

PROFESSIONAL AGREEMENT

between the

Rocky Hill Board of Education

and the

Rocky Hill Teachers' Association

July 1, 2015 — June 30, 2017

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THIS AGREEMENT IS MADE AND ENTERED INTO on the 18th day of September, 2014, by and between the ROCKY HILL BOARD OF EDUCATION (hereinafter referred to as the "Board") and the ROCKY HILL TEACHERS' ASSOCIATION (hereinafter referred to as the "Association"), affiliated with the Connecticut Education Association and the National Education Association.

ARTICLE I

PREAMBLE

- A. This Agreement is negotiated under §§10-153a through 10-153n of the General Statutes of the State of Connecticut, as amended.
- B. The Board reserves to itself the authority and rights granted by §10-220 of the Connecticut General Statutes subject only to the limitations by the language of this Agreement.

ARTICLE 2

RECOGNITION

- A. The Board recognizes the Rocky Hill Teachers' Association as the exclusive bargaining representative of the group of certified professional employees or those holding a durational shortage area permit who are employed by the Board of Education in positions requiring a teaching or other certificate and who are not included in the administrators' unit or excluded from the purview of §§10-153a to 10-153n, inclusive of the General Statutes, other than temporary substitutes.
- B. Unless otherwise indicated, the term "teacher" when used hereinafter in the agreement shall refer to any employee or group of employees as defined in A above.
- C. The words "Board of Education" or "Board," as used in this Agreement, shall mean the Board or its designee.
- D. The words "Superintendent of Schools" or "Superintendent," as used in this Agreement, shall mean the Superintendent or his/her designee.

ARTICLE 3

PROFESSIONAL NEGOTIATION

As part of the routine distribution of the budget to key organizations and people after it is first given to the Board, the Association will receive a copy of the Superintendent's proposed budget.

ARTICLE 4

GRIEVANCE PROCEDURE

A. Purpose

The purpose of this grievance procedure is to expeditiously resolve grievances at the lowest level of the administration. The parties-in-interest shall agree that proceedings be kept as confidential as allowed by law.

B. Definitions

1. A grievance shall mean a complaint by a teacher
 - a. that alleges there has been a violation, misinterpretation, or misapplication of a specific provision or provisions of this Agreement which relates to or involves the grieving teacher or teachers; or
 - b. that he has been treated unfairly or inequitably by reason of an act or condition which is contrary to established Board policy or administrative practice governing or affecting employees. Such a violation may only be grieved through the Board level. The Board's decision shall be final and binding. The Board shall have no authority to change the substance of the evaluation and may only authorize a procedural remedy. The term "grievance" shall not apply to:
 - 1) a method of review as prescribed by law or by any rule or regulation of the State Department of Education having the force and effect of law, or,
 - 2) a complaint of a non-tenured teacher or a teacher initially employed with a durational shortage area permit which arises by reason of his/her not being re-employed.
2. As used in this article, the term "teacher" shall mean, also, a group of teachers having the same grievance.
3. As used in this article, the term "principal" shall mean principal or other appropriate administrator.
4. "Party-in-interest" shall mean the person or persons, as defined in B(1) above, making the claim, including their designated representative as provided herein, and any person(s) who might be required to take action or against whom action might be taken in order to resolve the problem.

- S. "Days" shall mean days when school is in session except that from the end of the teaching assignment in June until August 31 of that year when the term "day" shall mean weekday excluding Saturday, Sunday, legal holidays, and the scheduled vacations of reasonable length of the parties-in-interest.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each leave shall be considered as maximum. The time limits specified may, however, be extended by written agreement of the parties-in-interest.
2. The teacher must file a written, formal grievance within thirty (30) days after he or she knew or should have known of the act or condition upon which the grievance is based. If the teacher fails to file a formal, written grievance within this time period, the grievance shall be waived.
3. Failure by the aggrieved party-in-interest at any level to appeal a grievance to the next level within the specified time be deemed to be acceptance of the decision rendered at that level.
4. All parties-in-interest shall exchange all pertinent materials with all possible promptness.

D. Informal Procedures

1. If a teacher feels that he has a grievance, he will first discuss the matter with his principal by appointment. In requesting the appointment, the teacher shall state clearly that he is contemplating a formal grievance.
2. If the teacher is not satisfied with such disposition of the matter, he shall notify the principal in writing of his intent to file a formal grievance.
3. If a party-in-interest does not seek an informal conference, as defined in D(1), within thirty (30) days after he knew, or should have known, of the act or condition on which the grievance is based, then the grievance shall be considered to have been waived.

E. Formal Procedure

I. Level One - School Principal

- a. If an aggrieved teacher is not satisfied with the outcome of the informal procedures, he may pursue the formal grievance procedure. In doing so, he must present his claim as a formal grievance to the principal and must cite the statement in the Professional Agreement which he alleges has been violated.
- b. The principal shall, within five (5) days after the receipt of the formal grievance, render his decision and the reasons 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 grievance at Level One, he may, within three (3) days after the decision, or within eight (8) days after his formal presentation, if there is no decision, file his written grievance and Level One responses with the Association for referral to the Superintendent.
- b. The Association may, within five (5) days after receipt, 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 the representatives of the Association for the purpose of resolving the grievance. The Superintendent may elect to have administrative or legal counsel present.
- d. The Superintendent shall, within five (5) days after the hearing, render his decision and the reason(s) in writing to the aggrieved teacher, with a copy to the Association, the Board, and the principal.

3. Level Three - Board of Education

- a. If the aggrieved teacher is not satisfied with the disposition of his grievance at Level Two, he may within three (3) days after the decision, or within thirteen (13) days after the hearing, if there is no decision, file the grievance again with the Association for appeal to the Board.
- b. The Association may, within five (5) days after receipt, refer the appeal to the Board.
- c. The Board, or a committee thereof, shall, within fifteen (15) 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 ten (10) days after such meeting, render its decision and the reason(s) in writing to the aggrieved teacher, with a copy(ies) to the Association, the Superintendent and the principal.

4. Level Four - Arbitration

- a. If the aggrieved teacher is not satisfied with the disposition of his grievance at Level Three, he may, within three (3) after the decision, or within thirteen (13) days after the Board meeting if there is no decision, request in writing to the president of the Association that his 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 Board and the Association shall, within five (5) days after such written notice, mutually select a neutral arbitrator. If the parties are unable to agree upon an arbitrator within five (5) days, the Association shall, within an additional five (5) days, submit the grievance to the Dispute Resolution Center for resolution or such grievance shall be deemed waived. A copy of such submittal shall be sent simultaneously to the Superintendent of Schools.
- d. The arbitrator selected shall confer promptly with representatives of the Board and the Association, shall review the record of prior hearings, and shall hold such further hearings with the aggrieved teacher and other parties-in-interest as he/she shall deem requisite.
- e. The arbitrator shall, within thirty (30) days after his/her selection, render his/her decision in writing to all parties-in-interest, setting forth his/her findings of fact, reasoning, and conclusions on the issues submitted. Only grievances based on specific provision of this Agreement may be submitted to arbitration. The decisions of the arbitrator shall be final and binding upon all parties in interest.

The arbitrator shall hear and decide only one grievance in each case. He/she shall be bound by, and must comply with, all terms of this Agreement. He/she shall not have the power to add to, delete from, or modify in any way, any of the provisions of this Agreement.

F. Rights of Teachers to Representation

1. No reprisals of any kind shall be taken by any party-in-interest against any participant in the grievance procedure by reason of such participation.
2. Any party-in-interest may be represented at any level by a representative of the Grievance Committee of the Association or by a person of his own choosing. 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.

G. Miscellaneous

1. Forms for filing and processing grievance(s) and other necessary documents shall be prepared by the Superintendent, with the approval of the Association, and made available through the Association.
2. The cost of the services of the arbitrator shall be borne equally by the Board and the Association.

ARTICLE 5

SCHOOL YEAR

The basic work year shall be 186 days, up to 181 of these days may be for student instruction. The remainder shall be for curriculum and professional development activities.

ARTICLE 6

IMPACT

Should the Board of Education increase the minimum work year of one hundred eighty-six (186) days, the parties shall negotiate the impact of this increase in accordance with the midstream negotiation process set forth in Connecticut General Statute §10-153f(e).

If the Board unilaterally changes the hours of employment teachers are required to work and the Rocky Hill Teachers' Association feels the change is a substantial one affecting a major term or condition of employment, it may request negotiations, regarding the impact of the change pursuant to General Statute §10-153f(e).

ARTICLE 7

WORK DAY

- A. Each teacher is required to fulfill his or her professional responsibilities by making adequate preparation for each class taught. The responsibility of a teacher, therefore, is understood to include not only the hours spent in school but also the time spent for this preparation.
- B. It is understood that, at present, there is no alternative to teacher supervision of the arrival and departure of bus students. Therefore, teachers will be expected to perform this duty.
- C. Teachers recognize that it is part of their professional responsibilities to volunteer from time to time to supervise after school detention.

ARTICLE 8

BEFORE/AFTER SCHOOL

MEETINGS Agenda for Staff Meetings

Agenda for General Staff meetings shall be distributed in advance. New items may be added at the meeting.

ARTICLE 9

DUTY-FREE LUNCH

All teachers shall have an uninterrupted, duty-free lunch period daily. In the case of an emergency (e.g., absence of a cafeteria aide), the time allotted for duty-free lunch may be shortened.

