

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

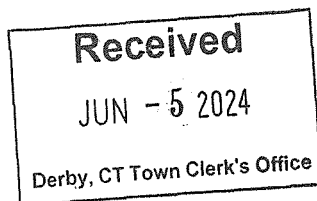
THE CITY OF DERBY

-and-

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

(City Hall Employees)

Effective July 1, 2023 through June 30, 2027



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PREAMBLE

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 assessor, Deputy Finance Director, 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.

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**

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.

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 union designee 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 newly 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**

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.

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
Juneteenth	Christmas Day
Independence Day	Day Before New Year's Day
Labor Day	

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

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 **WORKWEEK**

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.

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 regular 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 ½) their regular hourly rate of pay for all time worked over forty (40) hours per week.

Section 8.05

Employees who are authorized to work on Saturday and/or Sunday shall be paid at time and a half (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 (1/2) 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

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

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 1st 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 regular 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

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 by the City for a period of seven (7) consecutive working days on the Union bulletin board, prior to any action by the City to fill such position vacancies or new positions. Bargaining unit employees wishing to be considered for position vacancies or new positions shall submit their applications in writing to the Chief of Staff and the Director of Human Resources, within the 7-day posting period. Bargaining unit employee applications must be timely submitted and must comply with the requirements set forth in the job posting to be considered. Applications submitted by bargaining unit employees in accordance with this section will be considered before a hiring decision is made.

Section 11.02

Copies of the job posting and a list of bargaining unit employees submitting applications for a 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 or new position is posted, the bargaining unit applicant, if any, 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 Mayor or the Mayor's designee. 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, if any, who is qualified and has the ability to perform the work as determined by the Mayor or Mayor's designee.

Section 11.04

A qualified bargaining unit applicant, if any, who is offered the opportunity to fill a position vacancy or new position shall be given notice of the opportunity in writing and shall have up to five (5) working days from the date the notice is received to accept or decline the opportunity. The bargaining unit applicant shall give the City written notice of the applicant's decision to accept or decline the opportunity, which shall be submitted to the Chief of Staff and Director of Human Resources.

Section 11.05

A successful 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 the applicant is not successful in performing the duties and responsibilities of the position vacancy or new position, the applicant shall be returned back to their 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 Mayor or the Mayor's designee. A determination 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.

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.

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.

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.

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.

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.

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

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.

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://portal.ct.gov/dol/knowledge-base/articles/wage-and-workplace-standards/paid-sick-leave?language=en_US (e.g., eligibility).

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.

Section 16.04 - Short Term Disability Insurance

The City shall provide, at no cost to employees regularly working thirty-five (35) or more hours per week, short-term disability insurance for any non-work-related illness or injury, in accordance with the terms and conditions of the short-term disability insurance plan ("Disability Plan").

The Disability Plan pays, after exhaustion of accrued sick leave, a benefit of sixty (60%) percent of the employee's normal weekly straight time earnings to a maximum payment of two thousand dollars (\$2,000.00) per week for up to ninety (90) days.

Employees who are out on Short Term Disability do not accrue sick leave.

The City shall have the right to change Disability Plans and/or insurance carriers or providers at the City's sole discretion provided that it provides equivalent short term disability benefits.

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**

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 length 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

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.

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, 2023	16.0%
Effective July 1, 2024	16.0%
Effective July 1, 2025	16.5%
Effective July 1, 2026	17.0%

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, 2023	50%
Effective July 1, 2024	50%
Effective July 1, 2025	50%
Effective July 1, 2026	50%

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

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 seniority rights under this collective bargaining agreement.

ARTICLEXXI **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, 2023: 0.0%
 - Effective July 1, 2024: 2.5%
 - Effective July 1, 2025: 2.5%
 - Effective July 1, 2026: 2.5%
- C. The Part-Time Clerk in addition to the general wage increase in Section B, will be entitled to a \$1.00 increase on July 1, 2024, July 1, 2025 and July 1, 2026.

