SIDE LETTER BETWEEN TOWN OF WINDSOR AND THE WINDSOR MANAGEMENT EMPLOYEES' GROUP (MEG)

RE: ARTICLE 11. VACATIONS OF THE MOU

This "Side Letter" is between the Town of Windsor (hereinafter called "Town") and the Windsor Management Employees' Group (MEG) (hereinafter called "Association") (collectively referred to as the "parties") and shall apply to all full-time employees of the Town working in the classifications set forth in the 2022 - 2025 comprehensive Memorandum of Understanding (MOU) between the parties, with reference to the following recitals, which are incorporated into this Side Letter:

A. WHEREAS, the Town Council approved on June 15, 2022, a comprehensive MOU between the parties for the period from July 1, 2022, until June 30, 2025;

B. WHEREAS, the Town often has difficulty attracting management-level employees to Town employment;

C. WHEREAS, the parties have met and conferred in good faith, and reached mutual agreement as described in this Side Letter.

NOW THEREFORE, the amendments to the comprehensive MOU as set forth in this Side Letter have been mutually agreed upon by the designated bargaining representatives of the Town and Association, as follows:

1. The parties agree that the comprehensive MOU between the parties shall be amended as follows:

ARTICLE 11. VACATIONS

11.1 Paid vacation shall consist of 120 hours after one (1) year of employment has been completed; 160 hours after four (4) years; and 200 hours after twelve (12) or more years of employment.

11.2 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.

11.3 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.

11.4 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 160 hours days at the end of the calendar year shall not be carried over to the next year but will be paid after the pay period that includes December 31st allowing for full calculation of accruals/payouts.

11.5 When a former full-time Town of Windsor employee, who left the Town employment in good standing, within the last 24 months is rehired into a full-time position, the employee's prior years of service with the Town will count towards the accrual of their vacation rates. Prior leave balances will not be reinstated.

2. Except as modified in this Side Letter, all other terms of the comprehensive MOU will remain in effect unless otherwise agreed by the parties.

3. The parties agree that any and all tentative agreements are hereby incorporated. Any outstanding proposals not agreed to are hereby withdrawn by the parties. Language in the MOU between the parties not changed by this Side Letter agreement shall remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this Side Letter agreement as of the 9 day of December 2022.

FOR THE TOWN OF WINDSOR

Jon Davis
Town Manager

Date: 12-9-22

FOR THE MANAGEMENT EMPLOYEES' GROUP (MEG)

Veronica Siwy
MEG

Date: 12/10/2022