

AGREEMENT

between

THE COVENTRY BOARD OF EDUCATION

and

THE EDUCATION ASSOCIATION OF COVENTRY

For the Period July 1, 2014 through June 30, 2017

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ARTICLE I
RECOGNITION

- 1-1 In accordance with Section 10-153(b) of the Connecticut General Statutes, the Coventry Board of Education (hereinafter referred to as the "Board") hereby recognizes the Education Association of Coventry (hereinafter referred to as the "EAC." or "Association"), an affiliate of the Connecticut Education Association and the National Education Association, as the sole and exclusive bargaining representative for all elementary and secondary teachers and holders of special certificates and/or durational shortage area permits other than administrative until such time as an organization successfully challenges such representation pursuant to Section 10-153(b). However, all teachers employed by the Coventry Board of Education shall be bound by the terms of this Agreement.
- 1.2 Durational Shortage Area Permit (DSAP)
- 1-2.1 Employees holding a Durational Shortage Area Permit (DSAP) shall be covered by all the terms and conditions of this Agreement, except as follows:
- A. Leaves of Absence (Article VIII, Sections 8-7.3; 8-8; and 8-10).
 - B. Vacancies and Transfers Article IX.
 - C. Separation and Recall (Article XIV).
- 1-2.2 A DSAP holder shall not accrue seniority or length of service for any purpose in the Coventry School System. Notwithstanding the foregoing, if a DSAP holder becomes certified as a teacher and is retained by the Board as an employee after receiving such certification, with no break in service, then the individual shall be credited with seniority and length of service for all purposes under this Agreement, retroactive to the first date of hire by the Board.
- 1-2.3 The Board shall have the right, in its sole discretion, not to renew and/or to terminate the employment of a DSAP holder, and the DSAP holder shall have no right to file and/or pursue a grievance under this Agreement with respect to such action.
- 1-3 Non-Discrimination
- 1-3.1 It is not the intent of this Agreement to discriminate in any way against any teacher regardless of membership or nonmembership in any employee organization.
- 1-3.2 Members of the categories noted above in Section 1-1 (hereinafter referred to as "teachers") who participate in the process of resolving grievances or professional problems in the manner indicated herein shall not be subject to discrimination for such action.

- 1-3.3 The resolution of all grievances shall be in accordance with the procedures which are part of this Agreement.
- 1-3.4 Nothing contained in this Agreement shall be construed to deny any teacher or the Board the right to resort to legal proceedings. No decisions or adjustment of a grievance shall be contrary to the provisions of this Agreement, unless by mutual agreement of the Board and the EAC.
- 1-4 EAC Rights and Responsibilities
- 1-4.1 The office of the Superintendent of Schools shall upon request, furnish to the EAC available information concerning financial resources of the district, tentative budgetary requirements and allocations, and such other information as will assist the EAC in developing intelligent, accurate programs on behalf of the teachers and the students. The Superintendent shall have the same right to the same information from the EAC.
- 1-4.2 The Superintendent shall, at the written request of the EAC and upon submission of an agenda, meet monthly, after school hours, at a mutually agreeable time, with no more than five (5) representatives of the EAC, to discuss matters of educational policy and development as well as matters relating to this Agreement.
- 1-4.3 The EAC shall be provided a bulletin board in the faculty room at each school for the posting of official notices and other official materials relating to the EAC activities. Copies of all such materials will be approved by the principal before posting by the official Association building representative.
- 1-4.4 The EAC shall have the right to place material in the mailboxes of teachers and placement of such materials will be made by the school delegate or his/her designee. The EAC shall also have the right to communicate with its members via the school district's e-mail system, subject to the school district's policies as may be amended from time to time.
- 1-4.5 On twenty-four (24) hours' notice to the Principal of the school, the EAC or any other organized teacher group, shall have the right to schedule meetings in the buildings before or after regular duty hours and during the lunch time of the teachers involved on matters concerning their employment and the provisions of this Agreement, provided the space requested has not been previously committed, or no other school-related meetings have previously been scheduled involving the same personnel.
- 1-4.6 The Principal of a school shall, at the written request of the EAC, meet at least once a month during the school term with the EAC School Professional Communication Committee, to discuss school operations and questions, other than grievances, relating to the implementation of this Agreement.
- 1-4.7 The Board shall permit the President of the EAC or his/her designated representative to visit

the schools for any purpose relating to the terms and conditions of this Agreement. If conferences with teachers are necessary, they shall be scheduled before school hours, after school hours or during lunch hours. No meetings shall occur during a teacher's teaching or duty periods. Rules and policies governing visits to the schools shall be followed.

- 1-4.8 The EAC President shall be assigned no additional duties beyond his/her teaching assignment and be free to carry on Association business and leave the building during school hours except during his/her teaching periods.
- 1-4.9 A copy of the materials prepared for distribution to the public and the media at Board meetings shall be reserved for the President of the EAC. A copy of materials publicly distributed or disseminated by the EAC will be reserved for the Board chairperson and provided to him/her by the EAC.
- 1-4.10 If the above materials are prepared or available prior to the Board meeting, they will be transmitted to the EAC in the interschool mail or be available to be picked up at the Superintendent's office.
- 1-5 The terms of this Agreement shall not apply where inconsistent with constitutional, statutory or other legal provisions. If any provision of this Agreement is found to be contrary to law by the Supreme Court of the United States, or by any court of competent jurisdiction from whose judgment no appeal has been taken within the time provided for doing so, such provision shall be modified forthwith by the parties hereto to the extent necessary to conform thereby. In such case, all other provisions of this Agreement shall remain in effect.

ARTICLE II **FAIR PRACTICES**

- 2-1 In accordance with the laws of the United States and the State of Connecticut, and with established policies and practices of the Board of Education and the EAC, there shall be no discrimination against any teacher on the basis of race, creed, color, age, sex, national origin, ancestry, marital status, physical disability or any other unlawful standard, or membership or lawful participation in or association with the activities of the EAC.

ARTICLE III **GRIEVANCE PROCEDURES**

- 3-1 **Definition**
- 3-1.1 A grievance is a complaint by a teacher or by a group of teachers involving the application or interpretation of Board policies affecting teachers; or a claim that some action taken against

the aggrieved teacher(s) by the Board, Superintendent, Director of Pupil and Staff Support Services, principal or other supervisory personnel is unreasonable, arbitrary or discriminatory; or there has been an alleged violation, misinterpretation or misapplication of any provision of this Agreement.

3-2 Representation

3-2.1 The Board of Education shall recognize one (1) EAC appointed member in each school building as that building's EAC representative. The Association may, if it so desires, call upon the professional services of the Connecticut Education Association for consultation and assistance at any stage of the procedure.

3-2.2 The four (4) building representatives shall serve as the recognized committee of the EAC in the latter's deliberations with the Board of Education.

3-2.3 Building representatives must be full-time employees of the Coventry Board of Education.

3-3 Adjustment of Grievance

3-3.1 In the event that a difference arises between the building Principal or his/her assistant and a teacher, teachers or the EAC within the building concerning the interpretation, application or compliance with the provisions of this Agreement or the Board of Education's published policies, an earnest effort will be made to resolve such differences in accordance with the following procedures:

A. Step One – School Level

1. A teacher having a grievance (and/or his/her building representative) shall first discuss the grievance with the appropriate administrator within five (5) school days from the time the grievant knew or reasonably should have known of the event or condition giving rise to the grievance. If that discussion does not resolve the grievance, it shall be promptly reduced to writing in the prescribed form within ten (10) school days from the time the grievant knew or reasonably should have known of the event or condition giving rise to the grievance, or it shall be considered waived. The form shall be signed by the aggrieved and the building representative, stating:
 - a. The nature of the grievance and the facts involved;
 - b. The remedy requested; and
 - c. The alleged violation of this Agreement or published Board policy.
2. When the grievance is presented in writing, the answer of the appropriate

administrator shall be given in writing to the building representative within five (5) school days after its presentation.

B. Step Two – Superintendent of Schools

1. If the grievance is not settled at Step One, then the building representative shall, within five (5) school days of the response at Step One, with or without the aggrieved person present, submit the grievance in writing to the Superintendent of Schools. The Superintendent shall, within five (5) school days of that submission meet with the parties in an effort to resolve the grievance.
2. The Superintendent shall, within five (5) school days of that meeting, render in writing his/her decision to the building representative.

C. Step Three – Board of Education

1. If the grievance is not satisfactorily settled at Step Two, then the building representative, through the President of the EAC shall, within three (3) school days, contact in writing the chairperson of the Board of Education requesting that a meeting between the Board of Education or a designated committee thereof, the building representatives and the President of the EAC be arranged within ten (10) school days of the postmarked request.
2. The Board of Education shall submit its decision in writing to the President of the EAC within ten (10) school days following the meeting held in compliance with the above paragraph.

D. Step Four – Arbitration

1. Within ten (10) school days, the EAC may file for arbitration from the Board's Step 3 decision of the Board with the American Arbitration Association ("AAA") or, upon agreement between the parties, with the American Dispute Resolution Center ("ARDC"). Arbitration shall be conducted in accordance with the rules and regulations of the AAA or ADRC.
2. Only the EAC, and not an individual teacher or group of teachers, shall be permitted to submit a grievance to arbitration.
3. The decision of the Arbitrator shall be final and binding upon the parties. The cost of arbitration shall be shared equally by the parties.

3-4

A grievance which affects a substantial number of teachers and which the building Principal at Step One lacks the authority to handle may be introduced at Step Two with the four (4)

Building Representatives and the President of the E.A.C. in attendance. Such a grievance shall be filed by the Association within five (5) school days of the time the Association knew or reasonably should have known of the event or condition giving rise to the grievance.

