

Norwich School District

Support Staff Negotiations Meeting Minutes 1/12/2017 4:30 pm – Marion Cross Library

In attendance: Rhona Tuthill, Joy Smollin, Jill Erickson, Jamie Teague, Tom Candon, Neil Odell

1. Call to Order

Chair Tom Candon called the meeting to order at 4:38 pm

2. The Association distributed a proposal and both sides reviewed:

The Association stated that there were a few items from the previous session that we agreed on and “we’re hoping to TA them” (TA = Tentative Agreement)

Article 1.1 Recognition

Board seeks clarification on this article - why is change needed?

Association does not agree that it’s a confidential position. However, the Association concludes that the position should not be part of the bargaining unit.

Board suggests changing language to: “The administrative assistant is excluded from the bargaining unit” – Association agrees to change.

Article 1.3 - Definitions – Association agrees to drop language and accept Board item 14.9

Article 6 – Reduction in Force - Board agrees to change in typo- however Board request on RIF remains

Article 10 – Insurance – will review later

Article 12.1 – Hours of Work and Overtime (reference Board 15.3?) – Board agrees with concept, but need to confer with principal before finalizing. Also, Board may want to move this to Article 15 of agreement (rather than article 12).

Article 12.5 – Board will present formula in proposal (later in this meeting)

Article 12.12 – Longevity – money article, Board will consider as part of an overall package

Article 13 – Holidays - money article, Board will consider as part of an overall package

Article 13.12 – Sick Bank – Board is not in favor

Article 14 – Compensation - money article, Board will consider as part of an overall package

Article 14.7 – Uniforms – Association contends that this has been past practice and would like this included in contract (\$150 allowance for work shoes). Board will consider as part of an overall package.

Article 14.8 - Compensation (403b) - money article, Board will consider as part of an overall package

Article 14.9 – agreed (see reference to definition in Article 1.2)

Article 18 – The Board is open to a 3-year deal depending on the terms of the settlement.

Article 19 – Health and Safety – Association feels language should be included in contract.

The Board does not support including policy level items into a contract but will review this to address the Association’s concerns.

Association states that this is a growing concern in Norwich.
Article 20 – Bullying and Harassment – Board will review this item but believes that current district policy addresses the concern.

3. Executive Session

Neil Odell made a motion that was seconded by Tom Candon to enter executive session in accordance with Title 1 Section 313(a) for a discussion of negotiations. The motion passed unanimously. Both the Association and Board caucused.

EXECUTIVE SESSION

Members present: Tom Candon, Neil Odell, Jamie Teague
The Board met briefly to review their proposal.

1. The meeting convened at 5:21 pm

2. Those present discussed negotiations.

3. Adjournment at 5:36 pm

Neil Odell made a motion that was seconded by Tom Candon to re-enter public session.
The motion passed unanimously.

4. Board distributed 2 documents

Exhibit 1 – METHOD OF PRORATING LEAVE TIME FOR NORWICH SUPPORT STAFF

In Association with 12.5 and the header on Article 13, the Board presents a possible addendum or exhibit to the bargaining agreement

The Association and Board discussed the concepts of allowed time off based on the hours worked – and the methodology for determining that time.

The Association expressed concerns on how to calculate banked days (days already earned)

Jamie stated that HR will look into this

The Association agreed to review the formula proposed by the Board

Jamie reviewed the new Board proposal on salary and healthcare

The Board recognizes the Association’s desire to remove the tiered healthcare premium structure. The Board’s new proposal is highlighted in Exhibit 2 – and represents a 3-year agreement with escalating employee premium contributions:

Year 1 – employer 95%/employee 5% - Salary 3.5% increase (including steps)

Year 2 – employer 92.5%/employee 7.5% - Salary 3.5% increase (including steps)

Year 3 – employer 90%/employee 10% - Salary 3.5% increase (including steps)

HRA is funded at 50% of deductible

5. The Association presented a “Support Staff Comparisons” document. The association states that “What we are working toward is equality across the district and equality across the area”.

