

AGREEMENT

between the

EAST GRANBY BOARD OF EDUCATION

and the

EAST GRANBY EDUCATION ASSOCIATION

July 1, 2020 – June 30, 2023

TABLE OF CONTENTS

	<u>PAGE NO(S)</u>	
ARTICLE 1	Recognition	1
ARTICLE 2	Just Cause	1
ARTICLE 3	Grievance Procedure	1-5
ARTICLE 4	Teacher Transfer and Assignments	6
ARTICLE 5	Vacancies	6-7
ARTICLE 6	Procedure for Separation and Recall	7-8
ARTICLE 7	Compensation	8-11
ARTICLE 8	Work Year	11-12
ARTICLE 9	Work Day	12-13
ARTICLE 10	Teaching and Preparation Periods	13-14
ARTICLE 11	Visitation Days or Conference Days	14
ARTICLE 12	Jury Duty	14
ARTICLE 13	Sick Leave	14-15
ARTICLE 14	Personal Leave	15-17
ARTICLE 15	Resignation of Instructional Personnel	17
ARTICLE 16	Dual Staff	17-18
ARTICLE 17	Part-Time Staff	18
ARTICLE 18	Representation at Teacher-Administrative Meetings	18
ARTICLE 19	Personnel Files	18-19
ARTICLE 20	Transportation	19
ARTICLE 21	Extra Duty Compensation	19
ARTICLE 22	Insurance Benefits	19-23
ARTICLE 23	Personal Injury Benefit	23-24
ARTICLE 24	Retirement Incentive	24-25
ARTICLE 25	Summer Employment	25
ARTICLE 26	Additional Hourly Compensation	25
ARTICLE 27	Dues Deduction and Service Fee Deduction	26
ARTICLE 28	Facilities	27
ARTICLE 29	On-Line Learning	27
ARTICLE 30	Employee Assistance Plan (EAP)	27
ARTICLE 31	Publication of Agreement	27-28
ARTICLE 32	Severability	28
ARTICLE 33	Contract Interpretation	28
ARTICLE 34	Duration	28
ARTICLE 35	Extent of the Agreement	29
ARTICLE 36	Signature Block	29
Addendum to Collective Bargaining Agreement		30
Appendix A		31-34
A.	Professional Salary (Increments)	31
B.	Program of Deferred Compensation	31

C.	Extra Compensation for Guidance	31
D.	Teacher Longevity Compensation	32
E.	Sabbatical Leave	32-33
F.	In-Service Education for Instructional Personnel	33-34
G.	Mentors	34
Appendix B	Salary Schedules	35
	2020-2021	35-36
	2021-2022	37
	2022-2023	38
Appendix C		39-42
A.	Coaching Salary Schedule	39
B.	Extra Duty Assignments Salary Schedule	40
C.	Extra-Curricular Assignments	41
D.	Hourly Compensation	42
Appendix D	Grievance Forms	43-47
Appendix E	Summaries of Benefits	48
	High Deductible Health Plan (HDHP)	
	Health Maintenance Organization (HMO)	
	Dental	
	Life and Accidental Death and Dismemberment (AD&D)	
	Long-Term Disability (LTD)	
	Employee Assistance Plan (EAP)	

This Agreement is made and entered into by and between the EAST GRANBY BOARD OF EDUCATION (hereinafter referred to as the "Board") and the EAST GRANBY EDUCATION ASSOCIATION (hereinafter referred to as the "Association").

ARTICLE 1 - RECOGNITION

- A. The Board recognizes the Association as the exclusive bargaining representative of all regular certified professional employees of the East Granby Public School System who are employed in positions requiring a teaching certificate or special services certificate (excepting those on the Administrative Salary Schedule) pursuant to, and with all the rights, privileges and responsibilities as provided by Section 10-153(a) through Section 10-153(f), as amended, of the Connecticut General Statutes. Unless otherwise indicated, the employees in such unit are hereinafter called "teachers."
- B. The choice of a membership in any teacher organization shall be the privilege of the individual teacher. There shall be no reprisal of any kind taken against any teacher either by the Board or the Association by reason of his/her membership in any teacher organization or participation in its activities.
- C. The Board agrees that it will not negotiate with any individual or organization of teachers other than the Association as long as the East Granby Education Association retains organizational recognition status.

ARTICLE 2 - JUST CAUSE

No teacher shall be disciplined (verbal warning (reduced to writing), written warning or suspended), reduced in rank or compensation, or denied an increment or a longevity payment without just cause. If a teacher is to be disciplined, he/she shall receive at least twenty-four (24) hours advance notice of such discipline and shall receive a written statement of the basis for the discipline. Additionally, in the event that the Administration meets with the teacher to discuss the discipline, the teacher shall have a right to a representative from the Association present.

The Association agrees that in order to protect the health, safety, or well-being of either students or staff the twenty-four (24) hour advance notice requirement set forth herein shall not apply and immediate action may be taken.

ARTICLE 3 - GRIEVANCE PROCEDURE

A. Purpose

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 teachers. Both parties agree that proceedings shall be kept as confidential as is permitted under applicable law.

B. Definitions

1. "Grievance" shall mean a claim based upon:
 - a. A dispute arising from the interpretation or application of a specific provision of this Agreement or an alleged breach thereof (subject to formal grievance procedures Level One through Level Four), or
 - b. An event or condition, which affects the welfare or conditions of employment of a teacher or a group of teachers (subject to formal grievance procedures (Level One through Level Three only).
2. "Teacher" shall mean any member of the unit as defined in Article 1, "Recognition."
3. An "aggrieved teacher" or "grievant" is a teacher, group of teachers or the Association with a grievance (as defined herein).
4. "Days" shall mean days when school is in session, except between each May 1st and the beginning of the next school year when days shall be calendar days, so that the matter may be resolved before the end of the school term or as soon as possible thereafter. If any deadline date under this Article falls upon a weekend or holiday, such date shall be extended to the next following weekday.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.
2. If a teacher does not file a grievance in writing within thirty (30) days after he/she knew or reasonably should have known of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the aggrieved teacher at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.
4. Failure by any administrator or the Board to render his/her decision within the specified time limits shall be deemed to be acceptance of the grievance submitted and agreement with the "action" requested. For purposes of permitting "tracking" of grievance procedures timelines to insure timely responses by the administration, a copy of each grievance will be provided to the Superintendent by the grieving party at the time of filing.

5. Failure by a teacher to file a grievance in writing or to pursue a grievance through the available levels shall not constitute a waiver of any rights under this Article concerning the grievability of identical or similar acts or conditions in the future.

D. Informal Procedures

1. If a teacher feels that he/she may have a grievance, he/she may first discuss the matter with his/her principal or other appropriate Administrator in an effort to resolve the problem informally. The parties may request an impartial mediator, by mutual agreement, at no cost to facilitate the discussion.
2. If the teacher is not satisfied with such disposition of the matter, he/she shall have the right to have the Association assist him/her in further efforts to resolve the problem.

E. Formal Procedures

1. Level One - School Principal or Appropriate Administrator

- a. If an aggrieved person is not satisfied with the disposition of his/her problem through informal procedures, he/she may submit his/her claim as a formal grievance in writing to his/her principal or other appropriate administrator.
- b. The principal or other appropriate administrator shall, within five (5) days of receipt of the grievance render his/her decision and the reasons therefore in writing to the aggrieved teacher with a copy to the Superintendent of Schools and the President of the Association.
- c. If the aggrieved teacher has elected not to be represented or assisted with the grievance by the Association, the principal or other appropriate administrator shall immediately notify the President of the Association of the receipt and details of the grievance so that the Association may exercise its rights pursuant to Section F of this Article.

2. Level Two - Superintendent

- a. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level One, he/she may, within five (5) days after the decision, file his/her written grievance with the Superintendent of Schools.
- b. The Superintendent shall, within ten (10) days after receipt of the referral, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance. The Level II grievance meeting will be open only by mutual agreement of the parties.
- c. Should either party choose to use an audio recording device to record the meeting, the other party may choose to record the meeting on their own device or request a

transcript of the recording to be provided within ten (10) business days of the meeting.

- d. The Superintendent shall, within five (5) days after the meeting render his/her decision and the reasons therefore in writing to the aggrieved teacher with a copy to the President of the Association.

3. **Level Three - Board of Education**

- a. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within five (5) days after the decision, file the grievance with the Board.
- b. The Board shall, within fifteen (15) days after receipt of the grievance, meet with the aggrieved teacher and with representatives of the Association for the purpose of addressing the grievance.

Should either party choose to use an audio recording device to record the meeting, the other party may choose to record the meeting on their own device or request a transcript of the recording to be provided within ten (10) business days of the meeting.

- c. The Board shall, within five (5) days after such meeting, render its decision and the reasons therefore in writing to the aggrieved teacher with a copy to the President of the Association.

4. **Level Four - Arbitration**

- a. If the aggrieved teacher is not satisfied with the disposition of his/her grievance (limited to a grievance under B.1.a. definition) at Level Three, he/she may, within five (5) days after the decision, request in writing to the President of the Association that his/her grievance be submitted to arbitration.
- b. The Association may, within five (5) days after the receipt of such request, submit the grievance to arbitration by so notifying the Board in writing, and by filing a demand for arbitration under the Voluntary Labor Arbitration Rule of the AAA requesting either expedited or regular arbitration. The AAA shall act as the administrator of the proceedings.
- c. The arbitrator shall be bound by the Voluntary Labor Arbitration Rules. The decision of the arbitrator shall be final and binding upon all parties in interest.
- d. The costs for the services of the arbitrator shall be borne equally by the Board and the Association.

F. Rights of Teacher to Representation

1. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedures by reason of such participation.
2. The grievant(s) may be represented at any formal level of the grievance procedure by a person of his/her own choosing, except that he/she may not be represented by a representative of any teacher organization other than the one that is representing the majority of teachers. When a teacher is not represented by his/her Association, a representative from the Association shall have the right to be present and to state its views at all stages of the procedures.
3. The Association may, if it so desires, call upon other professional services for consultation and assistance at any stage of the formal procedure, and the Board may also call upon other professional services for consultation and assistance.

G. Miscellaneous

1. All documents, communications, and records associated with the processing of a grievance shall be filed separately and not be made a part of the personnel files of the participants.
2. Forms for filing and processing grievances and other necessary documents shall be prepared by the Association and made available through the Association so as to facilitate operation of the grievance procedure. Sample forms can be found in Appendix D.
3. If the grievance occurs as the result of an action of other than the teacher's immediate supervisor or affects a group or class of teachers, the grievance may be processed immediately at the level at which it occurs.
4. The Association may elect to process any grievance of any grievant(s) on its own behalf at any step of the grievance procedure.
5. Times for meetings to discuss all grievances shall be scheduled outside of school hours unless in the judgment of the Superintendent a meeting during school hours is desirable to facilitate production of appropriate information. The Association agrees that absences during school hours shall be avoided whenever they would interfere with the conduct of the educational program.
6. In the event that the Association shall not have elected to submit a grievance to arbitration, the aggrieved teacher may submit his/her grievance to arbitration independently by following the procedures outlined above in lieu of the Association, provided, however, that in such case the costs for the services of the arbitrator shall be borne by the aggrieved teacher.

ARTICLE 4 - TEACHER TRANSFER AND ASSIGNMENTS

- A. The assignment and transfer of teachers is the responsibility of the Superintendent who will make every reasonable effort to satisfy the requests and desires of the teachers concerned.
- B. All teachers will be notified of their anticipated teaching assignments for the upcoming school year not later than June 10th of the current school year. The information provided to the teacher will include the anticipated grade level at the elementary school and the anticipated subject at the middle and high school level. It is understood that such assignment may be changed subsequent to such date based on a change in the needs of the District.
- C. Where possible, change in grade/unit assignments in elementary schools, changes in subject assignment in secondary schools, and transfer between schools will be voluntary.
- D. Teachers interested in a voluntary transfer will inform the Superintendent, in writing, by March 1st. The request will indicate the grade and or subject area of interest.
- E. Involuntary transfers will be made only after a meeting between the teacher concerned and the Superintendent at which time the teacher will be notified of the reason for the transfer.
- F. The Board and the Association agree that all possible consideration will be given to teacher preferences, but that the best interest of the school system must prevail in all cases.
- G. Coaching positions and extra-curricular assignments do not fall under the purview of this Article and are one-year agreements between the Board and the individual who has agreed to assume the additional assignment.
- H. Stipend positions will be posted electronically on the District website and via email to all teachers (at the teachers' District email address).
- I. The relevant factors to be considered by the Superintendent of Schools in making transfers shall include: certification, previous experience, prior written evaluations, demonstrated effectiveness for a specific need, and level of preparation. If all factors are equal, the first consideration shall be the number of years in East Granby in a teaching position, and the second consideration shall be the total number of years in teaching experience.

ARTICLE 5 - VACANCIES

- A. Vacancies of positions which are caused by retirement, discharge, official resignation, or by the creation of a new position shall be filled pursuant to the following procedures:
 - 1. The Administration shall notify all teachers electronically, by email, of the availability of the vacancy with at least thirty (30) days' notice, including the summer months. Where need to fill a vacancy arises due to unexpected causes, abrupt resignation or death, teachers will be given ten (10) days' notice.

2. Said notice of vacancy of position shall clearly set forth the qualifications for the position.
 3. Teachers who desire to apply for such vacancies of positions shall file their application in writing with the Superintendent within the time limit specified in the notice.
 4. Such vacant positions shall be filled on the basis of qualifications for the vacant position, provided, however, that where two or more applicants are substantially equal in qualification, the applicant with the greatest amount of seniority in the system shall be given the preference.
- B. Any grievance brought under this Article would terminate at Level E-3 of the Grievance Procedure.

ARTICLE 6 - PROCEDURE FOR SEPARATION AND RECALL

A. Reasons for Elimination of Professional Staff Positions

It is recognized that the Board has the right to eliminate professional staff positions, consistent with the provisions of applicable Connecticut General Statutes.

B. Procedure

1. Before considering reduction in professional staff, the Board will consider reduction in the following area: Instructional paraprofessionals.
2. Prior to commencing action to terminate teacher contracts under this procedure, the Board will give due consideration to its ability to effectuate position eliminations and/or reductions in staff by:
 - a. voluntary retirements;
 - b. voluntary resignation;
 - c. transfer of existing staff members;
 - d. voluntary leaves of absences.
3. The following criteria will be used to select those employees whose contracts are to be considered for termination as a consequence of elimination of professional staff positions:
 - a. Tenure status: If a teacher has attained tenure status, his/her contract of employment may be terminated if his/her position is eliminated, but only if there is no other bargaining unit position available for which the teacher is certified. Therefore, teachers who have acquired tenure will have first preference for retention in positions for which they are certified. This shall include first preference with regard to positions that are held by non-tenured teachers, in addition to positions, which are open and available.

