

**AGREEMENT**

between the

**BRANFORD BOARD OF EDUCATION**

and the

**BRANFORD EDUCATION ASSOCIATION**

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

11/21/14

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and the  
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THIS AGREEMENT IS MADE AND ENTERED INTO by and between the  
BRANFORD BOARD OF EDUCATION (hereinafter referred to as the "Board") and the  
BRANFORD EDUCATION ASSOCIATION (hereinafter referred to as the "Association")  
affiliated with the Connecticut Education Association and the National Education Association.

**Article I**  
**Recognition**

The Board recognizes the Association as the exclusive bargaining representative of the group of professional employees who hold a certificate or durational shortage area permit issued by the State Board of Education under the provisions of §§10-144o to 10-149, inclusive, and are employed by the Board of Education in positions requiring such a certificate or durational shortage area permit and are not included in the administrators' unit or excluded from the purview of §§10-153a to 10-153n, inclusive.

All provisions of this collective bargaining agreement except for Article VIII, Section F, Notification of Terms of Employment, Reduction in Force and Recall Procedure shall apply to persons holding a durational shortage area permit (hereinafter "DSAP").

**Article II**  
**Responsibility**

- A. It is recognized that the Board has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the public schools in the Town of Branford in all its aspects, including but not limited to the following: to maintain public elementary and secondary schools and such other educational activities as in its judgment will best serve the interests of the Town of Branford; to give the children of Branford as nearly equal advantage as may be practicable; to decide the need for school facilities; to determine the care, maintenance and operation of buildings, lands, apparatus and other property used for school purposes; to determine the number, age and qualifications of the pupils to be admitted into each school; to employ, assign and transfer certified personnel; to suspend or dismiss the

teachers of the schools; to designate the schools which shall be attended by the various children within the town; to make such provisions as will enable each child of school age residing in the town to attend school for the period required by law and provide for the transportation of children wherever it is reasonable and desirable; to prescribe rules for the management, studies, classification and discipline for the public schools; to decide the textbooks to be used; to make rules for the arrangement, use and safekeeping of the school libraries and to approve the books selected therefore; to approve plans for school buildings; to prepare and submit budgets and, in its sole discretion, expend monies appropriated by the town for the maintenance of the schools, and to make such transfers of funds within the appropriate budget as it shall deem desirable. These rights, responsibilities and prerogatives are not subject to delegation in a manner inconsistent with or in violation of any of the specific terms and provisions of this Agreement. No action taken by the Board with respect to such rights, responsibilities and prerogatives, other than as there are specific provisions herein elsewhere contained, shall be subject to the grievance provisions of this Agreement.

### **Article III Teacher Duties**

#### **A. Supervision at Schools**

Pupils will be supervised during the regular school day and at all school functions to which the teacher may be assigned.

#### **B. Report to Parents**

1. Teachers shall confer with parents as often as deemed necessary by the teacher or parent concerning the development of pupils. Written reports about pupils' development shall be made to the parents in accordance with the general forms and procedures adopted by the Board.
2. The Board agrees that for the duration of the contract, it will hold two evening parent/teacher conferences each semester. If the Board holds additional evening parent/teacher conferences, teachers will be compensated at a rate of pay based upon a prorating of their annual salary equal to the percent of time that the work is increased.

#### **C. Building Regulations**

The Association shall appoint a committee in each school to meet with the Administration on a regular basis to discuss, suggest and advise changes in existing procedures, rules and regulations as they directly affect the teachers in each building.



D. Planning Time

1. All elementary school teachers in Levels K-4 shall have a minimum of 40 minutes planning time per day and not less than 205 minutes planning time per week.
2. The intermediate and secondary teachers shall have a minimum of one planning period per day. The planning period shall be equal in length to an instructional period.

E. Duty Free Lunch

1. Elementary school teachers shall have a continuous duty-free period for lunch not less than thirty (30) minutes in length.
2. Intermediate school teachers shall be provided a continuous duty-free period for lunch not less than twenty-five (25) minutes in length.
3. High school teachers shall be provided a continuous duty-free period for lunch not less than twenty (20) minutes in length.

**Article IV**  
**Class Size**

A. Elementary Schools

1. In grades kindergarten through four, no regular class group shall have more than twenty-eight pupils.
2. Where multiple classes exist at a given grade level within a school building, the Board will make every effort to have equal numbers of students in classes at each grade level.

B. Intermediate School

No regular class shall have more than 28 pupils. In academic team teaching arrangements, the ratio will be no more than 28 students per teacher.

C. Senior High School

No regular class size shall have more than 30 pupils. In academic team teaching arrangements, the ratio will be no more than 30 students per teacher.

D. Enrollment Increases

If student enrollment increases on or after October 1 of any school year, the administration may exceed the class size restrictions noted above. This exception to the class size restrictions will be exercised to safeguard the educational continuity of students. The elementary, intermediate, and senior high school class size restrictions may be exceeded by not more than one student per class due to enrollment increases on or after October 1 of any school year.

E. Special Education

Classes in special education shall not contain more pupils than designated by standards developed and promulgated by the State Department of Education.

**Article V**  
**Teaching Assignments**

A. Appointment of Teachers

Teachers shall be appointed in accordance with Provisions of the General Statutes of the State of Connecticut.

B. Notification of Teaching Assignments

1. Teachers will be notified in writing by June 1 of any anticipated change in their teaching assignments for the ensuing year. The Board reserves the right to make necessary changes after that date and agrees to notify those involved as soon as decisions are reached.
2. Teachers will be notified in writing of actual teaching schedules prior to August 15th whenever possible.

C. Notification of Teaching Vacancies

Position vacancies caused by death, retirement, discharge, resignation or by the creation of a new position shall be filled pursuant to the following procedures.

1. The existence of position vacancies shall be adequately publicized both within and outside the system, including a notice in every school by posting and by being sent to the B.E.A. President, as far in advance of the date of filling such a vacancy (at least 30 days in advance where possible and, in no event, less than 2 weeks in advance). Where need to fill a position vacancy arises during the summer months, notification shall be by mail to the B.E.A.

President.

2. Said notice of position vacancy shall clearly set forth the qualifications of the position. When the position includes compensation beyond a teacher's regular salary the notice shall list the salary, and a description of the duties, additional time, and certification required.
3. All internal (incumbent employee) candidates for any vacant position shall be interviewed before external applicants. All internal applicants shall be interviewed only by school administrators.

D. Transfer of Teachers

1. The Board of Education reserves the right to transfer teachers within the system in the best interest of the entire school system. All teachers shall have the right to request a transfer to any unit position provided that they are certified and qualified as set forth in the job posting or job description to fill the position.
2. The Board acknowledges that several factors must be taken into consideration in making teacher assignments. The factors include certification, teaching experience, the wishes and interests of the teachers involved, seniority within the Branford School System, and the best interests of the entire school system. These criteria are not listed in any particular order of significance.
3. Transfer within the system should, whenever possible, be made on a voluntary basis.
4. Personnel involved in transfers will be contacted by the Superintendent or designee to discuss the transfer before final action is taken.
5. Teachers who desire to transfer to another building shall file a written statement or electronic mail of such desire with the Superintendent not later than April 15th. Such statement shall include the grade and/or subject which the teacher desires to be assigned or the school or schools (in order of preference if the teacher has a preference) to which he/she desires to be transferred.
6. Teachers who desire a change in grade and/or subject assignment shall speak to the principal and/or immediate supervisor.
7. Grievances involving transfers that are resolved after the start of a school year will not be implemented until the following school year if the resolution will result in any disruption to students.



**Article VI**  
**Health and Insurance Benefits**

**A. Health Care Benefits**

1. All full-time personnel covered by this Agreement shall be eligible to receive group medical coverage, Dental Coverage, and Prescription Coverage for themselves as individuals and for their families under either a High Deductible Health Plan (HDHP) with Health Savings Account (HSA), or, if hired prior to July 1, 2015, the Century Preferred PPO plan. The Century Preferred PPO, which shall remain in effect through June 30, 2017 only, shall have the elements set forth in Attachment A. The HDHP with HSA shall have the elements set forth in Attachment B:

The Board will contribute fifty percent (50%) of the applicable deductible amount for each full-time teacher who elects coverage under the HDHP plan (with pro-rated funding of the deductible for part-time teachers). One-half of the Board's contribution toward the deductible will be deposited into the HSA accounts in July and the remaining one-half will be deposited into the HSA accounts in December.

The parties acknowledge that the Board's contribution toward the funding of the deductible is 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 deductible for retirees or other individuals upon their separation from employment.

A Health Reimbursement Account (HRA) shall be made available for any teacher who is precluded from participating in a Health Savings Account (HSA) because the teacher receives Medicare and/or Veterans' Benefits. The annual maximum reimbursement by the Board for teachers participating in the HRA shall not exceed the dollar amount of the Board's annual HSA contribution for teachers enrolled in the HSA.

For the 2015-2017 contract years only, teachers hired prior to July 1, 2015, may buy up to the Century Preferred Provider Plan. For the 2015-2016 and 2016-2017 contract years, the Board will pay the same total dollar amount toward the premium cost for the Century Preferred Plan as the Board pays toward the premium cost for the HDHP Plan for a teacher enrolled at the same coverage level. The difference between that total premium contribution by the Board and the total Century Preferred premium cost shall be apportioned as follows during the 2015-16 and 2016-17 contract years:

2015-16      Each teacher shall pay 62% of such difference and the Board



shall pay the remaining 38% of that difference.

2016-17      Each teacher shall pay 70% of such difference and the Board shall pay the remaining 30% of that difference.

Effective July 1, 2017, the Century Preferred PPO Plan shall be eliminated and the sole insurance plan shall be the HDHP HSA Plan.

2. The Branford Board of Education may provide insurance programs as required by this Article for bargaining unit members through alternate carriers or through self-insurance. The programs, when taken as a whole (meaning coverages, benefits and administration; i.e., timeliness of payments and claims processing), provided through alternate insurance carriers, through self-insurance or through a combination of such alternatives shall be substantially equivalent to the programs available to teachers under the group health insurance policies presently provided. Should the Board of Education desire to change insurance carriers, prior to any such change the Association shall be notified and given an opportunity to review the proposed changes. Should the Association and the Board disagree that the alternative programs proposed will not provide substantially equivalent programs (coverage, benefits and administration) to those currently provided, arbitration as set forth under Article XIV of this Agreement may be implemented at the request of the Association. Such arbitration shall take place before an impartial arbitrator with expertise in insurance.
3. The Patient Protection and Affordable Care Act ("PPACA"; Public Law 111-148) has set forth and codified under the Internal Revenue Code (IRC) §4980I the imposition of an excise tax related to employer provided health insurance plans that exceed certain value thresholds. The impact of the excise tax is scheduled to take effect in 2018. Should any Federal statute or regulation pertaining to IRC §4980I be mandated to take effect in the 2017-2018 contract year triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations on 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 matters shall not be subject to this reopener provision.

B. Life Insurance

1. All full-time staff members covered by this Agreement shall receive group term life insurance with accidental death and dismemberment provision in the amount of \$100,000.

2. All full-time staff members covered by this Agreement may elect to purchase additional term life insurance at group rates and with payroll deduction privileges, provided:
  - a. That said coverage is offered only in equal amounts.
  - b. That participation requirements set forth by the insurance carrier are met.

C. Benefit Premium Cost Share

1. For the HDHP HSA Plan, the Board and the teachers shall be responsible for the following percentages of the premium cost for all employees hired to work 100% of the normal work week:

	<u>Board</u>	<u>Teachers</u>
2015-16	84.5 %	15.5 %
2016-17	84.0 %	16.0 %
2017-18	83.5 %	16.5 %

Those employees hired for a less than 100% position may participate in such insurance programs provided they pay that percentage of the costs of such programs which corresponds to the difference between a 100% position and the % position for which they have been hired. This paragraph shall not apply to those employed by the Board in a less than full-time position for the 1987-1988 school year and who have remained in continuous employment with the Branford Board since that time. Such premium cost sharing may be made on a pre tax basis in accordance with the Section 125 Plan.

D. Section 125 "Cafeteria Plan "

The Board shall adopt an Internal Revenue Code, Section 125 pre-tax premium conversion plan, which will allow teachers to meet any required insurance premium contribution and will include a medical care account and a dependent care account. Participation in such plans shall be at the teacher's option.

## Article VII Salaries

A. Teacher Salary Schedule

1. There shall be a single salary schedule for all teachers. The salary schedules

shall be as included on the following pages of this Agreement.