To Do (with proposed person responsible in parentheses):

- a. Ask Bill if the dates the support staff has proposed for training works for him (Tom)
- b. Ask Tony if work boots have been covered in the past (Neil)
- c. Ask Amy to review the calculation for days off and figure out a way to pro-rate those days already banked (Jamie)
- d. Try to better understand what the Rivendell agreement was and cost (All)
- e. Schedule dates for next meeting (Tom will send Doodle poll)

6. Meeting adjourned at 6:12 pm.

Norwich School Board and Norwich Education Association
Support Staff Unit Negotiation Proposal(s)

Association Representatives - Joy Smollin, Jill Erickson, Rhona Tuthill
School Board Representatives - Tom Candon, Neil Odell & Jamie Teague, Business
Administrator

Association Proposal	Board Response
<p>Article I: Recognition</p> <p>1.1 The Board recognizes the Association as the exclusive bargaining representative with respect to wages, hours and conditions of employment for a unit of all educational assistants and custodians, but excluding all supervisory, confidential, professional, temporary, seasonal and non-permanent status employees. The Board and the Association agree that the administrative assistant is confidential and is excluded from the bargaining unit.</p> <p>Proposed change: (bold letters are proposed changes)</p> <p>1.1 The Board recognizes the Association as the exclusive bargaining representative with respect to wages, hours and conditions of employment for a unit of all educational assistants and custodians, but excluding all supervisory, confidential, professional, temporary, seasonal and non-permanent status employees. The Board and the Association agree states that the administrative assistant is confidential and is excluded from the bargaining unit.</p>	<p>11/29/16</p> <p>The Board agrees to the suggested change in wording.</p>
<p>1.3 Definitions (new)</p> <p>(g) The term "district" shall mean all schools in the Hanover Norwich School District, or Dresden or SAU 70 including Marion Cross, Ray School, Richmond Middle School, and Hanover High School.</p>	<p>11/29/16</p> <p>We are not in favor of adding this statement as a blanket definitions as it may have further reaching ramifications other than employment that we cannot commit the other districts to. We can accomplish employment transfer provisions in section 14 as you have suggested.</p>
<p>Article 6: Reduction in Force</p> <p>6.3 Recall rights shall remain in effect for fifteen months form the date</p> <p>Proposed change: (bold letters are proposed changes)</p> <p>6.3 Recall rights shall remain in effect for fifteen months form from the date</p>	<p>11/29/16</p> <p>Article 6: Reduction in Force</p> <p>In addition to this spelling correction which we are in agreement with, the Board would request that the association to please revisit our proposed changes to this section.</p>

Association Proposal	Board Response
<p>Article 12: Hours or Work and Overtime (new)</p> <p>12.1</p> <p>(a) A paid in-service day will be held on the Monday before school begins for Support Staff. This in-service day will be used for required training and orientation.</p> <p>Revised (combination of School Board Proposal)</p> <p>12.1</p> <p>(a) Two (2) paid in-service days will be used for required training and orientation for Support Staff. One will be held on the Monday before school begins and one will be held on the in-service day in November. These scheduled days will be reflected in the school calendar.</p>	<p>11/29/16</p> <p>Article 12: Hours or Work and Overtime</p> <p>12.1 (a) The Board is in agreement with adding days for training and/or orientation. Please see the Board's Proposed Addition for Article 15.3. The entities just need to agree on proper placement and number of days</p>
<p>Article 12: Hours or Work and Overtime (new)</p> <p>12.5</p> <p>(a) For payroll purposes, days should be converted into hours by dividing the total hours worked in a week by the number of days worked in a week. This should be done individually, as support staff work various hours.</p>	<p>11/29/16</p> <p>12.5 (a) The Board does not see this as necessary addition to the Hours of Work section as all support staff are considered hourly workers by the Federal Labor Standards Act and are paid according to hours worked. Equalized payments do not change the requirement for capturing and reporting actual work time. It is however important to convert earned time currently carried in days to hours worked so employees may be credited accordingly for payroll purposes. Please see Board's suggested "header" proposal for Article 13.</p>
<p>Article 12: Hours or Work and Overtime</p> <p>12.12 <u>Longevity for all Calendar Year Support Staff:</u> Longevity Payments are made in December of each year.</p> <p style="padding-left: 40px;">after completion of 10 years up to 15 years of service: \$350</p> <p style="padding-left: 40px;">after completion of 15 years up to 20 years of service: \$500</p> <p style="padding-left: 40px;">after completion of 20 years of service: \$800</p> <p>Proposed change: (bold letters are proposed changes)</p> <p>12.12 <u>Longevity for all Calendar Year Support Staff:</u> Longevity Payments are made in December of each year.</p> <p style="padding-left: 40px;">after completion of 10 years up to 15 years of service: \$350 \$750</p> <p style="padding-left: 40px;">after completion of 15 years up to 20 years of service: \$500 \$1,000</p> <p style="padding-left: 40px;">after completion of 20 years of service: \$800 \$1,250</p>	<p>12.12 This is a money article and will be considered as part of the total compensation package as bargaining moves forward</p>