ARTICLE IV **TEACHER FILES**

- 4-1 Official teacher files in a school shall be maintained according to Section 10-151(a) of the Connecticut General Statutes.
- 4-2 No material derogatory to a teacher's conduct, service, character or personality shall be placed in the file unless the teacher has had an opportunity to read the material. The teacher shall acknowledge that he/she has read such material by affixing his/her signature on the actual copy to be filed with the understanding that such signature merely signifies that he/she has read the material to be filed and does not necessarily indicate agreement with its content.
- 4-3 The teacher shall have the right to answer any material filed and his/her answer shall be attached to the file copy. Furthermore, the teacher has the right to answer through the grievance procedure, up to the Board level only, for the removal of any material filed.
- 4-4 Upon request by the teacher and accompanied by the Principal or authorized representative, he/she shall be permitted to examine his/her file without unreasonable delay, with the exception of letters of reference marked confidential by the author of the letter or those letters of reference waived by the employee.
- 4-5 At the request of the teacher, the Superintendent shall reproduce any material in the teacher's file, with the exception of letters of reference marked confidential by the author of the letter or those letters of reference waived by the employee. One (1) copy will be provided without charge. A charge of fifteen cents (\$.15) per page will be made for additional copies.
- 4-6 Administrators shall be encouraged to place in a teacher's file information of a positive nature indicating special competencies, achievements, performances or contribution of an academic, professional or civic nature. Teachers may bring such items to the attention of administrators.

ARTICLE V **TEACHER WORK DAY AND WORK YEAR**

- 5-1 A workday is considered to be any day that the teacher is required to attend school with or without students in attendance.

- 5-1.1 The work year shall include one hundred eighty-seven (187) days. This will include one hundred eighty-two (182) instructional days and five (5) other days. The Board reserves the right to change the work year set forth above. The parties shall negotiate a change to the work year in accordance with the law.
- 5-1.2 The workday for all schools shall be determined by the Board and shall begin twenty (20) to thirty (30) minutes before the opening of school and end twenty (20) to thirty (30) minutes after the normal dismissal time of students. Individual teacher schedules may be adjusted by the administration, but in no case shall an individual teacher's schedule exceed fifty (50) minutes beyond the instructional day, except in situations of voluntary duty. If the administration decides to adjust an individual teacher's schedule, it shall notify the teacher and the Association at least thirty (30) calendar days in advance of the schedule change. This thirty (30) day notification period may be waived by mutual agreement. The Board reserves the right to change the workday set forth above. The parties shall negotiate a change in the length of the workday in accordance with the Connecticut General Statutes.
- 5-2 The Board reserves the right to do all scheduling of hours for pupils prior to the commencement of the school year. However, any changes occurring after the opening of the school year will be accomplished only after consultation with the E.A.C.
- 5-3 The assignment of any teacher employed by the Board of Education which requires travel between schools on a given day shall not cause said teacher to work a greater number of hours than a typical teacher in either school.

ARTICLE VI
TEACHER ASSIGNMENTS AND PROCEDURES

- 6-1 Every effort shall be made to notify teachers in writing of their teaching assignments for the ensuing school year by June 15, but they must be notified no later than July 15, excepting those circumstances when a budget has not yet been approved by town action, and then teachers shall be notified as soon as possible.
- 6-2 In the event of an unanticipated change in staff during the summer months, every attempt must be made to notify those teachers whose schedule will change as a result. Notification is to be made in writing as soon as the change occurs or is anticipated. Those teachers involved shall be given the opportunity to meet with the Principal. It shall be understood that any such changes will reflect sound educational policy and shall not conflict with the instructional requirements and best interests of the school system and pupils.
- 6-3 Teachers may be assigned to subjects and/or grades of other classes outside the scope of their teaching certificates only when done so in accordance with state law and the rules and regulations of the State Board of Education.

- 6-4 All teachers in PreK/Kindergarten through Grades 12, in addition to their duty free lunch period, shall have one (1) preparation period each day during which they shall not be assigned to any other duty. In the case of a rotating schedule, a teacher shall have no fewer than four (4) preparation periods a week. Such preparation periods may occur concurrent with periods of art, music, and physical education. Teachers will be expected to be in their classrooms before children return.
- 6-5 The Board will use its best efforts to schedule specials teachers (gym, art and music) who are not assigned to fixed classrooms, so that they will have a reasonable time to get from one classroom to another. All teachers will use their best efforts to accommodate specials teachers who may need some extra time to move from one classroom to another.
- 6-6 In addition to homeroom duty, teachers in Grades 6-12 shall not be assigned to more than five (5) teaching periods per day. All teachers except department chairpersons are obligated to one (1) other duty period or study hall. Lunch period interrupts the consecutive teaching order. Deviations from the consecutive teaching period restrictions contained in this provision shall be made only after a meeting between the teacher involved, the Superintendent or his/her designee and if requested by the teacher, the EAC representative. Notification of this meeting and that it concerns a deviation must be made four (4) days in advance. At this meeting, the teacher shall be notified of the reasons for such deviation.
- 6-6.1 Every attempt will be made to rotate teacher assignments for study halls, homerooms, lunch duties, etc., among the staff on an annual basis.
- 6-7 Teachers in Grades 6-12, with the exception of teachers whose primary assignment is in special education (including gifted and talented), shall not normally be required to teach more than two (2) subjects nor to make more than three (3) teaching preparations within said subjects at any one time. Only in emergencies may a variation on this policy be considered. Such consideration shall be at the discretion of the department chairperson and the volunteering teacher with the approval of the building Principal.
- 6-7.1 If the administration offers, and the teacher accepts, an additional teaching assignment beyond the normal five (5) teaching periods per day, the teacher shall be compensated on a prorated basis of their annual salary for said assignment. The teacher's personal preparation period shall be the only period utilized for such additional assignment.
- 6-8 Substitutes
- 6-8.1 No regularly assigned teacher will be used as a substitute teacher without his/her consent except in an emergency. Emergency is defined as "a teacher being unable to complete the school day."
- 6-8.2 Any regularly assigned teacher taking the duties of a substitute teacher shall receive compensation at the rate of one-fifth (1/5) of the substitute daily rate per class period or

study hall.

- 6-9 Teacher participation in extracurricular activities and all other activities beyond the regular school hours shall be voluntary rather than assigned except as stated in Section 11-6.1. Exception to this will be that teachers will be required to attend a maximum of three (3) evening meetings for the purposes of open houses and/or parent-teacher meetings. Where practicable, the administration shall make every effort to limit the length of evening meetings. Teachers shall schedule parent conferences at a time convenient to the parent(s) and the teacher(s) within five (5) days of the request. Teachers will make every attempt to meet with all the parents that request a conference within ten (10) school days of such request.
- 6-10 By October 1 of each school year, each teacher will submit a list of at least three (3) extra activities in which he/she would be willing to participate. The teacher and building administrator must reach a mutual agreement on an activity from the list presented to be performed. Teachers will not be required to perform more than one (1) activity per semester. The parties agree that if by October 15 mutual agreement has not been reached between the teacher and building administrator, the administrator will post a list of those activities which remain unfilled. Teachers who have not reached agreement on an activity must choose an activity from this list in order of their seniority. Each teacher must have chosen an activity by November 1.
- 6-11 There shall be no more than sixteen (16) mandatory school-wide and/or system-wide administrative meetings throughout the school year, the duration of which should be no more than one and one-half (1½) hours after the latest normal dismissal of students of schools involved, provided that teachers shall be released following the conclusion of the administrative meeting. Teachers will be notified at least forty-eight (48) hours before such meetings, except in the case of an emergency.
- 6-12 In-Service Days and Professional Development
- 6-12.1 In-service days shall be used for the improvement of instruction and/or curricula. On shortened session days, in-service programs shall commence no later than fifteen (15) minutes after dismissal in the last participating school and shall be of no longer than three (3) hours duration, unless a mutual agreement to an extension is agreed upon by the participants of the meeting. However, any teacher not agreeing to an extension will be free to leave at any time following the allotted time for the in-service program.
- 6-12.2 The Board will use its best efforts to schedule regular staff committee meetings during times which do not conflict with teachers' classroom responsibilities.
- 6-12.3 The Board shall establish a district-wide Professional Development Committee, which shall have teachers as representative members, with at least two (2) teachers being appointed to the committee by the EAC President.

ARTICLE VII
CLASS SIZE

- 7-1 The Board of Education, through adequate planning and budgeting, and its administration, through adequate scheduling and placement of staff and students, shall endeavor to maintain all regular academic class sizes at Grades 3-12 at the level of twenty-seven (27) students per teacher. If class sizes exceed twenty-seven (27) students per class after the beginning of school in September, additional teachers will not be added unless enrollment is projected to continue to exceed twenty-seven (27) students per class for at least one quarter (¼) or the ratio exceeds thirty (30) students to one (1) teacher. (See Section 7-7).
- 7-2 Isolated deviations from this average shall not, insofar as possible, be allowed to exceed a class size of thirty (30).
- 7-3 Class size in Kindergarten and First Grade shall be determined by a consideration of the nature of the program, space, equipment and other factors involved. Every attempt shall be made not to exceed a class size of twenty-one (21) students per teacher at grade levels Kindergarten and First Grade. If class sizes exceed twenty-one (21) students per class after the beginning of school in September, additional teachers will not be added unless enrollment is projected to continue to exceed twenty-one (21) students per class for the quarter (¼) or the ratio exceeds twenty-five (25) to one (1) teacher.
- 7-4 Every attempt shall be made not to exceed a class size of twenty-two (22) students per teacher in Grade Two. If class sizes exceed twenty-two (22) students per class after the beginning of school in September, additional teachers will not be added unless enrollment is projected to exceed twenty-two (22) students per class for the quarter (¼) or the ratio exceeds twenty-five (25) to one (1) teacher.
- 7-5 Every attempt shall be made not to exceed a class size of twenty-seven (27) students per teacher in specialized courses where the nature of the program, space, equipment limitations or other factors so dictate in the opinion of the Board. Class size for these special classes or courses shall not affect the stated regular average class size goal.
- 7-6 Class situations which are primarily and purposefully of a large-group, participatory nature, including lecture situations, shall not be bound by this policy.
- 7-7 Class sizes shall be determined on a grade level per building basis.

