

PROFESSIONAL AGREEMENT

between the

PUTNAM BOARD OF EDUCATION

and the

PUTNAM EDUCATION ASSOCIATION

2014 – 2017

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THIS AGREEMENT IS MADE AND ENTERED INTO by and between the **Putnam Board of Education** (hereinafter referred to as the "Board") and the **Putnam Education Association** (hereinafter referred to as the "Association").

ARTICLE I PREAMBLE

- A. This Agreement was negotiated under Section 10-153b through 10-153f of the General Statutes of the State of Connecticut as amended in order:
1. To fix for its term the salaries and other conditions of employment provided herein, and
 2. To encourage and abet effective and harmonious working relationships between the Board of Education and the professional staff in order that the cause of public education may be served.
- B. This Agreement will constitute the policy of the Board of Education in the subject areas covered by the Agreement for the duration of the Agreement unless changed by the mutual consent of both the Board of Education and the Putnam Education Association. Such mutual consent to change shall be in writing. Previously adopted policies of the Board of Education rules or regulations that are in conflict with this Agreement are superseded by this Agreement.

ARTICLE II RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive representative as defined in Section 10-153b through 10-153f of the Connecticut General Statutes as amended, for the group of certified professional employees who are employed by the Board in positions requiring a teaching, durational shortage area permit, or other certificate and are not included in the administrators' unit or excluded from the purview of Sections 10-153a to 10-153n, inclusive.
- B. Employees holding a Durational Shortage Area Permit (DSAP) shall be covered by all the terms and conditions of the collective bargaining Agreement, except as follows:
1. Tuition Reimbursement (Article XV).
 2. Vacancies, Assignments and Transfers (Article XX).
 3. Reduction in Professional Staff (Article XXIII).

4. A DSAP holder shall not accrue seniority or length of service for any purpose in the Putnam 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, 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.
5. The Board shall have the right 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.

C. Substitute Teachers

1. A "substitute teacher" shall be defined as certified individual employed to fill temporarily a position covered by his/her certification held by a member of the bargaining unit while that member is on medical, maternity, or other leave, or to fill temporarily a position vacated by a bargaining unit member until a permanent replacement is employed.
2. Substitute teachers employed for fewer than forty (40) consecutive school days in the same assignment in any given school year shall be paid at a daily rate set by the Board and receive no benefits under this Agreement.
3. Substitute teachers employed for more than forty (40), but fewer than ninety (90) consecutive school days in the same assignment shall be paid per diem in accordance with the first step of the bachelor salary schedule and receive no benefits under this Agreement.
4. After ninety (90) or more consecutive school days in the same assignment, substitute teachers shall be covered by all the terms and conditions of this Agreement for the duration of the assignment with all benefits (including, but not limited to, salary, sick days, personal leave, etc.) being pro-rated according to the percentage of the remaining school year.

ARTICLE III
PROFESSIONAL NEGOTIATION

- A. Not later than two hundred ten (210) days prior to the budget submission date of the year succeeding the expiration of this Agreement, the Board agrees to negotiate in good faith with the Association, pursuant to Section 10-153b through 10-153f of the General Statutes as amended, in accordance with the procedures set forth herein, to secure a Successor Agreement relative to matters concerning salaries and other conditions of employment. The Agreement so negotiated shall bind and inure to the benefit of the

Board and all members of the unit, and shall be reduced to writing and signed by the Board and the Association.

- B. During negotiations, the Board and the Association shall exchange relevant data, points of view, and proposals and counter-proposals with respect to salaries and any other conditions of employment about which either party wishes to negotiate. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

ARTICLE IV **MANAGEMENT RIGHTS**

- A. The Board reserves and retains, solely and exclusively, all its rights, express or implied, to manage the school system and its employees as such rights existed prior to the execution of this Agreement. The Association agrees that the functions and rights of management belong solely to the Board and that the Association will not interfere with the Board's exercise of these rights and functions.

B. Enumerated Rights

The exclusive functions and rights of the Board include, but are not restricted to, the right to: direct the operation of the public schools in the system in all aspects; select and employ new personnel; manage the school system and the direction of its work force; determine methods and levels of financing and budget allocation; provide, when necessary, for the transportation of students; designate the schools to be attended by the children in the system; establish the number of schools to be utilized by the system; maintain good public elementary and secondary schools and provide such other educational activities as in its judgment will best serve the interests of the system to give the children of the system as nearly equal advantages as may be practicable; maintain and operate buildings, lands, apparatus and other property used for school purposes; decide the textbooks to be used; make rules for the arrangement, use and safekeeping of the school libraries and to approve the books selected therefore; prepare and submit budgets and, in its sole discretion, expend monies appropriated to the Board for the maintenance and operation of the schools, and to make such transfers of funds within the appropriated budget as it shall deem desirable; determine, and from time to time redetermine, the number of Board personnel and the methods and materials to be employed; select and determine the qualifications of teachers required to promote the efficient operation of the school system; distribute work to teachers in accordance with the job content and job requirements determined, and from time to time redetermined, by the Board; establish assignments for teachers; transfer teachers; determine the procedures for promotion of teachers; create, enforce and, from time to time, change rules and regulations concerning discipline of teachers; discipline, suspend or discharge teachers; and, otherwise take such measures as the Board may determine to be necessary to promote the orderly, efficient and safe operation of the school system.

C. Unenumerated Rights

The listing of specific rights in subsection (B) of this Section is not intended to be all inclusive, restrictive or a waiver of any rights of the Board not listed which have not been expressly and specifically surrendered herein, whether or not such rights have been exercised by the Board in the past.

ARTICLE V
GRIEVANCE PROCEDURE

A. Purpose

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

B. Definitions

1. "Grievance" shall mean a claim based upon an event or condition which affects the welfare or conditions of employment of a teacher or group of teachers and/or conditions of employment of a teacher or group of teachers and/or arising from the language of this Agreement or an alleged breach thereof.
2. "Teacher" shall mean any certified professional employee covered by this Agreement, and may include a group of teachers similarly affected by a grievance.
3. "Days" shall mean days when school is in session, except during summer recess when "days" shall mean business days.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the Board and the Association.
2. If a teacher does not file a grievance in writing within thirty (30) days after he/she knew, or should have known, of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the aggrieved teacher at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

4. Failure by the Administration/Board to specifically deny a teacher's grievance within the specified time limits shall permit the teacher to process the grievance to the next level.

D. Informal Procedure

1. If a teacher feels that he/she may have a grievance, he/she shall first discuss the matter with his/her principal or other appropriate administrator in an effort to resolve the problem informally. The teacher may choose to be accompanied by an Association member.
2. If the teacher is not satisfied with such disposition of the matter, he/she shall have the right to have the Association assist him/her in further efforts to resolve the problem informally with the principal or other appropriate administrator.

E. Formal Procedure

1. Level One - School Principal

- a. If an aggrieved teacher is not satisfied with the outcome of informal procedures, or if he/she has elected not to utilize such procedures, he/she may present his claim as a written grievance to his/her principal or other appropriate administrator.
- b. The principal shall, within five (5) days after receipt of the written grievance, render his/her decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the Association.

2. Level Two - Superintendent of Schools

- a. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level One, he/she may file his/her written grievance with the Association for referral to the Superintendent of Schools.
- b. The Association shall, within eight (8) days after the decision at Level One or within thirteen (13) days after the Level One presentation, refer the grievance to the Superintendent.
- c. The Superintendent shall, within ten (10) days after receipt of the referral, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance.
- d. The Superintendent shall, within five (5) days after the hearing, render his/her decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the Association.

3. Level Three - Board of Education

- a. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level Two, he/she may file the grievance again with the Association for appeal to the Board.
- b. The Association shall, within six (6) days after decision, or within nine (9) days after the Level Two hearing, refer the appeal to the Board.
- c. The Board shall, within ten (10) days after receipt of the appeal, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance.
- d. The Board shall, within five (5) days after such meeting, render its decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the Association.

