

**BOLTON  
EDUCATION  
ASSOCIATION**

**July 1, 2015  
to  
June 30, 2018**

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**PROFESSIONAL  
AGREEMENT**

**BOLTON BOARD OF EDUCATION**

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## **PREAMBLE**

### **PREROGATIVES OF THE BOARD**

- A. It is recognized that the Bolton Board of Education (henceforth referred to as the "Board") has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the total operation of the public schools in the Town of Bolton in all its aspects as set forth in Sections 10-220 and 10-221 of the General Statutes of Connecticut. Such right, responsibility and prerogative are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with, or in violation of, any of the specific terms and provisions of this Agreement.
- B. The Board recognizes and acknowledges, however, the important role, which teachers have in the education of Bolton students and, therefore, the Board will continue to encourage and expect the Administration to involve teachers at all levels of the program development, implementation and operation in a harmonious, cooperative relationship.

### **RECOGNITION OF THE ASSOCIATION**

- A. The Bolton Board of Education recognizes the Bolton Education Association (henceforth referred to as the "Association" or "BEA") as the exclusive representative as defined in Connecticut General Statutes 10-153b for the group of professional employees employed by the Board in positions requiring a teaching certificate, other certificate, and/or a durational shortage area permit, excluding temporary substitutes and employees in positions requiring an intermediate administrator or other supervisory certificate.
- B. **Durational Shortage Area Permit (DSAP)**
  - 1. In accordance with the provisions of Public Act 03-174, employees working in a teaching position solely on the basis of a Durational Shortage Area Permit (DSAP) shall be included in the bargaining unit. Such individuals shall be covered by all terms and conditions of the collective bargaining Agreement, except as follows:
    - a. A DSAP holder shall not accrue seniority or length of service for any purpose of this Agreement. Notwithstanding the foregoing, if a DSAP holder becomes certified as a teacher and is retained continuously by the Board as an employee after receiving such certification, with no break in service, then the individual shall be credited with seniority and length of service for all purposes under this Agreement, retroactive to the first date of employment by the Board.
    - b. The Board shall have the right, in its sole discretion, not to renew and/or to terminate the employment of a DSAP holder, and the DSAP holder shall have no right to file and/or pursue a grievance under this Agreement with respect to such action.

2. DSAP holders shall have no bumping rights or recall rights under this Agreement.

C. **Association Representatives**

Prior to the first workday in each contract year, the Association shall provide the Superintendent of Schools with a written list of the "Association representatives" authorized to take action on behalf of the Association during the ensuing work year. The Association shall also provide the Superintendent of Schools with written notification of any changes in such list within ten (10) days of such changes. "Association representative" shall mean an authorized officer of the Bolton Education Association or an authorized representative of the Connecticut Education Association.

## **WORKING AGREEMENT**

### **Article 1 - Grievance Procedure**

1.1 **Purposes**

- A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may arise affecting the working conditions of teachers. Both parties agree that proceedings shall be kept as confidential as is appropriate, to the extent provided by law.
- B. Nothing in this Agreement shall be construed as limiting the right of any teacher having a grievance or problem to discuss the matter informally with any appropriate member of the administration or with the Superintendent for referral to the Board of Education.

1.2 **Definitions**

- A. "Grievance" shall mean a claim based upon a disagreement arising from the interpretation or application of the language of this Agreement or an alleged breach thereof.
- B. "Teacher" shall mean any certificated professional employee included in the teachers' bargaining unit in accordance with the provisions of Section 10-153b of the Connecticut General Statutes, and may include a group of teachers similarly affected by a grievance.
- C. "Party in interest" shall mean the person or persons making the claim, including their designated Association representative as provided for herein, and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.

- D. "Days" as used in this Article shall mean days when school is in session during the school year, and business days during the summer recess.
1. In the event a grievance is filed on or after May 15, the time limits set forth herein shall be reduced by mutual agreement in such a manner that the grievance procedure may be completed prior to the end of the school term or as soon thereafter as is practicable.
  2. In the event the grievance procedure cannot be completed by the end of the school year, the time schedule for its completion will be mutually agreed upon by the Board and the Association so that the matter will be completed before the start of the next school year.

### 1.3 Time Limits

- A. 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. The time limits specified may, however, be extended by mutual agreement of the "parties in interest."
- B. If the Association does not file a written grievance within twenty (20) days after the teacher knew, or should have known, of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
- C. Failure by the Association at any level to appeal a grievance in writing to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.
- D. Failure by the administrator involved to render in writing his/her decision within the specified time limits shall allow the Association to move the grievance to the next level.
- E. A grievance directly concerning an action or decision by the Superintendent of Schools may be presented at Level Two of the Formal Procedure set forth in this Article. Such a grievance must be presented within twenty (20) days after the teacher knew or should have known of the act or conditions on which the grievance is based.

### 1.4 Informal Procedures

If a teacher feels that he/she may have a grievance, he/she shall first discuss the matter with his/her principal, or the principal's designee, in an effort to resolve the problem informally. If a teacher feels that he/she may have a grievance directly concerning an action or decision of the Superintendent of Schools, he/she shall first discuss the matter with the Superintendent in an effort to resolve the problem informally. The teacher shall have the right to have the Association assist him/her in efforts to resolve the problem informally.

## 1.5 Formal Procedures

### A. Level One - School Principal

1. If the informal procedures set forth above do not produce a satisfactory resolution and the teacher therefore wishes to have the Association process the grievance further, the teacher shall refer the grievance to the Association in time sufficient to allow the Association to file a written grievance within the time limits set forth above in Section 1.3B. If the Association and the teacher determine that grievance is meritorious and that the grievance should therefore be processed further, then the Association shall present the grievance as a written grievance to the teacher's building principal within the time limits set forth in Section 1.3B. The written grievance is to include the following items: precise nature of grievance, Agreement article or provision violated, action requested, grievance level, date and signature of an Association representative.
2. The principal shall, within ten (10) days after receipt of the written grievance, render his/her decision and the reasons therefore in writing to the Association, with a copy to the aggrieved teacher. The principal shall have the option to meet with the Association representative and the teacher to discuss and clarify the grievance before rendering his/her written response.

### B. Level Two - Superintendent of Schools

1. If the Association and the teacher determine that the grievance has not been resolved satisfactorily at Level One and that the grievance should be processed further, the Association shall, within ten (10) days after the Level One decision or within ten (10) days after the filing of the grievance at Level One, file the written grievance with the Superintendent of Schools.
2. The Superintendent shall, within ten (10) days after receipt of the referral, meet with the Association representative and the aggrieved teacher for the purpose of resolving the grievance.
3. The Superintendent shall, within ten (10) days after the meeting, render his/her decision and the reasons therefore in writing to the Association, with a copy to the aggrieved teacher.

### C. Level Three - Board of Education

1. If the Association and the teacher determine has not been resolved satisfactorily at Level Two and that the grievance should be processed further, the Association shall, within five (5) after the decision or within fifteen (15) days after the Level Two meeting file a request for appeal to the Board of Education with a copy to the

Superintendent.

2. The Board of Education shall, within twenty (20) days, meet with the Association representative and the aggrieved teacher for the purpose of resolving the grievance.
3. The Board shall, within five (5) days after such Level Three meeting, render its decision and the reasons therefor in writing to the Association, with a copy to the aggrieved teacher.

