

AGREEMENT

between

NEW HAVEN ECOLOGY PROJECT, INC.
D/B/A COMMON GROUND

and

TECHNICAL, OFFICE AND PROFESSIONAL UNION,
LOCAL 2110, UAW

Expiring June 30, 2026

TABLE OF CONTENTS

ARTICLE 1 – Preamble.....	1
ARTICLE 2 – Recognition.....	1
ARTICLE 3 – Management Rights.....	2
ARTICLE 4 – Union Rights.....	3
ARTICLE 5 – Union Security and V-CAP.....	3
ARTICLE 6 – No Strike / No Lockout.....	5
ARTICLE 7 – Non-Discrimination.....	5
ARTICLE 8 – Grievance and Arbitration.....	6
ARTICLE 9 – Discipline and Discharge.....	7
ARTICLE 10 – Employee Classifications.....	7
ARTICLE 11 – Probationary Period.....	8
ARTICLE 12 – Work Year.....	8
ARTICLE 13 – Hours of Work.....	8
ARTICLE 14 – Working Conditions, General.....	10
ARTICLE 15 – Working Conditions, Non-School Programs.....	10
ARTICLE 16 – Working Conditions, School.....	11
ARTICLE 17 – Closings and Cancellations.....	12
ARTICLE 18 – Holidays and School Recess.....	13
ARTICLE 19 – Attendance.....	14
ARTICLE 20 – Timekeeping.....	15
ARTICLE 21 – Return and Resignation.....	15
ARTICLE 22 – Salaries and Wages.....	15
ARTICLE 23 – Overtime.....	17
ARTICLE 24 – Insurance Benefits.....	17
ARTICLE 25 – Paid Time Off (PTO).....	21
ARTICLE 26 – Benefits for Part-Time Employees.....	23
ARTICLE 27 – Retirement Benefits.....	24
ARTICLE 28 – Bereavement Leave.....	24
ARTICLE 29 – Jury Duty Leave.....	24
ARTICLE 30 – Connecticut Paid Leave Program.....	25

ARTICLE 31 – Seniority.....	25
ARTICLE 32 – Vacancies.....	26
ARTICLE 33 – Transfers.....	27
ARTICLE 34 – Evaluation.....	27
ARTICLE 35 – Personnel Files.....	28
ARTICLE 36 – Labor-Management Committee.....	28
ARTICLE 37 – Information to the Union.....	28
ARTICLE 38 – Notice to the Union.....	29
ARTICLE 39 – Subcontracting.....	29
ARTICLE 40 – Severability.....	29
ARTICLE 41 – Entire Agreement.....	29
ARTICLE 42 – Duration.....	30
APPENDIX A – Salary Schedules.....	31

ARTICLE 1 – Preamble

This Agreement is made and entered into by and between New Haven Ecology Project, Inc. d/b/a Common Ground, by and through its Board of Directors (hereinafter referred to as “Common Ground”), and Technical, Office and Professional Union, Local 2110, UAW (hereinafter referred to as the “Union”), jointly referred to as the “Parties.”

ARTICLE 2 – Recognition

2.1. Common Ground recognizes the Union as the exclusive bargaining representative with respect to wages, hours, and other conditions of employment of the following employees, as certified by the National Labor Relations Board in Case No. 01-RC-283931: All full-time and regular part-time teachers, social workers, school nurses, support educators, kitchen assistants, campus safety managers, environmental leadership managers, student engagement and out of school opportunities managers, student culture managers, student culture coordinators, administrative assistants, school operations managers, and operations managers employed at Common Ground’s Common Ground High School (hereinafter referred to as the “School”), and environmental educators, handymen, facilities and site assistants, development associates, green jobs coordinator & watershed liaisons, and food justice coordinators employed at Common Ground’s non-school programs (e.g., Children’s Community Programs and the Urban Farm), but excluding other employees including all temporary employees, confidential employees, Curriculum and Instruction Director, Executive Director, Director of Operations, Farm Director, Director of Programs, Culture & Climate Director, School Director, Business & Administration Director, Assistant School Director, Community Impact and Engagement Director, Chef, Career Pathways and Green Jobs Corps Manager, Facilities & Site Manager, Executive Assistant, farm interns, managerial employees, agricultural laborers, current students of Common Ground High School, guards, and supervisors.

2.2. Temporary employees, including seasonal employees and substitute teachers, are not members of the unit. Temporary employees are employees hired to work in positions of no more than ninety (90) calendar days during the calendar year. The said ninety (90) day period may be extended if the temporary employee is replacing someone on an approved leave of absence for the length of the approved leave, or by mutual agreement of the parties.

2.3. The term “teacher” as used herein shall have the same meaning as defined in Connecticut General Statutes § 10-151, excluding temporary substitute teachers, employees occupying positions requiring supervisory or administrative certification, and any positions specifically excluded under Section 2.1.

2.4. As applied to teachers, the provisions of this Agreement shall be interpreted consistent with the requirements of the Connecticut Teacher Tenure Act, Connecticut General Statutes § 10-151 *et seq.*

2.5. For the purposes of the remainder of this Agreement, the term “employee” shall mean a bargaining unit employee only.

2.6. Each party reserves the right to act hereunder by committee or designated representative(s).

2.7. The Union shall inform Common Ground, in writing, of the names and titles of the Unit Chair, union delegates, and any other stewards or officers who will handle grievances, negotiations, and other Union business and shall promptly inform Common Ground as to any change in such positions.

ARTICLE 3 – Management Rights

3.1. Except where such rights, powers, and authority are specifically relinquished, abridged, or limited by the provisions of this Agreement, Common Ground and its management, including, but not limited to, the Executive Director, has and will continue to retain, whether exercised or not, all of the rights, powers, functions, and authority, whether expressed or implied, heretofore had by it and, except where such rights, powers, and authority are specifically relinquished, abridged, or limited by the provisions of this Agreement, it shall have the sole and unquestioned right, responsibility, and prerogative of the management of the affairs of the organization and direction of the working force including, but not limited to, the School and the Non-School programs and the employees working therein.

3.2. **Enumerated Rights.** The exclusive functions and rights of Common Ground include, but are not restricted to, the right:

To establish or continue policies, practices, and procedures for the conduct of Common Ground business and, from time to time, to change or abolish such policies, practices, or procedures; to direct the operation of the employees in all aspects; to determine the methods and levels of financing and budget allocation; to determine and from time to time re-determine the number of employees to be employed; to employ, assign, transfer, promote, layoff or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interest of Common Ground; to discipline, suspend, and/or discharge employees; to determine the procedures for promotions and transfers; to select and determine the qualifications of employees; to select and employ new personnel; to determine job descriptions, job categories, job classifications, and job schedules; to create, enforce, and from time to time change rules and regulations concerning discipline and the performance of work; to establish contracts or subcontracts; to maintain a public charter school and such other educational activities as in its judgment will best serve prospective and current students; to decide the need for school facilities; to determine the number, age, and qualifications of pupils to be admitted into school; to determine class and program sizes, annual and daily school schedules, and courses of study; to prescribe rules of management, studies, classification, and discipline for the charter school; to decide primary instructional materials to be used at the charter school; to make rules for the arrangement, use, and safekeeping of the school libraries and to approve the books selected therefore; to determine the need and program for additional programs including summer school, evening school, weekend programs, and vacation programs, if any; and to determine the care, maintenance and operation of buildings, land, apparatus, and other property.

3.3. **Unenumerated Rights.** The listing of specific rights in Section 3.2 of this Article is not intended to be all inclusive, restrictive, or a waiver of any rights of Common Ground not listed which have not been expressly and specifically surrendered herein, whether or not such rights have been exercised by Common Ground.

ARTICLE 4 – Union Rights

4.1. Union representatives shall have reasonable access to the Common Ground premises for the purpose of conferring with its delegates and/or employees covered by this Agreement. Any such Union representative shall provide notice to the Executive Director, or designee, that the representative intends to visit the premises and the representative shall check in upon arrival at Common Ground. Such visits shall not interfere with Common Ground operations or class time.

4.2. There shall be union-designated bulletin boards in the Hilltop, Springside, and Farmhouse buildings.

4.3. There shall be a Unit Chair and up to two (2) union delegates. One union member who serves in one of these positions per grievance per day shall be released to attend grievance meetings or hearings without loss of pay with notice to the member's supervisor and only for such time necessary to attend the scheduled meeting or hearing.

4.4. Subject to operational needs, the Union shall be permitted to hold all unit meetings on Common Ground premises Monday through Friday, before 7:45 a.m. or after 3:20 p.m. The Union shall provide notice of such unit meetings to the Executive Director or designee at least forty-eight (48) hours in advance of any meetings and shall ensure that after any unit meetings that any buildings used for such meetings are locked and garbage is removed. The Union must provide with the notice to the Executive Director or designee the name of one (1) person who is responsible for locking buildings and removing garbage. The Union may request time for meetings during alternative hours. All requests for use of Common Ground buildings during alternative hours shall be made by the Union through the Executive Director.

4.5. One member of the unit each contract year shall have a right to take an unpaid leave of absence for up to ninety (90) calendar days for Union business, without loss of seniority, with at least ninety (90) calendar days' written notice from the Union, except for School employees, who must provide notice by June 30 of any such leave of absence occurring during the following school year. Common Ground may limit the time period during which such leave occurs for a School employee to a single school year (including the intervening summer months) and may require that such leave of absence for a School employee extend for the entire school year, provided that any replacement hired to fill the absent employee's position shall be considered a temporary employee and shall not become a member of the unit in filling the position.

ARTICLE 5 – Union Security and V-CAP

5.1 All members of the bargaining unit shall either become members of the Union or pay agency fees to the Union no later than thirty (30) calendar days after the start of their

employment or the execution of this Agreement, whichever is later, and shall thereafter be obligated to pay uniformly required dues or agency fees as a condition of continued employment.

