RESOLUTION NO. 2102-07

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR AUTHORIZING THE TOWN MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF WINDSOR AND THE TOWN OF WINDSOR MANAGEMENT EMPLOYEES GROUP

WHEREAS, the Town of Windsor ("the Town") has recognized the Town of Windsor Management Employees Group ("MEG") as the exclusive representative of certain employment classifications in the Town of Windsor; and

WHEREAS, the Town's representatives met and conferred in good faith with MEG representatives for the purpose of negotiating a memorandum of understanding ("MOU") that would cover wages, hours and working conditions applicable to employment classes represented by MEG; and

WHEREAS, the Town's representatives reached a tentative agreement with MEG on a successor MOU, which tentative agreement has been ratified by the MEG membership; and

WHEREAS, the tentative MOU is subject to approval by the Town Council; and

WHEREAS, the tentative MOU meets with the approval of the Town Council;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Windsor hereby authorizes the Town Manager to execute a binding memorandum of understanding between the Town and MEG, with the terms as described in the attached Exhibit "A".

PASSED, APPROVED AND ADOPTED this 18th day of July 2007 by the following vote:

AYES:	**COUNCILMEMBERS FUDGE, GOBLE, SALMON AND MAYOR PARKER**
NOES:	**NONE**
ABSTAIN:	**NONE**
ABSENT:	**COUNCILMEMBER ALLEN**

WARIN J. PARKER, MAYOR

ATTEST:

MARIA DE LA O, TOWN CLERK

Attachments:
Exhibit "A": (MOU MEG)

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

TOWN OF WINDSOR

AND THE

TOWN OF WINDSOR MANAGEMENT EMPLOYEES GROUP

JULY 1, 2007 – JUNE 30, 2011

TABLE OF CONTENTS

Article		Page
1	Purpose	3
2	Bargaining Unit Recognition	3
3	Bargaining Unit Security	3
4	Town Rights	3
5	At Will Employment	4
6	Salaries	4
7	Pay Periods	6
8	Hours of Work and Overtime	6
9	Holidays	6
10	Vacations	7
11	Management Leave	7
12	Sick Leave	8
13	Family and Medical Leave Policy	9
14	Bereavement Leave	10
15	Jury Duty	10
16	Educational Development and Reimbursement for Business Expense	10
17	Professional Development	11
18	Working Uniforms	11
19	Retirement	11
20	Deferred Compensation Plans	12
21	Insurances	12
22	Drug-Free Workplace Policy	14
23	Disciplinary Procedures	14
24	Grievance Procedure	14
25	No Strike and No Lockout	16
26	Severability and FLSA Savings	16
27	Miscellaneous	17
28	Term of Agreement	17
-	Appendix "A" – Job Classifications Represented by MEG	18
-	Appendix "B" – Positions with Incumbents Not "At Will" as of 7/1/07	19
-	Appendix "C" – Reclassifications and Retention & Recruitment Adjustments	20
-	Enabling Town Council Resolution No. _____	21

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is an agreement between the TOWN OF WINDSOR, hereinafter referred to as "Town" and the TOWN OF WINDSOR MANAGEMENT EMPLOYEES GROUP hereinafter referred to as "MEG."

ARTICLE 1. PURPOSE:

1.1. The purpose of the agreement is to promote the mutual interests of the Town and the employees, and to provide for the operation of the Town's facilities under methods which will further, to the fullest extent possible, the safety and welfare of the employees, economy and efficiency of operations, elimination of waste, realization of an optimum quality and quantity of product and/or service, cleanliness of facilities and protection of property.

ARTICLE 2. BARGAINING UNIT RECOGNITION:

2.1. The Town recognizes MEG as the exclusive representative of the full time employees employed in the classifications listed in Appendix "A".

ARTICLE 3. BARGAINING UNIT SECURITY:

3.1. No Discrimination. The parties to this agreement recognize, and shall not interfere with, the right of each employee to become and/or remain a member of MEG, according to the free choice of such employee. It is expressly understood and agreed that employees covered by this agreement shall be equally free to become or not become members of MEG, and there shall be no discrimination on that account or interference, restraint, or coercion by either party signatory hereto or their officers, agreements, officers, agents, or representatives respecting any employee because of membership or non-membership in MEG, or the exercise of employee rights as guaranteed under State and Federal law.

