

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

**RE: MOU EXTENSION THROUGH JUNE 30, 2020**

This "Side Letter" is between the Town of Windsor (hereinafter called "Town") and the Windsor Management Employees' Group (MEG) (hereinafter called "Association") (collectively referred to as the "parties") and shall apply to all full-time employees of the Town working in the classifications set forth in the 2015 - 2018 Memorandum of Understanding (MOU) between the parties, with reference to the following recitals, which are incorporated into this Side Letter:

- A. WHEREAS, the parties desire to extend the MOU, currently in effect from July 1, 2015 until June 30, 2018, by two years;
- B. WHEREAS, the parties have met and conferred in good faith, and reached mutual agreement over this MOU extension;

NOW THEREFORE, the salaries, hours, fringe benefits, and working conditions set forth in this Side Letter have been mutually agreed upon by the designated bargaining representatives of the Town and Association, as follows:

- 1. The parties agree to extend the MOU between the parties, scheduled to expire on June 30, 2018. The MOU shall be extended until June 30, 2020, and shall be amended as follows:

**ARTICLE 6. WAGES:**

6.1 General Wage Increases.

- (a) Each member shall receive a 3% wage increase effective July 1, 2015.
- (b) Each member shall receive a one-time payment of \$1,500.00, which will be paid by July 31, 2015.
- (c) Each member shall receive a 3.5% wage increase effective July 1, 2016.
- (d) Each member shall receive a 3.5% wage increase effective July 1, 2017.
- (e) Each member shall receive a 2.75% wage increase effective July 1, 2018.
- (f) Each member shall receive a 2.75% wage increase effective July 1, 2019.

(Sections 6.2 - 6.7: No Change to current MOU)

**ARTICLE 10. HOLIDAY CLOSURES:**

10.1 In 2015, 2016, 2017, 2018, and 2019, Town Offices will be closed for an annual holiday break. The Town will be closed on the following days during the term of this MOU:

- 2015: December 21, 22 and 23
- 2016: December 27, 28 and 29
- 2017: December 26, 27 and 28
- 2018: December 24, 26, and 27
- 2019: December 23, 24, and 26

(Sections 10.2 - 10.4: No Change to current MOU)

**ARTICLE 30. TERM OF AGREEMENT:**

This agreement shall become effective as of the date approved by the Town Council, and shall continue in full force and effect through June 30, 2020.

The parties affix their signatures below as constituting mutual agreement and acceptance of this Memorandum of Understanding effective July 1, 2015, and as amended in August 2017. This Memorandum of Understanding and any subsequent side letter are contingent upon approval by the Town Council. Upon its adoption by the Town Council, this MOU and any subsequent side letter will become binding.

2. All other terms of the MOU will remain in effect during the period of time that the MOU is extended, through June 30, 2020, unless otherwise agreed by the parties.
3. This Side Letter expires on June 30, 2020, unless otherwise agreed to by the parties.
4. The parties agree that any and all tentative agreements are hereby incorporated. Any outstanding proposals not agreed to are hereby withdrawn by the parties. Language in the MOU between the parties not changed by this Side Letter agreement shall remain unchanged.
5. This Side Letter is subject to ratification by the bargaining unit represented by the Association and approval of the Windsor Town Council.

MOU EXTENSION BETWEEN TOWN OF WINDSOR & THE MANAGEMENT EMPLOYEES GROUP (MEG)

IN WITNESS WHEREOF, the parties hereto have executed this Side Letter agreement as of 7<sup>th</sup> day of September, 2017.

FOR THE TOWN OF WINDSOR

FOR THE MANAGEMENT  
EMPLOYEES' GROUP (MEG)

Camille Kaganian

[Signature]

Date: 10/5/17

Date: 9/20/17

APPROVED BY TOWN COUNCIL:

RATIFIED BY ASSOCIATION:

Deborah Hodge

[Signature]

Date: 10.17.17

Date: 9/20/17

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