5.2. Except for teachers, an employee who fails to satisfy the above shall be discharged if within thirty (30) calendar days following the receipt of a written demand from the Union requesting their discharge the required dues or agency fees have not been tendered. If a teacher fails to satisfy the above, then proceedings to not renew or terminate the teacher's contract of employment (as that term is used in Connecticut General Statutes § 10-151) pursuant to Connecticut General Statutes § 10-151 shall be initiated if within thirty (30) calendar days following the receipt of a written demand from the Union requesting the teacher's discharge the required dues or agency fees have not been tendered.

5.3. The Union agrees that it will indemnify and hold Common Ground harmless from any claims, demands, suits, damages, and liabilities.

5.4. Upon receipt of a written notice from the Union and written authorization from an employee, Common Ground shall promptly deduct from the wages all membership dues (or agency fees) as provided in the authorization form executed by the employee. Such deductions shall be made each pay period. Common Ground will notify the Union promptly of any revocation of such authorization it receives and shall not be obligated to withhold any funds without an employee's written authorization.

5.5. Common Ground shall forward those funds described in Section 5.4 on a monthly basis to the Union with a report listing the names of all employees for whom dues or fees are deducted, and the amount and pay period of the deduction, delineating any amount deducted for an initiation fee or retroactive fees. Once the funds are remitted to the Union, their disposition thereafter shall be the sole and exclusive obligation and responsibility of the Union.

5.6. Common Ground shall be relieved from making such deductions from any employee who is not on the payroll because of an unpaid leave of absence or whose employment has been terminated.

5.7. Common Ground shall provide new hires with an introductory letter signed by the Union, a Union membership form, and a copy of the Agreement, all of which may be provided electronically. A Union representative shall be entitled to hold a thirty (30) minute union orientation meeting with a new employee during work hours within thirty (30) calendar days of the employee's first day of work.

5.8. The Union shall supply to Common Ground written notice at least thirty (30) calendar days prior to the effective date of any change in the rates of dues or agency fees.

5.9. Common Ground agrees to deduct from the pay of an employee voluntary contributions to UAW V-CAP, provided that each such employee has executed an "Authorization for Assignment and Checkoff of Contributions to UAW V-CAP" form.

5.9.1. Deductions shall be made only in accordance with the provisions of and in the amounts designated in said "Authorization for Assignment and Checkoff of Contributions to UAW V-CAP" form, together with the provisions of this section of the Agreement. The minimum contribution shall be \$1.00 per paycheck.

5.9.2. A properly executed copy of the "Authorization for Assignment and Checkoff of Contributions to UAW V-CAP" form for each employee for whom voluntary contributions to UAW V-CAP are to be deducted hereunder, shall be delivered to Common Ground before any such deductions are made. Deductions shall be made thereafter, only under the applicable "Authorization for Assignment and Checkoff of Contributions to UAW V-CAP" forms which have been properly executed and are in effect.

5.9.3. Common Ground agrees to remit said deductions promptly to UAW V-CAP, care of the Union. Common Ground further agrees to furnish the Union with the names of those employees for whom deductions have been made, the amounts that have been deducted, and the pay period for which they have been deducted.

ARTICLE 6 – No Strike / No Lockout

6.1. During the life of this Agreement, no employee shall engage in any strike, sit-down, slow-down, walk-out, sick-out, cessation or stoppage of work, boycott, or picketing in connection with Common Ground. If an employee or employees violate this section, Common Ground may discipline, up to and including termination, any or all such employees engaging in such violation in accord with applicable law.

6.2. The Union agrees that it will not either directly or indirectly call, sanction, encourage, or engage in any conduct that violates Section 6.1. In addition, the Union shall cooperate with Common Ground in actively discouraging any violation of this Article. If any violation of this article occurs, the Union shall notify the employees that such actions are prohibited and not sanctioned by the Union.

6.3. Common Ground shall not lockout employees during the life of this Agreement.

ARTICLE 7 – Non-Discrimination

7.1. The parties are committed to an inclusive work environment with respect for difference and a dedication to fairness and recognize that proactive efforts are required to ensure the staff's well-being in this regard. Common Ground agrees that employees shall not be discriminated against on the basis of an individual's race, color, religious creed, sex, gender (including gender identity and gender expression), pregnancy, marital status, age, national origin, ancestry, physical or mental disability except in the case of a bona fide occupational qualification or need, genetic information, sexual orientation, veteran status, union status or union activities, or any other protected characteristic as established by law.

7.2. The Union agrees to continue to admit all employees to membership and to represent all

employees equally without regard to an individual's race, color, religious creed, sex, gender (including gender identity and gender expression), pregnancy, marital status, age, national origin, ancestry, genetic information, sexual orientation, veteran status, union status or union activities, or any other protected characteristic as established by law.

ARTICLE 8 – Grievance and Arbitration

8.1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise affecting the welfare or working conditions of employees. Employees shall have a right to Union representation at each step of the procedure.

8.2. A “grievance” shall be defined as a claim by an employee or the Union (the “grievant”) alleging a violation, misinterpretation, or misapplication of a specific provision of this Agreement. For purposes of this Article, “days” shall mean calendar days. The time limits specified may be extended by written agreement of the parties in interest.

8.3. If a grievance is not filed by an employee or the Union in writing within thirty (30) days of the act or omission which is the basis for the grievance or when the Union could reasonably have become aware of the act or omission, then the grievance shall be considered to have been waived. Failure by a grievant to appeal a grievance to the next level within the specified time limits shall be deemed waived by the grievant. Failure by Common Ground to reply within the specified time limits shall permit the grievant to proceed to the next step.

8.4. **Informal Procedure.** Nothing in this Agreement shall prevent an employee, the Union, or Common Ground from attempting to resolve matters informally without resort to the grievance procedure.

8.5. **Formal Procedure.**

8.5.1. **Step One:** The grievant shall present a grievance in writing to a Human Resource contact designated by the Executive Director to receive grievances at Step One. The grievance must be in writing and must specify the section of the Agreement alleged to have been violated. The designated Human Resource contact shall schedule a meeting to discuss the grievance with the grievant and the Union within fourteen (14) days of receipt of the grievance. The designated Human Resource contact shall, within fourteen (14) days after the meeting, render their decision and the reasons therefor in writing to the grievant and the Union.

8.5.2. **Step Two:** If the grievant is not satisfied with the disposition of the grievance at Step One, the grievant may, within fourteen (14) days after receipt of the Step One decision, file a written appeal with the Executive Director. The Executive Director shall render a written decision within fourteen (14) days of receipt of the Step Two appeal. If the grievance arises from an action of the Executive Director, the grievance may be submitted to the Chair of the Board of Directors in lieu of the Executive Director and the Board (or its designated committee) shall, within thirty (30) days after receipt of the

grievance, meet for the purpose of hearing the grievance. The Board (or its designated committee) shall render its decision and the reasons therefor in writing to the grievant within fourteen (14) days following the hearing of the grievance.

8.5.3. **Step Three – Arbitration:** If not resolved in Step Two, the Union shall have a right to submit the grievance to arbitration within thirty (30) days of receipt of the written decision issued in Step Two by so notifying the Executive Director. The Union and the Executive Director, or designee, shall, within fourteen (14) days after such written notice, attempt to select by mutual agreement a single arbitrator who is an experienced and impartial person of recognized competence in labor arbitration. If the parties are unable to agree on an arbitrator within fourteen (14) days, the Union shall submit the issue for arbitration to the American Arbitration Association (AAA) in accord with the AAA's administrative procedures, practices, and rules. The arbitrator shall hear and decide one grievance in each case (unless the parties mutually agree to submit more than one grievance in a case), render their decision in writing, and shall have no authority to add to, subtract from, or modify any provision of this Agreement. The decision of the arbitrator shall be final and binding on both parties. The costs of the arbitration shall be borne equally by both parties. No individual worker may initiate any arbitration proceeding or move to confirm or vacate an arbitration award.

ARTICLE 9 – Discipline and Discharge

9.1. Except during an employee's probationary period, no employee shall be disciplined or discharged without just cause, provided that a teacher may be terminated or their contract of employment nonrenewed pursuant to Connecticut General Statutes § 10-151 and according to the procedures set forth therein. The discipline or discharge of an employee during their probationary period and the termination or nonrenewal of a teacher pursuant to § 10-151 shall not be subject to the grievance and arbitration procedure.

9.2. Common Ground shall notify the Union, the Unit Chair, and the affected employee(s) in writing within twenty-four (24) hours of a discharge, and forty-eight (48) hours of any other disciplinary action, with the reason for the discharge or disciplinary action.

ARTICLE 10 – Employee Classifications

10.1 Each bargaining unit member shall be considered either a "full-time" or "part-time" employee. A "full-time" employee is a bargaining unit member regularly scheduled to work at least thirty (30) hours per week. A "part-time" employee is a bargaining unit member who is not regularly scheduled to work at least thirty (30) hours per week.

10.2 Each bargaining unit member shall be considered either a "salaried" or "hourly" employee. A "salaried" employee is a bargaining unit member paid on a salary basis, meaning that the employee regularly receives a predetermined amount of compensation each pay period that does not depend on the number of hours worked during that pay period, subject to certain exceptions. An "hourly" employee is a bargaining unit member paid on an hourly basis, meaning

that the employee is compensated each pay period according to the number of hours worked during that pay period, subject to certain exceptions.

10.3 Each bargaining unit member shall be considered either an “exempt” or “nonexempt” employee. An “exempt” employee is a bargaining unit member who is not subject to (i.e., exempt from) overtime pay requirements. A “nonexempt” employee is a bargaining unit member who is subject to overtime pay and minimum wage requirements. Many, but not all, salaried employees are exempt employees. All hourly employees are nonexempt employees.

ARTICLE 11 – Probationary Period

11.1. All new employees shall serve a probationary period of ninety (90) calendar days and shall not have seniority rights or any other rights under this Agreement during the probationary period.

11.2. A probationary employee shall have no seniority until completing the probationary period, after which it will be added to the employee’s total length of continuous employment.