3.2. Access to Bargaining Units. Both parties agree that MEG shall have reasonable access to the bargaining unit employees. All MEG officials will be required to check with the Employee Relations Officer prior to visiting with the employees. MEG will make a good faith effort not to disrupt the normal operations of the Town. MEG will notify the Employee Relations Officer in writing within 30 days of any changes in its officers, stewards, mailing address or other information relating to employer-employee relations. If MEG has not made such appointment and notice as provided in the article, the Town will continue to communicate with the last known representatives.

ARTICLE 4. TOWN RIGHTS:

4.1. The Town reserves, retains and is vested with any management rights not expressly granted to MEG by this agreement, including without limitation those rights set forth in the Town's Employer-Employee Relations Resolution.

ARTICLE 5. AT WILL EMPLOYMENT:

5.1. "At will" employment is defined as any position that serves exclusively at the discretion of the Town Manager. Such positions will be designated "at will" at the time of appointment. Any department head position hired after January 1, 1997, will be designated as an "at will" position. "At will" employees are free to attempt to negotiate severance pay from the Town Manager at the time of hire. All new positions of employment represented by MEG shall be "at will."

5.2. Persons who are incumbents in the positions listed in Appendix "B", who are incumbents in such positions as of July 1, 2007, are not "at will" in those positions.

ARTICLE 6. SALARIES:

6.1. General Wage Increases

(a) The Town shall implement reclassifications and Retention and Recruitment Adjustments as indicated on Appendix "C." Salary adjustments shall be effective July 1, 2007.

(b) After implementation of the reclassifications and Retention and Recruitment Adjustments as indicated on the schedule attached as Appendix "C", effective July 1, 2007, there shall be a general wage increase for all classes of 3.1 percent.

(c) Pursuant to the following schedule, there shall be general wage increases for all classes based on the annual Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers (CPI-W) for the San Francisco - Oakland - San Jose area, as calculated by the U.S. Department of Labor for the period ending April in the prior fiscal year.

(1) July 1, 2008: Minimum 2.5% - Maximum 4.0%
(2) July 1, 2009: Minimum 2.5% - Maximum 4.0%
(3) July 1, 2010: Minimum 2.5% - Maximum 4.0%

6.2. Salary Upon Employment

(a) Except as otherwise provided herein, appointment to any position in any class shall be made at the minimum rate, and advancement to rates greater that the minimum rate shall be within the limits of the salary range for that class.

(b) In exceptional cases, employment of individuals who possess special qualifications higher than the minimum qualifications prescribed for the particular class may be authorized at a higher rate than the minimum upon the decision of the Town Manager.

(c) The Town Manager may approve higher salary rates, and one time compensation incentives, in order to attract qualified candidates in competitive market circumstances.

6.3. Salary Upon Promotion

(a) Except as otherwise provided herein, any full-time or part-time employee who is promoted to a position of a class allocated to a higher salary range than the class from which the employee was promoted shall receive the salary step rate of the appropriate range which would constitute an increase of salary most closely equivalent to five percent (5%) of the employee's step rate before promotion, but not less than the minimum salary range for the new class nor greater than the maximum salary of the new class.

(b) An employee who is promoted to a position that is not "at will" will be considered for a merit increase after the successful completion of a probationary period. "At will" employees shall be considered for a merit increase after one year of the promotion. The date of promotion will be the new anniversary date for determination of all subsequent merit increases.

6.4. Merit Advancement Within Salary Ranges

(a) Merit increases within a range will not be automatic. They will be based upon merit and will be made only upon written approval by the Town Manager.

(b) Salary upon advancement within the range: Each new employee will be considered for an initial merit increase upon successful completion of a probationary period. Employees will be considered for subsequent merit increases annually following the completion of the probationary period. This subsection does not apply to "at will" employees.

(c) Probationary period. Except for "at will" employees, all employees shall serve probationary periods pursuant to the Town's Personnel Policies.

