

# **AGREEMENT**

**between the**

**EAST GRANBY BOARD OF EDUCATION**

**and the**

**EAST GRANBY EDUCATION ASSOCIATION**

**July 1, 2023 – June 30, 2026**

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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.I.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 10<sup>th</sup> of the current school year. The information provided to the teacher will include the anticipated grade level assignment(s) at the elementary school and the anticipated subject assignment(s) at the secondary level. It is understood that such assignment(s) may be changed subsequent to such date based on a change in the needs of the District.
- C. Where possible, change in grade assignment(s) in elementary schools, changes in subject assignment(s) 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 1<sup>st</sup>. 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.
- H. 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 of 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 by email of the availability of the vacancy with at least ten (10) calendar days' notice, including the summer months, before posting externally. Where need to fill a vacancy arises due to unexpected causes, abrupt resignation, or death, simultaneous internal and external postings of the position are permitted.
  - 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. All internal applicants holding appropriate endorsement for the position shall be granted an interview and will be notified if the position was granted to them or not.
  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. Salary shall not include coaching stipends, extra duty compensation, or any other compensation not set forth in Appendix B. Athletic

coaching stipends will be paid in the second paycheck in November for Fall Sports, the first paycheck in March for Winter Sports, and the second paycheck in May for Spring Sports.

- B. Salary payments shall be every two (2) weeks beginning no later than the last Friday of August, by direct deposit to the bank(s) of the teacher's choice provided that such bank(s) permit(s) direct deposit. Should a regular payroll date fall on a Federal Reserve Bank holiday or a weekend, payment will be made on the preceding business day rather than the regular payroll date.
- C. Salary payments shall be calculated on the basis of twenty-two (22) or twenty-six (26) equal pay periods as selected by the teacher. Any teacher desiring to make a change in the calculation method must do so prior to the end of the preceding school year. In the case of election of twenty-six (26) equal pay periods, the last four (4) payments will be run separately for tax purposes but issued in a single paycheck either two (2) weeks from the twenty-second (22nd) payroll date or June 30th, whichever occurs first.
- D. Newly hired teachers shall be placed on the salary schedule based on academic degree(s) and experience. Additional credit for military or non-teaching experience, which is relevant to the assignment to be performed by the teacher, will be granted in a consistent manner by the Superintendent or their designee. In shortage areas, as designated by the State Department of Education, the Superintendent is empowered to grant up to two (2) years of additional credit. No new teacher will be placed on a step higher than currently employed East Granby teachers with similar experience.

New Hire letters to EGEA President will include years of experience being credited to new teachers, degree/credit attainment, step and lane placement.

- E. For teachers hired prior to January 1, 2023, 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, 2022 – June 30, 2023 contract year for the term of the July 1, 2023 through June 30, 2026 contract, provided, a teacher may be eligible for lateral movement on July 1, 2023, July 1, 2024, or July 1, 2025 (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, 2023 shall be eligible for lateral movement between lanes on July 1, 2023, July 1, 2024, or July 1, 2025 (whichever is applicable) if he/she meets the criteria set forth herein (and submits the necessary supporting transcript).

Teachers hired prior to January 1, 2023 can move through the above degree lane definitions on the salary schedule. Lane changes under these definitions must be completed no later than June 30, 2026 to be effective July 1, 2026. Any lane changes initiated after June 30, 2026 will be subject to Sections F. and G. below.