2. The annual salary of the teacher shall be in accordance with the provisions of the prevailing salary schedule of the Board.
3. Increments on the schedule will be allowed except in instances in which service has been less than satisfactory. Such withholding of increments shall not be made, however, until voted by the Board.
4. Reimbursement shall be made for professional improvement as specified in the salary schedule and included in this Agreement under Section B of this Article.
5. The Board reserves its discretionary right to fill any vacancy at the salary that may be necessary.
6. One-half of the negotiated salary increase may be withheld by the Board of Education for any teacher who has reached the top step on the salary schedule, if such teacher's performance is less than satisfactory. Such withholding shall not be made, however, until voted by the Board.
7. The just cause standard defined in Article VIII shall apply to subsections 3 and 6 above.
8. Subject to subsections 3, 6 and 7 above, step increments during the contract years referenced in Article XIX (Duration) shall be as set forth in the chart which appears under Attachment D.



# **2015-2016 SALARY SCHEDULE**

Step	BA	MA	MA + 15	SIXTH	6TH + 15	6TH + 30
1	47,300	49,836	51,188	53,218	54,570	56,598
1a	47,732	50,267	51,621	53,650	55,001	57,031
2a	48,676	51,209	52,565	54,594	55,945	57,975
3a	49,898	52,333	53,687	55,718	57,069	59,098
4a	51,246	53,684	55,037	57,065	58,417	60,447
5a	52,768	55,306	56,659	58,686	60,038	62,068
6a	54,708	57,243	58,597	60,626	61,978	63,852
7a	57,013	59,548	60,901	62,928	64,283	65,982
8a	59,728	62,266	63,617	65,646	67,000	68,658
9a	62,902	65,438	66,792	68,823	70,173	71,790
10a	66,691	69,225	70,580	72,609	73,960	75,535
11a	70,849	73,625	75,002	77,063	78,439	80,104
12a	74,999	78,259	79,680	81,808	83,228	85,118
13a	79,751	82,898	84,361	86,557	88,022	90,137
14	82,430	85,222	86,706	88,936	90,424	92,652

Effective July 1, 2015, teachers who are not on the maximum step shall be placed on the same "a" step as their step number placement in 2014-15. (For example, a teacher on Step 5 in the 2014-15 contract year will be moved to Step 5a for the 2015-16 contract year). Teachers at the maximum in 2014-15 will stay at the maximum step. Teachers newly hired for the 2015-16 contract year who have no prior experience will be placed on Step 1 for the 2015-16 contract year.



# **2016-2017 SALARY SCHEDULE**

Step	BA	MA	MA+15	SIXTH	6TH +15	6TH +30
1	48,265	50,853	52,232	54,304	55,683	57,753
2	49,147	51,732	53,116	55,185	56,563	58,636
3	50,191	52,775	54,159	56,230	57,610	59,679
4	51,640	54,026	55,406	57,479	58,857	60,928
5	52,942	55,532	56,914	58,979	60,361	62,432
6	54,747	57,336	58,716	60,787	62,165	64,236
7	56,902	59,485	60,869	62,938	64,320	66,073
8	59,451	62,040	63,418	65,485	66,869	68,583
9	62,442	65,032	66,412	68,485	69,865	71,534
10	65,928	68,514	69,897	71,969	73,344	74,975
11	70,175	72,761	74,142	76,212	77,593	79,177
12	74,414	77,493	78,922	81,059	82,485	84,299
13	78,644	82,218	83,689	85,895	87,367	89,409
14	84,112	86,961	88,475	90,750	92,269	94,542

Effective July 1, 2016, teachers who are not on the maximum step shall advance from their "a" step to the next step number on the salary schedule. (For example, a teacher on Step 5a in the 2015-16 contract year will advance to Step 6 for the 2016-17 contract year). Teachers who were placed on Step 1 during the 2015-16 contract year shall advance to Step 2 for the 2016-17 contract year.

2017-2018 SALARY SCHEDULE						
Step	BA	MA	MA + 15	SIXTH	6TH + 15	6TH + 30
1	48,615	51,222	52,611	54,697	56,087	58,170
2	49,503	52,108	53,501	55,586	56,973	59,061
3	50,555	53,157	54,552	56,637	58,028	60,110
4	52,013	54,417	55,807	57,896	59,282	61,369
5	53,325	55,935	57,325	59,407	60,797	62,884
6	55,142	57,751	59,141	61,227	62,614	64,701
7	57,313	59,915	61,310	63,394	64,786	66,550
8	59,882	62,490	63,877	65,960	67,354	69,080
9	62,894	65,504	66,892	68,981	70,370	72,051
10	66,406	69,010	70,404	72,489	73,876	75,518
11	70,683	73,287	74,680	76,764	78,155	79,751
12	74,954	78,056	79,494	81,648	83,084	84,911
13	78,884	82,467	83,944	86,156	87,633	89,682
14	85,545	88,442	89,983	92,298	93,841	96,154

Effective July 1, 2017, teachers who are not on the maximum step shall advance one step on the salary schedule.

B. Professional Improvement

1. Bachelor's Degree Schedule

Teachers holding a Bachelor's degree shall be paid on the Bachelor's degree salary schedule.

2. Master's Degree or Equivalent Schedule

In order to be placed on the Master's Degree or equivalent salary schedule, a teacher must have a Master's Degree from an accredited institution or have completed thirty (30) graduate credits within the subject field or in a related field of the teacher's present area of employment, or be in the field of educational administration. All other courses of study must be preapproved by the Superintendent of Schools. When a Master's Degree Program requires more than thirty (30) graduate credits, the additional hours shall not be counted toward improvement on the salary schedule without prior approval of the Superintendent or without authorization by the Superintendent in the event that

the course work was accomplished prior to coming to Branford.

The above language shall not adversely affect any teacher's present track, placement, or currently enrolled degree program prior to July 1, 1986.

Notwithstanding the provisions set forth above, teachers hired on or after July 1, 2012 shall not be placed on the Master's Degree salary schedule or move to a higher salary schedule unless the teacher has earned a Master's Degree from an accredited institution. The preceding sentence shall not adversely affect any teacher hired on or before June 30, 2012.

3. Master's Degree or Equivalent Plus Fifteen Schedule

In order to be placed on the Master's Degree or equivalent plus fifteen schedule, a teacher must have completed at least fifteen graduate credits beyond the Master's Degree, or its equivalent, in a planned program at an accredited institution, provided that such fifteen graduate credits beyond the Master's Degree, or its equivalent, be within the subject field or in a related field of the teacher's present area of employment, or be in the field of educational administration. All other courses of study must be preapproved by the Superintendent of Schools.

The above language shall not adversely affect any teacher's present track, placement, or currently enrolled degree program prior to July 1, 1986. The Master's Degree or Equivalent Plus Fifteen Schedule shall not be available to teachers hired on or after July 1, 1997.

4. Sixth Year or Equivalent Schedule

In order to be placed on the Sixth Year or equivalent salary schedule, a teacher must have a Sixth Year Certificate from an accredited institution or have completed a planned thirty credit graduate program beyond the Master's Degree or equivalent, at an accredited institution, provided that such Sixth Year Certificate from an accredited institution, or completed planned thirty credit graduate program beyond the Master's Degree or equivalent, at an accredited institution be within the subject field or in a related field of the teacher's present area of employment, or be in the field of educational administration. All other courses of study must be preapproved by the Superintendent of Schools.

The above language shall not adversely affect any teacher's present track, placement, or currently enrolled degree program prior to July 1, 1986.



5. Sixth Year or Equivalent Plus Fifteen

In order to be placed on the Sixth Year or equivalent plus fifteen schedule, a teacher must have completed at least fifteen graduate credits beyond the Sixth Year or equivalent at an accredited institution, provided that such fifteen graduate credits beyond the Sixth Year or equivalent at an accredited institution be within the subject field or in a related field of the teacher's present area of employment, or be in the field of educational administration. All other courses of study must be preapproved by the Superintendent of Schools.

The above language shall not adversely affect any teacher's present track, placement, or currently enrolled degree program prior to July 1, 1986.

The Sixth Year or Equivalent Plus Fifteen Schedule shall not be available to teachers hired on or after July 1, 1997.

6. Sixth Year or Equivalent Plus Thirty

In order to be placed on the Sixth Year or equivalent plus thirty schedule, a teacher must have completed at least thirty graduate credits beyond the Sixth Year or equivalent at an accredited institution, provided that such Sixth Year or equivalent plus thirty be within the subject field or in a related field of the teacher's present area of employment, or be in the field of educational administration. All other courses of study must be preapproved by the Superintendent of Schools.

The above language shall not adversely affect any teacher's present track, placement, or currently enrolled degree program prior to July 1, 1986.

7. Elimination of Plus Fifteen Schedules

Effective July 1, 1997 the following provisions shall apply to the Bachelor's + 15, Master's + 15 and Sixth Year + 15 schedules:

- a. Said schedules shall not be available to teachers hired on or after July 1, 1997;
- b. Any teacher currently on any of said schedules shall be entitled to continue on that schedule;
- c. Any teacher currently on the Bachelor's, Master's, or Sixth Year schedule will be permitted to move onto the particular +15 schedule that follows whichever schedule she/he is on, so long as she/he is enrolled in an approved program by no later than July 1, 1997.



8. National Board Certification

Members of the teaching staff who obtain National Board Certification shall receive a one-time stipend of \$1,000 upon successful completion of the certification. The teacher shall notify the Superintendent of the anticipated completion date of his or her certification by December 30 the previous calendar year.

9. Accredited Institution

The term "accredited institution" as used in this contract shall mean an institution of higher learning accredited by the New England Association of Schools and Colleges 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 the New England Association of Schools and Colleges or other equivalent regional accrediting authority or have received prior approval of the Superintendent of Schools.

C. Placement on the Salary Schedule

1. No newly hired teacher shall be placed on a step higher than any teacher currently in the system with the same teaching experience, and all teachers shall be placed on the salary schedule which accords with the number of years of their prior public school experience, including teaching experience in nonpublic schools that includes teachers as members of the State Teachers' Retirement System, and professional training, except as follows:
  - a. A fractional part of a school year of public school experience under contract, of not less than five months in one school system, shall entitle the teacher to credit for one full year of experience. No teacher may receive credit for more than one year of experience based on service for a fractional part of a school year.
  - b. Experience as a Branford substitute teacher shall be given no credit for salary schedule placement unless the teacher has continuously substituted for not less than five months in the same position in any school year and providing that the teacher was fully certified for that position. Experience as a substitute teacher in other school districts will not be given credit. This Article affects staff hired after July 1, 1992 only. All current staff receiving credit for previous substitute experience outside of Branford will be grandfathered.

- c. Credit may be allowed toward placement on the salary schedule for continuous experience under contract in private and military dependency schools prior to the date of employment in Branford, at the discretion of the Superintendent. (This provision applies to teachers hired after July 1, 1994.)
- d. Credit for prior service in cases where teaching has not been continuous to the date of appointment shall be at the discretion of the Superintendent. Each person who has not taught continuously, who has at least a Bachelor's degree, has met the study requirements in Section VII-B, and is on tenure, may be granted one extra increment, at the discretion of the Superintendent, per year until that person is on schedule.
- e. Credit will be allowed toward placement on the salary schedule for Peace Corps and Teacher Corps experience, provided that such experience is documented as successful formal teaching experience. Such credit will be granted under the same conditions as found in paragraphs f, g, and h of this subsection. Credit may be allowed toward placement on the salary schedule for documented non-teaching Peace Corps experience upon approval of the Superintendent of Schools.
- f. Teachers who served in the active armed forces shall be given credit for such service up to the maximum of three years on the basis of twelve months of such service being held equal to one school year, six months but less than twelve months of such service shall be given credit for one full school year. For example, eighteen months of such service would get credit for two school years for placement.

Teachers given credit for such service on a month-for-month basis prior to the adoption of this salary schedule shall continue to receive said credit.
- g. Authoritative certification of prior experience and military service and transcripts of records of professional preparation shall be filed with the Superintendent of Schools.
- h. Credit may be given at the discretion of the Superintendent of Schools for a teacher's experience in another field prior to entering the teaching profession provided that such experience was related to his/her teaching field.
- i. No rule governing placement of teachers on the various steps of this salary schedule shall be retroactive whether it affects a teacher



beneficially or adversely.

2. Teachers who qualify for transfer to a higher salary schedule by professional preparation shall be placed on the new schedule within sixty (60) days after providing the Superintendent with a copy of the transcript as described in Section c. below, providing:
  - a. The teacher has notified the Superintendent of Schools by December 30 of the previous fiscal year of the anticipated completion date of the program in the subsequent fiscal year. In the event the program or degree is not completed or will not be completed until a future fiscal year, the teacher must renotify the Board in each prior fiscal year for budget development purposes.
  - b. The teacher's notification to the Superintendent of the anticipated completion of the program was formal (i.e., on a separate and specific written letter or form with a copy of the approved program of study attached). An addendum or attachment to any other document is not considered formal notification.
  - c. The completed program was officially documented via transcript.
  - d. For any teacher hired after January 1, the Superintendent shall transfer the teacher to the higher salary schedule within sixty (60) days provided the teacher notified the Superintendent at the time of hire of their anticipated completion of the degree program and they have fulfilled the requirements of paragraphs b. and c. above.