6.5. Whenever a management employee is assigned in writing by the Town Manager to temporarily perform the duties and responsibilities of a higher classification, in which there is vacant, budgeted position, for at least thirty (30) consecutive calendar days, beginning on the thirty-first (31st) day and for the remaining period of the temporary assignment, the employee will receive additional compensation in the acting classification equal to ten percent (10%) above the employee's current salary. In no event shall such additional compensation be higher than the top step of the salary range, nor lower than the lowest step of the salary range, applicable to the higher class.

6.6. The Town will conduct a salary survey sometime during the last year of this MOU. The Town will share the results with MEG in order to discuss options in light of the survey outcome.

6.7. MEG employees are eligible to receive a bilingual incentive (Spanish only), in the amount of $100 per month. Employees must qualify for the incentive by successfully completing an examination and otherwise meeting Town requirements.

ARTICLE 7. PAY PERIODS:

7.1. All employees shall be paid at least bi-weekly.

ARTICLE 8. HOURS OF WORK AND OVERTIME:

8.1. Management personnel shall not be limited to the normal workweek, but shall spend the time and hours that are necessary to complete the responsibilities of the individual positions. The Town shall endeavor to maintain sufficient trained staff to perform Town responsibilities and contracts. Management personnel are expected to supervise and, in particular situations, fill in for Town staff. It is the intent of the Town to administer the management employees' workload in such a manner as to reduce the need for work time in excess of the normal workweek. Management employees are exempt employees and therefore not eligible for overtime or compensatory time accrual.

ARTICLE 9. HOLIDAYS:

9.1. The following days are recognized as paid holidays. Prior to January 1 of each year, the Town will post the specific dates for paid holidays in the upcoming calendar year.

(a) New Year's Day - January 1
(b) Martin Luther King, Jr. Day - Third Monday in January
(c) President's Birthday - Third Monday in February
(d) Memorial Day - Last Monday in May
(e) Independence Day - July 4
(f) Labor Day - First Monday in September
(g) Veterans' Day - November 11
(h) Thanksgiving Day - Fourth Thursday in November
(i) Day after Thanksgiving - Friday after Thanksgiving
(j) Day before Christmas - December 24
(k) Christmas Day - December 25

9.2. Floating Holidays. Employees covered under this MOU will also be eligible to use two (2) floating holidays per fiscal year. Employees who do not use their floating holidays will lose them at the end of the fiscal year and will not receive any other payment in lieu of these holidays.

9.3. Saturday holidays will be observed on Friday. Sunday holidays will be observed on Monday.

9.4. Effective one day after the start of employment, an employee shall be entitled to the provisions of this article.

9.5. Holidays which occur during an employee's vacation will be treated as a paid holiday rather than as a vacation day.

ARTICLE 10. VACATIONS:

10.1. Paid vacation shall consist of fifteen (15) working days after one (1) year of employment has been completed; twenty (20) working days after four (4) years; and twenty five (25) working days after twelve (12) or more years of employment.

10.2. Vacation schedules shall be approved in advance by the employee's supervisor except in the case of Department Heads or other employees reporting directly to the Town Manager. In such case, the Town Manager shall approve all vacations.

10.3. Each employee who is separated from Town service shall be entitled to payment in lieu of all unused vacation leave which the employee may have accumulated as of the employee's last day of work and shall be computed on the basis of such employee's regular hourly rate at the time of termination.

10.4. Employees shall have successfully completed a probationary period, if one is applicable, prior to using any vacation.

10.5. Vacation leave is intended to benefit the employee without adverse effect upon the Town. Every employee is encouraged to take his/her vacation leave during the year it is accrued. An employee may wish to accrue vacation leave for a specific future period. Such accrual and vacation plan must be approved by the Town Manager in advance. Any unreserved or unused vacation leave exceeding twenty (20) days at the end of the calendar year will be paid with the next payroll.

ARTICLE 11. MANAGEMENT LEAVE:

11.1. Management personnel will be expected to perform their duties in an efficient and exemplary manner. The employee's supervisor, or in the case of Department Heads the Town Manager, is authorized to allow management leave up to a maximum of forty (40) hours per fiscal year subject to the same standards and requirements as vacations. Management leave is limited to the current year and if it is not used by the end of the current fiscal year will be lost with no financial compensation or carryover to a future year.