ARTICLE 10

PREPARATION PERIOD

- A. Secondary classroom teachers shall have, in addition to their lunch period, at least one preparation period per full student day. A period will consist of a regularly-scheduled period.
- B. Teachers in elementary schools are entitled to no less than forty (40) consecutive minutes of preparation time per day when students are with special subject teachers. Exceptions shall be those days which are shortened and days with special programs such as assemblies or other unforeseen conditions. Preparation time shall be self-directed except for unforeseen circumstances. All preparation time granted to teachers shall require no added costs to the district and shall not be in any way injurious to the instructional program
- C. In the instance of teachers whose loads are difficult to schedule mutual arrangements may be made between the teacher and his/her administrator to accommodate preparation time on a weekly rather than daily basis so as to maintain flexibility of schedule.
- D. Elementary teachers shall be provided with team planning time. It is further agreed that the Board shall utilize its best efforts to guarantee a forty-five (45) minute team preparation once a week. This shall include budgeting \$24,000 for paraprofessional assistance. Such time shall include reducing one individual preparation time from forty-five (45) minutes to thirty (30) minutes one day per week. In the event that the Administration cannot provide the team planning in a given week, teachers are not required to have a team planning session.

ARTICLE 11

TEACHING PERIODS

- A. Academic, subject-area secondary school teachers shall not be assigned more than five (5) teaching periods per day unless consent of the teacher is given annually, provided, however, the practice relating to laboratory classes shall continue. In lieu of assigning any teacher a teaching period(s), the administration may assign a teacher, to a curriculum or other educational or professional project.

- 13. Teachers in secondary schools (with the exception of those working in special education) shall not be required to teach in more than two (2) subject areas or to teach more than a total of three (3) different courses.

- C. For the purpose of this article the following definitions shall apply:
 - 1. "Subject area" includes all courses in one (1) department (e.g., Mathematics Department, English Department).
 - 2. A "course" shall mean one (1) year of one (1) subject (e.g., Algebra I, Algebra II, Geometry).

ARTICLE 12

TEACHING ASSIGNMENTS, TRANSFERS & VACANCIES

A. Assignments

- 1. Teachers initially employed by the Board shall receive their school assignments from the office of the Superintendent. Subject assignments, teaching programs or schedules shall be assigned by the principal.
- 2. Teachers already in the system shall receive tentative notification of their program for the ensuing year at least four (4) days prior to the end of the work year.
- 3. Teachers shall be notified of major changes in assignment(s) - school, grade, or subject (in writing). Changes necessary after the end of the school year shall be implemented only after consultation with the teacher(s) involved.
- 4. In the determination of assignments, the convenience and wishes of the teacher shall be honored to the extent that these considerations do not conflict with the instructional requirements and best interest of the school system and the pupils as determined by the Superintendent of Schools.
- 5. Teachers shall be reimbursed for mileage according to current I.R.S. guidelines.

B. Transfers

1. Prior to effecting an involuntary transfer of a teacher from one position to another, the Superintendent shall notify the teacher of the transfer and if the teacher requests, discuss the transfer with the teacher.
2. Teachers who desire a transfer to another school building in the subsequent school year, shall file a written statement of such desire with the Superintendent no later than April 1 of each school year. Such statement shall include the school and the grade and/or subject area to which the teacher desires to be assigned.
3. Upon application, a full-time tenured teacher shall be given consideration for a full-time position should a vacancy occur. For the purpose of this section, consideration shall be defined as the granting of an interview and/or notification of the status of the application.
4. Upon application, tenured teachers in half-time or part-time positions shall be given consideration to transfer to a full-time position for which they are certified when a vacancy occurs. For the purpose of this subsection, consideration shall be defined as the granting of an interview and/or notification of the status of the application.

C. Vacancies

1. For the purpose of this subsection, a "vacant bargaining unit position" or a "vacancy" shall be defined as a position declared open by the administration as a result of death, termination, resignation, creation of a new position or as a result of transfer or transfers. In addition, any newly created position shall have the job description posted.
2. Notice of vacant bargaining unit positions shall be posted on the district website and work email for a minimum of seven (7) calendar days. An individual cannot grieve that a posting did not appear in his/her work email inbox.
3. Notices of all vacant bargaining unit positions shall be electronically sent to the Co-Presidents of the Association.
4. When school is not in session during the summer months, notice of all vacant bargaining unit positions shall be forwarded to the Co-Presidents of the Association at his/her district email address.

ARTICLE 13

EXTENDED-DUTY ASSIGNMENTS

- A. Explanation of Positions
1. "Position" as used in this article means any position which pays a salary differential and/or involves additional or higher level of responsibility.
 2. All positions are listed in Appendix IV of the Professional Agreement.
- B. Any activity not listed in the appendix under extended-duty positions can be petitioned when sufficient cause exists. For the first year that a petitioned activity exists, the person acting as supervisor of that activity shall be paid at a rate negotiated by the Superintendent and the Association.
- C. Vacancies which are caused by death, retirement, discharge, resignation or by the creating of a new position shall be filled pursuant to the following procedures:
1. The existence of vacancies shall be publicized within the school system first, on the district's website. Appropriate advertising may take place concurrently outside the school system in the customary manner in which other vacancies are handled.
 2. Teachers who desire to apply for such vacancies shall file their application in writing with the appropriate administrator within the time limit specified in the notice.
 3. Extended-duty assignments require supervision of students and/or are an extension of the educational program of Rocky Hill; therefore, the Board and the Association agree that it is in the best interest of the students of Rocky Hill to fill these positions with Rocky Hill teachers unless no Rocky Hill teacher has applied and is qualified for a given position. In the case of coaching position stipends, members of the Rocky Hill teaching staff shall be given preference when the qualifications of two or more candidates are equal.
 4. A personal interview with the appropriate administrator or his designated representative will be granted at the request of the applicant.
 5. When possible, teachers shall be notified of his/her appointment to an extended-duty assignment no later than June 30th.
- D. Continuity of occupancy in extended-duty positions is generally desirable within limits. Every two (2) years, therefore, all extended-duty positions other than class advisors shall be declared vacant and open to application to all members of the faculty. Elementary Grade Level Coordinators shall be annual appointments. Class advisor positions shall be declared vacant and open to application every four (4) years. Nothing shall be construed to prevent an administrator from reappointing the current occupant for a position declared vacant if he/she remains best qualified.

- E. In the event the occupant of an extended-duty position should need to be absent from his/her extended-duty responsibilities for a lengthy period, the following requirements apply:
 - 1. The candidate for replacement must be approved by the supervising principal.
 - 2. In the event a temporary replacement is employed in an extended duty position, the stipend shall be prorated equal to the time employed in the position.
- F. Any teacher who is appointed to an extended-duty assignment who does not continuously perform that assignment in a satisfactory manner, as determined by the Superintendent, will be relieved of his/her assignment.

ARTICLE 14

REDUCTION IN FORCE

The Board agrees to consult with representatives of the Association in the event it contemplates any changes in existing policy pertaining to reduction in staff. It is understood that this policy shall not apply to individuals employed with a durational shortage area permit only.

ARTICLE 15

USE OF SCHOOL FACILITIES

- A. The Association will have the right to use school buildings without cost at reasonable times for meetings, provided, however, that the Association will be required to pay for any additional custodial costs involved by reason of said meetings. Request for building use will be made of the appropriate principal with sufficient advance notice.
- B. There will be one (1) bulletin board in each school building, which will be placed in the faculty lounge, for the purpose of displaying notices, circulars and Association material. The Association agrees that it will not post any material which is derogatory to the administration, the Board or any of its members, or the school system.

ARTICLE 16

TEACHER FACILITIES

- A. It shall be the district's responsibility to provide teachers with technology tools fundamental to meeting the needs of the classroom. Such equipment shall include, but not be limited to copier machines, computers, printers, faxes for the use of teachers in preparing instructional materials.
- B. Teachers shall be provided appropriate professional development for all new and existing technology. Such training shall take into consideration the varying needs of the staff.

- C. Efforts will be made for a telephone for teachers to use in relative privacy. It is understood that except for official school business, calls made by teachers shall not be charged to the Board.
- D. Adequate teacher facilities will be made available in each school.

ARTICLE 17

SICK LEAVE

- A. Teachers shall be entitled to sick leave with full pay up to fifteen (15) days in each year for personal illness or injury. Teachers may utilize up to five (5) days of accumulated sick leave for the illness of a family member. For the purposes of this section, family member shall be defined as a parent or any person residing in the teacher's household. Unused sick leave shall be accumulated from year to year to a maximum of one hundred and fifty (150) days, so long as the teacher remains continuously in the service of the Board. Once a teacher reaches maximum accrual (150 days), unused sick leave shall be allowed to accrue up to two hundred ten (210) days as follows:
 - 1. Teachers absent five (5) days or fewer that year shall have the remaining ten (10) days (or greater) in unused sick leave added to their accumulation of 150 days.
 - 2. Teachers absent more than five (5) days during any one year shall forfeit all additional accrual beyond 150 days for that year.
- B. For absence for sickness beyond granted leave, employees shall receive the difference between their substitute's pay and their regular salary up to a maximum of twenty (20) working days during the lifetime of the employee. The sick leave differential paid to teachers prior to the effective date of this Agreement shall be credited against the twenty (20) day lifetime accumulation allotted under this section. Further leave beyond that, if necessary, shall be only with approval of the Board. This provision shall not apply to individuals initially employed with a durational shortage area permit.
- C. In the case of absence from an injury arising out of or during the course of employment and for which Workers' Compensation is paid to the teacher, teachers will be permitted to make up the difference between such Workers' Compensation benefits and their regular net pay by charging the difference to their accumulated sick leave on a pro-rated basis.
- D. Upon the death of a teacher, the Board will pay one hundred (100%) percent of unused sick leave to a designated beneficiary. Payment of unused sick leave shall be at the rate of 1/186 of that teacher's salary for that year per day. An employee hired to commence work on or after July 1, 1992 shall be ineligible for this death benefit.
- E. Tenured teachers who retire or are laid off beyond the recall period shall receive a lump sum payment, equal to the following:
 - 20% of accrued sick leave for teachers with less than 20 years of Rocky Hill service, but upon reaching age 62,
 - 20% of accrued sick leave for teachers with 20-24 years of Rocky Hill service, or

25% of accrued sick leave for teachers with 25 or more years of Rocky Hill service,

determined at the per diem rate of the salary level of the year of cessation.