ARTICLE VIII
LEAVES OF ABSENCE

- 8-1 Sick Days
- 8-1.1 All contract teachers shall be entitled to allowance of full salary for fifteen (15) days per year

of local service for absence due to personal illness. Up to eight (8) of these days per year may be used for illness in the immediate family. For the purposes of this section, "immediate family" shall mean spouse, child, parent or any relative domiciled in the teacher's household. In the Superintendent's sole discretion, s/he may grant additional days to be used for family illness.

- 8-1.2 Teachers may accumulate up to one hundred eighty-seven (187) sick days. Teachers hired on or before July 1, 2011, with accumulations of greater than one hundred eighty-seven (187) days shall maintain their current accumulation of use of same. In the event, however, that the number of sick days is reduced below one hundred eighty-seven, accumulation shall not accrue beyond one hundred eighty-seven (187) days. Verification of a prolonged illness being charged against accumulated sick days shall be submitted semi-monthly by the attending physician. Sick days may not be used for family illness, except as provided above. Each teacher will be provided no later than October 15 with a statement of his or her accumulated sick leave.
- 8-1.3 Teachers who retire from teaching after a minimum of ten (10) consecutive years of active service in the Coventry school system shall receive a "service benefit" of twenty dollars (\$20.00) per day for every day of accumulated sick leave at the time of retirement, provided that a teacher's eligibility for such payment is contingent upon the teacher providing the Board with written notice of his/her retirement on or before the February 15th preceding the teacher's retirement date. The maximum accumulation of days shall be one hundred eighty-five (185) days. "Retire from teaching" shall mean a teacher has completed a minimum of ten (10) consecutive years of active service in the Coventry school system and leaves teaching and qualifies for benefits or deferred benefits under the Connecticut Teacher Retirement System current at the time of retirement from Coventry. If a teacher provides written notification on or before the February 15th preceding the teacher's retirement date, payment shall be made by December 31st of the calendar year in which notification is made. In cases of notification after February 15th, payment shall be made by December 31st of the calendar year following the year in which notification is made. In case of death, the teacher's survivors or estate shall be paid the equivalent of his/her accumulated sick leave on the above basis. Teachers newly hired by the Board for the 1999-2000 school year and thereafter shall not be eligible to be paid for accumulated sick leave under any circumstances.
- 8-1.4 For any absence of more than three (3) consecutive school days or in any case of suspected sick leave abuse, a doctor's certificate shall be submitted upon the request of the Superintendent. Sick leave abuse is defined as a clear pattern of absence. Any additional costs incurred by the teacher in obtaining a requested certificate from his/her physician, that are not covered by insurance benefits, will be reimbursed by the Board.
- 8-1.5 The Superintendent may require a teacher to be examined by a physician, at Board expense, if in the judgment of the Superintendent, the teacher's fitness for duty is in question. The

examining physician shall certify to the Superintendent and the teacher the results of the examination.

8-1.6 If the teacher wishes to challenge the results of the examination, a second examination by a mutually agreed-upon doctor shall be performed at Board expense.

8-2 Sick Leave Bank

8-2.1 Purpose - To provide members with additional paid sick leave when such members have exhausted sick leave due to their personal prolonged serious and/or catastrophic illness or injury or combination thereof, and have provided competent medical certification of said prolonged serious and/or catastrophic illness or injury or combination thereof.

8-2.2 A member fitting the criteria set forth above may request access to the sick leave bank.

8-2.3 The bank and eligibility determinations shall be administered by the Superintendent or his/her designee.

8-2.4 The Superintendent and his/her designee shall use the following criteria to determine the eligibility of a member to receive donations and to determine the number of days to be donated:

A. A member must have prolonged serious and/or catastrophic illness or injury or combination thereof and must provide timely and competent medical certification of the prolonged serious and/or catastrophic illness or injury or combination thereof.

B. A member must have attained tenure in Coventry.

C. A member must have exhausted all accumulated sick leave.

D. A member shall not be entitled to any other paid leave, remuneration from disability payments, workers' compensation, and/or other such benefits.

8-2.5 Donations will be accepted to the bank on a first come, first serve basis until the number of days donated totals one hundred (100) days. Such donations may only be made within the first two (2) calendar weeks of school each year. Teachers who donate paid days shall have the days deducted from their total accumulated sick leave. Once donated, the days shall no longer be available to the teacher who donated them. Only members that have at least thirty (30) days of accumulated sick leave may donate days. Donations shall be voluntary. Once donated, the donated days do not revert to the donating teacher.

8-2.6 Once donations have been accepted in compliance with Section E above, the Superintendent may issue a grant of days from the Sick Leave Bank of no more than thirty (30) days to any individual teacher.

- 8-2.7 The aggregate number of days that may be donated in any school year shall be a maximum of three (3) days per member.
- 8-2.8 The decisions of the Superintendent shall be final and binding and not be subject to the grievance procedure or arbitration.
- 8-3 Jury Duty
- 8-3.1 Jury duty, with pay shall be allowed in accordance with applicable state and federal law.
- 8-4 Subpoena
- 8-4.1 If a teacher is subpoenaed to appear in court for any school-related incident, his/her absence from the classroom is not to be deducted from any other "earned days" and he/she will receive full salary.
- 8-4.2 A teacher subpoenaed to appear in court for any reason other than related to school activities may request of the Superintendent that his/her absence not be deducted from other "earned days" and that he/she receive full salary for time lost. The Superintendent shall have discretion to approve or deny such requests.
- 8-5 Personal Days
- 8-5.1 Each teacher shall be entitled to two (2) paid days for personal business which cannot be conducted outside of the school day. Such days must be taken as full days. Additional days may be granted for good cause only upon request with prior approval of the Superintendent or his/her designee, but in no event shall the total number of personal days exceed three (3) in any school year. Personal days must not occur just prior to or following school holidays or vacations without prior approval of the Superintendent. Teachers must give a minimum of twenty-four (24) hours' notice for such requests. Exceptions shall be at the discretion of the respective teacher's building Principal.
- 8-5.2 Personal days may be accumulated from year-to-year up to a maximum of four (4) days (two [2] days' carry-over plus two [2] days for the current year). Teachers shall not be permitted to take in excess of two (2) personal days within any one (1) week period. Exceptions shall be granted at the discretion of the respective teacher's building Principal in excess of two (2) personal days within any one (1) week period.
- 8-5.3 Additional personal days will be granted upon request by the Superintendent for recognized religious holy days. Such days shall not exceed three (3).
- 8-6 Professional Days
- 8-6.1 Each teacher shall be entitled to one (1) day for visiting other schools during the school year,

arrangements for which shall be made through the Superintendent. Additional days may be granted upon request with prior approval of the Superintendent.

- 8-6.2 With the prior written approval of the Superintendent, each teacher shall be entitled to one (1) day for professional purposes such as institutes, conferences, etc., during the school year, without reimbursement for expenses, arrangements for which shall be made through the Superintendent. Additional days may be granted upon request with prior approval of the Superintendent.
- 8-6.3 Teachers who are selected or delegated by the Superintendent of Schools shall be allowed one (1) day for professional purposes, such as institutes, organizational meetings, conferences, etc., arrangements for which shall be made through the Superintendent's office. Additional days for this purpose may be granted upon request.
- 8-6.4 Teachers who are selected or delegated by the Superintendent to attend professional meetings or conferences away from town shall be reimbursed for registration fees and for travel, at a rate equivalent to the standard federal business mileage rate used in determining federal tax liability due April 15th of the previous school year, when automobile travel is approved or reimbursed in full or any other mutually agreed-upon means of transportation. Meal expenses shall not exceed forty dollars (\$40.00) per day, to be spent in the following manner: eight dollars (\$8.00) limit for breakfast, twelve dollars (\$12.00) limit for lunch and twenty dollar (\$20.00) limit for dinner (supper). Teachers leaving their teaching station prior to 7:00 a.m. shall qualify for breakfast expenses and those returning home after 7:00 p.m. shall qualify for dinner expenses. If conference fees for meals are higher than those aforementioned, the teacher shall be fully compensated with prior approval of the Superintendent. Such travel is subject to prior approval by the Superintendent of Schools. Teachers may request such delegation. Receipts will be provided by the teachers for all expenses to be reimbursed.
- 8-6.5 Teachers who are selected or delegated by the Superintendent and with the approval of the Board of Education to attend professional meetings or conferences away from town and greater than one (1) day's duration shall be reimbursed for registration fees and for travel at a rate equivalent to the standard federal business mileage rate used in determining federal tax liability due April 15th of the previous school year, when automobile travel is approved, or shall be directed to use other convenient or suitable travel means as most appropriate for the distance involved and be reimbursed in full for such transportation. Also, a reasonable meal expense not to exceed forty dollars (\$40.00) per day will be allowed along with a maximum lodging allowance per day as pre-approved by the Superintendent or his/her designee. Teachers may request such delegation. Receipts will be provided by the teachers for all expenses to be reimbursed.
- 8-7 Funeral Leave
- 8-7.1 Each teacher shall be entitled to absence with full salary not to exceed five (5) days for the

death of spouse, child, parents, brother, sister and parents of current spouse. For the death of any other member of the immediate family, this absence shall not exceed three (3) days. Members of the immediate family include: grandparents, grandchildren and any relation who resides in the teacher's household.