4. Level Four - Arbitration

- a. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level Three, he/she may, within five (5) days after the decision, or within ten (10) days after the Board meeting, request in writing to the President of the Association that his/her grievance be submitted to arbitration.
- b. The Association may, within five (5) days after receipt of such request, submit the grievance to arbitration by so notifying the Board in writing.
- c. The Association may, within five (5) days after such written notice, submit the grievance to arbitration by filing a demand for arbitration to the American Arbitration Association (AAA) or, by mutual agreement of the parties, to the American Dispute Resolution Center (ADRC) and either AAA or ADRC shall immediately be called upon to select the single arbitrator in accordance with their procedures and guidelines.
- d. The Arbitrator selected shall confer promptly with representatives of the Board and the Association and shall hold such further meetings as he/she shall deem requisite.
- e. The Arbitrator shall, render his/her decision in writing to the Board and the Association, setting forth his/her findings of fact, reasoning, and conclusions on the issue submitted. The decision of the Arbitrator shall be final and binding upon the Board and the Association.
- f. The costs for the services of the Arbitrator shall be borne equally by the Board and the Association.

- g. The Arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/She can add nothing to nor subtract anything from the Agreement between the parties. The Arbitrator shall be limited to the decision of only one (1) grievance at a time.

F. Rights of Teachers to Representation

1. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
2. Any teacher may be represented at Levels Two and Three of the formal grievance procedure by a person of his/her own choosing, except that he/she may not be represented by a representative or by an officer of any teacher organization other than the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the procedure.
3. 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.

G. Miscellaneous

1. All documents, communication and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
2. Forms for filing and processing grievances, and other necessary documents, shall be prepared by the Superintendent, with the approval of the Association, and made available through the Association so as to facilitate operation of the grievance procedure.

ARTICLE VI
SCHOOL YEAR

The compensation for every member of the bargaining unit covered by this Agreement shall be on the basis of a one hundred eighty-seven (187)-day school year. Compensation for additional days beyond one hundred eighty-seven (187) when a teacher is asked to perform specific duties shall be at a rate mutually agreed to by the Board and the Association. All newly hired staff will be required to attend an orientation program for up to three (3) days without any additional compensation. If the administration desires the utilization of any additional days beyond the three (3) days, the teacher(s) shall be compensated at the teacher's daily rate of pay.

ARTICLE VII
DUTY FREE LUNCH

Each professional covered by this Agreement shall have a guaranteed duty-free period for lunch at least twenty-five (25) minutes in length.

ARTICLE VIII
ANNUITY PLAN

- A. Teachers shall be eligible to participate in a "tax sheltered" annuity plan established pursuant to United States Public Law No. 87-370.
- B. Remittance will be through one (1) agency only.

ARTICLE IX
PROTECTION OF TEACHERS

- A. Teachers shall report immediately in writing to their principal and to the central office all cases of assault suffered by them in connection with their employment.
- B. Such report shall be forwarded through the Superintendent to the Board which shall comply with any reasonable requests from the teacher for information in its possession not privileged under law which relates to the incident or the persons involved.
- C. The Board agrees to provide legal counsel to defend any teacher in any action arising out of an assault on a teacher or out of any disciplinary action taken against a student by a teacher, and in any action arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to or death of any person, or in accidental damage to or destruction of property, within or without the school building, providing such teacher, at the time of the accident resulting in such injury, damage or destruction, was acting in the discharge of his duties within the scope of his employment or under the direction of the Board.
- D. If criminal, civil or administrative proceedings are brought against a teacher alleging that he/she committed an assault in connection with his/her employment, the Board shall furnish legal counsel to defend him/her in such proceedings.
- E. Whenever a teacher is absent from school as result of personal injury caused by an assault arising out of and in the course of his employment, he/she shall be paid his/her full salary for the period of such absence without having such absence charged to his/her annual or accumulated sick leave. Any amount of salary payable pursuant to this Section shall be reduced by the amount of any workers' compensation award for temporary disability due to

the said assault injury for the period for which such salary is paid. The Board shall have the right to have the teacher examined by a physician during which time the teacher is temporarily disabled from performing his/her duties.

ARTICLE X LEAVES OF ABSENCE

A. Personal Injury Leave

Whenever a teacher is absent from school as a result of personal injury caused by an accident arising out of and in the course of his/her employment, he/she shall be paid his/her full salary (less the amount of any workers' compensation award made for temporary disability due to said injury) for no more than one (1) calendar year, and no part of such absence shall be charged to his/her annual or accumulated sick leave.

B. Days of Absence

1. Teachers under contract will be allowed fifteen (15) days of absence for personal sickness each year with full pay. If a personal sickness extends for five (5) or more consecutive workdays, a doctor's note substantiating the sickness is required. The doctor's note is to be from the teacher's primary care physician or specialist.
2. Days of absence for personal sickness may become cumulative to a maximum of one hundred fifty (150).
3. In addition to sick leave, a total of six (6) days of absence for personal reasons will be allowed each year. Two (2) of these days may be taken without a reason. Requests must be approved at least forty-eight (48) hours in advance, unless it is an emergency. Days may not be taken before or after holidays or vacations unless prior approval of the Superintendent is obtained. Teachers must give a reason for the absence if they request more than one (1) day in a row.
4. When the days of absence, as specified in Paragraphs 1, 2, and 3 are used up and with the approval of the Superintendent, the teacher, when absent, will lose a full day's pay which will be figured as one-one hundred and eighty-seven (1/187) of the year's salary.
5. Days of absence for serious observation of, and participation in, religious holidays, professional meetings and conventions, will be outside other considerations, and will be granted at the discretion of the Superintendent of School.
6. One of the Association Board of Director members will be allowed two (2) professional days annually to attend meetings.
7. A statement on cumulative days to a teacher's credit for personal sickness will be given to the teachers each September.

C. Military Leave

Military Leave shall be in accordance with Connecticut General Statute 7-462.

D. Jury Duty

Any teacher who is called for jury duty shall receive the necessary paid leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. After five (5) days, the staff member shall receive a rate of pay equal to the difference between the professional salary and the jury fee.

E. Child Bearing and Child Raising Leave

1. Leaves relating to pregnancy shall fall into two categories. First, leave for the employee who is absent from work due to disability related to childbirth or pregnancy. Second, leave which the Board may grant for purposes of child raising.

2. Leave of Absence for Child Bearing:

Child bearing leave shall be treated as any other physical disability for the purposes of this Agreement and shall be granted in accordance with all applicable state and federal statutes.

3. Leave of Absence for Child Raising:

- a. A teacher who parents or adopts a child during the school year may request a leave of absence for child raising purposes. The teacher may not be employed elsewhere during such leave.
- b. A teacher on child raising leave shall not be paid and all sick leave and other benefits will cease, except as otherwise provided by then-existing state and/or federal law.
- c. A teacher who parents or adopts a child after April 1 of a school year may request that the child raising leave extend the entire following school year.
- d. A teacher who parents or adopts a child prior to April 1 shall return from child raising leave to his/her teaching duties the following September.
- e. All leaves will be provided for in accordance with all existing state and federal regulations.

F. Federal Medical Leave Act (FMLA)

Any teacher who qualifies and takes an unpaid leave of absence under FMLA in order to care for a member of the family may substitute up to a maximum of six (6) weeks of accumulated sick leave, minus the daily substitute rate of pay, as provided for in Section B, paragraphs 1 and 2, herein. Personal leave days may be substituted as well without any

substitute deduction. Any accumulated sick or personal leave days used for an illness in the family which qualifies as FMLA leave shall count against the twelve (12) weeks of FMLA leave to which the teacher is entitled.

