



AGREEMENT

between the

CORNWALL BOARD OF EDUCATION

and the

CORNWALL CONSOLIDATED FACULTY ASSOCIATION

July 1, 2014 - June 30, 2018

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AGREEMENT

This Agreement is made and entered into on this ___ day of October, 2014, by and between the Cornwall Board of Education (hereinafter referred to as the "Board"), and the Cornwall Consolidated Faculty Association (hereinafter referred to as the "Association").

ARTICLE 1 RECOGNITION

- 1-1 The Board recognizes the Association as the exclusive representative of all the certified professional employees of the Board, employed in positions requiring a teaching or special services certificate or durational shortage area permit, for the purpose of negotiations with respect to salaries and other conditions of employment about which either party wishes to negotiate pursuant to Connecticut General Statutes SS 10-153g. The Association recognizes the Board as the employer vested with the sole and exclusive powers and authorities to direct and administer the operation of the school district. The Board retains all rights as prescribed by law subject only to the limitations imposed by the language of this Agreement.
- 1-2 The Board reserves the right to themselves alone to establish policies and take administrative action as mandated under the statutes of the State of Connecticut.
- 1-3 The term "teacher" as used in this Agreement, except where otherwise specifically indicated, is considered to apply to all teachers described in Section 1-1 above and shall mean a person employed in a position requiring a certificate issued by the State Board of Education and included in the teachers unit as defined by Section 10-153 (b) of the Connecticut General Statutes.
- 1-4 The term "superintendent" as used in this agreement is considered to apply to the superintendent, assistant superintendent or anyone acting in that capacity.
- 1-5 "RSSC" shall mean Regional Schools Services Center.
- 1-6 "Length of Service" shall mean continuous employment with this Board of Education from the teacher's last date of hire.
- 1-7 "The Region" shall mean the seven school districts including the Housatonic Valley Regional High School, and the school districts located in the towns of Canaan, Cornwall, Kent, North Canaan, Salisbury and Sharon.

ARTICLE 2
NEGOTIATION

2-1 **Matters Not Covered by Terms of the Agreement**

2-1.1 The Board and the Association agree to abide by Connecticut General Statutes § 10-153f(e).

2-2 **Severability**

2-2.1 In the event that any provision or portion of this agreement is illegal or ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this agreement shall remain in full force and effect.

2-2.2 This Agreement shall not be altered, amended or changed except in writing after mutual agreement of the parties and after ratification by duly authorized groups and signed by the Board and the Association which writing shall be appended hereto and become a part hereof.

ARTICLE 3
GRIEVANCE PROCEDURE

3-1 **Definitions**

3-1.1 A "grievance" shall mean a complaint by a teacher or a group of teachers or the Association covered by this Agreement that there has been to him/her or them an injury because of a violation or inequitable application of the terms of this Agreement, except that the term "grievance" shall not apply to (a) any matter for which a method of review is prescribed by law; (b) any rule or regulation of the State Commissioner of Education; (c) any by-law of the Board of Education; d) any matter which according to law is either beyond the scope of the Board authority or limited to unilateral action by the Board alone; (e) complaint of a non-tenured teacher which arises by reason of his/her not being re-employed; or (f) a complaint by any certified personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required.

3-1.2 "Days" shall mean days when school is in session except during the period July 1 - August 31 when "days" shall mean Monday, Tuesday, Wednesday, Thursday, Friday.

3-1.3 "Party in interest" shall mean the teacher or teachers making the complaint, including their designated representatives as provided herein.

3-1.4 "Forms" shall mean the appropriate forms as appended hereto in Appendix D.

3-2 Purpose

3-2.1 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems, which may occasionally arise affecting the welfare or working conditions of teachers. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

3-2.2 Nothing herein contained shall be construed as limiting the right of any party in interest having a grievance or dispute to discuss the matter informally with any appropriate member of the administration.

3-3 Procedure

3-3.1 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum and every effort shall be made to expedite the process. The time limits specified may, however, be extended by written agreement of the parties in interest.

3-3.2 In the event a grievance is filed on or after June 1, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.

3-3.3 If the teacher(s) does not file a written grievance with his/her immediate supervisor within thirty (30) days after the teacher (s) knows or should have known of the act or condition on which the grievance is based, then the grievance shall be waived. A grievance filed with the Professional Rights and Responsibilities Committee must reach Level One within thirty (30) days of the date of the grievance.

3-3.4 Commencing July 1, 2012, grievances regarding the district's teacher evaluation plan shall be in writing and filed within ten (10) business days of the alleged act or omission regarding procedure(s) under the evaluation plan and shall recite the specific procedure(s) under the evaluation plan allegedly violated and the specific relief requested

3-4 Level One - Principal or Immediate Supervisor

3-4.1 A teacher or group of teachers of the unit with a grievance or dispute shall first discuss it with his/her or their immediate supervisor or principal, either directly or through the representative of the aggrieved, with the objective of resolving the matter informally.

- 3-4.2 If a teacher or group of teachers is not satisfied with the outcome of the informal grievance procedures as defined in the above, then the teacher or teachers shall present his/her or their claim as a written grievance to the principal on form 1.
- 3-4.3 The principal shall, within five (5) days after receipt of the written grievance, render his/her decision in writing to the aggrieved on form 2 in duplicate.
- 3-4.4 One copy of form 2 is to be returned to the principal by the aggrieved within three (3) days with a response indicated.

3-5 Level Two - Superintendent of Schools

- 3-5.1 In the event that the aggrieved is not satisfied with the disposition of his/her grievance at Level One, or in the event that no written decision has been rendered by the principal within seven (7) days after presentation of the written grievance, he/she or his/her representative may file within three (3) days of the decision or within eight (8) days after the formal presentation a written grievance with the Superintendent of Schools on form 1.
- 3-5.2 The superintendent shall represent the administration at this level of the grievance procedure. Within ten (10) days after receipt of the written grievance by the superintendent, the superintendent shall meet with the aggrieved and/or his/her representatives in an effort to resolve it.
- 3-5.3 The superintendent shall, within seven (7) days after the hearing, render his/her decision in writing to the aggrieved on form 3 in duplicate.
- 3-5.4 One copy of form 3 is to be returned to the superintendent by the aggrieved within three (3) days with a response indicated.

