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# **AGREEMENT**

## **BETWEEN**

**SEYMOUR EDUCATION ASSOCIATION**

**and the**

**SEYMOUR BOARD OF EDUCATION**

**July 1, 2013 – June 30, 2016**

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**Seymour Education Association  
July 1, 2013 to June 30, 2016**

This Agreement is made and entered into by and between the SEYMOUR BOARD OF EDUCATION (hereinafter called the "Board") and the SEYMOUR EDUCATION ASSOCIATION (hereinafter called the "Association" or "S.E.A.") and any successor representative of the certificated professional employees of the Board of Education below the rank of Assistant Principals so certified pursuant to a representation election, affiliated with the CONNECTICUT EDUCATION ASSOCIATION and the NATIONAL EDUCATION ASSOCIATION.

**ARTICLE I - GENERAL**

- A. This Agreement is negotiated under Section 10-153b *et. seq.* of the Connecticut General Statutes in order (a) to fix for its term the salaries and other conditions of employment provided herein, and (b) to encourage and abet effective and harmonious working relationships between the Board and the Association and the professional staff in order that the cause of public education may be best served in Seymour.
- B. To this end, the Board and the Association recognize the importance of orderly, just and expeditious resolution of issues which may arise as a result of those provisions of the Agreement dealing with salaries and conditions of employment under Section 10-153b *et. seq.* of the Conn. General Statutes and accordingly agree herein upon a grievance procedure for the effective processing of such disputes.
- C. Subject to the provisions of Section 10-153b *et. seq.* of the Conn. General Statutes, as the same may be amended, the Board agrees not to negotiate with any teachers' organization other than the Association for the duration of the Agreement. Except for such negotiations under Section 10-153b *et. seq.* of the Conn. General Statutes, however the Board shall be free to communicate with teachers or their representatives, or any other persons, individually or by group, for whatever purpose the Board may deem desirable, in the discharge of its responsibilities.
- D. Despite reference herein to the Board or the Association as such each reserves the right to act hereunder by committee, individual member or designated representative, professional or lay, whether or not a member. Each party will provide the other, upon request satisfactory evidence, (such as official minutes or certificate of resolution) of authority so to act.
- E. The provisions of the Agreement shall constitute Board policy for the duration hereof or until changed by mutual consent in writing. Any previously adopted policy, rule or regulation of the Board which is in conflict with the provision of this Agreement shall be superseded and replaced by this Agreement. Nothing in this Agreement which changes pre-existing Board policy, rules or regulations shall operate retroactively unless expressly so stated.
- F. Subject to the provisions of this Agreement, the Board and the Superintendent of Schools reserve and retain full rights, authority and discretion in the proper discharge of their duties and responsibilities to control, supervise, and manage the Department of Education and its professional staff under governing law, ordinances, rules and regulations--Municipal, State and Federal. In all matters under this Agreement calling for the exercise of judgment or discretion on the part of the Board

(as for example only, the assignment, transfer, or promotion of teachers, the summer programs, or the numbers, categories or priorities of specialists to be employed), the decision of the Board shall be final and binding if made in good faith--i.e. not arbitrarily, capriciously or without rational basis in fact--except where some other standard of grievability or arbitrability is set forth in this Agreement.

G. 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.

1. 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 for 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. The Board shall not, however, exercise any of the rights listed herein in a manner that contravenes an express provision of this Agreement. Notwithstanding the terms expressed herein, the Board shall not unilaterally change major terms and conditions of employment that are mandatory subjects of bargaining.

2. Unenumerated Rights. The listing of specific rights in Subsection (1) 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.

- H. Nothing in this Agreement shall in any way limit or contravene the authority of the Seymour Board of Finance or any other Municipal, State or Federal board, commission, agency or other governmental body.
- I. Severability - In the event that any provision or portion of this Agreement is ultimately ruled invalid for any reason by authority of established and competent legal jurisdiction, the balance and remainder of this Agreement shall remain in full force and effect.
- J. It is the policy of the Board and the Association to provide equal employment opportunities without regard to race, religion, color, sex, age, physical disability, national origin, marital status or political belief.

## **ARTICLE II - RECOGNITION**

- A. The Board recognizes the Association for the purpose of professional negotiation, as the exclusive representative of the entire unit consisting of the group of certified professional employees who are employed by the Board in positions requiring a teaching or special services certificate, or a durational shortage area permit (DSAP), and are not included in the Administrators' unit or excluded from preview of Section 10-153b et. seq. of the Conn. General Statutes other than temporary substitutes (hereinafter referred to as "members of the unit") pursuant to and with all the rights and privileges as provided by said Section 10-153b et. seq. of the Conn. General Statutes; the Association having been designated as the exclusive representative pursuant to an agreement between the Board and the Association executed on November 19, 1963.
- B. The Association agrees to represent equally all teachers without regard to membership or participation in, or association with the activities of the Association or any other employee organization, to continue to admit teachers to membership without qualification other than payment of dues and employment in the Seymour school system.
- C. Unless otherwise indicated, the term "teacher" when used hereafter in this Agreement, shall refer to all employees in the above unit.
- D. Lists - No later than the first paycheck in October of each school year, the Board shall provide the Association with a list of all employees of the Board and the positions held by said employees. The Board shall notify the Association monthly of any changes in said list.

## **ARTICLE III - PROFESSIONAL NEGOTIATIONS**

- A. This Agreement incorporates the entire understanding of the parties on all issues which were the subject of negotiations. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement.

- B. This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

#### **ARTICLE IV - GRIEVANCE PROCEDURE**

A. **PURPOSE**

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare of working conditions of teachers. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate to any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any member of the unit having a grievance or dispute to discuss the matter informally with any appropriate member of the administration according to procedure.

B. **DEFINITIONS**

1. A grievance shall mean a complaint by teachers or a group of teachers that there has been a violation, misinterpretation, or misapplication of a specific provision of this Agreement and/or a past practice.
2. "Teacher" shall mean any certified professional employee as defined in ARTICLE II of the Agreement and may include a group of teachers similarly affected by a grievance.
3. "Days" shall mean teacher work days during the school year and shall mean weekdays (Monday through Friday) outside of the school year.

C. **PROCEDURE**

Since it is important that grievances or disputes be initiated and processed as rapidly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. If a member of the unit does not file a written grievance with the President of the Association committee established to administer the grievance procedure, or forward a written grievance to his immediate supervisor within thirty (30) school days after the member of the unit knew or should have known of the act or condition on which the grievance is based, then the grievance shall be waived.

1. Level One - Principal or Immediate Superior

A member of the unit with the grievance or dispute shall first discuss it with his immediate supervisor or principal, either directly or through the Association's Representative, with the objective of resolving the matter informally.



2. Level Two - Superintendent of Schools

In the event that such aggrieved member of the unit is not satisfied with the disposition of his / her grievance at Level One, or in the event that no decision has been rendered within ten (10) school days after presentation of the grievance, he / she may file a written grievance with the President of the Association or the Chairman of such other Association committee established to administer grievance procedure within five (5) school days after the decision at Level One or fifteen (15) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the President of the Association shall refer it to the Superintendent of Schools.

The aggrieved member may, with the knowledge of the Professional Rights and Responsibilities Committee and the Association President, go directly to the Superintendent and represent himself/herself.

- a. The Superintendent, or his/her designee, shall represent the administration at this level of the grievance procedure. Within ten (10) school days after the receipt of the written grievance by the Superintendent, or by his / her designee, the Superintendent, or his/her designee shall meet with the aggrieved person in an effort to resolve it.

3. Level Three - Board of Education

In the event that the aggrieved member of the unit is not satisfied with the disposition of his/her grievance at Level Two, or in the event no decision has been rendered within ten (10) school days after he / she has first met with the Superintendent, he/she may file a written grievance, indicating such dissatisfaction, with the President of the Association and the Board within five (5) school days after a decision by the Superintendent, or fifteen (15) school days after he/she has first met with the Superintendent, whichever is sooner. Within five (5) school days after receiving the written grievance, the President of the Association shall refer it to the Board. Within ten (10) school days after receiving the written grievance, the Committee of the Board shall meet with the aggrieved member of the unit for the purpose of resolving the grievance. However, the ultimate decision on the grievance at Level Three shall be rendered by the full Board, within thirty (30) days of such meeting.

4. Level Four - Impartial Arbitration

- a. In the event that the aggrieved member of the unit is not satisfied with the disposition of his/her grievance at Level Three, or in the event no decision has been rendered within thirty (30) school days after he/she has first met with the Board Committee, he/she may, within ten (10) school days after a decision by the Board or thirty-five (35) school days after he/she has first met with the Board Committee,

whichever is sooner, present a request in writing to the President of the Association and the Board to submit his grievance to arbitration.

- b. Once a demand form is submitted to the American Arbitration Association parties agree to abide by the Voluntary Rules of the American Arbitration Association in the selection of an arbitrator and the procedures to be followed in the procedures of Arbitration.
- c. The arbitrator so selected shall confer with the Superintendent, representatives of the Board, the aggrieved member of the unit, and the President of the Association and hold hearings promptly and shall issue his/her decision not later than thirty (30) calendar days from the date of the closing of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth issues submitted. The arbitrator shall be without power or authority to make any decision which required the commission of any act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and to the Association and, subject to law, may be final and binding, provided that the arbitrator shall not usurp the functions of the Board or the proper exercise of its judgement and discretion under law and this Agreement.
- d. The costs for the service of the arbitrator including per diem expense, if any, and actual and necessary travel and subsistence expenses, shall be born equally by the Board and the Association.
- e. The Arbitrator designated shall hear and decide only one (1) grievance at a time unless the parties to this Agreement agree otherwise. One (1) grievance at a time does not mean that the Arbitrator is proscribed from hearing and deciding grievance submitted by more than one (1) teacher alleging either the same or similar breaches and/or arising out of the same or similar circumstances; nor shall the Arbitrator be proscribed from hearing and deciding on a grievance which cites, as breaches, multiple issues.

**D. RIGHTS OF TEACHERS TO REPRESENTATION**

- 1. No reprisals of any kind shall be taken by the Board or by any member of the administration or by the Association or member of the unit against anyone by reason of participation in the grievance procedure or support of any participant thereto. Any teacher wishing to process a grievance to arbitration alleging a violation of this section must waive his/her right to proceed with this issue in any other forum. Absence of such waiver will act as a bar to arbitration.
- 2. Any member of the unit or the Board may be represented at any stage of this grievance procedure by any person of his/her choice provided, however, that exclusive organizational representation shall be provided by the Association.

E. MISCELLANEOUS

1. If, in the judgment of the Association Committee a grievance affects a group or class of teachers, the Association Committee may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two. The Association Committee may process such a grievance through all levels of the grievance procedure, starting at Level Two, when there has been an alleged violation of the group contract, even though the aggrieved persons do not wish to do so.
2. Decisions rendered at Level Four shall be in accordance with the procedures set out in paragraph 4(c).
3. All documents, communications and records dealing with the process of a grievance shall be filed separately from the personnel files of the participants.
4. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared by the Superintendent and subsequent to written approval thereof by the Association given appropriate distribution by him / her, so as to facilitate operation of the grievance procedure.
5. Grievance concerning salary, unethical or unprofessional procedures and/or assignment to, or transfer from, a particular school, commences at Level Two of this procedure. Grievances may be initiated at the step of the grievance procedure immediately above the level against which grievance is being filed.
6. Teachers assigned to more than one school may commence proceedings under this procedure at Level Two.
7. Failure by the aggrieved at any level of this procedure 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.