- F. For teachers hired on or after January 1, 2023, and as applicable to lane advancement for all other teachers after June 30, 2026, degrees for salary lane placement shall be defined and applied in accordance with this section. Where referenced herein, all degrees and credits beyond a Baccalaureate Degree, if obtained after original placement on the salary schedule, must be received from an accredited college or university pre-approved by the Superintendent in a planned program pertinent to the teacher's teaching position. Additionally, all credits must lead to an advanced degree (Master's Degree, Sixth Year Certificate, or Doctorate's Degree (Ph.D. or Ed.D.)) and be in addition to any credits required for any degree already completed. "Accredited college or university" means an institution of higher learning accredited by the New England Association of Schools and Colleges ("NEASC") or other equivalent regional accrediting authority. Courses taken by an individual over the internet or through other electronic distance learning programs must be accredited by NEASC or another equivalent accrediting authority and have received prior approval of the Superintendent.
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 Baccalaureate Degree plus thirty (30) credits beyond a Baccalaureate Degree at the Master's Degree level or a Master's Degree.
  3. **Master's Degree + 15:** A Master's Degree requiring forty-five (45) credits pertinent to the employee's teaching position; or a Master's Degree plus fifteen (15) credits.
  4. **Master's Degree + 30/Sixth Year:** A Master's Degree requiring sixty (60) credits pertinent to the employee's teaching position; or a Master's Degree plus thirty (30) credits; or a Sixth Year Certificate or Certificate of Advanced Graduate Study requiring at least thirty (30) credits; or a Master's Degree plus a second Master's Degree in a discipline other than that in which the initial degree was received; or teachers employed in positions requiring State Department of Education certification as a school counselor, school psychologist, school social worker, or speech-language pathologist.
  5. **Doctorate:** A Doctorate's Degree (defined as a Ph.D. or Ed.D.).
- G. Changes in lane on the salary schedule, if qualified, are limited to one lane change per year (i.e., to the lane which immediately follows the current lane). A teacher anticipating a lane change must submit a request for a change to the Superintendent with initial supporting documentation by November 1st of the school year preceding the anticipated change. Credits must be completed before the first day of the next school year in order to receive a lane change. Unofficial documentation evidencing actual or anticipated completion of such credits before the first day of the next school year, including, but not limited to, unofficial

transcript, enrollment verification, and progress reporting, must be provided before August 15th, and proof of completion no later than October 1st which shall minimally include an unofficial transcript of the completion of coursework or unofficial documentation from the University Registrar that the degree or coursework was completed. An official transcript of the completion of coursework or official documentation from the University Registrar that the degree or coursework was completed shall be furnished by the teacher upon request by the Superintendent. Failure to submit the required request and supporting documentation will preclude the lane change until such requirements have been met. Documentation received on or after the identified dates above shall result in a lane change for the next school year. Any lane change on the salary schedule shall be prospective (not retroactive).

- H. New teachers eligible for step advancement according to Appendix B must have been employed as a certified teacher for at least ninety (90) work days that school year to receive step advancement.
- I. School Psychologists, Social Workers, School Counselors, and Speech Language Pathologists will receive reimbursement for required licensure and/or accreditation maintenance fees that exceed requirements to maintain Connecticut teaching certification up to a maximum of \$1,000 per year to include: Nationally Certified School Psychologists (NCSP), The National Board for Certified Counselors (NBCC), American Speech-Language Hearing Association (ASHA), and the Connecticut Department of Public Health.
- J. The Board shall allocate fifteen thousand dollars (\$15,000) annually (July 1-June 30) for tuition reimbursement. To qualify for reimbursement for a course, the course must be at an accredited college or university pre-approved by the Superintendent in a planned program pertinent to the teacher's teaching position. Teachers shall be reimbursed for the cost of graduate courses successfully completed with a minimum grade of B or the equivalent. Teachers may be reimbursed for up to six (6) credit hours per year. The reimbursement rate shall be fifty percent (50%) of the in-state per credit cost of similar graduate courses at the University of Connecticut. Reimbursements shall be disbursed on or about June 30. If requests exceed the amount of the fund, all reimbursements to applicants shall be reduced on a prorated basis, except that tuition reimbursement will not be granted to any teacher who leaves the district of their own accord or whose contract has not been renewed for cause.

#### **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 1<sup>st</sup>.

- 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 provide a note from the physician treating the teacher or teacher's family member for the illness that caused the teacher to be absent from 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 1<sup>st</sup> 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.
- H. **Sick Leave Bank.** Teachers may elect to contribute up to two (2) days of their accumulated sick leave days per year to a sick leave bank, provided that the number of sick leave days in such bank shall not exceed one hundred eighty-five (185) days. Unused days remaining in the bank at the end of the school year will rollover to the next school year.