ARTICLE XI **UNUSED SICK LEAVE**

A. Severance Payment

1. For all teachers hired prior to July 1, 2011, and who have accumulated one hundred fifty (150) or more sick days, upon retirement or leaving the Putnam Public School System after a minimum of twenty (20) consecutive years of employment, a teacher shall receive payment for unused sick leave at the rate of twenty dollars (\$20) per day, for each day of unused sick leave beyond the one hundred fifty (150) accumulated days.
2. The maximum number of sick days beyond the accumulated one hundred fifty (150) sick days for which payment is made shall be capped at the teacher's current level as of July 1, 2011.

B. Annual Sick Day/Personal Leave Payment

1. Any teacher who takes no sick/personal leave days during a school year shall receive a three hundred fifty dollar (\$350) payment at the end of that current school year. All the allotted unused sick/personal leave days shall be accumulated as prescribed for in Section B, paragraphs 1 and 2 of Article X (Leaves of Absence) as it applies only to the accumulation of sick days.
2. Any teacher who uses one (1) or two (2) sick/personal leave days during a school year shall receive three hundred dollars (\$300); and three (3) sick/personal leave days shall receive two hundred fifty dollars (\$250) with all the unused sick/personal leave days being accumulated as provided for in paragraph 2, Section B of Article X (Leaves of Absence) as it applies only to the accumulation of sick days.

ARTICLE XII **STAFF SALARIES**

The salaries of all teachers covered by this Agreement are set forth in the Appendices which are attached hereto and made a part of this Agreement.

ARTICLE XIII **DEGREE DEFINITIONS**

- A. The Salary Schedules listed in the Appendices of this Agreement shall be interpreted and

applied in accordance with the following definitions:

1. Bachelor: A baccalaureate degree earned at an accredited college or university.
 2. Master: A master's degree earned at an accredited college or university; or the completion of thirty (30) credits beyond the baccalaureate degree in a planned graduate program approved by an accredited college or university.
 3. Sixth-year: A sixth-year degree or equivalent earned at an accredited college or university; or the completion of thirty (30) credits beyond the master's degree level in a program approved by an accredited college or university within a teacher's present area of assignment.
 4. Doctorate: A subject matter doctor's degree in an area taught by the teacher or an educational Ed.D degree earned at an accredited college or university.
- B. In order to be eligible for a salary change, a teacher must provide to the Superintendent's office written notification, by November 1 of the school year prior to the change in degree status, of the anticipated degree change. All class work and assignments required for the degree must be completed by August 31 following the notification of anticipated degree change. No salary change will, however, be made until official verification of the degree status is received by the Superintendent's office. If such verification cannot be provided by August 31, but is subsequently provided by the teacher verifying the August 31 completion requirement, the change will be instituted upon receipt of the verification, retroactive to the beginning of that school year. Failure to meet the above prerequisites will negate the previous notification and require the teacher to submit new and timely notification for the following school year.

ARTICLE XIV PLACEMENT ON THE SALARY SCHEDULE

- A. All new teachers coming into the system shall be placed on the appropriate step in the salary schedule taking into consideration the following:
1. Degree status as defined under "Degree Definitions" Article.
 2. Credit for previous teaching experience in public, private, and military dependence schools, or relevant professional experience will be at the discretion of the Superintendent, provided that such experience shall have been continuous service of at least one-half ($\frac{1}{2}$) of any school year.
 3. Full credit for long-term substitute experience provided the teacher possessed the appropriate certification at the time of substituting and provided that such experience

was continuous service in the same assignment for at least one-half (½) of any school year. Intermittent or short-term substitute service shall not be credited as previous teaching experience.

- B. No new employee shall be placed on a step in the salary schedule higher than any current employee with commensurate experience.

ARTICLE XV
TUITION REIMBURSEMENT

- A. The Board may, upon the recommendation of the Superintendent, reimburse any amount, not to exceed one hundred fifty dollars (\$150), for any teacher who has professional educator certification and completes a course, in-service offering, or workshop for which a tuition or fee is charged.
- B. Application for reimbursement must be made prior to registration and is limited to only one such offering per eligible teacher per year.

ARTICLE XVI
INSURANCE BENEFITS

- A. Effective July 1, 2014, the Board will provide the following insurance coverage for the teacher and their dependents and an optional plan or plans of the Board's choosing:
1. The Board shall implement a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) component featuring a pre-tax dollar savings account which includes 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. Thirty (30)-day supply pharmacy and ninety (90)-day supply mail; one hundred percent (100%) after deductible.	

- b. Effective July 1, 2014, the Board shall contribute sixty percent (60%) of the applicable HSA deductible amount. The Board shall contribute one-half (½) of the annual HSA deductible and deposit it into the teachers' accounts with the first pay period in September 2014 and the remaining one-half of the annual deductible being deposited into the teachers' accounts with the first pay period in January 2015. Effective July 1, 2015 and July 1, 2016, the Board shall contribute fifty percent (50%) of the applicable HSA deductible amount. The Board's contribution toward the HSA deductible in the second and third years shall be deposited into the teachers' accounts throughout the course of the year, on the Board's teacher payroll dates. The parties acknowledge that the Board's contributions 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 teachers. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment with the Board.
2. Dependent children covered until age twenty-six (26).
 3. Flexible dental plan (one hundred percent/eighty percent/fifty percent [100%/80%/50%] coinsurance, fifty dollar/two hundred dollar [\$50/\$200] deductible, two thousand dollar [\$2,000] maximum). Dental insurance for the individual only. Dependent Dental coverage may be purchased by the teacher/employees through payroll deduction. The decision to add or drop dependent dental coverage will be subject to the same election procedures specified in the IRS Section 125 Cafeteria Plan for medical coverage.
 4. Teachers may also opt for other optional plans offered by the Board, in accordance with that plan's coverage and/or participation limitations.
- B. Life insurance in the amount of twenty thousand dollars (\$20,000).
 - C. The Board shall provide each teacher with an insurance identification card.
 - D. All teachers retiring under the Connecticut Teachers' Retirement System shall have the right to purchase, at group rates, all health insurance coverage which the teacher received immediately prior to his/her retirement (including dependents' coverage).
 - E. Participating teachers shall pay a percentage of the premium for insurance coverage, other than life insurance, based on the actual rates for the coverages specified. Such percentage shall be as follows:
 1. High Deductible Health Plan (HDHP)/Health Savings Account (HSA) Component:
 - a. Eighteen percent (18%) effective July 1, 2014.
 - b. Nineteen percent (19%) effective July 1, 2015.
 - c. Twenty percent (20%) effective July 1, 2016.

2. Such deductions shall be through an IRS Section 125 account, such account to be at no cost to the teachers. The Board shall pay the remaining cost for insurance coverage.
- F. The Board shall provide for each teacher covered by the Agreement insurance coverage as set forth above.
- G. The Board of Education may provide such health insurance coverage, through either the carrier(s) listed above, through alternate carriers, or through self-insurance, either in whole or in part, provided that the coverages, benefits and administration of claims are equivalent to that provided by the carrier(s) listed above. In terms of the administration and payment of claims, any carrier or self-insurance that provides payment of covered expenses within thirty (30) days from the date that the claim is filed with the Board of Education or its agent shall be deemed to be equivalent to carriers that provide for direct payment to health care providers.
1. The President of the Association shall be notified in writing within thirty (30) days of any intention to change carriers and/or to self-insure and shall have a reasonable opportunity to review the proposed changes. The Board will provide a statement from an insurance expert or broker that such proposed change will result in equivalent coverage. Failure to provide such a statement, however, will not nullify the Board's right to change.
 2. Should the Board and the Association disagree that the changes proposed will not result in coverages, benefits, and administration of claims that are equivalent, then the Association, within thirty (30) days of the notification to its President of the proposed change, may file a grievance. Such grievance shall immediately precede to arbitration pursuant to the grievance procedures in Article V of this Agreement. In addition, if the Board or Association should disagree at any time that the changes implemented did not result in equivalent coverage and benefits, the Association may within thirty (30) days of its discovery file a grievance.