D. Guidance Counselors

1. Guidance counselors shall receive a salary commensurate with their positions on the teacher salary schedule plus an additional amount based upon responsibility and additional working time.
2. Guidance counselors shall work ten days in addition to the time scheduled for teachers. For this additional two weeks of work, counselors shall receive a ratio of .05 of the appropriate step of the teachers' salary schedule. Of the 10 days, three will be scheduled in the week immediately following the close of the regular school year. Five of the remaining days shall be scheduled prior to teachers returning to school. The remaining days shall be scheduled in full day allotments by the counselors involved and the guidance supervisor. The days scheduled shall be consistent from week to week. If the counselors do not reach agreement among and between themselves as to the schedule and assignment of days on or before March 1, the Superintendent or his/her designee shall

schedule and assign such days following consultation with the Association and counselors involved by April 1.

3. Guidance counselors may request to work beyond the regularly scheduled two additional weeks for completion of projects. Such requests for additional time must be approved by the principal and the Superintendent of Schools prior to being submitted to the Board of Education for final approval. Requests must be received by the Board of Education for their approval on or before January 1. If approved, additional working time will be compensated on the basis of a ratio of the annual salary.

#### E. Special Contracts

##### 1. Student Body Activities

- a. Base salary for each student body activity position is listed below for each school year.
- b. Advisors having more than three years experience in the assigned activity shall be increased by 5% above their base for each year of experience to a maximum of seven years (25 %). This provision shall not apply to any individual newly appointed to a stipend position on or after July 1, 2012. Any employee appointed to a stipend position prior to July 1, 2012 will continue to be eligible for the 5% increases set forth in this section for additional years of continuous service in that position.
- c. Effective July 1, 2015, the base salary will increase by 2%. Effective July 1, 2016, the base salary will increase by 2%. Effective July 1, 2017, the base salary will increase by 2%.

<u>Activity</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Acoustic Guitar Club	596	608	620
Amnesty	1,020	1,040	1,061
Anime Art Club	608	620	632
Art BHS	571	582	594
Art WIS	673	686	700
Asian Awareness	1,214	1,238	1,263
Best Buddies	1,311	1,337	1,364
Canoe & Kayak Club	538	549	560
Cantare WIS	3,387	3,455	3,524
Cheerleaders	3,718	3,792	3,868
Chess Club MRM	693	707	721
Choral Director	3,477	3,547	3,618



<u>Activity</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Computer Club MRT	647	660	673
Cultural Diversity	628	641	654
Dance Team WIS	3,573	3,644	3,717
Asst. Dance Team WIS	1,786	1,822	1,858
Dance Team BHS	3,728	3,803	3,879
Dir Spring Play/Music (TISKO)	2,836	2,893	2,951
Fall Drama Director	3,999	4,079	4,161
Fall Drama Director Asst. BHS	1,999	2,039	2,080
Gay/Straight Alliance	1,329	1,356	1,383
Green Scene	1,667	1,700	1,734
Green Scene (WIS)	655	668	681
Interact	2,092	2,134	2,177
Intramural Coed WIS	2,319	2,365	2,412
Intramurals Coed BHS	2,394	2,442	2,491
Intramurals Coed BHS	2,394	2,442	2,491
Italian Club BHS	628	641	654
Italian Club WIS	692	706	720
Jazz Band WIS	3,387	3,455	3,524
Leo Club	1,512	1,542	1,573
Literary Magazine	1,489	1,519	1,549
Model Congress	8,424	8,592	8,764
Model Congress Asst.	5,275	5,381	5,489
Newspaper BHS	3,723	3,797	3,873
Newspaper WIS	1,576	1,608	1,640
Peace Jam	2,073	2,114	2,156
Physics Club	1,311	1,337	1,364
Ping Pong	608	620	632
Science Olympiad	1,311	1,337	1,364
Singers/Chimers JBS	647	660	673
Spring Drama Director WIS	4,157	4,240	4,325
Spring Drama Director Asst. WIS	2,079	2,121	2,163
Spring Drama Choreographer WIS	2,450	2,499	2,549
Spring Drama Musical Director WIS	2,450	2,499	2,549
Spring Musical Director BHS	4,274	4,359	4,446
Spring Musical -Musical Director BHS	4,274	4,359	4,446
Spring Musical Asst. BHS	2,672	2,725	2,780
Steam	3,144	3,207	3,271
Technology Crew	4,654	4,747	4,842
Technology Club Advisor MRT	692	706	720
Unified Sports	1,093	1,115	1,137

<u>Activity</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Women's Club	1,900	1,938	1,977
World Language WIS	693	707	721
Yearbook BHS	3,999	4,079	4,161
Yearbook Asst. BHS	1,998	2,038	2,079
Yearbook WIS	3,181	3,245	3,310
Youth in Government	628	641	654

**Section E1-b does not apply to below activities**

5th Grade Carnival	525	536	547
8th Grade Carnival/Dinner Dance	525	536	547
Class Advisor 10 <sup>th</sup>	1,753	1,788	1,824
Class Advisor 11 <sup>th</sup>	1,928	1,967	2,006
Class Advisor 12 <sup>th</sup>	2,102	2,144	2,187
Class Advisor 9 <sup>th</sup>	1,577	1,609	1,641
National Honor Society BHS	2,102	2,144	2,187
National Honor Society Latin BHS	628	641	654
National Honor Society Spanish BHS	612	624	636
National Honor Society French BHS	612	624	636
National Honor Society WIS	2,102	2,144	2,187
Peer Mediation WIS (Coordinator)	987	1,007	1,027
Peer Mediation WIS	494	504	514
Peer Connection BHS	2,629	2,682	2,736
Student Council BHS	2,628	2,681	2,735
Student Council WIS	1,928	1,967	2,006

**2. Special Contracts Coaches Positions**

- a. The base salary for each coaching position is listed below for each school year.
- b. Coaches having more than two years experience in the assigned sport shall be increased by 5% above their base for each year of experience to a maximum of seven years (25 %). This provision shall not apply to any individual newly appointed to a coaching position on or after July 1, 2012. Any employee appointed to a stipend position prior to July 1, 2012 will continue to be eligible for the 5% increases set forth in this section for additional years of continuous service in that position.
- c. Assistant coach shall receive 60% of the value calculated for a coaching position. Assistant coaches having more than two years experience in the assigned sport shall be increased by 5% above their base for each year of experience to a maximum of seven years (25%). The preceding sentence

shall not apply to any individual newly appointed to an assistant coaching position on or after July 1, 2012. Any employee appointed to a stipend position prior to July 1, 2012 will continue to be eligible for the 5% increases set forth in this section for additional years of continuous service in that position.

- d. Effective July 1, 2015, the base salary will increase by 2%. Effective July 1, 2016, the base salary will increase by 2%. Effective July 1, 2017, the base salary will increase by 2%.

<u>Activity</u>	<u>2015-16</u> <u>Base Salary</u>	<u>2016-17</u> <u>Base Salary</u>	<u>2017-18</u> <u>Base Salary</u>
Alpine Ski Club	2,993	3,053	3,114
Ath. Bus. Manager (per season)	1,981	2,021	2,061
Athletic Directors	10,370	10,577	10,789
Athletic Trainer (per season)	8,654	8,827	9,004
Band	5,411	5,519	5,629
Baseball/Softball	5,411	5,519	5,629
Baseball (WIS)	3,659	3,732	3,807
Basketball (B/G)	6,308	6,434	6,563
Basketball Int. (B/G)	4,509	4,599	4,691
Cross Country	3,609	3,681	3,755
Cross Country WIS	3,313	3,379	3,447
Field Hockey	5,411	5,519	5,629
Field Hockey (WIS)	3,313	3,379	3,447
Football	7,209	7,353	7,500
Hockey Club Girls	6,308	6,434	6,563
Golf	3,157	3,220	3,284
Gymnastics	5,411	5,519	5,629
Ice Hockey Boys	6,308	6,434	6,563
Indoor Track	4,507	4,597	4,689
Lacrosse (B/G)	5,411	5,519	5,629
Sailing	3,157	3,220	3,284
Soccer (B/G)	5,411	5,519	5,629
Softball (WIS)	3,659	3,732	3,807
Swimming (B/G)	5,411	5,519	5,629
Tennis	3,609	3,681	3,755
Track (B/G)	5,411	5,519	5,629
Volleyball	4,507	4,597	4,689
Weight Room (per season)	1,261	1,286	1,312
Wrestling	5,411	5,519	5,629
Wrestling WIS	3,313	3,379	3,447



3. Distributive Education Teacher/Coordinator

The Distributive Education Teacher/Coordinator shall be compensated at .10 above the salary schedule. Such position shall be for four weeks beyond the teacher's standard contract year.

4. Cooperative Work Experience

Diversified Occupations Teacher/Coordinator shall be compensated at .10 above the salary schedule. Such position shall be for four weeks beyond the teachers' standard contract year.

5. Additional Duties

Additional duties shall not carry extra compensation except as specified in a special contract approved by the Board.

6. Other Positions

a. Elementary School Lead Teacher:

Ten month position; compensated at a rate of \$2,163 in 2015-16, \$2,206 in 2017-18 and \$2,250 in 2017-18. Reports to school principal. Position to be posted annually.

b. Coordinator-BHS Student Support Services:

Ten month position; compensated at the same rate as the High School Department Leader. Reports to school principal. Position to be posted annually.

F. Homebound Instruction

Teachers of homebound students shall be compensated at the rate of \$42.66 per hour in 2015-16, \$43.51 per hour in 2016-17 and \$44.38 per hour in 2017-18.

G. Summer School

Teachers of summer school shall be paid at the rate of \$42.66 per hour in 2015-16, \$43.51 per hour in 2016-17 and \$44.38 per hour in 2017-18.

H. Department Leaders

1. Intermediate School

- a. In departments in the Branford Intermediate School where Department Leader positions are established by the Board of Education, Department Leaders shall teach a normal teaching schedule and be compensated at the following rate:

2015-16: \$2,716, plus an additional \$122 for each staff member in their department, excluding the Department Leader.

2016-17: \$2,770, plus an additional \$124 for each staff member in their department, excluding the Department Leader.

2017-18: \$2,825, plus an additional \$126 for each staff member in their department, excluding the Department Leader.

- b. Contracts for Intermediate School Department Leaders shall be subject to the approval of the Board upon recommendation of the Superintendent.

2. High School

- a. In each department at the High School where the Board establishes a Department Leader position, with compensation at the following rate:

2015-16: \$2,716, plus an additional \$238 for each staff member in their department, excluding the Department Leader.

2016-17: \$2,770, plus an additional \$243 for each staff member in their department, excluding the Department Leader.

2017-18: \$2,825, plus an additional \$248 for each staff member in their department, excluding the Department Leader.

- b. Department Leaders shall not be required to teach in excess of 4/5 of a normal teaching schedule. However, the administrative duties assigned to Department Leaders shall not exceed 50% of the normal school day.
- c. Any days required of Department Leaders in excess of the negotiated school year shall be paid at the per diem rate of the Department Leader, including the above compensation.

- d. Department Leaders shall work with their departments in accordance with the Department Leader job description.
  - e. Contracts for Department Leaders shall be subject to approval of the Board, upon recommendation of the Superintendent.
- 3. All Department Leader positions shall be posted annually.
- I. Special or Additional Duties
  - 1. Teachers who receive compensation for any special and/or additional duties above the basic salary schedule shall not have tenure with regard to those duties.
  - 2. Special contracts shall be issued no later than two weeks prior to the commencement of the contracted activity or responsibility.
  - 3. Teachers holding activity or coaching contracts shall be notified by June 1st or thirty days after completion of the contracted activity or responsibility, whichever is later, if they are not be issued a special contract for the following year in the same activity.
  - 4. Such notification shall not preclude the Board's right to eliminate the contracted activity at a later date to meet budget considerations and to eliminate the position included in the special contract.
- J. Payment of Salary
  - 1. Annual salaries will be paid in installments, subject to deductions required by law or contract, and any other mutually agreed upon deductions that the teacher authorizes in writing.
  - 2. A teacher may elect to receive salary payments in one of the following options:
    - a. Twenty-one (21) equal biweekly installments
    - b. Twenty-six (26) equal biweekly installments
    - c. Twenty-one (21) biweekly installments with the twenty-second (22<sup>nd</sup>) installment being equal to five times the other installments.