<p>for coverage. A member of the support staff may not receive or use more leave from the sick leave bank than is necessary for the support staff member to meet the eligibility requirements for the LTD plan.</p>	
<p>Association Proposal</p>	<p>Board Response</p>
<p>Article 14: Compensation</p> <p>14.1 Hourly wage rates effective July 1,2015 will be as shown in the attached appendix. Effective July 1, all eligible employees will move one step on the wage schedule. All employees earning more than the maximum on the schedule will receive an increase equal to the percent increase of the schedule itself. The Administration shall provide the Norwich Education Association a listing of wage rates for all Bargaining Unit Members by October 1 of the school year. On request, the Administration shall provide Norwich Education Association wage rate information for any Bargaining Unit Members hired after October 1 of the school year. On request, the Administration shall provide Norwich Education Association wage rate information for any Bargaining Proposed change: (bold letters are proposed changes)</p> <p>14.1 Hourly wage rates effective July 1,2015 2017 will be as shown in the attached appendix. Effective July 1, all eligible employees will move one step on the wage schedule. All employees earning more than the maximum on the schedule will receive an increase equal to the percent increase of the schedule itself. The Administration shall provide the Norwich Education Association a listing of wage rates for all Bargaining Unit Members by October 1 of the school year. On request, the Administration shall provide Norwich Education Association wage rate information for any Bargaining Unit Members hired after October 1 of the school year. On request, the Administration shall provide Norwich Education Association wage rate information for any Bargaining Unit Members hired after October 1 of the school year.</p> <p>* We propose a 7 % increase per year over a three (3) year contract.</p> <p>* We propose a 6 % increase per year over a three (3) year contract.</p>	<p>11/29/16</p> <p>Article 14: Compensation</p> <p>14.1 The Board cannot contemplate a 7% per year increase in step and scale when the present regional economy is only trending at 1.4% CPI. Please see the Board's suggested salary scale increases for a 3 year contract.</p>
<p>Article 14: Compensation</p> <p>14.7 Uniforms. All employees required by the District to wear uniforms will received uniforms at no cost to the employee.</p> <p>Proposed change: (bold letters are proposed changes)</p> <p>14.7 Uniforms. All employees required by the District to wear uniforms will receive uniforms at no cost to the employee. A \$150.00 allotment for work shoes will be reimbursed to each employee, each year. These shoes are to be worn on all work days.</p>	<p>11/29/16</p> <p>14.7 The Board will discuss the merits of specialized work shoes with the appropriate personnel and make a timely decision</p>

<p>provide these mobility services if needed. When providing hygiene care and assistance (e.g., bathroom assistance, changing diapers or underclothing, washing of any kind and the cleaning of teeth, etc.) as a part of their employment, proper handling techniques will be demonstrated by the school nurse as needed. Supplies, such as gloves, washing and cleaning materials, etc., needed to perform these various duties will be provided by the District.</p>	<p>employee(s) should contact their Principal or appropriate Manager. If the situation concerns the immediate supervisor, the employee(s) should contact the Human Resources Department and/or Superintendent.</p>
<p>Association Proposal</p>	<p>Board Response</p>
<p>Article 20: BULLYING AND HARASSMENT (new)</p> <p>20.1 The district and its agents will provide Support Staff with a healthy, safe, and respectful work environment. Intimidating, hostile and/or bullying-like behaviors by any employee will not be acceptable.</p> <p>Revised wording</p> <p>20.1 The district and its agents will provide Support Staff with a healthy, safe, and respectful work environment. Intimidating, hostile and/or bullying-like behaviors by any employee will not be acceptable. In accordance to the Norwich Policy: Anti-Harassment Policy/All - GBAA.</p>	<p>11/29/16</p> <p>Article 20: BULLYING AND HARASSMENT (new)</p> <p>20.1 The Board is committed to keeping employees safe from harm and providing good working conditions. The content of this suggested article is district policy ____, which is required by law. The Board strongly suggests if conditions present that fit the concerns of the proposed article's wording, the affected employee(s) should contact their Principal or appropriate Manager immediately. If the situation concerns the immediate supervisor, the employee(s) should contact the Human Resources Department and/or Superintendent.</p>