The bank shall be administered by a committee consisting of two (2) members appointed by the Superintendent and two (2) members appointed by the Association. The committee shall establish guidelines for the granting of sick leave from the bank to teachers who have exhausted their accumulated sick leave and discretionary personal leave, and for replenishing the bank at the start of each school year if necessary. Such guidelines shall include:

- a. the teacher must cooperate with reasonable committee requests for medical documentation, and filing of appropriate insurance forms;
- b. the illness or injury must be a serious one involving an extended period of disability and excludes common or chronic conditions and procedures or treatments which can be conducted outside of the work year;
- c. the teacher can receive up to fifty (50) days per year, provided the committee shall have the discretion to authorize additional days in cases of extended disability; and

- d. when the bank falls below eighty-five (85) days the bank is eligible to be replenished to its full capacity of one hundred eighty-five (185) days.

Decisions of the sick leave bank committee shall be final and not be appealable or subject to the grievance and arbitration procedure.

#### **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 1<sup>st</sup> 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. Stipend positions will be posted electronically on the District website and via email to all teachers at their District email address.
- E. If an extra duty position is filled, the amount of compensation shall be per Appendix C of this document.
- F. Notice of anticipated extra duty assignments for the upcoming school year, excluding coaching position assignments for spring sports and middle school extracurricular club assignments, will be provided not later than June 10<sup>th</sup> of the current school year. Notice of anticipated coaching position assignments for spring sports will be provided not later than September 30<sup>th</sup> of the current school year. It is understood that such assignments may be changed subsequent to such date based on a change in the needs of the District.
- G. 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.
- H. 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. 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 September 1, and one-half (1/2) of the Board’s deposit shall be deposited in the HSA bank account of the employee on or about February 1, annually.
2. 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.
3. 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.
4. 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.

<b>In-Network Cost Shares (HMO)</b>	<b>July 1, 2022</b>
<b>Office Visit</b>	\$40.00
<b>Specialist Office Visit</b>	\$50.00
<b>Urgent Care</b>	\$100.00
<b>Emergency Room</b>	\$200.00
<b>Inpatient</b>	\$450.00
<b>Outpatient</b>	\$450.00
<b>High Cost Diagnostic</b>	\$75.00 (max. \$375.00 per person)
<b>Rx Retail (HMO – Public Sector)</b>	\$5.00/\$25.00/\$45.00
<b>Rx Mail Order</b>	\$10.00/\$50.00/\$90.00
<b>Duration</b>	30/90
<b>Maximum</b>	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:
- |               |       |
|---------------|-------|
| <b>HDHP</b>   | 21.0% |
| <b>HMO</b>    | 20.5% |
| <b>Dental</b> | 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. Four thousand dollar (\$4,000.00) 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 31<sup>st</sup> 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 31<sup>st</sup> immediately following the school year in which termination of employment becomes effective.
4. Apply and submit resignation by no later than April 1<sup>st</sup> 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 1<sup>st</sup> of the year of retirement. Requests after January 1<sup>st</sup> 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 via email at their District email address.
- 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, or the Principal's designee, in writing. If concerns are not resolved by the Principal, or the Principal's designee, 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.

## **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. A copy of this Agreement shall be posted by the Board on the district website.

## **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, 2023 and shall remain in full force and effect until June 30, 2026. 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  
Bob Paskiewicz, Board Chair

Date: 2/27/23

##### **EAST GRANBY EDUCATION ASSOCIATION**

By: Joel Ziff  
Joel Ziff, President

Date: 3/1/23

### **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 1<sup>st</sup>.

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 1<sup>st</sup>.

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. Up to ten (10) "Tax Sheltered Annuities" or programs, or brokers of deferred compensation proposed by the Association shall be subject to the Board's approval. There will be various investment options that include traditional 403(b), Roth 403(b), and 457 plans. 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.

### **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 1<sup>st</sup> 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 1<sup>st</sup>.
- 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 (½).