8-7.2 Additional days may be applied for under exceptional circumstances. Normally, such entitled absences shall be taken within two weeks of the death of a family member. If unusual circumstances arise, the teacher shall apply to the Superintendent or his/her designee for the use of these additional days at a later time and outline the unusual circumstances.

8-8 Extended Leave

8-8.1 Leaves of absence without pay may be granted by the Board for one (1) year or less for the purpose of:

- A. Personal illness;
- B. Family illness (immediate family);
- C. Professional improvement - educational travel; and
- D. Pregnancy and childbirth.

8-8.2 In accord with existing practices, the EAC accepts that the Board cannot guarantee the return of any teacher to a specific building, grade level or special assignment at the conclusion of a period of absence which exceeds two (2) semesters in length. The Board will, however, return a teacher to the same or comparable position to that held prior to the leave taken for the aforementioned purposes.

8-8.3 Extended leaves may be granted where necessary at the discretion of the Board. Termination of the leave shall be at a time acceptable to the Board.

8-8.4 A teacher granted a leave of absence for a predetermined period without pay, and who returns to the Coventry school system after the leave period, will be placed on the level in the current salary schedule commensurate with his/her preparation and experience (not counting the time on leave).

8-9 Maternity Leave/Childrearing Leave

8-9.1 Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom shall be treated as temporary disabilities for all job related purposes. The term "temporary disability" shall be interpreted as being within the meaning of the term "sick" as used in Section 10-156 of the Connecticut General Statutes.

8-9.2 Any certified professional employee with at least one (1) years' service in Coventry shall be

entitled, upon written request submitted to the Superintendent of Schools, to an extended leave without pay for purposes of childrearing, including the adoption of a preschool child, apart from any period of childbirth disability leave with pay. Such employee shall be entitled to such leave for any school year, or reasonably requested portion thereof, in which the child is born, and for one (1) additional year if requested by the employee. Teachers desiring to return may do so with the Board approval and will be re-employed when a suitable vacancy exists.

- 8-9.3 Pregnancy or childbirth shall not be the basis for termination of employment or compulsory resignation.
- 8-10 Professional obligations shall be met by teachers requesting and receiving leaves of absence without pay by returning to the school system upon termination of the leave for a minimum of one (1) year. Teachers on leave are required to file by March 1 a formal notice of plans to return with the understanding that, if they do not, they will lose the rights to their position. The Superintendent will notify the aforementioned teachers by February 1 that the conditions of Section 8-8.4 exist.
- 8-11 Teacher Exchange Leave
- 8-11.1 The Board of Education recognizes that further study is a necessary and desirable pursuit; it also recognizes that teacher exchange programs provide an excellent means of bringing about cultural exchange and understanding, and encourages the school to participate in an exchange program, providing the participation will provide the best possible education to the school.
- 8-11.2 Teachers who wish to participate must be on tenure and must make written request to the Board of Education prior to December 15. All details in connection with such exchange must be submitted to the Board not later than February 15 in the year such exchange is to occur.
- 8-11.3 Teachers participating in these programs shall receive credit on the salary schedule upon their return to the Coventry school system.
- 8-11.4 Approval may be granted by the Board upon recommendation of the Superintendent and upon finding an acceptable replacement. All exchange arrangements are to be for a period of one (1) year only.
- 8-12 Peace Corp/Vista/Overseas Teaching Experience Leave
- 8-12.1 Leaves of absence without pay or benefits may be granted for up to two (2) years to teachers with tenure in the Coventry school system to join such federal programs as the Peace Corps, Vista or an overseas teaching experience as full-time participants in these programs, providing an acceptable substitute is available. No more than three (3) such leaves will be

granted per school year and, upon their return to the Coventry school system, returning teachers shall be placed on the same step for leaves of less than one (1) year and one (1) step up for leaves of one (1) year or more. Requests for such leaves must be made to the Superintendent by March 15th of the year prior to the school year in which such leave is to occur. The Superintendent may extend such time deadline at his/her discretion.

8-12.2 A person granted such leave shall be able to return to the system after completion of the leave. He/she will return to the same position, if possible, but, if not, he/she will be given as comparable a position as is available and maintain all seniority rights as accrued at the time the leave commenced. The Board is under no obligations to continue to employ a teacher who is filling a position vacated by teacher on the above-granted leave.

8-13 Sabbatical Leave

8-13.1 The Board may grant a leave of absence with pay or release a teacher from part or all of his/her duties for a full or partial academic year for purposes of teaching, study, educational research, writing and publishing, travel or other work of professional or educational value.

8-13.2 Requests for a leave of absence with pay shall be filed with the Superintendent of Schools not later than February 15th, to become effective the following September. The Superintendent may extend such time deadline at his/her discretion. The teacher on the leave will be notified of the decision by April 15th.

8-13.3 The applicant shall have completed at least six (6) consecutive full school years of service in the Coventry School System.

8-13.4 Leaves of absence with pay shall be granted only for approved scholarly programs, travel or research which will contribute to the Coventry school system. The determination as to the granting of such a leave shall be with the Board. A teacher whose leave request has been denied shall be informed in writing by the Board as to the reason. A person granted a leave shall be able to return to the system after completion of the agreed duration of the leave with the assurance that the same position which was held prior to the leave. Persons hired by the Board shall be informed that the position they have been hired to fill will be on a temporary basis until the person on leave returns.

8-13.5 A teacher on a sabbatical leave of absence with pay shall receive two-thirds (2/3) of his/her regular salary, to be paid on the same basis as payments to other staff members, provided only that such salary payment, when added to any grants from other sources, shall not exceed the teacher's full annual salary rate.

8-13.6 Before beginning his/her sabbatical leave, a teacher shall enter into a contract with the Board to return to active service in the Coventry school system for a period of at least three (3) years after the expiration of such leave.

8-13.7 A bond in a form satisfactory to the Board of Education shall be executed by the teacher

individually or in conjunction with his/her professional organization in the amount of one hundred percent (100%) of the remuneration to be received by said teacher from the Board for the period of the immediate sabbatical leave; such note shall be in effect for three (3) years to cover the entire salary leave program.

8-13.8 A teacher who does not fulfill this agreement as stipulated in 8-13.5 shall repay to the Board of Education the sum bearing the same ratio to the amount received while on leave that the unfulfilled portion of the three (3) subsequent years' service bears to the three (3) full years. This sum shall become immediately due and payable; provided, however, that the teacher shall be released from such payments if failure to serve the three (3) years as stipulated is due to illness, disability or death.

8-14 Military Leave

8-14.1 The Board shall grant military leave, including any required compensation and/or benefits related thereto, in accordance with state and federal laws governing same.

8-14.2 Credit for Military Service

A. Full credit on the salary schedule, year for year up to five (5) years, cumulative throughout a teacher's employment with the Board for service in the armed forces while on military leave of absence from the Coventry school system, is granted.

B. Any teacher who is completing his/her military obligation to the reserve forces of the United States who is required to perform annual active-duty training shall be granted a leave of absence not to exceed thirty (30) calendar days. Compensation in pay shall be the difference between gross military pay and allowance and the teacher's regular pay if the military pay is the lesser, for up to ten (10) school days. The teacher shall make every effort possible to postpone such leave until a more suitable time.

8-15 Unless otherwise stated herein, teachers on leaves of absence shall have the opportunity to continue the group insurance at their own expense. Arrangements for payments shall be made with the Office of the Superintendent.

ARTICLE IX
VACANCIES AND TRANSFERS

9-1 All vacancies and newly created positions will be posted immediately on the faculty bulletin boards. For the purposes of this Agreement, a vacancy shall be defined as "an opening at a professional teacher-certified level which has arisen through a resignation, transfer or through Board creation of a new position, or any other classroom or program opening." Administrator-certified positions shall also be posted.

- 9-1.1 Upon application for a transfer, the teacher shall be given a written, dated receipt.
- 9-2 Any regularly appointed teacher who is eligible to transfer and who has followed the prescribed procedures shall take precedence over newly appointed teachers or substitute teachers in filling a vacancy at the time transfers are being processed if the qualifications of the candidates for the position are equal.
- 9-3 Teachers desiring to be transferred to another building in the system must file a written request with the Superintendent no later than April 15. In the event of a vacancy occurring after this date, the procedures as outlined in Article XI will take precedence.
- 9-4 In the determination of all transfers for which a vacancy exists and teachers who have requested the transfer have the proper certification, the following general norms will be applied: (1) qualifications, (2) seniority within the system and (3) good of the system.
- 9-5 An involuntary transfer shall be made only after a meeting between the teacher involved, the Superintendent or his/her designee and, if requested by the teacher, the EAC representative. Notification of this meeting and that it concerns a transfer must be made four (4) days in advance. At this meeting, the teacher shall be notified of the reasons for the transfer. Any teacher who disagrees with his/her involuntary transfer may grieve such decision provided that the Board's decision at Step Three of the grievance procedure contained in Article III shall be final, provided that the Board has followed the procedure pertaining to involuntary transfers as set forth in this Section.
- 9-6 Notice of transfer shall be given to teachers as soon as practicable and under normal circumstances not later than June 1.