- b. A teacher's length of service in the East Granby System shall be the prime factor. Other factors to be considered will be:
 - i. area of certification;
 - ii. total years of experience in teaching;
 - iii. teaching experience in other positions which may be available;
 - iv. qualifications and ability as determined by documented yearly written evaluations of the teacher's performance;
 - v. the degree status of the teacher.

C. **Recall**

1. The name of any tenured teacher whose contract of employment has been terminated because of elimination of a position or because of a reduction in professional staff shall be placed upon a reappointment list and shall remain on such list for a period of two (2) summer consecutive recesses from the effective date of contract termination provided that such teacher has not refused an offer of reemployment. A teacher who is terminated from a full-time position does not waive his/her right to remain on the reappointment list for two (2) consecutive summer recesses by a refusal to accept an offer of part-time reemployment.
2. Any teacher offered reemployment under the provisions of this Article shall accept or reject the offer in writing within ten (10) days of receipt of such offer. If a teacher accepts an offer of such reemployment, he/she shall receive a written contract at least fifteen (15) days prior to the effective date of reemployment, if possible.
3. No new teacher shall be employed until all teachers on the reappointment list have been offered reemployment, provided that such teacher meets the certification qualification requirements of this position.
4. Any teacher who accepts an offer of reemployment under the provisions of this Article shall be placed upon the salary step next succeeding that which he/she occupied at the time of termination (provided step movement was agreed to for such contract year by the Board and the Union; if not, he/she shall remain on the same step he/she was on at the time of his/her layoff).
5. Any teacher who accepts an offer of reemployment under the terms of this Article shall begin such reemployment with all unused sick days credited at the time of termination.

ARTICLE 7 - COMPENSATION

- A. Teachers shall be compensated in accordance with the provisions set forth in Appendix B attached hereto and incorporated herein.

B. Degrees shall be defined and applied in accordance with the following:*

1. **Bachelor's Degree:**

A Baccalaureate Degree received from an accredited college or university in a course of study pertinent to the employee's teaching position.

2. **BS + 30/Master's Degree:**

(a) A Baccalaureate Degree plus thirty (30) credits beyond a Baccalaureate Degree at the Master's Degree level; or

(b) A Master's Degree received from an accredited college or university in a planned program pertinent to the employee's teaching position.

3. **BS + 45/Master's Degree + 15:**

(a) A Baccalaureate Degree plus forty-five (45) credits beyond a Baccalaureate Degree at the Master's Degree level; or

(b) A Master's Degree plus fifteen (15) credits beyond the required credits for the completed Master's Degree at the Master's Degree level received from an accredited college or university pre-approved by the Superintendent pertinent to the employee's teaching position count as the additional credits.

4. **BS + 60/Master's Degree + 30:**

(a) A Baccalaureate Degree plus sixty (60) credits beyond a Baccalaureate Degree at the Master's Degree level (such sixty (60) credits include a minimum of one (1) Masters' Degree; the credits beyond the required credits for the specific completed Master's Degree count as the additional credits);

(b) A Master's Degree plus thirty (30) credits beyond the required credits for the specific completed Master's Degree at the Master's Degree level received from an accredited college or university pre-approved by the Superintendent pertinent to the employee's teaching position count as the additional credits; or

(c) A Master's Degree plus a second Master's Degree in a discipline other than that which the initial degree was received from an accredited college or university pre-approved by the Superintendent pertinent to the employee's teaching position.

5. **BS + 75/Master's Degree + 45:**

(a) A Baccalaureate Degree plus seventy-five (75) credits beyond a Baccalaureate Degree at the Master's Degree level (such seventy-five (75) credits include a minimum of one (1)

Master's Degree; the credits beyond the required credits for the specific completed Master's Degree count as the additional credits;

(b) A Master's Degree plus forty-five (45) credits beyond the required credits for the completed Master's Degree at the Master's Degree level from an accredited college or university pre-approved by the Superintendent pertinent to the employee's teaching position count as the additional credits;

(c) A Master's Degree plus a Certificate of Advanced Graduate Study beyond the Master's Degree level plus fifteen (15) credits beyond the required credits for the completed Master's Degree and the Certificate of Advanced Graduate Study at the Master's Degree level count as the additional credits; or

(d) A Master's Degree plus a second Master's Degree in a discipline other than that which the initial degree was received from an accredited college or university pre-approved by the Superintendent pertinent to the employee's teaching position plus fifteen (15) credits beyond the required credits for the two (2) completed Master's Degrees at the Master's Degree level count as the additional credits.

6. **BS + 90/Master's Degrees + 60/PHD:**

(a) A Baccalaureate Degree plus ninety (90) credits beyond a Baccalaureate Degree at the Master's Degree level (such ninety (90) credits include the required credits for the two (2) completed Masters' Degrees; the credits beyond the required credits for the completed Master's Degrees count as the additional credits); from an accredited college or university pre-approved by the Superintendent pertinent to the employee's teaching position;

(b) A Master's Degree plus sixty (60) credits beyond a Master's Degree at the Master's Degree level (such sixty (60) credits include a minimum of one (1) Masters' Degree; the credits beyond the required credits for the completed Master's Degrees count as the additional credits) from an accredited college or university pre-approved by the Superintendent pertinent to the employee's teaching position;

(c) A Master's Degree plus a Certificate of Advanced Graduate Study beyond the Master's Degree level plus thirty (30) credits beyond the required credits for the completed Master's Degree and the Certificate of Advanced Graduate Study at the Master's Degree level count as the additional credits;

(d) three (3) Master's Degrees from an accredited college or university pre-approved by the Superintendent pertinent to the employee's teaching position; or

(e) A Doctorate's Degree (defined as a Ph.D. or Ed.D.) received from an accredited college or university in a planned program pertinent to the employee's teaching position.

*Credits required for the degree in question shall not count as additional credits under the degree lane for purposes of Appendix B since only the credits beyond the required credits for the degree attained by the teacher count for such purposes. By way example, a teacher who receives a Master's Degree in a course of study that requires forty-five (45) credits for the Master's Degree shall be in lane 2(b), not lane 3 since the Master's Degree required forty-five (45) credits.

A teacher shall remain in the same degree lane that he/she was in during the July 1, 2019 –June 30, 2020 contract year for the term of the July 1, 2020 through June 30, 2023 contract, provided, a teacher may be eligible for lateral movement on July 1, 2021 or July 1, 2022 (whichever is applicable) if he/she obtains the necessary degree (or additional credits), as set forth above, to be eligible for lateral movement between lanes in accordance with the applicable criteria herein (and submits the necessary supporting transcript).

A teacher who commenced a course of study that was preapproved by the Superintendent prior to June 30, 2020 shall be eligible for lateral movement between lanes on July 1, 2020, July 1, 2021 or July 1, 2022 (whichever is applicable) if he/she meets the criteria set forth herein (and submits the necessary supporting transcript).

ARTICLE 8 - WORK YEAR

The scheduled employment year for teachers covered by the Teacher's Salary Schedule (other than new personnel who may be required to attend orientation sessions) shall be as follows:

- A. There will be one hundred eighty two (182) teaching days and five (5) additional teacher work days, for a total of one hundred eighty seven (187) teacher work days.
- B. 1. A regular teacher work day shall be scheduled one (1) or two (2) days prior to the opening of school for the students, which will include meetings and programs scheduled by the administration at its discretion, provided that such activities do not take place for more than one half (1/2) of the work day. The remaining one-half (1/2) of the work day shall be used by teachers to make necessary preparations for the opening of school.

2. Within one (1) week prior to the work day described in Article 8 Section B.1 above, all newly hired teachers shall work one-half (1/2) day. Such teachers shall be paid on an hourly basis, calculated using the per diem rate. Such hourly pay on this day is not to be added to the base salary. Such work day will be scheduled on the district calendar during the preceding school year by May 1st.
- C. The day after the close of school for students is a scheduled teacher work day, and teachers shall work a regular work day, which shall include meetings and programs scheduled by the administration at its discretion, provided that such activities do not take place for more than one half (1/2) of the work day. The remaining one-half (1/2) of the work day shall be used by teachers to perform year-end duties.
- D. In addition to the days enumerated under sections A, B and C herein, there are three (3) additional teacher work days. These days will be used for staff development. A staff

development committee including teachers will be selected to develop a plan of utilization of these days. The scheduling of these days is subject to state statute.

ARTICLE 9 - WORK DAY

- A. Teachers shall be required to report to their respective schools thirty (30) minutes prior to the start of school for the students and shall be required to remain thirty (30) minutes after the regular day student dismissal time. Teachers shall use this time to discharge their professional responsibilities as educators. On unscheduled early release days for students, teachers may be released prior to thirty (30) minutes after the regular day student dismissal time at the Superintendent's discretion. On scheduled early release days for students, teachers shall be required to remain thirty (30) minutes after the student dismissal time on that day except on professional development days and parent-teacher conference days. If one or more district schools are unexpectedly closed on a day when at least one other district school remains open, teachers may be required to report to an alternate school at the Superintendent's discretion.
- B. Any meeting of the professional staff with an appropriate administrator may be scheduled one (1) time per week, providing that two (2) meetings may be scheduled during one (1) week per month if deemed necessary by the administrator. Notification of seventy-two (72) hours is required in any week in which a second faculty meeting has been scheduled. This is to include regularly scheduled faculty meetings. The meeting shall start at the close of school for students and shall not exceed sixty (60) minutes in length.
- C. Teachers are required to attend two (2) parent night programs. Two (2) additional evening programs may be required in the judgment of the Superintendent of Schools. Such additional evening programs may include parent-teacher conference nights, provided that time scheduled for evening parent-teacher conferences shall result in an equal amount of release time during a school day.
- D. Teachers may be released from the requirements imposed upon them by this Article with the approval of the building principal.
- E. In-service activities scheduled on minimum legal school days will be subject to the following provisions:
 - 1. Not to exceed nine (9) per year.
 - 2. Not to exceed one (1) hour after the student dismissal time on a regular school day.
 - a. Except any in-service meeting involving all staff, K-12, may be of two (2) hours duration, not to exceed two (2) per year.
- F. 1. Members of the Association's Executive Board shall be exempt from the requirements of Section A once in each month for the purpose of attending meetings of such Board.

2. Members of the Association shall be exempt from the requirements of Section A four (4) times in each school year for the purpose of attending meetings of the Association, provided that only one (1) of the four (4) exemptions can be used before the start of school for students, and only for a meeting between individuals or for group meetings (when supervisory duties can reasonably be covered) regarding Association business.

3. In scheduling meetings under this section, the Association will attempt in good faith to avoid any conflict with activities previously scheduled for involved teachers by the administration, so far as reasonably possible. Upon notification of such meetings, the administration will attempt in good faith to avoid scheduling any activities which might conflict with such meetings, so far as is reasonably possible.

4. The Superintendent shall be notified at least two (2) weeks prior to the meetings of the Association whenever possible. In any case, notification to the Superintendent should not be less than five (5) calendar days.

G. The economic impact of a change in the length of the work day shall be subject to midstream bargaining. Should the Board decide to implement Block Scheduling during the term of this contract, nothing in this Agreement shall preclude the implementation of such scheduling provided that the Board and the Association shall negotiate over the impact, if any, consistent with C.G.S. §10-153f(e).

ARTICLE 10 - TEACHING AND PREPARATION PERIODS

- A. "Preparation Period" means a period of four hundred eighty (480) minutes each ten (10) day work cycle involving professional responsibility which may include, but not be limited to, discussions with the Administration relating to setting goals for the teacher for the contract year at mutually convenient times agreed to by the teacher and Administrator (either during planned preparation time or another time agreed to by the Administration and teacher). A preparation period does not include direct teaching or supervision of students and should not be otherwise allocated without the consent of the teacher. The parties will meet and confer if a State Department of Education mandate or guideline would impact preparation time in accordance with the provisions for impact bargaining.
- B. All Elementary full-time teachers shall, in addition to their lunch period, have the use of the regularly scheduled Art, Music, and Physical Education periods for preparation time. The administration will make reasonable efforts to schedule elementary school specialists on varying days.
- C. Secondary school teachers shall not be required to teach more than five (5) classes per day, however, a teacher may volunteer to teach an additional class in place of a supervisory period.
- D. All specialists including music, art, physical education, and special education teachers at the elementary level shall receive the equivalent amount of preparation time as elementary teachers.

- E. Whenever a teacher either fill-ins on a voluntary basis or is assigned to substitute, such teacher will be compensated at the rate stated in Appendix C.

ARTICLE 11 - VISITATION DAYS OR CONFERENCE DAYS

Any teacher may, at the discretion and approval of the Superintendent of Schools, be allowed to visit other schools or attend professional conferences. There will be no deduction in salary for these days, and a substitute shall be provided to assume the duties of the absent teacher. Days granted under this Article shall not be charged to sick leave or personal days granted to each teacher under this contract. A denial of a request to visit other schools or attend professional conferences shall not be subject arbitration under the grievance procedure set forth herein.

ARTICLE 12 - JURY DUTY

- A. A person required for jury duty shall be granted a leave of absence for the duration of said jury duty. He/she shall be paid the difference between the teaching salary and the amount received for jury duty.
- B. Leave for jury duty shall not be deducted from sick leave or personal leave.

ARTICLE 13 - SICK LEAVE

- A. Teachers shall be entitled to sick leave with full pay up to fifteen (15) working days in each year. Unused sick leave shall be accumulated from year to year to a maximum number equal to the number of teacher work days in a year, but not to exceed two hundred (200) days in any case. These days shall also be available to the teacher for an illness in the immediate family after all personal leave (Article 14) is exhausted and with notice to the Superintendent, and with discussion with the Superintendent after five (5) or more school days are requested in a school year.
- B. When the need to use sick leave is foreseeable, a teacher is required to provide his/her administrator at least forty-eight (48) hours' notice of his/her intent to use sick leave. When the need to use sick leave is unforeseeable, a teacher is required to notify his/her administrator as soon as practicable.
- C. If in the view of an administrator there is a possible abuse of sick leave, the teacher may be subject to disciplinary action subject to the grievance procedure.
- D. The Superintendent may require a teacher who uses sick leave on five (5) or more consecutive work days to bring in a note from the physician treating the teacher for the illness that caused the teacher to be absent from work upon the teacher's return to work.
- E. The Superintendent's office shall notify each teacher of his or her accrued sick leave and personal leave time due via regular paystub. In the event the payroll stub does not reflect

accrued time, each teacher shall receive, no later than November 1st of each school year, a rendering of his or her sick and personal leave time.