11.2. In recognition of, and to reward, those management employees who work beyond a normal work schedule, and who do not receive overtime compensation because of their exempt status, MEG employees will be eligible to receive an additional forty (40) hours of management leave. This leave will be subject to the requirements of section 11.1. In addition, the Town will administer the program to ensure that leave pursuant to this section is limited to those who meet the criterion of working beyond a normal work schedule.

In order to receive the additional forty (40) hours, each MEG member must certify (on a form to be provided by the Town) that they worked beyond a normal work schedule in the prior fiscal year. The forms must be submitted to the employee's supervisor during the month of June in order for leave to be credited in the next fiscal year. After approving such certification, in the first pay period of July the Town shall credit the MEG employee the additional forty (40) hours of management leave. The Town may, in its discretion, evaluate the certifications of MEG employees for accuracy. Leave pursuant to this section will be granted based exclusively upon an employee demonstrating that they worked beyond a normal work schedule and may not be denied for other reasons.

For fiscal year 2007-08, each MEG employee must provide certification within thirty (30) days of approval by the Council.

Consistent with the Town's practice of awarding management leave, new employees who have worked six months or less in a MEG classification will be eligible to receive twenty (20) hours of the additional management leave when meeting the criterion of working beyond a normal work schedule, provided, however, that the employee must not have received overtime compensation during such earlier period.

ARTICLE 12. SICK LEAVE:

12.1. Each employee shall earn and may accumulate sick leave as follows, with no maximum limit on sick leave accrual:

(a) Hours earned monthly - 8
(b) Hours earned annually - 96

12.2. Sick leave shall not be considered as a right that an employee may use at his discretion and shall be allowed only in the case of actual sickness or disability. No punitive actions shall be imposed on employees for taking justifiable sick leave.

12.3. For the purpose of charging sick leave, the minimum sick leave chargeable shall be one (1) working hour.

12.4. Employees may use sick leave when they are unable to work because of disability due to a non-industrial sickness or injury.

12.5. On taking sick leave time, employees shall notify their immediate supervisor either prior to or within one (1) hour after the start of a normal workday for the Town.

12.6. The Town may require a clearance from a doctor prior to permitting said employee to return to work.

12.7. Earned sick leave credits may with the approval of the Town Manager be used by the employee:

(a) During the employee's own incapacity due to illness or injury.
(b) During the time needed by the employee to undergo medical or dental treatment or examination.
(c) During a maternity leave in which the employee or spouse is disabled due to the imminent or actual birth of a child.
(d) When it is necessary for an employee to care for a child, stepchild, spouse or parent of an employee, being a member of the employee's household or a person for whom the employee is entitled to a Federal Income Tax dependent exemption who is ill, injured, needs medical care or accompaniment to a medical appointment.
(e) The Town may require appropriate written verification for sick leave usages.

12.8. Earned sick leave credits are terminated upon retirement or termination. An employee may select one of the following options regarding sick leave upon leaving employment with the Town:

(a) Upon retirement, one hundred percent (100%) of accrued sick leave may be used as PERS service credit.
(b) Upon retirement, resignation or death of the employee, a lump sum payment of twenty percent (20%) of accrued sick leave.

12.9. In the event of a recognized job-related injury or illness, an employee may use accrued sick leave as provided in the Town's Personnel Policies.

12.10. The Town shall integrate paid sick leave with SDI benefits.

ARTICLE 13. FAMILY AND MEDICAL LEAVE POLICY:

13.1. Employees are entitled to FMLA and CFRA leave pursuant to the Town's Personnel Policies.

ARTICLE 14. BEREAVEMENT LEAVE:

14.1. The Town shall grant leave of absence with pay up to three (3) days where a member of the employee's or spouse's immediate family dies. In the event travel is required of more than 500 miles, employees may use up to an additional two (2) days from their accumulated sick leave balance. For the purposes of this article, the immediate family of employee or spouse is defined as parent, current spouse, child, stepchild, grandparent, brother, sister, current mother-in-law or current father-in-law.