3-6 Level Three - Board of Education

- 3-6.1 In the event that the aggrieved is not satisfied with the disposition of his/her grievance at Level Two, or in the event no decision has been rendered within ten (10) days after he/she has first met with the superintendent, he/she or his/her representative may file within three (3) days of the decision or within thirteen (13) days after the formal presentation a written grievance, indicating such dissatisfaction, with the Board on form 1.
- 3-6.2 A committee of the Board shall, within ten (10) days after receipt of the appeal, meet with the aggrieved and/or his/her representative for the purpose of resolving the grievance.
- 3-6.3 The Board shall, within thirty (30) days after such meeting, render its decision and the reasons therefor in writing to the aggrieved on form 4 in duplicate.
- 3-6.4 The aggrieved shall return one copy of form 4 to the chairman of the Board within three (3) days with a response indicated.

3-7 Level Four - Arbitration

- 3-7.1 If the aggrieved is not satisfied with the disposition of his/her grievance at Level Three, he/she may, within three (3) days after the decision, or within thirty-six (36) days after the Board meeting, request, in writing on form 1 to the president of the Association that his/her grievance be submitted to arbitration.
- 3-7.2 The Association shall, within five (5) days after receipt of such request, render its determination to the Board and to the aggrieved on form 5 as to whether or not the grievance is meritorious and the reasons therefor.
- 3-7.3 If the grievance is deemed meritorious by the Association, the chairman of the Board and the president of the Association shall, within five (5) days after such written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence and indicate such on form 5. If the parties are unable to agree upon an arbitrator within five (5) days, the American Arbitration Association shall immediately be called upon to select the single arbitrator. The Board and the Association shall be bound by the rules and procedures of the American Arbitration Association.
- 3-7.4 The arbitrator selected shall confer promptly with representatives of the Board and the Association, shall review the record of prior hearings, and shall hold such further hearings with the aggrieved and other parties in interest, as he/she shall deem requisite.
- 3-7.5 The arbitrator shall limit himself/herself to the issues submitted and shall consider nothing else. He/she can neither add anything to nor subtract anything from the Agreement between the parties.
- 3-7.6 The arbitrator shall, within ten (10) days after the close of the hearings, render his/her decision in writing to all parties in interest, setting forth his/her findings of fact, reasoning, and conclusion on the issues submitted. The decision of the arbitrator shall be final and binding upon all parties in interest.
- 3-7.7 The costs for the services of the arbitrator shall be borne equally by the Board of Education and the Association.

3-8 Rights of Teachers to Representation

- 3-8.1 No reprisals of any kind shall be taken by the Board or by any member of the administration or by the Association or aggrieved against anyone by reason of participation in the grievance procedure or support of any participant thereto.
- 3-8.2 Representation at any level of the grievance procedure shall be limited to the grievant and/or an authorized Association representative, except that only the Association may present a grievance at Arbitration.

3-9 Miscellaneous

- 3-9.1 All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- 3-9.2 Copies of the forms to be used in processing a grievance and for reporting decisions and recommendations shall be made available by the superintendent and the chairman of the Professional Rights and Responsibilities Committee of the Association.

ARTICLE 4
TERMINATION AND RECALL PROCEDURES

4-1 General Statement of Policy

It is recognized that under state law the Board has the responsibility to maintain good public elementary and secondary schools and to implement the educational interests of the State. However, recognizing also that it may become necessary to eliminate professional staff positions in certain circumstances, this policy is adopted to provide a fair and orderly process should such eliminations become necessary. This article shall not apply to employees holding durational shortage permits. These individuals have no contractual right in reference to layoff and/or recall.

4-2 Procedure

- 4-2.1 The Board may, in the first instance, exercise its right and power to reduce the number of teaching staff positions without determining which teacher contracts will be terminated, if any, or what other staffing changes will be made to effectuate the purpose of position elimination.
- 4-2.2 Prior to commencing action to terminate teacher contracts under this policy, the Board will give due consideration of its ability to effectuate position eliminations and/or reduction in staff by:
1. Voluntary retirements
 2. Voluntary resignations
- 4-2.3 If the position of a teacher who has attained tenure status is eliminated by the Board, such teacher will have the right to be placed in an available position for which he or she is certified and qualified. Available positions shall include those held by non-tenured teachers.

- 4-2.4 When the Board votes to eliminate a position in a department or subject area, the following criteria shall apply in determining what teaching contracts, if any, will be subject to termination. The criteria shall be applied sequentially and are:
- (a) Certification
 - (b) Total continuing paid teaching experience in the school district. Unpaid leaves of less than one school year shall not be considered an interruption of "total continuing paid teaching experience."
 - (c) Performance as determined by written summary evaluation.
 - (d) In the event that the application of the criteria (a) (b) (c) is not sufficient to determine which teacher's contract will be subject to termination, the date of contract signing will be the determining factor.

4-3 Recall Procedure

If the contract of employment of a teacher is terminated because of elimination of teaching positions, the name of that teacher shall be placed on a reappointment list and remain on such list for a period of two (2) years. If a position becomes open during such two (2) year period, teachers shall be recalled in the inverse order of being laid off, provided said teacher is certified and qualified for said position. The teacher will be notified in writing by certified mail, return receipt requested, sent to his/her last known address, at least thirty (30) days prior to the anticipation date of reemployment. In determining whether a teacher is qualified for reappointment, the Board shall consider criteria as set forth in 4-2.4 above. The teacher shall accept or reject the reappointment in writing within ten (10) days of receipt of notice. If the appointment is accepted, the teacher shall receive a written contract of employment within twenty (20) days of receipt of the teacher's reply by the Board. If the teacher rejects the appointment offer or does not respond according to this procedure within ten (10) days, the name of the teacher will be removed from the recall list.

- 4-3.1 The provisions of Article 4-1 and 4-2.1 shall not be subject to the grievance procedure as set forth in Article 3.
- 4-3.2 This article shall not apply to employees holding durational shortage area permits. These individuals have no contractual right in reference to layoff and/or recall.

ARTICLE 5
PROTECTION OF TEACHERS

- 5-1.1 Teachers shall report immediately in writing to their principal or immediate supervisor and to the superintendent all cases of assault or legal action suffered by them in connection with their employment.

- 5-1.2 The Board and the Association recognize that "Protection of Teachers" is provided for in Connecticut General Statutes.

ARTICLE 6

USE OF TEACHER VEHICLES

6-1 Insurance on Vehicles

- 6-1.1 The Board is protected, under the non-ownership clause of its transportation insurance, against judgment arising from accidents in which a school teacher, using his/her personal vehicle on school business, is involved. The first claim, however, is placed against the owner of the vehicle.

6-2 Mileage Reimbursement

- 6-2.1 Mileage reimbursement where authorized by the Board will be at the rate specified by the I.R.S. and adjusted as per date of publication by the I.R.S.