F. GENERAL PRINCIPLES

1. It shall be the firm policy of the Board to assure every teacher an opportunity to have the unobstructed use of this grievance procedure without fear of reprisal or without prejudice in any manner to his/her professional status. Any teacher wishing to process a grievance to arbitration alleging a violation of this section must waive his/her right to proceed with this issue in any other forum. Absence of such waiver will act as a bar to arbitration.
2. A teacher may seek and use the assistance of an officer or representative of the Association in the presentation and/or appeal of any grievance. Such assistance shall include, but not be limited to, the direct representation of a teacher at all levels of the grievance procedure.

3. Nothing contained in this grievance procedure shall be construed to deny any teacher his/her constitutional rights or his/her rights under the laws of the State of Connecticut.

**ARTICLE V - SALARIES**

- A. The salaries of all persons covered by this Agreement are set forth in Appendices "A" through "L" which are attached hereto and made a part of this Agreement.
- B. The Board hereby adopts the Teacher's Initial Contract, Long Term Contract and Annual Salary Agreement forms attached hereto as Appendices "H" "I" "J".
- C. RETIREMENT LONGEVITY INCENTIVE

1. Retirement Longevity Incentive  
Any teacher hired prior to September 1, 2007 will be eligible for a Retirement Longevity Incentive Allowance, which will be paid upon retirement to teachers who have completed at least twelve (12) years of continuous teaching service in Seymour. Said compensation shall be based on the teacher's annual salary at the time of retirement and shall be:

- three (3) months' salary based on a twelve (12) month schedule of the last working year of the teacher, providing that there are at least seventy-five (75) unused sick leave days credited to the teacher at the time of retirement.
- four (4) months' salary based on a twelve (12) month schedule of the last working year of the teacher, providing that there are at least one hundred and fifty (150) unused sick leave days credited to the teacher at the time of retirement.
- five (5) months' salary based on a twelve (12) month schedule of the last working year of the teacher, providing that there are at least one hundred and seventy (170) unused sick leave days credited to the teacher at the time of retirement.

Retirement is defined as terminating employment as a teacher and retiring under the Connecticut Teachers Retirement System, including the disability benefit.

- a. Any teacher who intends to retire at the end of the current school year shall notify the Superintendent in writing prior to January 1<sup>st</sup> of the current school year in order to assure payment (if eligible) of the Retirement Longevity Incentive by August 1<sup>st</sup> following retirement. Failure to notify the Superintendent by January 1<sup>st</sup> shall not deprive the teacher of this benefit, but will postpone the payment to August 1<sup>st</sup> of the following fiscal year.

- b. If an early retirement incentive plan as identified in Appendix K is offered, then the notification terms contained in the early retirement incentive plan shall supersede the January 1<sup>st</sup> date noted in (a) above.

2. Death Benefit to Surviving Spouse, Child, or Designated Beneficiary

Upon the death during active service of a teacher hired prior to September 1, 2007 who has completed at least twelve (12) years of continuous teaching service in Seymour, the Board shall pay the Retirement Longevity Incentive Allowance to the Spouse, Child or Designated Beneficiary of the teacher. Said compensation shall be based on the teacher's annual salary at the time of his/her death and shall be:

- three (3) months' salary based on a twelve (12) month schedule of the last working year of the teacher, providing that there are at least seventy-five (75) unused sick leave days credited to the employee at the time of death.
- four (4) months' salary based on a twelve (12) month schedule of the last working year of the teacher, providing that there are at least one hundred and fifty (150) unused sick leave days credited to the employee at the time of death.
- five (5) months' salary based on a twelve (12) month schedule of the last working year of the teacher, providing that there are at least one hundred and seventy (170) unused sick leave days credited to the employee at the time of death.

- D. The Board shall reimburse the teacher for professional graduate level schooling that counts towards movement to the MA/ BA+30 or 6<sup>th</sup> YR / MA+30 at the rate specified under Appendix L, Section 10.
- E. Upon completion of nineteen (19) years' of accumulated service in the Seymour Public Schools, a teacher shall receive an increase in salary based upon Appendix L, Section 6.
- F. Teachers shall be paid by direct deposit bi-weekly on Fridays, beginning with the first Friday after the opening of school, in accordance with one of the payment options listed below:
  - 1. 1/26th of the annual salary paid in 26 equal installments;
  - 2. 1/26th of the annual salary paid in 21 equal installments with 5/26th of the annual salary paid in the 22nd and final installment. This option will be in force only if the staff member notifies the Board by September 1<sup>st</sup> of that school year. The Board will survey all teachers to find out which pay plan they desire.

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The Board agrees to provide "Electronic Money Transfer(s)" in the following capacities:

1. In accordance with State law, it will be mandatory for all teachers to request, in writing, for the Board to credit to such employee's account all salary and Appendix "E" payments in any bank which has agreed with the Board to accept such wage deposits.
2. To transmit monies to agents of record each pay period.

**G. SALARY DEDUCTIONS**

In the event any pay is to be deducted for absence not authorized within this Agreement, the amount shall be the then existing per diem rate of pay for the school year in which the absence occurred.

**H. SICK LEAVE/INSURANCE COVERAGES**

The Board shall provide each teacher with the following information by the first payday in October:

1. The number of his/her accumulated sick leave days.
  2. A listing of all insurance benefits along with instructions as to how such benefits are applied for and how to effect change in coverage when necessary.
  3. The Board shall make insurance claim forms available in each school.
- I. The Board reserves the right to change insurance carriers provided such change shall not result in any loss of benefits, coverages or increase in deductibles for teachers and their dependents and that such change should be preceded by sixty (60) day notice, or as soon as the Board decides to go out to bid, to the President of the S.E.A.

**ARTICLE VI - FRINGE BENEFITS**

- A. PLAN 1: The Anthem High Deductible Health Plan ("HDHP") with Health Savings Account ("HSA") Plan ("HDHP/HSA") for teachers and their dependents.**

The Board will provide a HDHP/HSA which shall have a shared annual deductible of \$2,000 individual and \$4,000 family for in-network and out of network services. Once the deductible is met, the plan will pay 100% for in-network services. Out-of-network services shall be subject to an 80%/20% coinsurance to a coinsurance maximum of \$3,000 for individual coverage and \$6,000 for aggregate family coverage. The shared in-network and out-of-network out-of-pocket annual maximum shall be \$5,000 for individual coverage and \$10,000 for aggregate family coverage. Prescription co-pays of \$10 for generic drugs, \$25 for listed brand name drugs, and \$40 for non-listed brand name drugs made after the annual deductible is satisfied

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will count towards the out-of-pocket maximum. A summary listing of benefits is provided in Appendix O.

A HSA shall be established by the Board for each eligible employee who elects the HDHP/HSA option. The Board shall contribute by direct deposit to the teacher's HSA a portion of the in-network annual deductible based on the following percentages and schedules:

2013-14	50%	full amount paid in July
2014-15	50%	½ paid in July and ½ paid in January
2015-16	50%	½ paid in July and ½ paid in January

In contract year 2013-14 teachers will pay 8.0% of the premium. In contract year 2014-15 teachers will pay 10.0% of the premium. In contract year 2015-16 teachers will pay 13.0% of the premium.

The plan year for the HDHP/HSA option shall be July 1<sup>st</sup> through June 30<sup>th</sup>.

OR

**PLAN 2: The Anthem Century Preferred PPO – Comprehensive Plan (“PPO Comp”)** for teachers and their dependents.

The PPO Comp shall have a \$25 in network physician and specialist office visit copayment. There shall be a \$75 copayment for in-network participating urgent care centers, and a \$100 copayment for in-network and out-of-network emergency room care, waived if admitted. In-network inpatient hospital admission and outpatient surgery (in a hospital or Ambulatory surgery setting) is subject to an annual \$300 individual/\$600 family deductible and coinsurance of 10% after the deductible with a total cost share out-of-pocket maximum of \$900 individual/\$1800 family.

Out-of-Network services shall have a \$1,000 individual coverage and \$2,000 family coverage initial annual deductible. Once the initial annual deductible is met, the plan will pay 70% for out-of-network services, with the employee responsible for 30% coinsurance. The maximum annual coinsurance will be \$2000 for individual coverage and \$4,000 for family coverage. The maximum total out-of-pocket cost share for out-of-network services shall be \$3,000 for individual coverage and \$6,000 for family coverage.

Prescription Benefits – Under Plan 2, the Board will provide a prescription drug benefit with an unlimited maximum and co-payments of \$10 for generic drugs, \$25 for listed brand name drugs, and \$40 for non-listed brand name drugs. The benefits and terms of the Anthem prescription drug plan described herein shall continue as set forth in the Anthem master group policies in effect on July 1, 2012.

In contract year 2013-14 teachers will pay 12.75% of the premium. In contract year 2014-15 teachers will pay 14.75% of the premium. In contract year 2015-16 teachers will pay 17.75% of the premium.

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- B. Under Plans 1 and 2, when a generic equivalent is available and teachers obtain a listed or non-listed brand name drug, they will be responsible for the applicable co-payment plus the difference in cost between the generic and brand name drug. This provision applies regardless of whether the physician indicates *dispense as written* or *no substitution* on the prescription, unless the physician obtains Prior Authorization. When Prior Authorization is obtained, teachers will be responsible only for the applicable brand name co-payment.

Prescription benefits are limited to no more than a thirty (30) day supply for covered drugs purchased at a retail pharmacy, and no more than a ninety (90) day supply for covered drugs purchased by mail order. There may be concurrent review for manufacturer's dosage limits and drug interactions.

Prescriptions may be filled up to 30 days with one co-payment at retail or a 31 to 90 day supply with two co-payments by mail order. Experimental drugs for cancer treatment undergoing clinical trials are covered, while other drugs require FDA approval.

- C. 1. Section 125 Plan - Payments for premium costs shall be made through a payroll deduction, which will be done by the adoption of an Internal Revenue Code Section 125 pre-tax premium conversion account so that health insurance contributions may be made from pre-tax dollars.
2. a. All teachers (except those participating in Plan 1 (HDHP/HSA)) will be allowed to deposit monies into a flexible spending account ("FSA") under Section 125 of the Internal Revenue Code, for the purpose of defraying additional medical costs that may be incurred by teachers and/or their dependents. Teachers participating in Plan 1 will be allowed to participate in the FSA for dependent care only. All teachers will be allowed to deposit monies into a FSA under Section 125 of the Internal Revenue Code, for the purpose of dependent care expenses. These monies may be expended for medical care and/or dependent care under Section 129 of the Internal Revenue Code. Teachers may also contribute voluntarily additional dollars to their account under the 125, 129, and 105(h) sections of the Internal Revenue Code.
- b. The Board's cost for the FSA will not exceed \$800.00 for start-up, \$250.00 for annual renewal and \$5.00 per participant each month. Any additional cost associated with the FSA will be borne by all the participants in the plan.
- D. Regardless of the medical insurance plan chosen, the Board will provide the Flexible Dental Program to teachers and eligible dependents, subject to the premium co-pays set forth above. A summary listing of benefits is provided in Appendix N.
- E. Having successfully performed his/her contract obligation to the school system, a teacher who resigns shall have fringe benefits provided by the Board through August 31<sup>st</sup>. Thereafter, the teacher shall be able to receive fringe benefits provided by the Board in conformance with his/her C.O.B.R.A. rights.