**D. Level Four – Arbitration**

1. If the Association and the teacher determine that the grievance has not been resolved satisfactorily at Level Three and that the grievance should be processed to arbitration, the Association shall, within ten (10) days after the decision, or within ten (10) days after the Level Three Board meeting, submit the grievance to arbitration by so notifying the Board in writing.
2. The representatives of the Board and the Association shall, within five (5) days after such written notice, jointly select a single Arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree upon an Arbitrator within five (5) days, the American Dispute Resolution Center, Inc. shall immediately be called upon to select the single Arbitrator.
3. The Arbitrator selected shall confer promptly with representatives of the Board and the Association and shall hold such hearings with the aggrieved teacher and other parties in interest, as he/she shall deem requisite. Such proceedings shall be conducted in accordance with the ADRC, Inc. rules and regulations concerning labor arbitration.
4. The Arbitrator shall render his/her decision in writing to all parties in interest, setting forth his/her findings of fact, reasoning and conclusions on the issues submitted. The Arbitrator shall be bound by and must comply with all the terms of this Agreement. He/she shall have no power to add to, delete from or modify in any way any of the provisions of this Agreement. The decision of the Arbitrator shall be final and binding upon all parties in interest, except as otherwise provided by law.
5. The costs for the services of the Arbitrator shall be borne equally by the Board and the Association.

**1.6 Participation in Grievance Procedure**

- A. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.



- B. The Association may seek outside consultation and assistance at any stage of this procedure and may have a representative present at Levels Two, Three and Four. The Association will inform the Superintendent of any intention to involve such a representative. The Superintendent will inform the Association of any similar intent.

1.7 **Miscellaneous**

- A. All documents, communications and records dealing with the processing of a grievance shall be filed separate from the personnel files of the participants.
- B. Forms for filing and processing grievances shall be prepared by the Association and made available in the Superintendent's Office so as to facilitate operation of the grievance procedure.

**Article 2 - Salary Schedules and Additional Stipends**

2.1 **Definitions**

- A. The Board and the Association agree to the following definitions for determination of placement on the appropriate salary schedule:

- 1. **Bachelor's Degree**

- A Baccalaureate Degree earned at an accredited college or university.

- 2. **Master's Degree**

- A Master's Degree earned through matriculation at an accredited college or university in the field of education, or the completion of thirty credits beyond a Bachelor's Degree (in accordance with the provisions of Section 2.2).

- 3. **Certificate of Advanced Graduate Study (Sixth Year)/Master's Degree Plus Thirty Credits**

- A C.A.G.S. certificate earned at an accredited college or university, or the completion of thirty (30) credits beyond a Master's Degree at an accredited college or university (in accordance with the provisions of Section 2.2 below).

- 4. **Doctoral Degree**

- A Ph.D. or Ed.D. Degree earned at an accredited college or university.

- B. **Additional Credits**

- College or university credits earned beyond the B.A., M.A., or C.A.G.S. salary schedule at

an accredited college or university.

## 2.2 Degree Clarification

- A. Degrees earned through matriculation at accredited colleges or universities are accepted for advancement on the salary schedule. Salary schedule advancement may occur upon successful completion of a Master's Degree/Bachelors plus thirty (30), or Master's Degree plus thirty (30) graduate level credits in the field of education. Successful completion of a C.A.G.S. program or Ph.D. program is also accepted for advancement on the salary schedule.
- B. The Board of Education has delegated the Superintendent of Schools the responsibility for determining the acceptability of these additional credits for the purpose of advancement on the appropriate salary schedule. For this purpose, teachers should obtain prior approval of graduate course work and furnish satisfactory evidence of completion of such graduate course work prior to advancement on the salary schedule.
- C. Teachers of Grades 7-12 who plan to enroll in a Master's Degree or C.A.G.S. program, and who have certification in only one (1) academic area will be encouraged to take course work toward a second certification.
- D. Teachers who expect to become eligible to advance to a higher salary schedule must give preliminary notification on the appropriate form to the Superintendent by November 1 of the previous year or no schedule advancement will be made for one (1) school year.

## 2.3 Salary Schedules

The Board and the Association agree to the schedules in Appendix B.

## 2.4 Withholding of Increments

- A. Nothing in the provisions of this section prohibits the Board from withholding a normal salary schedule increment, an adjusted raise to a new salary schedule, or both, for reasons of less than satisfactory performance.
- B. A teacher who has had an increment withheld shall be restored to his/her proper experience salary step after completion of one (1) year of satisfactory performance as judged by the principal.

## 2.5 Longevity

- A. Employees will receive longevity payments in addition to their regular salary in recognition of their length of service in the Bolton Schools on the following basis:
  - 1. Two hundred dollars (\$200.00) starting with the tenth (10<sup>th</sup>) year of continuous

service in the Bolton Schools.

2. Five hundred dollars (\$500.00) starting with the fifteenth (15<sup>th</sup>) year of continuous service in the Bolton Schools.
  3. Eight hundred dollars (\$800.00) starting with the twentieth (20<sup>th</sup>) year of continuous service in the Bolton Schools.
- B. A teacher shall receive the longevity payments set forth above only if he or she has been on the maximum step of a salary lane for at least one (1) full work year.
- C. Only teachers employed by the Bolton Board of Education prior to July 1, 1995 shall be eligible to receive longevity payments.

## 2.6 Additional Stipends

- A. Additional stipends are attached hereto as Appendix C.
- B. Additional Responsibility Area: Appointments may be made to these assignments on an annual basis. Assignments may alternate among staff members as determined by the building principal and the needs for operating programs in the best interest of students. Insofar as it is possible, in the best interest of the school's operation, and dependent upon an applicant's abilities, teachers' requests for assignments may be met. However, in the final analysis, appointment to the position is a prerogative of the administration. Recommendations for appointments will be made annually by the principal to the Superintendent of Schools. The Association recognizes that in the event that the most qualified applicant for a stipend position is not from within the teachers' bargaining unit (in the judgment of the Superintendent or his/her designee), the Superintendent has the right to appoint an individual outside the bargaining unit to the position.
- C. Coaching assignments will be on a voluntary basis.

## 2.7 Homebound Instruction

Teachers who provide homebound instruction will be paid thirty dollars (\$30.00) per hour for the duration of the Agreement.

## 2.8 Mentor Teachers

- A. Any teacher who has successfully completed mentor training through an approved State Department of Education "Mentor Training Program" and who thereafter accepts an assignment to serve as a mentor for new teachers under the TEAM Program shall be paid a total stipend of five hundred dollars (\$500) for the first year of mentoring one (1) or more new teachers and a total stipend of eight hundred dollars (\$800) for the second year of mentoring one (1) or more new teachers in the two-year TEAM cycle program.

Teachers will not be paid multiple TEAM mentor stipends for mentoring more than one (1) teacher. If a teacher is serving as a TEAM mentor for only one (1) new teacher and the new teacher leaves the Board's employ for any reason during the course of a school year, the stipend for the TEAM mentor shall be pro-rated based on the number of months remaining in the school year at the time the teacher leaves the Board's employ.

- B. Service as a TEAM mentor shall be voluntary in nature and all volunteers must be approved by the Superintendent of Schools or his/her designee.

## 2.9 Summer PPT

Any teacher who is called in beyond the school year to voluntarily participate in a student PPT will be paid forty-seven dollars (\$47.00) per hour, with any portion of an hour worked paid on a pro-rata basis.

## Article 3 - Initial Contracts

- 3.1 All teachers shall be placed on the appropriate step of the salary schedule, taking into consideration the following:
  - A. Degree Status as defined in Section 2, Article 2.1.
  - B. Credit for previous teaching in public, private and military dependent schools, provided that such experience shall have been continuous service of at least six (6) months of any school year, shall be granted at the discretion of the Superintendent of Schools.
- 3.2 Upon recommendation of the Superintendent, the Board may grant credit on the salary schedule for other than teaching experience if such work experience is recent, related to area of certification and it has been continuous service experience of at least six (6) months of any work year.

## Article 4 - Professional Obligations

- 4.1 The Association and the Superintendent shall work together to devise an annual salary agreement form which will serve to notify each teacher of his or her assignment(s), step placement and the like. Whenever there is a conflict between the terms of the salary agreement and the terms of this collective bargaining Agreement, the terms of the collective bargaining Agreement shall control.
- 4.2 Teachers shall give at least thirty (30) days' notice of intent to resign. They shall make all reasonable effort to terminate employment during June and July and not during August.
- 4.3 It is suggested and hoped for that teachers considering severance will request a conference

with the principal or the Superintendent. The Board shall make all reasonable effort to give prompt notice to teachers of any change of availability of positions.