ARTICLE X
TEACHER SALARIES

- 10-1 The 2014-2017 salary schedules are attached hereto as Appendices A, B and C and are hereby made a part of this Agreement.
- 10-2 Longevity
- 10-2.1 For teachers hired on or before July 1, 2011, the Board shall provide a longevity bonus to teachers based upon their total years of continuous service in Coventry pursuant to the following schedule:

<u>Years of Service in Coventry</u>	<u>Bonus</u>
20	\$ 900
25	\$1,150
30	\$1,400

- 10-2.2 Longevity bonuses will be paid to eligible teachers in a lump sum payment which will be made on or before October 1 of each year based upon the teacher's years of service as of the prior July 1. A teacher must be in the employment of the Board in order to receive any such payments.
- 10-3 Salary Payment
- 10-3.1 Teachers shall be paid twenty-two (22) or twenty-six (26) bi-weekly salary payments, beginning with the first pay period and continuing every other week thereafter, for a maximum of twenty-two (22) or twenty-six (26) payments each year. Paychecks remaining on June 30th shall be paid on or before that date in a balloon payment, consisting of four separate paychecks. In case of resignation or dismissal, the salary shall be adjusted as of the date of termination. Payment shall be made on a bi-weekly basis via direct deposit to a participating bank or credit union of the teacher's choice.
- 10-3.2 In the event that twenty-seven (27) pay periods occur in any year, no more than twenty-six (26) bi-weekly payments shall be made in any contract year.
- 10-4 Any expected change in a teacher's salary due to added preparation or advanced degrees, as provided in the salary schedule, shall be indicated by the teacher in writing to the Superintendent's office by December 1 provided that written notification of this obligation is given to teachers prior to November 1. This must be verified by the first day of school and certified by the institution attended no later than October 1. All communications shall be in writing. When degree or added preparation requirements are completed at the academic mid-year point, pro-rated salary adjustment shall be effective as of the beginning of the first pay period following February 1st. In order to be eligible to move across the salary schedule from one degree status to another, a teacher must, at a minimum, have successfully completed course work (not more than three (3) credits) in a priority staff development area as determined by the administration. The Board and/or its designee shall establish and communicate to teachers the priority staff development areas by August 1, 2011 and shall modify such priority areas only with adequate advanced notice to the teachers affected, provided that unless otherwise required by law, once established the priority areas shall remain in effect for a minimum of three (3) years. Once the teacher's course work in priority areas has been approved by the Board, the Board shall not revoke such approval. The Superintendent may, in his/her sole discretion, waive the priority staff development requirements imposed by this Section for good cause.
- 10-4.1 Individual salaries will be adjusted to conform to the salary schedule upon successful completion of such graduate work as of September 1, and as of February 1st for those who complete such graduate work during the first semester of the institution attended. This must be verified by January 31 and certified by the institution attended no later than February 15. All communications shall be in writing.
- 10-5 Degree Definitions and Step Placement

- 10-5.1 The Board and the EAC agree to the following definitions for determination of placement on the appropriate salary schedule:
- A. Bachelor's Degree -- A Baccalaureate Degree earned at an accredited college or university.
 - B. Master's Degree -- A master's degree earned at an accredited college or university.
 - C. Master's Degree Plus Fifteen (15) Credits -- Fifteen (15) graduate credits earned at an accredited college or university in a planned program, as approved by the Superintendent. These credits are to be counted only if earned subsequent to the completion and awarding of the master's degree.
 - D. Sixth Year/Master's Degree Plus Thirty (30) Credits -- A second master's degree in a discipline other than the discipline in which the initial master's degree was attained; or the completion of thirty (30) credits beyond the master's degree earned at an accredited college or university in a planned program approved by the Superintendent; or a sixth year certificate earned from an accredited college or university.
- 10-5.2 No new teacher entering the employ of the Coventry Board of Education shall receive more base salary than a teacher already in the Coventry system with the same preparation and experience. (Exception: See Article 10-6). In making decisions regarding the number of years to credit incoming teachers on the schedule set forth in Appendix D, the Superintendent may grant credit for years of professional non-teaching experience. The EAC shall receive electronic or written notice of the Superintendent's determination of granting credit within thirty (30) calendar days of notifying the new teacher of same.
- 10-5.3 Any teacher having been employed in a teaching position in a public school or a private school accredited by its State Department of Education for a minimum of ninety (90) consecutive days shall be given credit on the salary schedule. In cases where the teacher has taught less than ninety (90) days, credit may be given with the recommendation of the Superintendent and approval by the Board of Education.
- 10-5.4 Any teacher entering the Coventry school system shall receive credit on the salary scale, year for year, for prior teaching experience, be it any public school or private school accredited by its State Department of Education. Placement shall be in accordance with the Teacher Placement Chart, attached as Appendix D.
- 10-5.5 Teachers who achieve National Board Certification from the National Board for Professional Teaching Standards shall receive a stipend of one thousand dollars (\$1,000) for each year that their certification remains active. This amount shall be added to their annual salary. To be eligible to receive this stipend, the teacher must present appropriate documentation to the Superintendent's office prior to January 30 of the previous school year.

- 10-5.6 Teachers possessing doctoral degrees in an area of certification earned at an accredited college or university shall receive an additional four thousand dollars (\$4,000) above the scheduled step of the attached salary schedules.
- 10-5.7 Effective July 1, 2014, the Board and the EAC agree to the deletion of the Bachelor+30 title from the salary grid found in Appendices A, B and C. Any such changes referenced hereinabove shall apply to new hires only and not apply retroactively to any current teacher employed by the Board.
- 10-6 Upon receipt of a less than satisfactory annual evaluation, the Board may withhold from any teacher the granting of all monetary increases including increment from the following school year. Any increase that the teacher would have been entitled to as a result of negotiations with the E.A.C. and the Board shall not be recovered. Upon receipt of a satisfactory rating the next year, the teacher may advance one (1) step on the schedule the following school year and, if applicable, be placed on the proper schedule.
- 10-7 Teachers delegated by the Board of Education for special study programs shall be reimbursed for tuition costs and admission fees by the Board.
- 10-7.1 Teachers may request attendance in such programs through the Office of the Superintendent and, if approved by that office, such recommendations shall be referred to the Board of Education for acceptance or rejection.
- 10-8 Tuition Reimbursement
- 10-8.1 The Board will create a fund equal to a maximum of ten thousand dollars (\$10,000) per fiscal year for tuition reimbursement for graduate level courses approved by the Superintendent.
- 10-8.2 Application for tuition reimbursement must be made no later than two (2) weeks prior to the start of the course work. Graduate level courses will be subject to the approval of the Superintendent or his/her designee. Failure to submit for course reimbursement in accordance with this provision shall result in no course reimbursement.
- 10-8.3 The Board shall reimburse a teacher(s) for each credit hour in an equal amount obtained by dividing the ten thousand dollars (\$10,000) by the total number of credit hours for which applications were made.
- 10-8.4 No teacher shall be reimbursed more money than the actual cost of the credit hour. Incidental fees associated with course work shall not be reimbursed.
- 10-8.5 A "B" grade or better must be obtained by the teacher in order to be eligible for the tuition reimbursement. Reimbursement for tuition shall not take place until after such time as

which the teacher provides valid proof of attaining a grade of “B” or better in the previously approved course work.

ARTICLE XI
PROMOTIONAL AND CO-CURRICULAR OPPORTUNITIES

- 11-1 Notice of all teaching, promotional and co-curricular openings occurring during the school year shall be posted at all schools no less than two (2) weeks prior to the closing date of applications except during the summer vacation, when the EAC President and building representatives will be notified in writing by either regular or electronic mail. Initial notices must be posted within the school system on the faculty bulletin boards. In the event such opportunity arises outside the school term, the Superintendent shall notify in writing by mail those teachers who have filed with the Superintendent under Article IX, Section 9-3.
- 11-2 The posting shall include the qualifications required of the persons applying for the position, a description of the duties of the position, the location of the position and the salary range of the position.
- 11-3 The Superintendent's office shall acknowledge promptly in writing the receipt of each application.
- 11-4 Extracurricular Salaries
- 11-4.1 Any party to this Agreement who accepts any extracurricular assignment thereby agrees that the Board of Education has the discretion to set all work conditions and agrees to the salary of such assignment as stated in Appendix E and hereby made a part of this Agreement.
- 11-4.2 Stipend positions may, at the discretion of the administration, be filled by more than one (1) teacher. In such instances, the stipend amount listed above shall be split evenly between the teachers appointed.
- 11-4.3 For teachers hired on or before July 1, 2011, longevity pay is to be granted at the rate of fifty dollars (\$50) per year to a maximum of five hundred dollars (\$500). This payment will commence in the sixth (6th) consecutive year of coaching in the same sport in Coventry or in a cooperative sport with another school district. The payment will initiate at two hundred fifty dollars (\$250) in the sixth (6th) year and increase by fifty dollars (\$50) per year thereafter until the five hundred dollars (\$500) maximum is reached.
- 11-4.4 The determination as to whether any of the aforementioned extracurricular positions shall be filled shall be the sole responsibility of the Coventry Board of Education. Any occasional assignments which carry a financial remuneration such as, but not limited to, ticket selling and taking at athletic events, scorekeeping, chaperoning of students, etc. shall be offered first

to members of the bargaining unit. Nothing herein shall preclude the administration's use of paid personnel from any source if bargaining unit members decline the opportunity to participate. Compensation for such duty shall be set by the Board or its designee.

- 11-4.5 All coaches and extracurricular advisors will receive a written evaluation within one (1) month following the end of their season or activity.
- 11-4.6 If the coach or advisor wishes to continue in his/her position the contract must be signed and returned within one (1) month from the receipt of the evaluation and contract.
- 11-4.7 Coaches or advisors wishing to resign from their positions must notify the Board of Education at least thirty (30) days prior to the start of the season/year. Failure to sign and return the contract within one (1) month will be treated as a resignation.