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- F. Retired teachers eligible for retirement benefits may participate at their own expense, at the group rate, in the insurance programs provided in this agreement subject to the carrier's policy conditions. However, if any teacher who was hired prior to July 1, 2010 and who so elects has taught in Seymour for thirty (30) years or more, the Board shall pay 1/3 of the individual teacher's premium costs. The teacher shall pay the remaining portion.
- G. 1. Any teacher hired prior to September 1, 2007 may from school year to school year elect to waive insurance coverage and in lieu thereof receive 40% of the plan cost, up to a maximum annual amount of \$7,500. Teachers who elect to make such waiver must notify the Board in writing that he/she is canceling his/her participation and coverage and the participation and coverage of his/her dependents in the insurance plans. The employee can exercise this option only once during the course of a given school year and must waive insurance coverage each school year in order to receive the waiver payment. The Board shall make the waiver payment in the following manner:
- ½ the waiver payment in the first pay period in December.  
½ the waiver payment in the first pay period in June.
2. During the period of insurance waiver, a teacher who has waived insurance coverage shall be reinstated to the insurance program provided his/her request is in writing to the Board, and is for a substantial reason such as, but not limited to, the death of a spouse, divorce and in other instances where insurance coverage not provided by the Board, but available to the teacher, is lost. Prior to reinstatement the teacher shall reimburse the Board the appropriate pro rata portion of the waiver payment or shall effect repayment by means of authorized payroll deduction. Reinstatement shall be in accordance with the regulations of the carriers which may mean, in some cases, that coverage might be delayed.
- H. The Board agrees to provide a thirty-day window period during each year of the Agreement to allow teachers to change insurance plans. The thirty-day window period(s) will be determined by the Board.

**ARTICLE VII - PAYROLL DEDUCTIONS**

- A. The Board agrees to deduct from the salaries of its eligible employee's dues for the Seymour Education Association, the Connecticut Education Association and the National Education Association and to transmit the monies every pay period to the Association.
- B. The Board agrees to continue the Section 403(b) Plan in effect on June 30, 2010.
- C. Effective July 1, 2013, the Board shall provide the option for a qualified Section 457 Plan.
- D. Service Fees and Membership Dues - Teachers employed by the Board shall join the Association or pay a service fee to the Association. Said service fee shall be equal to

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the proportion of Association dues uniformly required by members to underwrite the costs of collective bargaining, contract administration, and grievance adjustment.

1. a. Deductions - The Board agrees to deduct from each teacher who is an Association member an amount equal to the Association membership dues by means of payroll deductions. The amount of the deduction from each paycheck shall be equal to the total Association membership dues divided by the number of paychecks from and including the first paycheck of the school year through and including the last paycheck in June. The amount of Association membership dues shall be certified by the Association to the Board prior to the opening of school each year.
  - b. The Board agrees to deduct a service fee from the salary of each teacher who is not an Association member by payroll deduction. The amount of the service fee shall be certified by the Association to the Board each year prior to January 1<sup>st</sup>. Service fees shall be deducted in equal or nearly equal amounts beginning with the first paycheck in January through and including the last paycheck in June.
  2. Subsequent Employment - Those teachers whose employment commences after the start of the school year shall pay a pro-rated amount equal to the percentage of the remaining school year.
  3. Forwarding of Monies - The Board agrees to forward to the Association each pay period a check for the amount of money deducted during that pay period. The Board shall include with such check a list of teachers for whom such deductions were made.
  4. References to Association - The singular reference to the "Association" herein shall be interpreted as referring to the Seymour Education Association, the Connecticut Education Association and the National Education Association.
  5. The Association shall hold harmless and indemnify the Board against any and all claims, demands, liabilities, lawsuits, attorneys' fees or other costs that may arise out of, or by reason of, actions taken against the Board as a result of enforcement or administration of this section.
- E. Upon a teacher's authorization, payroll deductions will be made for the Housatonic and Sikorsky Credit Unions. Any teacher wishing to change the amount of his/her credit union deduction shall notify the Superintendent or his/her designee in writing of the change whereupon the change will normally become effective within two (2) weeks following the teacher's notice of change.

**ARTICLE VIII - PROTECTION**

- A. Teachers shall immediately report all cases of assault suffered by them in connection with their employment to their principal in writing.

- B. This report shall be forwarded to the Superintendent and then to the Board which shall comply with any reasonable request from the teacher for information in its possession relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the teacher, the police and the courts.
- C. If criminal or civil proceedings are brought against a teacher in connection with his/her employment, such teacher may request the Board to furnish legal counsel to defend him/her in such proceeding. If the Board does not provide such counsel and the teacher prevails in the proceeding, then the Board shall reimburse the teacher for reasonable counsel fees incurred by him/her in defending the proceedings.

**ARTICLE IX - PERSONAL INJURY BENEFITS**

- A. Whenever a teacher is absent as a result of personal injury caused by an accident or assault 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 the period of such absence, and no part of such absence shall be charged to his/her annual or accumulated sick leave. If a teacher does not elect to take benefits providable under the Workers' Compensation Act, as amended, he/she shall be paid his/her full salary under the terms and conditions of this Agreement's Article X, Sick Leave.
- B. The Board shall be liable for all medical costs 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 (other than assault). Such absence shall not be charged to sick leave unless the teacher does not elect to claim benefits providable under Workers' Compensation Act, as amended, where, in such event, the teacher shall be paid his/her full salary under the terms and conditions of this Agreement's Article X, Sick Leave. Any amount of salary payable pursuant to this Article shall be reduced by the amount of any Workers' Compensation award for temporary disability, due to said injury for the period for which such salary is paid. The Board shall have the right to have the teacher examined by a physician designated by the Board for the purpose of establishing the length of time during which the teacher is temporarily disabled from performing his/her duties; and, in the event that there is no adjudication in the appropriate Workers' Compensation proceeding for the period of temporary disability, the opinion of said physician as to the period shall control.

**ARTICLE X - SICK LEAVE**

An absence from duty of any staff member disrupts the working organization of the school system. Absences always should be kept to a minimum.

- A. Twenty (20) days shall be granted for days of sick leave with full pay. Sick leave days shall be accumulated from school year to school year to a maximum accumulation of one hundred seventy five (175) days.
- B. By October 1<sup>st</sup> of each school year, a listing of accumulated sick leave will be provided to each teacher. A summary report listing the status of all teachers will also be provided to the S.E.A. president.

- C. Sick leave is to be used for the purpose of compensating a teacher who is unable to attend to the duties of his/her position due to illness or physical incapacity, which includes but is not limited to temporary disability caused by pregnancy, childbirth and recovery there from.
- D. For all absences due to illness or physical incapacity, teachers shall complete a prescribed form wherein the teacher indicates that the illness/ physical incapacity necessitated the absence.
- E. Teachers who have been absent due to illness or physical incapacity for a period of five (5) consecutive working days or more may be required to submit a doctor's certificate of fitness to return to work before resuming their duties.
- F. For absence for sickness beyond granted sick leave, teachers shall receive the difference between their substitute's pay and their regular salary (upon recommendation of the Principal and the Superintendent).
- G. In cases of suspected abuse of sick leave, the Superintendent may require that a teacher either provide a medical certificate signed by a licensed physician or obtain an examination by an independent Board appointed physician to substantiate the use of sick leave. Any costs incurred by the teacher in obtaining the certificate or examination shall be paid by the Board.
- H. It shall be the responsibility of the teacher to notify the Superintendent in advance of an extended absence due to illness or physical incapacity. During an extended absence, the Superintendent may require a teacher to periodically provide a statement from his/her physician indicating the nature of the illness or physical incapacity, scheduled dates of medical visit(s), anticipated return to work date, and fitness of the teacher to return to work. Failure to provide such information shall be sufficient to deny sick leave payment.
- I. Nothing in this provision shall limit the Superintendent's right to investigate circumstances of excessive use or abuse of sick leave.
- J. SICK LEAVE BANK
  - 1. A "Sick Leave Bank" (Bank) will be established for the purpose of providing additional sick days to a teacher after exhaustion of individual annual and/or accumulated sick leave. The additional coverage will be provided only in the event of serious illness or injury, as established by medical certification.
    - a. In the case where a teacher suffers a serious injury or illness and utilizes his/her own accumulated sick leave in such a manner that they have less than twenty (20) of his/her accumulated sick days left upon his/her return to work, then the sick bank provisions may be utilized in the same year as the serious illness or injury to provide up to twenty (20) accumulated sick days. For example, a teacher has thirty (30) accumulated sick days and suffers a serious accident at the beginning of the school year. He/she uses twenty seven (27) of his/her accumulated sick days, return to work and have three (3) sick days

remaining for the rest of the school year. A sick bank can be established to replenish the number of sick days back up to twenty (20) days for the teacher to use during the remainder of the school year. Any donated days not used would not accumulate for the benefit of the teacher, but would be returned to the donating teacher(s) per section 3 below.

2. The S.E.A. will notify teachers that a sick leave bank has been established for an individual teacher. Participation by teachers in donating days to the Bank for benefit of the individual teacher shall be voluntary. A "Sign - Up" sheet shall be provided in the Superintendent's office for the purpose of donating day(s) to the affected teacher. Teachers may donate up to twenty (20) of their accumulated sick days per academic year.
3. Donated days which are not used shall be returned to the donating teachers according to the following example. (EXAMPLE: If twenty-five days have been signed on the "Sign-Up" sheet for donation to the affected teacher, and the affected teacher used only days one through twenty, then days twenty-one through twenty-five shall be returned to those whose signatures are on the "Sign-Up" sheet for days twenty-one through twenty-five).
4. The accumulated sick leave account of teachers who voluntarily contribute sick leave days shall be debited at the end of school in June each year so that a teacher who enters a school in September with 175 accumulated sick leave days from the following school year, accrues the appropriate number of days in September, uses no sick leave days for him or her self and contributes 20 sick leave days to a teacher, shall have accumulated 175 sick leave days at the end of the school year. If for example this same teacher used 16 sick leave days for him or her self and contributes 20 sick leave days to another, then he or she would have an accumulation of 159 sick leave days at the close of school in June.

## ARTICLE XI - LEAVE OF ABSENCE

### A. PERSONAL

1. Each member of the professional staff shall be granted up to five non-cumulative days of excused absence annually with full pay. One (1) of the five days may be taken without any reason, but such "no reason day" may not be taken on the workday immediately before or after a school holiday or break or during the month of June. A member of the staff applying for leave shall advise his / her immediate supervisor of the reason for the request, or that it is a "no reason" day, on an Excused Absence Form. (Appendix "D")
2. Allowances will be made for excused absences for:
  - a. Observance of recognized Holy Days of all religions;
  - b. Death of an immediate member of the family\*\* or other relative residing with the teacher;

- c. Hospitalization and/or critical illness of an immediate member of the family\*\* or other relative residing with the teacher;
- d. Wedding of an immediate member of the family\*\* or other relative residing with the teacher;
- e. Attendance in court or other legal demands outside the teacher's control;
- f. The Superintendent will evaluate other reasons for granting excused absence.

\*\* An immediate member of the teacher's family is defined as husband, wife, son, daughter, mother, father, step-parents, step children, brother, sister, grandparents, father and mother-in-law, brother and sister-in-law, grandchildren, and persons residing in household.

- 3. The Superintendent may request documentation or other verification to support the stated use of the excused absence(s) as noted on the Absence Form.
- 4. The Board, at its discretion, may grant additional paid leave to teachers who have exhausted their allowable accumulated leave under existing policies and in extraordinary circumstances. The Board will deduct the cost of any substitute's pay from the teacher's salary for these additional days.
- 5. Application for leave under the provisions of Section I and 2 above shall be made to the immediate supervisor at least twenty-four (24) hours before taking such leave (except in the case of emergencies).
- 6. The Board may grant a written leave of absence, without pay, to any teacher who officially and actively serves in the Armed Services of the United States, Peace Corps or Exchange Teacher. P.A. 788 must be observed concerning Military Leave Rights.