Section 21.02

The City shall pay newly hired employees five (5%) percent per hour less than the scheduled rate for 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

- 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. Effective July 1, 2024, full-time employees hired between July 1, 1998 and June 30, 2023 shall be only eligible for annual longevity pay in the following amounts (less applicable deductions):

<u>Years of Service</u>	<u>Longevity \$</u>
7	\$300
10	\$500
15	\$700
20	\$900

- C. Effective July 1, 2024, part-time employees hired between July 1, 1998 and June 30, 2023 shall be only eligible for annual longevity pay in the following amounts (less applicable deductions):

<u>Years of Service</u>	<u>Longevity \$</u>
7	\$150
10	\$250
15	\$350
20	\$450

- D. Pasquale Librandi will receive a one-time payment of seven hundred (\$700) dollars and Aldo Napolitano shall receive a one-time payment of one hundred fifty (\$150) dollars on the first pay period in July, 2024.
- E. For purposes of this Article, years of service for each eligible employee shall be computed using the employee's anniversary date with the City (i.e. 7 years equals 7 years from the date of hire, 10 years equals 10 years from the date of hire, etc.).
- F. An Eligible employee shall receive longevity pay in the first pay period after the employee's anniversary date with the City.
- G. Employees hired on or after July 1, 2003 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.

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, 2016,¹ 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 65th birthday and shall continue until his or her death.

¹ 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.

- c. The benefit for the retiree's spouse becomes effective upon the spouse's 65th birthday and shall continue until his or her death.
 - d. The cost of retiree and spouse medical coverage shall be paid in
 - 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 65th birthday or prior to their spouse's 65th birthday are entitled to receive the retiree/spouse medical benefits at the time of the retiree's or the spouse's 65th birthday.
 - h. Employees with 20 or more years of service who retire under the Derby Pension plan prior to their 65th birthday or prior to their spouse's 65th 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

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.

ARTICLE XXVII
DURATION AND STABILITY OF AGREEMENT

Section 27.01

This Agreement shall become effective on July 1, 2023 and shall remain in full force and effect through June 30, 2027.

Section 27.02

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, 2027 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.

Section 27.03

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.

In witness thereof the parties hereto have set their hands on this _____ day of _____, 2024.

APPENDIX A
WAGE SCHEDULE

WAGES					
		July 1, 2023	July 1, 2024	July 1, 2025	July 1, 2026
Percentage Increase		0.00%	2.50%	2.50%	2.50%
Position	Current Rate (2022/2023)				
Assessor	\$47.45	\$47.45	\$48.64	\$49.85	\$51.10
Coordinat	\$33.32	\$33.32	\$34.15	\$35.01	\$35.88
Assistant	\$28.98	\$28.98	\$29.70	\$30.45	\$31.21
Clerk FT	\$23.41	\$23.41	\$24.00	\$24.60	\$25.21
Clerk PT	\$18.63	\$18.63	\$20.12	\$21.65	\$23.21
Custodiar	\$23.81	\$23.81	\$24.41	\$25.02	\$25.64

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>
<u>Assessor</u> (Base = \$23.41)*			
20	3.0	\$0.70	\$1,274.00
<u>Tax Collector</u> (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
<u>Assistant and Water Pollution Control Coordinator</u> (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
<u>Clerk</u> (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
<u>Custodian</u> (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.

1303-259 2009-2012
Draft final v1 09.15.09

APPENDIX C
GROUP INSURANCE

APPENDIX D
MEDICARE SUPPLEMENT INSURANCE

APPENDIX E **JOB DESCRIPTIONS**

Assessor (Part-Time)

APPENDIX E
JOB DESCRIPTIONS

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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 MAR 3 PM 4:35
JOB DESCRIPTIONS

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.

2021 MAR 3 PM 2:39

City of Derby / Local 1903-259 (City Hall)

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-2

Assessor (Part-Time)

APPENDIX E
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

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.