ARTICLE XVII

EXTRA PAY FOR EXTRA DUTY

- A. Extra duty for which extra compensation shall be paid and the amounts of such compensation are listed in the Appendices.
- B. Teacher Education and Mentor Program (TEAM)
1. Any teacher who has successfully completed mentor training through an approved State Department of Education "Teacher Education and Mentoring Program (TEAM)" and thereafter accepts an assignment to serve as a mentor for new teachers under the TEAM Program, or other State Department of Education mentor program,

shall be paid a stipend of five hundred dollars (\$500.00) for the first year and five hundred (\$500.00) dollars for the second year of mentoring.

2. Each mentor shall be responsible for no more than one (1) teacher per year. A mentor may be responsible for one (1) additional new teacher if extraordinary conditions exist and approval has been granted by the Superintendent.
3. The building administration shall provide each mentor with release time during the school year to meet and confer with his/her mentee. The release time is to be scheduled between the building administrator and the mentor.
4. Service as a mentor teacher shall be voluntary in nature and all volunteers must be approved by the Superintendent or his/her designee.

ARTICLE XVIII **PAYROLL DEDUCTIONS**

- A. In addition to those payroll deductions required by law, the following lists of agencies are eligible for payroll deductions:
 1. Disability Insurance.
 2. Dependent Dental Deductions for family members for the current insurance carrier.
 3. Medical Deductions (co-pay) for the current insurance carrier.
 4. Putnam Education Association, Connecticut Education Association and National Education Association dues or service fees.
 5. Tax Sheltered Annuity Plans through one (1) agent only.
 6. Northeast Family Federal Credit Union.
- B. All requests for deductions must be in writing on approved authorized forms.
- C. Teachers are required to have their paychecks electronically deposited to a bank or credit union of their choice.
- D. Dues Deductions
 1. Each of the Associations named in Section B above shall certify to the Board in writing the current rate of its membership dues and service fees. Any Association which shall change the rate of its membership dues or service fees shall give the Board thirty (30) days' written notice prior to the effective date of such change.
 2. The deductions referred to in Section B above shall be made twice each month from September through June. Service Fee deductions shall not be made until after January 1.

3. The Board shall not be required to honor for any month's deduction any authorization that is delivered to it later than one (1) week prior to the distribution of the payroll from which the deductions are made.
 4. No later than September 30 of each year, the Board shall provide the Association with a list of those employees who have voluntarily authorized the Board to deduct dues or service fees for any of the Associations named in Section B above. Teachers who have elected the Payroll Deduction Plan and who terminate their employment during the school year must have the balance of their dues or service fees deducted from their final pay period.
- E. A teacher may voluntarily participate in the deductions for premium share, medical and dependent care, and other Board-provided Section 125 programs, which are allowed through an IRS 125 account through the teacher's personal contribution.
- F. Dues Deduction and Service Fee Deduction
1. Conditions of Continued Employment

All certified staff covered by this Agreement shall, as a condition of continued employment, join the Association or pay the Association a service fee. Said service fee shall be equal in amount to the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration and grievance adjustment.
 2. Members

All certified staff covered by this Agreement shall sign and deliver to the Association, if they have not already done so, an authorization for the payroll deduction of membership dues or service fees of the unified membership. Said authorization shall continue in effect from year to year unless said staff member shall notify the Board and the Association in writing in the month of August of any year. If said notice is timely delivered, it shall mean that in the coming school year said teacher shall pay the service fee as described in Section 1 above, and paid in accordance with Section 3 below.
 3. Non-Members

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 Board an authorization card as described in Section 2 of this Article.
 4. Forwarding of Monies

The Board agrees to forward to the Association each month all monies deducted during the month for dues and service fee deduction.

5. Lists

No later than the first paycheck in October of each school year, the Board shall provide the Association with a list of all certified employees covered by this Agreement. The Board shall notify the Association monthly of any change in said list. It is understood by both parties that the Board will not be held responsible for any claims, legal and/or monetary, arising from the implementation of this provision.

6. Hold Harmless

The Association shall indemnify and hold the Board harmless, against any and all claims, demands, suits, liabilities, attorneys fees or other costs or forms of liability that shall, or may, arise out of, or by reason of, any action taken by the Board and its agents for the purpose of complying with, enforcing or administering this Article.

ARTICLE XIX
VACANCIES, ASSIGNMENTS AND TRANSFERS

A. Vacancies

1. A vacancy shall be defined as a position, which the Board has, in its sole discretion, decided to fill, caused by death, retirement, discharge, resignation, or the creation of a new position.
2. When a vacancy occurs in a building or program, the vacant position will be posted in the buildings and the President of the Association will receive a copy of that posting.
3. All vacancies will be posted in the building and the central office for a minimum of five (5) business days.
4. Teachers shall submit a letter of interest for any vacant position within the time period specified in the posting. Teachers currently employed by the Board shall be given consideration in filling a vacant position.

B. Assignments

1. An assignment shall be defined as the teaching position designated by the Administration as the responsibility of an individual teacher, which does not represent a change in certification area and/or school.
2. Under normal circumstances, teachers shall be notified in writing by the end of the school year of their assignments for the coming school year, including the schools to which they will be assigned the grades and/or subjects that they will teach. Notwithstanding the foregoing, the Board reserves the right to assign staff in accordance with section 4 below.

3. The assignment of staff members and/or their transfer to positions in the various schools and departments of the district shall be made by the Superintendent on the basis of the following criteria, which are listed in order of priority:
 - a. Appropriate certification utilizing current Connecticut State Department of Education standards.
 - b. Types of teaching experiences which are related to and will be an asset to the new assignments.
 - c. Adequacy of preparation including graduate programs and professional development activities which can include recent continuing education units (CEUs) within the last five (5) years.
 - d. Length of service in the Putnam Public Schools.
4. Except with the specific approval of the Superintendent of Schools or his/her designee, all transfers shall be implemented with the beginning of the school year in August.
5. Changes in grade assignment in the elementary schools and in subject assignment in the secondary schools are sometimes necessary and even beneficial. Such changes in grade and subject assignment shall be voluntary, but, absent volunteers, the Administration reserves the right to make such changes after discussion with the teachers involved where the wishes of the teachers will be considered.
6. Teachers initially employed by the Board shall receive their tentative building, grade levels and/or subject assignments from the Superintendent's office.

C. Transfers

1. A transfer shall be defined as the placement of a teacher in a different certification area and/or school.
2. Voluntary Transfers
 - a. Teachers who desire a transfer shall make such request in writing to the Superintendent.
 - b. If more than one (1) teacher requests a transfer to the same position, the teacher to be transferred will be determined in accordance with the procedures in Section B.3 of this Article.
3. Involuntary Transfers
 - a. When an involuntary transfer is necessary, the teacher to be transferred will be determined in accordance with the procedures in Section B.3 of this Article.

- b. The involuntary transfer shall be made only after a meeting between the teacher involved and the Superintendent at which time the teacher shall be notified in writing of the reasons of the transfer.

ARTICLE XX COMMUNICATIONS

There shall be open communications between the Board of Directors of the Putnam Education Association and the Superintendent of Schools and/or the Board of Education with regard to topics of mutual interest. Meetings will be held between the parties at the request of either party. Such meetings shall be at a time and place mutually agreed upon by the parties.

ARTICLE XXI STAFF MEETINGS

- A. Staff meetings will be held once a month at which attendance is mandatory. Staff members may be excused if prior arrangements are made with the appropriate administrator. All such staff meetings shall commence ten (10) minutes after the end of the student day and shall last no longer than ninety (90) minutes in duration; unless an extension is mutually agreed to.
- B. Grade level meetings (elementary school), team meetings (middle school) and department meetings (high school) may be held twice a month and shall commence ten (10) minutes after the end of the student day and shall last no longer than sixty (60) minutes in duration; unless an extension is mutually agreed to. Such meetings shall not exceed twice a month.
- C. Open houses, parent conferences, project/family nights shall be considered mandatory attendance. All such commitments shall not exceed four (4) per year.