- F. In cases of extreme hardship, the Board, on the Superintendent's recommendation, may grant additional leave to each teacher with the cost of the substitute to be deducted from the teacher's salary.
- G. Childbearing leave shall be provided in accordance with the federal family and medical leave act ("FMLA") and the teacher may use his/her accumulated sick leave concurrently with leave under the FMLA.

ARTICLE 14 - PERSONAL LEAVE

An authorized absence may be granted in consideration of the teacher's length of service, attitude, and attendance. Authorized absences, however, are privileges and are not to be considered as earned rights or earned time off.

A. Absence with pay

- 1. A total of six (6) days of personal leave per contract year shall be provided to teachers for the following reasons:
 - a. Legal matters, e.g., subpoenas, required attendance at real estate closing, necessary court appearances;
 - b. Marriages (children, parent, siblings);
 - c. Attendance at either graduation exercises or academic related end of the year school events (as approved by the Superintendent) of the employee, the employee's spouse or children, to a maximum of two (2) days (unless additional days are approved by the Superintendent);
 - d. Illness in the immediate family (defined as mother, father, siblings, children, mother-in-law, father-in-law and spouse) teachers may use sick leave after exhaustion of personal days for an illness in the immediate family as defined in section 14d only.
 - e. Death in the family (as defined above under A. 1. d., provided, however, the Superintendent may also approve the use of personal leave for an individual that does not meet the definition of an immediate family member as defined under A. 1. d.);
 - f. Religious observances;
 - g. Other authorized absences for reasons of a personal or emergency nature, which make absence from school unavoidable and necessary, are subject to the approval of the Superintendent. Leaves under this section are limited to three (3) days per contract year unless additional days are approved by the Superintendent of Schools.

- h. One (1) of the six (6) days may be taken at the discretion of the teacher for reasons, which in the teacher's view, preclude attendance at school that day, provided that such day does not fall on any of the enumerated days set forth under A. 1. i. below.
- i. Except for the reasons set forth under A. 1. a. – g. above, personal days may not be used during the first or last week of the school year, the day before or after a school recess, the day before or after a weekend or the day before or after a holiday.

“School recess” shall be defined as a scheduled break in school days for a period of greater than one (1) day or a holiday period of greater than one (1) day.

- 2. Teachers shall be required to state the category under which they are taking any personal leave.

B. Absence without pay

- 1. **Short-term extensions** - An approved absence of more than three (3) days, or days in excess of the six (6) granted under Section A.1. may be made with the approval of the Superintendent of Schools. A salary reduction of 1/187 of the teacher's pay will be granted for each day used under this provision. Applicants shall be required to state the category under which they are taking leave from the listing under Section A.1.
- 2. **Extended leave of absence** - Any teacher shall be eligible for an extended leave without pay for personal reasons upon written request to and approval of the Superintendent of Schools. Such employee shall be eligible for such leave for any school year, or reasonably requested part thereof. Extended personal leave shall be subject to the following provisions:
 - a. The teacher requesting leave shall submit not less than thirty (30) days prior to the first date of leave written notice of the anticipated date that the leave will commence.
 - b. All insurance and other employee fringe benefits, including payments to the State Teacher's Retirement System, shall be borne in full by the teacher.
 - c. Additional seniority rights will not accrue to those teachers on extended personal leave without pay.
 - d. Teachers on extended leave will return to active teaching status to coincide with the beginning of the first or second semester of the school year.
 - e. At the end of the agreed upon term of the extended leave, the teacher will be guaranteed a position in the East Granby schools for which he/she is qualified, consistent with the Separation and Recall and Teacher Transfer clauses of this Agreement. The guaranteed position will be at least equivalent to the teaching position held by the teacher at the time the leave was taken.

- f. Applicants shall be required to state the reasons under which they are taking absence without pay.
- C. Salary deduction for leaves of absences other than those covered by any portion of this Agreement will be on the basis of 1/187 of the teacher's annual salary.
- D. Personal leave applications shall be submitted at least one (1) week in advance, except for emergencies.
- E. Personal days taken pursuant to this Article shall be in addition to, and not to substitute for, any sick leave to which members of this unit are entitled.

ARTICLE 15 – RESIGNATION OF INSTRUCTIONAL PERSONNEL

- A. Any teacher considering severance should request an interview with the Superintendent as soon as there is doubt of remaining in service in the district.
- B. Resignations should be made in writing to the Board and to the Superintendent.
- C. Any teacher should be released from the terms of a contract upon thirty (30) days' notice or earlier at the discretion of the Superintendent when an opportunity for professional advancement is offered or in case of extreme emergencies. To facilitate and expedite the active hiring process in such situations, simultaneous external and internal postings of the position are permitted.

ARTICLE 16 - DUAL STAFF

- A. Dual staff members are those teachers assigned to teach in more than one (1) school level, i.e., High School, Middle School, Seymour School or Allgrove School, as part of their regular teaching assignment.
- B. Dual staff members shall not be required to teach more classes, have more student contact time, or have more in-school time than that which is required of any regular teacher.
- C. Dual staff members will be granted a waiver of the need to report thirty (30) minutes prior to the start of school and/or remain thirty (30) minutes after the close of school for the students if such waiver is necessary to comply with the number of hours required of a non-dual staff member.
- D. When meetings, including evening meetings, are scheduled for the same time at different schools to which dual staff members are assigned, dual staff members shall alternate their attendance between schools on such days, unless otherwise instructed by the Superintendent.

Dual staff members shall attend all meetings at the schools to which they are assigned when there is no double scheduling conflict with another school. When dual staff members miss a

meeting, it is the dual staff member's duty to become familiar with the main points covered at the missed meeting.

ARTICLE 17 - PART-TIME STAFF

- A. All teachers granted contracts for less than full salary are considered part-time teachers.
- B. Part-time teaching assignments at K-5 shall reflect the percentage of the full teacher's day necessary to complete the teaching assignment. The percentage will be based on the average number of hours per week of a full-time teacher at the corresponding grade/subject level.
- C. At the Middle School and/or High School, part-time teaching assignments shall be remunerated at the rate of full teacher salary times the number of classes taught divided by five (5).
- D. The percentage of a part-time classroom teacher's planning time will be calculated based on the number of planning hours per week of a full-time classroom teacher at the corresponding building level. The percentage of a part-time elementary specialist's planning time will be calculated based on the number of planning hours per week of a full-time specialist at the corresponding building level.

ARTICLE 18 - REPRESENTATION AT TEACHER-ADMINISTRATIVE MEETINGS

- A. Whenever a teacher is placed on Intensive Supervision status, such teacher shall have the right to be represented by an Association member of his/her choice, if desired. Such representative shall serve as a participant in the evaluation process.
- B. The Administrator involved in such a meeting shall allow the teacher one (1) week to procure such representation.
- C. When such a meeting is scheduled during the work day and the representative designated by the teacher is a member of the professional staff, such member shall be released from his/her assigned duties to attend such meeting. Such released time shall not be charged against the representative in any way.

ARTICLE 19 - PERSONNEL FILES

- A. No written statements of criticism originating after initial employment shall be placed in a teacher's personnel file unless the teacher has been notified and has had an opportunity to review such material. The teacher may submit a written statement regarding any material, and the same shall be attached to the file copy of the material in question. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.

- B. No anonymous and/or unsubstantiated complaints may be placed in any teacher's personnel file.
- C. Each teacher shall have the right to review and make copies of any materials in the teacher's personnel file upon reasonable notice during the hours which the Board's office is open.

ARTICLE 20 - TRANSPORTATION

- A. Teachers shall receive reimbursement for mileage for all Board approved travel at the Internal Revenue Service's standard mileage rate as of January 1st of each year. Such data shall be obtained from information provided by the Commissioner of Internal Revenue relating to the preparation of Form 1040 and related schedules.
- B. Adequate travel time shall be given for travel between schools for those who teach in two (2) or more schools.

ARTICLE 21 - EXTRA DUTY COMPENSATION

- A. Extra duty, including coaching and extra-curricular assignments are one (1) year agreements between the Board and the individual who has agreed to assume the additional assignment.
- B. The parties acknowledge participation in extracurricular activities shall be voluntary.
- C. Any position under this Article exists, and may be filled, at the Board's discretion, including by individuals that are not members of the bargaining unit when no qualified member of the bargaining unit has applied, or it is determined that an external candidate is better suited for the position. The Board may post such positions both internally and externally.
- D. If the position is filled, the amount of compensation shall be per Appendix C of this document.
- E. During the duration of this Agreement, the Board reserves the right to add any additional positions. Compensation for these new positions will be mutually determined by the Board and the Association.
- F. Any grievance brought under this Article would terminate at Level E-4 of the Grievance Procedure.

ARTICLE 22 - INSURANCE BENEFITS

The Board will provide the following insurance and other benefits. A new employee shall be eligible for coverage under the health and dental insurance plans offered by the Board effective on the first day of the month subsequent to the date that he/she commences work for the Board.

Insurance Plan Details:

This section contains Medical and Dental Insurance Plan Information for each year of the contract, and it contains Medicare Plan F and prescription information effective at the time the contract becomes effective. It is expressly agreed and understood that the summaries of insurance benefits coverage contained in the following pages and elsewhere in this Agreement are descriptive summaries only, intended only to provide a general overview of some of the highlights of benefits available to employees. They are not an insurance policy or policies. In the event of an error or omission in these summaries, or in any instance where there is a variance between these summaries and the terms of the actual insurance policies, the terms of the policies as contained in the master plan document shall govern.

A. **High Deductible Health Plan (HDHP).** The Board offers a High Deductible Health Plan (“HDHP”) through ConnectiCare, a summary of which is included in Appendix E, to full-time employees who elect to participate on a contract year basis. The HDHP shall have benefits equal to or better than the Anthem HDHP eliminated as of June 30, 2020. The HDHP shall be subject to compliance requirements of the ACA. The HDHP shall have:

1. **Deductible:** A \$2,000 single and \$4,000 two-person/family deductible for in- and out-of-network services. Once the deductible is met there shall be no coinsurance in network for covered services, except for prescriptions.
2. **Prescription Drugs:** Prescription drugs are covered as part of the HDHP and are subject to the deductible. Upon satisfaction of the HDHP deductible, prescriptions are subject to the MP2 drug rider with co-pays of \$5 Generic/\$25 Brand Name/\$45 Non-Formulary Brand Name co-pay (unlimited maximum). The cost for a 90-day supply will be 2x the retail co-payment. The \$5 generic co-pay is based on the current state mandate. In the event that the state mandate increases or decreases, such revised co-pay shall be applicable.
3. **Cost share maximums:**

In-network cost share maximum:	\$2,500/\$5,000
Out of Network cost share maximum:	\$5,000/\$10,000
4. **Coinsurance:** 100% In-Network; 80% Non-Network.
5. **Preventive Services (annual physical, etc.):** Preventive services in-network are fully covered by insurance, with no employee deductible payments as long as the providers who submit the bill to the insurance company code it as a preventive service and not a medical visit or diagnostic visit.

B. **Health Savings Account (HSA).** Enrollees in the HDHP shall have a Health Savings Account (“HSA”) to defray deductible expenses.

1. In year one of the contract (July 1, 2020 through June 30, 2021), the Board agrees to deposit fifty percent (50%) of the deductible. One-half (1/2) of the Board's deposit toward the deductible shall be deposited in the HSA bank account of the employee on or about July 1, 2020 and one-half (1/2) of the Board's deposit shall be deposited in the HSA bank account of the employee on or about January 1, 2021.
 2. In year two of the contract (July 1, 2021 through June 30, 2022), the Board agrees to deposit fifty percent (50%) of the deductible. One-half (1/2) of the Board's deposit toward the deductible shall be deposited in the HSA bank account of the employee on or about July 1, 2021 and one-half (1/2) of the Board's deposit shall be deposited in the HSA bank account of the employee on or about January 1, 2022.
 3. In year three of the contract (July 1, 2022 through June 30, 2023), the Board agrees to deposit fifty percent (50%) of the deductible. One-half (1/2) of the Board's deposit toward the deductible shall be deposited in the HSA bank account of the employee on or about July 1, 2022 and one-half (1/2) of the Board's deposit shall be deposited in the HSA bank account of the employee on or about January 1, 2023.
 4. The employee's contribution toward the deductible shall either be, at the employee's option, via payroll deduction or deposited directly by the employee in his/her HSA.
 5. An HSA is not health insurance; it is a bank account. The parties acknowledge that the Board's deposits toward funding the deductible are not an element of the underlying plan, but rather relate to the manner in which the deductible shall be funded for active employees.
 6. Additionally, an employee shall receive a prorated deposit toward his/her HSA if the employee: (a) is hired by the Board after the commencement of the applicable plan year; or (b) he/she elects health insurance after the commencement of the plan year due to a change in status. The prorated amount of the deposit shall be based on the first day that the employee is covered under the plan through June 30 of the applicable contract year.
- C. **Health Reimbursement Account (HRA).** A health reimbursement account ("HRA") will be offered to any bargaining unit employee eligible for health insurance who is not eligible for an HSA. The amount the Board deposits annually toward the HRA shall be equal to the annual amount deposited toward the HSA based upon the eligible employee's level of insurance (single, single plus 1, or family) selected.
- D. **Health Maintenance Organization (HMO) Plan.** A Health Maintenance Organization ("HMO") plan is offered through ConnectiCare with the following cost-shares and benefits, a summary of which is included in Appendix E. Preventive services (annual physical, etc.) in-network are fully covered by insurance, with no employee deductible payments as long as the providers who submit the bill to the insurance company code it as a preventive service and not a medical visit or diagnostic visit.