ARTICLE 15. JURY DUTY:

15.1. It is the policy of the Town that employees are encouraged to perform service as jurors when summoned for jury duty by a court of competent jurisdiction. Any employee summoned for jury duty shall be entitled to a leave of absence with full pay for such period of time as may be required to attend the court in response to such summons. An employee may retain such payment as may be allowed for travel but shall make payable to the Town any and all fees which the employee may receive in payment for service as a juror.

ARTICLE 16. EDUCATIONAL DEVELOPMENT AND REIMBURSEMENT FOR BUSINESS EXPENSE:

16.1. The Town will reimburse an employee for the cost of enrollment and related textbooks upon the successful completion of a vocational, high school, junior college and/or university course, subject to approval in advance and up to a maximum of $1,000 per fiscal year per employee. Approval will be contingent upon said course being in some way related to the Town work and the receipt of a passing and/or "C" grade whichever is relevant. Further this will be in addition to any approved seminar attendance. In special circumstances and with adequate security, the Town Manager may authorize pre-payment of said expenses subject to a written agreement for repayment if the required conditions are not met. Additional educational reimbursement or training beyond the $1,000 annual limit may be approved by the Town Manager on a case-by-case basis.

16.2. Any employee required or authorized to travel in the performance of his or her duties shall be compensated for necessary traveling expenses pursuant to the Town's travel reimbursement policy.

16.3. An employee who is authorized to use a private motor vehicle for travel required in the performance of official duty, shall be reimbursed at the mileage rate established by the United States Internal Revenue Service (IRS) provided the employee maintains the minimum standards for automobile insurance required by the Town.

ARTICLE 17. PROFESSIONAL DEVELOPMENT:

17.1. The Town will allow $1,000 per fiscal year for each management employee to be used for career or professional development. All uses of professional development must be approved in advance by the Town Manager. Examples of appropriate uses include:

(a) Books, textbooks, journals, and membership dues to professional organizations.
(b) Reimbursement for membership dues to an organization that provides organized programs of a structured nature (physical exercise, cardiovascular or weight reduction). Employees may utilize payroll deductions for payment of monthly membership dues to the organizations described in this article.
(c) Professional conferences and training seminars directly related to Town employment.
(d) Up to $400 may be used toward purchase of electronic devices (hardware only) actually used in course of work.

ARTICLE 18. WORKING UNIFORMS:

18.1. Uniforms shall be provided by the Town for use by management employees to wear when performing subordinate duties of a position that would normally be provided working uniforms by the Town.

ARTICLE 19. RETIREMENT:

19.1. The Town is to provide the California Public Employee Retirement System (CalPERS) to all full time employees, and shall pay both the employee and employer contribution to CalPERS. Plan elements are provided below:

(a) CalPERS credit of 2 % per year of PERS membership at age 55.
(b) No Social Security coordination.
(c) 1957 Survivor's Benefits.
(d) 1959 Fourth Level Survivor's Benefits.
(e) Final Compensation determined as highest twelve (12) consecutive months of CalPERS membership.
(f) Ordinary Disability Retirement.
(g) Unused Sick Leave accumulation credit.
(h) Two percent (2%) maximum annual cost-of-living allowance after retirement.
(i) Pre-retirement death benefit of total contribution plus interest earned return to survivor plus one (1) month's pay for each year in the retirement system up to six (6) years.
(j) Post-retirement death benefit of $500 (in addition to normal retirement benefits).
(k) Termination of Service - may receive a refund of member's contributions.
(l) Military Service Credit as Public Service

19.2. Town shall treat employee contribution to the Public Employee's Retirement System as employer contribution for Federal and State tax purposes only. The procedure is in compliance with Section 414(h)(2) of the Internal Revenue Code (IRC) and the State of California Revenue and Taxation Code Section 17501.

19.3. During the term of this MOU, and subject to the approved processes, rules and procedures of CalPERS, the Town shall report the value of EPMC to CalPERS as special compensation during an employee's year prior to retirement pursuant to section 20636(c)(4) of the California Government Code.

ARTICLE 20. DEFERRED COMPENSATION PLANS:

20.1. Employees may participate on a voluntary basis in any of the deferred compensation plans offered by the Town. Any contributions made by employees to any deferred compensation plan offered by the Town must be made through employee payroll deductions, using forms approved by the Town.