2021 MAR 3 PM 2:39

City of Derby / Local 1303-259 (City Hall)

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-3

Assistant Assessor (Full-Time)

APPENDIX B MAR 3 PM 4:35
JOB DESCRIPTIONS

101

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.

2021 MAR 3 PM 2:33

City of Derby / Local 1303-259 (City Hall)

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-4

Assistant Assessor (Full-Time)

APPENDIX E
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

101

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

2021 MAR 3 PM 2:39

City of Derby / Local 1303-259 (City Hall)

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-5

Clerk PT - Building & Zoning (Part-Time)

APPENDIX A
JOB DESCRIPTIONS

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 Marshall's office

2021 MAR 3 PM 2:39

City of Derby (Local 1303-258 City Hall)

E-6

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

Custodian - City Hall (Full-Time)

APPENDIX E
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

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, paint.

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.

1303-259 01.06.10.03

2021 MAR 3 PM 2:39

City of Derby / Local 1303-259 (City Hall)

E-7

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

Custodian - City Hall (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 vehicles driver's license.

1303-259 01.05.10.05

City of Derby / Local 1303-259 (City Hall)

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-8

2021 MAR 3 PM 2:39

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.

Page 1 of 4

2021 MAR 3 PM 2:33

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-9

Custodian - Library (Part-Time)

APPENDIX MAR 3 PM 4:35
JOB DESCRIPTIONS

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/arcas, 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.derbymt.gov/EmploymentOpportunities> or by contacting Pam Gagliardi at pgagliardi@derbymt.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

Page 2 of 4

City of Derby / Local 1303-259 (City Hall)

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-10

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

2021 MAR 3 PM 2:39

Page 3 of 4

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-11

Custodian - Library (Part-Time)

APPENDIX A 3 PM 4:35
JOB DESCRIPTIONS

- 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 _____

Page 4 of 4

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-12

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 2:49

City of Derby / Local 1303-259 (City Hall)

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-13

Custodian - Senior Center (Part-Time)

APPENDIX A
JOB DESCRIPTIONS

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

City of Derby / Local 1303-259 (City Hall)

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-14

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

City of Derby / Local 1303-259 (City Hall)

E-15

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

Custodian - Police Department (Full-Time)

APPENDIX B MAR 3 PM 4:35
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, plumbing 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

18572 (Amended) Police Job desc

City of Derby / Local 1303-259 (City Hall)

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-16

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

\\01000\custodian police job.doc

City of Derby / Local 1303-259 (City Hall)

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-17

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 2:03

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-18

Assistant Finance Director (Full-Time)

APPENDIX E
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

TITLE: ASSISTANT FINANCE DIRECTOR

OBJECTIVES:

Under the 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 (PEBB)
- 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

City of Derby / Local 1303-259 (City Hall)

E-19

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

Assistant Finance Director (Full-Time)

APPENDIX A 3 PM 4:35
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.

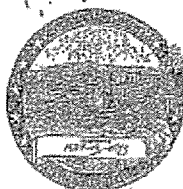
2021 MAR 3 PM 2:39

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-20

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.kusikowski@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


Chief of Police,
Derby Police Department

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

2021 MAR 3 PM 2:09

Page 1 of 1

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

Derby Police Department City of Derby	
Executive Assistant to the Chief of Police	
<hr/>	
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: <ul style="list-style-type: none">• Support the Chief of Police through calendar management, travel arrangements/accommodations, and schedule coordination.• Prepares invoices, reports, memos, letters, financial statements and other documents.• Sorts and receives incoming mail and processes outgoing mail.• Inputs data into office, departmental forms, electronic forms and department databases. Makes postage to various reports, including annual reports and crime reports.• Performs 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/blinding 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 Derby 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, acquisition orders, purchase orders, letters, financial statements and other documents.• Various other duties as assigned.	

Page 1 of 2

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-22

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:

Forward 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 #, 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.