#### **B. CHILDBEARING AND CHILDREARING LEAVE**

- 1. Disability caused by pregnancy and childbirth, and recovery therefrom, shall be treated as a temporary disability for all job-related purposes. The term "temporary disability" shall be interpreted as being within the meaning of the term "sick" as used in Section 10-156 of the Connecticut General Statutes.
  - a. Accumulated sick leave shall be available for use during periods of such disability.
- 2. Teachers are presumed to be disabled for up to six (6) weeks following childbirth. If a teacher is disabled beyond six (6) weeks, the Superintendent may require a doctor's note substantiating the disability.

3. This Article shall be subject to the laws of the State of Connecticut concerning maternity leave.
4. Except as otherwise provided by law, childrearing leave shall be granted in accordance with the following provisions:
  - a. The childrearing leave will be up to one (1) year in duration, without pay, in addition to sick leave, subject to the following:
    1. If a birth occurs between the start of school in fall and December 31 of the same calendar year, the leave will terminate as of the beginning of the next school year.
    2. If the birth occurs between January and June of the same calendar year, then the teacher may elect to return either at the opening of school in the fall, or with the reopening of school at the beginning of the second semester of the following calendar year.
  - b. The intent of this language is to provide two (2) times only when a teacher may return from such a leave: either at the beginning of school in the fall; or the beginning of the second semester, and no other time. If the birth occurs during the summer months between the close of school and beginning of the next school year, the teacher may return either at the beginning of the school year following the birth, the beginning of the second semester of the school year following the birth, or in September of the next school year following the birth. For purposes of this provision, "school year" shall mean that period beginning in August or September, as determined by the Board, and ending the following June.
  - c. A teacher seeking such childrearing leave must request such leave in writing at least sixty (60) calendar days prior to the anticipated commencement of such leave, and such request shall specify the period for which leave is sought.
  - d. During such leave, a teacher will receive no pay or benefits. For the period of the leave, the teacher may arrange to continue health care insurance benefits through the Board at their own expense at the prevailing rates. Upon return from such leave, a teacher will be assigned to the same position, if available. If the same position is not available, the teacher will be assigned to an available position based upon their certification.
  - e. When a teacher takes leave without pay immediately following paid disability leave, Family and Medical Leave Act leave shall begin to run at the conclusion of the paid disability leave.

- f. All benefits to which a teacher was entitled at the time the leave commenced, including unused sick leave, will be restored upon return to work. Seniority shall be restored and bridged.
- g. The teacher shall notify the Superintendent in writing at least sixty (60) days prior to the end of the leave of her intention to return or not return at the end of the leave. Failure to provide such notice shall operate as a resignation of employment with the Seymour Public Schools.

**C. SABBATICAL LEAVE**

- 1. Desiring to reward and to encourage independent research and achievement, the Board hereby initiates the policy of Sabbatical Leave for teachers upon recommendation of a committee made up of four (4) teachers selected by the Executive Board of the Association and approval of the candidate by the Superintendent for approved scholarly program contributing to Seymour Public Schools whether or not carried on in an academic institution, subject to the following conditions:
  - a. No more than one percent (1%) of the teaching staff shall be absent on sabbatical leave at one time, and an additional one percent (1%) may be absent on leave if it involves no cost to the Board.
  - b. Requests for Sabbatical leave must be in to the Superintendent in written form as outlined in Appendix G, "Sabbatical Leave Agreement", no later than January 1 of the school year immediately preceding the school year of the proposed leave.
  - c. Leave will not be granted for a program of study that will result in the completion of statutory and/or regulatory requirements for teacher certification as required by the State of Connecticut.
  - d. The teacher has completed at least seven (7) consecutive full school years of service in the Seymour Schools.
  - e. Teachers on Sabbatical Leave will be paid one-half of their annual salary rate, providing that such pay, when added to any program grant, shall not exceed the teacher's full annual salary rate.
  - f. Fringe benefits will be provided by the Board during the period of approved sabbatical leave.
  - g. The teacher shall agree to return to Seymour for two full years' work for each one-year leave. Upon such return the teacher shall be placed on the appropriate step in the salary schedule as though such teacher had not been on leave.



**D. CONVENTION LEAVE**

1. The Board agrees to reimburse all officially delegated teachers attending a convention or conference, or observing activities in another school system if said trip is recommended by the Superintendent and approved by the Board with an itemized estimate of the costs provided to the Superintendent.

**E. JURY DUTY**

1. A teacher who receives a jury duty notification indicating that the teacher's name has been placed on a list of prospective jurors shall notify the Superintendent of this fact within five (5) school days of receipt of notification. Absences for jury duty will not be charged against the five (5) non-cumulative days.
2. During the period of jury duty, teachers shall continue to receive their full salary. After the fifth day of jury duty, the teacher shall receive full salary less all compensation paid to the teacher for jury service.
3. Teachers called to jury duty are to report to their schools on scheduled school days if their presence in Court is not required.
4. Teachers must provide to the Superintendent documentation of days served on jury duty.

**ARTICLE XII - WORKING CONDITIONS**

The Board and the Association recognize and agree that the teachers' responsibility to their students and their profession generally entails the performance of duties and the expenditure of time beyond the normal working day, but that the teachers are entitled to regular time and work schedules on which they can rely in the ordinary course and which will be fairly and evenly maintained to the extent possible throughout the school system. Therefore, except in emergencies and instances of staffing exigencies, limited facilities and without prejudice to voluntary professional service above and beyond the contract requirements as aforesaid, the following schedules are hereby adopted.

**A. CLASS SIZE**

1. The desirable maximum number of pupils per teacher may be as follows:

Pre-School, Pre-Kindergarten, Kindergarten and first grade classes      25

Traditional classes (both in elementary and secondary schools)      30

Self contained Special Education classes      15

Study Halls and Library sessions shall be limited to 50 pupils per teacher unless assisted by an aide.

The term "Traditional classes" shall not include Study Halls or physical education classes, but Study Halls held in a traditional classroom shall be limited to 30 pupils.

2. The Board and the Association agree that further reductions in the class size limitations set forth above are desirable, and to the extent possible under the circumstances (e.g. availability of staff and facilities) such reductions may be made.
3. Enrollments in specialized classes, such as music, physical education, typing, etc., shall not be subject to the above limitation, except that no teacher shall be assigned an unreasonable numerical class responsibility as determined by the building principal, vice-principal, teachers involved, and/or guidance counselors after reasonable discussion by the parties involved. A disagreement over whether an exception is justified shall be subject to the grievance procedure and be initiated at Level Two thereof.
4. All regular teaching sessions shall be held in a normal classroom, i.e., not in a gym, library, cafeteria or auditorium.
5. Departures beyond maximum of class size listed above shall be subject to consultative procedures involving the administration, Association and Board for the purpose of determining the extent of overloading, causes and reasonable solutions. The Association and the Board mutually seek control of class size for educational effectiveness.

## B. WORKDAY

1. Under normal circumstances, all teachers shall be on duty at their assigned posts twenty (20) minutes before the scheduled start time of school. Teachers shall remain at such posts twenty-five (25) minutes after scheduled dismissal time. System-wide school opening / dismissal time schedules will be posted at the beginning of the new school year in September. If the scheduled school start and dismissal times change from the prior year, the parties agree to negotiate over the impact of said changes. Commencing with the 2007-08 school year, the length of the teacher workday at all levels (Elementary School, Middle School, and High School) shall be 7 hours and 15 minutes.
2. Teachers shall be expected to participate actively in those professional activities which contribute to the educational program, including staff meetings, workshops, departmental activities, meetings with the Board of Education and other professional activities. The mandatory attendance meetings are as follows:
  - a. Three (3) after school meetings per month. One (1) of the three (3) after school meetings per month shall be teacher self-directed. These meetings may be used for department, evaluation group, faculty, grade level, district, professional development or curriculum meetings. No teacher will be obligated to remain at any of these meetings

beyond one (1) hour after the normally scheduled dismissal time of school.

- b. Parent conferences – Teachers will attend a maximum of three (3) afternoon or evening parent / teacher conferences. The scheduled length of the parent / teacher conferences will not exceed two (2) hours.
3. Recognizing that the teacher's professional responsibility extends beyond the classroom, all teachers are expected to share equitably in the ordinary extra-curricular responsibilities of the school, including clubs. (Extra compensation, whether in time or salary, will be made when the assignment involves activities excessively beyond the normal school day. The prescribed method and amount of extra compensation is set forth in Appendix E.)
4. In the case of administratively scheduled activities on Saturday, Sunday, holidays, or vacations, if the teacher who volunteered is unable to attend, it will be incumbent upon the administrator to seek out another volunteer. In the case of activities scheduled by other than the administrators, it will be the responsibility of the sponsoring group to furnish any chaperones deemed necessary. Teacher participation in extracurricular activities (excluding clubs) for which no additional compensation is provided shall be strictly voluntary.
5. Early dismissal days will be scheduled by the Superintendent in order to have time for parent conferences and in-service training. If an early dismissal day is scheduled for an evening parent conference, teachers will only be required to remain at their post twenty-five (25) minutes beyond the scheduled early dismissal time.

**C. CONTRACT YEAR**

1.
  - a. The Board shall establish a school calendar.
  - b. If the Board chooses not to have a teacher workday of at least 7 hours and 15 minutes or a teacher work year of at least 185 days, failure to implement said time/days will have no adverse impact upon the salary schedule.
  - c. In the event the Board establishes a workday or work year which exceeds 7 hours and 15 minutes or 185 days respectively, the Board will make pro rata adjustments to the salary rates in effect at the time the increase takes place.
2. During the contract year, all teachers shall be allowed the vacations and holidays provided in the school calendar.

**D. LUNCH PERIOD**

1. Teachers shall have a daily duty-free lunch period at least equal in length to that which students have (30 minutes minimum recommended). A teacher may leave the building during his/her lunch period upon notifying the principal and/or school office.

**E. NON-TEACHING DUTIES**

1. No specific formula for paraprofessionals shall be established by contract. A procedure for relieving the certified teaching personnel of non-instructional activities shall be sought through cooperative efforts involving the administrators, teachers and the Board. Elementary teachers will not be responsible for lunch or playground duties. Past practice, with respect to cooperating teachers monitoring the safety of students during bussing activities immediately before and after the school day shall continue to be permissible, as well as similar practices with respect to playground activity.

**F. PREPARATION AND PLANNING**

1. Secondary school teachers shall not be assigned classes requiring an unreasonable number of different teaching preparations at any one time.
2. A suitable substitute shall be provided whenever a regular teacher is absent. Teachers shall not be required to relinquish their preparation period to substitute for an absent colleague. If a teacher chooses to cover an absent colleague's classes, it may be done on a voluntary basis or on a paid substitute basis, in which event the accumulated periods shall be paid at the rate specified in Appendix L, Section 7.
3. In addition to a daily duty-free lunch period, High School teachers and Middle School teachers shall, whenever possible, have at least one preparation period each day during which they shall not ordinarily be assigned to any other duties.
4. The present practice of five (5) or six (6) teaching periods at the secondary level shall be maintained and the Board agrees that the number of teaching periods, at the secondary level, shall not be increased in order to lay teachers off.
5. In addition to a daily duty free lunch period, elementary school teachers shall, whenever possible, have at least one (1) preparation period per day during which they shall not ordinarily be assigned to any other duties. Effective July 1, 2013 and thereafter, elementary teachers shall be granted one (1) additional preparation period per month during which they shall not ordinarily be assigned to any other duties. The length of each preparation period (daily and one additional per month) shall not be less than forty (40) minutes. Up to two (2) preparation periods per month may be encumbered for use by administrators.