20.2. The Town will make available to its employees an IRC Section 125 flexible spending account plan during the term of this MOU.

ARTICLE 21. INSURANCES:

23.1. The Town shall provide each full time employee with the following insurances at the levels described below: medical plan; dental plan; vision plan; life insurance; long term disability; supplemental health insurance.

23.2. Medical Plan

(a) During the term of this MOU, the Town will make the following contributions toward premiums for the health care plans made available by the Town's health care plans:

Employee:	100% (any plan)
Employee + 1:	95% (lowest cost plan)
Family:	85% (lowest cost plan)

(b) As of July 2007, the Town offers Kaiser and Blue Cross (through REMIF). The Town will use best efforts to ensure that employees continue to receive substantially comparable coverages during the term of this MOU, and will consult with the Union upon request relative to this issue.

23.3. Dental Plan

(a) During the term of this MOU, the Town will make the following contributions toward premiums for the Town's dental plan: 100%.

(b) As of July 2007, the Town offers Delta Dental through REMIF. If the Town changes from Delta Dental, the Town will notify the Union. The Town will use best efforts to ensure that employees continue to receive substantially comparable coverage to Delta Dental during the term of this MOU, and will consult with the Union upon request relative to this issue.

23.4. Vision Plan. During the term of this MOU, the Town will contribute 100% of the premium for Vision Service Plan made available by the Town. If not covered by the plan, safety glasses will also be provided to all maintenance and operations personnel.

23.5. Life Insurance. During the term of this MOU, the Town will provide a plan with $50,000 lump sum death benefit. On a voluntary basis, employees may purchase additional life insurance coverage beyond the $50,000 lump sum death benefit provided by the Town using the Town's group plan. The premium for additional life insurance coverage shall be paid through employee payroll deductions.

23.6. Long Term Disability. During the term of this MOU, the Town will continue to pay the entire premium for long term disability insurance coverage for employees.

23.7. Supplemental Health. During the term of this MOU, on a voluntary basis employees may choose to purchase supplemental health, disability, life and other insurances from the American Family Life Assurance Company of Columbus (AFLAC), or other company (hereafter "Insurance Company."). All of the costs to obtain supplemental insurances will be paid by the employee, with no financial contribution from the Town. Premiums and any other charges for supplemental insurances will be paid by individual employees through payroll deductions, on forms approved by the Town and submitted to the Town Manager or designee. This voluntary payroll deduction shall remain in effect until employment with the Town is terminated or a written authorization, modification or cancellation is received by the Town Manager or designee. The Town agrees to make payments to the Insurance Company of the specific amount deducted and withheld as authorized in writing by the employee. This deduction will be made only if the employee's earnings are sufficient and after all other required deductions are made. All other required deductions have priority over the supplemental health insurance premium deduction. The Town shall not be responsible or liable for any claims, demands, lawsuits or any other action initiated against the Town by the employee or the Insurance Company regarding such supplemental insurances; but the Town will provide information on payments made to the Insurance Company on behalf of an employee if requested in writing by either party to resolve a dispute over payments of premiums.

23.8. Retirement Health Savings Account. During the term of this MOU, the Town will meet with the Union to attempt to make available a Retirement Health Savings Account ("RHSA") plan available to employees. The parties will explore whether contributions may be made by employees on a voluntary basis to such plan.

23.9. Flexible Spending Account. During the term of this MOU, the Town will make available a Flexible Spending Account program (IRC section 125). Contributions may be made by employees on a voluntary basis to such program. The Town currently absorbs the monthly administration fee for this benefit.

23.10. Miscellaneous. During the term of this MOU, the Town shall continue to provide coverages that are the same or substantially equivalent to those described above, provided such coverages continue to be available.

ARTICLE 22. DRUG-FREE WORKPLACE POLICY:

22.1. All employees are subject to the Town's drug free workplace policy contained in the Town's Personnel Policies

ARTICLE 23. DISCIPLINARY PROCEDURES:

23.1. "Permanent" Employees. Regular, full time employees who have completed their probationary period may be disciplined for good cause pursuant to the Town's Personnel Policies.