## Article 5 - Insurance

### 5.1 Health Insurance

A. The Board will provide insurance coverage for each eligible employee through the following insurance plan set forth below:

1. High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) component.
2. The HDHP/HSA plan will include the following components:

	In-Network	Out-of-Network
Annual Deductible (individual/aggregate family)	\$2,000/\$4,000 \$2,500/\$5,000 effective July 1, 2017	
Co-insurance	N/A	20% after deductible up to the co- insurance maximum
Out-of-pocket maximum (individual/aggregate family)	N/A	\$4,000/\$8,000
Lifetime maximum	Unlimited	Unlimited
Preventive Care	Deductible not applicable	20% after deductible, subject to co- insurance limits
Prescription Drug Coverage	Treated as any other medical expense	

3. HSA Deductible Funding:

- (a) Effective July 1, 2015 and each year thereafter during the duration of this Agreement, the Board will fund fifty percent (50%) of the applicable HSA deductible amount for full-time employees. Half of the Board's contribution toward the HSA deductible will be deposited into the HSA accounts on the first payroll date in September of the applicable year, with the second half of the Board's contribution toward the HSA deductible deposited on the first payroll date in January of each applicable year.
- (b) The parties acknowledge that the Board's contributions toward the funding of the HSA plan, referenced in paragraphs (a) and (b) above, are not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed teachers. The Board shall

have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment.

**B. Premium Shares**

1. The teacher's premium share for the High Deductible Health Plan hereinabove, with no maximum dollar amount on employee contributions, shall be fifteen and one-half percent (15½%) for 2015-2016.
2. The teacher's premium share for the High Deductible Health Plan hereinabove, with no maximum dollar amount on employee contributions, shall be sixteen and one-half percent (16½%) for 2016-2017.
3. The teacher's premium share for the High Deductible Health Plan hereinabove, with no maximum dollar amount on employee contributions, shall be seventeen and one-half percent (17½%) for 2017-2018.
4. The Board shall maintain a Section 125 Plan (as permitted by law) for the purpose of permitting the teachers to make such premium contributions on a pre-tax basis.

**C. Dental Insurance**

In addition to the health insurance benefits described above, the Board shall maintain dental coverage through the Anthem Blue Cross/Blue Shield Full Service Dental Plan. Each teacher's percentage contribution to the premium costs for such dental coverage shall be twenty-one percent (21%).

**5.2 Life Insurance**

The Board agrees to assume full premium cost of a fifty thousand dollar (\$50,000) face value term life insurance policy for all employees under this Agreement who have three (3) or more years of complete service in the Bolton School System. The Board agrees to assume fifty percent (50%) of the cost of a fifty thousand dollar (\$50,000) face value term life insurance policy for all personnel under this Agreement who have had less than three (3) years of complete service in the Bolton School System.

**5.3 Carrier Change**

The Board shall meet and confer with the Association prior to implementing any change in insurance carriers. If the Board elects to provide insurance coverage through alternative carriers, it will provide benefits substantially equal to or better than the current coverage.

- 5.4 Should any Federal statute or regulation pertaining to Internal Revenue Code §49801, otherwise known as the Affordable Care Act, be mandated to take effect during the 2017-2018 contract year triggering the imposition of an excise tax with respect to any of the

contractually agreed upon insurance plans offered in the parties' 2015-2018 collective bargaining Agreement, the parties agree to commence mid-term negotiations to address the excise tax in accordance with the Teacher Negotiation Act. Such negotiations shall be limited solely to the distribution of payment of the excise tax, health insurance plan offerings, coverage, design and premium cost share. Other negotiated subject matter in the 2015-2018 collective bargaining Agreement shall not be subject to this reopener.

## **Article 6 - Payroll Deductions**

### **6.1 General Deductions**

The Board agrees to deduct from salaries, at a member's request, professional dues, credit union payments, and/or savings, tax sheltered annuities in cooperation with the companies approved by the Association and recommended to the Board, insurance premiums, and all deductions required by federal or state law or regulations. Desired deductions are to be requested initially on the appropriate form by teachers previous to the close of school in June of each year. Upon teachers' requests, changes will be accepted through the first week of September, after which date it is discretionary with the Superintendent of Schools as to approval or disapproval of such individual requests. New teachers to the system will complete request forms when they are employed.

### **6.2 Dues Deduction and Service Fee Deduction**

#### **A. Conditions of Continued Employment**

All teachers employed by the Bolton Board of Education shall, as a condition of continued employment, join the Association or pay a service fee to the Association. Said service fee shall be equal to the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration, and grievance adjustment.

#### **B. Deductions**

The Bolton Board of Education agrees to deduct from each teacher an amount equal to the Association membership dues or service fee by means of payroll deductions. The amount of the deduction from each paycheck for membership dues shall be equal to the total Association membership dues divided by the number of paychecks from and including the first paycheck in September through and including the last paycheck in June. The amount of deduction for service fee from each paycheck shall be equal to the total service fee divided by the number of paychecks from and including the first paycheck in January through and including the last paycheck in June. The amount of Association membership dues shall be certified by the Association to the Board of Education prior to the opening of school each year. The amount of service fee shall be

certified by the Association to the Board of Education prior to January 1st of each school year.

C. Subsequent Employment

Those teachers whose employment commences after the start of the school year shall pay a pro-rated amount equal to the percentage of the remaining school year.

D. Forwarding of Monies

The Board of Education 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 from whom such deductions were made.

E. Lists

No later than the first paycheck in October of each school year, the Board of Education shall provide the Association with a list of all bargaining unit employees and the positions (salary, step and stipend) held by such employees. The Board shall notify the Association monthly of any changes in said list.

F. Reference to Association

The singular reference to the Association shall be interpreted as referring to the Bolton Education Association, the Connecticut Education Association and the National Education Association.

G. Hold Harmless

The Association agrees to indemnify and to hold and save the Bolton Board of Education harmless against any and all claims, suits or other forms of liability, including reasonable fees for an attorney selected by the Association, that shall or may arise out of or by reason of any action taken by the Board for the purpose of complying with the provisions of this Article. In the event that any court of last resort determines that this article is contrary to the laws of the State of Connecticut or is unenforceable under such laws, the parties will meet and bargain such new language as is necessary to comply with the law as determined by such court.

6.3 Section 125

As provided for in IRS regulations, as amended, and subject to any applicable federal and state laws and regulations, the Board shall maintain a Section 125 plan to provide teachers with a pre-tax dollar treatment of unreimbursed medical expenses and dependent child care expenses.



## **Article 7 - Salary Checks**

- 7.1 Salary payment to teachers will be made according to the following schedule: the first payment due on the first or second Friday of the school year with subsequent payments on a biweekly schedule. All required deductions will be made from the final check.
- 7.2 Teachers will elect in June of the preceding year to receive salary payments in either twenty-one (21) or twenty-six (26) installments, such election to be irrevocable after the first week of school. Unpaid installments, when twenty-six (26) have been elected, will be included in the first June paycheck. New teaching personnel appointed after July 1 shall elect a payment schedule when they sign their initial contract.
- 7.3 If school is not scheduled to be in session on a designated Friday, check payments will be made on the next business day on which the central office is open. A schedule of pay dates for the next work year, as determined by the Superintendent of Schools, will be issued by the last day of the teacher work year.
- 7.4 Equal retirement deductions will be taken from each check with the understanding that any teacher leaving the Board's employment before the end of a contractual year shall be required to pay a full month's retirement payment for the last month of employment. In such cases of early termination of employment, a teacher's pay will be prorated on the basis of the number of days worked.

### **7.5 Direct Deposit**

Teachers shall annually select a bank or credit union of their choice for the direct deposit of their paycheck. Teachers who are employed by the Board as of June 30, 2012 may request in writing that the Board pay him/her with a paper check.