3. The salary payment schedule option will be selected by the teacher. Once a selection of payments is made, no change will be permitted during the school year.
4. The first payment shall be made on the first biweekly payday following the 26th biweekly installment of the previous year. Thereafter, salary payments shall be made biweekly with payday adjustments to compensate for holiday periods.
5. An exception to the biweekly payment schedule shall be made in cases of teachers resigning their positions at the close of the school year. In such cases, the final installment will be withheld until notification of completion of final checkout requirements is received by the payroll department from the school administration.
6. Whenever a teacher enters or leaves the school system during the school year, salaries will be prorated on the teacher's daily rate of pay.
7. All teachers will be paid by direct deposit. Upon request, teachers paid on the 26-payment option shall have the option of receiving checks for the pay periods occurring during the summer.

K. Professional Development Chairs

Each Professional Development Chair will be paid an annual stipend of \$2,066 (2015-16 rate); \$2,107 (2016-17 rate) and \$2,149 (2017-18 rate). All Professional Development Chairs shall be paid the same amount, regardless of years of service in the position.

L. Longevity

1. In recognition of length of service, each teacher who has attained the appropriate length of service shall receive additional salary above the salary schedule as follows:
 

15, 16 and 17 years	\$300.00
18, 19, 20 and 21 years	\$500.00
22 years and over	\$700.00
2. Length of service shall be calculated as provided in Article VII, Section C, Placement on Salary Schedule.
3. For any staff hired after July 1, 1992, only appropriate Branford service shall be calculated.
4. Longevity shall not apply to employees hired on and after July 1, 1994.

M. Severance Pay

1. Upon retirement, a certified staff member will be entitled to an employer contribution equal to his/her daily rate of pay for each day of sick leave not taken while in the employ of the Branford Public Schools to a maximum of fifty (50) days which shall be deposited into an employer directed section 403b plan on behalf of the staff member as permitted by law. In the event that employer directed contributions are no longer permitted by law, the certified staff member shall be paid in cash. If a certified staff member dies prior to retirement, his/her estate will be entitled to a payment of his/her daily rate of pay for each day of sick leave not taken while in the employ of the Branford Public Schools to a maximum of fifty (50) days.
2. The Board, at its discretion, may pay 1/2 of said employer directed 403b contribution in the second year after retirement, should the teacher fail to notify the Board before February 1 of his or her intent to retire at the end of that school year. If the Board exercises such option and the teacher dies prior to receipt of the second half of such employer directed contribution, the employer shall pay said second half directly to the estate of the teacher.

N. Tax Sheltered Annuities ("TSAs ")

The Association shall assume the responsibility of determining which TSA vendors will be offered to teachers. The current number of available TSAs shall, through attrition, be reduced to a maximum number of twenty (20). The preceding sentence shall not apply to 457b plans.

Teachers may elect to contribute by payroll deduction to Connecticut's College Savings Program Connecticut Higher Education Trust (CHET).

The list of available TSA vendors for one school year shall be approved by the end of the July immediately preceding that school year.

The Board shall maintain Section 403b and 457b plans as permitted by law.

**Article VIII**  
**Notification of Terms of Employment**

A. Forms

1. The negotiated agreement between the Branford Board of Education and the Branford Education Association shall include the agreed upon salary schedule,

fringe benefits, and conditions of employment for all non-administrative certified professional personnel.

2. Individual salary agreements shall be issued annually to all non-administrative certified professional personnel.
3. Salary notifications shall be issued annually, but not later than June 1. Such notification forms must be signed and returned to central office no later than June 15. Such notifications shall indicate the position of the teacher on the salary schedule and the actual salary for the following school year, as provided for in the approved salary schedule. Such notifications and the signatures thereon do not constitute a contract of employment and are merely intended to provide notice of certain terms of employment as provided in the contract.

B. Procedure

1. Individual teaching contracts become effective when signed in duplicate by the teacher and the Superintendent of Schools.
2. All individual teaching contracts become null and void if not signed in acceptance and returned to the Superintendent of Schools within thirty days from the date they are issued.
3. If the teacher cannot show evidence of proper certification to the Board of Education, contracts may be automatically terminated or further payments withheld.

C. Termination of Employment

1. Individual teaching contracts may be terminated by mutual consent at any time.
2. A teacher may resign for good reasons by submitting at least thirty days written notice at any time, except that such resignation shall not become effective during the months of June, August or September.

D. Procedure Governing Non-Renewal of Teaching Contracts

1. If the services of a teacher are not satisfactory in the opinion of a principal, a supervisor, or the Superintendent, the teacher will be informed. The administrative and supervisory staff will indicate in writing the specific reasons for dissatisfaction, suggest specific goals of improved teaching performance, suggest means of reaching these goals, and offer positive counseling to reach these goals. Both the administrator and the teacher will jointly work in a responsible manner to obtain the goals.



E. Just Cause

No teacher will be disciplined, reprimanded, suspended, or deprived of his or her professional advancement without just cause.

F. Reduction in Force and Recall Procedure

Connecticut State Statutes are clear in mandating the responsibility for the employment and dismissal of teachers with the Board of Education. Emergency or unpredictable situations do not alter that mandate.

In making necessary reductions in professional staff positions, the Board of Education will first attempt to do so through natural attrition, i.e., retirement, leaves of absence, resignations.

When natural attrition does not allow or provide latitude for staff reduction to the level sought, the Board of Education will accomplish any necessary reduction in force in accordance with the criteria set forth below.

In compliance with §10-151 the following will apply:

1. No tenured teacher will be released while non-tenured teachers are retained in positions for which a tenured teacher is qualified.
2. The Board will consider the needs of the school system and qualifications of the individual teachers in determining layoff order.
3. The following factors, not necessarily in this order, will govern the layoff order first of non-tenured teachers, and second of tenured teachers.
  - a. Areas of competence indicated by certification, the individual's grade level or departmental assignment and experience.
  - b. Skills in the areas where the district has instructional needs.
  - c. Quality of performance. In determining the professional competency or efficiency of a tenured or non-tenured teacher, consideration will be given to regular and special evaluation reports prepared in accordance with the Board's regular policy on evaluation of professional staff.
  - d. If all above factors are reasonably equal, seniority will become the determining factor for retention.

4. No new teacher shall be employed on Levels K-4, 5-8, 9-12 before teachers on the recall list, who hold DSAPs or are certified and qualified, are reemployed, or have declined a position. No holder of a DSAP shall be employed or reappointed in Levels K-4, 5-8, 9-12 before teachers on the recall lists who are certified and qualified are reemployed or have declined a position.

Seniority is defined as the length of contracted employment in the district, beginning on the date the employee first reported to work and excluding any interruptions of service because of involuntary layoff or Board approved leaves of absence. Seniority among all teachers with the same starting date will be determined by the date the employee's original contract was signed. Seniority shall be prorated according to the following formula for employees who work less than full time.

$$\text{FTE} \times \text{Years of Experience} = \text{Years of Seniority}$$

For example: Years of Experience    Years of Seniority  
FTE

1.00	10	10.0
.75	10	7.5
.50	10	5.0

#### Recall Procedure

1. The name of any teacher whose services have been terminated because of the elimination of a position or a reduction in professional staff shall be placed upon a reappointment list and remain on such list for three years provided such teacher applies in writing by registered mail for retention of his or her name on said list on or before January 1st of each year subsequent to the teacher's termination.
2. Any teacher on the reappointment list shall receive a written offer of reappointment prior to the date of reemployment. The teacher shall accept or reject the appointment in writing within one week. The Board shall issue a written contract to the teacher upon receipt of reappointment acceptance.
3. Recall will be in descending order from the reappointment list with the staff person being most recently terminated placed at the top.
4. No new teacher shall be employed in levels K-4, 5-8, 9-12 before teachers on the recall list, who are certified and qualified, are reemployed or have declined a position.

5. Separation of a teacher under the staff reduction policy shall not adversely affect accumulated sick leave, accumulated time toward sabbatical leave eligibility or placement on the salary schedule except that time of unemployment as a teacher shall not be credited for salary schedule advancement upon reappointment.

## **Article IX**

### **Leaves of Absence**

#### **A. Sick Leave**

1. Fifteen days of absence from work shall be allowed with full pay to all full-time teachers and prorated pay for all part-time teachers annually for sick leave as provided in C.G.S. Section 10-156 which may also be used for the care of an immediate family member. Immediate family shall be defined as parent, spouse, child, brother, or sister, and does not exclude these relationships through marriage or adoption.
2. The Superintendent shall cause a record to be kept of the absence of each teacher. For teachers hired prior to July 1, 2015, unused days of absence for sickness shall be allowed to accumulate to a total of two hundred forty-five (245) days for each teacher. For teachers hired on or after July 1, 2015, unused days of absence for sickness shall be allowed to accumulate to a total of one hundred eighty-five (185) days for each teacher.
3. Each teacher, at the request of the Superintendent, may be asked to supply a physician's certificate validating the reason for prolonged absence due to sick leave.
4. Teachers returning to work following the termination of illness or disability shall be governed by applicable state and federal law, if any.

#### **B. Family and Medical Leave**

1. A teacher who is an "eligible employee" as defined under the Federal Family and Medical Leave Act ("FMLA"), 29 U.S.C. Section 1601, et seq., shall be granted up to twelve (12) weeks of FMLA leave during a twelve month period in accordance with the Act. Any accumulated paid leave time must be exhausted first in situations where the leave being taken by the teacher is covered by the Act, and said paid leave shall be included in (and shall not be in addition to) the aforementioned twelve (12) weeks of allowable leave. A medical certificate acceptable to the Board shall be required for FMLA leave situations involving the health of the employee or family member.



2. Teachers on leave without pay shall not be credited with the annual allotment of sick leave until return from such leave. The continuity of employment shall be preserved for purposes of seniority.
3. Teachers on FMLA leave shall have their health insurance coverage maintained during such leave on the same terms as if the teachers had continued to work; provided if the teacher fails to return to work, the teacher shall be liable for the retroactive premium payments in accordance with the FMLA.

C. Child Rearing Leave

Teachers in the Branford School System may apply for a child rearing leave because of a birth of a child, because of an adoption of a child, or because of placement of a foster child in their stewardship. The granting of a child rearing leave will be conditioned upon the following:

1. A teacher must be in the employment of the Branford Board of Education for one full year to be eligible for a child rearing leave.
2. The Board of Education must be notified of the teacher's request for a child rearing leave at least thirty days prior to the beginning of the leave whenever possible.
3. The child rearing leave will not exceed one year in duration and must be terminated on June 30th of the school year in which the leave occurs. Unless otherwise agreed to by the Board and the teacher, no teacher may return from a child rearing leave except at the beginning of a marking period. In the event a teacher requests to begin a child rearing leave in the month of April, May, or June, the Board of Education may grant an extension of the leave beyond one year in order to terminate that leave on June 30th of the succeeding school year.
4. Teachers returning from a child rearing leave will move up on the salary scale if they have taught for at least five months during the school year in which the leave commenced.
5. Teachers who are granted a child rearing leave will not be paid by the Board of Education during the time they are on leave.
6. Teachers who are granted a child rearing leave may continue their fringe benefits while on leave, but at their expense.

7. Teachers who request a child rearing leave for other than childbirth must submit to the Board of Education a statement from the Adoption Agency or Foster Child Agency, certifying the pending adoption or placement of a foster child.

Teachers on Child Rearing Leave shall return to the position vacated or to a comparable position.

D. Death in Family

1. Five days of non-cumulative absence with pay shall be allowed full-time teachers for death in the immediate family.
2. Immediate family to be defined as to include parent, spouse, child, brother or sister and not to exclude these relationships through marriage or adoption.
3. Three days funeral leave may be used for death of grandparent, grandchild, mother-in-law, father-in-law, brother-in-law or sister-in-law.
4. One day of funeral leave may be used for death of aunt or uncle.

E. Personal Days

1. Each member of the instructional staff will be allowed a maximum of two days of absence for emergency personal reasons per year, without a deduction in pay, providing that no day of absence for personal reasons occurs during a day immediately preceding or following a vacation period, a day of vacation, or any day scheduled on the school calendar as a holiday unless approved by the Superintendent of Schools and the Board of Education on a request filed prior to a regularly scheduled meeting of the Board of Education.
2. Personal days requested in conjunction with short-term leaves of absence may be approved only in cases of extreme personal hardship. Combination of short-term leave of absence and personal days shall not be used to extend vacation or holiday periods.
3. The teacher who expects to be absent for personal reasons will, whenever possible, give adequate notice to the principal and the Superintendent in order that a suitable substitute teacher may be obtained.
4. A teacher planning to be absent for personal reasons, within the provision of this policy, must file a signed special form with the Superintendent. This form may be obtained from the principal.

F. Religious Holidays

Staff members will be granted three days of absence each year for religious holidays without deduction of pay and without deduction of those days from sick leave.