EXHIBIT 1

METHOD OF PRORATING LEAVE TIME FOR NORWICH SUPPORT STAFF

Proration method for all part time employees:

Definitions:

Average hours per day: Weekly contracted hours divided by 5

Full Time Equivalent: Number of hours worked per week divided by 37.50 hours

Example 1 Support:

Employee who works 31.75 per week or 85%

FTE $31.75/37.50 = 0.85$

Average Hours per day $31.75/5 = 6.35$ hours per day

Leave Calculation $6.35 \times 5 = 31.75$ hours of personal leave

This is determined by taking the employees weekly contracted hours (31.75) and dividing it by the full time equivalent hours (37.50), which results in an FTE of 0.85; or 85% of a full time equivalent.

Proration method for all part time Custodial employees:

Number of hours worked per week divided by 40 hours = Full Time Equivalent

Example 2 Custodian:

Employee who works 35 hours per week or 88%

FTE $35/40 = 0.88$

Average hours per day $35/5 = 7$

Leave Calculation $7 \times 5 = 35$ Hours of personal leave

This is determined by taking the employees weekly contracted hours (35) and dividing it by the full time equivalent hours (40), which results in an FTE of 0.88; or 88% of a full time equivalent.

****In the event that an employee is scheduled to work in excess of the FTE divisor, then the divisor will be adjusted to the greater number.*

Exhibit 2

NORWICH SCHOOL DISTRICT
Support Staff Negotiations
For FY18 and Beyond

<i>Inputs</i>	FY17	FY18			FY19			FY20		
		4.00% Y			3.50% Y			3.50% Y		
Wage Rate Increase										
Steps		Y			Y			Y		
Insurance Copay for Hires after 2008	10%	5%			7.5%			10%		
Insurance Copay for Hires before 2008	0%	5%**			7.5%			10%		
Insurance Eligibility (hrs)	30	30			30			30		
Single Person HRA	30	900			900			900		
2 Person & Fam HRA	30	1,800			1,800			1,800		
Single Person Dental	30	n/a			525			525		
<i>Outputs</i>			\$ Chg	% Chg		\$ Chg	% Chg		\$ Chg	% Chg
Salary Total	\$471,123	\$503,323	\$32,200	6.83%	\$539,036	\$35,713	7.10%	\$558,031	\$18,995	3.52%
Health Insurance Total	\$309,785	\$288,231	(\$21,554)	-6.96%	\$222,341	(\$65,890)	-22.86%	\$226,703	\$4,362	1.96%
Benefits Total (other than health)	\$61,761	\$65,802	\$4,040	6.54%	\$81,309	\$15,508	23.57%	\$83,693	\$2,383	2.93%
Total Cost	\$842,669	\$857,356	\$14,687	1.74%	\$842,686	(\$14,669)	-1.71%	\$868,427	\$25,740	3.05%

Total New \$\$ Year over Year \$25,758

Highlights:

Salary Scale Increase:

Year 1 4%
Year 2 3.5%
Year 3 3.5%

Add 2 Training days \$8,970 All in 1 year cost

Annuity Match:

Year 1 on 2%

Health:

Year One** District pays same splits as 16/17 for first 6 months
District pays 95% earlier than '08; District pays 95% after '08
District to fund 50% of HRA/HAS
Year Two District pays 92.5% earlier than '08; District pays 92.5% after '08
District to fund 50% of HRA/HAS
Year Three District pays 90% for all employees eligible
District to fund 50% of HRA/HAS

Dental:

Year 2 on Single Paid

Support Staff Comparisons

	MCS	Hanover	Hartford
ESP Salary (base)	\$12.52	\$14.57	\$14.20
Dental	No	Yes	Yes
Holidays	4	7	Unknown
Median Household Income* (2016)	\$90,211 (Norwich)	\$93,405	\$56,939 (WRJ)
Longevity Payments	No	Yes	Yes
Sick Time	10 days	15 days	12 days
Personal/ Emergency leave	5 days	6 days	6 days

* ZipDataMaps.com (2016) (accessed 28 Nov 2016)