## **Article 8 - Leaves**

### **8.1 Personal Leave**

- A. The Association and the Board recognize that during the year it may be necessary to conduct personal business, which cannot be scheduled outside of the workday. Therefore, five (5) personal days have been set aside for conducting such business, including:
1. Legal or financial business that requires the employee's attendance and cannot be scheduled outside the work day (e.g., house closing);
  2. Marriage (self, children, parents, siblings);
  3. Attendance at graduation exercises for self, spouse or children;

4. Care for an ill or injured parent, spouse, child or sibling;
  5. Attendance at the funeral of a non-family member;
  6. Medical or dental appointments that cannot be scheduled outside the workday.
- B. These days are non-cumulative from year-to-year. Vacation or recreational use is not permitted. When requesting a personal day, a teacher will be required to state, in general terms, the reason for the request. One (1) of these days may be taken for unspecified reasons.
- C. Application for such leave shall be made through the immediate supervisor at least twenty-four (24) hours before the requested day of leave (except in emergencies).
- D. Absence for personal reasons, in excess of the number of days allowable may result in a deduction of the equivalent of one (1) day's salary.
- E. Personal days for death in the family do not count in the one (1) unspecified day but are applied for and approved by the Superintendent of Schools.
- F. In order to prevent the disorganization of classes, or the abuse of the privileges of personal leave, the application of personal leave allowances shall not normally apply on the last day of school prior to a holiday or vacation or the first day of school after a holiday or vacation.
- G. Approved requests for personal leave prior to or immediately following a holiday or vacation may result in a deduction of the equivalent of one (1) day's salary.

## 8.2 Religious Holidays

The Board recognizes the granting of three (3) days of personal leave for observance of religious holidays with the same application procedure as in Section 8.1.

## 8.3 Sabbatical Leave

- A. Teachers who have served seven (7) consecutive years of satisfactory service with the Bolton Board of Education and who hold a Master's degree or have completed thirty (30) hours beyond the Bachelor's degree may, upon recommendation of the Superintendent and with the approval of the Board, be granted leave of absence for the purpose of advanced graduate study in the field of education, or in a program outlined by the teacher and the Board. The following conditions will apply:
1. Applicants must file with the Superintendent of Schools a statement of the definite purpose for which such leave of absence is desired. In the case of sabbatical leave

for study, this statement must include the institution at which the individual is to study and courses to be pursued. In cases of other than advanced graduate study, the program must be completely outlined by the teacher and approved by the Board.

2. Requests for sabbatical leave must be received by the Superintendent in writing in such form as may be required no later than January 1 of the year proceeding the school year in which the sabbatical is requested. It is understood that the deadline of January 1 may be waived at the discretion of the Superintendent.
  3. Teachers granted sabbatical leaves of absence are required to report once during the semester to the Superintendent of Schools concerning current program status. If such reports are unsatisfactory or not in keeping with the program as described, the leave may be terminated by the Board at any time at the recommendation of the Superintendent.
  4. Such leave shall be granted for one (1) full semester or one (1) entire year. Teachers taking leave shall not be eligible for such leave again until five (5) years have expired after return to service. One (1) sabbatical leave only will be granted in any one (1) year.
  5. A teacher on sabbatical leave will receive one-half (1/2) of his/her present base salary for one full year of leave.
  6. The teacher, as a condition to the acceptance of a sabbatical leave, shall agree to return to employment in the system for three (3) full years. In the event the teacher does not return, the teacher shall reimburse the Board fully for all sabbatical payments.
  7. In case a teacher returns for part of the three (3) year period, the reimbursement will be prorated. A legal agreement will be signed to this effect (see Appendix A). In the event of default, the Board will exercise whatever means available to collect all monies not repaid.
  8. Applications for such leave of absence granted within any school year shall be acted on by the Board at its first business meeting in January of the preceding year.
  9. The year in which a leave of absence takes place will be designated as a year of credit on the salary schedule. The sabbatical shall not affect continuity of service or accrual of seniority toward longevity payments. All fringe benefits provided for the professional staff will be granted to the teacher on sabbatical leave.
- B. Any teacher who has been granted sabbatical leave shall return to the position in which he/she was employed when the leave became effective or to a comparable position.

**8.4 Sick Leave**

- A. The Board agrees that fifteen (15) days accumulative to one hundred eighty-five (185) days be provided under this Agreement.
- B. The Board further agrees to provide the minimum number of days per annum and the maximum accumulative days in accordance with the requirements of any legislation which may be enacted.
- C. The administration may request a medical verification from a physician for consecutive absence in excess of five (5) days or in cases of suspected abuse of sick leave. Such medical verification shall be at the Board's expense, less applicable insurance benefits, provided that a teacher will not be required to seek insurance reimbursement for more than one (1) such verification during one (1) insurance plan year.
- D. Up to eight (8) sick days may be used for the care of an ill parent, child, spouse or member of the teacher's household.

**8.5 Extended Sick Leave**

Extended sick leave for teachers with three (3) years of service in Bolton may be granted upon written request to the Board by the teacher and subsequent approval by the Board.

**8.6 Salary Deduction**

Absence in excess of accumulated sick leave and not granted as extended sick leave will result in a deduction of the equivalent of one (1) day's salary arrived at by dividing the individual's annual salary by the number of working days in the school calendar for each day of excess absence.

**8.7 Accumulated Sick Leave for Retirement**

- A. Any teacher retiring from the Bolton School System and from teaching with fifteen (15) years or more of service in the Bolton School System will receive upon retirement an amount equal to accumulated sick leave, but not to exceed fifty (50) days at seventy-five dollars (\$75.00) per day.
- B. In order to be eligible to receive the benefits set forth in this section, the teacher must provide written notification of retirement to the Superintendent of Schools no later than January 1 of the calendar year in which the teacher intends to retire.

**8.8 Childrearing Leave**

- A. Any teacher shall be entitled, upon written request submitted to the Superintendent of Schools, to an extended leave without pay for purposes of childrearing, apart from any

period of childbirth disability with pay. Such teachers shall be entitled to such leave for any school year, or reasonable requested portions thereof, in which the child is born, adopted, fostered, and for one (1) additional year, if requested by teacher.

B. Childrearing leave shall be subject to the following provisions:

1. A request in writing must be made by the teacher to the Superintendent of Schools at least thirty (30) days prior to commencement of leave.
2. Maximum length of childrearing leave is one (1) year plus any fraction of a year, provided that a teacher shall not be permitted to return to work during a school year if there are fewer than ninety (90) school days remaining in that school year, unless there is a vacancy available for which the teacher is certified and qualified, as determined by the Administration.
3. Notification shall be given by the teacher to the Superintendent of Schools by January 1 of intent to return the following September so that proper and adequate notification can be given to the long-term substitute teacher.
4. The guarantee to tenured teachers to return to a teaching position shall be subject to the Board's RIF policy. Non-tenured teachers return to a position shall be based on availability of position, certification to serve in available position and willingness to serve in available position. A teacher on child-rearing leave shall earn full salary credit, for purposes of advancement on the salary schedule, for any school year during which the teacher taught for at least ninety (90) school days. The teacher shall also retain any accumulated sick leave earned previous to the leave.
5. Only one (1) spouse, if both are employed by the Bolton School System, will be granted childrearing leave at a time.
6. Teachers on leave will be eligible to continue participation in the teachers' retirement program in accordance with all applicable laws. The teacher will also be eligible to participate in any of the insurance programs provided for in the BEA/BOE Agreement at his/her own expense.

**8.9 Jury Duty**

Teachers shall be provided leave with pay (less any jury duty fees paid to the teacher) for any time period during which they are required to serve jury duty. Any teacher receiving notice of jury duty shall immediately forward a copy of such notice to his/her building principal.