11-6 Department Chairpersons/Curriculum Coordinators/Team Leaders

- 11-6.1 Teachers appointed by the Board of Education to act as department chairpersons, nonadministrative directors, and curriculum coordinators shall be paid, in addition to their regular salary, an amount listed below applicable to their degree status:

Degree Track	2014-2017
Bachelor	\$ 2,932
Bachelor +30/Masters	\$ 3,155
Masters +15	\$ 3,278
Masters +30/6th Year	\$ 3,387

- 11-6.2 One (1) team leader per subject not to exceed a total of five (5) – English/Language Arts, Math, Related Arts, Science and Social Studies (Grades 6-8) and one (1) grade level coordinator per grade for K-Grade 5 appointed by the Board of Education to act as team leaders or grade level coordinators shall be paid:

2014-2017
\$ 1,590

- 11-6.4 All teachers assigned to a team or a department shall be eligible to submit their names to the Superintendent to be considered for the positions of team leader, department chairperson, or grade-level coordinator, whichever is appropriate, within their team/department/grade. Teachers wishing to be considered for these positions should submit a letter of application to the Superintendent by December 1 in any even-numbered year. After reviewing the candidates' applications, the Superintendent shall make a recommendation to the Board which shall have sole discretion over such appointments. Teachers appointed to these non-administrative positions will begin their duties at the beginning of the next school year.
- 11-7 Necessary travel expense within the school system where assigned duties require travel shall be reimbursed at the rate equivalent to the standard federal business mileage rate used in

determining federal tax liability due April 15th of the previous school year. Maximum reimbursement shall be determined by the Board of Education. The amount of maximum reimbursement would be determined and furnished the teachers at the beginning of the school year based on his/her schedule.

11-8 Homebound Instruction

11-8.1 Whenever there is a position for home-bound instruction, the position must first be made available to the student's current teachers, unless otherwise directed by the planning and placement team. Whenever it is not possible for the current teacher to fill the position, the position must be open to the entire faculty for forty-eight (48) hours, unless otherwise directed by the planning and placement team. If no teacher is willing to volunteer for such assignment, the Board has the prerogative to employ home-bound instructors who are not presently under contract to the Board of Education.

11-8.2 Remuneration shall be at the rate of twenty-nine dollars (\$29.00) per hour (rounded to the nearest quarter [¼] hour) in years 2014-2016; and thirty dollars (\$30.00) in 2016-2017 for each hour worked for homebound instruction. Teachers should be certified in the area they are requested to teach. Such assignment shall be voluntary.

11-9 Special Projects

11-9.1 Special projects offered by the Board shall be paid at the rate as determined by agreement between the Board and the EAC.

11-9.2 Such work shall be special projects presented by the Board of Education. The rate for work performed doing curriculum development work required to be performed outside the regular work day or work year, or pre-school screening work shall be twenty-nine dollars (\$29.00) per hour (rounded to the nearest quarter hour) in years 2014-2016; and thirty dollars (\$30.00) in 2016-2017 (rounded to the nearest quarter [¼] hour).

11-9.3 The Board has the prerogative to add to this list. Where the work is to be paid at the hourly rate, the Board shall set the number of hours to complete a given project after consultation with the EAC.

11-9.4 Such work shall be voluntary rather than assigned.

11-10 Mentor Teachers

11-10.1 Any teacher who has successfully completed mentor training through an approved State Department of Education "Teacher Education and Mentoring Program (TEAM)" and who thereafter accepts an assignment to serve as a mentor for new teachers under the TEAM Program shall be paid a stipend of five hundred dollars (\$500) for each year of the two (2) year TEAM cycle. Service as a mentor teacher shall be voluntary in nature and all

volunteers must be approved by the Superintendent or his/her designee.

ARTICLE XII **DEDUCTIONS**

- 12-1 All teachers employed by the Coventry Board of Education shall, as a condition of continued employment, join the Association or pay to the Association a service fee. Said service fee shall be equal to the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration and grievance adjustment.
- 12-2 All teachers who elect to join the Association shall sign and deliver to the Association, if they have not already done so, an authorization for the payroll deduction to membership dues of the Education Association of Coventry (EAC), the Connecticut Education Association (CEA) and the National Education Association (NEA). Said authorization shall continue in effect from year to year unless such teacher shall notify the Association and the Board in writing in the month of August of any year. If said notice is timely delivered, it shall mean that in the coming year said teacher shall pay the service fee, as set by the Association, in accordance with Section 12-3.
- 12-3 For those teachers who have not joined the Association and delivered said authorization card by October 1 of the first year of the Agreement, the Board of Education agrees to deduct the annual service fee from their salaries through payroll deductions. The amount of said service fee shall be certified by the EAC to the Board prior to December 1 of each year.
- 12-4 Those teachers commencing employment after the date of execution of this Agreement shall, within thirty (30) days of such commencement, sign and deliver to the Association an authorization card as described in Section 12-2 or fall under the provisions of Section 12-3.
- 12-5 If, during the school year, a teacher resigns, retires, receives a leave or has his/her employment terminated, the balance of the annual dues or service fee shall be deducted from his/her final paycheck on a pro-rata basis.
- 12-6 The Board agrees to forward to the EAC each month all monies deducted during that month for dues and service fee.
- 12-7 No later than September 15 of each school year, the Board shall provide the EAC with a list of all employees of the Coventry Board of Education and the positions held by each. The Board shall notify the EAC monthly of any changes in said list. The EAC shall provide the Board with a list of the deduction amounts for each person (service fee, full dues for EAC, CEA, and NEA, or other amounts for life members) no later than October 1.
- 12-8 The Board will make payroll deductions for tax-sheltered annuities for those staff members

electing to participate, provided such deductions are all payable to the insurer only and that the Board is not required to be the policy holder of such annuities.

- 12-9 Deductions of annual dues shall commence in the first paycheck in October and conclude with the second paycheck in May. Deduction of service fees shall commence with the first paycheck in January and conclude with the last paycheck in May.
- 12-10 The Association shall hold the Board harmless against any and all claims, demands, liabilities, lawsuits, attorneys' fees or other costs that may arise out of, or by reason of, actions taken by or against the Board as a result of the enforcement or administration of this Article.
- 12-11 All teachers shall be allowed to enroll in the Section 125 Plan sponsored by the Town of Coventry.

ARTICLE XIII
INSURANCE COVERAGE

- 13-1 Teachers may elect health insurance coverage from one (1) of the plans described below:
- 13-1.1 Preferred Provider Plan with the following:
- A. Thirty dollar (\$30) office co-pay.
 - B. Five hundred dollar (\$500) in-patient hospitalization co-pay.
 - C. Seventy-five dollar (\$75) emergency room co-pay.
 - D. Seventy-five dollar (\$75) urgent care co-pay.
 - E. Two hundred fifty dollar (\$250) outpatient surgery co-pay.
 - F. Three-Tier Drug Program:
 - 1. Ten dollar (\$10)/twenty-five dollar (\$25)/forty dollar (\$40) co-pay.
 - 2. Unlimited annual maximum.
 - 3. Two (2) times the applicable co-pay for mail order for a ninety (90) day supply.
- 13-1.2 Comprehensive Mix Plan with the following:
- A. One thousand dollar/two thousand dollar (\$1,000/\$2,000) deductible.
 - B. Twenty-five dollar (\$25) office co-pay.
 - C. Ninety percent/ten percent (90%/10%) co-insurance In-Network.
 - D. Seventy percent/thirty percent (70%/30%) co-insurance Out-of-Network.

- E. Two thousand dollar/four thousand dollar (\$2,000/\$4,000) In-Network and three thousand dollar/six thousand dollar (\$3,000/\$6,000) Out-of-Network out-of-pocket maximum.
- F. Three-Tier Drug Program:
 - 1. Ten dollar (\$10)/twenty-five dollar (\$25)/forty dollar (\$40) co-pay.
 - 2. Unlimited annual maximum.
 - 3. Two (2) times the applicable co-pay for mail order for a ninety (90) day supply.

13-1.3 PPO or Comprehensive Mix Premium Share:

- A. Effective July 1, 2014, teachers electing the PPO or the Comprehensive Mix plan shall contribute twenty-one percent (21%) of the premium costs.
- B. Effective July 1, 2015, teachers electing the PPO or the Comprehensive Mix plan shall contribute twenty-two percent (22%) of the premium costs.
- C. Effective July 1, 2016, teachers electing the PPO or the Comprehensive Mix plan shall contribute twenty-three percent (23%) of the premium costs.

13-1.3 A High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) feature, including the following components:

A.

Cost Shares Provisions	In-Network	Out-of Network
Annual Deductible (individual/aggregate family)	\$2,000/\$4,000	
Co-insurance	100%	20/80% after deductible, up to co-insurance maximum
Annual Out-of-Pocket Maximum Co-insurance	\$2,000 individual coverage/\$4,000 family coverage	\$4,000 individual coverage/\$8,000 family coverage
Lifetime Maximum	Unlimited	Unlimited
Preventive Care	Deductible not applicable	20% after deductible, subject to co-insurance limits
Prescription Drug Coverage	Treated as any other medical expense/100% after deductible	

B. The Board will contribute fifty percent (50%) percent (50%) of the applicable HSA deductible amount. The Board's contribution toward the HSA deductible will be deposited into the HSA accounts throughout the course of the year, on the employing Board's payroll dates. The parties acknowledge that the Board's contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for active employees. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment.

B. Premium Share:

1. Effective July 1, 2014, teachers electing the HDHP/HSA plan shall contribute fourteen percent (14%) of the premium costs.
2. Effective July 1, 2015, teachers electing the HDHP/HSA plan shall contribute fifteen percent (15%) of the premium costs.
3. Effective July 1, 2016, teachers electing the HDHP/HSA plan shall contribute sixteen percent (16%) of the premium costs.

13-2 Dental coverage will be provided to teachers through the Dental Co-Insurance Family Plan. Teachers who elect dental coverage shall contribute the same premium contribution as the premium contribution to the Century Preferred Plan.