11.3. During the probationary period, an employee may be discharged at-will, and neither the employee nor the Union will have the right to challenge the discharge, discipline, or performance evaluation of an employee through the grievance and arbitration procedure. The probationary period can be extended in thirty (30) day increments by written agreement between the Union and Common Ground.

ARTICLE 12 – Work Year

12.1. Regular full-time ten (10) month School employees work one hundred ninety (190) days per year according to the school calendar which includes student school days and additional workdays. Regular full-time ten (10) month School employees in their first two (2) years of employment shall be required to report at least one (1) day prior to the date upon which all other such School employees are required to report for orientation. If Common Ground increases student school days it may increase the total workdays per year. Any additional days worked over the 190-day work year shall be compensated at a per diem rate based on annual salary.

12.2. The student school year and school calendar shall be established by Common Ground prior to the start of the school year by June 30th. Changes in the school calendar may be made by Common Ground because of state requirements or due to unforeseen school closures.

12.3. Regular full-time twelve (12) month employees (School and Non-School) work the fiscal year less weekends and contractual holidays with the exception of: (1) employees required to work during events and/or programs held on weekends or contractual holidays but who shall normally be scheduled to work five (5) days per week; and (2) farm employees who, due to farm needs, regularly work weekends and contractual holidays.

12.4. The work years for all employees not otherwise identified in this Article, including, but not limited to, regular part-time employees (School and Non-School), vary according to each employee's assignment and work schedule as determined by Common Ground.

ARTICLE 13 – Hours of Work

13.1. All full-time employees, except for regular full-time ten (10) month School employees (i.e., teachers and support educators) are scheduled to work five (5) consecutive days per week, except by mutual agreement between the employee and their supervisor, for forty (40) hours per week inclusive of meal breaks. The regular work hours for employees, except for regular full-time ten (10) month School employees as otherwise provided for in this Article, are specific to their positions and job duties and are determined by Common Ground.

13.2. Except for regular full-time ten (10) month School employees as otherwise provided for in this Article, employees working seven and one-half (7.5) or more consecutive hours shall be provided a meal period of thirty (30) consecutive minutes. Employees required to work or remain on-duty during a meal period (e.g., NatureYear staff) shall be compensated for such time.

13.3. The regular work hours for regular full-time ten (10) month School employees shall begin at 7:45 a.m. and end at 3:20 p.m. and shall include a thirty (30) minute duty-free lunch period.

13.4. The length of the student school day, with respect to student attendance, is understood to be a matter of educational policy reserved to Common Ground's discretion. Without limiting the foregoing, it is understood that the length of the student school day may be modified (e.g., late arrival, early dismissal) or canceled by Common Ground to afford time for curriculum development, professional development, parent-teacher conferences, special activities or events, weather or facility related problems, or other reasons. In these situations, the work hours of School employees may also be adjusted to accommodate the circumstance. Additionally, the school calendar may provide for regularly scheduled School employee workdays on days students are not in school (other than school holidays), for workshops, professional development, curriculum work, training, in-service activities, parent-teacher conferences, or other reasons as determined by Common Ground. School employees shall normally be required to work their regular work hours on student early dismissal days except when student early dismissal is scheduled on the following days: the Wednesday before Thanksgiving, the day before the December break, the Friday before February break, and the Friday before Spring break. On such days, school employees shall be released no later than one (1) hour after the school's closing or after the students have left if an employee's responsibilities are tied to supervising students' departure, whichever occurs earlier, except an employee whose regular work day begins after the start of the school day for students may be required to additionally work the difference in time between the start of the school day for students and the start of the employee's regular work day. For example, if the student school day begins at 8:00 a.m., an employee's work day begins at 9:00 a.m., and school is dismissed at 12:40 p.m., the employee shall be released no later than 2:40 p.m. Employees may be required to stay longer in case of an emergency situation.

13.5. Teachers are required to attend parent-teacher conferences held after school. School parent-teacher conferences occur once during the fall semester and once during the spring semester. The total number of hours for each set of conferences will not exceed a total of six (6) hours, and no more than three (3) of those hours may be scheduled outside of regular working hours, provided Common Ground may change the duration and timing of parent-teacher conferences due to unforeseeable circumstances or otherwise with twenty (20) calendar days' notice to the Union.

13.6. When necessary, School employees may be required to attend emergency staff meetings held before or after school with reasonable notice according to the circumstances.

13.7. Recognizing that the professional responsibilities of teachers extend beyond the normal workday, they may be required to attend school events occurring outside of their regular work hours with at least twenty (20) calendar days' notice.

13.8. The regular work hours for regular full-time Farm employees shall be flexible to accommodate seasonal needs which typically include extended hours in warm weather and shortened hours in cold weather, approximating an average of a forty (40)-hour work week during the work year.

ARTICLE 14 – Working Conditions, General

14.1. Common Ground may establish job descriptions and classifications. Common Ground shall make available copies of job descriptions upon request.

14.2. Common Ground shall establish the agenda for staff meetings which may include professional development and items suggested by staff. Common Ground shall use its best efforts to distribute an agenda by noon of the day preceding a staff meeting.

14.3. Part-time employees who are asked to attend staff meetings outside of their regularly scheduled work hours will be compensated for their attendance at their regular rates of pay.

14.4. Participation in committees that are not part of an employee's regular job responsibilities will be voluntary.

14.5. Employees will have access to a copy machine and adequate supplies to use during the workday.

14.6. Except for work-related travel or employees whose work location(s) are off-campus, employees are generally expected to remain on campus during the regular workday. Salaried employees may leave campus during the workday at times that do not conflict with their job duties and responsibilities for incidental personal reasons provided that they notify their supervisors or the school office before leaving.

ARTICLE 15 – Working Conditions, Non-School Programs

15.1. Environmental educators working in an environmental educator teacher role will normally have one thirty (30) minute period before and one thirty (30) minute period after their programs for set-up, preparation, planning, clean-up, debriefing, parent communications, and similar purposes. Environmental educators working as environmental educator teachers in the NatureYear program will normally have an additional thirty (30) minute period for planning after their program or the equivalent thereto over the course of a week.

15.2. Regular full-time environmental educators working in an environmental educator teacher role will normally be allocated eight (8) or more “Project Day” hours per week during school year programs and not during summer programs. By mutual agreement with their supervisor, such an environmental educator may opt out of Project Day hours and instead be assigned additional direct teaching time as part of their regularly scheduled teaching assignment. Project Day hours are intended for campus care, program support, meetings, covering staff absences, and seasonal special projects and are not intended for use as a routine preparation or planning time.

15.3. To the extent feasible, the child to staff member ratio for Non-School drop-off programs will not exceed eight (8) children to every one (1) assigned staff member. Drop-off programs does not include field trips, birthday parties, family programs, or any other program where non-Common Ground teachers, parents, or other adults not employed by Common Ground remain present.

15.4. With prior approval of their supervisors, unit members may be permitted to clock-in virtually, off campus, to be compensated for program preparation time.

ARTICLE 16 – Working Conditions, School

16.1. Regular full-time teachers at the high school shall be assigned no more than five (5) teaching periods and three (3) preparation periods. Collateral duty assignments shall not be considered a teaching period. Collateral duties shall not exceed ninety (90) minutes per week. If there is a need for a teacher to teach a sixth teaching period in place of a preparation period as part of their regular teaching assignment during a semester, such assignment shall be voluntary and compensated by payment of a stipend of \$2,000 per semester.

16.2. Regular full-time support educators at the high school who are assigned to provide academic support shall be assigned no more than six (6) academic support periods and two (2) preparation periods. Collateral duty assignments shall not be considered an academic support period.

16.3. Preparation periods are those periods within an instructional staff member’s instructional day that the staff member uses to fulfill teacher-directed school-related responsibilities such as lesson preparation, planning and evaluation, or to confer with parents, students, or other staff. While use of this time for professional needs is most often determined by the staff member, it can be used for activities initiated by the administration such as curriculum planning, team meetings, evaluation conferences, or planning related to specific students, classes, or subjects. Additionally, student Planning and Placement Team (“PPT”) meetings and Section 504 meetings may also be scheduled during preparation periods.

16.4. Social workers shall be entitled to the equivalent of one preparation period daily. Depending on the schedule, it is possible that a preparation period may not occur on each day, but that the social worker will have extended preparation time on other days, so that, over the course of the school year, the continuous minutes of preparation time will be equal to having had one preparation period daily.

16.5. Teachers working within a department (e.g., English, Math) shall not be required to teach more than two (2) subjects (i.e., distinct courses of study within a broader classification, e.g., Algebra and Geometry within the Math field) or make more than two (2) teaching preparations daily (e.g., Grade 9 English and Grade 10 English). World Language teachers may be required to teach three (3) subjects.

16.6. Support educators may be assigned to class coverage due to the absence of a teacher as part of their regular duties during academic support periods. When a class to which a support educator is regularly assigned requires coverage due to the absence of the regularly assigned teacher, coverage shall be provided by the regularly assigned support educator.

16.7. Teachers shall be assigned to cover another teacher's class only when no support educator or substitute teacher is available and on a voluntary basis.

16.8. In the event that a support educator or teacher is assigned to cover a class and loses a preparation period as a result, they will be compensated at no less than the rate of \$30.00 per hour for such coverage.

16.9. No class shall be assigned more than twenty-five (25) students with the exception of special subject areas (including, but not limited to, music, physical education) provided that if a class is assigned more than 25 students, no less than two (2) employees shall be regularly assigned to such class.

16.10. Regular full-time ten (10) month instructional School employees shall be notified, in writing or electronically, of their assignments for the following school year, including grade and/or subject and courses assignments, by the last day of the current work year. Changes may be made to assignments after such date for operational reasons such as resignations, retirements, increases/decreases in enrollment, and budgetary factors.

16.11. Common Ground shall use its best efforts in making classroom assignments to allow for the greatest consistency in work space for individual teachers and the minimum amount of travel distance between teaching spaces.