**8.10 Adoption Leave**

The Board recognizes the possible need for additional personal leave when a teacher is

adopting a child. Accordingly, after the exhaustion of personal days, five (5) days of personal leave upon the adoption of a child may be granted with the same procedure as set forth in Section 8.1, hereinabove.

## **Article 9 – Teacher Work Year/Work Day/After School Meetings**

### **9.1 Work Year**

- A. The salaries provided in this Agreement are based upon an employment year of one hundred eighty-six (186) days, which shall consist of one hundred eighty-one (181) full school sessions, as defined in the Connecticut General Statutes, and five (5) additional days. One of the five (5) days shall be designated as professional development/curriculum teacher workdays. The remaining four (4) days shall be designated as non-teaching days, with the activities for such days to be determined by the Board with input from the school district's Professional Development/Teacher Evaluation Committee. No more than three (3) of the five (5) additional workdays shall be scheduled immediately preceding the teacher work year. In the event that the Board of Education increases the teacher work year, the Board shall negotiate with the Association over the impact of such increase.
- B. Notwithstanding the foregoing, if the Board is required by state law to offer additional in-service and professional development training during the life of the Agreement, and such programs require additional workdays beyond the employment year specified above, such days will not be considered to have any impact upon salaries or conditions of employment and, therefore, will not be subject to negotiation or to Section 9.3 (Additional Days) of the Agreement.

### **9.2 Work Day**

All teachers shall be in the building at least ten (10) minutes before the official start of the student day and shall remain in the building at least fifteen (15) minutes after the official dismissal of students. Teachers may request specific arrangements with their building principals, or designee, for late arrival and/or early departure.

### **9.3 Additional Days**

Teachers who work additional days beyond the school calendar as part of their contract will be reimbursed on a per diem basis determined by the number of days in the teachers' work year.

### **9.4 After School/Evening Meetings**

- A. It is agreed that teacher and/or general faculty meetings to promote and to improve the

quality of education are necessary and are accepted as a condition of employment. The Board has delegated the accountability for the administration of after school meetings to the Superintendent of Schools. These meetings are to include a monthly faculty meeting and another monthly meeting of teachers. The duration of such meetings shall be no more than one (1) hour following the end of the teachers' work day. The administration, however, maintains the right to call emergency meetings at any time.

- B. The Board and the Association, recognizing the importance of a close working relationship between teachers, parents, students, and the community at large, encourage teachers to attend school wide sponsored functions involving Bolton students. Notwithstanding the provision herein and excluding parent/teacher conferences, three (3) evening meetings and/or school sponsored events per school year shall be required of all teachers.

### **Article 10 - Lunch Periods**

- 10.1 The Association agrees that schedules for supervision of lunch periods will be established by the building principal. Instructional assistants will be provided to assist in supervising the lunchroom.
- 10.2 The Board agrees that pre-K-8 teachers shall have a thirty (30) minute duty free lunch except on early dismissal days when it shall be equivalent to the length of the students' lunch period. High school teachers shall have a duty free lunch period equivalent to the length of the students' lunch period.
- 10.3 According to the Connecticut State Commissioner of Education, the term "duty free" suggests that the General Assembly intended that during this period the teacher should be free from school responsibilities. Where the teacher spends his/her time or what activities he/she engages in are matters for the teacher to determine. A teacher leaving the school grounds during his/her duty free lunch period shall inform the building principal or his/her designee prior to leaving.

### **Article 11 - Teacher Load**

- 11.1 "Preparation Periods" are defined as time for teachers to plan student lessons, etc., or communicate with the principal, other staff members, parents and students, and prepare classrooms, displays, etc. for instruction and professional functions as needed. Any use of preparation periods other than defined above requires approval by the building principal.
- 11.2 Teachers of Grades 9-12 on average shall not be assigned more than five (5) teaching periods per day unless a teacher agrees to additional classes.

- A. One (1) period per day will be set aside as a preparation period. The building principal will assign additional duty periods and up to one (1) period per day as a remediation period.
- B. In lieu of a duty assignment, teachers of English, the Athletic Director and Curriculum Leaders may have an additional preparation period, provided that all full-time teachers shall teach five (5) periods per day.

Notwithstanding the provisions of any other section of this Agreement, the parties recognize the Board's unilateral right to alter the scheduling of the student day and or create new programs, including block scheduling. If the Board exercises such rights, the parties will bargain over any impact for which impact bargaining is required under C.G.S. 10-153f.

- 11.3 Staff personnel in Grades 6-8 will be scheduled for the average of one (1) preparation period per day.
- 11.4 Teachers in Grades pre-K-5 shall have an average of five (5) preparation periods per five (5) day week. For teachers in Grades K-5, these preparation periods will be an average of forty (40) minutes in length, but no less than thirty (30) minutes. For teachers in Grades pre-K, two (2) of these planning periods will be a minimum of thirty (30) minutes in length. If, in the sole and unreviewable discretion of the Superintendent, the scheduling of the system permits, then all five (5) preparation periods for teachers in Grades pre-K shall be forty (40) minutes in length. Preparation periods are made available by the use of special area teachers. In the event that the special area teacher is absent and no substitute is available, it is understood that the classroom teacher will assume responsibility for his/her class.
- 11.5 After any teacher in Grades pre-K-12 loses eight (8) scheduled preparation periods during the year because of emergency situations in which he/she is assigned additional responsibilities by the principal, or the absence of a special area teacher, the teacher will receive compensation for each such period at the rate of one teaching period of his/her per diem. It is understood that building administrators will make every effort to rotate these emergency coverages among all available staff members. One (1) payment for this Article will be made in June.

#### 11.6 Part-time Teachers

- A. The provisions of this section shall apply to any teacher who is regularly assigned to work less than the full-time work week. For each part-time teacher, the Board shall determine a ratio applicable to the teacher, based on the regular weekly work schedule of the teacher, in proportion to the regular weekly work schedule of a full-time teacher.
- B. Such ratios shall be applied in accordance with the following provisions:
  - 1. Salary



Salary shall be pro-rated, using the applicable ratio for each teacher.

2. Insurance Benefits

Teachers assigned to work less than half-time shall not be eligible for insurance benefits. For any teacher assigned to work half-time or more, the Board will make a pro-rated contribution toward the costs of insurance benefits, based on the ratio applicable to each part-time teacher, in relationship to the Board's contribution toward the costs of insurance benefits for full-time teachers. Teachers hired prior to July 1, 2004 who were enrolled in the Board's health insurance plan during the 2003-2004 contract year will be treated as full-time for the purposes of insurance benefits as long as they continue working at least half-time.

3. Leave Time

All leave time shall be pro-rated, using the applicable ratio for each teacher.

4. Faculty Meetings

Part-time teachers working half-time or more shall be required to attend all faculty meetings.

5. Preparation Time

Part-time teachers shall receive one (1) preparation period for each full teaching day or the equivalent thereof.

6. Duties

Part time teachers shall share in all the duties and responsibilities as provided in this Agreement on an equitable basis.

- 11.7 Teachers who are required to provide their own transportation in order to carry out the authorized duties on behalf of the Bolton Board of Education shall be reimbursed for their mileage at the current Internal Revenue Service (IRS) rate.

## Article 12 - Class Size

- 12.1 Board Policy shall determine the minimum class size in the Bolton Schools with consideration to be given to organizational patterns, instructional programs and activities to be carried out at the various grade levels.
- 12.2 When class size reaches the upper limits set by Board policy, consideration will be given by the Board to alleviate oversize classes in accordance with Board policy, Series 6151, as promulgated by the Board, dated July 5, 2004.

### **Article 13 - Curriculum Planning and Professional Development**

- 13.1 In accordance with Connecticut General Statute §10-220a(b), the Board shall establish a district-wide Professional Development and Evaluation Committee, which shall have at least one (1) teacher as a representative member of the bargaining unit being appointed to the committee by the BEA President, and such other personnel as the Board deems appropriate.
- 13.2 Any teacher who volunteers to be a facilitator for professional development shall receive an honorarium of one hundred dollars (\$100.00) for every professional development session he/she conducts as long as that individual teacher does not have a training component as part of his/her job responsibilities.
- 13.3 Bolton teaching personnel employed by the Board to work on curriculum planning and development, other than during the normal workday and/or work year, will be reimbursed at the rate of thirty-five dollars (\$35.00) per hour for the duration of this Agreement.