G. TEACHER ASSIGNMENT

1. The assignment of teachers is the responsibility of the Superintendent of Schools and/or Principal of each school. Such assignments shall be based on the abilities and desires, whenever possible, of the teacher involved, as well as on the requirements of the school system.
2. Under normal circumstances, teachers will be notified of assignments for the next year by the end of the school year.
3. To the extent possible, changes in assignments shall be voluntary, but may be made for the best interests of the school system as determined by the Superintendent of Schools.
4. Teachers shall not be required, except in unusual circumstances, to disrupt their scheduled programs in order to substitute for another teacher.
5. Teachers who, by schedule, are assigned to more than one school shall receive per month compensation fee for travel expenses at the rate of Appendix L, Section 1. Teachers who furnish their own automobile and are traveling in order to transact official school business shall be reimbursed for their travel at the rate of Appendix L, Section 2. Official school business shall not include travel from one school to another where such travel is a part of the teacher's normal schedule and for which the teacher receives the aforementioned Appendix L, Section 1 per month compensation.
6. The teacher(s) assigned to teach a college cooperative program, wherein college credits are received, shall receive a stipend for each course, not section thereof, in accordance with Appendix L, Section 11. Classes associated with community college programs shall not be eligible for such stipend.
7. The Board shall maintain a system that teachers can use when reporting sick. This system shall be available on a 24-hour per day basis.

H. TEACHER TRANSFERS

1. In the determination of transfers, the convenience and wishes of the individual teacher shall be honored to the extent that they agree with the needs and best interests of the school system and the pupils. When a vacancy or a new position occurs within a school or department, qualified teachers now in service shall have the right to make an application and receive first consideration for the position. In the event that a teacher objects because of the appointment of someone else to that position, he/she may request a meeting with the Superintendent of Schools to discuss same or enact the grievance procedure.
2. When involuntary transfers are necessary, every effort shall be made to transfer teachers with lesser service in the Seymour School system. Teachers being involuntarily transferred will be transferred only to a comparable

position. All involuntary transfers shall be made only after a meeting between the teacher involved and the superintendent, at which time the teacher will be notified, in writing, of the reason for the transfer. In the event that a teacher objects to the transfer at this meeting, upon the request of the teacher, the Association will be notified and the superintendent will meet with the Association's representatives to discuss the transfer. If a mutual agreement cannot be reached, then the teacher may enact the grievance procedure at Level Three as provided by Article IV of this Agreement.

3. When a vacancy occurs within a school or department, qualified teachers now in service shall have the right to make application and receive first consideration for assignment to the position, if in the best interests of the school system.

I. GENERAL PRINCIPLES FOR REDUCTION IN FORCE

1. The Board agrees that all reductions in personnel will be made by April 1 and subject to strict rights of seniority; provided however, that such seniority will be determined only on the basis of continuous service in the Seymour School System and provided further that such right of seniority shall apply without limitation imposed by building, department or subject matter taught, but shall be applicable as to one's entire job certification and capability. The S.E.A. agrees to consider extension of the above April 1 reduction in personnel date, as the situation warrants.
2. In the event that it becomes necessary, for financial or other reasons, to reduce the number of teachers through layoff from employment by the Town of Seymour, then the teachers with the most continuous service in the system who attained tenure and who are fully certified and capable to staff the position kept active shall be retained provided the teachers have been laid off in the following order:
  - a. Volunteer retirements and terminations
  - b. DSAP holders
  - c. Non-tenure teachers
  - d. Certified tenure teachers

If disputed, the Board will demonstrate by a preponderance of evidence that the senior teacher is not capable to staff the position.

3. The Board agrees to consider any Federal and State Statutes protecting the employment rights of War Veterans who served in the Armed Forces and to abide by the provisions of the Connecticut Teachers Tenure Act, Sec. 10-151, in notifying affected teachers. With the elimination of the position to which seniority teachers were appointed, it will be the responsibility of the Superintendent of Schools, in consultation with those affected teachers with

the longest length of continuous service to invoke this seniority clause. The Superintendent shall compile a list of the certifications and length of employment of teachers and furnish the Association copies of the same.

4. When a reduction in force is necessary all teachers in the school system within a given area of certification are considered on a seniority basis in implementing this policy, however, Article XII, Sections G, H, J and K of the Group Contract should be implemented whenever possible, since the frequent transfers of teachers from one school to another is disruptive of the educational process and interferes with optimum teacher performance so that unrequested transfers of teachers to be minimized and avoided whenever possible.
5. In the event that the above criteria does not serve to reduce staff in an appropriate manner, a committee of six (6) persons selected jointly by the Association and the Board of Education, shall meet and determine the additional criteria to be used in any further reduction and reassignment of staff.
6. **RECALL PROCEDURES**
  - a. Seniority teachers shall be recalled in reverse order of layoff for new positions for which they are certified and capable. If disputed, the Board will demonstrate by a preponderance of evidence that the senior teacher is not capable to staff the position.
  - b. The recall list shall be maintained by the Board for a period of two (2) years from the date of layoff or termination. Any teachers offered a vacancy by recall of the school system who refuses such position may be stricken from the recall list.
  - c. During said layoff(s) or termination(s), such teacher's seniority and accumulated sick leave shall remain frozen.
  - d. During said layoff(s) or termination(s), such teacher shall receive no insurance benefits at Board expense, but may elect to continue insurance benefits by paying the premiums therefore at the Board offices. This section is contingent upon approval by the respective insurance carriers.
7. If teachers are released, they may elect to be placed on top priority long-term substitute list and receive first call for long-term substitute work in the Seymour School System. Teachers may notify the Superintendent in writing prior to the start of the next school year following layoff and prior to each subsequent school year until removal from the Recall List, of the desire to be placed on or be removed from the top priority substitute list. If a teacher refuses to accept a substitute assignment when called upon for three (3) times, the teacher shall be removed from the top priority substitute list for the remainder of the school year during which the three (3) refusals occurred.

System-wide seniority determined by the Board authority.

**J. PROMOTIONS**

1. All openings for positions involving a salary differential and/or special assignment shall be simultaneously posted in each school and on the district web site and will be emailed to teachers' school email accounts at least two (2) weeks in advance.
2. All teachers who are qualified to fill these positions shall be given adequate opportunity to apply for such positions.
3. If, in the determination of the Superintendent of Schools, the qualifications of applicants are substantially equivalent, applicants with the longest professional service shall be given top priority.
4. Appointment shall be made without discrimination in regard to race, age, sex, color, creed, religion, nationality or marital status.
5. The Board may, at its discretion, appoint and employ: grade 6-12 content area coordinator, grade 9-12 content area coordinators, grade K-12 content area coordinators or grade 9-12 department chairs. The Board may, at its discretion, appoint and employ Middle School team leaders. Teachers appointed to any of these positions will hold such positions for a term of one (1) year and must reapply annually to be considered for the position in the following year.
6. All coordinator positions require endorsement #092 (at no time shall the administrative duties exceed fifty (50) percent of the normal school day).
7. All coordinators will be required to perform teacher observations; at no time will a coordinator's observation be the primary reason for a negative comment in a teacher's evaluation.
8. All coordinators will have a reduced teaching load and will not be assigned a duty.
  - a. Secondary (Grades 6-12) content area coordinators will teach three (3) classes and have one (1) preparation period daily.
  - b. High School (Grade 9-12) content area coordinators will teach four (4) classes and have one (1) preparation period daily.
  - c. District Wide (Grade K-12) content area coordinators will teach four (4) classes and have one (1) preparation period daily.
9. Teachers considered for the grade 9-12 department chair position will not be required to hold an endorsement # 092 or to perform teacher observations.
  - a. Department chairs will not have a reduced teaching load.



- b. Teachers considered for a department chair position will be required to show documentation that they are enrolled in a planned program at the time of application that will lead to an endorsement #092. This program must be completed within a three year period from date of initial appointment as department chair or the teacher will be unable to reapply for the position until such time as he/she has attained the #092 certification.
  
- 10. The Superintendent shall have the right, at his/her discretion, to request the coordinator/chair positions to work up to ten (10) additional work days per year. All coordinator/chair positions will be compensated for these additional days at the hourly rate in Appendix L, Section 3.
  
- 11. Teachers appointed to coordinator/chair positions must have the necessary academic background and appropriate content area certification to effectively assume the duties and responsibilities of the positions.
  
- 12. Any member of the grade level teams may apply for appointment as Middle School team leader. The principal shall make a recommendation to the Superintendent for action by the Board.
  
- 13. Middle School team leaders will have the same teaching load as other Middle School teachers.
  
- 14. The Superintendent shall have the right, at their discretion, to request Middle School team leaders to work up to five (5) additional work days per year. Team leader positions will be compensated for these additional days at the hourly rate in Appendix L, Section 3.
  
- 15. Candidates for all of the above positions must have attained tenure in Seymour or in another school district.
  
- 16. Candidates for all of the above positions must demonstrate successful teaching performance (*i.e.* may not be on assistance, *etc.*).
  
- 17. The stipend for the positions in Section 8 is defined in Appendix L, Sections 13 and 14.

**K. PROFESSIONAL SERVICE (SENIORITY) DEFINITION AND APPLICATION**

- 1. Town-wide: Total number of years of uninterrupted service within the bargaining unit in the Seymour School System in a position requiring State certification, without regard to the number of positions held or buildings in which services were rendered.
  
- 2. School-wide: Total number of years of uninterrupted service within the bargaining unit in the Seymour School System in a school in a position requiring State certification, without regard to the number of positions held.

3. Department-wide: Total number of years of uninterrupted service within the bargaining unit in the Seymour School System within a department of a given school or within a service department.
4. Recognizing that there are several categories of Professional Service, town-wide, school-wide and department-wide, and in order to determine professional service, the following criteria will be used:
  - a. In the opening of a new position or vacancy which services more than one school, town-wide service will be given top priority.
  - b. Should a new position be created or vacancy occur which will service one school, school-wide seniority will prevail. In the event no one bids for the position from within the school, then town-wide services will have top priority.
5. When a new position, new subjects, or vacancies occur within a department, department-wide seniority will have top priority, then school-wide seniority, and finally town-wide seniority.
6. Should a situation arise not covered by the preceding items in this Section, the matter will be resolved through the mid-term bargaining process.

**L. TEACHER FACILITIES**

1. To the extent feasible, the Board shall provide in each building:
  - a. Space in each classroom in which teachers may safely store instructional materials and supplies.
  - b. An appropriately furnished room to be used as a faculty room. All faculty rooms shall have a faculty bulletin board, adequate working facilities and furniture.
  - c. A teacher work area containing computer's, copying machines, typewriters, equipment and supplies to aid in the preparation of instructional materials, if space is available.
  - d. Teachers will be furnished with classroom keys.

**M. TEXTBOOKS**

1. The Board shall provide sufficient textbooks, supplementary and consumable materials, i.e. workbooks, map skills, pamphlets, booklets, etc., to insure that each pupil in a classroom has textbooks and supplementary material appropriate for his/her use.
2. The Board will continue to invite the active participation of appropriate staff members in evaluation of textbooks to be adopted, but final selection shall be the responsibility of the Board, as provided by law.

N. CONTRACTS

1. The Board shall use the forms for the written individual contract of employment of each certified professional employee the Teacher's Initial Contract, the Teacher's Long Term Contract and the Teacher's Annual Salary Agreement, attached hereto as Appendices "H", "I", and "J".