23.2. "At-Will" Employees. Employees holding positions designated "at-will" may be subject to discipline, or termination of employment, with or without just cause pursuant to the Town's Personnel Policies.

23.3. "Probationary Employees." Employees in probationary status may be subject to discipline, or termination of employment, without or without just cause pursuant to the Town's Personnel Policies.

ARTICLE 24. GRIEVANCE PROCEDURE:

24.1. Definition. A grievance shall be defined as any dispute which involves the interpretation or application of any provision of this Memorandum of Understanding, excluding the interpretation of ordinances, resolutions, rules and regulations and other policies adopted by the Town.

24.2. Processing. A grievance shall be processed as follows:

(a) All grievances must be initiated by the affected employee(s) ("grievant(s)") within fifteen (15) days from the date of the action or occurrence giving rise to the grievance or within fifteen (15) days of when the grievant knew or could have reasonably discovered such action or occurrence.

(b) Time limits specified in each step of the grievance procedure shall be strictly observed and may only be extended by mutual agreement of the parties in writing.

(c) Failure of a grievant to observe a time limit shall terminate the grievance. Failure of the person to whom the grievance is submitted to observe the time limits shall give the grievant the right to move the grievance to the next level.

(d) All references to "days" are to calendar days.

24.3. Steps of Grievance Procedure

(a) Step One: The grievance shall first be discussed on an informal basis by the grievant with the employee's immediate supervisor within fifteen (15) days from the date of the action causing the grievance. The immediate supervisor shall respond within seven (7) days.

(b) Step Two: In the event the employee believes the grievance has not been satisfactorily resolved, the employee shall submit the grievance in writing to the immediate supervisor within seven (7) days after receipt of the immediate supervisor's response at Step One. The written grievance shall:

(1) Fully describe the grievance and how the employee was adversely affected by the Town;
(2) Set forth the section(s) of this MOU allegedly violated;
(3) Indicate the date(s) of the incident(s) grieved; and
(4) Specify the remedy or solution to the grievance sought by the employee.

The immediate supervisor shall respond to the written grievance in writing within seven (7) days of receipt date of the written grievance. The written response shall include a statement of the immediate supervisor's position and the facts upon which it is based and the remedy or correction which has been offered, if any.

(c) Step Three: If the grievant is not satisfied with the response at Step Two, the grievant may, in writing, appeal the decision to the next level supervisor within seven (7) days of the date of the written response at Step Two.

Within five days after receipt of the appeal, the next level supervisor shall meet with the employee and they shall thoroughly discuss the grievance. The next level supervisor shall provide his/her decision in writing within fifteen (15) days after the meeting.

(d) Step Four: If the grievant is not satisfied with the response at Step Three, the grievant may, in writing, appeal the decision to the Department Head within seven (7) days of the date of the written response at Step Three.

Within five days after receipt of the appeal, the Department Head shall meet with the employee and they shall thoroughly discuss the grievance. The Department

Head shall provide his/her decision in writing within fifteen (15) days after the meeting.

(e) Step Five: If the grievant is not satisfied with the response at Step Four, the grievant may appeal the decision to the Town Manager. Such appeal must be filed in writing with the Town Manager within ten (10) days of the date of the Step Four decision. The Town Manager shall provide his/her decision in writing within fifteen (15) days. The Town Manager may convene a meeting, or address the issue based on the written submission of the grievant. The Town Manager's decision shall be final.

24.4. Miscellaneous. All grievances which involve the payment of compensation shall be filed in writing. No adjustment of compensation shall be retroactive for more than sixty (60) days from the date of filing such grievance.

ARTICLE 25. NO STRIKE AND NO LOCKOUT:

25.1. During the period of this agreement, there shall be no strikes, work stoppages, slow downs, picketing or similar disruptions in the operations of the Town's facilities either by MEG or the employees.

25.2. No officer or representative of MEG shall authorize, instigate or condone any strikes against the Town while this agreement remains in effect.

25.3. There shall be no lockouts during the term of this agreement by the Town.

25.4. The Town shall be under no obligation to bargain with MEG concerning employees who go on strike or concerning the subject of any strike so long as the strike continues during the term of this agreement.