### **Article 14 - Assignments, Promotions and Transfers**

- 14.1 All assignments, promotions and transfers will be made on the basis of the best interests of the Bolton School System. The following guidelines will be used in making assignments, promotions or transfers unless the Board shall determine that the best interests of the school system require otherwise.
- 14.2 **Vacancies**
  - A. A vacancy shall be defined as a position, which the Board has, in its sole discretion, decided to fill, caused by death, retirement discharge, resignation, leave of absence, or the creation of a new position.
  - B. When a vacancy occurs, the vacant position shall be posted in the buildings and the President of the Association shall receive a copy of the posting. The posted vacancies shall set forth the qualifications and job description for the vacant position.
  - C. All vacancies shall be posted in the buildings and the Superintendent's office for a minimum of (10) school days, or ten (10) business days during the summer months.
  - D. Any teacher who desires to apply for any vacancy shall submit a written letter of intent for any vacant position with the office of the Superintendent within the time limit specified in the posting.
  - E. Any internal candidate who applies for a posted vacancy shall be given the opportunity to be interviewed for the vacant position.

### 14.3 Transfers

- A. Current employment in the Bolton School System shall be a positive factor to be considered in making assignments, promotions and transfers.
- B. Any teacher wishing to be transferred, or reassigned, shall file his/her request with the principal and the Superintendent on or before March 1. Written notice of the action taken will be given to the teacher by the Superintendent as soon as practicable and under normal circumstances no later than the close of school in June.
- C. When involuntary transfers or assignments may be necessary, the availability of qualified personnel and volunteers, length of service in the Bolton School System, and the teaching level or area of teaching will be prime factors to be considered.
- D. Any teacher being considered for reassignment, promotion or transfer will have an opportunity to discuss the change with his/her principal and/or the Superintendent prior to final action.

14.4 Teachers shall be notified in writing of their teaching assignments and extra-curricular appointments no later than July 15th. In the event of a change in circumstances, the teacher shall be notified in writing as soon as possible by the building principal.

## Article 15 – Reduction In Force And Recall

### 15.1 Reduction in Force

- A. If the Board finds it necessary to reduce professional staff because of enrollment decrease, budgetary considerations or other circumstances, the procedures listed below shall be followed.
- B. Order of Release - Determination of those to be released shall be in the following order with due consideration of criteria cited in Section C below.
  - 1. Voluntary retirements and resignations.
  - 2. Non-tenured teachers.
  - 3. Tenured teachers.
- C. Definition and Clarification of Terms
  - 1. Seniority - shall be defined as a teacher's total length of system wide service in Bolton beginning with the teacher's most recent official date of hire by the Board.

2. In the event of a tie and two (2) or more teachers have the same amount of Bolton seniority, and then the following procedure shall be utilized in descending order to determine which teacher has more seniority:
  - (a) Administration's official letter of intent to hire.
  - (b) Date the teacher signed the initial contract.
  - (c) Total years of certified and documented teaching experience.
3. Full Certification - a teacher is considered to be fully certified when credentials are on file or when written guarantee of certification is provided by the State Department of Education's certification office.
- D. Seniority and Other Criteria - A teacher's certification status in the subjects taught and seniority are the primary factors at arriving at staff reduction decisions. Other factors to be considered are as follows:
  1. Demonstrated ability for a specific assignment.
  2. Qualifications and ability as determined by evaluation of service.
  3. Multi certification.
  4. Other due and sufficient reasons.

#### 15.2 Recall Procedure

- A. Teachers terminated under this Agreement will be placed on a recall list. Offers to return to active service will be considered in reverse of Section B (last terminated/first considered for rehire) above, with the Superintendent considering those factors cited in Section D, above.
- B. Teachers placed on a recall list will remain on said list for two (2) years provided they have not refused reappointment in Bolton to a position equal in time to the one from which they were released and provided they have applied on their own initiative by registered mail for retention of their name on the list on or before March 1 of each year subsequent to said termination. Refusal of a reappointment offer or unavailability of the teacher within ten (10) business days from the date an offer is made by mailing automatically eliminates the teacher from further consideration.
- C. The termination of a teacher pursuant to this procedure will not affect any fringe benefits earned and/or accumulated, or benefits to be earned and/or accumulated, if re-employed with the exception of salary schedule increments, years of service as applied to

teachers' retirement, sick days and longevity.

- D. A re-employed teacher shall be placed on the next salary schedule step above the one on which he/she was terminated provided that during the year of termination ninety (90) days or more of service were rendered.
- E. Time served for longevity will be continuous but intervening years between termination and reemployment will not be counted toward longevity pay.

### 15.3 Hearing Rights

- A. Formal written notification will be given any teacher terminated pursuant to these procedures and such notification will be given at the earliest possible date.
- B. The provisions of Section 15.1 shall not be subject to the grievance and arbitration provisions of this Agreement. It is understood that a layoff is a termination of employment subject to administrative and/or judicial review in the manner set forth in Connecticut General Statute 10-151 as amended, and in no other manner.

## Article 16 - Board of Education Policy

- 16.1 Copies of the Board of Education Policy Manual are available online on the district website. The Board and the Association agree that, unless matters contained in said policies are otherwise expressly provided for in this Agreement, they remain in full force and effect.

## Article 17 - Savings Clause

- 17.1 If any portion of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of the Agreement shall remain in full force and effect.
- 17.2 This Agreement shall not be altered, amended, or changed except in writing, signed by both the Board and the Association, which amendment shall be appended hereto and become a part thereof.
- 17.3 The Board and the Association agree that all matters not covered by the Agreement or by current Board policies remain the prerogative of the Board and any contractual omission shall not imply a surrendering on the part of the Board of any duty or responsibility properly its province in the maintaining of the Bolton Public Schools as defined by law.
- 17.4 Nothing in this Section negates the rights of the Bolton Education Association under Section 10-153b of the General Statutes of Connecticut, revision of 1958 as amended.

**Article 18 - No Strike Clause**

- 18.1 The Association agrees that it will not call, authorize, instigate, sanction or condone any strike, slowdown or stopping of work during the period of this Agreement or any extension thereof.

**Article 19 - Health Risks**

- 19.1 The Administration shall inform teachers of health risks involved in their assignments to the extent required under State and Federal law.

**Article 20 - Just Cause**

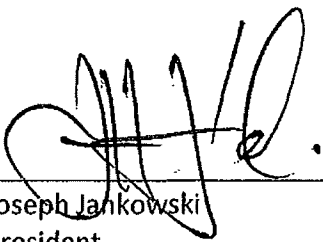
- 20.1 No teacher shall be reduced in base salary or be suspended without just cause. If a teacher is to be reduced in base salary or suspended, he/she shall receive a written statement of reasons for such action.
- 20.2 Any substantive complaint received by the administration, which is made against a teacher by any parent, student or other person shall promptly be called to the attention of the teacher. In no case shall any anonymous and/or unsubstantiated complaint be placed in a teacher's personnel file.

**Article 21 - Duration of Agreement**

21.1 **Duration**

This Agreement shall be effective as of July 1, 2015, and shall remain in full force and effect until June 30, 2018.

**SIGNED FOR THE BOLTON EDUCATION  
ASSOCIATION**

  
\_\_\_\_\_  
Joseph Jankowski  
President

**SIGNED FOR THE BOLTON BOARD OF  
EDUCATION**

  
\_\_\_\_\_  
Karen Bergin  
Chairperson

Date: November 7, 2014

November 7, 2014

**Appendix A**

**BOLTON PUBLIC SCHOOLS  
BOLTON, CONNECTICUT**

**SABBATICAL LEAVE CONTRACT**

I hereby agree, upon the completion of my sabbatical leave dated from \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_, to return to an assignment in the Bolton Public Schools for a period of at least three (3) years.