#### **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**

**Step Number Change for July 1, 2023**

<b><u>2022-2023</u></b> <b><u>Step Number</u></b>	<b><u>2023-2024</u></b> <b><u>Step Number After</u></b> <b><u>Step Advancement</u></b> <b><u>and Renumbering of</u></b> <b><u>Steps</u></b>
<u>1</u>	<u>1</u>
<u>2</u>	<u>2</u>
<u>3</u>	<u>3</u>
<u>4</u>	<u>4</u>
<u>5</u>	<u>5</u>
<u>6</u>	<u>6</u>
<u>7</u>	<u>7</u>
<u>8</u>	<u>8</u>
<u>9</u>	<u>9</u>
<u>10</u>	<u>10</u>
<u>11</u>	<u>11</u>
<u>12</u>	<u>12</u>
<u>13</u>	
<u>14</u>	



**2023-2024**

<b>2022- 2023 STEP</b>	<b>2023- 2024 STEP</b>	<b>BS</b>	<b>BS+30 / MS</b>	<b>BS+45 / MS+15</b>	<b>BS+60 / MS+30 / 6<sup>th</sup> Year</b>	<b>BS+75 / MS+45*</b>	<b>BS+90 / MS+60 / PHD</b>
3	1	\$53,135	\$58,276	\$61,697	\$64,364	\$64,625	\$71,102
4	2	\$54,740	\$60,687	\$63,305	\$65,974	\$67,038	\$74,316
5	3	\$57,153	\$63,905	\$66,522	\$67,580	\$70,256	\$78,337
6	4	\$59,566	\$66,315	\$68,934	\$69,187	\$74,274	\$81,551
7	5	\$61,576	\$68,326	\$70,944	\$71,599	\$76,686	\$83,561
8	6	\$63,585	\$70,336	\$72,954	\$74,012	\$79,098	\$85,573
9	7	\$65,534	\$73,431	\$76,050	\$77,910	\$82,193	\$88,667
10	8	\$67,485	\$76,526	\$79,143	\$81,809	\$85,287	\$91,763
11	9	\$69,895	\$80,078	\$82,929	\$86,130	\$89,158	\$94,088
12	10	\$72,600	\$83,431	\$86,553	\$89,875	\$92,715	\$96,796
13	11	\$75,526	\$86,927	\$90,258	\$93,713	\$96,516	\$100,242
14	12	\$82,745	\$95,386	\$99,123	\$102,913	\$105,834	\$109,394

Teachers employed during the 2022-2023 school year who are not on the maximum step will effectively receive a step increase in 2023-2024. However, as outlined above, due to elimination of the 2022-2023 Step 1 and Step 2, and subsequent renumbering of all steps, each teacher's step number will not increase.

\*As described in Article 7, only teachers employed prior to January 1, 2023 are eligible for this lane and no teachers may move into this lane after June 30, 2026.

**2024-2025**

<b>2024-2025 STEP</b>	<b>BS</b>	<b>BS+30 / MS</b>	<b>BS+45 / MS+15</b>	<b>BS+60 / MS+30 / 6<sup>th</sup> Year</b>	<b>BS+75 / MS+45*</b>	<b>BS+90 / MS+60 / PHD</b>
1	\$54,990	\$60,131	\$63,552	\$66,219	\$66,480	\$72,957
2	\$56,595	\$62,542	\$65,160	\$67,829	\$68,893	\$76,171
3	\$59,008	\$65,760	\$68,377	\$69,435	\$72,111	\$80,192
4	\$61,421	\$68,170	\$70,789	\$71,042	\$76,129	\$83,406
5	\$63,431	\$70,181	\$72,799	\$73,454	\$78,541	\$85,416
6	\$65,440	\$72,191	\$74,809	\$75,867	\$80,953	\$87,428
7	\$67,389	\$75,286	\$77,905	\$79,765	\$84,048	\$90,522
8	\$69,340	\$78,381	\$80,998	\$83,664	\$87,142	\$93,618
9	\$71,750	\$81,933	\$84,784	\$87,985	\$91,013	\$95,943
10	\$74,455	\$85,286	\$88,408	\$91,730	\$94,570	\$98,651
11	\$77,381	\$88,782	\$92,113	\$95,568	\$98,371	\$102,097
12	\$84,600	\$97,241	\$100,978	\$104,768	\$107,689	\$111,249

Teachers employed during the 2023-2024 school year who are not on the maximum step will move up one (1) step with the commencement of the 2024-2025 contract year.