16.12. Regular full-time School employees assigned to a classroom or office will be provided keys, or other appropriate alternatives thereto, to their assigned classroom or office. Keys, or other appropriate alternatives thereto, will be provided prior to the first day of school for students or on their first day of work for those starting work after the start of the student school year. Ten (10) month employees must return their keys at the end of their regular work years, with exceptions made for those completing summer work. All employees must return their keys prior

to separating from employment and prior to extended leaves of absence. Keys may not be reproduced or lent to any third party.

16.13. Each regular School employee shall be provided a mailbox.

ARTICLE 17 – Closings and Cancellations

17.1. Student school days may be cancelled in full during the school year due to unscheduled weather or facility related problems or other reasons and may be rescheduled (made-up) on a different day, including by extending the student school year or during a previously scheduled school recess/vacation. Regular ten (10) month School employees (both full-time and part-time) are required to work on any rescheduled student school days as part of their regular work year.

17.2. Regular full-time twelve (12) month School employees are normally required to report to work in-person on full-day school cancellation days provided the reason for the school cancellation is not a facilities issue affecting the school building, although maintenance and facilities employees will normally still be required to report to work on such days. However, in lieu of reporting to work in person on unscheduled full-day school cancellation days, such employees, except maintenance and facilities employees, may elect to use a PTO day without having to provide the normally required notice or may be provided the opportunity to work remotely with an approved work plan at the discretion of their supervisor(s).

17.3. A full-day cancellation of a student school day does not automatically result in the cancellation of Non-School programs on the same day, although Non-School programs may also be cancelled.

17.4. When Common Ground retains tuition or contractual payments for an unscheduled full-day program cancellation, regular full-time and regular part-time benefits-eligible environmental educators may elect to use accrued PTO without having to provide the normally required notice.

17.5. Common Ground shall notify regular part-time environmental educators when programs where tuition is not collected, or a refund is given are cancelled and they should not report to work. If programs are cancelled under such circumstances after a regular part-time employee has already reported to work, the employee shall be paid for the actual hours worked. Part-time benefits-eligible environmental educators may use accrued PTO to be paid for the cancelled day or hours.

17.6. In the event that a program is canceled with fewer than twenty-four (24) hours' notice, and alternate work is not offered during the same time, non-salaried employees will be paid for the hours lost.

ARTICLE 18 – Holidays and School Recess

18.1. For regular full-time ten (10) month salaried School employees, school holidays and recesses/vacations as set forth in the school calendar (not including days before and after

the student school year and days scheduled as professional development days) are observed as paid days off.

- 18.2. For regular full-time twelve (12) month salaried employees, with the exception of farm employees who, due to farm needs, regularly work weekends and contractual holidays, the following thirteen (13) contractual holidays are observed as paid days off:

Independence Day
Labor Day
Indigenous Peoples' Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving Day or Floating Holiday*
Christmas Day
New Year's Day
Martin Luther King, Jr. Day
Washington's Birthday
Good Friday
Memorial Day
Juneteenth

*In lieu of receiving the Day after Thanksgiving Day as a contractual holiday, regular full-time twelve (12) month salaried employees may elect to receive a floating holiday by providing notice of such election at least fourteen (14) calendar days' before Thanksgiving Day each year. The floating holiday may be used on non-contractual school holidays as set forth in the school calendar (not including days before and after the student school year and days scheduled as professional development days) or a religious holiday observed by the employee as approved by the employee's supervisor. Employees must provide at least fourteen (14) calendar days' notice of intent to use the floating holiday.

- 18.3. The school Christmas recess/vacation as set forth in the school calendar is observed as paid days off for regular full-time twelve (12) month salaried School employees.
- 18.4. Regular full-time twelve (12) month salaried Non-School employees are required to work the equivalent of two (2) days during the school Christmas recess/vacation as set forth in the school calendar. The remainder of the school Christmas recess/vacation is observed as paid days off for such employees. This provision shall not apply to farm employees.
- 18.5. Regular full-time twelve (12) month salaried environmental educators who choose to work a full day on a contractual holiday will accrue an additional day of PTO for working on such holiday.

ARTICLE 19 – Attendance

19.1. The parties agree that regular and punctual attendance of all staff (unless excused through the use of approved PTO or other approved leave) is essential to maintaining an efficient and productive working environment for the benefit of adults and children in our community.

19.2. When an employee anticipates being late or absent from work without prior approval, the employee is required to provide notice by phone or email as soon as possible—no later than one (1) hour before the start of the business day for an absence and the start of the business day for a late arrival—and provide a reason for the absence or late arrival. A Non-School employee shall notify their supervisor, and a School employee shall notify their supervisor and the Main Office.

19.3. An employee who is absent without approval for three (3) consecutive workdays without calling their supervisor is considered to have willfully abandoned their position, which shall be considered just cause for termination.

ARTICLE 20 – Timekeeping

Each nonexempt employee must record their hours of work, including the times they arrive and leave work each day and any time they arrive later or leave earlier than regularly scheduled as approved by their supervisor. Nonexempt employees who are approved to work remotely or off-campus must record the times they begin and end work each day.

ARTICLE 21 – Return and Resignation

21.1. At the end of the school year, Common Ground will issue annual contracts of employment (as that term is used in Connecticut General Statutes § 10-151 as applicable to teachers) and appointment letters (as applicable to non-certified staff) to School employees regarding their assignments and wages or salaries for the following school year. School employees who do not sign and return any such contracts of employment or appointment letters within thirty (30) calendar days of issuance may be deemed to have voluntarily resigned after such period.

21.2. School employees not returning for the following school year shall make all reasonable efforts to resign effective June 30.

21.3. A regular full-time employee who gives notice of intent to resign or retire effective June 30 by April 1 and fully performs their contractual obligations to Common Ground through June 30 shall receive payment for unused accrued PTO up to a maximum of ten (10) days at a rate of one hundred fifty dollars (\$150) per day, or a lump sum of seven hundred fifty dollars (\$750), whichever is greater, on or about July 15. Only employees actively working and attending work during the period from April 1 through June 30 shall be eligible for this benefit except for employees on an approved leave of absence.

ARTICLE 22 – Salaries and Wages

22.1. The salaries for regular full-time employees compensated on a salary basis are set forth in Appendix A which is attached hereto and made part of this Agreement.

22.2. Regular part-time employees compensated on a salary basis shall be compensated on a pro-rata basis according to the applicable salary schedule for regular full-time employees set forth in Appendix A.

22.3. Except employees serving their probationary periods, employees compensated on an hourly basis employed by Common Ground on the dates set forth below shall receive wage rate increases as follows:

Effective and retroactive to August 24, 2023: Three percent (3%) or one dollar (\$1.00), whichever is greater, except that the hourly wage rate for environmental educators working in an environmental educator assistant teacher role shall be increased to \$18.00.

Effective August 24, 2024: Three percent (3%) or fifty (50) cents, whichever is greater, except that the hourly wage rate for part-time environmental educators working in an environmental educator teacher role (not including assistant teachers) shall be increased by one dollar (\$1.00) from \$20.00 to \$21.00, and the wage rate for new employees hired as environmental educators working in an environmental educator assistant teacher role shall be \$18.00.

Effective and retroactive to September 1, 2025 (or date of hire if hired after September 1, 2025): Three percent (3%) for part-time environmental educators working in an environmental educator teacher role (not including assistant teachers) employed as of the date of agreement (in or about October 2025) only. The wage rate for new employees hired as environmental educators working in an environmental educator teacher role shall be \$21.00.

22.4. A new employee's initial step placement on the appropriate salary schedule (for a salaried employee) or initial wage rate (for an hourly employee) shall be determined by the Executive Director or their designee(s) at their discretion but will include consideration of the employee's number of years of relevant experience.

22.5. CGHS teachers will be placed on the appropriate degree salary schedule (Bachelor's or Master's) depending on their degree status on September 1 of each school year. It is the teacher's responsibility to provide notice of a degree change with supporting documentation by the preceding August 1. For purposes of placement on such salary schedules, a Bachelor's Degree (BA) is a baccalaureate degree received from an accredited college or university, and a Master's Degree (MA) is a master's degree received from an accredited college or university in the field of Education.

22.6. Employees compensated on a salary basis who are compensated pursuant to a salary schedule and eligible for step advancement according to Appendix A must have been employed in the position for at least ninety (90) calendar days and have completed their probationary

periods to receive step advancement, provided that the Executive Director or their designee may waive these requirements and grant step advancement at their discretion.

22.7. Employees shall be paid twice monthly via direct deposit on the fifteenth (15th) day of each month and the last day of each month except that when any such day occurs on a weekend or holiday, employees shall be paid on the last business day before the fifteen (15th) or the last day of the month, as applicable. Salaried ten (10) month School employees receive equal payments over a twelve-month period.

22.8. Common Ground shall make mandatory and voluntary deductions from the paychecks of employees as required by federal and state law or otherwise authorized by an employee, including, but not limited to, federal, state, and local tax deductions, teachers retirement fund deductions, retirement contributions, insurance and other benefit plan premium shares, and deductions required by order of court.

22.9. Common Ground may prepare individual contracts of employment (for teachers) or agreements that are not inconsistent with the terms of this Agreement (e.g., one (1)-year teacher contracts of employment).

22.10. An employee compensated according to one of the salary schedules in Appendix A who is transferred to a position compensated according to a different salary schedule shall be placed on such new schedule on a step with a salary that is not less than the employee's previous salary.

22.11. Nothing in this Agreement shall prevent Common Ground, at the sole discretion of the Board or the Executive Director, from granting additional merit-based increases to employees nor require Common Ground to grant additional merit-based increases.

22.12. CGHS teachers assigned to teach Saturday Academy or summer school or perform curriculum work shall be paid thirty dollars (\$30.00) per hour. Support educators assigned to work Saturday Academy or summer school shall be paid twenty dollars (\$20.00) per hour.

ARTICLE 23 – Overtime

23.1. When operating requirements or other needs cannot be met during regular work hours, employees may be required to work additional hours. A nonexempt hourly employee who is not regularly scheduled to work forty (40) hours per week who is required to work in excess of their regularly scheduled hours shall be paid at their straight time hourly rate for all hours worked up to forty (40) hours per week. Nonexempt employees must receive pre-approval from their supervisors prior to working more than forty (40) hours in a workweek.

