

ARTICLE X
FEDERATION RIGHTS

A. The Board agrees to deduct via payroll dues for all members of the bargaining unit, unless an individual member gives notice to the Director of Human Resources, in writing, that he or she wishes to have deducted the service fee only. Effective with the employee's date of hire, the proper deduction will be made each month from the employee's salary and forwarded to the Union monthly. Upon the payment thereof to the Federation the Board shall be held free and harmless from any liability in handling such Federation dues and may require a release from the Federation.

B. Effective July 1, 1980 all employees shall, as a condition of continued employment, join the Union or pay to the Union a representation fee not greater than the amount of dues uniformly required of members of the exclusive bargaining representative organization, set by the Union in accordance with law.

1. The Board shall deduct the amount certified by the Union as the annual dues or representation fee from any pay of each employee in equal semi-monthly installments. All such deductions shall be remitted to the Union by the fifteenth (15th) day of the month for which the deduction is made. Employees on leaves of absence must make suitable arrangements in advance of such leave to pay the representation fee for Union dues directly to the Union.

Payments for new employees shall commence within thirty days following the effective date of employment.

The Union shall hold the Board and City harmless against any and all claims, demands, liabilities, lawsuits, counsel fees or other costs, which may arise out of, or be by reason of, actions taken against the Board as a result of administration of the provisions of this section.

2. The Board agrees to deduct from the pay of all employees, who authorize such deductions from their wages, such amounts as each employee wishes to contribute to C.O.P.E.

It is understood that such deductions are voluntary and are not required as a condition of employment.

C. Paraeducators (not more than one at a time) who are elected or appointed to a full-time position with the Federation (state or national) will, upon proper application, be granted a two-year leave of absence without pay or benefits for the purpose of accepting the position. Such leave may be extended for one additional two-year period upon proper application prior to June 1 of the second year. A paraeducator granted such leave of absence shall not accrue additional sick days, seniority, or other benefits during such leave, nor shall he/she advance in grid placement. Immediately following the leave, the bargaining unit member shall be permitted to return to service in the assignment, which he/she left if the position is available, otherwise in an equivalent position, if available. If a bargaining unit member returns immediately following the leave, he/she shall retain all previously accrued sick time

and benefits. No credit or benefit shall be given for time spent on leave for purposes of grid placement or otherwise except that the bargaining unit member shall advance a single increment, if not at maximum, if the collective bargaining agreement provided for step movement for all bargaining unit members in each year that the bargaining unit member was on Federation Leave.

- D. One bulletin board shall be reserved at an accessible place in each Hartford school for the exclusive use of the Federation for the posting of official Federation notices or announcements.
- E. The Federation may call meetings in each school outside of scheduled work hours.
- F. The Board agrees to furnish a copy of this Agreement to each employee within two months of its signing, and to every new employee upon the starting date of employment. The cost of reproducing the Agreement shall be equally borne between the Board and the Federation.
- G. There shall be made available to the Federation upon its request any and all information, statistics and records including the Board policies and amendments the Federation may deem be relevant or necessary for the proper enforcement and implementation of the terms of this Agreement, to the extent to which such material is readily available, reasonable, obtainable and allowed under the Freedom of Information Act. Records of paraeducators other than those involved shall not be available without the approval of the individual paraeducator.
- H. Whenever members of the bargaining unit are scheduled by the parties to participate during school hours in conferences or meetings, they shall suffer no loss in pay.
- I. A copy of the public agenda of the regular Board meetings shall be available to the official Federation representative to the Board twenty-four (24) hours prior to the meetings. This representative shall be advised as soon as possible of all special meetings.
- J. Federation members will be granted leave without loss of pay to attend special leadership training opportunities and for special Federation business upon request of the President of the Federation with the approval of the Superintendent; such requests shall not be unreasonably denied.
- K. It is recognized that the Federation shall have the opportunity to make constructive recommendations toward the operation of the school system through meetings with the Superintendent or his/her designee or ad hoc committees jointly established.
 - 1. The Superintendent and/or his/her designee and the Union President and/or his/her designee shall meet as needed to discuss matters of general concern to either party.
 - 2. Newly hired paraeducators shall be provided a copy of their appropriate job description by the Human Resources Department.
 - 3. The Federation and principals shall have access to all paraeducator job descriptions through the Human Resources Department.