\*As described in Article 7, only teachers employed prior to January 1, 2023 are eligible for this lane and no teachers may move into this lane after June 30, 2026.

**2025-2026**

<b>2025-2026 STEP</b>	<b>BS</b>	<b>BS+30 / MS</b>	<b>BS+45 / MS+15</b>	<b>BS+60 / MS+30 / 6<sup>th</sup> Year</b>	<b>BS+75 / MS+45*</b>	<b>BS+90 / MS+60 / PHD</b>
1	\$56,840	\$61,981	\$65,402	\$68,069	\$68,330	\$74,807
2	\$58,445	\$64,392	\$67,010	\$69,679	\$70,743	\$78,021
3	\$60,858	\$67,610	\$70,227	\$71,285	\$73,961	\$82,042
4	\$63,271	\$70,020	\$72,639	\$72,892	\$77,979	\$85,256
5	\$65,281	\$72,031	\$74,649	\$75,304	\$80,391	\$87,266
6	\$67,290	\$74,041	\$76,659	\$77,717	\$82,803	\$89,278
7	\$69,239	\$77,136	\$79,755	\$81,615	\$85,898	\$92,372
8	\$71,190	\$80,231	\$82,848	\$85,514	\$88,992	\$95,468
9	\$73,600	\$83,783	\$86,634	\$89,835	\$92,863	\$97,793
10	\$76,305	\$87,136	\$90,258	\$93,580	\$96,420	\$100,501
11	\$79,231	\$90,632	\$93,963	\$97,418	\$100,221	\$103,947
12	\$86,450	\$99,091	\$102,828	\$106,618	\$109,539	\$113,099

Teachers employed during the 2024-2025 school year who are not on the maximum step will move up one (1) step with the commencement of the 2025-2026 contract year.

\*As described in Article 7, only teachers employed prior to January 1, 2023 are eligible for this lane and no teachers may move into this lane after June 30, 2026.

## APPENDIX C

### A. Coaching Salary Schedule

	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
	2.00%	2.00%	2.00%
<b>Position</b>			
Basketball, Varsity Boys	\$6,994	\$7,134	\$7,277
Basketball, Varsity Girls	\$6,994	\$7,134	\$7,277
Basketball, JV Boys	\$4,672	\$4,765	\$4,860
Basketball, JV Girls	\$4,672	\$4,765	\$4,860
Baseball, Varsity Boys	\$5,463	\$5,572	\$5,684
Baseball, JV Boys	\$3,760	\$3,835	\$3,912
Cross Country	\$4,545	\$4,636	\$4,729
Assistant Cross Country	\$2,459	\$2,508	\$2,559
Cheerleaders, Winter	\$2,745	\$2,800	\$2,856
Color Guard	\$3,307	\$3,373	\$3,440
Golf	\$3,538	\$3,609	\$3,681
Soccer, Varsity Boys	\$5,551	\$5,662	\$5,775
Soccer, Varsity Girls	\$5,551	\$5,662	\$5,775
Soccer, JV Boys	\$3,661	\$3,734	\$3,809
Soccer, JV Girls	\$3,661	\$3,734	\$3,809
Softball, Varsity Girls	\$5,463	\$5,572	\$5,684
Softball, JV Girls	\$3,871	\$3,948	\$4,027
Tennis, Girls	\$3,871	\$3,948	\$4,027
Track, Boys	\$4,545	\$4,636	\$4,729
Track, Girls	\$4,545	\$4,636	\$4,729
Athletic Director	\$11,315	\$11,541	\$11,772
Indoor track	\$3,871	\$3,948	\$4,027
Volleyball	\$5,551	\$5,662	\$5,775
Volleyball, JV	\$3,661	\$3,734	\$3,809