13-3 The Board may provide the above coverages through alternative carriers, provided that the level of benefits remains equal to or better than that currently provided. Prior to changing carriers, the Board shall consult with the E.A.C. Any disagreements over whether coverage is equal to or better shall be resolved through arbitration prior to implementation.

13-4 Changes in coverage from individual to family shall normally be made during the month of September (except in cases of marriage, births, death and divorce). Changes can be made at the option of the employee no more than two (2) additional times.

13-5 The Board of Education agrees to make available, at no cost to the Board, individual disability insurance.

13-6 The Board agrees to pay the cost of a thirty-five thousand dollar (\$35,000.00) life insurance (term) policy for the teacher, during the teacher's employment with the Board. Upon retirement from the Coventry School System, a teacher may individually assume the life insurance policy at one hundred percent (100%) of the premium and administrative costs associated with same.

13-7 Benefits under this Article shall be provided to teachers assigned to fifty percent (50%) or more of a full-time assignment. Teachers assigned less than fifty percent (50%) may

participate in these insurances at the group rates at their own expense less the Board contribution, which shall be proportionate to the percentage of the assignment (e.g. the Board shall contribute forty percent [40%] of the cost of these insurances for a teacher on a forty percent [40%] assignment).

- 13-8 The Board reserves the right to introduce a wellness component to the insurance plan(s) offered by the Board which shall have the effect of short-term and long-term benefits to the teachers and the Board.

ARTICLE XIV **SEPARATION AND RECALL PROCEDURES**

14-1 Definition

- 14-1.1 Reduction of professional staff shall generally mean that the total number of members of the unit has declined due to the following reasons:
- A. Consistent decrease in the student enrollment proportionate to the planned reduction in staff;
 - B. Severe financial conditions; and
 - C. Any other legitimate educational or business reason.

14-2 Separation Procedure

- 14-2.1 When, in the judgment of the Board of Education, it becomes necessary to reduce the number of teachers, the Board shall first determine and identify the areas or positions in which the reductions shall take place. In determining the identity of teachers who shall be released, the following guidelines shall apply:
- A. Retirements, resignations, transfers and terminations among the teaching staff will be reviewed first to determine if the staff is reduced in sufficient number in this manner to avoid further release of teachers.
 - B. If additional teachers must be released within a certification area, such release will be made first among non-tenured teachers on the basis of length of service in the Coventry public schools, the teacher having the least seniority being released first. This process of release shall cover any position for which they are certified to teach, not just the area of staff reduction.
 - C. If, after steps A and B above have been accomplished, additional teachers must be released within a certification area, such release will be made among tenured teachers on the basis of length of service in the Coventry public schools, the teacher having the

least seniority being released first. This process of release shall cover any position for which they are certified to teach, not just the area of staff reduction.

- D. Tenured teachers under the provisions of Section 10-151 of the Connecticut General Statutes shall not be released until all non-tenured teachers within the certification area designated for reduction have first been released.
- E. Seniority shall be defined as the length of continuous service in the Coventry public school system as a certified employee measured from the first day for which compensation was received. Teachers who voluntarily resign shall automatically forfeit all seniority. Teachers who are on approved leave of absence (with the exception of sabbatical leave, military leave and exchange programs under this contract) shall not accrue additional seniority during such time and shall not forfeit existing seniority. Teachers who are on FMLA, sabbatical leave, military leave and exchange programs in accordance with this contract, shall continue to accrue seniority. Once a teacher has been removed from the recall list and is not employed by the Coventry public school system in accordance with Section 14-3, he/she shall forfeit all accrued seniority. A seniority list shall be provided to the Association yearly on or before December 1st each year. If the Association believes the list is not accurate under the terms of this Agreement, it shall provide written notice no later than January 15th. In the event that no such written notice is provided, the list shall be considered accurate for the implementation of this Agreement.
 - 1. Teachers whose separation from the Coventry school system is due to a reduction in force (provided they are on the recall list) shall maintain seniority only for the areas in which they were certified prior to their separation.
 - 2. Teachers shall accrue seniority in proportion to his or her full time equivalency. For example, an employee with a full time equivalency of point five (.5) shall receive one-half ($\frac{1}{2}$) year seniority for one (1) year of work.
 - 3. In cases of equal length of service, the following criteria shall apply:
 - a. Section (i)--Length of total experience in regular teaching positions in other than the Coventry school system.
 - b. Section (ii)--Number of credits beyond a bachelor's degree.
 - 4. Length of service (seniority) lists shall be produced by the Superintendent's office on or before December 1 of each year and forwarded to the Education Association of Coventry for verification.

14-3 Recall Procedure

- 14-3.1 The name of any teacher whose services have been terminated because of the elimination of a position or reduction in certified staff shall be placed on a reappointment list and remain

on such list for two (2) calendar years, provided such teacher does not refuse a reappointment and provided such teacher applied in writing by registered mail for retention of his/her name on said list to be received in the Office of the Superintendent no later than June 1 of each year subsequent to his/her termination.

- 14.3.2 No new teachers shall be hired in a certification area until all released teachers from that certification area have been recalled or decline the opening.
- 14-3.3 No new teachers shall be hired in a certification area before teachers who are released from another certification area who may be qualified at the time of such release and who possess the necessary certification at the time of such release are recalled or decline the opening.
- 14-3.4 In any instance where there is a conflict in who shall fill a vacant position between a released teacher and a teacher returning from an extended leave for childrearing, the teacher with the most teaching experience in the Coventry school system shall have the first priority.
- 14-3.5 The separation of a teacher pursuant to this procedure will not affect any fringe benefits earned and/or accumulated, or benefits to be earned and/or accumulated when re-employed, with the exception of salary schedule increments and years of service as applied to teachers' retirement.
- 14-3.6 If a teaching position becomes open during a period when a teacher is on the re-appointment list, the teacher will be notified in writing by registered mail sent to the teacher's last address appearing on Board records prior to the anticipated date of re-employment. Any teacher so notified must accept or reject any offer of employment in writing to be received at the office of the Superintendent no later than fourteen (14) calendar days after the notification is sent to the teacher. If such teacher rejects any appointment offered or does not respond in writing within the fourteen (14) calendar day period according to this procedure, the teacher's name will be removed from the reappointment eligibility list.
- 14-3.7 In any case in which Section 14-3.3 above is contested and it is necessary for the Board to defend its position and to engage legal counsel and to incur expenses in so doing, the Association agrees to pay such expenses so incurred by the Board, provided that the Association shall have the sole right to select the legal counsel for which they are assuming the expenses. The Association further agrees to save the Board harmless and to reimburse it for any damages including salaries, court costs, etc., provided that the Board notifies the Association of any claims made against it.

ARTICLE XV **EDUCATIONAL FACILITIES**

- 15-1 The Board and the EAC agree that every school shall have at least one (1) teachers' lounge

which is kept clean and appropriately furnished. Whenever a teacher workroom is not furnished, the teachers' lounge shall be appropriately supplied. Within budgetary means, the furnishings will be maintained in good condition. There will be a phone available for teachers' use in each school in the teachers' lounge or workroom.

- 15-2 Technology in each school building shall be made available for the use of teachers in preparing instructional materials.
- 15-3 Individual mailboxes will be provided for each teacher.
- 15-4 Teachers will have a key to their classroom.
- 15-5 The Board and the EAC agree that clean facilities are of primary importance in creating an atmosphere conducive to learning. It is therefore agreed that all areas in the jurisdiction of the Board of Education shall be suitably cared for and maintained on a regular basis.
- 15-6 The Board shall provide lockable space for its teachers.

ARTICLE XVI
NEW TEACHERS

- 16-1 Having a common concern in the training of teachers during the early years following their entrance into the Coventry school system, the Board and Association agree that, during the first year of employment of a teacher who has not had previous professional employment as a teacher, his/her Principal may direct that teacher to devote a reasonable number of his/her preparation periods, not to exceed twenty (20), to observing classes conducted by more experienced teachers or to consulting others familiar with classroom problems.
- 16-2 Principals shall hold meetings with first-year teachers during the first week of school to facilitate their orientation.
- 16-3 Participation in the state sponsored mentor/assessor/cooperating teacher program shall be voluntary. Teachers shall not be used as substitutes for participating teachers without their consent.
- 16-4 The work year for teachers new to the system will consist of three (3) additional days beyond the normal teacher work year during the first year of their contract. The days will be scheduled by the Board prior to the first student contact day for the purpose of orientation. Thereafter, the work year will be that of all other staff. The Association shall be given the opportunity to provide new teachers with up to one-half (½) day of orientation during this three (3) day period.