In-Network Cost Shares (HMO)	July 1, 2020	July 1, 2021	July 1, 2022
Office Visit	\$40.00	\$40.00	\$40.00
Specialist Office Visit	\$50.00	\$50.00	\$50.00
Urgent Care	\$100.00	\$100.00	\$100.00
Emergency Room	\$200.00	\$200.00	\$200.00
Inpatient	\$450.00	\$450.00	\$450.00
Outpatient	\$450.00	\$450.00	\$450.00
High Cost Diagnostic	\$75.00 (max. \$375.00 per person)	\$75.00 (max. \$375.00 per person)	\$75.00 (max. \$375.00 per person)
Rx Retail (HMO – Public Sector)	\$5.00/\$25.00/ \$45.00	\$5.00/\$25.00/ \$45.00	\$5.00/\$25.00/ \$45.00
Rx Mail Order	\$10.00/\$50.00/ \$90.00	\$10.00/\$50.00/ \$90.00	\$10.00/\$50.00/ \$90.00
Duration	30/90	30/90	30/90
Maximum	Unlimited	Unlimited	Unlimited

- E. **Dental Insurance.** Employee Dental and Dependent Orthodontics is offered through Sun Life, a summary of which is included in Appendix E.
- F. **Employee Premium Share Contributions.** The employee will pay the following percent of the premium costs for coverage via payroll deduction, regardless of the coverage level (single, single plus one, or family) selected:

	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
HDHP	21.0%	21.0%	21.0%
HMO	20.5%	20.5%	20.5%
Dental	21.0%	21.0%	21.0%

- G. **Life and Accidental Death and Dismemberment (AD&D) Insurance.** Life and an Accidental Death and Dismemberment (“AD&D”) insurance, a summary of which is included in Appendix E, is offered to teachers. The life insurance benefit is based on 1.75 times salary – employees only. The AD&D benefit is applicable to employees only. The maximum benefit shall be \$275,000.
- H. **Medicare for Retirees.** Medicare plans and Medicare prescriptions will be available as an option for Medicare-eligible retirees and their spouses. Such plans shall remain available and shall be revised in accordance with any changes to Medicare plans A and B. Current retirees may continue coverage under either the active employee insurance plan or have the option to choose a Medicare plan and Medicare prescriptions that are available as options. Participating retirees shall pay the following percentages of the insurance costs for Medicare

Plan F (or the most comparable Medicare plan if not available) and Medicare Rx:

- First 3 years after retirement: 75% (per contract year)
- Years 4+ after retirement: 100% (per contract year)

I. **Long-Term Disability (LTD) Benefit.** A long-term disability (“LTD”) plan, a summary of which is included in Appendix E, will be offered to the teachers on the following basis. The Board will choose the carrier. The LTD plan shall include the following:

1. Sixty percent (60%) salary benefit.
2. One hundred eighty day (180) elimination period.
3. Two thousand dollar (\$2,000.00) maximum monthly benefit.
4. Survivor benefits: three (3) times the monthly benefit if benefits have begun and disability has lasted six (6) months.
5. Minimum benefit: ten percent (10%) of monthly benefit or fifty dollars (\$50), whichever is greater.
6. Partial Disability: fifty percent (50%) earnings reduction if person returns to own occupation part-time. No reduction in first twenty-four (24) months if person works at some other occupation.
7. Benefit Reduction: Workers Compensation, Social Security, Other Group Disability, Defined Benefit Pension Plans.
8. Benefit Duration:
 - a. Prior to 60, through Age 65;
 - b. 60 to 68, up to five (5) years but not beyond age 70;
 - c. 69 and after, one (1) year.

J. **Section 125 Program.** The Board agrees to administer an optional Section 125 program which is a pre-tax premium conversion. Teachers have the option to choose this Section 125 program in July of each year. New teachers will have an option to select this program within 30 days of their salary agreement.

K. **Change of Carrier.** The Board maintains the option of selecting insurance carrier (or carriers, if applicable) provided the parties agree that the benefits are substantially equal to or better than the current benefits as determined on an overall plan benefit basis. Any change must maintain at least the same coverage as now exist under the present plans. Any increase in premiums shall be proportionately shared by the Board and the insured members based on the premium share contributions above.

ARTICLE 23 - PERSONAL INJURY BENEFIT

A. A teacher who sustains an injury arising out of and in the course of his/her employment with the Board shall be paid in accordance with the provisions of the Workers' Compensation Act. The teacher will receive his/her full salary, less the amount of the Workers' Compensation Award, for a period not to exceed one hundred and twenty (120) days, and no such leave shall be charged to his/her annual sick leave.

- B. A teacher who sustains an injury arising out of and in the course of his/her employment with the Board may then use accumulated sick leave up to a maximum of one hundred and twenty (120) days and will receive full pay less the amount of workers' compensation benefits received during such one hundred twenty (120) day period. Upon expiration of such period of sick leave (120 days), the provisions of Workers' Compensation Act shall apply.
- C. The language set forth herein shall not apply to an injury sustained during an assault as set forth under Connecticut General Statutes Section 10-236a(b).

ARTICLE 24 - RETIREMENT INCENTIVE

A. Eligibility

To be eligible for participation in the plan, an applicant must fulfill all of the following requirements:

1. Be eligible for retirement benefits under the Connecticut Teacher Retirement System (other than disability or survivorship under the Connecticut Teacher Retirement System) by no later than August 31st immediately following the school year in which termination of employment becomes effective.
2. Have completed at least two hundred (200) months (excluding July and August) of active professional employment under contract with the Board as of the date termination of employment becomes effective.
3. Be at least fifty-five (55) years of age by no later than August 31st immediately following the school year in which termination of employment becomes effective.
4. Apply and submit resignation by no later than April 1st of the school year in which termination of employment becomes effective.
5. Be employed as a teacher by the Board prior to July 1, 2017.

B. Incentives

1. An applicant who fulfills the eligibility requirements shall be paid an incentive allowance equal to thirty percent (30%) of current annual salary in effect the year application is made.
2. The incentive allowance will be paid in two (2) equal installments in each of the two (2) fiscal years immediately following the fiscal year in which termination of employment becomes effective.
3. The Board will pay twenty-five percent (25%) of health insurance premium costs for up to the first three (3) years for any teacher having at least twenty five (25) years of service in East Granby who retires from East Granby provided that the retiring teacher notified

the Superintendent of Schools in writing prior to January 1st of the year of retirement. Requests after January 1st will be considered by the Board on an individual basis.

4. After their three-year period, retired teachers will be allowed to remain in the East Granby insurance group and 100% of the insurance costs will be borne by the retiree.
5. In the event of death of a retiree, the designated beneficiary or the estate will be paid the remaining amount of the incentive due under this program.

ARTICLE 25 - SUMMER EMPLOYMENT

A. Employment Practices

1. Summer employment will be on a voluntary basis.
2. All teachers will be notified of summer vacancies via email at their District email address.
3. Teachers employed in the East Granby School System will be given preference over all others.
4. When two (2) or more teachers meet the specified requirements for the position, the teacher with the most seniority will be given preference.

B. Employment Compensation

1. Summer employment shall be compensated at a per hour rate as stated in Appendix C.

ARTICLE 26 - ADDITIONAL HOURLY COMPENSATION

- A. Any curriculum work required beyond the normal teaching assignment will be by contract between the Superintendent of Schools and the teacher; the task and compensation shall be defined in the contract.
- B. Participation shall be voluntary.
- C. All staff will be notified of available curriculum work by posting in each school building faculty room.
- D. Curriculum work shall be compensated at a per hour rate as stated in Appendix C.
- E. CMT/CAPT/SAT after-school preparation classes will be compensated as stated in Appendix C.

ARTICLE 27 - DUES DEDUCTION AND SERVICE FEE DEDUCTION

A. Deductions

The Board agrees to deduct from each teacher who voluntarily authorizes such deduction in writing by means of a valid authorization, an amount equal to the Association membership dues or, if offered by the Association, a voluntary service fee by means of payroll deductions. The amount of the deduction from each paycheck shall be equal to the total Association membership dues or voluntary service fee divided by the number of paychecks from and including the first paycheck in September through and including the last paycheck in January. The amount of Association membership dues or voluntary service fee shall be certified in writing by the Association to the Board prior to the opening of school each year.

B. Subsequent Employment

Those teachers whose employment commences after the start of the school year who voluntarily authorize deductions in writing by means of valid authorizations, shall pay a pro-rated amount equal to the percentage of the remaining school year.

C. Forwarding of Monies

The Board agrees to forward to the Association each month a check for the amount of money deducted during that month. The Board shall include with such check a list of teachers for whom such deductions were made.

D. Lists

No later than the first paycheck in October of each school year, the Board shall provide the Association with a list of all bargaining unit members as indicated in the Staff Directory or other applicable publication. The Board shall notify the President of the Association if any changes have been made to the list.

E. Reference to Association

The singular reference to the "Association" herein shall be interpreted as referring to the East Granby Education Association, the Connecticut Education Association, and the National Education Association.

F. Indemnification

The Association agrees to indemnify and hold the Board harmless against any or all claims, demands, suits or other forms of liability, including but not limited to attorneys' fees and the cost of administrative hearings that shall or may arise out of, or by reason of, action taken by or against the Board for the purpose of complying with the provisions of this Article.

ARTICLE 28 - FACILITIES

Concerns regarding teacher facilities may be brought to the attention of the Principal in writing. If concerns are not resolved by the Principal, then those concerns may be brought to the attention of the Superintendent. If concerns are not resolved by the Superintendent, then the concerns may be brought in writing to the attention of the Board. The Board will respond within fifteen (15) days from receipt of the concerns to the Association and will develop a plan of action to address the issue within thirty (30) days from receipt of notice, provided, if the Board does not have a plan of action within such timeframe, it will advise the Association of the anticipated date the plan of action will be submitted to the Association.

ARTICLE 29 - ON-LINE LEARNING

On-line learning shall be offered and recognized by the Board as a means of providing students with an opportunity to earn credits for courses not offered by the Board or courses needed for credit recovery or advancement.

Teachers Assigned to Monitor On-Line Courses

Except as set forth below, the course(s) shall normally be monitored by a bargaining unit member certified in the subject and under such circumstances will be considered a part of the bargaining unit member's regular work day. Certified non-bargaining unit members may monitor courses not offered by the Board if it is in accordance with past usage, past practice, past assignments or a bargaining unit member is neither qualified nor available to monitor the course.

Teachers Assigned to Teach On-Line Courses

In the event that any District teacher is assigned to teach an on-line learning course by the Administration, the course shall be considered part of the teachers' regular work day; such course(s), may include students from other school districts. Except as set forth below, the total number of enrolled students in an on-line learning course shall be no greater than thirty (30) students, provided, if the enrollment exceeds thirty (30) students, the parties will bargain over the impact. A teacher that is inexperienced in the on-line learning course he/she is assigned to teach will be provided with professional development prior to commencement of teaching activities.

ARTICLE 30 - EMPLOYEE ASSISTANCE PLAN (EAP)

The Board agrees to maintain an Employee Assistance Plan (EAP) for teachers, as outlined in the summary of benefits in Appendix E, provided that the entire annual cost does not exceed two thousand dollars (\$2,000.00).

ARTICLE 31 - PUBLICATION OF AGREEMENT

The Association shall provide copies of the Agreement to all teachers employed in the East Granby schools at publication of the Agreement. The Board shall provide a copy of the

Agreement to all teachers who are newly hired or hired during the course of the Agreement's duration.

ARTICLE 32 - SEVERABILITY

Should any Article in whole or in part of this Agreement, or any clause or provision therein, be adjudged invalid or unenforceable by any court or governmental agency of competent jurisdiction, the same shall not in any way whatever affect the balance of this Agreement.

ARTICLE 33 - CONTRACT INTERPRETATION

Unless the context clearly denotes otherwise, any words used in this Agreement denoting gender shall be deemed to include any other gender and words, which are singular or plural in form, shall be deemed to include the plural and singular respectively. Headings or titles of Articles of this Agreement or of any portion of any Articles are intended as a convenience to the parties only and shall not be deemed to constitute portions of the Agreement.

ARTICLE 34 - DURATION

- A. This Agreement shall take effect on July 1, 2020 and shall remain in full force and effect until June 30, 2023. Additionally, in the event that the total cost of a group health plan or plans offered under this contract triggers an excise tax under Internal Revenue Code Section 4980I, or any other local, state or federal statute or regulation, the parties agree to reopen this Agreement for the limited purposes of negotiating a substitute health insurance plan and premium share contributions. This Agreement shall, during its duration, be binding upon the parties and their successors and assigns.

- B. Where applicable, Article 9(G) will be negotiated as provided therein.

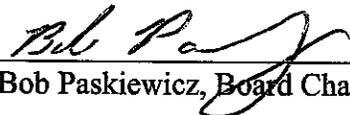
ARTICLE 35 - EXTENT OF THE AGREEMENT

- A. The Agreement constitutes the full and complete Agreement between the Board and the Association for the duration of the Agreement unless changed through midstream bargaining.
- B. Subject to the provisions of this Agreement, the Association recognizes that the Board and the Superintendent of Schools reserve and retain full rights, authority and discretion in the proper discharge of their duties and responsibilities, to control, supervise and manage the schools and their professional staff under governing law, ordinance, rules and regulations.
- C. The Board reserves the right to propose and pass policy in all matters not covered within this Agreement and not contrary to public statutes of the State of Connecticut and court decisions. Under this Agreement, the Board waives its unilateral right to change those policies listed in Appendix A.

ARTICLE 36 - SIGNATURE BLOCK

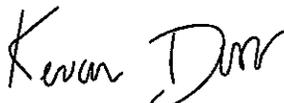
IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals as of the day, month, and year written below.

EAST GRANBY BOARD OF EDUCATION

By: 
Bob Paskiewicz, Board Chair

Date: 3-27-20

EAST GRANBY EDUCATION ASSOCIATION

By: 
Kevin Iapichino-Dorr, President

Date: 3-25-20

Addendum to Collective Bargaining Agreement

1. DSAP holders shall, effective upon signing and ratification of this Addendum, become members of the EGEA bargaining unit as defined in Article I, Recognition, of the parties' labor contract;
2. Salary and fringe benefits shall be granted to DSAP holders as per the labor contract in like manner as certified professional employees;
3. DSAP holders shall be subject to the terms and provisions of the parties' labor contract, including the requirement of paying Association dues and fees or agency shop under Article 29, except in areas where the contract indicates that regular teaching certification is required:
 - a. Under Article 4, Teacher Transfer and Assignments, DSAP holders shall be assigned by the Administration, and shall not have any contractual transfer rights. A DSAP holder without any regular teaching certification may not bid on posted positions. However, if a DSAP holder also possesses regular teaching certification in an area other than his/her DSAP assignment, that person may apply for vacant positions within the system, provided that it is recognized that the Administration may wish to keep the DSAP employee in his/her DSAP assignment;
 - b. It is agreed that DSAP holders are not subject to the teacher tenure law and are at-will employees not subject to the provisions of Article 2, Just Cause in the event of termination. Accordingly, the provisions of Article 6, Reduction in Force/Recall, shall not apply to DSAP staff, and such individuals shall have no contractual rights in reference to layoff and/or recall. Further, it is agreed that the employment of a DSAP holder will automatically end upon the expiration of the DSAP;
 - c. DSAP holders shall receive contractual jury duty, sick leave and personal leave benefits, but are not eligible for sabbatical leave;
 - d. Since they are not certified teachers, DSAP holders are not subject to the school system's Teacher Evaluation Program.