23.2. Nonexempt employees shall receive compensation for overtime of time and one half their regular rates (1.5x) as required under applicable law.

ARTICLE 24 – Insurance Benefits

24.1. Common Ground will make available to eligible employees the insurance and other benefits described in this Article. It is expressly agreed and understood that any insurance coverage and/or benefit descriptions or summaries contained in or attached to this Agreement are descriptive or illustrative only, intended only to highlight or provide a general overview of the coverage and benefits available to eligible employees, and under no circumstances amend or alter the provisions of the actual insurance or benefit plans or policies. They are not insurance or benefits plans or policies. In the event of an error or omission in any descriptions or summaries, or in any instance where there is a variance from the terms of the actual insurance or benefits plans or policies, the terms of the plans or policies as contained in the applicable master plan document(s) shall govern. Any negotiated changes in the insurance and benefits described in this Agreement will be implemented as soon as is practicable following ratification and signing of the Agreement.

24.2. Regular full-time employees shall be eligible for the insurance and other benefits described in this Article and therefore shall be considered eligible employees for purposes of this Article. New eligible employees shall be eligible for such benefits effective on the first day of the month subsequent to the date of their first day of work, except that new School employees beginning work in August or September shall be eligible for such benefits effective October 1. Existing eligible employees must make insurance enrollment elections and/or changes during Open Enrollment unless an eligible employee experiences a Qualifying Event, in which case, the employee may make elections and/or changes within the time period specified by the applicable insurance or benefit plan/policy. Election to participate, or to discontinue participation, in any insurance benefits for which the employee is required to pay any portion of the premium or premium equivalent may be made only during publicized enrollment periods. Accordingly, any employee electing to participate in any such plan must continue to pay the required portion of the premium or premium equivalent until the next enrollment period and any employee failing to elect participation may not participate until the next enrollment period.

24.3 **Medical.** Common Ground offers to eligible employees individual, employee plus spouse, employee plus child(ren), or family medical insurance coverage under one of the following three medical insurance plan options: (A) \$1000 EPO plan (the “Base Plan”); (B) \$0-100 EPO plan (the “\$0 Deductible Plan”); and (C) \$1000 POS/PPO plan (the “PPO Plan”). The \$1000 EPO plan or Base Plan shall be considered the base or core plan regarding insurance costs. An eligible employee enrolled in the Base Plan pays their applicable percentage share of the premium cost of a fully insured plan, or the equivalent premium cost of a self-insured plan. The equivalent premium cost for self-insured plans shall be calculated as follows: the expected claims plus, as applicable, the stop loss, administrative fee, network access fee, managed care fee, and state and federal taxes, annually adjusted for claim fluctuation and claim cost including the dental premium, apportioned by class. The premium cost share rates or equivalent premium cost share rates shall be as follows:

Year of Agreement	Base Plan Common Ground Cost Share Rate	Base Plan Employee Cost Share Rate
2023-2024	80.00 %	20.00 %
2024-2025	80.00 %	20.00 %

For any eligible employee who desires to enroll in the \$0 Deductible Plan or the PPO plan, Common Ground will contribute toward the cost of that plan an amount equal to the following: the dollar amount contributed by Common Ground toward the premium cost or equivalent premium cost of the Base Plan for the employee's coverage level (single, employee plus spouse, employee plus child(ren), or family coverage). Any employee enrolled in the \$0 Deductible Plan or the PPO plan shall pay the full difference between the dollar amount contributed by Common Ground and the full premium cost or equivalent premium cost of the applicable plan. The medical insurance plans include the following benefits:

MEDICAL	\$1000 EPO BASE PLAN	\$0-100 EPO BUY-UP	\$1000 POS BUY-UP
Individual / Family Deductible	\$1,000 / \$2,500	None	\$1,000 / \$2,500
Plan Coinsurance	20%	0%	20%
Individual / Family Out of Pocket Limit (DED + COINS + COPAYS)	\$4,000 / \$10,000	\$3,500 / \$8,750	\$6,000 / \$12,000
Physician Office Visit	\$25	\$30	\$25
Specialist Office Visit	\$40	\$50	\$40
Inpatient Hospital	20% after ded	\$750 copay per continuous confinement	20% after ded
Outpatient Hospital	20% after ded	Covered at 100%	20% after ded
Emergency	\$200	\$200	\$150
Urgent Care	\$75	\$75	\$75
Complex Medical Imaging	20% after ded	Covered at 100%	20% after ded
Prescription Coverage	\$3/\$10/\$30/\$50	\$3/\$10/\$30/\$50	\$3/\$10/\$30/\$50
OUT OF NETWORK			
Individual / Family Deductible	Not Covered	Not Covered	\$1,500 / \$3,750
Individual / Family Out of Pocket Limit (DED + COINS)	Not Covered	Not Covered	\$8,000 / \$20,000
Plan Coinsurance	Not Covered	Not Covered	30% after ded Office Visits; 50% after ded Hospital

Prescription Co-Pay (all plans)	Retail 30-day supply	Mail Order 90-day supply
--	---------------------------------	-------------------------------------

Value Generic	\$3.00	\$6.00
Generic Preferred	\$10.00	\$20.00
Preferred	\$30.00	\$60.00
Non-Preferred	\$50.00	\$100.00

24.4. **Dental.** Common Ground offers eligible employees individual, employee plus spouse, employee plus child(ren), or family dental insurance coverage under one of the following two dental insurance plan options: (A) DPPO plan and (B) DHMO plan. An eligible employee enrolled in either dental plan pays their applicable percentage share of the plan premium or equivalent premium cost as follows:

Year of Agreement	Dental Common Ground Premium Share Rate	Dental Employee Premium Share Rate
2023-2024	80.00 %	20.00 %
2024-2025	80.00 %	20.00 %

24.5. **Vision.** Common Ground offers eligible employees the option to enroll in voluntary individual and dependent vision insurance coverage. An eligible employee enrolled in the vision plan pays the full cost of the plan (100%).

24.6. **Life.** Common Ground offers eligible employees life insurance coverage in the amount of \$35,000 for the employee only, with the option to add additional employee coverage, spousal coverage via a spousal rider, and child(ren) coverage at the employee's expense. Common Ground pays the premium cost for the first \$35,000 of coverage for the employee only. An eligible employee may elect voluntary additional term life insurance coverage for the employee up to the lesser of six times (6x) the employee's annual salary or \$100,00 and is responsible for the additional cost of such additional coverage. An eligible employee may also elect voluntary spousal coverage at their own cost up to a maximum of \$30,000, and for children up to a maximum of \$10,000, and is responsible for the additional cost of such additional coverage.

24.7. **Pre-Tax Contribution Accounts.** Common Ground offers eligible employees the opportunity to open and make contributions to a Flexible Spending Account ("FSA") for use for health-related expenses and a Dependent Care Account ("DCA") for care-related expenses for an employee's child(ren).

24.8. **Disability.** Common Ground offers short-term disability ("STD") and long-term disability ("LTD") insurance coverage to eligible employees.

24.9. **Payroll Withholding.** All employees who are required to contribute a portion of the insurance premium or premium equivalent costs or is otherwise responsible for additional benefits through voluntary election, shall, as a condition of enrollment in the foregoing program of insurance, sign and deliver appropriate payroll withholding authorization forms to Common

Ground authorizing the withholding of the applicable costs from wages or salary. Failure to deliver timely withholding authorization forms shall result in exclusion from insurance and benefits. Upon receipt of a properly executed payroll withholding authorization form, Common Ground shall request reinstatement of insurance as soon as practicable, subject to any re-enrollment requirements of the carrier(s).

24.10. **Workers' Compensation.** Common Ground offers workers' compensation coverage as required by law. When a covered employee is absent from work as a result of a personal injury caused by an accident subject to workers' compensation arising out of and in the course of their employment by Common Ground, they shall be retained on the regular payroll status for up to one hundred twenty (120) days from the date of injury. During this period, the employee shall be paid the difference between the employee's regular wages or salary and the amount received for workers' compensation while the employee is receiving temporary, total disability benefits. Such payment shall be made by use of accrued benefits, if available, until either such benefits are exhausted or to a maximum of one hundred twenty (120) days, whichever occurs first. In the event that the employee has a work capacity and no work is available for the employee within their restrictions, the employee shall be eligible for the wage/salary continuation set forth above. In the event that the employee has a work capacity and Common Ground offers work to the employee within their workplace restrictions, the employee must accept such work and shall not be eligible for wage/salary continuation. Common Ground shall have the right to have the employee examined by a physician designated by Common Ground for the purpose of establishing the length of time which the employee is temporarily disabled from performing their duties. In the event that there is no adjudication of the appropriate worker's compensation proceeding for the period of temporary disability, the opinion of said physician as to said period shall control. If any illness or injury results in a disability that has prevented an employee from performing the essential functions of the position (with or without a reasonable accommodation) for a period of twelve (12) months or longer, the Board shall have the right to retire or discharge the employee.

24.11. **Retirees.** Common Ground shall make insurance benefits available to those retirees it is required to offer benefits pursuant to Connecticut state law and as required thereby.

24.12. **Change of Carrier.** Common Ground maintains the option of selecting and changing insurance and benefits carriers / providers. Any increase in premium or premium equivalent costs shall be proportionately shared by Common Ground and the insured members based on the premium share contributions above.

24.13. **Hold Harmless.** The Union agrees to hold Common Ground harmless if the provisions of this Article cannot be administered due to restraints imposed by the insurance carrier(s) that are beyond the control of Common Ground.

ARTICLE 25 – Paid Time Off (PTO)

25.1. Regular full-time twelve (12) month salaried employees accrue and may utilize paid time off (PTO) and are considered 12-month PTO-eligible employees for purposes of this Article.

25.1.1. 12-month PTO-eligible employees who have been employed for less than three (3) full years (twelve-month periods) by Common Ground accrue twenty-five (25) days of PTO per contract year (July 1 through June 30) on July 1.