2021 MAR 3 PM 2:40

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

Page 2 of 2

City of Derby / Local 1303-259 (City Hall)

E-23

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

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

Page 1 of 2

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-24

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.derbyst.gov/EmploymentOpportunities> or by contacting Pam Gagliardi at pgagliardi@derbyst.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

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City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-25

2024 JUN 5 PM 3:42

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.

2021 MAR 3 PM 2:40

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-26

Tax Collector (Full-Time)

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.

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.

2021 MAR 3 PM 2:40

City of Derby / Local 1303-259 (City Hall)

5-27

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

Tax Collector (Full-Time)

APPENDIX A 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

2021 MAR 3 PM 2:49

City of Derby / Local 1303-259 (City Hall)

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-28

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

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-29

Assistant Tax Collector (Full-Time)

APPENDIX E MAR 3 PM 4:35
JOB DESCRIPTIONS

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

City of Derby / Local 1303-259 (City Hall)

E-30

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

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

E-31

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

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

APPENDIX HAR 3 PM 4:35
JOB DESCRIPTIONS

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 sale-back 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

City of Derby / Local 1303-259 (City Hall)

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-32

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 2:19

City of Derby / Local 1303-269 (City Hall)

E-33

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

Assistant Town/City Clerk (Full-Time)

APPENDIX A 3 PM 4:35
JOB DESCRIPTIONS

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, AFSCMB, 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@derbyvt.gov.

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

#

2019 DEC 23 PM 5:16

2021 MAR 3 PM 2:40

City of Derby / Local 1303-259 (City Hall)

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

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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 5:00

2019 DEC 12 PM 4:51

2021 MAR 3 PM 2:40

E-35

City of Derby / Local 1303-259 (City Hall)

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

Assistant Town/City Clerk (Full-Time)

APPENDIX 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 5:00

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

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-36

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

City of Derby / Local 1303-259 (City Hall)

E-37

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

Assistant Town/City Clerk (Full-Time)

APPENDIX E MAR 3 PM 4:35
JOB DESCRIPTIONS

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 5:08

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

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-38

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, sheriff's, 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. Maintains 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.

Ensures 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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City of Derby / Local 1303-258 (City Hall)

E-39

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

WPCA Coordinator (Full-Time)

APPENDIX B
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, correspondence, 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.

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-40

2021 MAR 3 PM 2:40

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

APPENDIX E
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

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. 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.

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

APPENDIX A 3 PM 4:35
JOB DESCRIPTIONS

An employment application may be obtained by visiting the City of Derby website at <https://www.derbymt.gov/EmploymentOpportunities> or by contacting Pam Gagliardi at pgagliardi@derbymt.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: 3/14/2020

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City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-42

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

APPENDIX A 3 PM 4:35
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

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Date Posted: 8/14/2020

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City of Derby / Local 1303-269 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-42

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

APPENDIX E
JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

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.
- Sends out liens and lien releases and notifies the Town Clerk of lien releases each six months.
- Processes transfers and notifies homeowners.

2021 MAR 3 PM 2:41

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-43

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

APPENDIX E AR 3 PM 4:35
JOB DESCRIPTIONS

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

2021 MAR 3 PM 2:41

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-44

APPENDIX E-1
SUPPLEMENTAL JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

APPENDIX E - 1
SUPPLEMENTAL JOB DESCRIPTIONS

2021 MAR 3 PM 2:41

City of Derby / Local 1303-258 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-1-45

Assistant Finance Clerk (Full-Time)

APPENDIX E MAR 3 PM 4:35
SUPPLEMENTAL JOB DESCRIPTIONS

**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

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.derbymt.gov/EmploymentOpportunities> or by contacting Pam Gagliardi at pgagliardi@derbymt.gov or at 203-736-1450 ext. 1221.