G. Professional Improvement

1. For purposes of professional improvement, a teacher wishing to participate in professional activities outside of Branford must obtain approval through the principal or supervisor from the Superintendent in order to be absent without a deduction in pay.
2. Requests for absence for professional reasons should be submitted to the principal at least two weeks in advance of the date when absence is desired.
3. Approval of absence for professional reasons will not be given automatically upon request by a teacher but will be at the discretion of the Superintendent upon recommendation of a principal or supervisor.

H. Leave for Branford Education Association Activity

1. A total of five days of absence with pay shall be allowed to the Branford Education Association for allocation among members of the executive Board or other designated members of the Association to attend national or state professional meetings.
2. No deduction will be made from the sick days or personal days of individual teachers for days used for authorized Branford Education Association activity.
3. Notification of requests for leave for Branford Education Association activity will be made by the president of the Association one week in advance of the day or days in question whenever reasonable.

I. Long-Term Leaves of Absence

1. Leaves of absence of up to one year's duration may be granted without pay at the discretion of the Board of Education.
2. A teacher on leave of absence who wishes to return to teaching shall receive the first vacancy for which the teacher is eligible and has displayed the proper certification, provided that written application for return to service is made to the Superintendent at least six months prior to the date of termination of the leave of absence.



3. A leave of absence for study shall be credited as teaching experience on the salary schedule upon submission of proof to the Superintendent that the teacher has completed to the satisfaction of the Superintendent at least twenty-four graduate credits or has completed during the year of the leave of absence a plan of study previously approved by the Superintendent.

J. Short-Term Leave

1. A short-term leave of absence shall consist of a leave no longer than one month.
2. A short-term leave of absence, with or without pay, may be granted at the discretion of the Board of Education.
3. Persons shall make application for such leave, in writing, long enough in advance for the Board to meet in regular session between the date of application and date of leave.
4. All applications for short-term leave must explain the reasons for such requests.
5. Short-term leave requested immediately preceding or following a vacation period, a day of vacation, or any day scheduled on the school calendar as a holiday will be granted only in cases of extreme personal hardship.
6. In cases where the term of leave is not in excess of five days, and is of an emergency nature, the Superintendent may act for the Board.
7. All communications regarding short-term leave requests shall be treated as confidential, except as otherwise required by law.

K. Sabbatical Leave

1. Full-time certified personnel in the Branford School System may be granted sabbatical leaves for a year or half year of university study. No more than three persons will be granted sabbatical leaves in any single school year.
2. Each candidate must meet the following requirements:
  - a. Hold at least a Bachelor's degree.
  - b. Be a full-time certified person who has been employed by the Branford School System for six years preceding the proposed sabbatical year.

- c. Submit a plan of study to be carried out at a university in the United States or abroad during the sabbatical year. In special circumstances, teachers on sabbatical leave may carry out research projects instead of attending a regular course of university study. Candidates will not be limited to work in the area of their teaching specialization. The plan of study submitted to the Board should indicate why the teacher wants to study outside the area of present specialization.
  - d. Agree to return as a teacher in the Branford School System for three years immediately following the sabbatical leave. If a teacher does not return for a full three year period following a sabbatical leave, the teacher shall reimburse the Board of Education on a prorated basis for any payments made during the period of sabbatical leave. During full year sabbatical leave, the teacher will receive a stipend equal to two-thirds of the expected annual salary during the sabbatical year. During one-half year sabbatical leave, the teacher will receive a stipend equal to two-thirds of the expected semi-annual salary during the sabbatical period. A greater stipend may be granted for either full year or half year sabbatical leaves at the discretion of the Board of Education. Sabbatical stipends may be supplemented with other fellowship aid.
  - e. Upon return from sabbatical leave, submit transcripts indicating completion of the plan of study or evidence of completion of research project.
- 3. Teachers on sabbatical leave will advance on the salary schedule as if they were continuing to teach in the Branford School System.
  - 4. Qualified teachers should apply for sabbatical leave no later than February 1st of the year preceding the year for which leave is requested.
  - 5. The Superintendent will present all applications to the Board together with recommendations.
  - 6. The Board will decide, which, if any, applications will be approved on or before April 1st preceding the year of the sabbatical.
  - 7. Approved candidates for sabbatical leave shall enter into an individual contract with the Board.

Said contract shall include the stipend to be paid during the sabbatical leave and the condition that three (3) years service will be rendered at the conclusion of the sabbatical leave.

The agreement shall also contain a repayment schedule for failure to render three (3) full years of service.

L. Statutory Leaves

All leaves of absence shall be granted when mandated by State or Federal Statute.

M. Jury Duty

1. A teacher who is called for jury duty shall receive the leave necessary to fulfill this obligation.
2. Such leave shall not be deducted from other leave privileges.
3. Teacher shall report to his/her teaching assignment on any day court is not in session or from which he/she is legally excused.
4. While on jury duty, a teacher shall be paid the difference between his/her professional salary and the jury fee.

N. Military Duty

1. A teacher who is conscripted or recalled to active military service shall be reinstated upon return therefrom to the same or similar position as previously occupied at a salary which shall include any advance to which he or she would have been entitled had his or her employment not been interrupted by the period of military service.
2. Military Leave for reserve duty shall be granted upon presentation of military orders. Pay during such leave shall be made at the teacher's daily rate minus either per diem pay received from the military or the substitute teacher cost, whichever is less.

O. Workers' Compensation

Whenever a teacher is absent from school as a result of personal injury caused by an accident arising out of and in the course of his/her employment, he/she shall suffer no loss of pay or accrued sick leave days during the period of temporary disability due to the accident, provided that the employee applies and is eligible for payments under the Workers' Compensation Law.



P. Modified Duty

The Board will provide modified duty whenever possible to all employees who have a reduced work capacity as a result of an occupational injury/illness in order to permit the injured employee to remain in the work environment and to affect an expedient return to his/her regular job.

1. The designated Workers' Compensation Coordinator for the Board will initiate and maintain contact with both the employee and his/her supervisor following a work related injury.
2. The employer's physician will be asked to assess the employee's ability to return to duty in either a full or modified capacity, based on a description of the employee's regular work. The physician must specify in writing the type and duration of any restrictions.
3. The designated Workers' Compensation Coordinator will inform the department supervisor of the employee's readiness to return to work, identifying full or limited work capacity.
4. Based on the physician's determination of the employee's work capacity, the supervisor must decide if the employee's job may be modified by temporarily:
  - a. Eliminating or modifying specific tasks;
  - b. Reducing the work hours and/or days;
  - c. Reassigning the employee to a more appropriate bargaining unit position.
5. The employee will be reevaluated at the end of each restriction period and the position will be modified according to the employee's progress. Both the employee and the department supervisor will be informed of what should be expected of the employee at each stage.
6. At the end of a specified time frame, the employee will be evaluated as to the need to extend modified duty, resume full duties, be permanently reassigned to a more appropriate position or be directed to a retraining program.
7. A teacher returning to work under the Modified Duty provision will receive his/her full salary and will endorse over to the Board any temporary-partial payments from Workers' Compensation for the period of modified duty.

## **Article X Curriculum Studies**

### **A. Responsibility**

Curriculum studies shall be undertaken jointly by all people concerned, and shall be under the direction of the Board.

### **B. Compensation**

Compensation may be granted to teachers participating in Curriculum Studies when:

1. Prior authorization for said project has been given by the Superintendent of Schools.
2. In order to establish a standard for determining the level of compensation for proposed curriculum studies, an hourly rate comparable to the summer school pay scale shall be applied to the total hours estimated for completion of the study. Approved studies will receive an appropriate sum in compensation based on the aforementioned calculation.

## **Article XI Personnel Policies**

### **A. Number of Teacher Preparations**

Secondary school assignments will not involve more than three preparations whenever possible.

### **B. Collection of Funds**

1. Teachers will not be required to collect or account for money brought in by children for banking, school insurance, school pictures, or similar reasons.
2. In elementary schools, the building principal shall make the necessary arrangement for lunch money to be collected. At no time shall the teacher be required to make the collection.

### **C. Delivery of Books and Supplies**

The administration shall make every effort to order books and supplies as early as possible to insure delivery whenever feasible to schools prior to September 1st. Notification shall be given whenever possible to all concerned when the above is not

feasible.

D. School Business Travel Expenses

1. Teachers traveling on authorized business shall travel by the most economical means.
2. Authorized mileage for a personal car will be the same allowance as provided by the IRS and would commence the budget year following any IRS change.
3. A request for reimbursable expenses shall be made upon a form supplied by the Board.
4. Reimbursements for expenses incurred by attendance at approved professional meetings shall be at the discretion of the Superintendent.
5. Pre-payment of up to 75 % of the total estimated allowable expenses will be made where these expenses are expected to exceed twenty-five dollars.

E. Continuity of Program Planning and Instruction

Prior to leaving any school day, every teacher shall have an academic plan for any assigned class or classes for the following day. The building administrator may review such plan or plans at any time.

F. Teacher Work Days

All teachers working less than full-time and/or participating in job/sharing, are required to attend, for the full day or complete event, all teacher work days, professional days, parental conferences, etc., as are regular, full-time teachers.

G. Meetings

1. The parties recognize the voluntary nature and need for curriculum, department, and other school-required meetings and activities. In accordance with past practice and with recognition of the traditional teacher workday, teachers will continue to voluntarily attend such meetings as they have in the past.
2. Notwithstanding the above, should the Board or the administration decide that further meetings are necessary, it may schedule such meetings upon written notice to the Association and the teachers involved. Equal adjustment will be made in the time that teachers are required to be in attendance during non-pupil contact time. Notification of the meeting will be given at least one week in advance.



## **Article XII Teacher Rights**

### **A. Personnel Files**

Teachers shall have the right of access to their personnel files in accordance with the provisions of Section 10-151a of the Connecticut General Statutes.

### **B. Non-Reprisal**

No reprisals shall be taken against any teacher as provided in Sections 10-153a to 10-153g of the Connecticut General Statutes.

### **C. Teacher Rights**

Teachers shall be granted rights as set forth in Section 10-235 of the Connecticut General Statutes.

### **D. Protection of Teachers Rights**

Teachers' rights shall be protected as set forth in Section 10-236 of the Connecticut General Statutes.

### **E. Student Teachers**

1. Teachers shall have the right to accept or reject a student teacher or intern.
2. Any teacher requested to accept a student teacher, or an intern, shall have at least one week's notice prior to the arrival of the trainee.

### **F. Equal Opportunity Employer**

The Board will not discriminate against any teacher on the basis of race, creed, color, sex, age, national origin, marital status, disability, gender identity or sexual orientation.

## **Article XIII Association Rights**

### **A. Use of School Facilities by the Association**

1. The Board shall make available to the Association the facilities of the various schools for the purpose of conducting meetings of the Association.

2. Facilities may be utilized subject to the following conditions:
  - a. The meeting is to be conducted outside of the normal instructional day.
  - b. Request for use of facilities has been made to the building principal and approved at least two (2) days prior to the meeting date.
  - c. The meeting is held at a time when the building is normally open and custodial staff is available.

B. Dues Deduction

1. Conditions of Employment

All teachers employed by the Branford Board of Education shall, as a condition of employment, join the Association or pay a service fee to the Association. Said service fee shall be not greater than the amount uniformly required of members of the Association, which represents the costs of collective bargaining, contract administration and grievance adjustment.

2. Deductions

The Branford Board of Education agrees to deduct from each teacher an amount equal to the Association membership dues by means of payroll deductions. The amount of the deduction from each paycheck shall be equal to the total Association membership dues divided by the number of paychecks from and including the second paycheck in September 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 Branford Board of Education agrees to deduct a service fee from the salary of each teacher who is not an Association member by payroll deduction. The amount of the service fee shall be certified by the Association to the Board of Education each year prior to January 1st. Service fees shall be deducted in equal or nearly equal amounts beginning with the first paycheck in January through and including the last paycheck in June.

3. Subsequent Employment

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

4. Forwarding of Monies

The Board of Education agrees to forward to the Association, on a biweekly basis, the amount of money deducted for Association membership dues and service fee. The Board shall include with such check a list of teachers for whom such deductions were made.

5. Save Harmless

The Association agrees to indemnify and hold the Board harmless against any liability that may arise by reason of any action taken by the Board in complying with the provisions of this Section.

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

C. Questionnaires

All questionnaires to be completed by the professional staff must have prior approval of the Association president when the information provided will be supplied to noneducational sources outside of the school system.