25.1.2. 12-month PTO-eligible employees who have been employed at least three (3) full years (twelve-month periods) by Common Ground accrue thirty (30) days of PTO per contract year.

25.1.3. 12-month PTO-eligible employees may roll over unused PTO into the next contract year, but such rolled over PTO expires on August 30th of that subsequent year or the day prior to the start of the new student school year, whichever occurs first.

25.2. Regular full-time ten (10) month salaried School employees are considered 10-month PTO-eligible employees for purposes of this Article and accrue fifteen (15) days of PTO per contract year on the first day of their work year. 10-month PTO-eligible employees may roll over up to a maximum of five (5) days of unused PTO into the next contract year, but such rolled over days shall be limited to use only for the purpose of compensating an employee who is unable to attend work because of bona fide illness, injury, or quarantine which requires the employee to stay home. 10-month PTO-eligible employees may not accrue more than twenty (20) days of PTO at any one time.

25.3. PTO-eligible employees are not compensated for unused PTO except as provided in Article 21 – Return and Resignation. New 10-month and 12-month PTO-eligible employees accrue a pro-rated number of PTO days according to start date beginning at the conclusion of their probationary periods.

25.4. 10-month and 12-month PTO-eligible employees may use accrued PTO in quarter (0.25), half (0.5), and one (1) day increments. An absence of 0-2 hours shall be considered a quarter (0.25) of a PTO day, 2-4 hours shall be considered a half (0.5) of a PTO day, 4-6 hours shall be considered three-quarters (0.75) of a PTO day, and 6 hours or more shall be considered a full PTO day.

25.5. PTO-eligible employees are required to request to use accrued PTO at least fourteen (14) calendar days in advance of the requested date of use for planned absences of three (3) or more days and ten (10) calendar days in advance for all other uses except when the need to use accrued PTO is unforeseeable due to the employee's or an immediate family member's bona fide illness, injury, or quarantine which requires the employee to stay home unless visiting a healthcare professional, or other emergency or unplanned circumstance. Except for unforeseeable needs to use PTO, prior approval is required prior to use of PTO. PTO requests made with the appropriate notice shall not be unreasonably denied. The employee is responsible for ensuring that the employee has enough accrued PTO to cover the absence.

25.6. PTO-eligible employees are expected to use PTO in a manner that minimizes disruption to the daily operations of their assigned program (e.g., school, community programs).

25.7. Common Ground reserves the right to designate dates on which PTO may not be used due to programmatic needs except for the purpose of compensating an employee who is unable to attend work because of bona fide illness, injury, or quarantine which requires the employee to stay home, not to exceed five (5) days per contract year.

25.8. When a need to use PTO is unforeseeable and therefore not requested and approved in advance as otherwise required, a PTO-eligible employee is required to notify their supervisor by phone or text as soon as possible, no later than the start of the business day and preferably at least one (1) hour before, and provide a reason for the absence.

25.9. A PTO-eligible employee who uses PTO without advance request and approval for bona fide illness, injury, or quarantine which requires the employee to stay home unless visiting a healthcare professional may be required to provide a note or other documentation from the physician or healthcare professional treating the employee or immediate family member for the condition that caused the employee to be absent from work addressing the need for PTO. An employee may also be required to provide a note or other documentation where a pattern of PTO use without advance request and approval for any other reason suggests abuse of the notice exception.

25.10. PTO-eligible employees shall not be granted unpaid leave except as required by applicable law (e.g., FMLA) or in extraordinary circumstances when granted by the Executive Director, in their sole discretion.

25.11. Common Ground shall comply with the Connecticut paid sick leave laws, Connecticut General Statutes § 31-57s to 31-57w, regarding the first forty (40) hours of PTO used for permitted uses under Connecticut General Statutes § 31-57t by employees who are eligible to accrue and use paid sick leave under Connecticut General Statutes § 31-57s. If any provision of this Article is inconsistent with the requirements of the law, the requirements of the law shall be applied.

ARTICLE 26 – Benefits for Part-Time Employees

26.1. Part-time employees shall be eligible for benefits only as provided in this Article.

26.2. Part-time employees who are eligible to accrue and use paid sick leave under Connecticut General Statutes § 31-57s of the Connecticut paid sick leave laws shall be eligible to accrue and use paid time off (PTO) and shall be considered part-time benefit-eligible employees for purposes of this Article. The “year” used by Common Ground for purposes of PTO for part-time employees and this Article shall be July 1 through June 30.

26.3. Except as otherwise provided herein, part-time benefit-eligible employees accrue PTO at the rate of one (1) hour of PTO for every thirty (30) hours worked, up to a maximum accrual of sixty (60) hours per year. Part-time benefit-eligible employees are required to use accrued PTO in minimum increments of one (1) hour. Unused PTO does not roll over from one eligibility period to another and employees are not compensated for unused PTO except as may be required by applicable law. Part-time benefit eligible employees who worked one thousand (1,000) hours

or more from September 1, 2024 through August 31, 2025 shall accrue PTO at the rate of two (2) hours of PTO for every forty (40) hours worked, up to a maximum accrual of sixty (60) hours per year. If any such employee separates from employment by Common Ground, or as of September 1, 2026, or any succeeding September 1, has not worked one thousand (1,000) hours or more during the immediately preceding September 1 through August 31 time period, the accrual rate for such employee shall revert to one (1) hour of PTO for every thirty (30) hours worked, up to a maximum accrual of sixty (60) hours per year.

26.4. Sections 25.5 through 25.11 of Article 25 – Paid Time Off (PTO) apply to part-time benefit eligible employees and such employees are required to comply with the requirements thereof.

26.5. Part-time benefit-eligible employees shall be considered eligible employees for purposes of Article 24 – Insurance Benefits and therefore eligible for enrollment in the insurance benefits described therein and subject to the requirements therein with the following exceptions:

26.5.1. Part-time benefit-eligible employees shall be eligible to enroll in insurance benefits during the next open enrollment period that follows their qualifying as part-time benefit eligible employees.

26.5.2. Part-time benefit-eligible employees shall be eligible for enrollment in insurance benefits for the individual-only (i.e., employee-only or single-person plans).

26.5.3. The premium cost share rates or equivalent premium cost share rates for part-time benefit-eligible employees for both medical and dental insurance shall be as follows:

Year of Agreement	Base Plan Common Ground Cost Share Rate	Base Plan Employee Cost Share Rate
2023-2024	60.00 %	40.00 %
2024-2025	60.00 %	40.00 %

26.6. Should a regular part-time employee compensated on an hourly basis become employed as a regular employee compensated on a salary basis, that employee will be credited with one (1) year of experience at Common Ground for purposes of placement on the applicable salary schedule and longevity advancement thereon for each time the regular part-time employee worked one thousand (1,000) hours or more from September 1 through August 31 while continuously employed by Common Ground.

ARTICLE 27 – Retirement Benefits

27.1. Regular full-time salaried employees who are not employed as teachers and have been continuously employed by Common Ground as a regular full-time salaried non-teacher employee for at least five (5) complete years shall be eligible for retirement benefits as provided in this Article. An employee who is eligible for retirement benefits from any State of Connecticut

retirement plan (e.g., the Teachers' Retirement System) shall not be eligible for retirement benefits.

27.2. On a contract year basis, Common Ground will match fifty percent (50%) of an employee's contribution up to a maximum of two percent (2%) of the employee's base salary (excluding overtime and any other additional compensation) to a 403(b) defined contribution retirement plan or plans established by Common Ground. Such contribution will be made annually at the end of the fiscal year. Minimum and maximum contributions, vesting requirements, and other Plan procedures, requirements, and limitations are determined by the Plan administrator in accord with Internal Revenue Service requirements and applicable law.

ARTICLE 28 – Bereavement Leave

Each employee who has completed their probationary period may use up to three (3) days of bereavement leave per contract year in the event of the death of a human friend or family member of the employee. Such days must be used within two (2) weeks of the death or memorial service. Additional time off or other exceptions may be granted due to extenuating circumstances at the sole discretion of the Executive Director or designee on a case-by-case basis and shall not be subject to the grievance and arbitration procedure. Common Ground reserves the right to require documentation of the death (e.g., death certificate, obituary, documentation from funeral home).

ARTICLE 29 – Jury Duty Leave

Any salaried employee who misses a day of work due to jury duty shall be paid at their regular pay rate for the number of hours the employee would otherwise have worked on the day of absence less any amount received by the employee from the court for such jury duty for up to five (5) days. If an employee is required to serve jury duty beyond five (5) days, they may use available paid leave or may request an unpaid jury duty leave of absence. An employee who is called to serve as a juror shall notify their supervisor as soon as possible and no later than five (5) business days after receipt of notice and provide a copy of the notice. The employee shall make all reasonable efforts to have service excused or changed to a date on which school is not in session. Employees called for jury duty are expected to report for work whenever the court schedule permits unless the employee has already served eight (8) hours of jury duty on that day. Proof of jury service must be submitted to an employee's supervisor when jury duty is completed.

ARTICLE 30 – Connecticut Paid Leave Program

30.1. Common Ground participates in the Connecticut Paid Leave Program ("CTPL"), as administered by the Connecticut Paid Leave Authority ("CTPLA"), which provides paid leave benefits for certain qualifying reasons for which an individual would be eligible for unpaid leave under the Connecticut Family and Medical Leave Act ("CTFMLA"). Any employee who earned at least \$2,325 in the highest paying quarter of the first 4 of the 5 most recently completed quarters (wages can be combined from various employers), is eligible to apply to the CTPLA for

up to 12 weeks of paid leave benefits in a 12-month period under the CTPL in order to receive income replacement for leave taken for qualifying reasons under the CTFMLA.

30.2. Paid leave benefits under the CTPL are provided by the CTPLA, not Common Ground. Common Ground does not subsidize employee wages for leave under the CTFMLA or the Federal Family and Medical Leave Act ("FMLA") (except where an employee is eligible for income replacement under disability insurance). Employees may, but are not required to, use PTO to supplement approved leave under the CTFMLA and the Federal FMLA for qualifying reasons up to 100% of their regular wages.