O. OTHER CONDITIONS

1. Teachers, in the discharge of their duties, shall be under the direction of the superintendent, principals, vice-principals and supervisors and shall comply with their reasonable suggestions and ethical requirements.
2. Teachers shall at all times carefully observe their pupils for evidence of physical defects or disease, and shall report the same immediately to the principal, who will report the information to the school nurse.
3. Teachers will be given all data and knowledge concerning any pupil that may have physical and/or mental defects.
4. In order to facilitate the evaluation of students, teachers shall have access to the permanent student records which shall be safeguarded at all times.
5. Classroom instruction periods shall not be interrupted by routine announcements, except in the case of emergency.
6. Each teacher will promote desirable public relations for the school system, and will endeavor to initiate conferences with parents whenever same will benefit any child under his/her care. Teachers are urged to make full use of all organizations and other resources of the community which will contribute to the educational welfare of the pupils and to promote a good educational climate.
7. All conferences, discussions, meetings or other Association business shall be scheduled so that there will be no interruption of the instructional program of the school system.
  - a. If negotiation meetings between the Board and the Association are scheduled during normal working hours of a school day, not more than three (3) 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. When it is necessary, pursuant to the Grievance Procedure of Article IV of this Agreement for a school representative designated by the Association to investigate a grievance or attend a grievance meeting or hearing during the 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 a participation in the foregoing activities, but this privilege shall be

limited to one Association representative per grievance per day. Any teacher whose appearance in such investigations, meeting or hearing as a witness is necessary shall be accorded the same right. The Association agrees that these rights shall not be abused.

8. The Board agrees to assume the reasonable expenses of teachers for authorized conferences and meetings related to their assigned duties, provided that authorization is received in advance and suitable expenses vouchers are submitted promptly. Approved travel mileage shall be at the rate of Appendix L, Section 2. per mile when use of a personal motor vehicle is required. All requests are subject to approval by principal and superintendent.
9. Teacher participation in curriculum revision or writing shall be voluntary. All curriculum changes will be discussed with all members of the faculty concerned in each school involved before Board approval and final or partial implementation.
10. Homebound instruction will be given by the teacher who has the student in his/her class. If the teacher declines, then the members of the same department shall be offered the assignment on a rotating basis.
11. All conditions of employment and general working conditions shall be maintained at no less than the highest minimum standards in effect in the school system at the signing of this contract, whenever possible.
12. The Board shall make available a copy of Board minutes and/or policy changes on the District web site and emailed to all teachers' school email addresses.
13. Teachers are permitted incidental personal use of school computers and computer systems for e-mail purposes as long as such use does not interfere with the teachers job duties and performance, with system operations or other system users, or impose any tangible costs to the school system. "Incidental personal use" is defined as use by a teacher for occasional personal communications. Such use must also comply with all other applicable policies, procedures, and rules of the Board and the school to which the teacher is assigned.

**P. FILLING OF POSITIONS**

1. a. It is agreed by the Board that positions to be filled for the remainder of the school year, but in no event less than forty (40) days, shall to the extent possible be filled by personnel who have met the State Certification requirements.
- b. It is agreed by the Board that if a substitute teacher is required to replace a teacher on a leave of absence extending greater than ninety (90) days, the substitute teacher will be placed on the first step of the

appropriate education level and receive full benefits after forty (40) days.

- c. It is agreed by the Board that if a substitute teacher is required to replace a teacher on a leave of absence extending less than ninety (90) days, the substitute teacher will be placed on the first step of the appropriate education level, with no benefits, after forty (40) days.
- 2. A list of approved substitute teachers will be available to the S.E.A. President.
- 3. Notice of position openings and vacancies shall be posted in faculty lounges and the District web site and emailed to all teachers' school email addresses for at least fourteen (14) calendar days.

**Q. FORMAL EVALUATIONS**

All teachers in the Bargaining Unit will be formally evaluated by certified administrative personnel. This provision does not include the state mentor and assessor programs for certification.

**ARTICLE XIII - GENERAL PROVISIONS**

- A. The term "Teacher" or "Member of Unit" as used in this Agreement, except where otherwise indicated, is considered to apply to all certified professional employees of the Board, including durational shortage area permit (DSAP), other than temporary substitutes, employed or engaged either in positions requiring a teaching or other certificate and are not included in the administrators' unit, as defined by C.G.S. § 10-153b, or excluded from the purview of C.G.S. §§ 10-153a to 10-153n, inclusive.
- B. Teachers shall have the opportunity to review and discuss any locally originating evaluation reports with their supervisors, and to review the contents of their personal evaluation files as maintained by building principals, supervisors, assistant principals or the superintendent within thirty (30) days. Teachers may have a copy of said evaluation upon request.
- C. Evaluation records shall be shared by supervisor and evaluated individual and shall be signed by both parties to document sharing. By definition supervision includes suggestions for improvement. Such suggestions are an appropriate part of the evaluation record. Teachers will be given an opportunity to reply, in writing, to said evaluation. The major purpose of visiting the classroom is to aid in the improvement of instruction.
- D. The Board shall provide each teacher with a copy of this Agreement within two (2) weeks of its acceptance and signing.
- E. If any portion of this Agreement is ruled invalid for any reason, the remainder of the Agreement shall remain in full force and effect.

**F. DISCIPLINING NOTICE AND REPRESENTATION**

1. No teacher shall receive a written reprimand, demotion, or suspension without pay, without just cause. The procedures set forth in Section 10-151 of the Connecticut General Statutes shall be the exclusive procedure in matters involving teacher termination or non-renewal of contract and such procedures shall not be subject to the grievance and arbitration provisions of this Agreement.
2. In the event a teacher is called upon to meet with the Superintendent, Principal (or immediate supervisor) for the purpose of reprimand or other discipline, he/she shall be given written notice, when possible, describing the reason(s) for the meeting twenty-four (24) hours prior to the meeting. At this initial meeting, a teacher, who so desires, may be represented by a member of the Association. Beyond this initial meeting the teacher may be represented by a person of his/her choosing provided that exclusive organizational representation shall be provided by the Association.

G. There shall be no reprisals of any kind taken against any teacher by reason of his/her membership in a professional organization or participation in its activities. Any teacher wishing to process a grievance to arbitration alleging a violation of this section must waive his/her right to proceed with this issue in any other forum. Absence of such waiver will act as a bar to arbitration.

H. The SEA President and SEA Building Representatives will be given all messages relating to union business as soon as they are received by other school staff.

I. The SEA shall have access to and use of school buildings after normal working hours provided such use does not conflict with other use or have cost implications for the Board.

**ARTICLE XIV  
PROFESSIONAL DEVELOPMENT AND EDUCATION IMPROVEMENT**

It is recognized that continued communication between the Board, Administration and Teachers is advantageous and beneficial to the students and public education in Seymour.

A. The Superintendent and the Association hereby agree to establish a permanent Joint Board-Association Educational Improvement Committee as a consultive service to the Board to consider and recommend methods of improving all aspects of the educational program in Seymour.

B. Each year, the Board will designate representatives to work with the teacher representatives on the Joint Committee. The Association will designate teachers from the Professional Rights and Responsibilities Committee to serve as committee members along with other members of the Association as needed.

C. The Association President or Chairman of appropriate Association Committee shall be a member of this standing committee. The Superintendent may be present at all

**Seymour Education Association  
July 1, 2013 to June 30, 2016**

meetings and participate in all discussions between the teachers and the Board. The Superintendent may provide information and counsel to both parties.

- D. No later than one month after signing of the teachers' contract in any school year, the Association and the Superintendent shall arrange an organizational meeting of the Joint Committee. Meeting schedules will be discussed and a priority list prepared.
- E. This committee will organize and meet during the year to discuss all items previously referred to in this contract.

**ARTICLE XV - DURATION**

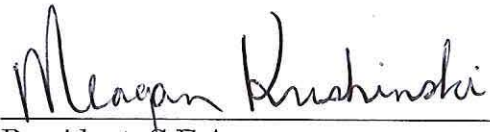
This agreement shall commence on July 1, 2013 and shall continue and remain in full force and effect, except as provided for herein, until June 30, 2016.

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

**SEYMOUR BOARD OF EDUCATION**

**SEYMOUR EDUCATION ASSOCIATION**

  
\_\_\_\_\_  
Chairman, Board of Education

  
\_\_\_\_\_  
President, S.E.A.

Date: 2 JAN 2013

Date: 1/4/13

APPENDIX A

DEFINITIONS FOR TEACHER SALARY PLACEMENT

The terms used in the following schedules shall be interpreted and applied in accordance with the following definitions:

BACHELOR: A baccalaureate degree at an accredited college or university.

BA+30/

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 program approved by an accredited college or university and approved by the Superintendent as appropriate to the assignment, which approval shall not be unreasonably withheld.

MA+30/

SIXTH YEAR: A "Sixth Year Certificate" from an accredited college or university or the completion of sixty (60) graduate credits inclusive of a Master's degree in a planned program approved by an accredited college or university and approved by the Superintendent as appropriate to the assignment, which approval shall not be unreasonably withheld.



**APPENDIX B**

**PLACEMENT**

All members of the unit shall be placed on the appropriate step in the salary schedule, taking into consideration the following:

- A. Degree status as defined in Appendix A.
- B. The Board may grant credit for previous teaching experience in public, private and military dependence schools in the ratio of up to one (1) year of such experience for each year of salary credit granted, providing such experience shall have been continuous service of at least one-half of any school year.
- C.
  - 1. Educational experience, other than school teaching (as referenced in "B" above) appropriate to the teaching position, shall be determined by the superintendent and the appointed individual will be placed on the appropriate step on the salary schedule upon receiving Board approval.
  - 2. If any person receives such added "Educational Experience" toward his/her salary, then all teachers within the system may receive same.
  - 3. Initial placement on the salary schedule for shortage area teachers shall be determined as may be agreed upon between the Superintendent and the applicant.
- D. One-step differential shall be granted to all teachers that are certified or working towards certification in special education i.e. speech and hearing, trainable, educable and other special areas determined by need and upon recommendation of the Superintendent and Board approval. Teachers who are on maximum shall receive a flat \$300 above the salary schedule. Teachers hired on or after July 1, 2013 shall not be eligible for the differential for Special Education.
- E. Intermittent or short-term substitute service will not be credited as previous teaching experience.
- F. An employed certified teacher in the Seymour Public School system shall move from the baccalaureate pay schedule to another pay schedule in the September immediately subsequent to the teachers filing proof that he/she has obtained the necessary degree or certificate. Proof shall be an official document signed by the appropriate official of an accredited institution. Such document may be a diploma, transcript, degree, or letter of verification or some other form of proof acceptable to the Superintendent of Schools. An appropriate official is a President, Dean, or Registrar. It shall be acceptable for purposes of placement, for a teacher to submit a letter of verification indicating that all of the requirements necessary for improved salary placement have been completed by September but that the degree or certificate may not be conferred until after the opening of school. The change in placement shall be effective with the first paycheck of the school year. Acceptance of such documentation shall be contingent upon filing with the Board a statement or expectation for the earning of a degree or certificate no later than January 2<sup>nd</sup> of any current school year, in order that funds may be budgeted to meet the new salary range for the following year.

**APPENDIX B**

**PLACEMENT**

(continued)

- G. The Board may grant credit on the salary schedule in the ratio of up to one (1) year of service in the armed forces while on leave of absence from the Seymour School System for each year of salary credit granted. Such provision shall not be applied in a manner inconsistent with any state or federal law or regulation.

APPENDIX C

SALARIES

2013-14

For year one of the contract, teachers on the 2012-13 salary schedule shall advance to the next higher step number on the applicable degree level. An additional step (13) shall be added to the salary schedule.