2021 JAN 14 PM 5:50

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-1-46

2021 MAR 3 PM 2:41

Assistant Finance Clerk (Full-Time)

APPENDIX E-1
SUPPLEMENTAL JOB DESCRIPTIONS

2021 MAR 3 PM 4:35

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

2021 JAN 14 PM 5:50

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 29.01

E-1-47

2021 MAR 3 PM 2:41

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 reconcile 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 (PEB)
- 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 inquiries 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

2021 JAN 14 PM 5:50

City of Derby / Local 1303-259 (City Hall)

E-1-48

Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

2021 MAR 3 PM 2:41

Assistant Finance Clerk (Full-Time)

APPENDIX E-1
SUPPLEMENTAL JOB DESCRIPTIONS

2021 MAR 3 PM 4:35



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

2021 JAN 14 PM 5:50

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-1-49

2021 MAR 3 PM 2:41

Assistant Finance Clerk (Full-Time)

APPENDIX E-1
SUPPLEMENTAL JOB DESCRIPTIONS

2021 MAR 3 PM 4:35


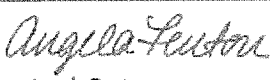
Qualifications

- 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

2021 JAN 14 PM 5:50

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-1-49

2021 MAR 3 PM 2:41

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.derbymt.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 fast paced deadline driven environment. Must possess proven experience dealing with the public and have exceptional customer service 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

City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

2021 FEB 3 PM 4:18

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E-1-60

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.

2021 MAR 3 PM 4:35

Conditions of Employment:

Must pass drug test and criminal background check.
This position is subject to a probationary period of sixty (60) working days

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.derbyvt.gov/EmploymentOpportunities> or by contacting Pam Gagliardi at pgagliardi@derbyvt.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: 2/3/2021

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2021 MAR 3 PM 2:41

City of Derby / Local 1303-269 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-1-51

Job Description**TITLE: ADMINISTRATIVE/CLERICAL CLERK – TOWN/CITY CLERK'S OFFICE**

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

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.

2021 FEB 3 PM 4:18

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.

2021 MAR 3 PM 2:41

Job Description

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

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

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.

2021 FEB 3 PM 4:18

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.

2021 MAR 3 PM 2:41

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

2021 MAR 3 PM 4:35

- 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 fast 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

2021 FEB 3 PM 4:18

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City of Derby / Local 1303-259 (City Hall)
Existing Job Descriptions scanned and attached on 2/24/2021 in accordance with Section 23.01

E-1-53

APPENDIX F STATUTORY PAID SICK LEAVE AND FAMILY MEDICAL LEAVE

2021 MAR 3 PM 4:35

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

2020 JAN 21 PM 6:30

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:

2021 MAR 3 PM 4:35

- 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 counselling 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.

2020 JAN 21 PM 6:30

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.

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City of Derby / Local 1303-259 (City Hall)
July 1, 2015 - June 30, 2023

2021 MAR 3 PM 4:35

- 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.

2020 JAN 21 PM 6:30

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City of Derby / Local 1903-259 (City Hall)
July 1, 2019 - June 30, 2023

2024 JUN 5 PM 3:42

2021 MAR 3 PM 4:35

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

2020 JAN 21 PM 6:38

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:

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City of Derby / Local 1303-259 (City Hall)
July 1, 2019 - June 30, 2023

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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

2020 JAN 21 PM 6:30

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:

2021 MAR 3 PM 4:35

- 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

2021 MAR 3 PM 4:35

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.

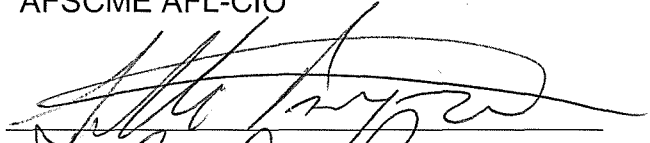
2020 JAN 21 PM 6:30

APPENDIX G
SIDE LETTER AGREEMENTS

FOR THE CITY OF DERBY

 5-23-24

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


Charles Fleury 5-23-24

Received

JUN - 5 2024

Derby, CT Town Clerk's Office