The Board, at its discretion, may pay out this payment in one (1), two (2), or three (3) equal annual payments. If notice of retirement/resignation is received by the Board prior to January 15, the first payment will be made during the month of July immediately following the retirement/resignation date. If the notice of retirement/resignation is received subsequent to January 14, the first payment will be made during the month of July of the second fiscal year following the retirement/resignation date.

An employee hired to commence work on or after July 1, 2006 shall be ineligible for this payment.

- F. The Association recognizes that the Superintendent may require a teacher to obtain a signed statement from a licensed physician (M.D.) at any time to verify the nature of such teacher's extended absence for medical reasons or the fitness of the employee to return to work or in cases where the Superintendent has a reasonable suspicion of abuse of sick leave. The cost of such statement shall be borne by the Board. In addition, in such cases, the Superintendent may require the teacher to be examined by a Board-appointed physician at Board expense.

ARTICLE 18

PERSONAL DAYS AND OFFICIAL ABSENCES

- A. Beyond sick leave, teachers are entitled to receive an aggregate of no more than four (4) personal days off annually with full pay to attend to necessary and unavoidable personal business. Reasons for such personal time shall be restricted to the following only:

Religious holidays

Birth of child for parent or grandparent

Day of graduation for members of the immediate family only (e.g., son, daughter, spouse and self)

At the discretion of the teacher (no more than one of the four may be used for this reason)

Exceptional conditions not covered by the preceding under the following conditions:

1. Any such exceptional condition must be stated in writing subject to the approval of the Superintendent.
2. Final decision on an exceptional condition request rests solely with the Superintendent in each separate case and that shall not be subject to grievance or review of any kind.

Personal days may not be used, under any conditions (other than an emergency approved by the Superintendent), the day immediately preceding or the day immediately following a vacation period or holiday long weekend or when a requested personal day is for a day on which professional development is scheduled.

Under no conditions (except emergencies approved as such by the Superintendent) shall any member of the faculty take more than two (2) personal days consecutively. Under no circumstances can a personal day, at the discretion of the teacher, be taken in September or June.

- B. For death in the immediate family, each teacher shall be entitled to up to five (5) days per occurrence. "Immediate family" is defined as follows: mother, father, brother, sister, son, daughter, spouse, in-laws or relative living in the household. An aggregate of three (3) days per year shall be granted for other deaths of relatives or friends.
- C. Unlimited jury duty leave with full pay (less amount paid for jury service) will be granted a teacher. A teacher who is excused from jury duty on any school day at a reasonable hour shall report to school.
- D. Application for personal days and official absences in the provisions above shall be made to the immediate supervisor at least forty-eight (48) hours before taking such leave (except in the case of emergencies).
- E. In exceptional circumstances, with the approval of the Superintendent, days in excess of the number indicated above may be granted. For such extra personal days, the teacher shall be paid a regular per diem compensation less the cost of the substitute's salary.
- F. In cases not listed above, the Superintendent may grant time off with or without pay at his sole discretion. Should an individual be granted such time off with pay, salary for that day, or those days, would be the individual's regular per diem compensation less the cost of the substitute teacher for each day of absence.

Under no circumstances would any decision by the Superintendent on this item be subject to grievance, complaint, or review of any kind.

ARTICLE 19

SABBATICAL LEAVE

The Superintendent shall review and may recommend to the Board for approval worthwhile programs or independent work subject to the following conditions. All proposals must state how the sabbatical leave would improve the general educational community in Rocky Hill and directly enhance the teaching of Rocky Hill students.

- A. No more than one (1) teacher of the total staff shall be absent on sabbatical leave at any one time.
- B. Requests for sabbatical leave must be received by the Superintendent in writing in such form as may be required no later than December 1 of the year preceding the school year in which the sabbatical is requested. It is understood that the deadline of December 1 shall be waived at the discretion of the Superintendent when fellowships, grants, or scholarships awarded later in the year make such a deadline unreasonable.
- C. The teacher shall be eligible for an initial sabbatical leave after completion of the seventh (7th) year of active service in the system. A second sabbatical may be granted after another eight (8) year period.

- D. The teacher may request a sabbatical leave for either a full academic year or one-half (1/2) an academic year. If the Board approves the request, the teacher shall be compensated as follows:
1. For a full academic sabbatical year, the Board shall pay the teacher eighty (80) percent of his annual salary less fifty (50) percent of the cost to the Board of the teacher's noncontributing fringe benefits.
 2. For one-half (1/2) of an academic year sabbatical leave, the Board shall pay the teacher one hundred (100%) percent of his half-year salary and assume the full cost of his non-contributing fringe benefits.
 3. The Board shall not be required to continue compensating the teacher under (1) or (2) above if such compensation, when added to any program grant, scholarship, assistantship or other compensation, would exceed the teacher's full annual salary including fringe benefits.
- E. The teacher, as a condition to the acceptance of the sabbatical leave, shall agree to return to employment in the system for two (2) full years. In the event the teacher shall not so return, the teacher shall reimburse the Board fully for all sabbatical payments; if he returns for one (1) year, he shall be obligated to reimburse the Board for one-half (1/2) of the sabbatical payments. The teacher receiving sabbatical leave shall be required to execute an individual agreement to repay the sabbatical stipend if he does not return in accordance with the Agreement.
- F. The teacher returning from sabbatical leave shall be placed on the appropriate step on the salary schedule as though he had been in active service in the system for the year of the sabbatical leave. The sabbatical shall not affect continuity of service nor accrual of seniority toward longevity benefits.
- G. In addition, approval shall be contingent upon obtaining a qualified substitute. If no substitute is available, the identified sabbatical candidate shall remain eligible and be given priority if a substitute is available in the following year.
- H. The Board will provide a reason in writing for failure to grant sabbatical leave within a period of thirty (30) days. However, the Board's prerogative of electing to permit or reject a sabbatical shall not be considered a violation of this Agreement.

ARTICLE 20

EXCHANGE TEACHERS LEAVE

In any year teachers may be exchanged for teachers from some other school district in the United States or in a foreign country. Such exchange shall be initially recommended by the Superintendent to the Board for approval. All rights and privileges of the exchanged teacher shall continue in full force and effect during the exchange period.

ARTICLE 21

CHILDBEARING LEAVE

- A. Any certified professional employee shall be entitled, upon written request submitted to the Superintendent, to an extended leave without pay for purposes of childrearing apart from any period of childbirth disability leave with pay. Such employee shall be entitled to such requested portion thereof, in which the child is born, adopted, or fostered, and for one (1) additional school year if requested by the employee.

This provision shall not apply to individuals initially employed with a durational shortage area permit.

- B. Childrearing leave shall be subject to the following provisions:
1. Employees requesting leave shall submit not less than sixty (60) days' written notice of the anticipated date of ending performance of duties. This provision may be waived at the discretion of the Superintendent in cases of adoption.
 2. During long-term leave of absence under this article, a teacher may participate in group health and medical insurance benefits at his or her own expense, subject to the terms of the company administering the plan.
 3. No experience credit on the salary schedule shall be granted for any childrearing leave without pay which extends for more than one-half (1/2) of a school year, but credit shall be given for any such leave which extends for less than one-half (1/2) of a school year.
 4. During long-term leave of absence, the teacher shall not be eligible for sick leave benefits.
 5. Failure to apply for reinstatement in the system for the school year following the extended leave shall be considered a resignation and will be so treated.

The application shall be made by the end of January in the calendar year in which the employee intends to return to work. Any teacher whose leave commences February 1, or after, who intends to return the following September, must apply for reinstatement prior to the last day of school that school year. For a teacher who is on a leave of absence that expires at the end of the fiscal year, the teacher may continue to receive the insurance benefit on or after July 1 in the ensuing fiscal year, subject to premium contribution. If the teacher does not return to work in the ensuing fiscal year, the teacher shall reimburse the Board for the health insurance premiums paid by the Board to maintain the teacher's health coverage after July 1 of said fiscal year.

- C. Requests for childrearing leave shall be in letter form, including all pertinent information, addressed to the Superintendent of Schools.

ARTICLE 22

PEACE CORPS OR VISTA LEAVE

- A. Leaves of absence may be granted for up to two (2) years to teachers with tenure status who join the Peace Corps or Vista as full-time participants in such programs.
- B. No compensation or benefits shall be paid for such service.
- C. The teacher returning from Peace Corps or Vista Leave shall be placed on the appropriate step in the salary schedule as though he had been in active service in the system for the period of such leave.

ARTICLE 23

MILITARY LEAVE

- A. Military leave shall be granted according to federal and state law.
- B. The individual on military leave shall be paid the difference between his military pay and that which he/she would have earned were he/she working for that period in the school system. Calculations on such compensation shall be made on a per diem basis excluding days when school is not in session.
- C. Insurance granted by the Board for the individual on military leave shall remain in effect during such leave at the same rate as if the teacher were still working in the district.

ARTICLE 24

ASSOCIATION LEAVE

- A. If negotiation meetings between the Board and the Association are scheduled during normal working hours of a school day, not more than two (2) representatives of the Association shall be relieved from all regular duties without loss of pay, as necessary, in order to permit their attendance at such meetings.
- B. When it is necessary, pursuant to the grievance procedure in Article IV of this Agreement, for a school representative, a member of the Grievance Committee or other representative designated by the Association to attend a grievance meeting or hearing during a school day, he/she shall, upon notice to his/her supervisor and/or principal and to the Superintendent by the president of the Association, be released without loss of pay, as necessary, in order to permit participation in the foregoing activities.
 - 1. This privilege shall be limited to two (2) Association representatives per grievance per day.
 - 2. Any teacher whose appearance (as a witness) in such investigations, meetings or hearings is necessary shall be accorded the same right.
 - 3. The Association agrees that these rights shall not be abused.