The policies presented in Appendix A may be changed only by mutual consent in accordance with midstream bargaining procedures and fall under the purview of the Grievance Procedure.

APPENDIX A

A. Professional Salary (Increments)

Salary increments may be withheld by the Board upon recommendation of the Superintendent of Schools if the best interest of the East Granby Public Schools shall be served by such action. Withheld increments may be reinstated by the Board upon recommendation of the Superintendent. Whenever possible, notification of such action will be given prior to March 1st.

Salary increases for teachers at maximum may be withheld when a teacher is placed on Intensive Supervision as a part of the teacher evaluation plan. Such recommendation to withhold an increase shall be made to the Board by the Superintendent of Schools. Withheld increases may be reinstated by the Board upon recommendation of the Superintendent. Whenever possible, notification of such action will be given prior to March 1st.

The Board reserves its prerogative to grant additional increments in recognition of outstanding performance as measured by criteria established mutually by the Board and the East Granby Education Association.

B. Program of Deferred Compensation

1. Any two (2) "Tax Sheltered Annuities" or programs, or brokers of deferred compensation proposed by the Association shall be subject to the Board's approval. Such approval shall be based on the Board's satisfaction that:
 - a. The program meets all requirements of local, state and federal laws and regulations, including the Internal Revenue Code, and
 - b. The Board is able to furnish the administrative support required.
2. For the purpose of this policy, "deferred compensation" shall mean any program which requires the sponsorship of the Board, and which is to be funded by employee authorized reductions in salary or wages.
3. At its discretion, the Board may allow staff to select from more than two (2) programs or brokers.

C. Extra Compensation for Guidance

1. The high school guidance counselor shall receive an additional one (1) month's salary for one (1) month's service during the summer.
2. The guidance counselor at the middle school shall receive an additional two (2) week's pay for two (2) weeks work in the summer. One (1) week to immediately follow the last teacher day of the school year, and the other immediately preceding the first teacher day of the school year.

D. Teacher Longevity Compensation

1. Teachers who have satisfactorily completed twenty (20) years of service in the East Granby Public School System will be granted additional annual compensation in the amount of four hundred dollars (\$400.00), an additional two hundred dollars (\$200.00) after twenty-five (25) years, and an additional two hundred dollars (\$200.00) after thirty (30) years.
2. For the purpose of this policy, the term “teacher” shall include each employee of the Board, below the rank of Administrative personnel, who holds a valid certificate issued by the State Board of Education.
3. Longevity increments will be continued upon annual satisfactory assessment of the teacher’s performance.
4. Teachers employed as of June 30, 1995 will be eligible for longevity payments based on the current schedule. Teachers hired July 1, 1995 or later will not be eligible for longevity payments.

E. Sabbatical Leave Policy

Sabbatical Leave - (Professional Growth)

1. Teachers are urged to update their training, broaden their education experience, increase the scope of their knowledge, and improve their ability and preparation in specific areas of service. Therefore, a sabbatical leave policy has been established to support such professional growth.
2. **Qualifications for Eligibility**
 - a. Teachers with at least seven (7) continuous years of satisfactory service in the East Granby Public Schools may devote one (1) year to additional training upon approval of the Board. Such training must be for the benefit of the East Granby School System and the teacher.
 - b. Teachers must possess a Master’s Degree.
 - c. Teachers must possess a Professional Educator Certificate.
 - d. Granting a sabbatical leave should not seriously disrupt the education of East Granby students because a satisfactory temporary teacher replacement cannot be found.
3. **Conditions and/or Agreements**
 - a. No more than one (1) staff member will be granted a sabbatical leave each year.
 - b. Sabbatical leave may be for one (1) or two (2) full academic semesters.
 - c. Applications must be submitted to the Superintendent of Schools before January 1st for the following school year’s sabbatical leave as defined in this policy.

- d. The Board will render final action on such applications and inform applicants of its decision before March 1st.
- e. Applications will include an outline of the purpose(s), the programs and activities to be pursued.
- f. The successful applicant must file an interim and final report with the Board.
- g. Any subsequent changes in the program must be approved by the Superintendent of Schools.
- h. The Board shall pay either one hundred percent (100%), or fifty percent (50%) of the salary of the individual on leave and shall continue to support all benefits and privileges accruing to this staff member if pursuing his/her normal teaching assignment and for which the Board has been obligated by negotiations.
- i. Any complication which causes the teacher to alter his approved leave program will be reported immediately to the Superintendent of Schools.
- j. The Board reserves the right to reject any and all requests for sabbatical leaves of absence.
- k. The time of absence under a sabbatical leave shall be credited to the teacher for determining his/her position on the salary schedule.
- l. A teacher who has received one hundred percent (100%) of salary will return to employment in East Granby for a period of four (4) years immediately following a sabbatical leave of absence. A teacher who has received fifty percent (50%) of salary will return to employment in East Granby for a period of two (2) years following a sabbatical leave of absence.

If a teacher fails to return to teach in East Granby, he/she shall remit to the Town of East Granby the total amount of salary received during such a leave. This remittance shall be paid in full within thirty (30) days of the teacher's resignation or failure to return to teach in East Granby. For those receiving one hundred percent (100%) of salary, each of the four (4) years' service due the Town of East Granby following a sabbatical leave will reduce any possible remittance to the Town by twenty-five percent (25%) of the salary granted during the sabbatical leave. For those receiving fifty percent (50%) of salary, each of the two (2) years' service due the Town of East Granby following a sabbatical leave will reduce any possible remittance to the Town by one-half ($\frac{1}{2}$).

F. In-Service Education for Instructional Personnel

- 1. The teaching staff should recognize the need for professional growth in order to improve the quality of service rendered by each individual teacher.
- 2. A program of in-service education should be cooperatively planned by the staff and the Administration and should be centered upon the professional needs and problems of the personnel involved.
- 3. Policies concerning in-service education and credits for scheduled increments should be established jointly by a professional growth committee and the Board.

4. Qualified substitutes are an essential part of the school organization and should be encouraged to participate as active members of the school personnel.
5. The Board agrees to allot a total sum of two hundred dollars (\$200.00) per teacher, per year, to attend professional development activities and/or conferences, and in-service activities.

The Board agrees to cover the cost of any substitute coverage needed. The Administration will reimburse all reasonable costs whenever an Administrator requests that a teacher attend a specific professional development activity. The teacher's attendance will be voluntary. The teacher will continue to have available his/her two hundred dollars (\$200.00) allowance for other professional development activities.

Teachers attending professional development activities under this provision are expected, but are not required, to share information learned with other teachers and administrators upon return.

6. Any teacher presenting or conducting an in-service workshop shall be paid at the hourly rate established in Appendix C. Teachers shall be paid for preparation time for presenting an in-service workshop at a rate of one (1) hour for every one (1) hour of presenting.

G. Mentors

1. Teachers, who are certified mentors as provided by the State Department of Education guidelines, will receive an annual stipend. The parties agree to adhere to the State Department of Education guidelines regarding the annual rate of stipends.
2. Service as a mentor or as a peer mentor for tenured teachers placed on intensive supervision shall be voluntary.
3. Beginning July 1, 2010, no credits granted by the State of Connecticut for participation in a mentoring program will be used for lane advancement on the salary schedules in Appendix B.

APPENDIX B

SALARY SCHEDULES

2020-2021

2019-2020 STEP	2020-2021 STEP	BS	BS+30 / MS	BS+45 / MS+15	BS+60 / MS+30	BS+75 / MS+45	BS+90 / MS+60 / PHD
1	N/A	\$47,315	\$50,046	\$55,878	\$57,740	\$58,002	\$60,458
2	1	\$48,118	\$51,652	\$56,682	\$59,350	\$59,611	\$62,870
3	2	\$49,725	\$54,063	\$58,291	\$60,955	\$61,219	\$66,084
4	3	\$51,335	\$56,476	\$59,897	\$62,564	\$62,825	\$69,302
5	4	\$52,940	\$58,887	\$61,505	\$64,174	\$65,238	\$72,516
6	5	\$55,353	\$62,105	\$64,722	\$65,780	\$68,456	\$76,537
7	6	\$57,766	\$64,515	\$67,134	\$67,387	\$72,474	\$79,751
8	7	\$59,776	\$66,526	\$69,144	\$69,799	\$74,886	\$81,761
9	8	\$61,785	\$68,536	\$71,154	\$72,212	\$77,298	\$83,773
10	9	\$63,734	\$71,631	\$74,250	\$76,110	\$80,393	\$86,867
11	10	\$65,685	\$74,726	\$77,343	\$80,009	\$83,487	\$89,963
12	11	\$68,095	\$78,278	\$81,129	\$84,330	\$87,358	\$92,288
13	12	\$70,800	\$81,631	\$84,753	\$88,075	\$90,915	\$94,996
N/A	13	\$73,726	\$85,127	\$88,458	\$91,913	\$94,716	\$98,442
14	14	\$78,185	\$90,395	\$94,005	\$97,665	\$100,487	\$103,925

Teachers employed during the 2019-2020 school year who are not on the maximum step will

effectively receive a step increase in 2020-2021. However, due to elimination of the 2019-2020 Step 1, the addition of a new Step 13, and subsequent renumbering of all steps, each teacher will remain on the same numerical step as the teacher was on during the 2019-2020 school year, as outlined in the above salary schedule.

2021-2022

STEP	BS	BS+30 / MS	BS+45 / MS+15	BS+60 / MS+30	BS+75 / MS+45	BS+90 / MS+60 / PHD
1	\$48,118	\$51,652	\$56,682	\$59,350	\$59,611	\$62,870
2	\$49,725	\$54,063	\$58,291	\$60,955	\$61,219	\$66,084
3	\$51,335	\$56,476	\$59,897	\$62,564	\$62,825	\$69,302
4	\$52,940	\$58,887	\$61,505	\$64,174	\$65,238	\$72,516
5	\$55,353	\$62,105	\$64,722	\$65,780	\$68,456	\$76,537
6	\$57,766	\$64,515	\$67,134	\$67,387	\$72,474	\$79,751
7	\$59,776	\$66,526	\$69,144	\$69,799	\$74,886	\$81,761
8	\$61,785	\$68,536	\$71,154	\$72,212	\$77,298	\$83,773
9	\$63,734	\$71,631	\$74,250	\$76,110	\$80,393	\$86,867
10	\$65,685	\$74,726	\$77,343	\$80,009	\$83,487	\$89,963
11	\$68,095	\$78,278	\$81,129	\$84,330	\$87,358	\$92,288
12	\$70,800	\$81,631	\$84,753	\$88,075	\$90,915	\$94,996
13	\$73,726	\$85,127	\$88,458	\$91,913	\$94,716	\$98,442
14	\$79,358	\$91,751	\$95,415	\$99,130	\$101,994	\$105,484

Teachers employed during the 2020-2021 school year who are not on the maximum step will move up one (1) step with the commencement of the 2021-2022 contract year.

2022-2023

STEP	BS	BS+30 / MS	BS+45 / MS+15	BS+60 / MS+30	BS+75 / MS+45	BS+90 / MS+60 / PHD
1	\$48,118	\$51,652	\$56,682	\$59,350	\$59,611	\$62,870
2	\$49,725	\$54,063	\$58,291	\$60,955	\$61,219	\$66,084
3	\$51,335	\$56,476	\$59,897	\$62,564	\$62,825	\$69,302
4	\$52,940	\$58,887	\$61,505	\$64,174	\$65,238	\$72,516
5	\$55,353	\$62,105	\$64,722	\$65,780	\$68,456	\$76,537
6	\$57,766	\$64,515	\$67,134	\$67,387	\$72,474	\$79,751
7	\$59,776	\$66,526	\$69,144	\$69,799	\$74,886	\$81,761
8	\$61,785	\$68,536	\$71,154	\$72,212	\$77,298	\$83,773
9	\$63,734	\$71,631	\$74,250	\$76,110	\$80,393	\$86,867
10	\$65,685	\$74,726	\$77,343	\$80,009	\$83,487	\$89,963
11	\$68,095	\$78,278	\$81,129	\$84,330	\$87,358	\$92,288
12	\$70,800	\$81,631	\$84,753	\$88,075	\$90,915	\$94,996
13	\$73,726	\$85,127	\$88,458	\$91,913	\$94,716	\$98,442
14	\$80,945	\$93,586	\$97,323	\$101,113	\$104,034	\$107,594

Teachers employed during the 2021-2022 school year who are not on the maximum step will move up one (1) step with the commencement of the 2022-2023 contract year.

Teachers hired outside the East Granby school system may be placed on the step corresponding to an East Granby teacher's years of experience. After completing two (2) years in East Granby, the teacher will be placed on the step corresponding to their years of experience.

APPENDIX C

A. Coaching Salary Schedule

	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
	<i>1.50%</i>	<i>1.50%</i>	<i>1.50%</i>
Position			
Basketball, Varsity Boys	\$6,655	\$6,755	\$6,857
Basketball, Varsity Girls	\$6,655	\$6,755	\$6,857
Basketball, JV Boys	\$4,446	\$4,512	\$4,580
Basketball, JV Girls	\$4,446	\$4,512	\$4,580
Baseball, Varsity Boys	\$5,199	\$5,277	\$5,356
Baseball, JV Boys	\$3,578	\$3,632	\$3,686
Cross Country	\$4,325	\$4,390	\$4,456
Assistant Cross Country	\$2,341	\$2,376	\$2,411
Cheerleaders, Winter	\$2,612	\$2,651	\$2,691
Color Guard	\$3,147	\$3,194	\$3,242
Golf	\$3,367	\$3,417	\$3,469
Soccer, Varsity Boys	\$5,282	\$5,361	\$5,442
Soccer, Varsity Girls	\$5,282	\$5,361	\$5,442
Soccer, JV Boys	\$3,483	\$3,536	\$3,589
Soccer, JV Girls	\$3,483	\$3,536	\$3,589
Softball, Varsity Girls	\$5,199	\$5,277	\$5,356
Softball, JV Girls	\$3,683	\$3,739	\$3,795
Tennis, Girls	\$3,683	\$3,739	\$3,795
Track, Boys	\$4,325	\$4,390	\$4,456
Track, Girls	\$4,325	\$4,390	\$4,456
Athletic Director	\$10,767	\$10,929	\$11,093
Indoor track	\$3,683	\$3,739	\$3,795

When a new position is created in Appendix C, there will be a discussion of, and agreement on, salary by the Association and the Board before posting of said position.