ARTICLE XXII EVALUATION REPORTS

- A. Teachers shall upon request be given a copy of any evaluation report prepared by their superior, which will be considered in determining the salary or other benefits which they are to receive in the course of their employment or which is used as a basis for terminating their employment, or they shall have the right to discuss such reports with their superiors.
- B. Any such report or other written statement of criticism may not be contained in the individual teacher's personnel or other file longer than thirty (30) days unless such report is shown to the subject teacher and such individual has acknowledged the report either by reply or signature within a thirty (30) day period beginning with the date of the report.

- C. Any teacher has the right to examine the contents of his/her personnel file upon request. A teacher has the right to have an officer of the Association present at such an examination.

ARTICLE XXIII
REDUCTION IN PROFESSIONAL STAFF

- A. Recognizing that it may become necessary to eliminate professional staff positions in certain circumstances, this procedure is adopted to provide a fair, equitable and orderly process should such elimination become necessary.
- B. Procedure
1. When action must be taken to reduce the number of teachers, the Board, through the Superintendent of Schools, will meet with three members of the Board of Directors of the Association to discuss the effects of the reduction in force.
 2. Prior to the identification of any teacher who is to be terminated, a system wide list will be developed by the Superintendent of Schools and the designated member of the Board of Directors of the Association. This list will be available to all staff members for review. Such a list will reflect the following:
 - a. teacher's name,
 - b. total continuous certificated employment from the teacher's most recent date of hire by the Putnam Board of Education,
 - c. date of teacher's first actual working day,
 - d. certification status:
 - i. Durational Shortage Area Permit (DSAP),
 - ii. Initial Educator,
 - iii. Provisional Educator,
 - iv. Professional Educator.
 - e. degree status,
 - f. total N-12 teaching experience as validated by the Connecticut Teachers' Retirement Board,
 - g. date on which contract of employment for the Putnam Board of Education was signed,
 - h. areas of certification.

3. Prior to commencing action to terminate teacher contracts under this procedure, the Board of Education will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:
 - a. voluntary retirements,
 - b. voluntary resignations,
 - c. voluntary transfer of existing staff members,
 - d. voluntary leaves of absence.

4. If the position of a teacher is eliminated by the Board of Education, such teacher will be entitled to assume any available position for which he/she is certified. Available positions shall be defined as those who would be reduced in staff first according to the following criteria in the following order:
 - a. tenure,
 - b. certification status in the following order:
 - i. Durational Shortage Area Permit (DSAP),
 - ii. Initial Educator,
 - iii. Provisional Educator,
 - iv. Professional Educator.
 - c. total teaching service in Putnam from the teacher's most recent date of hire,
 - d. total service in public education according to the Connecticut Teachers' Retirement Board,
 - e. quality of teaching service as determined by the evaluations conducted in accordance with the Putnam Comprehensive Professional Development/Evaluation Plan,
 - f. date contract was signed.

C. Recall Procedure

1. The name of any teacher whose services have been terminated because of the elimination of a position or reduction in professional staff shall be placed upon a reappointment list and remain on such list for two (2) years, provided such teacher does not refuse a reappointment to a position equal in time to the one from which he/she was released.

2. Any offer of re-employment under the provisions of this Agreement shall be made by notification in writing by registered mail sent to the teacher's last known address and to the Board of Directors of the Association at least thirty (30) days prior to the anticipated date of re-employment. Any offer so made shall be accepted or rejected

in writing within fifteen (15) days of receipt of certified written notification. If the appointment is accepted, the teacher shall, where possible, receive a written contract of employment within fifteen (15) days of receipt of the teacher's reply to the Board of Education. If the teacher rejects the appointment or does not respond to the notice of appointment within fifteen (15) days of receipt of the offer, the name of the teacher will be removed from the recall list.

3. A recall list shall be made available to the Association and the Association shall be notified as teachers are recalled.
4. Offers of re-employment shall be made in inverse order of release as per Item No. 4 of the Procedure section. No new teacher shall be hired for any position until teachers on the recall list who possess the necessary certification are recalled or decline the opening.
5. The separation of a teacher pursuant to this procedure shall 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.

ARTICLE XXIV CLASS SIZE

- A. The Board of Education is aware that class size has a bearing upon effective teaching. The Board of Education understands that achieving this goal is dependent on the financial ability of the school district. In determining the size of various classes the administration will consider the following factors:
- B. All reasonable efforts will be made by the Board of Education to maintain the following student-teacher ratio in the Putnam Public Schools:
 1. Grades K-8
 - a. An average class size of twenty-five (25) students for those teachers who are operating under a self-contained system.
 - b. A total teacher load of one hundred twenty-eight (128) for those teachers who are operating under a departmentalized, instructional program with exceptions in the special areas (Art, Music, Physical Education, Family/Consumer Sciences and Technology Education, etc.).
 2. Grades 9-12
 - a. A total teacher load of one hundred twenty-eight (128) for instruction with exceptions in special areas (Art, Physical Education, Music, etc.).

- b. Teachers will not be required to teach in more than two (2) subject areas (e.g. English and Math).
 - c. Teachers will not be required to teach classes requiring more than a total of four (4) teaching preparations per marking period within said subject areas. (e.g. Algebra I Algebra II, and Geometry would be considered three (3) preparations).
- C. Self contained system shall be considered a system in which a teacher is responsible for the instruction of more than two (2) subjects to the same group of children.
- D. Departmentalized system shall be considered a system in which a teacher is responsible for the instruction of two (2) or less subjects to the same group of students.

ARTICLE XXV **BOARD POLICIES**

The Board shall provide each teacher with a Teacher's Manual which shall include the complete text of this Agreement or any Successor Agreement.

ARTICLE XXVI **AMENDMENT**

This Agreement shall not be altered, amended, or changed except in writing, signed by both the Board and the Association, which amendment shall be appended hereto and become a part hereof.

ARTICLE XXVII **HOLDOVER**

In the event that the Board and the Association shall fail to secure a Successor Agreement as hereinbefore provided in the Article entitled "Professional Negotiation" prior to the termination of this Agreement, the Association in its sole and absolute discretion may elect to extend the duration of this Agreement for any period not to extend beyond the date of the execution of a Successor Agreement.

ARTICLE XXVIII **JUST CAUSE**

No teacher shall be given a written reprimand, reduced in rank or compensation, or receive a disciplinary suspension without pay unless there is just cause. If a teacher is to be formally

disciplined in one of the above manners by the Board or its agents, the teacher shall receive written notification of the disciplinary action, be entitled, upon request, to receive a written statement of reasons and have the right to have a representative of the Association present at any disciplinary meeting. A teacher may be suspended, "from duty immediately when serious misconduct is charged without prejudice to the rights of the teacher," as provided by section 10-151 of the Connecticut General Statutes. This Article shall not, however, apply in a case when a teacher faces termination or nonrenewal under section 10-151 of the Connecticut General Statutes.

ARTICLE XXIX **TEACHER PREPARATION**

- A. Grades Pre-K-5 teachers shall be provided a minimum of one (1) forty (40)-minute preparation period per day. On days in which student days are shortened, teachers shall be provided a preparation period equivalent to the shorten day's teaching class period.
- B. Middle School and High School teachers shall be provided a minimum of one (1) preparation period per day, each equal in length to the established teaching period.

ARTICLE XXX **COACHES' WORKING CONDITIONS**

- A. In accordance with the applicable prevailing provisions of the Agreement, the Board agrees to pay coaches as follows: one half ($\frac{1}{2}$) in the middle of the season and one-half ($\frac{1}{2}$) at the end of the season subject to required deductions for federal taxes, and other agreed-to deductions which the employee may in writing authorize.
- B. The employee acknowledges and agrees that his or her employment as a coach may be terminated at any time for reasonable cause as determined by the Superintendent of Schools and in accordance with Section 10-222e of the Connecticut Statutes.
- C. If a sport is dropped before the first contest due to lack of numbers the employee will be paid on a pro-rated basis. Example -- if season is twelve (12) weeks, and three (3) weeks were spent coaching, then the pay would be three/twelfths ($\frac{3}{12}$) of the salary. The decision to drop will be made by the Athletic Director and the Head Coach as in the past, with approval by the Principal, Superintendent, and Board. If the occasion should arise that the sport is reinstated the same season that it was dropped, then the coach shall receive the remainder of the contracted salary.
- D. All coaches' evaluations shall be completed and presented to the coach fifteen (15) business days after the completion of the respective season and/or sport. No final checks will be issued to the employee until all forms and keys are returned to the Athletic Director or the building administrator.