- C. The Association President, during his or her term of office, shall not be assigned student supervisory duties or duty periods except duties relating to his or her class.

ARTICLE 25

CONFERENCE LEAVE

- A. When it is evident that convention or conference attendance or the observation of any activity in another school or school system will contribute to the effectiveness of the instructional program, the Superintendent may grant convention or conference leaves, or permission to observe an activity in another school or school system, to the teachers without loss of pay.
- B. Approval of the Superintendent of Schools is necessary for all conferences or conventions whether or not reimbursement is requested. The Board agrees to reimburse all teachers, whose attendance at a convention or conference or whose observance of activities in other school districts has been approved by the Superintendent, for those expenses which also have been approved by the Superintendent, in advance. Reimbursement shall be made within thirty (30) days of documentation of attendance at conferences or conventions.

ARTICLE 26

GENERAL LEAVE

- A. A teacher may be allowed to leave, with approval of the Superintendent without loss of salary, to begin programs of study which result from foundation or scholarship grants and which necessitate personal presence not to exceed two (2) weeks in advance of the close of the school year.
- B. Other extended leaves, with salary, with salary minus substitute's pay or without salary, may be granted at the discretion of the Board. In granting an extended leave, the Board may, at its discretion, continue the medical and health insurance benefits for the teacher on leave, in which event, a continuous service substitute hired to replace such teacher shall, during the period of such leave, be ineligible for the medical, health and life insurance benefits provided under this Agreement. If the leave extends beyond ninety (90) days, the teacher shall notify the Superintendent at least ninety (90) days before the date of return.

ARTICLE 27

EDUCATIONAL LEAVE

- A. Teachers may request to take unpaid educational leave of absence without benefits for the purpose of pursuing a planned program of study beyond the Master's Degree level. A request for such leave shall not be denied for arbitrary or capricious reasons.
- B. The Board of Education will not, under normal circumstances, grant leave for more than one (1) contract year. The commencement and termination dates for educational leave are determined at the discretion of the Board of Education.

- C. Teachers must have five (5) years of experience as teachers in Rocky Hill in order to request this leave option.
- D. A teacher returning from educational leave shall be placed on the step of the salary schedule next higher to the one he or she was on prior to the taking of leave; provided, however, a teacher completing an educational leave of at least two years duration shall be credited with one (1) additional step on the salary schedule.

ARTICLE 28

DEGREE DEFINITIONS

The salary schedules listed in the Appendices of this Agreement shall be interpreted and applied in accordance with the following definitions:

A. Accredited College or University

A college and/or university which is recognized by any of the regional accrediting associations throughout the United States and, in relation to degrees received in foreign lands, an accredited institution shall mean any college and/or university recognized by either a regional accrediting agency in the United States or the accrediting authority of the country in which the institution is located as having the authority to issue degrees beyond the equivalent of a bachelor's degree.

B. Bachelor's Degree

The bachelor's degree shall be earned at colleges and universities regionally accredited (e.g., NEASC).

C. Master's Degree

The master's degree shall be earned at colleges and universities regionally accredited (e.g., NEASC).

D. Sixth Year

A sixth-year, for reasons of advancement in salary, shall be defined as follows:

A second master's degree in a discipline other than one in which the initial master's degree was attained.

Completion of thirty (30) credits beyond the master's degree in a degree program leading to a Ph.D., Ed.D., or their equivalent approved by a regionally-accredited college or university.

A sixth-year certificate earned at colleges or universities regionally accredited (e.g., NEASC).

E. Sixth Year +15

For salary differentials which are for fifteen (15) hours beyond placement on the sixth year column, the necessary credit hours may be accumulated from one or more of the following categories:

1. For credits accrued in a planned program which failed to terminate in a degree or appropriate certificate, the Superintendent may grant credit hours if, in his discretion, they are pertinent to the teacher's current assignment.
2. Individual courses taken which may affect salaries need approval from the Superintendent. Individual courses must be graduate courses.

F. Sixth Year +30 or Doctorate

1. Completion of 30 credits beyond the sixth year degree in a program approved by colleges or universities regionally accredited (e.g., NEASC).
2. A Ph.D. Ed,D. certificate or other field approved by the Superintendent from colleges or universities regionally accredited (e.g., NEASC).

G. Effective July 1, 2012, teachers on the BA-30, MA-15 and MA-30 columns may remain on such columns for the duration of their employment. Teachers not on these columns shall not be allowed to move to these columns.

H. Effective July 1, 2012, any teacher on the BA-15 column shall have the duration of this agreement (June 30, 2015) to advance to the MA column. Failure to do such shall result with the individual remaining on such column for the duration of his/her employment. No teacher may advance to the BA-15 or BA-30 columns.

I. It is understood that column changes of an individual teacher's placement on the salary schedule occur only once a year, immediately prior to the first pay date for the work year in September. Teachers shall notify the Superintendent by January 1 of an anticipated column change for the following school year.

Upon providing an official transcript of the completion of his/her course work or official documentation from the University Registrar that the degree or course work was completed a teacher shall be moved to the appropriate column for the start of the school year. Such documentation must be provided prior to the first pay date for the work year for the change to occur. Documents received after the first payday shall result in a column change for the next work year.

ARTICLE 29

TUITION REIMBURSEMENT

A. The Board will pay each eligible teacher annually an amount, not to exceed the tuition cost of two (2) three-credit courses at the University of Connecticut, for tuition at an accredited college or university, provided the courses are approved in advance in writing by the Superintendent of Schools, and provided that the teacher achieves a grade of B or better upon successful completion of each course.

- B. Only teachers who have completed one (1) year of service in the Rocky Hill School system shall be eligible for tuition reimbursement. A teacher must be actively employed by the Board when applying for tuition reimbursement. The teacher shall submit a copy of the course transcript along with the request for reimbursement.
1. Teachers on the BA-15 column shall not be eligible for tuition reimbursement in order to be placed on the MA column.
 2. Teachers on the MA-15 column who are in a planned program which culminates in a second master's or sixth year degree, shall not be eligible for tuition reimbursement.
 3. Teachers on the sixth year column who elect to obtain an additional fifteen (15) credits, not resulting in a doctorate, for placement on the sixth year +15 column, shall not be eligible for tuition reimbursement.
 4. Teachers on the sixth year +15 column, who are moving to the sixth year +30 column, shall not be eligible for tuition reimbursement.

ARTICLE 30

SALARIES

A. Salary Schedules

The salary schedules covered by this Agreement are set forth in Appendices 1, II and III which are attached hereto and made part of this Agreement.

B. Method of Payment

1. Teachers will be paid every other Friday with their paychecks electronically deposited into an account selected by the teacher.
2. Teachers shall have the option of either twenty-two (22) equal payments or having their salary divided by twenty-six (26) and paid in equal installments for twenty-one (21) payments and receiving one (1) large check of the balance of five (5) payments on their next scheduled payday.
3. Final checks will be issued upon clearance of the appropriate administrator.
4. Changes cannot be made during the school year.

C. Longevity Pay

Eligibility for longevity pay shall be determined as follows:

1. "Years of service" shall be defined as teaching in Rocky Hill; credited service on the salary schedule in school systems outside of Rocky Hill shall not be tallied for longevity.
2. Compensation for longevity shall be as follows:
3. Longevity 2015-2017

14-19 yrs.	800
20-24 yrs.	1,000
25+ yrs.	1,200
4. Leave in excess of ninety (90) working days in any one academic year shall not be tallied as part of longevity compensation.
5. Teachers serving for ninety (90) working days or more in any one academic year shall be given credit for a full year in calculating longevity.
6. All years of service in Rocky Hill shall be credited toward longevity even though service may have been interrupted.
7. Years of military service where the individual entered the service from a teaching position in Rocky Hill and after completion of that service returns to Rocky Hill, shall be credited toward longevity up to a maximum of four (4) years.
8. Longevity payments shall be made as part of the 22-pay-period system.
9. An employee hired to commence work on or after July 1, 1992 shall be ineligible for longevity pay.
10. Years accrued while holding a durational shortage area permit shall not be credited for service for the purpose of calculating this benefit.

D. National Board Certification

A teacher who has received national board certification from the National Board for Professional Teaching Standards shall receive a stipend of \$2,000 commencing in the contract year following the date on which certification is received, provided the teacher remains employed with the Board.

E. Doctorate

A teacher who has received a Doctorate shall receive a stipend of \$2,000 commencing in the contract year following the date on which the degree is received.

ARTICLE 31

PLACEMENT ON THE SALARY SCHEDULE

All teachers shall be placed on the appropriate step in the salary-schedule, taking into consideration the following:

- A. Degree status as defined under "Degree Definitions," Article 28.
- B. Full credit for previous teaching experience in public, private and military dependent schools, providing such experience for each year granted on the salary schedule shall be the equivalent of at least one-half (1/2) of any school year. Intermittent or short-term substitution will not be credited as previous teaching experience.
- C. Up to full credit for service in the Peace Corps and Vista.
- D. Credit for active service in the regular Armed Forces of the United States shall be granted on a year-for-year basis on all salary schedules up to three (3) years until maximum is reached. Where there is a fractional year of regular military service of six (6) months or greater, full credit for that step will be given. No credit on the salary schedule shall be given for temporary periods of service (e.g., summer encampments or service schools while in regular civilian status).

This item carries with it no retroactivity. Those compensated at the rate of \$100 per annum under a previous agreement shall continue to receive that compensation for their military service until such time as they reach maximum salary in the appropriate column.