D. Calendar

1. The Board will consult with the Association prior to adoption of the School Calendar for the succeeding academic year. Consultation shall involve planning meetings involving both the Board's and the Association's calendar committees for purpose of establishing priorities and requirements for the succeeding year's calendar; these meetings shall occur prior to the Board beginning discussion and calendar development in public session and will attempt to satisfy the requirements, interests and priorities of both entities insofar as it is possible.
2.
  - a. The salary schedules set forth in this contract are based on a school year of a specific number of days. The specific number of days for each school year is set forth in Paragraph b.
  - b.
    - (1) The work year for teachers shall consist of 185 days.
    - (2) Notwithstanding the above, the work year for teachers new to the Branford School System, or who are resuming teaching in Branford after a period of absence of at least five years, may



be required to work an additional one day, for orientation, beyond that of the regular faculty. Such additional day shall not require additional compensation.

- (3) For the duration of this contract, 181 days of the scheduled work year shall be student contact days. All other days will be non-contact days. Should the Board increase the number of student days, the parties shall negotiate the impact of such days in accordance with the General Statutes as they may be amended from time to time. One non-contact day shall be for the opening of schools. There will be three non-contact days for Professional Development.
- 3.
  - a. The workday, as defined by hours dedicated to direct and indirect contact with students, is seven (7) hours and fifteen (15) minutes.
  - b. The workday, as defined by hours (beyond) in excess of student contact, indirect and direct, is defined by the individual professional and in most cases extends well beyond the school day.
  - c. Both the Association and the Board of Education acknowledge that there are occasions and circumstances where the "Workday" can and should be extended to include full and complete discharge of professional responsibilities, and defies a simple hour/professional equation.
  - d. Therefore, recognizing the need for flexibility on the part of the Board of Education, and acknowledging the overall commitment of the professional organization, it is understood that by pre-arrangement and by mutual agreement, that efforts, experiences and events requiring additional time will be established and understood at least 30 days in advance of the event and will be scheduled with the understanding that these situations will not be excessive or abusive.
  - e. Should the Board or the Association view the use or response to the request to be excessive or uncooperative, the concern will be brought forward for mediation using the following process: contract grievance process.
- 4. The Board will offer Professional Development for a total of ten (10) hours throughout the school year, not exceeding two (2) hours per month, which will occur immediately after the end of the teacher's workday. Teachers' participation in such school Professional Development activity is mandatory. This Professional Development will be in addition to the District-wide, full-day Professional Development offerings and other voluntary Professional

Development offerings.

## Article XIV Grievance Procedure

### A. Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems that may arise in the interpretation and application of this Agreement as to certified professional teachers.

### B. Definitions

1. A "grievance" shall mean a complaint by a teacher or the Board that rights under the specific language of this Agreement have been violated, or that there has been a misapplication or misinterpretation of the specific provisions of this Agreement except for a complaint as follows:
  - a. Any matter for which a specific method of review is prescribed and expressly set forth by law such as a complaint of a non-tenure teacher which arises by reason of not being reemployed pursuant to Section 10-151 of the General Statutes of the State of Connecticut, or any rule or regulation of the State Commissioner of Education; or
  - b. Any matter, which according to law, is beyond the scope of Board Authority.
2. "Teacher" shall mean any certified professional employee included in Section 10-153 and not included in the Branford Administrators Organization or any group of such employees similarly affected by a grievance.
3. "Party in interest" shall mean the person or persons making the claim, including their designated representative, 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.
4. For purposes of this Article, "days" shall mean days when school is in session except between the close of school and the start of the next work year when days shall mean when the offices of the Board are open.

C. Informal Procedures

1. If a teacher feels that a grievance exists, the teacher may first discuss the matter with the building principal or other appropriate administrator, stating that the matter is a grievance, in an effort to resolve the problem informally.
2. If not satisfied with such disposition of the matter, the teacher shall have the right to have the Association assist in further efforts to resolve the problem informally with the principal or other appropriate administrator.

D. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at such step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If a teacher does not file a grievance in writing within thirty (30) calendar days after the teacher knew, or should have known, of the act or condition 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 limit shall be deemed to be acceptance of the decision rendered at that level.
4. Failure by the administrator involved to render a decision within the specified time limits shall be considered a movement of the grievance to the next level.

E. Formal Procedures

1. Level One - School Principal
  - a. If an aggrieved teacher is not satisfied with the outcome of informal procedures, or has elected not to utilize such procedures, the claim may be presented as a written grievance to the building principal or other appropriate administrator.
  - b. The principal shall, within five (5) days after receipt of the written grievance, render a decision and the reasons therefore in writing to the aggrieved teacher with a copy to the Association.
2. Level Two - Superintendent of Schools
  - a. If the aggrieved teacher is not satisfied with the disposition of the



grievance at Level One, the teacher may within three (3) days after the decision, or within eight (8) days after the formal presentation, file a written grievance with the Association, which Association shall determine whether or not the grievance merits referral to the Superintendent of Schools.

- b. The Association shall, if it deems such referral in the best interest of the Branford Public Schools, within five (5) days after receipt, refer the grievance to the Superintendent, but prior to so doing, the Association shall provide an opportunity for the aggrieved teacher to meet with the appropriate Association committee to review the grievance.
- c. The Superintendent shall, within five (5) days after receipt of the referral, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance.
- d. The Superintendent shall, within three (3) days after the meeting, render a decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the Association.

3. Level Three - Board of Education

- a. If the aggrieved teacher is not satisfied with the disposition of the grievance at Level Two, the teacher may, within three (3) days after the decision or within six (6) days after the meeting, file the grievance again with the Association for appeal to the Board of Education.
- b. The Association shall, if it deems such referral in the best interest of the Branford Public Schools, within three (3) days after receipt, refer the appeal to the Board of Education.
- c. The Board of Education shall, within ten (10) days after receipt of the appeal, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance.
- d. The Board shall, within three (3) days after such meeting, render its decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the Association.

4. Level Four - Arbitration

- a. If the aggrieved teacher is not satisfied with the disposition of the grievance at Level Three, the teacher may, within three (3) days after the decision, or within six (6) days after the meeting, file a written request

with the Association to submit the grievance to arbitration.

- b. The Association may submit such grievance to arbitration if it determines the grievance is meritorious, that it arises from the language of this Agreement or an alleged breach thereof, and that submitting it to arbitration is in the best interest of the Branford Public Schools. Such submission shall be by written notice to the Board within fifteen (15) days, after receipt of the written request from the aggrieved teacher.
- c. Within five (5) days after receipt of such written notice of submission to arbitration, the Association shall request a list of arbitrators either from the American Arbitration Association (AAA) or the American Dispute Resolution Center (ADR). The parties will then be bound by the labor arbitration rules and procedures of whichever agency (AAA or ADR) is used to select an arbitrator.
- d. The arbitrator so selected shall hear the matter promptly and shall issue a decision in accordance with the rules of the AAA or the ADRC. The arbitrator's decision will be in writing and will set forth findings of fact, reasoning, and conclusion on the issue submitted.
- e. The power of the arbitrator stems from this Agreement and the Arbitrator's function is to interpret and apply this Agreement and to pass upon alleged violations thereof. The Arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Agreement, nor shall the Arbitrator have any power or authority to make any decision that requires the commission of an act prohibited by law or that is violative of the terms of this Agreement.
- f. The decision of the Arbitrator shall be submitted to the Board and the Association and, subject to law, shall be final and binding upon the Association, the Board, and the grievant, provided that the Arbitrator shall not exceed the authority granted herein.
- g. The costs for the services of the arbitrator, including expenses, shall be borne equally by the Board and the Association.

F. Board Grievances

- 1. The Board may initiate a grievance under the provisions of this Agreement. Such grievance shall commence with a meeting of the Board and representatives of the Association.
- 2. The Board may, if no satisfactory resolution to the grievance has resulted from

the meeting, submit such grievance to arbitration if it deems such submission in the best interest of the Branford Public Schools.

3. Notice of submission of a grievance to arbitration shall be made in writing to the Association within 15 days of the meeting.
4. Procedures for arbitration shall be as set forth in Article XIV, Section E., Subsections 4-b through g of this Agreement.

G. Rights of Teachers to Representation

The Association shall have the right to be present and to state its views at all stages of the procedure.

H. Non Reprisal

No reprisals of any kind shall be taken against any participants in the grievance procedures by reason of such participation.

**Article XV**  
**Job Sharing**

- A. Job sharing is a voluntary arrangement between two teachers and the Board, whereby two teachers shall share the responsibilities of one full-time position.
- B. In order to participate in such a job sharing arrangement, the teachers involved must submit to the Board, for Board approval, a plan stating how such job sharing will work. Such plan must, at a minimum provide that both teachers shall work the entire first day of school. In situations where the same students will be taught by both teachers, the plan shall also provide for additional periodic overlap of schedules. The plan shall also provide for sufficient meetings between both teachers on a frequent basis, and where appropriate, the joint development of lesson plans. The Board may ask the teachers to provide additional information.
- C. Teachers on job sharing arrangements are both responsible to attend such parent conferences, teacher workdays, and professional days, etc. as a full-time teacher would be expected to attend.
- D. Each teacher shall be paid on a percentage basis based on the amount of time such teacher will normally work in comparison to a normal school day. In no event shall the combined percentage of the teachers involved exceed 100 %, notwithstanding any extra duties and responsibilities involved with job sharing.



- E. For all such job sharing arrangements initially put into effect after July 1, 1986, the Board shall for each such teacher contribute to the cost of the medical insurance benefits provided for in this contract in the same percentage as percentage salary it is paying to that teacher. The rest of the cost of such insurance will be borne by the teacher involved.

#### **Article XVI** **Sick Leave Bank**

- A. Each tenured teacher shall be permitted to join this Sick Leave Bank by contributing five (5) days from his/her sick leave accumulation. Said Sick Leave Bank shall form a reserve of days that are available to aid teachers who suffer from prolonged illness or injury and whose sick leave accumulations have been exhausted. The Sick Leave Bank shall be built up to a maximum of 1,000 days.
- B. Any tenured teacher who has contributed to the Sick Leave Bank, may be permitted on written application to draw up to ninety (90) days per occurrence against the Sick Leave Bank after his/her own accumulated sick leave has been exhausted and after seventy-five (75) days of continuous absence and after the teacher has demonstrated a need for additional leave. The Board shall have the right to verify the need for leave through a medical assessment by a physician of the Board of Education's choice at the Board's expense.
- C. Any tenured teacher may apply for membership in the Sick Leave Bank during the first two (2) weeks of the school year.
- D. Only those tenured teachers who have contributed to the Sick Leave Bank shall be eligible to utilize the Sick Leave Bank.
- E. The following conditions shall apply:
1. A person withdrawing from membership in the Bank will not be able to withdraw the contributed days.
  2. Persons utilizing sick leave days from the Bank will not have to replace these days except as a regular contributing member to the Bank.
  3. Sick leave shall mean the leave a staff member has for that year plus his/her accumulation.

Upon return to active employment, a person will not be eligible for severance benefits until the start of the 4th year of employment. At such time, all sick days accumulated in the previous three years will count towards severance benefits.

**Article XVII**  
**Teacher's Contract**

BRANFORD PUBLIC SCHOOLS, BRANFORD, CONNECTICUT 06405

The Board of Education of the Town of Branford, Connecticut, hereby agrees to employ as a and said teacher (as defined by Section 10-151 of the Connecticut General Statutes), hereby agrees to serve, under the direction of the Superintendent of Schools beginning and ending. For said services an annual salary of \$ \_\_\_\_\_ will be paid subject to required deductions for the State Teachers' Retirement Fund and the United States Withholding Tax and Connecticut Withholding Tax, and other agreed-to deductions which the teacher may in writing authorize.

This contract is subject to the provisions of the General Statutes of the State of Connecticut, the rules and regulations of the Board of Education, and the collective bargaining agreement, between the Board of Education and the Branford Education Association, in force during the above period of time.

SIGNED:

**SAMPLE**

Teacher

**SAMPLE**

By

Chairperson, Board of Education

**SAMPLE**

By

Superintendent of Schools

Date

Date

**Article XVIII**  
**The School Improvement Council**

The School Improvement Council for each individual school may seek the approval of the Superintendent and the BEA to request a waiver of any contract provision. Such waiver, if accepted by the Superintendent and the BEA shall not be considered as precedent for subsequent years.

**Article XIX**  
**Duration**

The provisions of this Agreement shall be effective as of July 1, 2015 and shall continue and remain in full force and effect to June 30, 2018.

**BRANFORD EDUCATION  
ASSOCIATION**

By

President

**BRANFORD BOARD OF EDUCATION**

By

Chairperson, Board of Education

By

Hamlet Hernandez, Superintendent of Schools



**ATTACHMENT A**

**BRANFORD BOE –  
Teachers**

**800537-073**

**CENTURY PREFERRED \$25/\$200/\$100/\$150**



Century Preferred is a preferred provider organization (PPO) plan.