It is my understanding that should I not perform this agreement, I shall repay to the Board of Education a sum bearing the same ratio to the amount of salary received while on leave of absence that the unfulfilled portion of the two (2) subsequent years' service bears to the two (2) full years. I further understand that I shall be released from this commitment should my failure to meet this contract result from illness, disability, death, or involuntary release from the position by the Board of Education.

It is also my understanding that this contract shall in no way preclude the right of the Board of Education to terminate my employment for reason of elimination of position resulting from reduction of staff in accordance with Policy GBN of the Board of Education. In such case, this contract shall become null and void.

\_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Superintendent of Schools

Witnessed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Seal)

\_\_\_\_\_  
Signature of Notary Public

Commission expires \_\_\_\_\_, 20\_\_

**Appendix B**

**Salary Schedules**

**2015-2016 Salary Schedule**

<u>Step</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>PHD.</u>
1	40,351	46,053	50,211	54,109
2	42,266	48,281	52,469	56,398
3	44,270	50,618	54,828	58,784
4	46,370	53,065	57,293	61,271
5	48,569	55,633	59,868	63,862
6	50,872	58,325	62,560	66,564
7	53,285	61,146	65,373	69,379
8	55,813	64,104	68,312	72,314
9	58,461	67,205	71,383	75,374
10	61,233	70,456	74,593	78,562
11	64,138	73,864	77,947	81,885
12	67,179	77,438	81,452	85,349

No step movement. Teachers shall remain on the same step of the 2015-2016 salary schedule as they were on in the 2014-2015 salary schedule.

**2016-2017 Salary Schedule**

<u>Step</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>PHD</u>
1	40,864	46,638	50,849	54,796
2	42,802	48,894	53,135	57,114
3	44,832	51,260	55,524	59,530
4	46,959	53,739	58,020	62,049
5	49,186	56,340	60,629	64,673
6	51,519	59,065	63,354	67,409
7	53,962	61,923	66,203	70,260
8	56,521	64,918	69,180	73,233
9	59,203	68,058	72,290	76,331
10	62,010	71,350	75,540	79,560
11	64,952	74,802	78,937	82,925
12	68,032	78,422	82,486	86,433

Teachers not on the maximum step of the 2015-2016 salary schedule shall advance one (1) step on the 2016-2017 salary schedule.



**2017-2018 Salary Schedule**

<b><u>Step</u></b>	<b><u>BA</u></b>	<b><u>MA</u></b>	<b><u>MA+30</u></b>	<b><u>PHD</u></b>
1	41,485	47,347	51,622	55,629
2	43,453	49,637	53,943	57,982
3	45,513	52,040	46,368	60,435
4	47,672	54,556	58,902	62,992
5	49,933	57,196	61,550	65,656
6	52,302	59,963	64,317	68,434
7	54,782	62,864	67,210	71,328
8	57,381	65,905	70,231	74,346
9	60,103	69,093	73,389	77,492
10	62,953	72,435	76,689	80,769
11	65,940	75,939	80,137	84,185
12	69,066	79,614	83,740	87,747

Teachers not on the maximum step of the 2016-2017 salary schedule shall advance one (1) step on the 2017-2018 salary schedule.

## **Additional Stipend for Multiple Subject Area Certification Endorsements**

Effective at the beginning of the 2012-2013 contract year, teachers who are assigned to teach Grades 7-12 and who hold a Connecticut teaching certification endorsement in more than one subject area shall receive an additional stipend in the total amount of five hundred dollars (\$500) per year during each year in which they actually teach in multiple subject areas. For the purposes of this contract section, the following (and only the following) shall be considered distinct subject areas for certification purposes:

Business, 7-12  
English, 7-12  
French, 7-12  
Latin, 7-12  
Spanish, 7-12  
History and Social Studies, 7-12  
Mathematics, 7-12  
Biology, 7-12  
Chemistry, 7-12  
Physics, 7-12  
Earth Science, 7-12  
General Science, 7-12  
Art, pre-k-12  
Health, pre-k-12  
Physical Education, pre-k-12  
Family and Consumer Sciences, pre-k-12  
Technology Education, pre-k-12  
Music, pre-k-12  
Comprehensive Special Education, 1-12

Notwithstanding the foregoing, the Board shall have the right to add subject area endorsements to those set forth above in the event that the Board decides to offer courses to students in subject areas not offered in Bolton and not covered by the certification endorsements set forth above.

**Note:** Grandfather current personnel receiving the stipend during the life of the successor Agreement only and adhere to the existing language prospectively as of July 1, 2012 with payment being made only if the multiple certifications are actually used.

**Appendix C**  
**Stipends**

<b><u>ACTIVITY -- SPORTS</u></b>	<b><u>Points</u></b>	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>
BHS Varsity Boys Basketball	11	\$ 4,664	\$ 4,719	\$ 4,796
BHS Varsity Girls Basketball	11	\$ 4,664	\$ 4,719	\$ 4,796
BHS Varsity Boys Soccer	9	\$ 3,816	\$ 3,861	\$ 3,924
BHS Varsity Girls Soccer	9	\$ 3,816	\$ 3,861	\$ 3,924
BHS Varsity Baseball	9	\$ 3,816	\$ 3,861	\$ 3,924
BHS Varsity Softball	9	\$ 3,816	\$ 3,861	\$ 3,924
BHS Cross Country	9	\$ 3,816	\$ 3,861	\$ 3,924
BHS Girls Volleyball	9	\$ 3,816	\$ 3,861	\$ 3,924
BHS Boys Tennis	9	\$ 3,816	\$ 3,861	\$ 3,924
BHS Girls Tennis	9	\$ 3,816	\$ 3,861	\$ 3,924
BHS Golf	9	\$ 3,816	\$ 3,861	\$ 3,924
BHS JV Boys Basketball	8	\$ 3,392	\$ 3,432	\$ 3,488
BHS JV Girls Basketball	8	\$ 3,392	\$ 3,432	\$ 3,488
BHS Track & Field	9	\$ 3,816	\$ 3,861	\$ 3,924
BHS JV Boys Soccer	6	\$ 2,544	\$ 2,574	\$ 2,616
BHS JV Girls Soccer	6	\$ 2,544	\$ 2,574	\$ 2,616
BHS JV Boys Baseball	6	\$ 2,544	\$ 2,574	\$ 2,616
BHS JV Girls Softball	6	\$ 2,544	\$ 2,574	\$ 2,616
BHS Assistant Cross Country	6	\$ 2,544	\$ 2,574	\$ 2,616
BHS Assistant Track & Field	6	\$ 2,544	\$ 2,574	\$ 2,616
BHS JV Volleyball	6	\$ 2,544	\$ 2,574	\$ 2,616
BCS 6-8 Boys Soccer	5	\$ 2,120	\$ 2,145	\$ 2,180
BCS 6-8 Girls Soccer	5	\$ 2,120	\$ 2,145	\$ 2,180
BCS 6-8 Boys Basketball	6	\$ 2,544	\$ 2,574	\$ 2,616
BCS 6-8 Girls Basketball	6	\$ 2,544	\$ 2,574	\$ 2,616
BCS 6-8 Cross Country	5	\$ 2,120	\$ 2,145	\$ 2,180
BCS 6-8 Boys Baseball	5	\$ 2,120	\$ 2,145	\$ 2,180
BCS 6-8 Girls Softball	5	\$ 2,120	\$ 2,145	\$ 2,180
BHS Cheerleading	5	\$ 2,120	\$ 2,145	\$ 2,180
BCS Assistant Cross Country	3	\$ 1,272	\$ 1,287	\$ 1,309
Dance Team	3	\$ 1,272	\$ 1,287	\$ 1,309
BHS Unified Basketball	2	\$ 848	\$ 858	\$ 872
BHS Unified Sports Volleyball	2	\$ 848	\$ 858	\$ 872
BHS Hockey (partial—1/3)	na	\$ 1,553	\$ 1,573	\$ 1,597
BHS AD – 3 seasons	22	\$ 9,328	\$ 9,438	\$ 9,592
BCS AD	10	\$ 4,240	\$ 4,290	\$ 4,360