- E. In an area of shortage, as defined by the State Board of Education, placement on the salary schedule up to eight (8) steps may be granted by the Superintendent for full-time relevant work experience. Placement beyond eight (8) steps for such work experience may be granted by the Board of Education or its Personnel and Negotiations Committee.
- F. Notwithstanding the provisions of this Article, the Superintendent shall establish the salary level for a continuous service substitute employed to fill a temporary vacancy due to the absence of a teacher on leave for a definite or indefinite period. Commencing with the 41st day of continuous employment, a continuous service substitute shall be placed on the salary schedule but such placement need not be based on experience and degree status. After the first full year of employment, defined as the initial partial year and an additional full year of employment, a continuous service substitute shall be placed on the salary schedule in accordance with the provisions of this Article. A continuous service substitute shall be ineligible for medical, health and life insurance benefits under this Agreement if the teacher he or she is replacing is continuing to receive such benefits. The Board may grant medical insurance benefits to any long-term substitute who is otherwise ineligible for such benefits.

ARTICLE 32

INSURANCE BENEFITS

- A. The Board shall provide, at its expense (subject to the payroll deduction set forth in Section F), for each teacher employed with the district prior to July 1, 2015 and the families of such teachers, the option of one of the insurance plans set forth in Appendix VI. Teachers whose first day of employment is after July 1, 2015 shall only have the option of the High Deductible/Health Savings Account Plan. Any teacher employed full time (1.0 full time teaching equivalent), shall receive all fringe benefits specified in this Agreement. Only certified professional staff who work half time or more shall be eligible for insurance benefits. For such employees working at least .5 F.T.E. but less than 1.0 F.T.E., the Board shall pay the percentage of the premium corresponding to the percentage of the time worked, as the case may be, but under no circumstances shall the percentage of the premium paid by the Board exceed that which it pays for full time teachers. Employees desiring coverage shall pay the remaining percentage of the cost of the premium but in no event less than the amount as that of a full-time teacher. Part-time teachers, of at least .5 F.T.E. status, employed prior to July 1, 2003, and remain continuously employed in a certified position of at least 0.5 F.T.E. in Rocky Hill shall continue to receive full-time benefits in accordance with the current contract. Time on the recall list and authorized leave shall not change the rules for eligibility upon return from service. A teacher whose F.T.E. status is reduced below .5 is not eligible for insurance.

The High Deductible/Health Savings Account (HDHP/HSA) Plan individual deductible is two thousand dollars (\$2,000) and a family deductible is four thousand dollars (\$4,000).

The Board will fund fifty percent (50%) of the applicable HSA deductible amount for full-time employees. For the 2015-16 contract year, the Board's contribution toward the HSA deductible will be deposited into the HSA accounts on the Board's first payroll dates. Effective July 1, 2016, half of the Board's contribution toward the HSA deductible will be deposited into the HSA accounts on the first payroll date, and the second half of the Board's contribution will be deposited on the first payroll in January. The parties acknowledge that the Board's fifty percent (50%) contribution toward the funding of the HSA plan is not an element of the underlying plan, but rather relates to the manner in which the deductible shall be funded for actively employed teachers. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment. It is understood that the responsibility for any maintenance fees for the HSA accounts are the responsibility of the plan and not the employees.

- B. In addition the Board shall provide at its expense (subject to the payroll deduction set forth in Section F) for each teacher and the family of such teachers:

Dental Plan Classes I, II and III. In Classes II and III there is an annual deductible of \$50.00 per individual/\$150.00 per family.

Only certified professional staff who work half time or more shall be eligible for insurance benefits. For such employees working at least .5 F.T.E. but less than 1.0

F.T.E., the Board shall pay the percentage of the premium corresponding to the percentage of the time worked, as the case may be, but under no circumstances shall the percentage of the premium paid by the Board exceed that which it pays for full time teachers. Employees desiring coverage shall pay the remaining percentage of the cost of the premium but in no event less than the amount as that of a fulltime teacher. Part-time teachers, of at least .5 F.T.E. status, employed prior to July 1, 2003, and remain continuously employed in a certified position of at least .5 F.T.E. in Rocky Hill shall continue to receive full-time benefits in accordance with the current contract. Time on the recall list and authorized leave shall not change the rules for eligibility upon return from service. A teacher whose F.T.E. status is reduced below .5 is not eligible for insurance.

C. The Board shall provide at its expense for each teacher:

1. \$5,000 (maximum, per month) Group Long Term Disability Insurance.
2. \$25,000 Group Life Insurance
3. \$25,000 Group Accidental Death & Dismemberment

D. For employees retiring on or after July 1, 1983, and who at time of retirement are at least 55 years of age, and with at least twenty years of service to Rocky Hill, the Board shall continue to assume 25% of the cost of the medical group insurance coverages for the individual teacher and his/her spouse as specified in Article 31 until such time as the individual teacher (employee) reaches age 65, at which time such coverage will terminate for both the member and his/her spouse. In the event the spouse reaches age 65 prior to the teacher (employee) reaching such age, coverage will terminate for the spouse at such time. In the event the teacher dies prior to age 65, coverage will terminate for the surviving spouse.

Until reaching age 65 but not thereafter, the retired teacher will be allowed to remain on group coverages with the Board for group life insurance and group accidental death and dismemberment as specified in Article 31, but assuming full cost of such individual coverages at the group rate.

An employee hired to commence work on or after July 1, 2012, shall be ineligible for this benefit.

E. The Board of Education reserves the right to change insurance administrators/carriers/ plans or self-insure for any of the insurance benefits described in this article at any time so long as it gives prior notice to the Association and so long as the overall level of benefits (including out of pocket expenses for employees and their dependents) remains substantially equivalent to the overall level of benefits in effect immediately preceding any such change. Once the Association is notified that the Board intends to change insurance carriers, the Association has fifteen (15) calendar days to examine the proposed change. If the Association feels that the proposed change is not substantially equivalent to the existing level of benefits, as described above, it must object to the change in writing during that fifteen (15) days. If the parties are unable to informally resolve the matter within the following fifteen (15) days, an arbitrator with expertise in the field of insurance shall be mutually selected or, if the parties cannot agree, shall be selected forthwith by the Dispute Resolution Center. The arbitrator must render a decision within thirty (30) days. Revisions to the proposed policy may be made at any time up to the time the arbitrator

renders his decision. In a situation where a complaint has been lodged by the Association, the Board will not institute the proposed change of insurance coverage until agreement has been reached or until an arbitrator has rendered his/her decision. The cost of arbitration shall be shared equally between the Board and the Association.

- F. To be eligible to receive health and medical insurance benefits set forth in Section A and B above, the employee working 1.0 F.T.E. shall annually contribute the following amount for such benefits, which shall include the cost of prescription riders:

<u>Coverage</u>	<u>2015-16 Contract Year</u>	<u>2016-17 Contract Year</u>
OAP	20.0%	*
POS	17.0%	*
HDHP/HSA	12.5%	13.0%
Dental	12.0%	12.5%

* Effective July 1, 2016, teachers who elect the OAP or POS coverage shall pay a premium share equal to the difference between the Board's total contribution for similar coverage under the High Deductible Plan/HSA plan, including the cost of the deductible contribution, and the annual cost of the OAP or POS coverage.

The Board shall contribute the remaining portion of the cost for these benefits. To be eligible to receive insurance benefits, each employee must submit a written salary deduction authorization permitting the Board to deduct from the employee's salary his/her share of the premium set forth above. An employee may forego or withdraw from full coverage rather than pay his/her share of the premium. Reinstatement of discontinued insurance benefits shall be provided in accordance with the terms of the insurance company administering the plan at the time that benefits are sought.

- G. Subject to law, including the rules and regulations of the Internal Revenue Service, the Board shall implement and maintain a "Section 125" salary reduction agreement which shall be designed to permit exclusion from taxable income of the employee's share of health insurance premiums.
- H. The Board shall offer a High Deductible Plan with a Health Reimbursement Account ("HRA") option for teachers who are eligible to participate in an HSA. The plan itself will have the same benefits and deductible as the HDHP/HSA. However, it will feature an HRA that will reimburse eligible claims that are applied to the medical plan deductible up to the same total dollar amount as would otherwise have been contributed to a participant in the HSA at the same enrollment coverage. HRA participants can roll over funds remaining on the HRA account up to the deductible or amount permitted by IRS regulations.

ARTICLE 33

PAYROLL DEDUCTIONS

- A. The Association agrees to save the Board harmless from any claims, demands, suits, or judgments arising from the Board's implementation of the provisions of this Article.

B. In addition to those payroll deductions required by law, the following are eligible for payroll deductions:

- | | |
|--------------------------------------|-----------------------------------|
| 1. Life Insurance | 5. National Education Association |
| 2. Payroll Protection Plans | 6. Tax Sheltered Annuity Plans |
| 3. Rocky Hill Teachers' Association | 7. Credit Union |
| 4. Connecticut Education Association | 8. Health Insurance |

C. All requests for deductions must be in writing on approved authorization forms or on authorized list(s). The Association shall be responsible for the listing of dues deductions to be made for the Association, CEA and NEA.

D. Dues for associations mentioned above may be deducted from either the monthly or the final payroll of the school year if the teacher so elects. However, the Board shall not be required to honor any authorized deduction which is delivered to it later than thirty (30) days prior to the distribution of the payroll from which deductions are to be made.

E. Agency Fee

1. All teachers employed by the Rocky Hill Board of Education shall, as a condition of continued employment, join the Association or pay a service fee to the Association. Said service fee shall be equal to the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration and grievance adjustment.
2. The Rocky Hill Board of Education agrees to deduct from each teacher an amount equal to the Association membership dues or a service fee by means of payroll deductions. The amount of the deduction for membership dues shall be equal to the total Association membership dues divided by twenty (20) paychecks from and including the first paycheck in September through and including the last paycheck in June. The amount of the deduction for service fees shall be equal to the total service fee divided by twelve (12) paychecks from and including the first paycheck in January through and including the last paycheck in June. The amount of Association membership dues shall be certified by the Association to the Board of Education prior to the opening of the school year. The amount of service fees shall be certified by the Association to the Board of Education prior to January 1 of each school year.
3. The Association agrees to indemnify and hold harmless the Board for any loss or damages arising from the operation of Section E. It is also agreed that neither any employee nor the Association shall have any claims against the Board for any deductions made or not made, as the case may be, unless a claim of error is made in writing to the Board within thirty (30) calendar days after the date such deductions were or should have been made.