COST SHARE PROVISIONS	In-Network Member pays:	Out-of-Network Member pays:
Office Visit Copayment	\$25 per visit	Deductible & Coinsurance
Hospital Copayment	\$200 per admission	Deductible & Coinsurance
Urgent Care Copayment	\$50	Not Covered
Emergency Room Copayment – waived if admitted	\$100	\$100
Outpatient Surgery Copayment	\$150	Deductible & Coinsurance
Annual Deductible (individual/2-member family/3+ member family)	Not Applicable	\$1,000/\$1,500/\$3,000
Coinsurance		30% after deductible up to
Coinsurance Maximum (individual/2-member family/3+ member family)		\$2,500/\$5,500/\$7,500
Cost Share Maximum (individual/2-member family/3+member family)		\$3,500/\$7,000/\$10,500
Lifetime Maximum	Unlimited	Unlimited
PREVENTIVE CARE		
Well child care	No Charge	Deductible & Coinsurance
Periodic, routine health examinations	No Charge	
Routine eye exams	No Charge	
Routine OB/GYN visits	No Charge	
Mammography	No Charge	
Hearing screening	\$25 per visit	
MEDICAL CARE		
Office visits	\$25 per visit	Deductible & Coinsurance
Outpatient mental health & substance abuse - prior authorization required after the 40 <sup>th</sup> visit	\$25 per visit	
OB/GYN care	\$25 per visit	
Maternity care – initial visit subject to copayment, no charge thereafter	\$25 per visit	
Diagnostic lab and x-ray	No Charge	
High-cost outpatient diagnostic – prior authorization required The following are subject to copay: MRI, MRA, CAT, CTA, PET, SPECT scans	\$25 per visit	
Allergy services Office visits/testing Injections—80 visits in 3 years	\$25 per visit No Charge	
HOSPITAL CARE – Prior authorization required		
Semi-private room (General/Medical/Surgical/Maternity)	\$200 per admission	Deductible & Coinsurance
Inpatient mental health & substance abuse	\$200 per admission	
Skilled nursing facility – up to 120 days per calendar year	\$200 per admission	
Rehabilitative services – up to 60 days per person per calendar year	No Charge	
Outpatient surgery – in a hospital or surgi-center	\$150 per visit	
EMERGENCY CARE		
Walk-in centers	\$25 per visit	Deductible & Coinsurance
Urgent care – at participating centers only	\$50	Not Covered
Emergency care – copayment waived if admitted	\$100 per visit	\$100 per visit
Ambulance	No Charge	No Charge

OTHER HEALTH CARE	In-Network Member pays:	Out-of-Network Member pays:
Outpatient rehabilitative services <i>50 visit maximum for Chiro, PT, OT and ST per year.</i>	\$25 per visit	Deductible & Coinsurance
Durable medical equipment / Prosthetic devices <i>Unlimited maximum per calendar year</i>	Covered	
Diabetic supplies & equipment	Covered	
Infertility services ( <i>State Mandated benefit levels</i> )	Covered	Deductible & Coinsurance
Home health care	No Charge	Deductible & Coinsurance
Prescription drugs – <i>filled at a pharmacy</i>	Subject to applicable copays under Drug Rider	Deductible & Coinsurance

#### Preventive Schedule

##### Mammography

- ◆ 1 baseline screening, ages 35-39
- ◆ 1 screening per year, ages 40+
- Additional exams when medically necessary

##### Mammography

- ◆ 1 baseline screening, ages 35-39
- ◆ 1 screening per year, ages 40+
- ◆ Additional exams when medically necessary

**Vision Exams:** 1 exam every 2 calendar years  
(Includes refraction)

**Hearing Exams:** 1 exam every 2 calendar years

**OB/GYN Exams:** 1 exam per calendar year

#### Notes To Benefit Descriptions

- ◆ In situations where the member is responsible for obtaining the necessary prior authorization and fails to do so, benefits may be reduced or denied. Applicable penalty if prior authorization is not obtained will be \$200 per hospital admission.
- ◆ Unmarried Dependent Children are covered to Age 26
- ◆ Inpatient Hospital Per Admission Copay is waived if readmitted within 30 days for same diagnosis. Maximum of 3 copays per person per year.
- ◆ Skilled Nursing Facility Copay is waived if admitted within 3 days of hospital discharge.
- ◆ Excludes coverage for all forms of Surgical Treatment of Morbid Obesity. Gastric bypass, bariatric surgery, including all stomach lap banding, are not covered.
- ◆ Members must utilize participating Blue Quality Centers for Transplant hospitals to receive benefits for Human Organ & Tissue Transplant services. This network of the finest medical transplant programs in the nation is available to members who are candidates for an organ or bone marrow transplant. A nurse consultant trained in case management is dedicated to managing members who require organ and/or tissue transplants. Covered services are subject to an unlimited lifetime maximum.
- ◆ Members are responsible for the balance of charges billed by out-of-network providers after payment for covered services has been made by Anthem Blue Cross and Blue Shield according to the Comprehensive Schedule of Professional Services.

Please refer to the *SpecialOffers@Anthem* brochure in your enrollment kit for information on the discounts we offer on health-related products and services.

*This does not constitute your health plan or insurance policy. It is only a general description of the plan. The following are examples of services NOT covered by your Century Preferred Plan. Please refer to your Subscriber Agreement/Certificate of Coverage/Summary Booklet for more details: Cosmetic surgeries and services; custodial care; genetic testing; hearing aids; refractive eye surgery; services and supplies related to, as well as the performance of, sex change operations; surgical and non-surgical services related to TMJ syndrome; travel expenses; vision therapy; services rendered prior to your contract effective date or rendered after your contract termination date; and workers' compensation*

A product of Anthem Blue Cross and Blue Shield serving residents and businesses in the State of Connecticut.





BRANFORD BOE 800537-073

Century Preferred

3-TIER MANAGED RX PROGRAM

**\$5 COPAYMENT GENERIC DRUGS**  
**\$20 FORMULARY BRAND NAME DRUGS**  
**\$35 NON-FORMULARY BRAND NAME DRUGS**  
*Unlimited Maximum w/Oral Contraceptives*

Description of Benefits		Your copayment example
Tier 1: Generic drugs	The term "generic" refers to a prescription drug that is considered non-proprietary and is not protected by a trademark. It is required to meet the same bioequivalency test as the original brand name drug. Tier 1 copayment applies.	\$5
Tier 2: Formulary brand name drugs	The term "formulary brand name" refers to a brand name prescription drug identified on the formulary by Anthem Blue Cross and Blue Shield as a prescription drug with a Tier 2 copayment.	\$20
Tier 3: Non-formulary brand name drugs	The term "non-formulary brand name" refers to a brand name prescription drug not identified on the formulary by Anthem Blue Cross and Blue Shield. Tier 3 copayment applies.	\$35
Annual Maximum	Per member per calendar year	Unlimited

**How To Use The 3-Tier Managed Rx Program**

The 3-Tier Managed Rx Program incorporates different levels of copayments for three types of prescription drugs: generic, formulary brand name and non-formulary brand name, as defined in the chart above. The formulary lists generics and brand name drugs that have been selected for their quality, safety and cost-effectiveness. These formulary drugs have lower member copays than non-formulary drugs (but may not have a lower overall cost in all instances). You minimize your copayments when you use generic prescriptions and brand name prescriptions listed on the formulary. You'll still have coverage for non-formulary brand name drugs not on the formulary, but at a higher cost-share.

**Talk to your provider** about using generic drugs or brand name drugs included on the formulary. You'll have lower copayments when you use these drugs.

- You will be responsible for **one** copayment when purchasing **up to a 30-day supply** of prescription drugs from a retail pharmacy.
- You'll be responsible for **one and one-half (1.5x)** copayments when purchasing **up to a 90-day supply** of maintenance drugs through the mail-order program.

**Generic Substitution:** Prescriptions may be filled with the generic equivalent when available.

- When you purchase a generic drug at a participating pharmacy, you'll only be responsible for a \$5 copayment.

- When a generic equivalent is available and you obtain the brand name version, you will be responsible for the **Tier 3** copayment *plus* the difference in cost between the generic and brand name drug. This provision applies unless your provider obtains **Prior Authorization**. When Prior Authorization is obtained (at the discretion of Anthem Blue Cross & Blue Shield), you will be responsible only for the **Tier 3** copayment.

**Concurrent Drug Utilization Review**

Concurrent Drug Utilization Review (C-DUR) works with the retail pharmacy's standard guidelines to provide a **second level of quality and safety checks**.

The process, which is provided on-line as part of the electronic claims filing process, helps promote access to safe, appropriate, cost-effective medications for members. C-DUR involves a series of rules or guidelines, which identify potential medication therapy issues and deliver a message to the pharmacy by computer, before the medication is dispensed. The process alerts the pharmacist of potential issues such as drug-to-drug interactions, refills requested too close together, incorrect dosing or drug duplications.



**Step Therapy** is another element of C-DUR that consists of specialized programs that review pharmacy claims submitted for a member against his/her prescription profile and can be used to assist in controlling utilization and promoting quality, cost-effective drug therapies for patients. All therapy protocols developed by APM are reviewed and approved by the P&T Committee. The current drugs affected by step therapies are Celebrex, Arava and Enbrel.

A step therapy is requiring drug X, Y, or Z prior to receiving drug A. Step therapy protocols are built in the claims processing system to search the member's history for the required drugs. If the claim history does not indicate the member has had drug X, Y, or Z; drug A will reject at the point of service pharmacy.

The member, pharmacy or physician may contact Anthem Prescription Customer Service to clarify the claim rejection.

An APM representative reviews the criteria with the caller. The caller is advised if the request is approved or more information is required.

If additional information is needed, the member, pharmacy, or Anthem Prescription may contact the physician. The physician may supply the additional information via telephone or fax.

An APM support Specialist reviews the additional information and compares it to the step therapy protocol. The request will be approved and authorization entered into the pharmacy claim processor if the information matches the step therapy protocol. Criteria is not met if the information does not match the step therapy protocol. The caller is informed of the status of the request.

## Pharmacy Programs

### Voluntary Mail-service Program

Members have access to Express Scripts, the voluntary mail-service pharmacy program. Members can order up to a **90-day supply** of these maintenance medications and have them delivered directly to their home.

The \$5 generic/\$20 formulary brand name/\$35 non-formulary brand name copayment and Unlimited annual maximum apply. When ordering up to a **90-day supply, one and one-half (1.5x) copayments** will apply, as follows: \$7.50 generic/\$30 formulary brand name/\$52.50 non-formulary brand.

### National Pharmacy Network

Members also have access to network of more than 53,000 retail pharmacies throughout the country. Members may call 1-800-962-8192 or go to [www.anthemprescription.com](http://www.anthemprescription.com) to

locate a participating pharmacy when traveling outside the state.

## Points to Remember

- Anthem Blue Cross and Blue Shield will provide coverage for prescription drugs dispensed by a pharmacy when prescription drugs are deemed medically necessary based on specific criteria and dispensed pursuant to a prescription issued by a physician, subject to copayment.
- Anthem Blue Cross and Blue Shield will not be liable for any injury, claim or judgment resulting from the dispensing of any drug covered by this plan. Anthem Blue Cross and Blue Shield will not provide benefits for any drug prescribed or dispensed in a manner contrary to normal medical practice.
- Anthem Blue Cross and Blue Shield reserves the right to apply quantity limits to specified drugs as listed on the formulary. If a member requires a greater supply, the member's provider can follow the prior authorization process.

## Prescription Drug Eligibility

Eligible prescription drug benefits are limited to injectable insulin and those drugs, biologicals, and compounded prescriptions that are required to be dispensed only according to a written prescription, and included in the United States Pharmacopoeia, National Formulary, or Accepted Dental Remedies and New Drugs, and which, by law, are required to bear the legend: "Caution—Federal Law prohibits dispensing without a prescription" or which are specifically approved by the Plan.