	<u>Points</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
<b><u>BHS ACTIVITY – CLUB/ADVISOR</u></b>				
Class Advisor – Grade 9 (2)	3	\$ 1,272	\$ 1,287	\$ 1,309
-- Grade 10 (2)	3	\$ 1,272	\$ 1,287	\$ 1,309
-- Grade 11 (2)	4	\$ 1,696	\$ 1,716	\$ 1,744
-- Grade 12 (2)	5	\$ 2,120	\$ 2,145	\$ 2,180
Language Club Advisors – Latin	3	\$ 1,272	\$ 1,287	\$ 1,309
-- Spanish	3	\$ 1,272	\$ 1,287	\$ 1,309
-- French	3	\$ 1,272	\$ 1,287	\$ 1,309
FBLA Advisor	3	\$ 1,272	\$ 1,287	\$ 1,309
National Honor Society Advisor	3	\$ 1,272	\$ 1,287	\$ 1,309
Literary Magazine Advisor	2	\$ 848	\$ 858	\$ 872
Writing Center	6	\$ 2,544	\$ 2,574	\$ 2,616
Yearbook Advisor	6	\$ 2,544	\$ 2,574	\$ 2,616
Student Council Advisor	6	\$ 2,544	\$ 2,574	\$ 2,616
Job Shadow	6	\$ 2,544	\$ 2,574	\$ 2,616
VHS Coordinator	6	\$ 2,544	\$ 2,574	\$ 2,616
*BHS Jazz Band Director	5	\$ 2,120	\$ 2,145	\$ 2,180
Envirothon	3	\$ 1,272	\$ 1,287	\$ 1,309
Peer Support	3	\$ 1,272	\$ 1,287	\$ 1,309
Drama Club Advisor	3	\$ 1,272	\$ 1,287	\$ 1,309
Drama Club Director	3	\$ 1,272	\$ 1,287	\$ 1,309
Guidance Coordinator	2	\$ 848	\$ 858	\$ 872
Forum	1	\$ 424	\$ 429	\$ 436
B.I.C. (Bolton Interaction Club)	1	\$ 424	\$ 429	\$ 436
BHS Computer Coordinator	1	\$ 424	\$ 429	\$ 436
BHS Newsletter Coordinator	2	\$ 848	\$ 858	\$ 872
BHS Capstone Coordinator	4	\$ 1,696	\$ 1,716	\$ 1,744
BHS Bigs and Littles Advisor	3	\$ 1,696	\$ 1,716	\$ 1,744
<b><u>ACTIVITY – BCS CLUBS/ADVISOR</u></b>				
Student Council Advisor	5	\$ 2,120	\$ 2,145	\$ 2,180
Class Advisor – Grade 8	3	\$ 1,272	\$ 1,287	\$ 1,309
Yearbook Advisor	4	\$ 1,696	\$ 1,716	\$ 1,744
Art Fair Advisor	3	\$ 1,272	\$ 1,287	\$ 1,309
Jazz Band Coordinator	2	\$ 848	\$ 858	\$ 872
6-8 Art Club	1	\$ 424	\$ 429	\$ 436
6-8 Spelling Team	1	\$ 424	\$ 429	\$ 436
BCS Newsletter Coordinator (PK-5)	2	\$ 848	\$ 858	\$ 872
BCS Newsletter Coordinator (6-8)	2	\$ 848	\$ 858	\$ 872
BCS Guitar Club	2	\$ 848	\$ 858	\$ 872
BCS Book Club	1	\$ 424	\$ 429	\$ 436
BCS Bulldog Newspaper Advisor	3	\$ 1,272	\$ 1,287	\$ 1,309

	<u>Points</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
<b><u>CURRICULUM LEADERS</u></b>				
BHS English/Language Arts	9	\$ 3,816	\$ 3,861	\$ 3,924
BHS Social Studies	9	\$ 3,816	\$ 3,861	\$ 3,924
BHS Math	9	\$ 3,816	\$ 3,861	\$ 3,924
BHS Science	9	\$ 3,816	\$ 3,861	\$ 3,924
BCS Language Arts	9	\$ 3,816	\$ 3,861	\$ 3,924
BCS Math	9	\$ 3,816	\$ 3,861	\$ 3,924
BCS Social Studies	9	\$ 3,816	\$ 3,861	\$ 3,924
BCS Science	9	\$ 3,816	\$ 3,861	\$ 3,924
<b><u>SYSTEM WIDE K-12</u></b>				
Music Coordinator/Band Director	10	\$ 4,240	\$ 4,290	\$ 4,360
Library Media Coordinator	10	\$ 4,240	\$ 4,290	\$ 4,360
Related Arts Coordinator	10	\$ 4,240	\$ 4,290	\$ 4,360
English Language Learner (ELL)	10	\$ 4,240	\$ 4,290	\$ 4,360
Health/PE Coordinator	10	\$ 4,240	\$ 4,290	\$ 4,360
<b><u>MISCELLANEOUS STIPENDS</u></b>				
Dance Chaperones		\$66.00	\$67.00	\$68.00
Saturday Detention Monitor (per event)		\$65.00	\$66.00	\$67.00
SAT Preparation (maximum: 6 positions)		\$300.00	\$304.00	\$309.00
Summer School Instruction		\$53/hr.	\$54/hr.	\$55/hr.

**C.1 Point Value:**

The value of each point is a contractual issue, which would be negotiated the same as the salary schedule. The value of each point for 2015-2016 is four hundred twenty-four dollars (\$424); for 2016-2017 is four hundred twenty-nine dollars (\$429); and for 2017-2018 is four hundred thirty-six dollars (\$436). Teachers would be compensated at the negotiated point value under this formula.

**C.2 Committee of Review:**

- A. A "Committee of Review" made up of six (6) members consisting of two (2) administrators, which shall include an Administrator from the high school, and an Administrator from the Center School, and four (4) BEA members determined by the Association. This committee will meet no later than October 1<sup>st</sup> of each school year to consider changes, to hear from members of the faculty, to consider new stipends and to formulate recommendations

to the Superintendent. The Superintendent shall report any action on such recommendations to the Board of Education.

- B. The Committee of Review will publish its agenda at least five (5) school days before each meeting.
- C. Within ten (10) school days after each of its meetings, the minutes of each Committee of Review Meeting will be sent to the President(s) of the Bolton Education Association and will be available upon request to all teachers.

C.3 New Stipend Positions or Change in Point Value:

Any new position which is created and for which compensation is being sought, or any adjustment of the point value for an existing position, must be recommended by the Committee of Review to the Superintendent or the authorized designee by November 15, and acted upon by the Superintendent or his authorized delegate by December 15 preceding the school year in which the proposed addition or change will take effect.

C.4 Qualifications for Participation:

- A. In order to participate in the extra compensation program (Appendix C), a staff member must:
  - 1. Be designated by the building administrator as the advisor of an approved activity.
  - 2. Show evidence that the duties related to such activity are beyond those designated as the basic teaching responsibility.
  - 3. Be endorsed by the building administrator that such duties conform to the job description.
  - 4. Submit such documentation to the Committee of Review for study and point assignment.
- B. When a vacancy occurs in a building in the extra compensation program (Appendix C), the administration shall announce the position on a system wide basis. If there is no qualified, competent applicant in the Bolton Public Schools, the position will then be opened to a qualified, competent person outside the Bolton Public Schools.
- C. Flexible Stipends – flexible stipends can be created on an as needed basis with the agreement of the Committee of Review for a one (1) year term.