- E. The employee may terminate this Agreement on thirty (30) days written notice.

ARTICLE XXXI
PERSONNEL FILES

- A. All personnel files shall be kept and maintained at the Superintendent's office. No derogatory material originating after original employment shall be placed in a teacher's personnel file unless the teacher has been notified and has had an opportunity to sign, date and review the material. The teacher may submit a written notation regarding any material, and the same shall be attached to the file copy of the material in question. When the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material. Upon a teacher's refusal or unavailability to sign such material for a period of five (5) days, said material will be placed in the teacher's file with a notation of said refusal or unavailability. Days here shall be defined as per "Grievance Procedure", Article V, Section B.3, herein.
- B. Any written complaint directed toward a teacher shall be brought to the teacher's attention as soon as practicable. If the teacher will be required to meet with any person making a complaint against the teacher or with any witness in connection with any such complaint, an administrator shall first meet with the teacher without such person or witness to advise generally the teacher of the circumstances of such complaint. After a reasonable period of time, the administrator shall notify the teacher of the result of his/her investigation and the resolution. To the extent provided for by law, teachers shall be entitled to know the source of any such complaint. No anonymous complaint shall be placed in any teacher's file unless required by law.

ARTICLE XXXII
DRESS CODE

Members of the bargaining unit shall dress professionally and in good taste in accordance with the Board's current policy being Policy No. 4118.23, as promulgated by the Board in 2011.

ARTICLE XXXIII
DURATION

The provisions of this Agreement shall be effective as of July 1, 2014 and shall continue and remain in full force and effect to and including June 30, 2017.

ARTICLE XXXIV
SIGNATURE BLOCK

IN WITNESS WHEREOF, the parties hereunto have caused these presents to be executed by their proper officers, hereunto duly authorized, and their seals affixed hereto as of the date and year first above written.

PUTNAM BOARD OF EDUCATION

By Michael Morrill
Michael Morrill, Chairman

Date: December 4, 2013

PUTNAM EDUCATION ASSOCIATION

By Lorna Wade
Lorna Wade, President

Date: December 4, 2013

APPENDIX A
SALARY SCHEDULE

A. Distribution of the salary schedules, as set forth in Appendix A, herein and attached, are based on the following:

1. Year 1 (2014-2015): 3.00% general wage increase; no step movement.
2. Year 2 (2015-2016): 2.75% (includes step movement).
3. Year 3 (2016-2017): 2.75% (includes step movement).

B. Longevity payments as follows:

1. 15-20 years\$250
2. 21-25 years\$350
3. 26-30 years\$550
4. 31-35 years\$850
5. Longevity will be frozen at the current levels with no increases or take aways. Any member who currently is on step and would reach longevity during this contract will receive it at two hundred fifty dollars (\$250) and be frozen afterwards.
6. Longevity will only be credited for Putnam experience.

C. Extended Work Year

1. Positions, such as Speech Therapist, Guidance Counselor and Reading Consultant, whose regular work year is customarily extended beyond that in Article VI (School Year) of this Agreement, shall be compensated for time beyond the regular school year at an hourly rate computed as follows: 1/187th of annual salary divided by 7.17.
2. No teacher in such position will be required to work more than ten (10) days beyond the regular work year, as defined in Article VI (School Year) of this Agreement unless required by law at which point the parties shall negotiate over the impact of such change, nor shall any such teacher be required to work less than four (4) hours on any of the extended days. Said days will be scheduled within the period ten (10) working days following the close of school and ten (10) working days prior to the commencement of school in the following year. Such teachers will be notified of their schedule by June 1 with specific times to be determined in consultation with their immediate supervisor.

APPENDIX A
SALARY SCHEDULE
2014-2015

<u>Step</u>	<u>BA</u>	<u>MA</u>	<u>6th Year</u>	<u>Ph.D.</u>
1	\$46,859	\$49,260	\$51,751	\$54,247
2	49,714	52,064	54,556	57,049
3	52,568	54,870	57,361	59,853
4	55,422	57,674	60,164	62,656
5	58,278	60,480	62,968	65,459
6	61,133	63,284	65,772	68,261
7	63,988	66,090	68,576	71,065
8	66,842	68,895	71,380	73,867
9		71,700	74,184	76,670
10		74,506	76,987	79,473
11		77,314	79,797	82,279

No step movement in school year 2014-2015.

PLACEMENT ON THE SALARY SCHEDULE

Years of Experience:

<u>BA</u>	<u>MA</u> <u>6th Year</u> <u>Ph.D.</u>	<u>STEP</u>
0-2	0-2	1
3-4	3-4	2
5-7	5-7	3
8	8	4
9	9	5
10	10	6
11	11	7
12+	12-13	8
	14	9
	15	10
	16+	11

APPENDIX A
SALARY SCHEDULE
2015-2016

<u>Step</u>	<u>BA</u>	<u>MA</u>	<u>6th Year</u>	<u>Ph.D.</u>
1	\$47,496	\$49,930	\$52,455	\$54,985
2	49,968	52,232	54,777	57,324
3	52,569	54,640	57,201	59,762
4	55,305	57,159	59,732	62,304
5	58,184	59,795	62,376	64,954
6	61,213	62,552	65,136	67,717
7	64,399	65,436	68,019	70,598
8	67,751	68,453	71,029	73,601
9		71,610	74,172	76,732
10		74,911	77,455	79,996
11		78,365	80,882	83,398

Step movement in school year 2015-2016 for anyone on Steps 1-10 in 2014-2015.

PLACEMENT ON THE SALARY SCHEDULE

Years of Experience:

<u>BA</u>	<u>MA</u> <u>6th Year</u> <u>Ph.D.</u>	<u>STEP</u>
0-1	0-1	1
2-3	2-3	2
4-5	4-5	3
6-8	6-8	4
9	9	5
10	10	6
11	11	7
12+	12	8
	13-14	9
	15	10
	16+	11

APPENDIX A
SALARY SCHEDULE
2016-2017

<u>Step</u>	<u>BA</u>	<u>MA</u>	<u>6th Year</u>	<u>Ph.D.</u>
1	\$ 47,496	\$ 49,930	\$ 52,455	\$ 54,985
2	49,968	52,232	54,777	57,324
3	52,569	54,640	57,201	59,762
4	55,305	57,159	59,732	62,304
5	58,184	59,795	62,376	64,954
6	61,213	62,552	65,136	67,717
7	64,399	65,436	68,019	70,598
8	68,593	68,453	71,029	73,601
9		71,610	74,172	76,732
10		74,911	77,455	79,996
11		79,339	81,887	84,435

Step movement in school year 2016-2017 for anyone on Steps 1-10 in 2015-2016.