ARTICLE 7

LEAVES

7-1 Personal Illness

- 7-1.1 Fifteen days of sick leave per year, at the beginning of each work year, will be granted to each teacher. Unused sick leave will be accumulated to a maximum of one hundred seventy (170) days. If the accumulated sick leave is exceeded, salary deductions thereafter will be at the per diem rate of full salary until employment of the teacher is terminated. Half days which can be covered by administrative staff will not be charged against the teacher. These half days include days where the administrator assigns other teachers to cover classes for the teacher who is ill. This section covers only incidents in which an emergency arises during the workday. This section shall not cover previously scheduled medical appointments. Teachers are expected to provide lesson plans for covering teacher(s). No teacher shall be compensated for providing emergency coverage for a colleague. Preparation periods that are missed in compliance with this section are not subject to the grievance process.
- 7-1.2 Each teacher shall be entitled to two (2) family illness days per year. These days shall be deducted from the teacher's accumulated sick leave.
- 7-1.3 A medical certificate is required for sick leave of any duration if a teacher's absence from duty occurs frequently or habitually and when, in the judgment of the principal, evidence indicates reasonable cause for requiring such a certificate.

7-1.4 The Board agrees that the first thirty (30) school days of any approved leave given on-the-job illness or injury arising out of an assault or accident covered by Workers' Compensation will not be counted as sick leave. A teacher receiving Workers' Compensation pay shall receive a rate of pay equal to the difference between his/her earned salary and Workers' Compensation pay for the first thirty (30) days of the teacher's leave, unless greater coverage is required by law. Beyond the first thirty (30) days of the teacher's leave, except in cases covered by Connecticut General Statutes Section 10-236a, the teacher may use accumulated sick leave up to sixty (60) days on a pro-rated basis to supplement his/her Workers' Compensation temporary disability benefits so that the teacher receives full pay.

7-1.5 After accumulated sick leave has been exhausted a leave of absence may be granted without pay to the end of the school year for extended illness, injury or disability (including disability arising out of pregnancy) occurring during the summer or within the school year. However, determination should be made by June 15 as to whether the teacher will be able to return to full-duty status the following September or whether a replacement should be hired. In the event of full recovery after a replacement has been hired, the teacher will be given special consideration when there is a vacancy in an equivalent position.

- a) All insurance, retirement, and other teacher benefits shall continue in force for any teacher on leave without pay, provided that the teacher pays all premiums, contributions, and other costs requisite to keep such benefits in force during such period.

7-2 Family Illness

7-2.1 Where the teacher's presence is required, up to three days leave per year, non-cumulative, will be granted by the principal for illness of a teacher's child, spouse, spouse's parent, parent or dependent. Section 7-2.1 also applies to partners in a legally recognized civil union.

7-3 Bereavement

7-3.1 Up to five days leave at any one time, non-cumulative, will be granted by the principal for death in the immediate family - here defined as husband, wife, either spouse's parent or legal guardian, grandparent, grandchild, child, sister, brother, or other relative/dependent living within the teacher's household. Section 7-3.1 also applies to partners in a legally recognized civil union.

7-4 Personal Leave

- 7-4.1 When arrangements cannot be made by the teacher for a time outside of the regular school day, each teacher is entitled to two (2) days personal business leave per year, non-cumulative, with full pay. Such leave shall be granted the day before or the day after a holiday or vacation period provided the teacher submits a specific statement of the reason for the leave and the Superintendent or his/her designee approves the request.
- 7-4.2 In the case of religious holidays, up to three (3) days per year may be granted with no resulting loss in personal days.
- 7-4.3 Notification of personal or religious leave must be made in writing at least five (5) school days in advance, except in emergencies which prevent such advance notice.
- 7-4.4 Section 7-4.1 also applies to personal affairs involving partners in a legally recognized civil union that cannot be conducted outside of the regular school day.

7-5 Sabbatical Leave

- 7-5.1 Desiring to reward professional performance and encourage independent research and achievement, the Board hereby initiates the policy of sabbatical leave for teachers for approved scholarly programs whether or not carried on in an academic institution, subject to the following conditions. It is understood that the granting of sabbatical leave is within the discretion of the Board of Education.
- (a) Not more than one teacher in the Cornwall Consolidated Elementary School shall be absent on sabbatical leave at any one time.
 - (b) Request for sabbatical leave must be received by the superintendent in writing in such form as may be required by the Board no later than December 31 of the year preceding the school year for which the sabbatical leave is requested. The Board shall reply within a thirty (30) day period.
 - (c) The teacher has completed at least seven consecutive full school years of service in the school district.
 - (d) Salary paid to a teacher on sabbatical leave shall be paid at the rate of three-fourths (3/4) of his/her basic salary which would have been in effect had he/she remained in the system, proportionate with the length of the leave.
 - (e) The teacher shall agree to return to employment in the School District for one full year for each one-half year's leave. Upon such return the teacher shall be placed on the appropriate step in the salary schedule as though such teacher had not been on leave.

- (f) Basic salary paid teachers on sabbatical leave will be advanced upon a personal note, repayable within two years from completion of the agreed study period if the individual fails to return for the required one or two years. The note which the teacher shall execute shall include the obligation to pay the Board's reasonable attorneys fees in the event the teacher fails to return from sabbatical leave or leaves the Board's employ prior to the expiration of the required one or two-year period. Such note shall be reduced on a pro rata basis and shall be automatically canceled upon completion of the agreed term of post-study employment or upon permanent disability or death of the teacher. For example, ten (10) percent of a one-year obligation or five (5) percent of a two-year obligation will be canceled upon completion of each month of return service.

7-6 Jury Duty

- 7-6.1 If the teacher called for jury duty cannot be excused from such duty on his/her own request or the request of the principal or superintendent of schools, he/she shall receive leave for jury duty.
- 7-6.2 The teacher shall notify the principal upon receipt of a summons to jury duty.
- 7-6.3 Teachers are encouraged to exercise their option to postpone jury service to the summer non-school months, preferably between July 1 and August 15. Teachers shall receive leave for jury duty and be paid in accordance with law. Should jury service continue into the school year, teachers shall receive a rate of pay equal to the difference between his/her earned salary and any jury fee.

7-7 Special Leave Request

- 7-7.1 Leaves not covered by the preceding sections may be granted by the Board of Education, without pay and without establishing precedents for similar requests, upon timely application from the teacher.