## Limits and Exclusions

*Benefits are limited to no more than a 30-day supply for covered drugs purchased at a retail pharmacy, and no more than a 90-day supply for covered drugs purchased by mail order. All prescriptions are subject to the quantity limitations imposed by state and federal statutes.*

*This drug rider does not provide drugs dispensed by other than a licensed, retail pharmacy or our mail-order service; any drug not required for the treatment or prevention of illness or injury; vaccines or allergenic extracts; devices and appliances; needles and syringes that are not prescribed by a provider for the administration of a covered drug; prescriptions dispensed in a hospital or skilled nursing facility; drugs for use in connection with drug addiction; over-the-counter or non-legend drugs; antibacterial soaps/detergents, shampoos, toothpastes/gels and mouthwashes/rinse.*



**ATTACHMENT B**  
**Branford BOE 800537-615**  
**Teachers**  
**LUMENOS HEALTH SAVINGS ACCOUNT**

THIS IS A BRIEF SUMMARY OF THE BENEFITS COVERED UNDER THE LUMENOS PLAN. IT IS NOT INTENDED TO BE A COMPLETE LIST OF BENEFITS

	<b>In-Network Member pays:</b>	<b>Out-of-Network Member pays:</b>
<b>COST SHARE PROVISIONS</b>		
Annual Deductible ( <i>single/ family</i> )	\$2,000 / \$4,000	
Coinsurance	Not applicable	20%
Out of Pocket Maximum ( <i>single/ family</i> )	\$2,000 / \$4,000	\$5,000/\$10,000
Lifetime Maximum	Unlimited	Unlimited
Single Deductible must be satisfied before any Covered Services		
	<b>In-Network After Annual Deductible Member pays:</b>	<b>Out-of-Network After Annual Deductible Member pays:</b>
<b>PREVENTIVE CARE</b>		
Well child care	No cost share	Deductible & Coinsurance
Adult Physical examinations	No cost share	Deductible & Coinsurance
<b>Other Preventive Screenings:</b>		
Routine gynecological care: pap smear & pelvic exam	No cost share	Deductible & Coinsurance
Mammography, Prostate, colorectal, colonoscopy, lipid & diabetic	No cost share	Deductible & Coinsurance
Routine Hearing & Vision screening	No cost share	Deductible & Coinsurance
Immunizations and Vaccinations (other than those needed for travel)	No cost share	Deductible & Coinsurance
<b>HOSPITAL SERVICES</b>		
<b>All Inpatient Admissions</b>	Deductible	Deductible & Coinsurance
Specialty Hospital 100 days per member per Calendar Year –additional visits are available once maximum is met, subject to Out of Network cost shares	Deductible	Deductible & Coinsurance
<b>Outpatient Surgery</b> in a licensed ambulatory surgical center	Deductible	Deductible & Coinsurance
<b>DIAGNOSTIC SERVICES</b>		
Diagnostic lab and x-ray	Deductible	Deductible & Coinsurance
High Cost Diagnostic Tests MRI, MRA, CAT, CTA, PET, and SPECT scans	Deductible	Deductible & Coinsurance
<b>THERAPY SERVICES</b>		
<b>Outpatient Rehabilitation</b> Outpatient Rehabilitation and restorative physical, occupational, speech and chiropractic therapy for up to 50 combined visits per Calendar Year. Additional visits are available once maximum is met, subject to Out of Network cost shares.	Deductible	Deductible & Coinsurance
<b>Allergy Office Visit/Testing</b>	Deductible	Deductible & Coinsurance
Allergy Injections – Immunotherapy or other therapy treatments	Deductible	Deductible & Coinsurance
<b>MEDICAL EMERGENCY/URGENT CARE SERVICES</b>		
Emergency Room Treatment Emergency cost share waive if the Member is admitted directly to the Hospital from the emergency room	Deductible	Deductible & Coinsurance
Ambulance- Land & Air: Paid according to the Department of Public Health Ambulance Service Rate Schedule	Deductible	Deductible & Coinsurance
<b>PHYSICIAN MEDICAL/SURGICAL SERVICES</b>		
Medical Office Visits	Deductible	Deductible & Coinsurance

Services of a Physician or Surgeon (Other than a medical office visit.	Deductible	Deductible & Coinsurance
	<b>In-Network After Annual Deductible</b> <i>Member pays:</i>	<b>Out-of-Network After Annual Deductible</b> <i>Member pays:</i>
<b>MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES</b>		
<b>Outpatient Treatment for Mental Health Care and Substance Abuse Care</b>	Deductible	Deductible & Coinsurance
<b>Inpatient Hospital Services</b> In a Hospital or Residential Treatment Center for Mental Health Care	Deductible	Deductible & Coinsurance
<b>Inpatient Rehabilitation Treatment for Substance Abuse Care</b> In a Hospital or a Substance Abuse Treatment Facility	Deductible	Deductible & Coinsurance
<b>OTHER MEDICAL SERVICES</b>		
<b>Skilled Nursing Facility</b> Up to 120 days per Calendar Year	Deductible	Deductible & Coinsurance
<b>Private Duty Nursing</b> Limited to \$15,000 per Plan Year	Deductible	Deductible & Coinsurance
<b>Immunizations and Vaccinations for Travel</b>	Deductible	Deductible & Coinsurance
<b>Prescription drugs –</b> <i>(when purchased from network pharmacy)</i>		
<b>Retail Pharmacy:</b> The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 30 day supply.	Deductible	Deductible & Coinsurance
<b>Mail Order Prescription Drugs:</b> The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 1-90 day supply.	Deductible	Deductible & Coinsurance
Diabetic drugs and supplies	Deductible	Deductible & Coinsurance
<b>Human Organ and Tissue Transplant</b> Unlimited Maximum	Deductible	Deductible & Coinsurance
<b>Home health care</b> Nursing and therapeutic services limited to 200 visits per calendar year	Deductible	Deductible & Coinsurance
Home health aide services limited to 80 visits that are (applicable to the 200 visits limit)	Deductible	Deductible & Coinsurance
<b>In the Home Hospice Medical Social Services</b> under the direction of a Physician Up to \$420	Deductible	Deductible & Coinsurance
<b>Infusion Therapy</b> Unlimited lifetime maximum	Deductible	Deductible & Coinsurance
<b>Durable Medical Equipment and Prosthetic Devices</b>	Deductible	Deductible & Coinsurance
<b>Hearing Aid Coverage</b> Available for dependent children age 12 years and under with a maximum of \$1,000 within a two year period		
Diabetic equipment and supplies		



<i>Ostomy Related Services</i>	Deductible	Deductible & Coinsurance
<b>Hospice Care</b> ( Inpatient)	Deductible	Deductible & Coinsurance
<i>Wig</i> Up to \$500 maximum per Member per Plan Year		
<b>Specialized Formula</b>	Deductible	Deductible & Coinsurance
Infertility Services  Office Visits Outpatient Hospital Inpatient Hospital Infertility Drugs The maximum supply of a drug for which benefits will provided when dispensed under any one prescription is 30 day supply	Deductible	Deductible & Coinsurance
<b>Maternity</b>	Deductible	Deductible & Coinsurance

**Dependent Maximum age is 26 years.**

**Notes to Benefit Descriptions**

- Skilled nursing facility services limited to 120 days per calendar year.
- Home health care services are limited to 200 visits per calendar year.
- Inpatient rehabilitative services limited to 100 days per member per calendar year.
- PT, OT, ST, and chiropractic services limited to 50 combined visits per member per calendar year.
- Inpatient hospitalizations require authorizations.

\* For a complete list of exclusions and limitations, please reference your Certificate of Coverage.

ATTACHMENT C

Visit our website at [www.anthem.com](http://www.anthem.com)

# Branford Board of Education

## Flex Dental Plan Teachers and Administrators

Benefit Period	- <i>INDIVIDUAL PER CALENDAR YEAR</i>
Deductible	- <i>APPLIES TO CATEGORY 1, 2 &amp; 3</i>
Individual Deductible	- <i>\$25 PER MEMBER PER CALENDAR YEAR</i>
Family Deductible	- <i>\$75 PER FAMILY PER CALENDAR YEAR</i>
Calendar Year Maximum	- <i>\$1250 PER MEMBER (APPLIES TO CATEGORIES 1, 2 &amp; 3)</i>

### DIAGNOSTIC AND PREVENTIVE SERVICES (PAYABLE 80% MAA)

#### *Category 1*

Initial Oral Exams- 1/36 months	Space Maintainers-to age 19
Periodic Oral Exam- 2/yr.	X-rays
Prophylaxis - 2/yr.	Emergency Treatment
Topical Application of Fluoride- 2/yr. to age 19	

### BASIC SERVICES (PAYABLE 80%MAA)

#### *Category 2*

Repair Dentures-1/Yr	
Oral Surgery	Recement Crown
Fillings	Recement Bridge
Endodontics	Repair Bridge
Stainless Steel Crowns - Primary Teeth	Relining of Dentures-1/2 Yrs
Extractions	Periodontics
Anesthesia	

### MAJOR SERVICES (PAYABLE 50% MAA)

#### *Category 3*

Prosthodontics - 1/tooth/5 Yrs	Crowns-1/tooth/5 Yrs
Inlays - 1/tooth/5 Yrs	Post and Core 1/tooth/5 Yrs
Onlays- 1/tooth/5 Yrs	

### DEPENDENTS COVERED TO AGE 25

We take the "hassle" out of submitting claims. When receiving care from one of over 2,200 Participating Dentists, the member simply presents an identification card showing dental coverage. The dentist arranges to bill us directly for all covered services.

For dental care provided by Participating dentists, we pay an amount equal to the dentist's usual, customary and reasonable charge for covered services as payment in full.

For covered dental services provided by a non-participating dentist, in or out of Connecticut, we pay either an amount equal to the dentist's usual charge for the average, usual, customary and reasonable charge as determined by us, whichever is less.





# ATTACHMENT D

Pursuant to Article VII, Section A step movement on the salary schedule during the contract years referenced in Article XIX shall be as follows:

<u>Step</u>	<u>2014-15 Experience</u>	<u>Step</u>	<u>2015-16 Experience</u>	<u>Step</u>	<u>2016-17 Experience</u>	<u>2017-18 Experience</u>
1	0	1	0			
		1a	1	1	0	0
2	1	2a	2	2	1-2	1
3	2-4	3a	3-5	3	3	2-3
4	5	4a	6	4	4-6	4
5	6	5a	7	5	7	5-7
6	7	6a	8	6	8	8
7	8	7a	9	7	9	9
8	9	8a	10	8	10	10
9	10	9a	11	9	11	11
10	11	10a	12	10	12	12
11	12	11a	13	11	13	13
12	13	12a	14	12	14	14
13	14	13a	15	13	15	15
14	15+	14	16+	14	16+	16+

The grid set forth above reflects the following provisions regarding step movement:

2014-15: Shown for reference only.

2015-16: Effective July 1, 2015, teachers who are not on the maximum step shall be placed on the same "a" step as their step number placement in 2014-15. (For example, a teacher on Step 5 in the 2014-15 contract year will be moved to Step 5a for the 2015-16 contract year). Teachers at the maximum in 2014-15 will stay at the maximum step. Teachers newly hired for the 2015-16 contract year who have no prior experience will be placed on Step 1 for the 2015-16 contract year.

2016-17: Effective July 1, 2016, teachers who are not on the maximum step shall advance from their "a" step to the next step number on the salary schedule. (For example, a teacher on Step 5a in the 2015-16 contract year will advance to Step 6 for the 2016-17 contract year). Teachers who were placed on Step 1 during the 2015-16 contract year shall advance to Step 2 for the 2016-17 contract year.

2017-18: Effective July 1, 2017, teachers who are not on the maximum step shall advance one step on the salary schedule.

Experience denotes that the individual has completed the listed number of years of teaching.

**ATTACHMENT E**

**BRANFORD PUBLIC SCHOOLS  
SCHOOL HOURS**

	ELEMENTARY	WALSH INTERMEDIATE	BHS
STUDENTS	8:55 A.M. - 3:25 P.M.	8:05 A.M. - 2:50 P.M.	7:30 A.M. - 2:25 P.M.
(TEACHERS)	(8:25 A.M. - 3:40 P.M.)	(7:50 A.M. - 3:05 P.M.)	(7:25 A.M. - 2:40 P.M.)

The schedules set forth above are those in effect for the 2014-15 school year. The parties recognize that the Board has the statutory right to determine the length and scheduling of the student school day, subject to the provisions of the Teacher Negotiation Act with regard to impact bargaining.

SIGNED:

**SAMPLE**

Teacher

By

**SAMPLE**

Chairperson, Board of Education

Date

By

**SAMPLE**

Superintendent of Schools

Date

**Article XVIII**  
**The School Improvement Council**

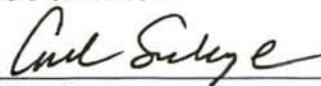
The School Improvement Council for each individual school may seek the approval of the Superintendent and the BEA to request a waiver of any contract provision. Such waiver, if accepted by the Superintendent and the BEA shall not be considered as precedent for subsequent years.

**Article XIX**  
**Duration**

The provisions of this Agreement shall be effective as of July 1, 2015 and shall continue and remain in full force and effect to June 30, 2018.

**BRANFORD EDUCATION  
ASSOCIATION**

By



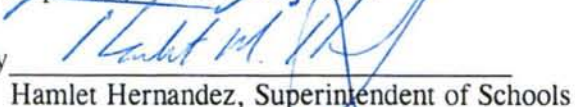
President

**BRANFORD BOARD OF EDUCATION**

By

  
Chairperson, Board of Education

By

  
Hamlet Hernandez, Superintendent of Schools