PLACEMENT ON THE SALARY SCHEDULE			
<u>Years of Experience:</u>			
<u>BA</u>	<u>MA</u>	<u>6th Year</u>	<u>Ph.D.</u>
			<u>STEP</u>
0-1	0-1		1
2	2		2
3-4	3-4		3
5-6	5-6		4
7-9	7-9		5
10	10		6
11	11		7
12+	12		8
	13		9
	14-15		10
	16+		11

APPENDIX B

Department Head Positions - Putnam High School

2014-2015

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
English	\$3,676	\$3,987	\$4,297
Social Studies	\$3,676	\$3,987	\$4,297
Mathematics	\$3,676	\$3,987	\$4,297
Science	\$3,676	\$3,987	\$4,297
Business Education	\$3,676	\$3,987	\$4,297
Guidance	\$3,676	\$3,987	\$4,297

2015-2016

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
English	\$3,772	\$4,091	\$4,409
Social Studies	\$3,772	\$4,091	\$4,409
Mathematics	\$3,772	\$4,091	\$4,409
Science	\$3,772	\$4,091	\$4,409
Business Education	\$3,772	\$4,091	\$4,409
Guidance	\$3,772	\$4,091	\$4,409

2016-2017

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
English	\$3,870	\$4,197	\$4,524
Social Studies	\$3,870	\$4,197	\$4,524
Mathematics	\$3,870	\$4,197	\$4,524
Science	\$3,870	\$4,197	\$4,524
Business Education	\$3,870	\$4,197	\$4,524
Guidance	\$3,870	\$4,197	\$4,524

Other Stipend Positions

2014-2015

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Special Education Coordinator	\$3,676	\$3,987	\$4,297
Reading/Language Arts/Chapter 1 Coordinator	\$3,676	\$3,987	\$4,297
Chemical Hygiene Officer	\$666	\$666	\$666
Putnam Challenge Course Manager	\$2,815	\$3,095	\$3,375

2015-2016

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Special Education Coordinator	\$3,772	\$4,091	\$4,409
Reading/Language Arts/Chapter 1 Coordinator	\$3,772	\$4,091	\$4,409
Chemical Hygiene Officer	\$683	\$683	\$683
Putnam Challenge Course Manager	\$2,888	\$3,175	\$3,463

2016-2017

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Special Education Coordinator	\$3,870	\$4,197	\$4,524
Reading/Language Arts/Chapter 1 Coordinator	\$3,870	\$4,197	\$4,524
Chemical Hygiene Officer	\$701	\$701	\$701
Putnam Challenge Course Manager	\$2,963	\$3,258	\$3,553

<u>HOURLY STIPENDS</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>
Professional Development – Presenter*	\$66.77	\$68.51	\$70.29
Professional Development – Preparation*	\$66.77	\$68.51	\$70.29
Instructional Teaching	\$46.73	\$47.94	\$49.19
Non-instructional (clubs, etc.)	\$26.70	\$27.39	\$28.10
Curriculum Development	\$26.70	\$27.39	\$28.10
Homebound Instruction/Tutoring	\$26.70	\$27.39	\$28.10

* after contracted hours

APPENDIX B
Extra Curricular Positions

Putnam High School

2014-2015

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Freshman	\$559	\$559	\$559
Sophomore	\$641	\$641	\$641
Junior	\$742	\$742	\$742
Senior	\$928	\$928	\$928
Newspaper	\$1,684	\$1,684	\$1,684
Student Council	\$1,684	\$1,684	\$1,684
Technology Liaison	\$1,684	\$1,684	\$1,684
School Play	\$1,854	\$2,040	\$2,224
Yearbook	\$2,224	\$2,413	\$2,596
Instrumental Music	\$3,339	\$4,006	\$4,674

2015-2016

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Freshman	\$574	\$574	\$574
Sophomore	\$658	\$658	\$658
Junior	\$761	\$761	\$761
Senior	\$952	\$952	\$952
Newspaper	\$1,728	\$1,728	\$1,728
Student Council	\$1,728	\$1,728	\$1,728
Technology Liaison	\$1,728	\$1,728	\$1,728
School Play	\$1,902	\$2,093	\$2,282
Yearbook	\$2,282	\$2,476	\$2,663
Instrumental Music	\$3,426	\$4,110	\$4,796

2016-2017

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Freshman	\$589	\$589	\$589
Sophomore	\$675	\$675	\$675
Junior	\$781	\$781	\$781
Senior	\$977	\$977	\$977
Newspaper	\$1,773	\$1,773	\$1,773
Student Council	\$1,773	\$1,773	\$1,773
Technology Liaison	\$1,773	\$1,773	\$1,773
School Play	\$1,951	\$2,147	\$2,341
Yearbook	\$2,341	\$2,540	\$2,732
Instrumental Music	\$3,515	\$4,217	\$4,921

APPENDIX B
Extra Curricular Positions

Putnam Middle School

2014-2015

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Student Council	\$722	\$722	\$722
School Play	\$742	\$742	\$742
Newspaper	\$1,482	\$1,482	\$1,482
Yearbook	\$1,482	\$1,482	\$1,482
Technology Liaison	\$1,684	\$1,684	\$1,684
Instrumental Music	\$1,854	\$2,224	\$2,596

2015-2016

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Student Council	\$741	\$741	\$741
School Play	\$761	\$761	\$761
Newspaper	\$1,520	\$1,520	\$1,520
Yearbook	\$1,520	\$1,520	\$1,520
Technology Liaison	\$1,728	\$1,728	\$1,728
Instrumental Music	\$1,902	\$2,282	\$2,663

2016-2017

<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Student Council	\$760	\$760	\$760
School Play	\$781	\$781	\$781
Newspaper	\$1,560	\$1,560	\$1,560
Yearbook	\$1,560	\$1,560	\$1,560
Technology Liaison	\$1,773	\$1,773	\$1,773
Instrumental Music	\$1,951	\$2,341	\$2,732

APPENDIX B
Coaching Positions

Putnam High School

2014-2015

<u>SEASON</u>	<u>SPORT</u>	<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
		Athletic Director	\$5,562	\$5,931	\$6,302
Fall	Football	Head	\$4,821	\$5,190	\$5,562
	Football	Assistant (4 positions)	\$2,961	\$3,337	\$3,708
Fall	Soccer	Boys Head	\$3,708	\$4,077	\$4,452
	Soccer	Boys Assistant	\$2,224	\$2,596	\$2,963
	Soccer	Girls Head	\$3,708	\$4,077	\$4,452
	Soccer	Girls Assistant	\$2,224	\$2,596	\$2,963
	Soccer	Swing Position	\$2,224	\$2,596	\$2,963
Fall	Volleyball	Head	\$3,708	\$4,077	\$4,452
	Volleyball	Assistant	\$2,224	\$2,596	\$2,963
Fall	Cross Country	Boys Head	\$1,854	\$2,224	\$2,596
	Cross Country	Girls Head	\$1,854	\$2,224	\$2,596
Fall	Cheerleading	Head Football	\$1,381	\$1,749	\$2,121
	Cheerleading	Assistant Football	\$1,113	\$1,482	\$1,854
Winter	Basketball	Boys Head	\$4,821	\$5,190	\$5,562
	Basketball	Boys Assistant (2 positions)	\$2,961	\$3,337	\$3,708
	Basketball	Girls Head	\$4,821	\$5,190	\$5,562
	Basketball	Girls Assistant	\$2,961	\$3,337	\$3,708
Winter	Cheerleading	Head Basketball	\$1,381	\$1,749	\$2,121
	Cheerleading	Asst. Basketball	\$1,113	\$1,482	\$1,854
Spring	Baseball	Head	\$3,708	\$4,077	\$4,452
	Baseball	Assistant	\$2,224	\$2,596	\$2,963
Spring	Softball	Head	\$3,708	\$4,077	\$4,452
	Softball	Assistant	\$2,224	\$2,596	\$2,963
Spring	Golf	Head	\$1,482	\$1,854	\$2,224
Spring	Track	Boys Head	\$3,708	\$4,077	\$4,452
	Track	Boys Assistant	\$1,113	\$1,482	\$1,854
	Track	Girls Head	\$3,708	\$4,077	\$4,452
	Track	Girls Assistant	\$1,113	\$1,482	\$1,854

All new coaches entering the system will be placed on Step 1.