<u>Step</u>	<u>BACHELOR</u>	<u>MA / BA +30</u>	<u>6<sup>th</sup> YR / MA +30</u>
2	\$42,734	\$45,779	\$49,588
3	\$44,534	\$48,172	\$51,982
4	\$46,340	\$51,216	\$55,262
5	\$48,145	\$54,256	\$58,356
6	\$49,945	\$57,301	\$61,815
7	\$51,751	\$60,345	\$65,094
8	\$53,556	\$63,390	\$68,369
9	\$55,361	\$66,430	\$71,648
10	\$57,162	\$69,474	\$74,927
11	\$58,963	\$72,519	\$78,206
12		\$75,564	\$81,481
13		\$82,294	\$88,941

<u>Step 2012-13</u>	<u>BA Step 2013-14</u>	<u>MA &amp; 6th Year Step 2013-14</u>
1	2	2
2	3	3
3	4	4
4	5	5
5	6	6
6	7	7
7	8	8
8	9	9
9	10	10
10	11	11
11		12
12		13

**APPENDIX C**

**SALARIES**  
 (continued)

**2014-15**

For year two of the contract, all teachers on the 2013-14 salary schedule shall advance to the next higher step number on the applicable degree level. An additional step (14) shall be added to the salary schedule.

<u>Step</u>	<u>BACHELOR</u>	<u>MA / BA+30</u>	<u>6th YR / MA+30</u>
2	\$42,734	\$45,779	\$49,588
3	\$44,534	\$48,329	\$52,238
4	\$46,340	\$50,722	\$54,632
5	\$48,145	\$53,766	\$57,912
6	\$49,945	\$56,806	\$61,186
7	\$51,751	\$59,851	\$64,465
8	\$53,556	\$62,895	\$67,744
9	\$55,361	\$65,940	\$71,019
10	\$57,162	\$68,980	\$74,298
11	\$58,963	\$72,024	\$77,577
12		\$75,069	\$80,856
13		\$78,114	\$84,131
14		\$83,394	\$90,123

<u>Step 2013-14</u>	<u>BA</u> <u>Step 2014-15</u>	<u>MA &amp; 6th Year</u> <u>Step 2014-15</u>
2	3	3
3	4	4
4	5	5
5	6	6
6	7	7
7	8	8
8	9	9
9	10	10
10	11	11
11	11	12
12		13
13		14

**APPENDIX C**

**SALARIES**  
 (continued)

**2015-16**

For year three of the contract, all teachers on the 2014-15 salary schedule shall remain on the same step number in 2015-16.

<u>Step</u>	<u>BACHELOR</u>	<u>MA / BA+30</u>	<u>6th YR / MA+30</u>
2	\$44,534	\$47,546	\$51,502
3	\$46,334	\$50,194	\$54,254
4	\$48,140	\$52,680	\$56,741
5	\$49,945	\$55,841	\$60,147
6	\$51,745	\$58,999	\$63,548
7	\$53,551	\$62,161	\$66,953
8	\$55,356	\$65,323	\$70,359
9	\$57,161	\$68,485	\$73,760
10	\$58,962	\$71,643	\$77,166
11	\$59,705	\$74,804	\$80,571
12		\$77,967	\$83,977
13		\$81,129	\$87,378
14		\$84,444	\$91,323

<u>Step 2014-15</u>	<u>BA</u> <u>Step 2015-16</u>	<u>MA &amp; 6th Year</u> <u>Step 2015-16</u>
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12		12
13		13
14		14

**APPENDIX D**  
**SEYMOUR PUBLIC SCHOOLS**  
**ABSENCE FORM**

Date of request: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Location: HS MS BS CS LS CO

Certified:  Teacher  Administrator  Nurse

Non-Certified:  Custodian  Secretary  Paraprofessional  Other \_\_\_\_\_

Number of Days Requested: \_\_\_\_\_

Dates of Absence; \_\_\_\_\_

Reason for Absence CERTIFIED STAFF	Reason for Absence NON-CERTIFIED STAFF
<input type="checkbox"/> Sick	<input type="checkbox"/> Sick
<input type="checkbox"/> Jury Duty (attach Jury Summons)	<input type="checkbox"/> Vacation Day(s)
<input type="checkbox"/> Observance of recognized Holy Days	<input type="checkbox"/> Personal Day(s)
<input type="checkbox"/> Death of an immediate family member of the family ** or other relative residing with me.	<input type="checkbox"/> Floater
<input type="checkbox"/> Hospitalization and/or critical illness of an immediate member of the family ** or other relative residing with me.	<input type="checkbox"/> Jury Duty (attach Jury Summons)
<input type="checkbox"/> Wedding of an immediate member of the family ** or other relative residing with me.	<input type="checkbox"/> Bereavement Leave
<input type="checkbox"/> Attendance in court, or other legal demands outside my control.	<input type="checkbox"/> Birthday (F/T Custodians only)
<input type="checkbox"/> *Other:	
<input type="checkbox"/> "No reason" day	
<input type="checkbox"/> Vacation	

\* To be evaluated for payment of salary by the Superintendent.

\*\* An immediate member of the family is defined as husband, wife, son, daughter, step children, father, mother, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

**APPENDIX E**

**EXTRA PAY**

**2013-14**

For year one of the contract, all employees move up one step and all positions receive a 2.0% increase over the 2012-13 schedule, except that there shall be a three (3) year salary freeze for Appendix E – Extra Pay positions that exceed the New Haven County average by 25%.

<u>HIGH SCHOOL</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Head Football	1	\$7,766	\$8,426	\$9,139	\$9,919
Head Track	1	\$5,711	\$6,200	\$6,705	\$7,282
Head Basketball	2	\$4,675	\$4,998	\$5,391	\$5,815
Head Baseball	1	\$4,675	\$4,998	\$5,391	\$5,815
Head Softball	1	\$4,675	\$4,998	\$5,391	\$5,815
Head Soccer	2	\$4,675	\$4,998	\$5,391	\$5,815
Head Volleyball	1	\$4,675	\$4,998	\$5,391	\$5,815
Head Wrestling	1	\$4,675	\$4,998	\$5,391	\$5,815
Head Swimming	2	\$4,229	\$4,547	\$4,934	\$5,348
Head Cross Country	1	\$4,229	\$4,547	\$4,934	\$5,348
Head Weight Lifting (3 seasons)	1	\$2,786	\$2,955	\$3,290	\$3,545
Head Tennis	1	\$2,748	\$2,918	\$3,162	\$3,422
Head Golf	1	\$2,748	\$2,918	\$3,162	\$3,422
Cheerleader Advisor	1	\$2,727	\$2,870	\$3,077	\$3,311
Asst. Football	6	\$3,581	\$4,027	\$4,367	\$4,748
Asst. Track	4	\$2,966	\$3,125	\$3,374	\$3,624
Asst. Basketball	4	\$2,966	\$3,125	\$3,374	\$3,624
Asst. Baseball	2	\$2,966	\$3,125	\$3,374	\$3,624
Asst. Softball	2	\$2,966	\$3,125	\$3,374	\$3,624
Asst. Soccer	4	\$2,966	\$3,125	\$3,374	\$3,624
Asst. Volleyball	1	\$2,966	\$3,125	\$3,374	\$3,624
Asst. Wrestling	1	\$2,966	\$3,125	\$3,374	\$3,624
Asst. Swimming	1	\$2,685	\$2,892	\$3,130	\$3,396

**APPENDIX E**

**EXTRA PAY**

**2013-14**  
 (continued)

<u>HIGH SCHOOL</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Asst. Cross Country	1	\$2,685	\$2,892	\$3,130	\$3,396
Asst. Weight Lifting	1	\$2,403	\$2,621	\$2,774	\$3,061
(3 seasons)					
Asst. Golf	1	\$1,709	\$1,815	\$1,969	\$2,133
Asst. Cheerleader Advisor	1	\$1,306	\$1,422	\$1,533	\$1,650
Band & Instrumental Music	1	\$4,006	\$4,176	\$4,350	\$4,722
Chorale Advisor	1	\$4,006	\$4,176	\$4,350	\$4,722
HS Yearbook	1	\$3,396	\$3,565	\$3,798	\$4,059
Web Page Advisor	1	\$3,040	\$3,295	\$3,586	\$3,883
Pep Band Advisor	1	\$3,040	\$3,295	\$3,586	\$3,883
HS Class Advisor	4	\$2,451	\$2,786	\$3,029	\$3,279
Mock Trial Advisor	1	\$2,451	\$2,786	\$3,029	\$3,279
Math Club Advisor	1	\$2,451	\$2,786	\$3,029	\$3,279
Drama Club	1	\$1,857	\$2,032	\$2,202	\$2,388
Newspaper Advisor	1	\$1,857	\$2,032	\$2,202	\$2,388
Student Council Advisor	1	\$1,857	\$2,032	\$2,202	\$2,388
National Honor Society	1	\$1,857	\$2,032	\$2,202	\$2,388
FBLA	1	\$1,857	\$2,032	\$2,202	\$2,388
Visions	1	\$1,857	\$2,032	\$2,202	\$2,388
Hope Club	1	\$1,857	\$2,032	\$2,202	\$2,388
Spanish Club	1	\$1,857	\$2,032	\$2,202	\$2,388
French Club	1	\$1,857	\$2,032	\$2,202	\$2,388
Asst. Drama Club	1	\$1,406	\$1,496	\$1,634	\$1,767



**APPENDIX E**

**EXTRA PAY**

**2013-14**  
(continued)

<u>MIDDLE SCHOOL</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Instrumental Music	1	\$4,133	\$4,547	\$4,934	\$5,348
Academic Team Coordinator	8	\$2,446	\$2,786	\$3,024	\$3,279
Year Book Advisor	1	\$1,857	\$2,032	\$2,202	\$2,388
Future Problem Solving	1	\$1,857	\$2,032	\$2,202	\$2,388
Student Council Advisor	1	\$1,359	\$1,533	\$1,655	\$1,772
Drama Club Advisor	1	\$1,359	\$1,533	\$1,655	\$1,772
Basketball Coach	2	\$1,857	\$2,032	\$2,202	\$2,388
Baseball Coach	1	\$1,857	\$2,032	\$2,202	\$2,388
Softball Coach	1	\$1,857	\$2,032	\$2,202	\$2,388
Soccer Coach	1	\$1,857	\$2,032	\$2,202	\$2,388
Volleyball Coach	1	\$1,857	\$2,032	\$2,202	\$2,388
Sports Coordinator 10 Mo.	1	\$1,359	\$1,533	\$1,655	\$1,772
Cheerleader Advisor	1	\$1,146	\$1,263	\$1,379	\$1,496
 <u>ELEMENTARY SCHOOLS</u>					
Instrumental Music	2	\$4,229	\$4,547	\$4,934	\$5,348

APPENDIX E

EXTRA PAY

2014-15

For year two of the contract, all employees move up one step and all positions receive a 2.0% increase over the 2013-14 schedule, except that there shall be a three (3) year salary freeze for Appendix E – Extra Pay positions that exceed the New Haven County average by 25%.