7-8 Maternity

- 7-8.1 An employee who is pregnant shall receive a leave of absence for the reasonable period of physical disability due to childbirth. Such leave shall be treated the same as any other short-term disability, and shall be with pay to the extent of accumulated sick leave. Except in the case of medical difficulties, sick leave is not normally expected to continue for more than six (6) weeks after delivery. Upon her return the teacher shall be assigned to her former position.
- 7-8.2 Forms signed by the teacher's physician indicating commencement and termination of temporary disability due to pregnancy, will be supplied by the superintendent's office.

7-9 Parenting Leave

- 7-9.1 Any tenured teacher in the bargaining unit shall be eligible, upon written request to, and approval of, the Superintendent, which approval will not be unreasonably withheld, for an extended leave for the purpose of parenting. Such leave shall be without pay and fringe benefits and for a period of time of not less than one (1) semester or more than one (1) school year from the date of the beginning of said leave. Any such leave must begin within six (6) years of the birth or adoption of the child for whom the leave is taken. Any parenting leave must be followed by a term of active employment of one calendar year of work upon return before such leave can be taken again. Teachers on parenting leave must notify the Superintendent of their intentions to return to work on or before March 15th, of the leave year or the position will be considered vacant, and will be filled in accordance with Article 14-2.
- 7-9.2 A teacher on such leave shall, if reinstated, be reinstated on the first day of school in the subsequent school year, or as otherwise determined by the Superintendent with Board approval.
- 7-9.3 No benefits (including seniority) shall accrue while any teacher is on said leave but all benefits existing on the commencement of leave shall be restored upon reinstatement. Any such reinstated teacher whose leave exceeded one semester shall be placed on the step of the salary schedule he or she occupied during the last school year worked by the teacher. Any such reinstated teacher whose leave did not exceed one semester, shall be placed on the salary schedule one step higher than that he or she occupied during the last school year worked (unless said leave and said reinstatement occurs in the same school year). No step movement is earned upon reinstatement from parenting leave unless such step movement is included in Appendix A for the respective salary schedule for the subsequent school year.
- 7-9.4 At the end of such leave, the teacher shall be reinstated to a position equivalent to that held at the time the said leave began if such a position exists.
- 7-9.5 Except in emergency situations, a request for such leave shall be made at least sixty (60) days prior to its commencement unless, in the case of an adoption, a teacher receives knowledge of the effective adoption date less than sixty (60) days prior to commencement of leave, in which case such request shall be made upon receipt of such knowledge.
- 7-9.6 Where both parents are covered by this agreement, they shall not be eligible for such leave at the same time.
- 7-9.7 No teacher shall be eligible for more than one such leave per child.
- 7-9.8 Any such teacher may continue to participate in the group medical insurance plans at his or her own expense during the period of such leave.

7-9.9 Section 7-9.1 also applies to partners in a legally recognized civil union.

7-10 Consultant's Leave

7-10.1 Each teacher will, with permission from his/her principal, director of pupil services, and/or superintendent, be allowed two (2) days without loss of pay for the purpose of acting as a consultant within his/her particular area of expertise. The teacher may choose to take these days with or without pay. If the teacher elects to take the day with pay, all consultation fees shall be signed over to the Board.

7-11 Sick Leave Bank

7-11.1 Each teacher shall be permitted to contribute three (3) days from his/her sick leave accumulation reserve each school year to a "Sick Leave Bank" which shall be established to aid teachers who suffer prolonged illness and whose sick leave accumulation has been exhausted. The bank shall be built up to a maximum of one hundred and fifty (150) days.

7-11.2 A teacher may be permitted, on written application, to draw up to twenty (20) days against the sick leave bank after his/her own accumulated sick leave has been exhausted. If additional leave is needed, the teacher may apply for a second withdrawal of ten (10) days.

7-11.3 The following conditions shall apply:

- (a) Additions to the bank shall be made at the beginning of each school year.
- (b) A person withdrawing from membership in the bank will not be permitted to withdraw the contribution days.
- (c) Persons withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member to the bank.
- (d) Sick leave shall mean the leave the teacher has for that year plus his/her accumulation.
- (e) The Bank will be administered by a committee of four (4); two of whom shall be appointed by the Association and two by appointment of the Superintendent.

ARTICLE 8
SCHOOL DAY AND YEAR

- 8-1 The teacher work day shall be seven hours and fifteen minutes.
- 8-2 Should the length of the teacher's work day be increased, teachers shall be compensated at the hourly rate of 1/1295 of their annual salary.
- 8-3 If a teacher's work is extended by the Board beyond 185 days, additional compensation for any such days shall be at the rate of 1/185 of the teacher's salary. If a teacher's work year is reduced by the Board to less than 185 days, the compensation for any affected teacher shall be reduced by 1/185th for each day that the work year is reduced.

ARTICLE 9
LUNCH PERIODS

- 9-1 Teachers shall have a duty-free lunch period of not less than twenty minutes.

ARTICLE 10
CLASS SIZE AND TEACHER LOAD

- 10-1 Optimum class size for kindergarten and first grade will be eighteen (18) to twenty-two (22) pupils, and for other grades twenty (20) to twenty-five (25). The Board will give consideration to splitting classes when enrollment begins to move appreciably beyond these optimum sizes.
- 10-2 All teachers shall have an average of one (1) preparation and planning period per day equal in length to the amount of time allotted for specialist instruction in art, music, and physical education, computer and library, as long as these special instruction classes are offered.

ARTICLE 11
MEETINGS

- 11-1 A schedule of local faculty meetings will be developed in September of each school year. These will be arranged for a given day of the week. They will generally be held monthly and not more frequently than twice monthly. A predetermined time for beginning and ending such meetings will be established. General information items not requiring discussion will be distributed via faculty bulletins.

ARTICLE 12
DETERMINATION OF PAY INCREASE STATUS

- 12-1 The Board reserves the right to withhold a pay increase in cases where service is deemed less than satisfactory. A decision to withhold such increase will be made by the Superintendent and shall be communicated to the teacher no later than April 1. Said action shall be based upon written evidence presented by the Superintendent to the teacher and the Principal. This evidence shall indicate that attempts have been made by supervisory and administrative personnel to aid the teacher in correcting the reported inadequacies. These efforts to help the teacher must have been made during the period commencing April 1 of the previous school year and ending March of the current school year. After one year of satisfactory service, as determined by the evaluation plan, the teacher will be placed on the step of the salary schedule appropriate with his/her education and length of service.

ARTICLE 13
JUST CAUSE

- 13-1 No teacher shall be demoted, disciplined, or reduced in pay or benefits without just cause. This article shall not apply to the non-reappointment of a teacher solely holding a durational shortage area permit.

