absence due to illness or other qualifying reason) or when the need for statutory paid sick leave is not reasonably foreseeable, requests should be submitted as soon as practicable under the circumstances. Employees must promptly notify their Supervisor when absent from work unexpectedly.



#### 4. Certification

When statutory paid sick leave is taken on three (3) or more consecutive work days, the City may require an employee to provide reasonable documentation (e.g., medical certification, other appropriate documentation) that such leave is for a permitted purpose, as set forth in this policy.

#### 5. Pay Rate for Statutory Paid Sick Leave

Statutory paid sick leave is calculated based on the employee's regular rate of pay.

#### 6. Accumulation and Carry-Over of Statutory Paid Sick Leave

Eligible employees may carry over up to 40 hours of unused accrued statutory paid sick leave from the current employment year (calculated based on anniversary date of hire in a service worker position) to the next employment year. However, no employee may use more than 40 hours of statutory paid sick leave in any employment year.

#### 7. No Payment of Unused Accrued Statutory Paid Sick Leave

There is no payment of unused accrued statutory paid sick leave at the end of the calendar year or upon termination of employment.

### B. Summary of Benefits: Family Medical Leave

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Eligible employees, including part-time employees, may request unpaid family/medical leave for reasons qualifying under the federal Family and Medical Leave Act ("FMLA"). FMLA Leave is provided subject to the FMLA, as amended from time to time.

#### 1. Eligibility

To be eligible for FMLA leave, an employee must (i) Have worked for the City for at least 12 months; (ii) Have at least 1,250 hours of service with the City in the 12-month period immediately preceding the start of the requested leave; and (iii) Work at a City facility that employs at least fifty (50) employees at that facility or within 75 miles of that facility;

#### 2. Leave Entitlement

Eligible employees are entitled to FMLA leave as follows:

- Up to 12 workweeks of unpaid leave in a 12-month period for reason(s) qualifying under FMLA; or
- Up to 26 workweeks of unpaid leave in a 12-month period to care for a covered service member as provided under FMLA (Military Caregiver Leave)

### 3. Qualifying Reasons

FMLA leave is available only for qualifying reasons (as defined by the FMLA), as follows:

- Birth of employee's child and to care for the newborn child;
- Placement with the employee of a child for adoption or foster care and to care for the newly placed child;
- To care for the employee's spouse, child or parent who has a serious health condition;
- The employee's own serious health condition;
- A qualifying exigency arising out of the fact that the employee's spouse, child or parent is a covered military member on 'covered active duty;'
- To care for a covered service member with a serious illness or injury if the eligible employee is the service member's spouse, child, parent or next of kin (Military Caregiver Leave).

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### 4. Requests for Leave

Use of FMLA leave requires approval of the ~~Chief of Staff~~ Mayor's Office. When the need for FMLA is foreseeable, should be submitted to the ~~Chief of Staff~~ Mayor's Office at least thirty (30) days in advance of the requested FMLA leave period. In emergency circumstances (e.g., unexpected absence due to illness, injury or other qualifying reason) or when the need for statutory paid sick leave is not reasonably foreseeable, requests should be submitted as soon as practicable under the circumstances. Employees must comply with the City's normal call-in or notification procedures for unexpected absences from work. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt City operations.

In requesting leave, an employee must provide the anticipated timing and duration of the leave and must provide sufficient information for the City to

determine whether the requested leave may qualify as FMLA leave. An employee also must inform the City if the requested leave is for a reason for which FMLA leave previously was taken or certified.

The City may require employees to provide medical certification(s), periodic status reports and/or periodic recertification(s) in support of the need for leave. The City also may require employees who take leave for their own serious health condition to provide a 'fitness-for-duty' certification before returning to work from FMLA leave.

An employee may be required to use any accrued paid leave (e.g., Sick Days, vacation, statutory paid sick leave) concurrently with FMLA leave.

Paid leave (e.g., Sick Days, vacation, statutory paid sick leave) does not accrue during any period of FMLA which is unpaid.

#### 5. Health Insurance / Benefits

An employee's existing group health insurance coverage will continue during FMLA leave on the same terms and conditions applicable to the employee when working.

Employees on FMLA leave remain responsible for payment of their regular employee share of the premium(s) for group health insurance coverage. Failure to make required premium payments may result in loss of coverage.

**APPENDIX G**  
**SIDE LETTER AGREEMENTS**

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