ARTICLE 31 – Seniority

31.1. Seniority shall be defined as an employee's uninterrupted length of continuous employment in a bargaining unit position.

31.2. If two (2) or employees have the same seniority date, their order of seniority shall be determined by the date they accepted the position.

31.3. A probationary employee shall have no seniority until completing the probationary period, after which it will be added to the employee's total length of continuous employment.

31.4. Common Ground shall provide no less than thirty (30) calendar days advance notice of a layoff or position elimination before the date it will become effective. Notice shall be given to the Union, the Unit Chair, and to any affected employee(s). Common Ground may elect to reassign the employee to another comparable position during or in lieu of such notice.

31.5. Except for teachers, in the event of a layoff or position elimination, the least senior employee in the affected classification or equivalent classifications shall be laid off first.

31.6. In the event of a layoff or position elimination of teachers, such layoff or position elimination shall comply with any requirements of Connecticut state law. The least senior teacher among those with temporary certifications shall be laid off first provided that the remaining teachers are qualified to perform the work. If a teacher is certified but has not attained tenure, their contract of employment may be terminated if their position is eliminated but only if there is no other teacher position for which the teacher is qualified which is either vacant or held by a less senior non-tenured teacher. If a teacher has attained tenure, their contract of employment may be terminated if their position is eliminated but only if there is no other teacher position available for which the teacher is qualified which is vacant, held by a non-tenured teacher, or held by a less senior tenured teacher.

31.7. If a vacancy in a School position occurs for which a laid off School employee is qualified at any time during the twelve (12) months following the employee's layoff, the laid off employee will be offered the position. In the event that there are two (2) or more such qualified School employees who are on layoff status, the employee with the most seniority shall be offered the position. If a vacancy in a Non-School position occurs for which a laid off Non-School employee is qualified at any time during the twelve (12) months following the

employee's layoff, the laid off employee will be offered the position. In the event that there are two (2) or more such qualified Non-School employees who are on layoff status, the employee with the most seniority shall be offered the position.

31.8. Notice of recall shall be sent to the last known address of the employee. It is the responsibility of the employee to advise Common Ground of a change in address. The employee shall have fourteen (14) calendar days to accept the offer of recall. An employee who is laid off shall be eligible for severance benefits on the same terms and conditions as offered to laid off non-represented employees.

ARTICLE 32 – Vacancies

32.1. Posting of Vacancies: When a vacancy occurs in the bargaining unit that Common Ground intends to fill, notice shall be sent out internally via a staff-wide email and posted on a bulletin board at least one (1) week prior to posting externally. Internal postings shall specify bargaining unit status and shall include job title, wage or salary range, schedule of hours, and a short description of responsibilities and qualifications. Such postings shall be available for no less than seven (7) calendar days. When there is an urgent need to advertise the position publicly, Common Ground may post the vacancy internally and externally concurrently.

32.2. The following shall not be considered vacancies: (a) a position for which there is a qualified candidate with recall rights, or (b) a position of an employee who is on a leave of absence.

32.3. Additional Hours: Whenever possible, Common Ground shall offer additional scheduled hours to existing part-time employees before creating additional part-time positions, but under no circumstances shall Common Ground be required to convert a part-time position to a full-time position. Preference for such additional hours shall be on the basis of seniority. This provision shall not apply to coverage due to absence where there is less than one week's notice (e.g., calling out sick day before).

32.4. Summer School: Qualified employees shall be offered to work Summer School before hiring new staff.

32.5. Summer Camp: Qualified employees shall be offered Summer Camp work before hiring new staff, provided such qualified employees commit to work Summer Camp by April 1st each year.

ARTICLE 33 – Transfers

33.1. A transfer is the assignment of an employee to another position outside the employee's current job classification and, in the case of a teacher, outside their department. An employee who seeks to transfer to a new or vacant position for which they are qualified may submit a transfer request in writing to the head of the department which has the vacancy or the designated Human Resource representative. Where the qualifications of internal and external applicants are substantially equivalent, in the reasonable judgment of the Executive Director or

their designee, the internal applicant shall be selected. Where the qualifications of two or more internal applicants are substantially equivalent, in the reasonable judgment of the Executive Director or their designee, the most senior employee shall be selected.

33.2. If a School position is created or becomes vacant after the beginning of the school year, Common Ground may fill the vacancy for the remainder of the school year by the appointment of an external applicant notwithstanding a current employee's interest in the position.

33.3. When it becomes necessary to fill a new or vacant position through the permanent transfer of an existing employee, such transfer shall normally be accomplished first by requesting a qualified volunteer. In the event that, in the reasonable judgment of the Executive Director or their designee, there is no qualified volunteer to fill the position, the Executive Director or their designee shall transfer the least senior of qualified employees to the position. Prior to making such involuntary permanent transfer, the Executive Director or their designee shall meet with the Union and the affected employee. No employee who is involuntarily transferred will be paid less than the greater of the employee's rate prior to transfer or the minimum for the new or vacant position.

33.4. Common Ground may temporarily transfer an employee to a new or vacant position. In the event that Common Ground assigns an employee to temporarily fill a position for twenty-one (21) or more consecutive calendar days as a full-time employee, or seven (7) work days as a part-time employee, the employee shall receive the greater of the employee's regular pay rate or the minimum rate for the position retroactive to the first day the employee filled the position. This provision shall not restrict Common Ground's ability to permanently transfer the employee, or any other employee, in accordance with this Article.

ARTICLE 34 – Evaluation

An employee's performance shall be formally evaluated in writing by their supervisor on at least an annual basis. The evaluation of teachers shall be conducted in accord with Connecticut state law.

ARTICLE 35 – Personnel Files

35.1. An employee shall have a right to review and have a copy of all material in their personnel file within four (4) business days of a written request to review and/or for a copy of their personnel file.

35.2. Should an employee disagree with any of the information contained in a documented disciplinary action or performance review contained in their personnel file, the employee will have the right to submit a written response to be maintained in their personnel file.

35.3. All materials in an individual's personnel file shall remain confidential and shall not be shared outside Common Ground without the employee's written consent except when disclosure is required by law, including, but not limited to, the Connecticut Freedom of Information Act Connecticut General Statutes § 1-200 *et seq.*, for purposes of employment verification, in

response to subpoena, and other legally required disclosures. Confidential health/medical records will be kept separately from an employee's personnel file.

ARTICLE 36 – Labor-Management Committee

36.1. A joint Labor-Management committee consisting of three (3) representatives of the Union, including at least one (1) School employee and one (1) Non-School employee, and three (3) representatives of Common Ground, including the Executive Director, shall meet quarterly (or more frequently by mutual agreement) about issues of concern to the parties. A staff representative from Local 2110 may join these quarterly meetings at the request of the bargaining unit employees with five (5) business days' notice in which case Common Ground may invite its own outside representative. Each party shall share with the other a list of topics that they wish to discuss at the meeting, if any, at least five (5) business days in advance of the meeting. If neither party submits a list, the meeting shall be canceled.

36.2. The Labor-Management Committee will discuss health and safety issues and union representatives on the committee will be notified in the event of an urgent health and safety situation.

36.3. The Labor-Management committee shall have no authority to implement changes in policies or practices, to modify or contravene any term of provision of this Agreement, or to bind either party to any agreement.

ARTICLE 37 – Information to the Union

37.1. Common Ground shall provide notice to the Union and the Unit Chair of new hires in the bargaining unit within two (2) weeks, including, if known, name, email address (Common Ground and personal), date of hire, job title, department, wage or salary, classification, exempt/non-exempt status, home address, and home telephone number.

37.2. Common Ground shall provide notice to the Union and the Unit Chair of transfers, merit increases, reclassifications, title changes, reporting relationship changes, and changes in job description within seven (7) calendar days of occurrence.

ARTICLE 38 – Notice to the Union

Notice to the Union, when required under this Agreement, shall be in writing and sent electronically to local2110@2110uaw.org or by mail to the office of the Union which is currently: Local 2110 UAW, 350 West 31st Street, 4th Floor, New York, NY 10001.

ARTICLE 39 – Subcontracting

Common Ground has the right to subcontract work provided that this right shall not be used for the purpose or intention of undermining or eroding the bargaining unit.

ARTICLE 40 – Severability

If a section, sentence, clause, or phrase of this Agreement is held for any reason to be inoperative, void, or invalid, the validity of the remaining portions of this Agreement shall not be affected thereby, it being the intention of the parties in adopting this Agreement that no portion thereof, or provision herein, shall become inoperative or fail by reason of the invalidity of any other portion or provision. The parties shall bargain in good faith with respect to any provision found to be unlawful.

ARTICLE 41 – Entire Agreement

41.1. This Agreement constitutes the entire contract between Common Ground and the Union and settles all demands and issues with respect to all matters subject to professional negotiations. The parties acknowledge that there are no past practices of either party that would arise to the level of supplementing, amending, or superseding the express provisions of this Agreement. Nothing in this Agreement which changes pre-existing Common Ground policy, rules, or regulations shall operate retroactively unless expressly so stated.

41.2. This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE 42 – Duration

Except as otherwise stated herein, the provisions of this Agreement shall be in full force and effect from the date this Agreement is signed by both parties below through June 30, 2026. The parties shall commence negotiations on a successor agreement upon the request of either party no earlier than March 31, 2026.