ARTICLE 14
ASSIGNMENT AND TRANSFER

- 14-1 Assignment of teachers to grades or subject areas is the responsibility of the school administrators. When change of assignment is contemplated by the administration, the principal or superintendent will discuss the advantages and disadvantages of the move with the teacher or teachers involved prior to making the move. When a teacher desires a change of position within the school, the teacher will apply in writing to the superintendent and principal stating the reasons. If the change is not granted, a letter from the superintendent or principal will be sent to the teacher explaining the reason(s) for not granting the change of position.
- 14-2 Vacancies in certified positions caused by retirement, resignation, death or termination, or newly created positions shall be posted. A copy of the posting notice shall be sent to the president of the Associations at his/her home address. During the school year the notice will be posted for at least ten (10) days prior to the deadline for submitting applications. During the summer recess, notice to the president of the Association shall constitute posting.

ARTICLE 15
PROFESSIONAL GROWTH

- 15-1 Every teacher recognizes a responsibility for continuous effort to keep abreast of the new or developing activities within his/her own field or within the cultural context in which our school functions.
- 15-2 A variety of planned, Board sponsored activities will be set up in cooperation with the Region One Professional Development and Evaluation Committee. The variety may be broad or narrow, depending upon the needs of the school. These may include subject or grade level study groups, curriculum committees, classes within the adult education program, local school study groups, university courses, approved individual work or independent study single session meetings, demonstrations or workshops, and trips or visits within or outside of the Region.
- 15-3 Reimbursement for approved out-of-Region visits or trips will be in full with mileage reimbursement at the rate specified by the I.R.S. and adjusted as per date of publication by the I.R.S.
- 15-4 Assigned summer or vacation paid duties excepting summer school teaching.
- 15-4.1 When it is specifically in the interest of the educational program to have an individual teacher do special work or take special training at Board expense, such assignment will be initiated by the superintendent of schools and paid at the rate of \$35 dollars per hour in 2014-2015, and a rate of \$36 dollars per hour commencing in the 2015-2016 work year. No teacher can be required to accept such summer or vacation assignment even though compensation is offered. Any such assignment acceptable to a teacher must have Board approval.
- 15-6 Leave for Professional Purposes
- 15-6.1 Out-of-district visits or professional meetings may be initiated by the teacher or the administration. One (1) day trips must be approved by the principal. Trips of two (2) or more days must have prior approval by the superintendent, and programs of three (3) or more days duration must have approval by the Board of Education as well.
- 15-6.2 Reimbursement for the costs of leave for professional purposes will be at the rate of one hundred (100) percent of the total cost submitted by the teacher unless the teacher elects to incur the expenses.

ARTICLE 16
BOARD OF EDUCATION FUNCTIONS

- 16-1 The Board retains all rights as prescribed by law subject only to the limitations imposed by the language of this Agreement.

ARTICLE 17
PERFORMANCE

- 17-1 It is understood and agreed that teachers shall continue to serve under the direction of the Superintendent of Schools and in accordance with Board and administrative policies, rules, and regulations, provided that the language of the Agreement shall supersede and prevail over any conflicting provisions.

ARTICLE 18
SEVERANCE

- 18-1 Severance Allowance
- 18-1.1 Except in the case where a teacher is terminated for cause the Board agrees to pay a severance allowance of fifteen percent (15%) of the teacher's basic salary provided that the teacher has spent at least twenty (20) years in the district. Teachers must notify the Superintendent by February 1st of the year they intend to retire.
- 18-1.2 In the event of the teacher's death prior to retirement, the allowance will be paid to (1) the surviving spouse or (2) other designated beneficiaries.

ARTICLE 19
SALARY CHECKS AND DEDUCTIONS

- 19-1 The Board will determine the intervals for salary payments, taking into account the requirements imposed by its fiscal year and the workload of its secretary or clerk. Requests for change of interval or date of payment will be considered only if presented in writing and based upon a recorded vote of two-thirds of the teaching staff.
- 19-2 In the event a teacher leaves the employ of the Board before the end of the school year, a salary adjustment would be computed at the per diem rate of earned salary.
- 19-3 A teacher may, on written request, have deductions made from his/her salary for any of the approved list set forth in Appendix C.

19-4 Service Fee

- 19-4.1 **Conditions of Employment.** All teachers employed by the Board 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.
- 19-4.2 **Deductions.** The Board agrees to deduct from each teacher an amount equal to the Association membership dues or service fee by means of payroll deduction. Association membership dues or service fee will be deducted in twenty (20) equal installments beginning with the first paycheck in September. The amount of Association membership dues and service fee shall be certified by the Association to the Board prior to the opening of each school year.
- 19-4.3 **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.
- 19-4.4 **Forwarding of Monies.** The Board agrees to forward to the Association each month a check for the full amount of money deducted during that month. The Board shall include with such check a list of teachers from whom said deductions were made.
- 19-4.5 **Save Harmless.** The Association agrees to indemnify, defend and hold the Board harmless against all liability, fees and costs, which may arise by reason of any action taken by the Board in compliance with the provisions of this section. The Association is free to hire counsel of its choice.
- 19-4.6 **The singular reference to the Association herein shall be interpreted as referring to the Cornwall Consolidated Faculty Association, Northwest Connecticut Education Association, the Connecticut Education Association and the National Education Association.**

ARTICLE 20
FORMS AND DEFINITIONS

- 20-1 **Prior to the end of the school year, each teacher shall receive notice of his/her placement on the salary schedule for the following year based upon information in the file at that time.**
- 20-2 **The term “per diem rate” as used in this Agreement shall mean the teacher’s salary divided by the number of days in that teacher’s contracted school year.**
- 20-3 **The term “teacher’s salary” as used in this Agreement is specified as follows:**

- 20-3.1 Basic salary refers to the salary specified in Appendix A.
- 20-3.2 Full salary refers to the “basic salary” plus monies paid under Appendix B.
- 20-3.3 Earned salary refers to either “basic” or “full” accrued salary, to depend upon whether the duties under Appendix B have been performed.