APPENDIX B
Coaching Positions

Putnam High School

2015-2016

<u>SEASON</u>	<u>SPORT</u>	<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
		Athletic Director	\$5,707	\$6,085	\$6,466
Fall	Football	Head	\$4,946	\$5,325	\$5,707
	Football	Assistant (4 positions)	\$3,038	\$3,424	\$3,804
Fall	Soccer	Boys Head	\$3,804	\$4,183	\$4,568
	Soccer	Boys Assistant	\$2,282	\$2,663	\$3,040
	Soccer	Girls Head	\$3,804	\$4,183	\$4,568
	Soccer	Girls Assistant	\$2,282	\$2,663	\$3,040
	Soccer	Swing Position	\$2,282	\$2,663	\$3,040
Fall	Volleyball	Head	\$3,804	\$4,183	\$4,568
	Volleyball	Assistant	\$2,282	\$2,663	\$3,040
Fall	Cross Country	Boys Head	\$1,902	\$2,282	\$2,663
	Cross Country	Girls Head	\$1,902	\$2,282	\$2,663
Fall	Cheerleading	Head Football	\$1,417	\$1,794	\$2,176
	Cheerleading	Assistant Football	\$1,142	\$1,520	\$1,902
Winter	Basketball	Boys Head	\$4,946	\$5,325	\$5,707
	Basketball	Boys Assistant (2 positions)	\$3,038	\$3,424	\$3,804
	Basketball	Girls Head	\$4,946	\$5,325	\$5,707
	Basketball	Girls Assistant	\$3,038	\$3,424	\$3,804
Winter	Cheerleading	Head Basketball	\$1,417	\$1,794	\$2,176
	Cheerleading	Asst. Basketball	\$1,142	\$1,520	\$1,902
Spring	Baseball	Head	\$3,804	\$4,183	\$4,568
	Baseball	Assistant	\$2,282	\$2,663	\$3,040
Spring	Softball	Head	\$3,804	\$4,183	\$4,568
	Softball	Assistant	\$2,282	\$2,663	\$3,040
Spring	Golf	Head	\$1,521	\$1,902	\$2,282
Spring	Track	Boys Head	\$3,804	\$4,183	\$4,568
	Track	Boys Assistant	\$1,142	\$1,520	\$1,902
	Track	Girls Head	\$3,804	\$4,183	\$4,568
	Track	Girls Assistant	\$1,142	\$1,520	\$1,902

All new coaches entering the system will be placed on Step 1.

APPENDIX B
Coaching Positions

Putnam High School

2016-2017

<u>SEASON</u>	<u>SPORT</u>	<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
		Athletic Director	\$5,855	\$6,243	\$6,634
Fall	Football	Head	\$5,075	\$5,463	\$5,855
	Football	Assistant (4 positions)	\$3,117	\$3,513	\$3,903
Fall	Soccer	Boys Head	\$3,903	\$4,292	\$4,687
	Soccer	Boys Assistant	\$2,341	\$2,732	\$3,119
	Soccer	Girls Head	\$3,903	\$4,292	\$4,687
	Soccer	Girls Assistant	\$2,341	\$2,732	\$3,119
	Soccer	Swing Position	\$2,341	\$2,732	\$3,119
Fall	Volleyball	Head	\$3,903	\$4,292	\$4,687
	Volleyball	Assistant	\$2,341	\$2,732	\$3,119
Fall	Cross Country	Boys Head	\$1,951	\$2,341	\$2,732
	Cross Country	Girls Head	\$1,951	\$2,341	\$2,732
Fall	Cheerleading	Head Football	\$1,454	\$1,841	\$2,233
	Cheerleading	Assistant Football	\$1,172	\$1,560	\$1,951
Winter	Basketball	Boys Head	\$5,075	\$5,463	\$5,855
	Basketball	Boys Assistant (2 positions)	\$3,117	\$3,513	\$3,903
	Basketball	Girls Head	\$5,075	\$5,463	\$5,855
	Basketball	Girls Assistant	\$3,117	\$3,513	\$3,903
Winter	Cheerleading	Head Basketball	\$1,454	\$1,841	\$2,233
	Cheerleading	Asst. Basketball	\$1,172	\$1,560	\$1,951
Spring	Baseball	Head	\$3,903	\$4,292	\$4,687
	Baseball	Assistant	\$2,341	\$2,732	\$3,119
Spring	Softball	Head	\$3,903	\$4,292	\$4,687
	Softball	Assistant	\$2,341	\$2,732	\$3,119
Spring	Golf	Head	\$1,560	\$1,951	\$2,341
Spring	Track	Boys Head	\$3,903	\$4,292	\$4,687
	Track	Boys Assistant	\$1,172	\$1,560	\$1,951
	Track	Girls Head	\$3,903	\$4,292	\$4,687
	Track	Girls Assistant	\$1,172	\$1,560	\$1,951

All new coaches entering the system will be placed on Step 1.

APPENDIX B
Coaching Positions

Putnam Middle School

2014-2015

<u>SEASON</u>	<u>SPORT</u>	<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Fall	Cross Country	Head	\$928	\$1,113	\$1,299
	Cross Country	Assistant	\$928	\$1,113	\$1,299
Fall	Soccer	Boys Head	\$1,482	\$1,854	\$2,224
	Soccer	Girls Head	\$1,482	\$1,854	\$2,224
Winter	Basketball	Boys Head	\$2,224	\$2,596	\$2,963
	Basketball	Boys Assistant	\$1,079	\$1,447	\$1,886
	Basketball	Girls Head	\$2,224	\$2,596	\$2,963
	Basketball	Girls Assistant	\$1,079	\$1,447	\$1,886
Winter	Cheerleading	Head Basketball	\$1,113	\$1,482	\$1,854
Spring	Baseball	Head	\$1,482	\$1,854	\$2,224
Spring	Softball	Head	\$1,482	\$1,854	\$2,224
Spring	Track	Head	\$1,482	\$1,854	\$2,224
Spring	Track	Assistant	\$1,482	\$1,854	\$2,224

2015-2016

<u>SEASON</u>	<u>SPORT</u>	<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Fall	Cross Country	Head	\$952	\$1,142	\$1,333
	Cross Country	Assistant	\$952	\$1,142	\$1,333
Fall	Soccer	Boys Head	\$1,521	\$1,902	\$2,282
	Soccer	Girls Head	\$1,521	\$1,902	\$2,282
Winter	Basketball	Boys Head	\$2,282	\$2,663	\$3,040
	Basketball	Boys Assistant	\$1,107	\$1,485	\$1,935
	Basketball	Girls Head	\$2,282	\$2,663	\$3,040
	Basketball	Girls Assistant	\$1,107	\$1,485	\$1,935
Winter	Cheerleading	Head Basketball	\$1,142	\$1,521	\$1,902
Spring	Baseball	Head	\$1,521	\$1,902	\$2,282
Spring	Softball	Head	\$1,521	\$1,902	\$2,282
Spring	Track	Head	\$1,521	\$1,902	\$2,282
Spring	Track	Assistant	\$1,521	\$1,902	\$2,282

APPENDIX B
Coaching Positions

Putnam Middle School

2016-2017

<u>SEASON</u>	<u>SPORT</u>	<u>POSITION</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>
Fall	Cross Country	Head	\$977	\$1,172	\$1,368
	Cross Country	Assistant	\$977	\$1,172	\$1,368
Fall	Soccer	Boys Head	\$1,561	\$1,951	\$2,341
	Soccer	Girls Head	\$1,561	\$1,951	\$2,341
Winter	Basketball	Boys Head	\$2,341	\$2,732	\$3,119
	Basketball	Boys Assistant	\$1,136	\$1,524	\$1,985
	Basketball	Girls Head	\$2,341	\$2,732	\$3,119
	Basketball	Girls Assistant	\$1,136	\$1,524	\$1,985
Winter	Cheerleading	Head Basketball	\$1,172	\$1,561	\$1,951
Spring	Baseball	Head	\$1,561	\$1,951	\$2,341
Spring	Softball	Head	\$1,561	\$1,951	\$2,341
Spring	Track	Head	\$1,561	\$1,951	\$2,341
Spring	Track	Assistant	\$1,561	\$1,951	\$2,341