ARTICLE 34

PUBLICATION OF AGREEMENT

The Board and the Association agree to publish and distribute the complete text of this Agreement and to share equally the costs arising therefrom.

ARTICLE 35

PERSONNEL FILE

- A. Teachers, upon request, shall be given a copy of any evaluation report and other materials to be filed in the teacher's personnel folder prepared by their supervisor, and they shall have the right to discuss such reports and materials to be filed in the teacher's personnel folder with their supervisor. Any evaluation report prepared by a supervisor becomes part of the teacher's personnel file. The required signature indicates that the teacher has seen and discussed the evaluation. It does not necessarily mean that the teacher is in complete accord with the report.
- B. The teacher may attach an addendum to the evaluation reports and other materials, which items also will be kept in the personnel file. Any teacher has the right to review his/her file in the office of the Superintendent upon prior notice and in the presence of the Superintendent or a designated representative for such purpose.
- C. Teachers will be notified when items are added to or removed from their personnel file.
- D. The Association shall be invited to participate on any Board committee whose purpose shall be to develop or implement evaluation procedures for the professional staff.
- E. Any substantive complaint made against a teacher by a parent, student or other person shall be promptly called to the attention of the teacher. Should a complaint involve a possible commission of a crime and an appropriate law enforcement officer request that information not be disclosed to the teacher, the provisions of this section shall not apply. No complaint shall be placed in the teacher's personnel file until the complaint has been investigated and verified by the Superintendent or his/her designee. Such investigation shall include consultation with the affected teacher, Further, this section shall not apply to any aspect of the evaluation process.

ARTICLE 36

JUST CAUSE

No teacher shall receive a written reprimand, be suspended without pay or denied an increment and/or salary increase without reasonable and just cause. The discharge of a teacher initially employed with a durational shortage permit shall not be subject to the just cause provision cited above.

ARTICLE 37

TEACHER ASSISTANTS

In order to relieve teachers of persistently clerical and non-professional duties so that more of the teacher's time may be devoted to instructional activity and preparation, the Board and the Association recognize that teacher assistants and part time clerical employees are useful and necessary.

ARTICLE 38

CONSULTATION PROCEDURE

It is recognized by the Board and the Association that all situations and developments could not be anticipated at the time of negotiation of this Agreement. To achieve rapport between the Board or its designated representative and the Association, periodic informal meetings shall be held between the negotiating groups of each organization as requested by either the Association or the Board.

ARTICLE 39

SEVERABILITY

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

ARTICLE 40

SUBSTITUTE COVERGE

- A. A teacher shall be paid \$30.00 per teaching period for class coverage during such teacher's preparation period when no substitute is available.
- B. Limits for reimbursement in this article shall be \$3,000.00 per year for the bargaining unit.

ARTICLE 41

457 PLAN

The Board will establish a 457 Plan for, teachers who satisfy the requirement of Article 17, Section E.

ARTICLE 42

PROFESSIONAL DEVELOPMENT

A teacher designated by the Administration to serve as a professional development presenter shall receive the Curriculum workshop rate for the time spent delivering the professional development presentation, with a maximum of three hours for any individual presentation. Those teachers who are in positions where training and professional development are part of their regular responsibilities are not eligible for this compensation.

ARTICLE 43

PATERNITY LEAVE

- A. A male teacher shall be given five (5) days of paid leave following the birth of his child.
- B. Such leave shall be deducted from a teacher's accumulated sick leave.


ARTICLE 44

DURATION

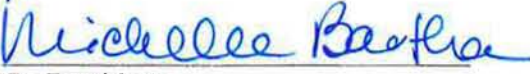
This Agreement contains the full and complete agreement between the Board and the Association on all negotiable issues. The duration of this Agreement shall extend from July 1, 2015 to and including June 30, 2017.

ROCKY HILL BOARD OF EDUCATION

ROCKY HILL TEACHERS' ASSOCIATION

By: 
Chairman

By: 
Co-President

By: 
Co-President

Date: 10/8/2014

Date: 10/8/14

APPENDIX I
2015-16 SALARY SCHEDULE

Exp.	Step	BA	BA+15	BA+30	MA	MA+15	MA+30	6TH	6TH+15	6TH+30	PHD
1	1	47,472	48,385	50,212	51,580	54,319	57,057	60,709	64,363	68,013	68,013
2	2	49,296	50,212	52,036	53,407	56,145	58,883	62,536	66,188	69,837	69,837
3	3	51,580	52,493	54,319	55,686	58,426	61,167	64,816	68,469	72,120	72,120
4-5	4	53,861	54,776	56,602	57,972	60,709	63,447	67,099	70,753	74,402	74,402
6	5	56,145	57,057	58,883	60,251	62,992	65,730	69,383	73,033	76,684	76,684
7	6	58,426	59,797	61,623	62,992	65,730	68,469	72,120	75,772	79,424	79,424
8	7	60,709	62,536	64,363	65,730	68,469	71,206	74,859	78,511	82,162	82,162
9	8	62,992	65,273	67,099	68,469	71,206	73,946	77,598	81,249	84,902	84,902
10	9	65,273	68,469	70,294	71,664	74,402	77,143	80,793	84,445	87,183	87,183
11	10	67,556	71,664	73,490	74,859	77,598	80,337	83,988	87,640	91,293	91,293
12	11	69,837	75,317	77,143	78,511	81,249	83,988	87,640	91,293	94,943	94,943
13+	12	72,120	78,967	80,793	82,162	84,902	87,640	91,293	94,943	98,594	98,594

APPENDIX I A
2015-16 SALARY SCHEDULE

(New Hires post 7-1-2012)

Exp.	Step	BA	MA	6TH	6TH+15	6TH+30	PHD
1	1	47,472	51,580	60,709	64,363	68,013	68,013
2	2	49,296	53,407	62,536	66,188	69,837	69,837
3	3	51,580	55,686	64,816	68,469	72,120	72,120
4-5	4	53,861	57,972	67,099	70,753	74,402	74,402
6	5	56,145	60,251	69,383	73,033	76,684	76,684
7	6	58,426	62,992	72,120	75,772	79,424	79,424
8	7	60,709	65,730	74,859	78,511	82,162	82,162
9	8	62,992	68,469	77,598	81,249	84,902	84,902
10	9	65,273	71,664	80,793	84,445	87,183	87,183
11	10	67,556	74,859	83,988	87,640	91,293	91,293
12	11	69,837	78,511	87,640	91,293	94,943	94,943
13+	12	72,120	82,162	91,293	94,943	98,594	98,594

Appendix II
2016-17 SALARY SCHEDULE

Exp.	Step	BA	BA+15	BA+30	MA	MA+15	MA+30	6TH	6TH+15	6TH+30	PHD
1	1	48,336	49,266	51,126	52,519	55,308	58,095	61,814	65,534	69,251	69,251
2	2	50,193	51,126	52,983	54,379	57,167	59,955	63,674	67,393	71,108	71,108
3	3	52,519	53,448	55,308	56,699	59,489	62,280	65,996	69,715	73,433	73,433
4	4	54,841	55,773	57,632	59,027	61,814	64,602	68,320	72,041	75,756	75,756
5-6	5	57,167	58,095	59,955	61,348	64,138	66,926	70,646	74,362	78,080	78,080
7	6	59,489	60,885	62,745	64,138	66,926	69,715	73,433	77,151	80,870	80,870
8	7	61,814	63,674	65,534	66,926	69,715	72,502	76,221	79,940	83,657	83,657
9	8	64,138	66,461	68,320	69,715	72,502	75,292	79,010	82,728	86,447	86,447
10	9	66,461	69,715	71,573	72,968	75,756	78,547	82,263	85,982	88,770	88,770
11	10	68,786	72,968	74,828	76,221	79,010	81,799	85,517	89,235	92,955	92,955
12	11	71,108	76,688	78,547	79,940	82,728	85,517	89,235	92,955	96,671	96,671
13+	12	73,433	80,404	82,263	83,657	86,447	89,235	92,955	96,671	100,388	100,388

Appendix II A
2016-17 SALARY SCHEDULE
 (New Hires post 7-1-2012)

Exp.	Step	BA	MA	6TH	6TH+15	6TH+30	PHD
1	1	48,336	52,519	61,814	65,534	69,251	69,251
2	2	50,193	54,379	63,674	67,393	71,108	71,108
3	3	52,519	56,699	65,996	69,715	73,433	73,433
4	4	54,841	59,027	68,320	72,041	75,756	75,756
5-6	5	57,167	61,348	70,646	74,362	78,080	78,080
7	6	59,489	64,138	73,433	77,151	80,870	80,870
8	7	61,814	66,926	76,221	79,940	83,657	83,657
9	8	64,138	69,715	79,010	82,728	86,447	86,447
10	9	66,461	72,968	82,263	85,982	88,770	88,770
11	10	68,786	76,221	85,517	89,235	92,955	92,955
12	11	71,108	79,940	89,235	92,955	96,671	96,671
13+	12	73,433	83,657	92,955	96,671	100,388	100,388