ARTICLE 21
PLACEMENT ON SALARY SCHEDULE

- 21-1 New teachers will be placed on the salary schedule in accordance with their training and prior experience as outlined below:
 - 21-1.1 New teachers will be placed on the salary schedule at or above BA step 1. Up to full salary credit for prior experience may be granted according to the current salary schedule after evaluation by the superintendent in conference with the candidate. No teacher will be placed higher on the salary schedule than previous experience would warrant.
 - 21-1.2 Equivalency of prior relevant non-teaching experience may be worked out by a candidate and the superintendent subject to approval of the employing Board of Education.
 - 21-1.3 Evaluation of previous experience and the granting of less than full service credit may be in order when there has been an absence from teaching service for more than five years; when prior service was under other than public school auspices; or when a retired teacher is returning for temporary service. Such evaluation will be done by the superintendent in conference with the candidate and will be embodied in the superintendent’s recommendation to the Board.
- 21-2 Up to two years’ salary credit will be granted for full time, active military service or for active Peace Corps service on a year-for-year basis.
- 21-3 The following definitions will apply to training status:
 - 21-3.1 Bachelor - a baccalaureate degree earned at an accredited college or university.
 - 21-3.2 Master - a master’s degree earned at an accredited college or university; or a full year of study within an approved doctoral program (as the preparing institution defines the equivalent of a full year of study but not less than twenty-four (24) credit hours of study);
 - 21-3.3 Sixth Year - the sixth year may be evidenced by a Professional Diploma or Certificate awarded by an approved institution within a two-year post master’s program:

- (a) or a second one-year master's degree which is relevant to the teaching assignment;
- (b) or the sixth year may be a year's study (as the preparing institution defined the equivalent of a full year of study) taken within an approved doctoral program in which an individual who has completed the master's degree is fully matriculated.

21-3.4 Teachers presently employed on the sixth year schedule will retain their position on such schedule. Teachers covered by this contract who have earned doctorate degrees shall be placed on the appropriate step on the Doctorate Schedule.

21-3.5 Changes in degree status will occur in September or February. Teachers who anticipate changes in degree status must notify the school administrator by February 1st of the preceding year and must declare whether the change will take place in September or February. In order to obtain the degree change, such teachers must provide the school administrator with an official transcript verifying the degree status before August 31 for a September change and before January 31 for a February change. Degree status change will not take place without the submission of such verification and the late submission of such verification will cause the degree change to take place at the next change time. That is, a late September submission would become effective the following February.

ARTICLE 22 **INSURANCE**

22-1 Health Insurance

22-1.1 Effective July 1, 2014, each teacher who is eligible for individual, two person or family coverage under the health insurance plan described below may elect to be covered by executing and returning to the Board between June 1 and June 20 of each year the form attached to this Agreement as Appendix E.

22-1.2 The Board shall offer one medical insurance plan, the Aetna High Deductible Health Plan with a Health Savings Account, as described in the insurance summary in Appendix E, to all teachers who work at least a .5 FTE.

- a. All new teachers hired after 6/30/06 who work less than 1.0 FTE for the Board, but equal to or greater than .5 FTE, will pay a proportionate amount for their insurance that is based on their FTE differential. For example, a .5 FTE teacher would pay 50% for his/her insurance, and a .8 FTE teacher would pay 20% for his/her insurance. At no time, however, during the life of this Agreement shall a teacher who works less than full time for the Board pay a lower percentage for his/her insurance than 1.0 FTE teachers.

The High Deductible Health Plan shall include the following components:

- (i) Annual deductibles of \$1,500 / \$3,000 in 2014-2015; and \$2,000/\$4,000 in 2015-2016, and 2016-2017 and 2017-2018
- (ii) 100% in-network co-insurance; 80%/20% out of network co-insurance
- (iii) Out of pocket maximums of \$1,500/\$3,000 in-network, \$3,000/\$6,000 out of network in 2014-2015; and \$2,000/\$4,000 in-network and \$4,000/\$8,000 out of network in 2015-2016, and 2016-2017 and 2017-2018
- (iv) Preventive care rider
- (v) Prescriptions included in above deductibles. Once annual plan deductibles are met, prescription purchases are subject to co-pay amounts of \$10 / \$25/ \$40.

- (vi) The following premium cost sharing arrangement shall be in effect for the High Deductible Health Plan (HDHP)
 - 2014-2015 Teachers shall pay fourteen and one-half percent (14.5%) of the premium cost for the HDHP.
 - 2015-2016 Teachers shall pay fifteen percent (15.0%) of the premium cost for the HDHP.
 - 2016-2017 Teachers shall pay sixteen percent (16.0%) of the premium cost for the HDHP.
 - 2017-2018 Teachers shall pay seventeen percent (17.0%) of the premium cost for the HDHP.

- (vii) The Board will contribute into a Health Savings Account (HSA) for each employee selecting the HDHP plan at a level equal to 50% of the applicable deductible amount (\$750 for single and \$1,500 for two person and family in 2014-2015; and \$1,000 for single and \$2,000 for two person and family in 2015-2016, 2016-2017, and 2017-2018). The Board's contributions will be deposited into HSA accounts in July and September, in two equal installments. All new teachers hired after 6/30/06 who work less than 1.0, but more than .50 FTE, shall receive a proportionate amount of the H.S.A. contribution by the Board. So, a .6 employee, shall receive Board contribution of \$450 and \$900 (for 1,500/3000 plan) and \$600 and \$1,200 (for \$2,000/\$4,000 plan).
The Board shall have no obligation to fund any portion of the HSA deductible amount for retired teachers or other individuals upon their separation from employment.

* If an employee is precluded from participating in the H.S.A. because he or she does not meet the minimum requirements of federal tax laws and/or regulations, the Board shall provide the employee with access to a Health Reimbursement Account

("HRA"). The Board's annual contribution to the HRA shall not exceed its annual contribution to the H.S.A, based on the employee's coverage level.

- 22-1.3 A Dental plan covering 100/80/50 with no deductible and with annual benefit of \$1,500.00/member. Premium cost sharing for this plan for eligible teachers shall be 19% for the duration of the 2014-2018 Agreement.

22-2 Section 125 Plan

- 22-2.1 The Cornwall Board of Education shall continue to maintain a Section 125 pre-tax wage deduction plan in accordance with applicable provisions of Section 125 of the Internal Revenue Code (and in accordance with any amendments to said provisions) so long as said provisions allow for such a plan. Said plan will be designed to permit exclusion from taxable income of the employees' share of health insurance premiums, allowable medical expenses and dependent care pursuant to IRS regulations for those employees who complete and sign the appropriate wage deduction form. The Cornwall Board of Education shall incur no obligation to engage in any form of impact bargaining in the event that a change in law reduces or eliminates the tax-exempt status of the employee insurance premium contributions, allowable medical expenses and dependent care. Neither the Association nor any employee covered by this Agreement shall make any claim or demands nor maintain any action against the school district or any of its members or agents for taxes, penalties, interests or other costs or loss arising from the use of the wage deduction form or from a change in law that may reduce or eliminate the employee tax benefits to be derived from this plan. Further, the parties agree that the health insurance benefits and the administration of those benefits shall continue to be governed by the collective bargaining agreement and the carriers' insurance plan.