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**

	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
	2.00%	2.00%	2.00%
<b><u>Curriculum Leaders PreK-5</u></b>			
a. Language Arts & Social Studies—Allgrove	\$2,628	\$2,680	\$2,734
b. Math & Science—Allgrove	\$2,628	\$2,680	\$2,734
c. Language Arts & Social Studies—Seymour	\$2,628	\$2,680	\$2,734
d. Math & Science—Seymour	\$2,628	\$2,680	\$2,734
There will be one curriculum leader for each position above.			
<b><u>Curriculum Leaders 6-12</u></b>			
a. Science	\$4,288	\$4,374	\$4,461
b. Math	\$4,288	\$4,374	\$4,461
c. Social Studies	\$4,288	\$4,374	\$4,461
d. English	\$4,288	\$4,374	\$4,461
e. World Languages	\$4,288	\$4,374	\$4,461
<b><u>Curriculum Leaders PreK-12</u></b>			
a. Health and Physical Education	\$4,289	\$4,375	\$4,462
b. Music and Art	\$4,289	\$4,375	\$4,462
c. Library and Media	\$4,289	\$4,375	\$4,462
<b><u>Other Positions</u></b>			
Grade-Level Assessment Coordinator*	\$525	\$536	\$547
Culture & Climate Specialist	\$2,795	\$2,851	\$2,908

\*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

	2023-2024	2024-2025	2025-2026
Position	2.00%	2.00%	2.00%
Student Government, MS	\$1,860	\$1,898	\$1,936
Student Government, HS	\$2,857	\$2,914	\$2,972
Yearbook, HS	\$3,495	\$3,564	\$3,636
Dramatics	\$1,860	\$1,898	\$1,936
Class Advisors – 9 <sup>th</sup>	\$767	\$782	\$798
Class Advisors – 10 <sup>th</sup>	\$878	\$896	\$914
Class Advisors – 11 <sup>th</sup>	\$1,350	\$1,377	\$1,405
Class Advisors – 12 <sup>th</sup>	\$2,118	\$2,160	\$2,203
Literary Magazine, MS	\$835	\$852	\$869
Literary Magazine, HS	\$835	\$852	\$869
School Store	\$1,411	\$1,439	\$1,468
AFS Club, HS	\$835	\$852	\$869
Computer Club Advisor, SS	\$676	\$690	\$704
Computer Club Advisor, MS	\$762	\$777	\$793
Computer Club Advisor, HS	\$837	\$854	\$871
As Schools Match Wits	\$837	\$854	\$871
Musical/Drama Advisor – MS	\$2,625	\$2,678	\$2,732
Musical/Drama Advisor – HS	\$2,625	\$2,678	\$2,732
Foreign Language Club - Seymour	\$419	\$428	\$436
Technology Education Club	\$508	\$518	\$528
MS Yearbook	\$1,860	\$1,898	\$1,936
Best Buddies Advisor	\$2,118	\$2,160	\$2,203
Middle/High School Band Director	\$3,971	\$4,050	\$4,131
Middle/High School Chorus Director	\$2,625	\$2,678	\$2,732
National Honor Society	\$1,330	\$1,357	\$1,384

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**

	<b>Reference</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>
	<b>Article</b>	<i>2.00%</i>	<i>2.00%</i>	<i>2.00%</i>
<b>Position</b>				
Substitutes	10	\$42.70	\$43.55	\$44.42
Summer Employment	25	\$40.42	\$41.23	\$42.05
Curriculum Work	26	\$36.13	\$36.85	\$37.59
Prep Classes	26	\$45.17	\$46.07	\$46.99
PD Presenters	Appx A	\$43.20	\$44.06	\$44.94
Advanced Placement PD*	n/a	\$36.13	\$36.85	\$37.59

\*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.

**E. Middle School After-School Extracurricular Activities**

	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>
	<i>2.00%</i>	<i>2.00%</i>	<i>2.00%</i>
<b>Position</b>			
Director	\$4,080	\$4,162	\$4,245
Tier 1	\$45.17	\$46.07	\$46.99
Tier 2	\$36.13	\$36.85	\$37.59
Tier 3	\$20.40	\$20.81	\$21.22

**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)**

**Employee Assistance Plan (EAP)**

*(see next pages)*