**APENDIX III
EXTENDED DUTY SALARY SCHEDULE**

HIGH SCHOOL	<u>2015-2016</u>	<u>2016-2017</u>
Co-Curricular		
Auditorium Manager	\$6,892	\$7,018
Band Director	\$6,892	\$7,018
Drama Coach (2)	\$3,009	\$3,064
Freshman Class Adviser (2)	\$464	\$473
Greenhouse Coordinator	\$4,899	\$4,988
Junior Class Adviser (2)	\$1,239	\$1,261
Literary Magazine Advisor	\$2,617	\$2,665
Math League Adviser	\$3,108	\$3,164
National Honor Society Adviser	\$2,024	\$2,061
Senior Class Adviser (2)	\$1,549	\$1,577
Sophomore Class Adviser (2)	\$776	\$791
Student Newspaper Advisor	\$4,047	\$4,121
Student Senate Adviser (2)	\$2,024	\$2,061
Yearbook Adviser	\$6,570	\$6,690
Athletics		
Baseball Assistant Coach	\$2,230	\$2,271
Baseball Coach JV	\$3,129	\$3,186
Baseball Head Coach	\$4,139	\$4,214
Basketball Coach Boys	\$6,309	\$6,423
Basketball Coach Freshman Boys	\$3,541	\$3,605
Basketball Coach JV Boys	\$4,293	\$4,371
Basketball Coach Girls	\$6,309	\$6,423
Basketball Coach Freshman Girls	\$3,541	\$3,605
Basketball Coach JV Girls	\$4,293	\$4,371
Cheerleader Adviser Fall	\$3,639	\$3,705
Cheerleader Adviser Winter	\$3,639	\$3,705
Cross Country Assistant Coach	\$2,909	\$2,962
Cross Country Head Coach	\$4,139	\$4,214
Football Assistant Coaches (4)	\$4,293	\$4,371
Football Head Coach	\$6,570	\$6,690
Golf Coach	\$4,139	\$4,214
Hockey **	\$5,444	\$5,543
Indoor Track Assistant Coach (2)	\$2,952	\$3,005
Indoor Track Head Coach	\$4,139	\$4,214
Lacrosse Assistant Coach Boys	\$2,952	\$3,005
Lacrosse Head Coach Boys	\$4,139	\$4,214
Lacrosse Assistant Coach Girls	\$2,952	\$3,005
Lacrosse Head Coach Girls	\$4,138	\$4,213
Soccer Coach Boys	\$5,444	\$5,543
Soccer Coach Boys JV	\$4,139	\$4,214

APPENDIX III (continued)	2015-2016	2016-2017
Soccer Coach Girls	\$5,444	\$5,543
Soccer Coach Girls JV	\$4,139	\$4,214
Softball Assistant Coach	\$1,502	\$1,529
Softball Coach JV	\$3,097	\$3,153
Softball Head Coach	\$4,306	\$4,384
Swimming Head Coach Boys	\$6,309	\$6,423
Swimming/Diving Assistant Coach Boys	\$3,541	\$3,605
Swimming Head Coach Girls	\$6,309	\$6,423
Swimming/Diving Assistant Coach Girls	\$3,542	\$3,606
Tennis Coach Boys	\$4,139	\$4,214
Tennis Coach Girls	\$4,139	\$4,214
Track & Field Assistant Coaches (3)	\$3,506	\$3,570
Track & Field Head Coach	\$5,057	\$5,149
Volleyball	\$5,057	\$5,149
Unified Sports	\$2,952	\$3,005
Volleyball JV	\$3,541	\$3,605
Wrestling Assistant Coach	\$4,139	\$4,214
Wrestling Head Coach	\$5,057	\$5,149
** 2 Assistant Hockey coaches currently paid by Booster Club		

MIDDLE SCHOOL	2015-2016	2016-2017
Baseball Coach	\$2,800	\$2,851
Basketball Coach (Boys)	\$3,421	\$3,483
Basketball Coach (Girls)	\$3,421	\$3,483
Cheerleader Adviser	\$1,860	\$1,894
Coordinator of Athletics	\$4,500	\$4,582
Cross-Country Coach	\$2,800	\$2,851
Cross-Country Assistant Coach	\$1,860	\$1,894
Drama Coach	\$3,885	\$3,956
Intramurals Coordinator - Grade 6	\$2,489	\$2,535
Intramurals Coordinator - Grade 7	\$2,489	\$2,535
Intramurals Coordinator - Grade 8	\$2,577	\$2,623
Math Counts Adviser	\$2,699	\$2,748
Soccer Coach (Boys)	\$3,009	\$3,064
Soccer Coach (Girls)	\$3,009	\$3,064
Softball Coach (Girls)	\$2,800	\$2,851
Student Council Adviser	\$3,421	\$3,483
Student Newspaper Adviser	\$3,421	\$3,483
Track & Field Coach (2)	\$2,578	\$2,624
Unified Sports	\$2,489	\$2,535
Volleyball Coach	\$1,596	\$1,625
Wrestling Head Coach	\$2,800	\$2,851
Wrestling Assistant Coach	\$1,860	\$1,894
Yearbook	\$2,190	\$2,230

**Memorandum of Understanding
Between
The Rocky Hill Board of Education
and
The Rocky Hill Teachers' Association**

In the event the Association President is an elementary teacher, the administration and association will meet to have a good faith discussion as to release time.

Rocky Hill Board of Education

Date 10/8/2014 By 
Chairman

Rocky Hill Teachers' Association

Date 10/8/14 By 
Co-Chairman/President

**Memorandum of Understanding
Between
The Rocky Hill Board of Education
and
The Rocky Hill Teachers' Association**

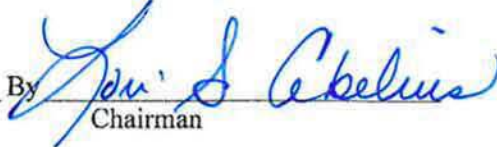
RE: Tax Sheltered Annuities

The parties agree that the number of tax-sheltered annuities available to members of the bargaining unit shall be increased from twenty (20) to twenty-five (25). Such annuities shall be mutually agreed to by the Association and the Board.

Rocky Hill Board of Education

Date 10/8/2014 By 
Chairman

Rocky Hill Teachers' Association

Date 10/8/14 By 
Chairman

APPENDIX V
Insurance Plan Options 2012-13

Benefit	CIGNA (OAP 3)		CIGNA POS (POS 5)		CIGNA HSA	
	In-Network	Out-Of-Network	In-Network	Out-Of-Network	In-Network	Out-Of-Network
<u>Primary Care Physician Preventive Services</u> - Periodic Health Assessments - Well Child Care - Routine Immunization & Injection	\$20 Copay Per Visit	80% After Deductible	\$15 Copay Per Visit	50% After Deductible	\$0 Copay Per Visit	80% After Deductible
<u>Primary Care Physician Other Services</u> - Adult Medical Care - Child Medical Care - Allergy Treatment	\$20 Copay Per Visit	80% After Deductible	\$15 Copay Per Visit	50% After Deductible	100% after Deductible	80% After Deductible
<u>Specialty Physician Services</u> - Office Visits - Referral Physician Services - Second Surgical Opinion - Allergy Testing & Treatment	\$20 Copay Per Visit	80% After Deductible	\$15 Copay Per Visit	50% After Deductible	100% After Deductible	80% After Deductible
Surgery Performed in Physician's Office	\$20 Copay Per Visit	80% After Deductible	\$15 Copay Per Visit	50% After Deductible	100% After Deductible	80% After Deductible
Annual Self-Referred Well-Woman Exam	\$20 Copay Per Visit	80% After Deductible	\$15 Copay Per Visit	50% After Deductible	\$0 Copay per visit	80% After Deductible
<u>Maternity Services</u> - Prenatal and Postnatal Exams	\$20 Copay for First Visit	80% After Deductible	\$15 Copay for First Visit	50% After Deductible	100% After Deductible	80% After Deductible
- Physician and Surgeon Newborn Delivery	No Charge	80% After Deductible	No Charge	50% After Deductible	100% After Deductible	80% After Deductible
<u>Inpatient Hospital-Facility Services*</u> - S/P Room & Board - Operating & Recovery Room - Lab & X-Ray/Imaging - Anesthesia - Drugs, Medications - Hemodialysis - Radiotherapy - Chemotherapy - Supplies (including Durable Medical Equipment used while confined)	\$50/day Copay to Maximum of \$250/Admission	80% After Deductible	\$50/day Copay to Maximum of \$250/Admission	50% After Deductible	100% After Deductible	80% After Deductible

**APPENDIX V
Insurance Plan Options 2012-13**

Benefit	CIGNA (OAP-3)		CIGNA PQS (POS-5)		CIGNA HSA	
	In-Network	Out-Of-Network	In-Network	Out-Of-Network	In-Network	Out-Of-Network
Maternity Service: Inpatient Hospital Facility*	\$50/day Copay to Maximum of \$250/Admission	80% After Deductible	\$50/day Copay to Maximum of \$250/Admission	50% After Deductible	100% After Deductible	80% After Deductible
<u>Inpatient Hospital – Professional Services</u> - Surgeon/Co-Surgeon - Anesthesiologist - Lab & X-Ray/Imaging Interpretation - Radiotherapy - Chemotherapy - Hemodialysis - Rehab. Therapy	No Charge	80% After Deductible	No Charge	50% After Deductible	100% After Deductible	80% After Deductible
Inpatient Hospital – Phys. Visit and Consults.	No Charge	80% After Deductible	No Charge	50% After Deductible	100% After Deductible	80% After Deductible
<u>Outpatient Surgical Facility Services</u> - Operating & Recovery Room - Lab & X-Ray/Imaging - Anesthesia - Drugs, Medications - Hemodialysis - Radiotherapy - Chemotherapy - Supplies (including Durable Medical Equipment used while confined)	No Charge	80% After Deductible	No Charge	50% After Deductible	100% After Deductible	80% After Deductible
<u>Outpatient Professional Services</u> - Surgeon/Co-Surgeon - Anesthesiologist - Lab & X-Ray/Imaging Interpretation - Radiotherapy - Chemotherapy - Rehab Therapy	No Charge	80% After Deductible	No Charge	50% After Deductible	100% After Deductible	80% After Deductible