22-3 Life Insurance

- 22-3.1 The Board shall provide a fifty thousand dollars (\$50,000) term life insurance policy for the individual, 100% paid by the Board.
- 22-4 The Board may substitute any insurance carrier for any insurance carrier specifically named in this Agreement so long as the new insurance coverage provides an overall level of benefits that remains substantially equivalent to or better than the current insurance coverage. The "substantially equivalent to or better than" standard shall be applied on program-wide analysis, including the network, and shall not be benefit specific.

At least sixty (60) days prior to changing insurance carriers, the Board or its designee shall notify the Association in writing. Upon request, the parties shall meet to discuss the proposed change. Should the Association and the Board disagree that the changes proposed would provide substantially equivalent coverage, when viewed in total, the

disagreement shall be subject to impartial arbitration before a mutually agreeable member of the American Arbitration Association. The Board will not change to the new insurance carrier until the Arbitrator's decision has been issued in writing.

ARTICLE 23 SUBSTITUTES

- 23-1 This article will not pertain to emergency situations, which arise during the school day or to days or half days for which a substitute is paid.
- 23-2 In the event that a teacher is required to cover a class or portion of a class for a teacher who is absent for an entire day, said teacher will be compensated at a rate proportional to the amount of time spent in substitution, based on a substitute teacher's daily rate of pay.

ARTICLE 24 TUITION REIMBURSEMENT

- 24-1 Teachers who successfully complete graduate level courses in a program of courses approved by the superintendent of schools shall be reimbursed at a rate equal to fifty percent (50%) of the cost of a credit hour at a Connecticut state university up to a maximum of six (6) credit hours annually.
- 24-2 Reimbursement shall be made within thirty (30) days of the date that the teacher submits to the Superintendent the college receipt for the payment together with written evidence from the college that the teacher has satisfactorily completed the course with a grade of "B" or better.
- 24-3 To be eligible for reimbursement, the teacher must have prior approval of such graduate level courses from the Superintendent or his/her designee.
- 24-4 Decisions of the Superintendent to approve or disapprove course reimbursement shall not be subject to the grievance procedure set forth in Article 3 of this Agreement.

ARTICLE 25
DURATION

25-1 The provisions of this agreement shall be effective as of July 1, 2014 and shall remain in full force and effect and shall bind and inure to the benefits of the parties hereto and their successors, to and including June 30, 2018.

IN WITNESS HERETO, each of the parties hereunto has caused these presents to be executed by its proper officer, hereunto duly authorized, and its seal affixed hereto as of the date and year first above written.



Cornwall Board of Education, Chair

10/30/13
Date



Cornwall Consolidated Faculty Association, President

10/30/13
Date

APPENDIX A-1

**2014-2015
SALARY SCHEDULE**

STEPS	BA	MA	6TH YR	PHD
1	40,486	44,766	45,968	50,060
2	41,905	46,762	48,071	52,431
3	43,377	48,969	50,288	54,917
4	44,904	51,284	52,743	57,793
5	46,488	53,715	55,545	60,824
6	48,240	56,270	58,349	64,025
7	50,066	58,949	61,909	67,400
8	51,751	62,668	65,469	70,339
9	55,434	66,060	69,747	74,211
10	59,345	69,721	74,308	78,386
11	63,004	74,058	78,946	83,291
12	66,921	78,703	83,913	88,545

All teachers not at maximum in the 2013-2014 school year shall move to the next highest step number for the 2014-2015 school year at the precise mid-way point of the 2014-2015 work year. The Board and the Association have agreed that teachers will receive a pro-rated salary for the entire 2014-2015 work year that incorporates the increase associated with the mid-year step movement, beginning at the commencement of the 2014-2015 work year. Thus, the gross salary amount in each individual teacher's paycheck should be uniform across the work year.

Teachers hired at the commencement of the 2014-2015 work year or during the 2014-2015 work year, shall not move to the next highest step number mid-way through the year.

APPENDIX A-2

**2015-2016
SALARY SCHEDULE**

STEPS	BA	MA	6TH YR	PHD
1	41,224	45,581	46,805	50,972
2	42,668	47,614	48,947	53,386
3	44,167	49,861	51,204	55,918
4	45,722	52,218	53,704	58,846
5	47,335	54,694	56,557	61,933
6	49,119	57,295	59,412	65,192
7	50,979	60,023	63,037	68,628
8	52,694	63,810	66,661	71,620
9	56,444	67,264	71,018	75,563
10	60,427	70,991	75,662	79,814
11	64,152	75,408	80,384	84,808
12	67,925	79,884	85,172	89,873

All teachers not at maximum in the 2014-2015 school year shall remain on the same step number in the 2015-2016 school year.

APPENDIX A-3

**2016-2017
SALARY SCHEDULE**

STEPS	BA	MA	6TH YR	PHD
1	41,923	46,355	47,600	51,838
2	43,393	48,422	49,778	54,293
3	44,917	50,708	52,074	56,867
4	46,498	53,105	54,615	59,845
5	48,139	55,622	57,517	62,984
6	49,953	58,268	60,420	66,298
7	51,844	61,042	64,107	69,793
8	53,589	64,893	67,793	72,836
9	57,402	68,406	72,224	76,846
10	61,452	72,196	76,946	81,169
11	65,241	76,688	81,749	86,248
12	68,944	81,082	86,449	91,221

All teachers not at maximum in the 2015-2016 school year shall move to the next highest step number for the 2016-2017 school year at the precise mid-way point of the 2016-2017 work year. The Board and the Association have agreed that teachers will receive a pro-rated salary for the entire 2016-2017 work year that incorporates the increase associated with the mid-year step movement, beginning at the commencement of the 2016-2017 work year. Thus, the gross salary amount in each individual teacher's paycheck should be uniform across the work year.

Teachers hired at the commencement of the 2016-2017 work year or during the 2016-2017 work year, shall not move to the next highest step number mid-way through the year.

APPENDIX A-4

**2017-2018
SALARY SCHEDULE**

STEPS	BA	MA	6TH YR	PHD
1	42,577	47,078	48,342	52,646
2	44,069	49,177	50,554	55,139
3	45,618	51,498	52,886	57,754
4	47,223	53,933	55,467	60,778
5	48,889	56,489	58,414	63,966
6	50,732	59,177	61,363	67,332
7	52,652	61,994	65,106	70,881
8	54,424	65,905	68,850	73,972
9	58,298	69,472	73,350	78,044
10	62,411	73,322	78,146	82,435
11	66,258	77,884	83,024	87,593
12	69,978	82,298	87,746	92,589

All teachers not at maximum in the 2016-2017 school year shall remain on the same step number in the 2017-2018 school year.