B. Extra Duty Assignments Salary Schedule

	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
	<i>1.50%</i>	<i>1.50%</i>	<i>1.50%</i>
<u>Curriculum Leaders PreK-5</u>			
a. Language Arts & Social Studies—Allgrove	\$2,500	\$2,538	\$2,576
b. Math & Science—Allgrove	\$2,500	\$2,538	\$2,576
c. Language Arts & Social Studies—Seymour	\$2,500	\$2,538	\$2,576
d. Math & Science—Seymour	\$2,500	\$2,538	\$2,576

There will be one curriculum leader for each position above.

Curriculum Leaders 6-12

a. Science	\$4,080	\$4,142	\$4,204
b. Math	\$4,080	\$4,142	\$4,204
c. Social Studies	\$4,080	\$4,142	\$4,204
d. English	\$4,080	\$4,142	\$4,204
e. World Languages	\$4,080	\$4,142	\$4,204

Curriculum Leaders PreK-12

a. Health and Physical Education	\$4,081	\$4,143	\$4,205
b. Music and Art	\$4,081	\$4,143	\$4,205
c. Library and Media	\$4,081	\$4,143	\$4,205

Other Positions

Grade-Level Assessment Coordinator*	\$500	\$508	\$515
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*Teachers assigned as Grade-Level Assessment Coordinators on the Assessment Committee to represent their grade and coordinate assessments at the Middle School will each receive a stipend.

C. Extra-Curricular Assignments

Position	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
	<i>1.50%</i>	<i>1.50%</i>	<i>1.50%</i>
Student Government, MS	\$1,770	\$1,797	\$1,824
Student Government, HS	\$2,719	\$2,760	\$2,801
Yearbook, HS	\$3,325	\$3,375	\$3,426
Dramatics	\$1,770	\$1,797	\$1,824
Class Advisors – 9 th	\$730	\$741	\$752
Class Advisors – 10 th	\$835	\$848	\$861
Class Advisors – 11 th	\$1,285	\$1,304	\$1,324
Class Advisors – 12 th	\$2,015	\$2,045	\$2,076
Literary Magazine, MS	\$795	\$807	\$819
Literary Magazine, HS	\$795	\$807	\$819
School Store	\$1,343	\$1,363	\$1,383
AFS Club, HS	\$795	\$807	\$819
Computer Club Advisor, SS	\$644	\$653	\$663
Computer Club Advisor, MS	\$725	\$736	\$747
Computer Club Advisor, HS	\$797	\$809	\$821
As Schools Match Wits	\$797	\$809	\$821
Musical/Drama Advisor – MS	\$2,462	\$2,536	\$2,574
Musical/Drama Advisor – HS	\$2,462	\$2,536	\$2,574
Foreign Language Club - Seymour	\$399	\$405	\$411
Technology Education Club	\$483	\$490	\$498
MS Yearbook	\$1,770	\$1,797	\$1,824
Best Buddies Advisor	\$2,015	\$2,045	\$2,076
Middle/High School Band Director	\$3,779	\$3,836	\$3,893
Middle/High School Chorus Director	\$2,499	\$2,536	\$2,574
National Honor Society	\$1,266	\$1,285	\$1,304

When a new position is created in Appendix C, there will be a discussion of, and agreement on, salary by the Association and the Board before posting of said position.

D. Hourly Compensation

	Reference Article	<u>2020-2021</u> <i>1.50%</i>	<u>2021-2022</u> <i>1.50%</i>	<u>2022-2023</u> <i>1.50%</i>
Position				
Substitutes	10	\$40.63	\$41.24	\$41.86
Summer Employment	25	\$34.38	\$34.89	\$35.42
Curriculum Work	26	\$34.38	\$34.89	\$35.42
Prep Classes	26	\$42.99	\$43.63	\$44.28
PD Presenters	Appx A	\$42.35	\$42.35	\$42.35
Advanced Placement PD*	n/a	\$34.38	\$34.89	\$35.42

*Teachers assigned to teach an Advanced Placement course shall receive the above hourly rate (up to a maximum number of hours per day equivalent to the number of hours in a teacher work day) for attending professional development approved by the district beyond the school day or school year.

APPENDIX D

GRIEVANCE FORMS

(see next pages)

GRIEVANCE FORM 1

FORMAL GRIEVANCE PRESENTATION

(To be completed by aggrieved person within thirty (30) days of the time the grievance occurred)

AGGRIEVED PERSON _____ DATE OF FORMAL PRESENTATION _____

HOME ADDRESS OF AGGRIEVED PERSON _____

SCHOOL _____ ADMINISTRATOR _____

YEARS IN SCHOOL SYSTEM _____ SUBJECT AREA OR GRADE _____

I WILL BE ASSISTED WITH THIS GRIEVANCE BY _____
(If the Association is not indicated here, the Administrator must immediately notify the Association President of the grievance.)

STATEMENT OF GRIEVANCE

ACTION REQUESTED

(Signature of Aggrieved)

cc: Superintendent of Schools

GRIEVANCE FORM 2

DECISION OF ADMINISTRATOR

(To be completed by principal or other appropriate Administrator within five (5) days of formal grievance presentation)

AGGRIEVED PERSON _____ DATE OF FORMAL GRIEVANCE PRESENTATION _____

SCHOOL _____ ADMINISTRATOR _____

DECISION OF ADMINISTRATOR AND REASONS THEREFOR:

DATE OF DECISION _____

(Signature of Administrator)

AGGRIEVED PERSON'S RESPONSE (To be completed by aggrieved within five (5) days of decision)

_____ I accept the above decision of Administrator.

_____ I hereby appeal the above decision to the Superintendent of Schools.

DATE OF RESPONSE _____

(Signature of Aggrieved)

cc: Superintendent of Schools
Association President

GRIEVANCE FORM 3

DECISION BY SUPERINTENDENT

(To be completed by the Superintendent of School within five (5) days after hearing with aggrieved and Professional Rights and Responsibilities/Grievance Committee representatives; hearing to be held within ten (10) days after receipt of appeal)

AGGRIEVED PERSON _____ DATE OF FORMAL GRIEVANCE PRESENTATION _____

DATE APPEAL RECEIVED BY SUPERINTENDENT _____ DATE HEARING HELD BY SUPERINTENDENT _____

DECISION OF SUPERINTENDENT AND REASONS THEREFOR:

DATE OF DECISION _____ (Signature of Superintendent)

AGGRIEVED PERSON'S RESPONSE (To be completed by aggrieved within five (5) days of decision)

_____ I accept the above decision of the Superintendent of Schools.

_____ I hereby appeal the above decision to the Board of Education for a review of this grievance.

DATE OF RESPONSE _____ (Signature of Aggrieved)

cc: Superintendent of Schools
Association President

GRIEVANCE FORM 4

DECISION BY BOARD OF EDUCATION

(To be completed by Board of Education Chairman within five (5) days after Board hearing with aggrieved and Professional Rights and Responsibilities/Grievance Committee representatives; hearing to be held within fifteen (15) days after receipt of appeal)

AGGRIEVED PERSON _____ DATE OF FORMAL GRIEVANCE PRESENTATION _____

DATE APPEAL RECEIVED BY BOARD OF EDUCATION _____ DATE HEARING HELD BY BOARD OF EDUCATION _____

DECISION OF BOARD OF EDUCATION AND REASONS THEREFOR:

DATE OF DECISION _____

(Signature of Board Chairman)

AGGRIEVED PERSON'S RESPONSE (To be completed by aggrieved within five (5) days of decision)

_____ I accept the above decision of the Board of Education.

_____ I hereby request that the Association submit this grievance to arbitration.

DATE OF RESPONSE _____

(Signature of Aggrieved)

cc: Superintendent of Schools
Association President

APPENDIX E

SUMMARIES OF BENEFITS

High Deductible Health Plan (HDHP)

Health Maintenance Organization (HMO)

Dental

Life and Accidental Death and Dismemberment (AD&D)

Long-Term Disability (LTD)

Flexible Spending Account (FSA)

Employee Assistance Plan (EAP)

(see next pages)



FlexPOS-CNT-HSA-2000I/4000F-28-Combined Open Access Contract Year Benefit Summary (A)

The individual deductible and out-of-pocket maximum applies if you have coverage only for yourself and not for any dependents. The family deductible and out-of-pocket maximum applies if you have coverage for yourself and one or more eligible dependents. In addition, if you have family coverage, any applicable copayments or coinsurance will not apply to services until the total deductible is met for the family, without regard to how much any one family member has met.

Your ConnectiCare health plan helps you get the care you need. Here are the most frequently used services. Refer to your certificate of coverage on connecticare.com for a complete list of benefits.

Personalized for: East Granby BOE - Teachers

<p>In-Network Preventive Services These services are no cost to you when you use an in-network doctor or facility. Frequency is based on age and gender. For a complete list of preventive services and to find a doctor, refer to connecticare.com.</p> <p>Getting care within ConnectiCare’s network typically costs you less. You may also get care outside of our network; however, your share of the costs will be higher. Out-of-network doctors and facilities do not appear in the “Find a doctor” directory on connecticare.com.</p>		
<ul style="list-style-type: none"> • Physical • Well woman visit and pap test • More than 25 screenings, including mammograms and colonoscopies • Flu shot • Vaccinations • Certain birth control and other prevention medications 		
	In-network member pays	Out-of-network member pays
<p>Your deductible Deductible is combined for medical services and prescription drugs Deductible is combined for in and out-of-network</p>	\$2,000 Individual \$4,000 Family	\$2,000 Individual \$4,000 Family
<p>Your out-of-pocket maximum Includes a combination of deductible, copayments and coinsurance for medical and pharmacy services</p>	\$2,500 Individual \$5,000 Family	\$5,000 Individual \$10,000 Family
<p>Out-of-network reimbursement</p>	Not applicable	Plan will reimburse the coinsurance percentage of the maximum allowable amount
<p>After you have spent the out-of-pocket maximum amount, ConnectiCare will pay 100% of your covered health care expenses for the remainder of the year.</p>		

Screenings	In-network member pays	Out-of-network member pays
Baseline routine mammography (ages 35-39)	No charge	20% coinsurance after plan deductible
Annual routine mammography (age 40 or older)	No charge	20% coinsurance after plan deductible
Annual routine vision exam	No charge	20% coinsurance after plan deductible
Hearing Screenings one exam every year	No charge	20% coinsurance after plan deductible
Allergy testing Unlimited	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Ongoing Care and Sick Visits	In-network member pays	Out-of-network member pays
Primary care services	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Specialist services	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Gynecologist services	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Maternity and prenatal care visits May not apply to all laboratory and radiology services - refer to your plan documents	No charge	20% coinsurance after plan deductible
Allergy injections Unlimited	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Telemedicine visit	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Retail clinic	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Nutritional Counseling Limit 3 visits per year	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Infertility Infertility benefits outlined in the Certificate of Coverage are unlimited, with no age or cycles restrictions	0% copayment/visit (Office visit) after plan deductible 0% copayment/visit (Ambulatory Services Outpatient) after plan deductible 0% copayment per admission (Inpatient Hospital) after plan deductible	20% coinsurance after plan deductible

Lab and Radiology Performed in a hospital, lab or radiology facility	In-network member pays	Out-of-network member pays
Laboratory services	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Non-advanced radiology X-ray, diagnostic	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Advanced radiology Hospital facility MRI, PET and CAT scan and nuclear cardiology	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Advanced radiology Stand-alone facility MRI, PET and CAT scan and nuclear cardiology	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Sudden and Unexpected Care	In-network member pays	Out-of-network member pays
Urgent care or other walk-in clinic	0% coinsurance after plan deductible	Same as In-network benefit
Emergency room	0% coinsurance after plan deductible	Same as In-network benefit
Ambulance	0% coinsurance after plan deductible	Same as In-network benefit
Inpatient Hospital Services	In-network member pays	Out-of-network member pays
Inpatient hospital services, including room and board	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Skilled nursing and rehabilitation facilities up to 120 days per year	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Private duty nursing up to \$15,000 per year	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Outpatient Hospital Services and Home Care	In-network member pays	Out-of-network member pays
Hospital outpatient facilities	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Ambulatory surgical center	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Home health services Nursing and therapeutic services limited to 200 visits Home Health aide services limited to 80 visits that are applicable to 200 visit limit	0% coinsurance after plan deductible	20% coinsurance after plan deductible

Outpatient Rehabilitative Services	In-network member pays	Out-of-network member pays
Rehabilitative Services up to 50 visits per year (includes services combined for physical, speech and occupational therapy and chiropractic services)	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Mental Health and Substance Abuse	In-network member pays	Out-of-network member pays
Inpatient mental health services	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Inpatient alcohol and substance abuse treatment	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Outpatient mental health, alcohol and substance abuse treatment office visits and home services	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Outpatient mental health, alcohol and substance abuse treatment intensive outpatient treatment and partial hospitalization	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Supplies	In-network member pays	Out-of-network member pays
Durable medical equipment including prosthetics and disposable medical supplies Includes wigs prescribed by an oncologist for a member suffering hair loss as a result of chemotherapy or radiation therapy up to one wig per year	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Artificial Limbs includes associated supplies and equipment	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Diabetic equipment and supplies	0% coinsurance after plan deductible	20% coinsurance after plan deductible
Modified food products and specialized formula pharmacy tier	0% coinsurance after plan deductible	20% coinsurance after plan deductible

Important information

- This is a brief summary of benefits. Refer to your ConnectiCare Insurance Company, Inc. Certificate of Coverage for complete details on benefits, conditions, limitations and exclusions, or consult with your benefits manager. All benefits described are per member per Contract year.
- Mammogram screenings, breast ultrasounds, and breast MRIs - Please refer to the Certificate of Coverage for details.
- If you have questions regarding your plan, visit our website at www.connecticare.com or call us at (860) 674-5757 or 1-800-251-7722.
- Out-of-Network reimbursement is based on the maximum allowable amount. Members are responsible to pay any charges in excess of this amount. Please refer to your ConnectiCare Insurance Company, Inc. Certificate of Coverage for more information.
- If you are a Massachusetts resident, please refer to your *amendatory rider for Massachusetts mandated benefits* for additional details of your benefits.
- If you are a Massachusetts resident, this plan along with pharmacy services meets Massachusetts Minimum Creditable Coverage standards for 2020.

FlexPOS Combined Deductible Prescription Drug Plan for Use with Health Savings Account (HSA) Benefit Summary

This is a brief summary of your prescription drug benefits. Refer to your prescription drug rider for complete details on benefits, conditions, limitations and exclusions, or consult with your benefits manager. All benefits described below are per member per Contract year.