**APPENDIX V
Insurance Plan Options 2012-13**

Benefit	CIGNA (OAP 5)		CIGNA POS (POS 5)		CIGNA HSA	
	In-Network	Out-Of-Network	In-Network	Out-Of-Network	In-Network	Out-Of-Network
Independent Lab & X-Ray/Imaging Services						
- Doctor's Offices - Dedicated Lab & X-Ray Facility - Hospital Outpatient Department	No Charge	80% After Deductible	No Charge	50% After Deductible	100% After Deductible	80% After Deductible
Mammograms Women ages 40 and over, annually	No Charge	80% After Deductible	No Charge	50% After Deductible	\$0 Copay per visit	80% After Deductible
Outpatient Short Term Rehab.	\$20 Copay Per Visit No Visit Limit	80% After Deductible No Visit Limit	\$15 Copay Per Visit 90 Visits Combined Maximum	50% Coinsurance 90 visits Combined Maximum	100% After Deductible 90 Visits Combined Maximum	80% After Deductible 90 visits Combined Maximum
Other Inpatient Healthcare Facilities* (Skilled Nursing & Rehabilitation) 60 days/calendar year, in & out-of-network	No Charge	80% After Deductible	No Charge	50% Coinsurance	100% After Deductible	80% After Deductible
Hospice Care						
- Inpatient*	No Charge	80% After Deductible	No Charge	50% Coinsurance	100% After Deductible	80% After Deductible
- Outpatient	No Charge	80% After Deductible	No Charge	50% Coinsurance	100% After Deductible	80% After Deductible
Home Health Care	No Charge	80% After Deductible	No Charge	50% Coinsurance	100% After Deductible	80% After Deductible
Family Planning						
- Office Visit (Other than Infertility)	\$20 Copay Per Visit	80% After Deductible	\$15 Copay Per Visit	50% After Deductible	100% After Deductible	80% After Deductible
- Surgical Sterilization Procedures (Vasectomy, Tubal Ligation) Inpatient Facility*	No Charge	80% After Deductible	No Charge	50% After Deductible	100% After Deductible	80% After Deductible
Outpatient Facility	No Charge	80% After Deductible	No Charge	50% After Deductible	100% After Deductible	80% After Deductible
Physician's Services	No Charge	80% After Deductible	No Charge	50% After Deductible	100% After Deductible	80% After Deductible
Durable Medical Equipment	No Charge	80% After Deductible; \$5,000 Maximum	No Charge	50% After Deductible; \$700 maximum per year.	100% After Deductible	80% After Deductible; \$700 maximum per year.

APPENDIX V
Insurance Plan Options 2012-13

Benefit	CIGNA (OAP 3)		CIGNA POS (POS 5)		CIGNA HSA	
	In-Network	Out-Of-Network	In-Network	Out-Of-Network	In-Network	Out-Of-Network
External Prosthetic Appliances	No Charge	80% After Deductible	\$200 Deductible \$1,000 Annual Maximum	50% After Deductible; \$1,000 maximum per year.	100% After Deductible \$1,000 Annual Maximum	80% After Deductible; \$1,000 maximum per year
<u>Emergency Care</u> - Participating Doctor's Office	\$20 Copay Per Visit	Emergency care meeting State of CT prudent person's definition of emergency will be paid at in-network levels regardless of the provider. If not a true emergency then out-of-network coinsurance level applied to covered services.	\$15 Copay Per Visit	Emergency care meeting State of CT prudent person's definition of emergency will be paid at in-network levels regardless of the provider. If not a true emergency then out-of-network coinsurance level applied to covered services.	100% After Deductible	Emergency care meeting State of CT prudent person's definition of emergency will be paid at in-network levels regardless of the provider. If not a true emergency then out-of-network coinsurance level applied to covered services.
- Non-Participating Doctor's Office	\$20 Copay Per Visit	Emergency care meeting State of CT prudent person's definition of emergency will be paid at in-network levels regardless of the provider. If not a true emergency then out-of-network coinsurance level applied to covered services.	\$15 Copay Per Visit	Emergency care meeting State of CT prudent person's definition of emergency will be paid at in-network levels regardless of the provider. If not a true emergency then out-of-network coinsurance level applied to covered services.	100% After Deductible	Emergency care meeting State of CT prudent person's definition of emergency will be paid at in-network levels regardless of the provider. If not a true emergency then out-of-network coinsurance level applied to covered services.

APPENDIX V
Insurance Plan Options 2012-13

Benefit	CIGNA (OAP 3)		CIGNA POS (POS 5)		CIGNA HSA	
	In-Network	Out-Of-Network	In-Network	Out-Of-Network	In-Network	Out-Of-Network
- Hospital Emergency Room	\$50 Copay (Waived if Admitted)	Emergency care meeting State of CT prudent person's definition of emergency will be paid at in-network levels regardless of the provider. If not a true emergency then out-of-network coinsurance level applied to covered services.	\$50 Copay (Waived if Admitted)	Emergency care meeting State of CT prudent person's definition of emergency will be paid at in-network levels regardless of the provider. If not a true emergency then out-of-network coinsurance level applied to covered services.	100% After Deductible	Emergency care meeting State of CT prudent person's definition of emergency will be paid at in-network levels regardless of the provider. If not a true emergency then out-of-network coinsurance level applied to covered services.
- Other Urgent Care Facilities	\$50 Copay (Waived if Admitted)	Emergency care meeting State of CT prudent person's definition of emergency will be paid at in-network levels regardless of the provider. If not a true emergency then out-of-network coinsurance level applied to covered services.	\$50 Copay (Waived if Admitted)	Emergency care meeting State of CT prudent person's definition of emergency will be paid at in-network levels regardless of the provider. If not a true emergency then out-of-network coinsurance level applied to covered services.	100% After Deductible	Emergency care meeting State of CT prudent person's definition of emergency will be paid at in-network levels regardless of the provider. If not a true emergency then out-of-network coinsurance level applied to covered services.

APPENDIX V
Insurance Plan Options 2012-13

Benefit	CIGNA (OAP 3)		CIGNA POS (POS 5)		CIGNA HSA	
	In-Network	Out-Of-Network	In-Network	Out-Of-Network	In-Network	Out-Of-Network
- Ambulance	No Charge	Emergency care meeting State of CT prudent person's definition of emergency will be paid at in-network levels regardless of the provider. If not a true emergency then out-of-network coinsurance level applied to covered services.	No Charge	Emergency care meeting State of CT prudent person's definition of emergency will be paid at in-network levels regardless of the provider. If not a true emergency then out-of-network coinsurance level applied to covered services.	100% After Deductible	Emergency care meeting State of CT prudent person's definition of emergency will be paid at in-network levels regardless of the provider. If not a true emergency then out-of-network coinsurance level applied to covered services.
<u>Mental Health and Substance Abuse</u> - Inpatient*	\$50/Day Copay to Maximum \$250/Admission	80% After Deductible	\$50/Day Copay to Maximum \$250/Admission	50% After Deductible	100% After Deductible	80% After Deductible
- Outpatient	\$20 Copay Per Visit	80% After Deductible	\$15 Copay Per Visit	50% After Deductible	100% After Deductible	80% After Deductible
<u>Prescription Drug Copays</u>					100% After Deductible	80% After Deductible
<u>Retail</u> (30 Days Supply) Generic/Listed Brand/Non-Listed Brand	\$10/20/35	80% After Deductible	\$10/20/35	80% After Deductible	100% After Deductible	80% After Deductible
<u>Mail Order</u> (90 Days Supply) Generic/Listed Brand/Non-Listed Brand	\$20/40/70	Not Available	\$20/40/70	Not Available	100% After Deductible	Not Available
Dental Coverage	Coverage only for accidental injury to sound, natural teeth.	Coverage only for accidental injury to sound, natural teeth.	Coverage only for accidental injury to sound, natural teeth.	Coverage only for accidental injury to sound, natural teeth.	Coverage only for accidental injury to sound, natural teeth. 100% After Deductible	Coverage only for accidental injury to sound, natural teeth. 80% After Deductible

**APPENDIX V
Insurance Plan Options 2012-13**

Benefit	CIGNA (OAP 5)		CIGNA POS (POS 5)		CIGNA HSA	
	In-Network	Out-Of-Network	In-Network	Out-Of-Network	In-Network	Out-Of-Network
PAC/CSR for All Inpatient Stays*	Initiated by PCP	Mandatory; Patient is Responsible	Coordinated by PCP	Mandatory; Patient is Responsible	Coordinated by PCP	Mandatory; Patient is Responsible
Preexisting Condition Limitations	None	Standard 90 days without treatment or 1 year insured.	None	Standard 90 days without treatment or 1 year insured	None	Standard 90 days without treatment or 1 year insured
Annual Deductible	None	\$200/400/600	None	\$3,000/9,000	\$1,500/3,000	\$3,000/6,000
Out-Of-Pocket Maximum	None	\$1,000/2,000/3,000	None	\$30,000/90,000	\$1,500/3,000	\$3,000/6,000
Lifetime Maximum	Unlimited	\$2,050,000	Unlimited	\$1,000,000	Unlimited	\$1,000,000
Vision Care Examination	\$20 Copay/1 Exam every 12 Months	\$20 Copay/1 Exam every 12 Months	\$15 Copay/1 Exam Every 24 Months	\$15 Copay/1 Exam Every 24 Months	\$0 Copay/1 Exam Every 24 Months	80% After Deductible/1 Exam Every 24 Months

* Subject to PAC/CSR (Pre-Admission Certification and Continued Stay Review).

NOTE: This summary is only intended to provide highlights of the plan provisions for general review and is based on information furnished by the local Account Representatives for each plan. For a complete description of benefits or specific questions, please contact the local Account Representative for the plan.

Insurance Plan Design Changes for 2013-14 and 2014-15

Year 1 – No Change
 Year 2 – Home/Office Copay - \$20
 Urgent Care - \$75
 Emergency Room - \$100
 Out Patient - \$150
 In-Patient - \$100/\$300
 Prescriptions - \$10/\$25/\$40
 Year 3 – Home/Office Copay - \$25