APPENDIX B

EXTRA PAY FOR EXTRA DUTY

1. Coaches shall be paid by the sports season as follows:

	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
		(1%)	(2%)	(2%)	(2%)
Soccer	\$1,412	\$1,702	\$1,992	\$2,032	\$2,073
Basketball	\$1,934	\$1,953	\$1,992	\$2,032	\$2,073
Baseball and Softball	\$1,412	\$1,702	\$1,992	\$2,032	\$2,073

* - Parties agreed to equalize coaching stipends by the 2015-2016 work year. Percentage increases affect Basketball stipend only in the 2014-15 and 2015-16 work years.

2. Directors of non-sports activities approved by the principal and the Board will be paid at the rate of:

	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
		(1%)	(2%)	(2%)	(2%)
	\$24.61	\$24.86	\$25.35	\$25.86	\$26.38

3. Certified personnel within the local school will be given first consideration for all extra duty positions.*

4.

	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>
		(1%)	(2%)	(2%)	(2%)
Coordinator – 8 th Grade Teacher*	\$809	\$1,430	\$1,459	\$1,488	\$1,518
Theater Director(s) **	\$809	\$2,043	\$2,084	\$2,126	\$2,168
Musical Director	\$539	\$544	\$555	\$566	\$577
Yearbook Advisor	\$405	\$410	\$418	\$427	\$435
Our Song Editor	\$405	\$410	\$418	\$427	\$435
Outdoor Ed Coordinator	\$270	\$275	\$281	\$286	\$292
Student Council Advisor(s) *	\$270	\$477	\$487	\$496	\$506

* - Divided among 2 teachers in 2014-2018 work years.

** - Divided among 3 teachers in 2014-2018 work years.

- TEAM Mentors – Mentors are expected to work with new teachers in the TEAM program for two consecutive years. TEAM Mentors will receive an annual stipend per mentee at the completion of each year of service. The stipend shall equal the following regardless of whether state funding for this program is reduced or withdrawn.

<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>	<u>2017/2018</u>
\$505	\$515	\$525	\$536

- No new paying programs under Extra Pay for Extra Duty may be instituted without prior local Board of Education approval.

APPENDIX C

2014-2018 SALARY DEDUCTIONS

A staff member may, on written request, have deductions made from his/her salary for any of the approved list below:

CT Teachers' Retirement Fund (pension)
Cornwall Consolidated Faculty Association (professional dues)
Connecticut Education Association (professional dues)
National Education Association (professional dues)
First Bristol Federal Credit Union

CORNWALL TAX SHELTERED ANNUITIES

ING
AXA Equitable
Metlife
Vanguard
Fidelity

*

APPENDIX D

FORMAL GRIEVANCE PRESENTATION

(Form 1 - To be completed by aggrieved person – type or print)

Aggrieved Person: _____

Date of Formal Presentation: _____

Home Address: _____

School: _____

Level of Grievance

(check applicable level)

One

Two

Three

Four

Statement of Grievance: _____

Action Requested: _____

Signature of Aggrieved

Date

Signature and formal date of grievance at the applicable level

One: _____
Signature Date

Three: _____
Signature Date

Two: _____
Signature Date

Four: _____
Signature Date

APPENDIX D

DECISION OF PRINCIPAL

(Form 2 - To be completed by principal or administrator within 5 days of formal grievance – type or print)

Aggrieved
Person: _____

Date of Formal
Grievance: _____

School: _____

Principal or
Administrator: _____

Decision of
Principal or
Administrator: _____

Date of Decision

Signature of Principal or Administrator

AGGRIEVED PERSON'S RESPONSE

(To be completed by aggrieved within 3 days of decision)

_____ I accept the above decision and a grievance no longer exists.

_____ I hereby appeal to the superintendent of schools for a review of this grievance.

Date of Response

Signature of Aggrieved

APPENDIX D

DECISION OF SUPERINTENDENT

(Form 3 - To be completed by the superintendent or his/her designate within 7 days after hearing with aggrieved or his/her representative; hearing to be held within 10 days after receipt of appeal – type or print)

Aggrieved Person: _____ Date of Formal Grievance Presentation: _____

Date of Hearing Held by Superintendent _____

Decision of Superintendent: _____

Date of Decision

Signature of Superintendent

AGGRIEVED PERSON'S RESPONSE

(To be completed by aggrieved within 3 days of decision)

_____ I accept the above decision and a grievance no longer exists.

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

Date of Response

Signature of Aggrieved

APPENDIX D

REVIEW BY BOARD OF EDUCATION

(Form 4 - type or print)

Aggrieved Person: _____ Date of Formal Grievance Presentation: _____

Date *Signature of Aggrieved*

BOARD RESPONSE

(To be completed by Board of Education within 30 days after Board Hearing with aggrieved or his representative; Board hearing to be held within 10 days after receipt of appeal.)

Date Appeal is Received By Board of Education: _____ Date Hearing Held By Board of Education: _____

Decision of the Bd. of Ed. and the Reasons Therefore: _____

Date *Signature of Authorized Board Representative*

AGGRIEVED PERSON'S RESPONSE

(To be completed by aggrieved within 3 days of decision)

- _____ I accept the above decision and a grievance no longer exists.
- _____ I hereby refer the above decision to the president of the Association and request that this grievance be submitted to arbitration.

APPENDIX D

DETERMINATION REGARDING ARBITRATION

(Form 5 - To be completed by the Association President and PR&R Committee Chairman within 5 days of receipt of request from aggrieved that grievance be submitted to arbitration – type or print)

Aggrieved Person: _____ Association President: _____	Date of Formal Grievance Presentation: _____ Date Request Received for Arbitration: _____
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DETERMINATION BY ASSOCIATION

_____ The Association, through its PR&R Committee, has determined that this grievance is not meritorious and/or that submitting it to arbitration is not in the best interests of the school system. The grievance therefore is closed.

_____ The Association, through its PR&R committee, has determined that this grievance is meritorious and that submitting it to arbitration is in the best interests of the school system. The grievance therefore is hereby submitted to arbitration.

REASONS THEREFORE

Date of Determination: _____

Signature of PR&R Chairman

Signature of Association President

DESIGNATION OF ARBITRATOR

(To be completed by Board Chairman and Association President)

The parties have agreed upon and selected: _____ as arbitrator
(name of arbitrator)
to whom the appended grievance is hereby submitted.

Date of Determination: _____

Signature of Association President

Signature of Board Chairman