Personalized for: East Granby BOE - Teachers

<p>Covered prescription drugs through retail participating pharmacies or our mail order service. Generics are dispensed unless the member pays the Generic drug cost-share plus the difference in price between the generic equivalent and the brand name drug. Your Plan includes the following: Mandatory drug substitution, Generic substitution program, Tiered cost-share program, and Voluntary mail order program.</p>		
	In-network member pays	Out-of-network member pays
<p>Your deductible Deductible is combined for medical services and prescription drugs Deductible is combined for In and out-of-network</p>	<p>\$2,000 Individual \$4,000 Family</p>	<p>\$2,000 Individual \$4,000 Family</p>
<p>Your out-of-pocket maximum Includes a combination of deductible, copayments and coinsurance for medical and pharmacy services</p>	<p>\$2,500 Individual \$5,000 Family</p>	<p>\$5,000 Individual \$10,000 Family</p>
<p>Retail Pharmacy (up to a 30 day supply per prescription)</p>	In-network member pays	Out-of-network member pays
<p>Generic drugs (Tier 1)</p>	<p>\$5 copayment/prescription after plan deductible</p>	<p>50% coinsurance after plan deductible</p>
<p>Preferred brand drugs (Tier 2)</p>	<p>\$25 copayment/prescription after plan deductible</p>	<p>50% coinsurance after plan deductible</p>
<p>Non-preferred brand drugs (Tier 3)</p>	<p>\$45 copayment/prescription after plan deductible</p>	<p>50% coinsurance after plan deductible</p>

Mail Order Pharmacy (up to a 90 day supply per prescription)	In-network member pays	Out-of-network member pays
Generic drugs (Tier 1)	\$10 copayment/prescription after plan deductible	50% coinsurance after plan deductible
Preferred brand drugs (Tier 2)	\$50 copayment/prescription after plan deductible	50% coinsurance after plan deductible
Non-preferred brand drugs (Tier 3)	\$90 copayment/prescription after plan deductible	50% coinsurance after plan deductible
Additional Information		
<ul style="list-style-type: none"> • Under this program covered prescription drugs and supplies are put into categories (i.e., tiers) to designate how they are to be covered and the member's cost-share. The placement of a drug or supply into one of the tiers is determined by the ConnectiCare Pharmacy Services Department and approved by the ConnectiCare Pharmacy & Therapeutics Committee based on the drug's or supply's clinical effectiveness and cost, not on whether it is a generic drug or supply or brand name drug or supply. • Amounts paid by members because they must pay a price difference for a brand name drug do not count towards meeting any deductibles, coinsurance, copayment or cost share maximum. • Most specialty drugs are dispensed through specialty pharmacies by mail, up to a 30 day supply. Specialty pharmacies have the same member cost share as all other participating pharmacies and are not part of ConnectiCare's voluntary mail order program. The member cost share for specialty pharmacy is different from the cost share for ConnectiCare's mail order program. • If you are a Massachusetts resident, please refer to your <i>amendatory rider for Massachusetts mandated benefits</i> for additional details of your benefits. 		



Choice HMO-OA-CAL-40-50-450-450A-02 HMO Open Access Calendar Year Plan Benefit Summary

Your ConnectiCare health plan helps you get the care you need. Here are the most frequently used services. Refer to your membership agreement on connecticare.com for a complete list of benefits.

Personalized for: East Granby BOE - Teachers

In-Network Preventive Services	
These services are no cost to you when you use an in-network doctor or facility. Frequency is based on age and gender. For a complete list of preventive services and to find a doctor, refer to connecticare.com.	
<ul style="list-style-type: none"> • Physical • Well woman visit and pap test • More than 25 screenings, including mammograms and colonoscopies 	<ul style="list-style-type: none"> • Flu shot • Vaccinations • Certain birth control and other prevention medications
	In-network member pays
Your deductible	\$0 Individual \$0 Family
Your out-of-pocket maximum Includes a combination of deductible, copayments and coinsurance for medical and pharmacy services	\$6,350 Individual \$12,700 Family
After you have spent the in-network out-of-pocket maximum amount, ConnectiCare will pay 100% of your covered health care expenses for the remainder of the year.	
	In-network member pays
Screenings	
Baseline routine mammography (ages 35-39)	No charge
Annual routine mammography (age 40 or older)	No charge
Annual routine vision exam	\$10 copayment/visit;
Hearing Screenings one exam every year	No charge
Allergy testing Unlimited	Refer to your applicable primary care or specialist cost share
	In-network member pays
Ongoing Care and Sick Visits	
Primary care services	\$40 copayment/visit

Ongoing Care and Sick Visits	In-network member pays
Specialist services	\$50 copayment/visit
Gynecologist services	\$40 copayment/visit
Maternity and prenatal care visits May not apply to all laboratory and radiology services - refer to your plan documents	No charge
Allergy injections Unlimited	No charge
Telemedicine visit	Refer to your applicable primary care or specialist cost share
Retail clinic	\$40 copayment/visit
Nutritional Counseling Limit 3 visits per year	No charge
Infertility Infertility benefits outlined in the Certificate of Coverage are unlimited, with no age or cycles restrictions	\$50 copayment/visit (Office visit) \$450 copayment/visit (Ambulatory Services Outpatient) \$450 copayment per admission (Inpatient Hospital)
Lab and Radiology Performed in a hospital, lab or radiology facility	In-network member pays
Laboratory services	No charge
Non-advanced radiology X-ray, diagnostic	No charge
Advanced radiology Hospital facility MRI, PET and CAT scan and nuclear cardiology up to five copayments per year	\$75 copayment/service
Advanced radiology Stand-alone facility MRI, PET and CAT scan and nuclear cardiology up to five copayments per year	\$75 copayment/service
Sudden and Unexpected Care The same cost share applies for both in-network and out-of-network service	In-network member pays
Urgent care or other walk-in clinic	\$100 copayment/visit
Emergency room copayment waived if admitted	\$200 copayment/visit
Ambulance	No charge

Inpatient Hospital Services	In-network member pays
Inpatient hospital services, including room and board	\$450 copayment per admission
Skilled nursing and rehabilitation facilities up to 120 days per year	\$450 copayment per admission
Private duty nursing up to \$15,000 per year	No charge
Outpatient Hospital Services and Home Care	In-network member pays
Hospital outpatient facilities	\$450 copayment/visit
Ambulatory surgical center	\$450 copayment/visit
Home health services Nursing and therapeutic services limited to 200 visits Home health aide services limited to 80 visits that are applicable to 200 visit limit	No charge
Outpatient Rehabilitative Services	In-network member pays
Rehabilitative Services up to 50 visits per year includes services combined for physical, speech, and occupational therapy and chiropractic services	\$30 copayment/visit
Mental Health and Substance Abuse	In-network member pays
Inpatient mental health services	\$450 copayment per admission
Inpatient alcohol and substance abuse treatment	\$450 copayment per admission
Outpatient mental health, alcohol and substance abuse treatment office visits and home services	\$40 copayment/visit
Outpatient mental health, alcohol and substance abuse treatment intensive outpatient treatment and partial hospitalization	\$40 copayment/visit
Supplies	In-network member pays
Durable medical equipment including prosthetics and disposable medical supplies	50% coinsurance

Supplies	In-network member pays
Artificial Limbs includes associated supplies and equipment	20% coinsurance
Diabetic equipment and supplies	20% coinsurance
Modified food products and specialized formula pharmacy tier	50% coinsurance

Getting care outside of our network

Generally your plan does not cover services rendered outside of our network. Please refer to your member documents for additional plan information.

To ensure that you use services within our network, please visit www.connecticare.com and use the "Find a doctor" option to search for doctors and facilities.

Important information

- This is a brief summary of benefits. Refer to your Membership Agreement for complete details on benefits, conditions, limitations and exclusions, or consult with your benefits manager. All benefits described are per member per Calendar year.
- Mammogram screenings, breast ultrasounds, and breast MRIs - Please refer to you Membership Agreement for details.
- If you have questions regarding your plan, visit our website at www.connecticare.com or call us at (860) 674-5757 or 1-800-251-7722.
- If you are a Massachusetts resident, please refer to your amendatory rider for Massachusetts mandated benefits for additional details of your benefits.
- If you are a Massachusetts resident, this plan along with pharmacy services meet Massachusetts Minimum Creditable Coverage standards for 2020.

Prescription Drug Copayment Plan Benefit Summary

This is a brief summary of your prescription drug benefits. Refer to your prescription drug rider for complete details on benefits, conditions, limitations and exclusions, or consult with your benefits manager. All benefits described below are per member per Calendar year.

Personalized for: East Granby BOE - Teachers

<p>Covered prescription drugs through retail participating pharmacies or our mail order service. Generics are dispensed unless the member pays the Generic drug cost-share plus the difference in price between the generic equivalent and the brand name drug. Your Plan includes the following: Mandatory drug substitution, Generic substitution program, Tiered cost-share program, and Voluntary mail order program.</p>	
	In-network member pays
Your out-of-pocket maximum	\$6,350 Individual \$12,700 Family
Retail Pharmacy (up to a 30 day supply per prescription)	In-network member pays
Generic drugs (Tier 1)	\$5 copayment/prescription
Preferred brand drugs (Tier 2)	\$25 copayment/prescription
Non-preferred brand drugs (Tier 3)	\$45 copayment/prescription
Mail Order Pharmacy (up to a 90 day supply per prescription)	In-network member pays
Generic drugs (Tier 1)	\$10 copayment/prescription
Preferred brand drugs (Tier 2)	\$50 copayment/prescription
Non-preferred brand drugs (Tier 3)	\$90 copayment/prescription
Getting care outside of our network	
<ul style="list-style-type: none"> Your plan does not cover services rendered outside of our network 	

Additional Information

- Under this program covered prescription drugs and supplies are put into categories (i.e., tiers) to designate how they are to be covered and the member's cost-share. The placement of a drug or supply into one of the tiers is determined by the ConnectiCare Pharmacy Services Department and approved by the ConnectiCare Pharmacy & Therapeutics Committee based on the drug's or supply's clinical effectiveness and cost, not on whether it is a generic drug or supply or brand name drug or supply.
- Most specialty drugs are dispensed through specialty pharmacies by mail, up to a 30 day supply. Specialty pharmacies have the same member cost share as all other participating pharmacies and are not part of ConnectiCare's voluntary mail order program. The member cost share for specialty pharmacy is different from the cost share for ConnectiCare's mail order program.
- If you are a Massachusetts resident, please refer to your amendatory rider for Massachusetts mandated benefits for additional details of your benefits.



Dental Coverage Overview

Calendar Year Maximum	In-Network	Out-of-Network
Types I, II and III (Preventive, Basic and Major) Services	\$2,000 per person	\$2,000 per person
Type IV Ortho Services	\$2,000 lifetime per child under age 26	\$2,000 lifetime per child under age 26

Calendar Year Deductible		
Procedure Type	In-Network	Out-of-Network
Type I Preventive Services	N/A	N/A
Type II, III (Basic and Major Services)	\$25 individual/\$50 family	\$25 individual/\$50 family
Type IV Ortho Services	N/A	N/A

The plan pays the following percentage for procedures		
Procedure Type	In-Network	Out-of-Network
Type I Preventive Services	100%	100%
Type II Basic Services	85%	85%
Type III Major Services	50%	50%
Type IV Ortho Services	50%	50%

Type I Preventive Dental Services, Including:

- Oral evaluations – once in any 6 month period
- Routine dental cleanings – once in any 6 month period (frequency combined with periodontal maintenance)
- Fluoride treatment – once in any 6-month period. *Only for children under age 16*
- Sealants – no more than once per tooth in any 36-month period, only for permanent molar teeth. *Only for children under age 16*
- Genetic test for susceptibility to oral diseases
- Bitewing x-rays – once in any 6 month period
- Intraoral complete series x-rays – once in any 36-month period

Type II Basic Dental Services, Including:

- New fillings
- Simple extractions, incision and drainage
- Surgical extractions of erupted teeth, impacted teeth, or exposed root
- Biopsy (including brush biopsy)
- Endodontics (includes root canal therapy) – once per tooth in any 24 month period
- General anesthesia and IV sedation when medically required
- Minor gum disease treatment: (non-surgical periodontics)
 - Scaling and root planing – once in any 24-month period per area
 - Localized delivery of antimicrobial agents

- Periodontal maintenance – once in any 6 consecutive months

- Stainless steel crowns. *Only for children under age 19*
- Major gum disease treatment: (surgical periodontics)

Type III Major Dental Services, Including:

- Inlay, onlay, and crown restorations – once per tooth in any 5 year period.
- Dental implants – subject to 5 year replacement limit

Type IV Orthodontic Services, Including:

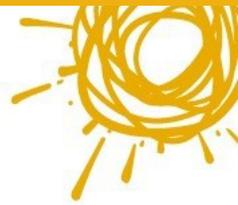
Orthodontic Treatment:

Orthodontic treatment is limited to the Dependent Children or student age listed above

Waiting Periods

For a complete description of services and waiting periods, please review the certificate of insurance. If you were covered under your employer's prior plan the wait will be waived for any type of service covered under the prior plan and this plan.

No waiting period for preventive, basic, major or Ortho services.



Get benefits information on the go!

Download our Benefit Tools app for quick access to:

- An overview of your coverage details⁸
- Your electronic dental ID card⁸
- Find a dentist near you



Apple
download



Android
download

Dental plan provisions

Benefit adjustments

Benefits will be coordinated with any other dental coverage. Under the Alternative Treatment provision, benefits will be payable for the most economical services or supplies meeting broadly accepted standards of dental care.

Late entrant

If you apply for dental insurance more than 31 days after a covered person first becomes eligible, the person is a late entrant. The benefits for the first 24 months of coverage for late entrants will be limited as follows:

Time Insured Continuously Under the Policy

- Less than 6 months
- At least 6 months but less than 12 months
- At least 12 months but less than 24 months
- At least 24 months

Benefits Provided for Only These Services

- Preventive Dental Services
- Preventive and Amalgam and Composite Fillings under Basic Dental Services
- Preventive and all Basic Dental Services
- Preventive, Basic and all Major and Orthodontic Dental Services

We will not pay for any treatment that is started or completed during the late entrant limitation period.

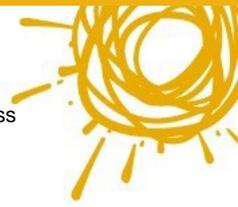
This summary represents a general overview and is not a complete description of your plan. It is being provided before your certificate is issued. All of our dental policies include exclusions, limitations, and frequency requirements. The actual provisions of your dental policy will be used to determine coverage for any claims that you submit.