25.5. MEG understands and agrees that it shall be liable for damages, including reasonable attorney's fees and court costs in the event of any unauthorized strike, work stoppage, slowdown, picketing or similar interference with operations of the Town which have been authorized and/or condoned by MEG and which occur during the life of this agreement.

ARTICLE 26. SEVERABILITY AND FLSA SAVINGS:

26.1. Should any part of this agreement be rendered or declared illegal or invalid by legislation or decree of a court of competent jurisdiction, this invalidation shall not effect the remaining portion of this agreement.

26.2. This MOU shall be interpreted to comply with the minimum requirements of the Fair Labor Standards Act (FLSA).

26.3. The Town and the Union believe that this MOU, and all of the Town's related pay practices, comport with the requirements of the FLSA. However, in the event any person initiates litigation claiming that the MOU contains a provision that does not comply with the FLSA, the Town may require a reopener regarding the item at issue to negotiate, as needed, to ensure compliance with the FLSA.

ARTICLE 27. MISCELLANEOUS

27.1. Leave usages shall be subject to restrictions contained in the Town's Personnel Policies.

ARTICLE 28. TERM OF AGREEMENT:

28.1. This agreement shall become effective when adopted by the Town Council, and shall continue in full force and effect through June 30, 2011.

The parties affix their signatures below as constituting mutual agreement and acceptance of this Memorandum of Understanding effective JULY 18, 2007. This Memorandum of Understanding is contingent upon approval by the Town Council. Upon its adoption by the Town Council, this MOU will become binding.

On behalf of
Town of Windsor:

J. Matthew Mullan
Town Manager

Town of Windsor
Management Employees Group:

Eric Lofchie
President

Recommended by:

James McAdler
Administrative Services Director

Appendix "A"

Job Classifications
Represented by Town of Windsor Management Employees Group

Senior Management Analyst
Management Analyst
Accounting Manager
Accountant
Public Works Manager
Maintenance Superintendent
Project Manager
Senior Planner
Associate Planner
Building Official
Community Services Supervisor
Senior Community Services Specialist
Youth and Family Services Program Coordinator
Assistant Town Engineer
Senior Engineer
Associate Engineer
Assistant Engineer
Water Conservation Program Coordinator

Appendix "B"

Positions With Incumbents Not "At Will" as of July 1, 2007 *

Maintenance Superintendent (assigned to Public Works Department)
Senior Planner (assigned to Planning and Building Department)
Senior Management Analyst (assigned to Administrative Services Department)

* Note: Status of incumbents will change upon promotion.

Appendix "C"

Reclassifications

From	To
Assistant Planner (AFSCME)	Associate Planner
Associate Planner	Senior Planner
Water Conservation Specialist (AFSCME)	Water Conservation Program Coordinator
Utilities Manager	Public Works Manager

Retention and Recruitment Adjustments (RRA)

Classification	Monthly RRA 2007-08	Monthly RRA 2008-09	Monthly RRA 2009-10	Monthly RRA 2010-11
Assistant Engineer	$30.00	$30.00	$30.00	$30.00
Associate Engineer	$100.00	$100.00	$100.00	$100.00
Senior Engineer	$262.50	$262.50	$262.50	$262.50
Assistant Town Engineer	$575.00	$575.00	$575.00	$575.00
Community Services Manager	$87.50	$87.50	$87.50	$87.50
Maintenance Superintendent	$30.00	$30.00	$30.00	$30.00
Building Official	$562.50	$562.50	$562.50	$562.50

TOWN OF WINDSOR

CERTIFICATION FOR MANAGEMENT LEAVE

For Accrual in Fiscal Year: _____

Recitals: The Town maintains a regular work schedule of ten hours per day, Monday through Thursday. This form is to be used by employees seeking management leave, pursuant to Article 11.2 of the Memorandum of Understanding ("MOU") between the Town and the Management Employees Group.

Certification: The undersigned hereby certifies that s/he worked forty (40) hours or more beyond the Town's regular work schedule during the prior fiscal year.

Dated: _____

_____
Employee Signature

_____
Print Name

Department Director Approval:

_____

Dated: _____