**New Haven Ecology Project, Inc.
d/b/a Common Ground**



Alexis Smith
Chair, Board of Directors

October 29, 2025

Date

**Technical, Office and Professional Union,
Local 2110, UAW**



Chelsea Farrell
Guide

10/31/25

Date

APPENDIX A – Salary Schedules

Schedule I

Environmental Educators, Support Educators, Assistants, Campus Safety, and Facilities

7/1/22 Step	Step Re-Numbering 6/30/23	Salary 2022-2023	EE New Step Placement 7/1/23	Salary 2023-2024	Salary 2024-2026
1	B	\$35,600		Eliminated	Eliminated
2	A	\$36,500		\$37,800	Eliminated
3	1	\$37,400	Rubiera	\$38,700	\$40,120
4	2	\$38,300		\$39,550	\$40,922
5	3	\$39,300	Merritt	\$40,458	\$41,741
6	4	\$40,300		\$41,374	\$42,575
7	5	\$41,300		\$42,299	\$43,427
8	6	\$42,300		\$43,232	\$44,295
9	7	\$43,400		\$44,223	\$45,181
10	8	\$44,460		\$45,204	\$46,085
11	9	\$45,570		\$46,218	\$47,007
12	10	\$46,700		\$47,252	\$47,946
13	11	\$47,900		\$48,330	\$48,906
14	12	\$49,100		\$49,417	\$49,884
15	13	\$50,300	Jimenez	\$50,515	\$50,882
	14 (New 23-24)			\$51,636	\$51,899
	15 (New 24-25)			n/a	\$52,937

The Schedule shall be revised effective June 30, 2023. Applicable twelve (12) month salaried employees not previously placed on the Schedule shall be placed on the Schedule effective and retroactive to July 1, 2023, and shall not advance a step during the 2023-2024 fiscal year. All other applicable employees not previously placed on the Schedule shall be placed on the Schedule effective and retroactive to August 24, 2023, and shall not advance a step during the 2023-2024 fiscal year. Applicable twelve (12) month salaried employees not at the maximum step shall advance one step effective and retroactive to July 1, 2023. All other applicable employees not at the maximum step shall advance one step effective and retroactive to August 24, 2023. All applicable employees not at the maximum step shall advance one step on July 1, 2024. Step B shall be eliminated effective July 1, 2023, and Step A shall be eliminated effective July 1, 2024. Any employee on an eliminated step shall be placed on the lowest remaining step. There shall be no step advancement after July 1, 2024 except for full-time environmental educators employed as of the date this Agreement is signed as follows: Effective and retroactive to July 1, 2025, one (1) full-time environmental educator on Step 1 shall advance to Step 3, three (3) full-time environmental educators on Step 2 shall advance to Step 3, and one (1) full-time environmental educator on Step 6 shall advance to Step 7.

**Schedule II
Coordinators**

Step	Salary 2022-2023	EE New Step Placement 7/1/23	Salary 2023-2024	Salary 2024-2026
1	n/a	Chiang, Madha	\$45,000	\$45,135
2	n/a	Byam	\$46,013	\$46,151
3	n/a		\$47,048	\$47,189
4	n/a	Girard	\$48,106	\$48,250
5	n/a		\$49,189	\$49,337
6	n/a	Raymond	\$50,295	\$50,446
7	n/a		\$51,427	\$51,581
8	n/a		\$52,584	\$52,742
9	n/a		\$53,767	\$53,928
10	n/a		\$54,977	\$55,142

Applicable twelve (12) month salaried employees shall be placed on the Schedule effective and retroactive to July 1, 2023. All other applicable employees shall be placed on the Schedule effective and retroactive to August 24, 2023. There shall be no step advancement during the 2023-2024 fiscal year. All employees not at the maximum step shall advance one step on July 1, 2024. There shall be no step advancement after July 1, 2024 except that effective and retroactive to September 1, 2025, the Environmental Education Center Weekend Program Coordinator shall advance from Step 7 to Step 8.

**Schedule III
Managers**

Step	Salary 2022-2023	EE New Step Placement 7/1/23	Salary 2023-2024	Salary 2024-2026
1	n/a		\$55,000	\$55,165
2	n/a	Fernandez, Ruotolo, Moses,	\$56,210	\$56,406
3	n/a		\$57,447	\$57,675
4	n/a		\$58,710	\$58,973
5	n/a	Fulcher*, Lia*, Rios*	\$60,002	\$60,300
6	n/a		\$61,322	\$61,657
7	n/a	Sheffield*	\$62,671	\$63,044
8	n/a		\$64,050	\$64,462
9	n/a	Rosa	65,460	\$65,913

Applicable twelve (12) month salaried employees shall be placed on the Schedule effective and retroactive to July 1, 2023. All other applicable employees shall be placed on the Schedule effective and retroactive to August 24, 2023. There shall be no step advancement during the 2023-2024 fiscal year. All employees not at the maximum step shall advance one step on July 1, 2024.* There shall be no step advancement after July 1, 2024.

*Fulcher shall advance to Step 7 on July 1, 2024; Lia and Rios shall advance to Step 8 on July 1, 2024; Sheffield shall advance to Step 9 on July 1, 2024.

Schedule IV
CGHS Teachers, Social Workers, and School Nurse with Bachelor's

7/1/22 Step	Step Re-Numbering 6/30/23	Salary 2022-2023	Salary 2023-2024	Salary 2024-2026
1	C	\$45,357	Eliminated	Eliminated
2	B	\$46,708	\$48,863	Eliminated
3	A	\$48,292	\$50,386	Eliminated
4	1	\$49,945	\$52,079	\$52,100
5	2	\$52,364	\$53,832	\$54,104
6	3	\$54,409	\$55,906	\$56,188
7	4	\$57,060	\$58,196	\$58,491
8	5	\$59,091	\$60,584	\$60,892
9	6	\$61,788	\$63,074	\$63,395
10	7	\$64,303	\$65,670	\$66,004
11	8	\$67,384	\$68,376	\$68,724
12	9	\$70,238	\$71,362	\$71,560
13	10	\$74,050	\$74,484	\$74,517
14	11	\$77,562	\$77,927	\$77,598
15	12	\$81,700	\$81,534	\$80,811
	13 (New 23-24)		\$85,332	\$84,161
	14 (New 24-25)		n/a	\$87,482
	15 (New 24-25)		n/a	\$89,191

The Schedule shall be revised effective June 30, 2023. All employees not at the maximum step shall advance one step effective and retroactive to August 24, 2023. All employees not at the maximum step shall advance one step on July 1, 2024. Step C shall be eliminated effective July 1, 2023, and Steps A and B shall be eliminated effective July 1, 2024. Any employee on an eliminated step shall be placed on the lowest remaining step. There shall be no step advancement after July 1, 2024.

Schedule V
CGHS Teachers, Social Workers, and School Nurse with Master's

7/1/22 Step	Step Re-Numbering 6/30/23	Salary 2022-2023	Salary 2023-2024	Salary 2024-2026
1	C	\$47,551	Eliminated	Eliminated
2	B	\$48,901	\$51,129	Eliminated
3	A	\$50,496	\$52,603	Eliminated
4	1	\$52,138	\$54,121	\$54,229
5	2	\$54,566	\$55,946	\$56,057
6	3	\$56,603	\$57,969	\$58,220
7	4	\$59,102	\$60,067	\$60,468
8	5	\$61,284	\$62,593	\$62,807
9	6	\$64,006	\$65,108	\$65,391
10	7	\$66,538	\$67,790	\$68,086
11	8	\$69,632	\$70,750	\$70,894
12	9	\$72,505	\$73,844	\$73,822
13	10	\$76,144	\$77,077	\$76,875
14	11	\$79,838	\$80,455	\$80,057
15	12	\$83,976	\$83,986	\$83,374
	13 (New 23-24)		\$87,653	\$86,833
	14 (New 24-25)		n/a	\$90,050
	15 (New 24-25)		n/a	\$91,811

The Schedule shall be revised effective June 30, 2023. All employees not at the maximum step shall advance one step effective and retroactive to August 24, 2023. All employees not at the maximum step shall advance one step on July 1, 2024. Step C shall be eliminated effective July 1, 2023, and Steps A and B shall be eliminated effective July 1, 2024. Any employee on an eliminated step shall be placed on the lowest remaining step. There shall be no step advancement after July 1, 2024.

SIDE LETTER OF AGREEMENT

This Side Letter of Agreement (“Agreement”) is entered into by and between New Haven Ecology Project, Inc. d/b/a Common Ground (“Common Ground”) and Technical, Office and Professional Union, Local 2110, UAW (the “Union”) (collectively referred to as the “Parties”).

WHEREAS, Common Ground and the Union are the parties to a collective bargaining agreement which expired June 30, 2025. The Parties participated in negotiations regarding a successor agreement and reached agreement on a successor agreement expiring June 30, 2026 (the “Contract”); and

WHEREAS, in reaching agreement on the Contract, the parties agreed to certain temporary modifications of the terms of the Contract;

NOW THEREFORE, the Parties agree to the following:

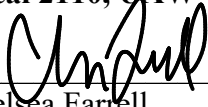
1. Notwithstanding Article 13.3 of the Contract, during the 2025-2026 contract year, the regular work hours for regular full-time ten (10) month School employees shall begin at 7:55 a.m. and end at 3:10 p.m. and shall include a thirty (30) minute duty-free lunch period.
2. During the 2025-2026 contract year, regular full-time ten (10) month School teachers (including certified teachers and social workers) shall be allowed up to one (1) hour of daily flex time (that aligns with a preparation period during which no other activities are scheduled with students or by the administration) in which they are free to leave campus without advance approval. If a teacher has a preparation period during the first or last block of the day, they may arrive or depart one (1) hour late or early, respectively. If a teacher has a midday preparation period, they may leave campus for no more than one (1) hour provided they sign out/in when leaving and returning to campus. There may be days (e.g., half-day schedules, delayed starts, etc.) in which staff members are unable to use flex time. Teachers should be accessible via phone or email when leaving campus during school hours so that they may still be reached as needed.
3. This Agreement shall be effective during the 2025-2026 contract year only. It shall not be retroactively applied and expires on June 30, 2026.
4. This Agreement and the terms and conditions set forth herein shall neither establish a past practice nor a precedent with respect to the relationship of the parties, the Contract, and successor collective bargaining negotiations.

**New Haven Ecology Project, Inc.
d/b/a Common Ground**

Alexis Smith
Chair, Board of Directors

Dated: _____

**Technical, Office and Professional Union,
Local 2110, UAW**


Chelsea Farrell
Guide

Dated: 10/31/25