This plan does not provide coverage for pediatric oral health services that satisfies the requirements for “minimum essential coverage” as defined by The Patient Protection and Affordable Care Act (PPACA).

Please read the Important Plan Provisions section located at the end of this document for Limitations and Exclusions.

1. If permitted by the Employer’s employee benefit plan and not prohibited by state law, the term “spouse” in this benefit includes any individual who is either recognized as a spouse, a registered domestic partner, or a partner in a civil union, or otherwise accorded the same rights as a spouse.
2. Please see your employer for more specific information.
3. Average Retail Costs were determined by our national claims analysis for the year 2017. The costs represent a mean average rounded to the nearest dollar representing what you may pay without plan services.
4. Classification of services varies by plan design.
5. Total number of combined prophylaxis cleaning and periodontal maintenance procedures cannot exceed 4 in a 12 month period.
6. There may be tax consequences to you and your employees.

7. Sun Life's dental networks include dentists contracted with Dental Health Alliance, L.L.C.® (D.H.A.®) and dentists under access arrangements with other dental networks.
8. You will need to register for Online Advantage to access these features.





Important Plan Provisions

Dental Insurance

Limitations and exclusions

Exclusions may prevent expenses from being covered based on certain circumstances. The following expenses may not be covered:

- Procedures not performed by a licensed dentist
- Procedures not listed as covered dental expenses
- Dental care for injuries that are work related, self-inflicted, or not caused by an accident
- Orthognathic surgery
- Dental care resulting from active participation in a riot or commission of a felony
- Experimental treatment, oral hygiene, plaque control programs, and dietary instruction
- Dental care for injuries sustained as a result of war or act of war
- Charges for pulp caps
- Dental expenses incurred while coverage is not in force
- Charges for care, treatment, services, or supplies to the extent that any benefit is provided by Medicare
- Charges not customarily made when there is no insurance or charges for which there is no legal obligation to pay
- Charges for failure to keep appointments
- Replacement or repair of a lost, stolen, or damaged prosthetic or orthodontic appliance
- Additional services, such as orthodontia and/or surgical implants, are not covered unless specifically listed under covered services. Also not covered are charges for diagnostic services and treatment of jaw joint problems, such as temporomandibular joint disorders, by any method unless specifically covered under the Certificate



*Subject to state law variations.

Group insurance policies are underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) in all states, except New York, under Policy Form Series 15-GP-01 and 16-DEN-C-01. In New York, group insurance policies are underwritten by Sun Life and Health Insurance Company (U.S.) (Lansing, MI) under Policy Form Series 15-GP-01 and 16-DEN-C-01. Product offerings may not be available in all states and may vary depending on state laws and regulations

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GDBH-6247

SLPC 28019 12/18 (exp. 12/23)

Life and Accidental Death and Dismemberment (AD&D)

East Granby Public Schools | All Eligible Teachers | 67081

Protect your family

Life insurance provides the people you love with financial support when you can't be there—and when they need it most.

How it works

You are responsible for sharing the cost of this insurance.

Benefits

For you	<p>One and Three quarters times your basic annual earnings, up to a maximum of \$275,000—with no medical questions asked.</p> <p>Benefits are reduced to 67% at age 70 and to 45% at age 75.</p> <p>Your coverage ends at termination of employment or retirement.</p>
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Reasons why you may need life insurance



Provide financial support for others



Pay household expenses



Pay tuition



Leave an inheritance or philanthropic gift



Pay funeral or medical expenses

Accidental Death and Dismemberment (AD&D)

This coverage includes an equal amount of AD&D insurance that provides a benefit if you suffer a covered accidental injury or die from a covered accident.	Benefits – This is a partial list. Refer to the certificate for the full list of covered accidental injuries.			
	Accidental injury	The plan pays	Accidental injury	The plan pays
	Accidental death	100%	Loss of speech only or hearing only	50%
	Quadriplegia	100%	Loss of limb (arm or leg)	50%
	Loss of sight of one eye	50%	Loss of thumb and index finger on same hand	25%

Additional considerations

If I become terminally ill	You may apply to receive a portion of your life insurance to help cover medical and living expenses. This is not long-term-care insurance. It will reduce the total amount of the life insurance payment we pay to your beneficiary(ies). Receipt of the Accelerated Benefit may be taxable and may affect your eligibility for public assistance programs.
If I become Totally Disabled	If we determine that you are Totally Disabled and cannot work, your life insurance coverage may continue at no cost. You must meet certain requirements, as detailed in the Certificate.
If I leave my employer	Depending upon state variations and your employer's plan, you may have an option to continue group coverage when your employment terminates. Your employer can advise you about your options.

Life and AD&D FAQ

How is my benefit claim filed and paid?

You or your beneficiary(ies) and your employer will complete the appropriate claims forms and submit these to Sun Life. Our claims examiners review the claim and gather additional information if necessary. We will notify you or your beneficiaries when the decision is made. If your death claim is approved, beneficiaries may

elect to receive a lump sum payment or to have the benefit paid into an account where the funds accumulate interest and can be withdrawn at any time. (State restrictions apply and options may vary by state.) If your AD&D claim for an accidental injury is approved, the benefit amount will be paid directly to you.

Read the important plan provisions section for more information including limitations and exclusions.

Employer-paid Long-Term Disability Insurance

East Granby Public School | All Eligible Teachers | 67081

Protect your paycheck for the long-term

An accident or illness can put your life on hold. It may even mean you can't work. How do you pay your bills? Long-term disability replaces part of your income if you can't work due to a covered disability. You can use this money to help you pay everyday expenses, like your mortgage or rent, utilities, childcare and groceries.

How it works

This coverage is provided by your employer at no cost to you!

Benefits

Monthly benefit after your claim is approved	You will receive a check for your benefits on a monthly basis. It will cover 60% of your Total Monthly Earnings, up to \$2,000 each month.
When benefits begin	Benefits begin as soon as 180 days
Benefits may be paid for	Until you reach the Social Security Normal Retirement Age —as long as you are still unable to work due to a covered disability.
Additional plan information	<p>You're covered for disabilities resulting from injury or sickness 24 hours a day, seven days a week.</p> <p>You may receive additional benefits if your covered disability begins with a hospital stay of 14 days or more.</p> <p>A vocational rehabilitation counselor will work with you, when appropriate, to create a return-to-work plan that's right for you.</p>

*More than one in four of today's 20-year-olds will be out of work for 12 months or more for a disabling injury or illness before they reach retirement.**



What did Long-Term Disability insurance mean for Mark?

Mark could no longer work at his technology job after he started to have blurry vision due to diabetes.

- Mark filed a claim with Sun Life. We reviewed his medical information and job description and approved his claim.
- His case manager talked with him about his return to work options.
- With the help of Sun Life, his employer purchased technology that helped Mark work part-time.
- He increased his hours until he could work a full schedule. Throughout this period, Mark was able to stay on top of his bills.

Top 5

Long-Term Disability diagnoses:

1. Musculoskeletal
2. Circulatory conditions
3. Cancer
4. Nervous system disorders
5. Injury

Sun Life claims data, July 2018

Sun Life Assurance Company of Canada
sunlife.com
800-247-6875

If I have other income	Income from other sources may reduce your benefit amount. These may include disability benefits from social security, retirement, government plans or state disability income; other group disability plans; no-fault benefits, salary continuance or sick leave, and return-to-work earnings.
If I can work while disabled	Your plan is designed to encourage and support your return to work. If you are able to work part-time for example, you may receive part of your benefit while working.

Additional considerations

Long-term disability FAQs

What if I have a pre-existing condition?

If you submit a claim within 12 months of your insurance taking effect, or 12 months following any increase in your amount of insurance, we will not pay any benefit for any pre-existing condition. A pre-existing condition includes anything you have sought treatment for in the 3 months prior to your insurance becoming effective. Treatment can include consultation, advice, care, services or a prescription for drugs or medicine.

How do I file a claim after becoming disabled?

Check with your employer to make sure you are eligible for benefits. Then, file a claim with Sun Life. We will ask for information from you about your doctor, your income, and your condition. We will ask for medical records and for your doctor to fill out a form about your condition and your expected recovery. You can download forms from our website.

How is my benefit taxed?

If you pay for your coverage all post-tax, your benefit will not be taxable income or tax reported by us to the IRS. If you pay for your coverage all pre-tax, or if you pay for part of your coverage post-tax and your employer pays for the rest, or if your employer pays the entire premium, some or all of your benefit amount will be taxable income, which will be tax reported on a Form W-2 and it may have FICA tax deductions that reduce the amount we pay you. Please consult with a tax advisor or your employer if you have any questions.

How do I qualify for benefits?

You'll start receiving disability payments if you satisfy the Elimination Period (see "When benefits begin" in the table) and meet the definition of disability if you're insured when you become disabled.

Read the important plan provisions section for more information including limitations and exclusions.

*Realitycheckup.org, Council for Disability Awareness, 2018, citing Social Security Administration "Disability and Death Tables for Insured Workers Born in 1997," October 2017.

Important plan provisions

The following coverage(s) do not constitute comprehensive health insurance (often referred to as “major medical coverage”) and do not satisfy the requirement for Minimum Essential Coverage under the Affordable Care Act. They do NOT provide basic hospital, basic medical, or major medical insurance as defined by the New York State Department of Financial Services.

To become insured, all persons must be actively at work and performing their regular duties at their usual place of business on the proposed effective date or their date of coverage will be deferred until they return to active work. Refer to the Certificate for details and similar requirements for dependent coverage.

Limitations and exclusions

The below exclusions and limitations may vary by state law and regulations. This list may not be comprehensive. Please see the Certificate or ask your benefits administrator for details.

Accidental Death and Dismemberment

We will not pay a benefit that is due to or results from: suicide while sane or insane; injuring oneself intentionally; committing or attempting to commit an assault, felony or other criminal act; war or an act of war; active participation in a riot, rebellion or insurrection; voluntary use of any controlled substance/illegal drugs; operation of a motorized vehicle while intoxicated; bodily or mental infirmity or disease or infection unless due to an accidental injury; riding in or driving any motor-driven vehicle in a race, stunt show, or speed test.

Long-Term Disability

We will not pay a benefit that is caused by, contributed to in any way or resulting from: intentionally self-inflicted injuries; committing or attempting to commit an assault, felony or other criminal act; war or an act of war; active participation in a riot, rebellion or insurrection; operation of a motorized vehicle while intoxicated. We will not pay a benefit if you do not submit proof of your loss as required by us (this covers medical examination, continuing care, death certificate, medical records, etc.); or for any Period of disability during which you are incarcerated.

Information about services offered

Value-added services are not insurance, are offered only on specific lines of coverage and carry a separate charge, which is added to the cost of the insurance. The cost is included in the total amount billed. The entities that provide the value-added services are not subcontractors of Sun Life and Sun Life is not responsible or liable for the care, services, or advice provided by them. Sun Life reserves the right to discontinue any of the Services at any time.

This Overview is preliminary to the issuance of the Policy. Refer to your Certificate for details. Receipt of this Overview does not constitute approval of coverage under the Policy. In the event of a discrepancy between this Overview, the Certificate and the Policy, the terms of the Policy will govern. Product offerings may not be available in all states and may vary depending on state laws and regulations.

Sun Life Financial companies include Sun Life and Health Insurance Company (U.S.) and Sun Life Assurance Company of Canada (collectively, “Sun Life Financial” or “Sun Life”).

Group insurance policies are underwritten by Sun Life Assurance Company of Canada (Wellesley Hills, MA) in all states, except New York, under Policy Form Series 93P-LH, 98P-ADD, 12-GP-01, 13-ADD-C-01, 15-GP-01, 15-LF-C-01, 15-ADD-C-01, 12-DI-C-01, 16-DI-C-01, TDBPOLICY-2006, TDI-POLICY, 12-AC-C-01, 16-AC-C-01, 12-SD-C-01, 16-SD-C-01, and 16-CAN-C-01.

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Plan Dates: July 1, 2020 – June 30, 2021

Incur Expenses: 7/1/2020 – 6/30/2021

Submit Claims by: 9/30/2021

- ✓ *Download the Mobile App!*
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Health Care (FSA)

- Your Plan includes the carryover option. Up to \$350 unused funds will be transferred to the next plan year.
- Eligible expenses* incurred July 1, 2020 – June 30, 2021 must be submitted to the Stirling Benefits office no later than September 30, 2021.
- Annually you can contribute between \$100 - \$2750. You must re-enroll every year.
- Plan is fully-funded day one, and contributions are deducted pre-tax equally between your paychecks.
- **If you, your spouse, or your employer on your behalf contribute to an HSA account, you may not participate in the Health Care FSA program.**

*Plan reimburses out-of-pocket 'for medical care' expenses -- not considered cosmetic in nature. Generally, any health or medical expenses considered to be tax deductible by the IRS under IRC 213(d) can be reimbursed through the Health Care Flexible Spending Account. However, you cannot take a tax deduction on your tax return and use the Health Care Account for the same expense.

Dependent Care (DCA)

- The carryover option does **not** apply to the Dependent Care Account.
- Eligible expenses* incurred July 1, 2020 – June 30, 2021 must be submitted to the Stirling Benefits office no later than September 30, 2021.
- Annually you can contribute between \$100 - \$5000. You must re-enroll every year.
- Plan is funded as your contributions are deducted, pre-tax, equally between your paychecks.
- **If you are single, you may contribute an amount equal to your earned income up to \$5,000 per year**
- **If you are married, you and your spouse may contribute up to the lesser of you or your spouse's earned income, but no more than \$5,000 per year (\$2,500 if filing separately).**

*Plan reimburses for dependent under 13 years of age, or physically or mentally incapable of caring for themselves, and must qualify as your dependent under federal income tax rules. Services to include day care or nursery school (if the primary purpose is for childcare), before and after school care (for school age children), summer day camp, and adult day care to care for your IRS determined dependent (so that you can work).

This summary is intended to provide an overview of the benefit offered by your Employer and should be used for information purposes only.

The exact provisions of the Plan are in the Plan Document maintained by the Plan Sponsor. We urge you to consider the accounts and the tax alternatives, and to consult a tax advisor to determine what alternative is best for your particular situation.

For those who choose to participate in the Health and Dependent Care Flexible Spending Accounts, please remember that once you have enrolled in the account, your election cannot increase, decrease or stop unless you have a change in family status.

Additionally, IRS regulations require that any monies left in the account at the end of the Plan Year must be forfeited.

For more information, please visit: <https://StirlingBenefits.wealthcareportal.com>

To Register: Employee ID = SS# without spaces or dashes

Employer ID - SNSSNSEASTGR

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