ARTICLE XVII
GENERAL

- 17-1 Teachers shall be required to collect monies from students when directed by the Board of Education, but will not be held accountable for money received beyond the turning in of funds collected to their building Principal. Said monies will be collected during the homeroom period. Computation of said monies will not be the responsibility of the teacher. Such monies shall be kept in the place designated by the Principal.
- 17-2 Any teacher requested to meet with the Superintendent with regard to a grievance or a teacher's performance shall be given advance written notice of this meeting, informed of the reason for which his/her presence is requested and may be accompanied by a representative of the Association, if requested. In the case of an emergency, advance notice may be waived.
- 17-2.1 Any teacher requested to meet with an administrator with regard to a grievance or a teacher evaluation shall be informed of the purpose of the meeting in advance.
- 17-3 Each certified teacher should promote desirable public relations for the school system. Certified personnel are encouraged to make full use of all organizations and other resources of the community which will contribute to the educational welfare of the pupils and to promote a good educational climate.
- 17-4 No teacher shall be disciplined in writing or suspended without pay except for just cause. If a teacher is disciplined in writing or suspended without pay, he/she shall receive a written statement of reasons for such action. The Board shall provide a teacher with a copy of any discipline placed in his/her personnel file and an opportunity to respond to such discipline.
- 17-5 Teachers may not leave the school grounds without permission of the building Principal or his/her designee during the time school is in session. An exception to this shall be during the teacher's duty-free lunch period, providing that he/she informs the Principal or his/her secretary or their designee of the intended excursion.
- 17-6 Teacher's Personal Property
- 17-6.1 The Board of Education agrees to assume financial responsibility for the loss or damage of any teacher's personal property being used as a part of the educational process up to a value of one hundred fifty dollars (\$150.00), providing that such personal equipment or material has been brought into the school with the prior knowledge and approval of the building Principal. Value of said personal property is to be set mutually by the teacher and the building Principal when it is brought into the school.
- 17-6.2 The Board of Education will set aside a fund of eight hundred dollars (\$800.00) annually to be used to reimburse teachers in a manner described in subsections 17-6.3 and 17-6.4 below

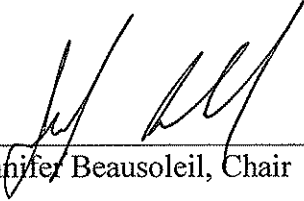
for damage to personal property resulting from vandalism occurring while the teacher is performing school-related activities on school property.

- 17-6.3 Claims are to be presented to the Board as they occur throughout the year. When such damage occurs, it must immediately be brought to the attention of the Principal of the school involved. The Board must be provided with date of damage, a statement by teacher and Principal that the same was sustained on school property, a statement showing cost to repair, a statement of any insurance reimbursement received and the total amount of loss after any insurance reimbursement.
- 17-6.4 In June, the Board will consider all claims presented and disbursements will be made on all claims allowed on an equitable basis.

ARTICLE XVIII **CONCLUSION**

- 18-1 Except as otherwise provided below, the provisions of this Agreement shall be effective as of July 1, 2014, and shall remain in effect through June 30, 2017. Negotiations for the subsequent Agreement shall commence in accordance with statute.
- 18-2 In the event either party wishes to modify or amend this Agreement, written notice thereof shall be given to the other party at least thirty (30) days prior to the consideration of said modification or amendment and, if said amendment or modification is thereafter mutually agreed upon, this Agreement will be so amended.
- 18-3 Neither the Board and its representatives nor the EAC and the members of the bargaining unit shall take any action violative of or inconsistent with any provisions of this Agreement.
- 18-4 Disagreements as to the interpretation of any wording in this Agreement may be resolved by an agreement signed by the negotiating teams of the Board and the EAC.
- 18-5 Each Principal's office and each library of each school shall be provided with a copy of current Board policies. These copies will be made available to the teaching staff as they request.
- 18-6 It is recognized that the Board retains and will continue to retain, whether exercised or not, the sole right, responsibility and prerogative to direct the operation of the Coventry public schools in all its aspects, including, but not limited to, the acquisition, control and regulation of all property, the employment and supervision of all employees and the organization and administration of the program of the Coventry public schools.
- 18-6.1 These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with or in violation of any of the specific terms and provisions of this Agreement.

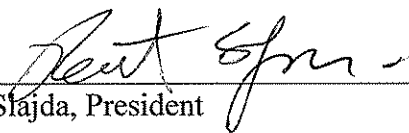
For the Coventry Board of Education



Jennifer Beausoleil, Chair

October 29, 2013

For the Education Association of Coventry



Robert Slajda, President

October 29, 2013

APPENDIX A

**COVENTRY PUBLIC SCHOOLS
TEACHERS' SALARY SCHEDULE**

2014-2015

<u>STEP</u>	<u>BACHELORS</u>	<u>BACHELOR +30 MASTERS</u>	<u>MASTERS +15</u>	<u>MASTERS +30 6TH YEAR</u>
1	41,472	44,693	46,430	48,237
2	42,926	46,257	48,053	49,925
3	44,641	48,109	49,977	51,922
4	46,429	50,035	51,978	54,001
5	48,285	52,034	54,055	56,158
6	50,216	54,115	56,217	58,407
7	52,225	56,280	58,465	60,742
8	54,315	58,530	60,804	63,173
9	56,488	60,874	63,236	65,699
10	58,746	63,307	65,767	68,329
11	62,244	65,998	68,563	71,230
12	63,845	68,803	71,475	74,259
13	66,671	71,929	74,767	77,720
14	72,461	78,256	81,389	84,643

All teachers shall remain on the same step of the 2014-2015 salary schedule as they were on during the 2013-2014 salary schedule for their degree status in 2013-2014.

APPENDIX B

**COVENTRY PUBLIC SCHOOLS
TEACHERS' SALARY SCHEDULE**

2015-2016

<u>STEP</u>	<u>BACHELORS</u>	<u>BACHELOR +30 MASTERS</u>	<u>MASTERS +15</u>	<u>MASTERS +30 6TH YEAR</u>
1	42,057	45,324	47,085	48,917
2	43,531	46,909	48,731	50,629
3	45,270	48,787	50,682	52,654
4	47,084	50,740	52,711	54,763
5	48,966	52,767	54,817	56,950
6	50,924	54,878	57,010	59,231
7	52,961	57,074	59,289	61,599
8	55,081	59,356	61,662	64,064
9	57,285	61,732	64,128	66,625
10	59,574	64,199	66,694	69,292
11	62,108	66,928	69,529	72,234
12	64,745	69,773	72,483	75,306
13	67,611	72,944	75,822	78,816
14	73,483	79,360	82,536	85,836

All teachers not at the maximum step on the salary schedule for their degree status in 2014-2015 shall advance half (½) a step mid-way through the 2015-2016 school year.

APPENDIX C

**COVENTRY PUBLIC SCHOOLS
TEACHERS' SALARY SCHEDULE**

2016-2017

<u>STEP</u>	<u>BACHELORS</u>	<u>BACHELOR +30 MASTERS</u>	<u>MASTERS +15</u>	<u>MASTERS +30 6TH YEAR</u>
1	42,621	45,931	47,716	49,573
2	44,114	47,538	49,384	51,308
3	45,877	49,441	51,361	53,359
4	47,715	51,420	53,417	55,496
5	49,622	53,474	55,552	57,713
6	51,607	55,613	57,774	60,024
7	53,671	57,839	60,084	62,424
8	55,819	60,151	62,488	64,922
9	58,052	62,559	64,987	67,518
10	60,372	65,060	67,588	70,221
11	62,940	67,825	70,461	73,202
12	65,613	70,708	73,454	76,315
13	68,517	73,921	76,838	79,872
14	74,468	80,423	83,642	86,986

All teachers shall remain on the same step of the 2016-2017 salary schedule as they were on during the 2015-2016 salary schedule for their degree status in 2015-2016.

APPENDIX D

COVENTRY PUBLIC SCHOOLS
TEACHER PLACEMENT CHART

In placing new and/or returning teachers on the salary schedule in accordance with the terms of this Agreement, the Superintendent of Schools shall grant no more than the following maximum amounts:

<u>2014-2015</u>		<u>2015-2016</u>		<u>2016-2017</u>	
No. of Yrs. of credited Teaching <u>Experience</u>	Step on the Salary <u>schedule</u>	No. of Yrs. of credited Teaching <u>Experience</u>	Step on the Salary <u>schedule</u>	No. of Yrs. of credited Teaching <u>Experience</u>	Step on the Salary <u>schedule</u>
0-2	1	0	1	0-1	1
3-4	2	1-3	2	2-4	2
5	3	4-5	3	5-6	3
6	4	6	4	7	4
7	5	7	5	8	5
8	6	8	6	9	6
9	7	9	7	10	7
10	8	10	8	11	8
11	9	11	9	12	9
12-14	10	12	10	13	10
15	11	13-15	11	14-16	11
16-18	12	16	12	17	12
19-20	13	17-19	13	18-20	13
21+	14	20+	14	21+	14

APPENDIX E

**COVENTRY PUBLIC SCHOOLS
EXTRACURRICULAR SALARIES**

2014 2017

For the term of this Agreement, it is agreed that the following extracurricular duties shall be paid as listed below:

HIGH SCHOOL -- BOYS

Varsity Basketball	\$4,155
J. V. Basketball	3,462
Freshman Basketball	2,423
Varsity Soccer	3,809
J. V. Soccer	3,118
Varsity Baseball	3,809
J. V. Baseball	3,118
Outdoor Track & Field	3,462
Varsity Wrestling	3,462
Varsity Football	5,195
Assistant Football (2 positions)	3,263
Head & Assistant Ice Hockey	Compensation through the Bolton School System

HIGH SCHOOL -- GIRLS

Varsity Basketball	4,155
J. V. Basketball	3,462
Freshman Basketball	2,423
Outdoor Track & Field	3,462
Varsity Soccer	3,809
J. V. Soccer	3,118
Varsity Softball	3,809
J. V. Softball	3,118
Varsity Volleyball	3,809
J.V. Volleyball	3,118

HIGH SCHOOL -- CO-EDUCATIONAL

Golf	3,462
J. V. Golf	2,423

APPENDIX F

GRIEVANCE FORM

Coventry Board of Education
and
Education Association of Coventry

Name, Date & Time submitted _____

Statement of Facts of Grievance: _____

Remedy requested: _____

Citation of Board Policy or Article involved: _____

Disposition - Step 1 _____

Accepted _____ Date _____

Signature of Principal and Teacher

Appealed _____ Date _____

Disposition - Step 2 _____

Signature of Building Representative _____ Date _____

Signature of Superintendent _____ Date _____

Disposition - Step 3 _____

Signature of E.A.C. President _____ Date _____

Signature of Board Chairperson _____ Date _____