<u>HIGH SCHOOL</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Head Football	1	\$7,766	\$8,426	\$9,139	\$9,919
Head Track	1	\$5,711	\$6,200	\$6,705	\$7,282
Head Basketball	2	\$4,768	\$5,098	\$5,499	\$5,931
Head Baseball	1	\$4,768	\$5,098	\$5,499	\$5,931
Head Softball	1	\$4,768	\$5,098	\$5,499	\$5,931
Head Soccer	2	\$4,768	\$5,098	\$5,499	\$5,931
Head Volleyball	1	\$4,768	\$5,098	\$5,499	\$5,931
Head Wrestling	1	\$4,768	\$5,098	\$5,499	\$5,931
Head Swimming	2	\$4,313	\$4,638	\$5,032	\$5,455
Head Cross Country	1	\$4,313	\$4,638	\$5,032	\$5,455
Head Weight Lifting (3 seasons)	1	\$2,841	\$3,014	\$3,355	\$3,615
Head Tennis	1	\$2,803	\$2,977	\$3,225	\$3,491
Head Golf	1	\$2,803	\$2,977	\$3,225	\$3,491
Cheerleader Advisor	1	\$2,782	\$2,928	\$3,139	\$3,377
Asst. Football	6	\$3,653	\$4,107	\$4,454	\$4,843
Asst. Track	4	\$3,025	\$3,188	\$3,442	\$3,697
Asst. Basketball	4	\$3,025	\$3,188	\$3,442	\$3,697
Asst. Baseball	2	\$3,025	\$3,188	\$3,442	\$3,697
Asst. Softball	2	\$3,025	\$3,188	\$3,442	\$3,697
Asst. Soccer	4	\$3,025	\$3,188	\$3,442	\$3,697
Asst. Volleyball	1	\$3,025	\$3,188	\$3,442	\$3,697
Asst. Wrestling	1	\$3,025	\$3,188	\$3,442	\$3,697
Asst. Swimming	1	\$2,738	\$2,950	\$3,193	\$3,463

**APPENDIX E**

**EXTRA PAY**

**2014-15**  
(continued)

<u>HIGH SCHOOL</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Asst. Cross Country	1	\$2,738	\$2,950	\$3,193	\$3,463
Asst. Weight Lifting (3 seasons)	1	\$2,451	\$2,674	\$2,830	\$3,122
Asst. Golf	1	\$1,743	\$1,851	\$2,008	\$2,175
Asst. Cheerleader Advisor	1	\$1,332	\$1,450	\$1,564	\$1,683
Band & Instrumental Music	1	\$4,086	\$4,259	\$4,437	\$4,816
Chorale Advisor	1	\$4,086	\$4,259	\$4,437	\$4,816
HS Yearbook	1	\$3,463	\$3,636	\$3,874	\$4,140
Web Page Advisor	1	\$3,100	\$3,360	\$3,658	\$3,961
Pep Band Advisor	1	\$3,100	\$3,360	\$3,658	\$3,961
HS Class Advisor	4	\$2,500	\$2,841	\$3,090	\$3,345
Mock Trial Advisor	1	\$2,500	\$2,841	\$3,090	\$3,345
Math Club Advisor	1	\$2,500	\$2,841	\$3,090	\$3,345
Drama Club	1	\$1,895	\$2,072	\$2,246	\$2,436
Newspaper Advisor	1	\$1,895	\$2,072	\$2,246	\$2,436
Student Council Advisor	1	\$1,895	\$2,072	\$2,246	\$2,436
National Honor Society	1	\$1,895	\$2,072	\$2,246	\$2,436
FBLA	1	\$1,895	\$2,072	\$2,246	\$2,436
Visions	1	\$1,895	\$2,072	\$2,246	\$2,436
Hope Club	1	\$1,895	\$2,072	\$2,246	\$2,436
Spanish Club	1	\$1,895	\$2,072	\$2,246	\$2,436
French Club	1	\$1,895	\$2,072	\$2,246	\$2,436
Asst. Drama Club	1	\$1,434	\$1,526	\$1,667	\$1,802

**APPENDIX E**

**EXTRA PAY**

**2014-15**  
(continued)

<u><b>MIDDLE SCHOOL</b></u>		<u><b>Step 1</b></u>	<u><b>Step 2</b></u>	<u><b>Step 3</b></u>	<u><b>Step 4</b></u>
Instrumental Music	1	\$4,216	\$4,638	\$5,032	\$5,455
Academic Team Coordinator	8	\$2,495	\$2,841	\$3,085	\$3,345
Year Book Advisor	1	\$1,895	\$2,072	\$2,246	\$2,436
Future Problem Solving	1	\$1,895	\$2,072	\$2,246	\$2,436
Student Council Advisor	1	\$1,386	\$1,564	\$1,689	\$1,807
Drama Club Advisor	1	\$1,386	\$1,564	\$1,689	\$1,807
Basketball Coach	2	\$1,895	\$2,072	\$2,246	\$2,436
Baseball Coach	1	\$1,895	\$2,072	\$2,246	\$2,436
Softball Coach	1	\$1,895	\$2,072	\$2,246	\$2,436
Soccer Coach	1	\$1,895	\$2,072	\$2,246	\$2,436
Volleyball Coach	1	\$1,895	\$2,072	\$2,246	\$2,436
Sports Coordinator 10 Mo.	1	\$1,386	\$1,564	\$1,689	\$1,807
Cheerleader Advisor	1	\$1,169	\$1,288	\$1,407	\$1,526
 <u><b>ELEMENTARY SCHOOLS</b></u>					
Instrumental Music	2	\$4,313	\$4,638	\$5,032	\$5,455

**APPENDIX E**

**EXTRA PAY**

**2015-16**

For year three of the contract, all employees move up one step and all positions receive a 2.0% increase over the 2014-15 schedule, except that there shall be a three (3) year salary freeze for Appendix E – Extra Pay positions that exceed the New Haven County average by 25%.

<u>HIGH SCHOOL</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Head Football	1	\$7,766	\$8,426	\$9,139	\$9,919
Head Track	1	\$5,711	\$6,200	\$6,705	\$7,282
Head Basketball	2	\$4,864	\$5,200	\$5,608	\$6,050
Head Baseball	1	\$4,864	\$5,200	\$5,608	\$6,050
Head Softball	1	\$4,864	\$5,200	\$5,608	\$6,050
Head Soccer	2	\$4,864	\$5,200	\$5,608	\$6,050
Head Volleyball	1	\$4,864	\$5,200	\$5,608	\$6,050
Head Wrestling	1	\$4,864	\$5,200	\$5,608	\$6,050
Head Swimming	2	\$4,400	\$4,731	\$5,133	\$5,564
Head Cross Country	1	\$4,400	\$4,731	\$5,133	\$5,564
Head Weight Lifting (3 seasons)	1	\$2,898	\$3,074	\$3,422	\$3,688
Head Tennis	1	\$2,859	\$3,036	\$3,290	\$3,560
Head Golf	1	\$2,859	\$3,036	\$3,290	\$3,560
Cheerleader Advisor	1	\$2,838	\$2,986	\$3,202	\$3,445
Asst. Football	6	\$3,726	\$4,190	\$4,543	\$4,940
Asst. Track	4	\$3,086	\$3,252	\$3,510	\$3,770
Asst. Basketball	4	\$3,086	\$3,252	\$3,510	\$3,770
Asst. Baseball	2	\$3,086	\$3,252	\$3,510	\$3,770
Asst. Softball	2	\$3,086	\$3,252	\$3,510	\$3,770
Asst. Soccer	4	\$3,086	\$3,252	\$3,510	\$3,770
Asst. Volleyball	1	\$3,086	\$3,252	\$3,510	\$3,770
Asst. Wrestling	1	\$3,086	\$3,252	\$3,510	\$3,770
Asst. Swimming	1	\$2,793	\$3,009	\$3,257	\$3,533

**APPENDIX E**

Seymour Education Association  
July 1, 2013 to June 30, 2016

**EXTRA PAY**

**2015-16**  
(continued)

<u>HIGH SCHOOL</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Asst. Cross Country	1	\$2,793	\$3,009	\$3,257	\$3,533
Asst. Weight Lifting	1	\$2,500	\$2,727	\$2,886	\$3,185
(3 seasons)					
Asst. Golf	1	\$1,778	\$1,888	\$2,048	\$2,219
Asst. Cheerleader Advisor	1	\$1,358	\$1,479	\$1,595	\$1,717
Band & Instrumental Music	1	\$4,167	\$4,345	\$4,526	\$4,912
Chorale Advisor	1	\$4,167	\$4,345	\$4,526	\$4,912
HS Yearbook	1	\$3,533	\$3,709	\$3,952	\$4,223
Web Page Advisor	1	\$3,162	\$3,428	\$3,731	\$4,040
Pep Band Advisor	1	\$3,162	\$3,428	\$3,731	\$4,040
HS Class Advisor	4	\$2,550	\$2,898	\$3,152	\$3,412
Mock Trial Advisor	1	\$2,550	\$2,898	\$3,152	\$3,412
Math Club Advisor	1	\$2,550	\$2,898	\$3,152	\$3,412
Drama Club	1	\$1,932	\$2,114	\$2,291	\$2,484
Newspaper Advisor	1	\$1,932	\$2,114	\$2,291	\$2,484
Student Council Advisor	1	\$1,932	\$2,114	\$2,291	\$2,484
National Honor Society	1	\$1,932	\$2,114	\$2,291	\$2,484
FBLA	1	\$1,932	\$2,114	\$2,291	\$2,484
Visions	1	\$1,932	\$2,114	\$2,291	\$2,484
Hope Club	1	\$1,932	\$2,114	\$2,291	\$2,484
Spanish Club	1	\$1,932	\$2,114	\$2,291	\$2,484
French Club	1	\$1,932	\$2,114	\$2,291	\$2,484
Asst. Drama Club	1	\$1,462	\$1,557	\$1,700	\$1,838

**APPENDIX E**

**EXTRA PAY**

**2015-16**  
(continued)

<u>MIDDLE SCHOOL</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Instrumental Music	1	\$4,300	\$4,731	\$5,133	\$5,564
Academic Team Coordinator	8	\$2,545	\$2,898	\$3,146	\$3,412
Year Book Advisor	1	\$1,932	\$2,114	\$2,291	\$2,484
Future Problem Solving	1	\$1,932	\$2,114	\$2,291	\$2,484
Student Council Advisor	1	\$1,414	\$1,595	\$1,722	\$1,843
Drama Club Advisor	1	\$1,414	\$1,595	\$1,722	\$1,843
Basketball Coach	2	\$1,932	\$2,114	\$2,291	\$2,484
Baseball Coach	1	\$1,932	\$2,114	\$2,291	\$2,484
Softball Coach	1	\$1,932	\$2,114	\$2,291	\$2,484
Soccer Coach	1	\$1,932	\$2,114	\$2,291	\$2,484
Volleyball Coach	1	\$1,932	\$2,114	\$2,291	\$2,484
Sports Coordinator 10 Mo.	1	\$1,414	\$1,595	\$1,722	\$1,843
Cheerleader Advisor	1	\$1,193	\$1,314	\$1,435	\$1,557
 <u>ELEMENTARY SCHOOLS</u>					
Instrumental Music	2	\$4,400	\$4,731	\$5,133	\$5,564

- A. The salaries listed shall be paid per assignment per person. No salary for extra duty pay shall be split between teachers unless a teacher who holds an extra duty pay position requests that the S.E.A. meet with the Superintendent in an effort to secure mutual authorization to split the extra pay for that position.
- B. The Board shall continue to establish the scale for remuneration of extracurricular and coaching activities when creating new activities.
- C. From the date of this contract all appointments to Appendix E activities will receive credit for previous coaching or advisorship experience in public or private schools. Such credit on the schedule will be on a year for year basis with the appointee being placed on the appropriate step of Appendix E equal to his/her experience.

**APPENDIX F**

**DUES AUTHORIZATION**

The S.E.A. shall submit to the Business Office employers' copy of Membership Applications for teachers who authorize Payroll Deductions.



**APPENDIX G**

**SABBATICAL LEAVE AGREEMENT**

"I hereby agree, upon the completion of my sabbatical leave from \_\_\_\_\_ 20\_\_ to \_\_\_\_\_ 20\_\_, to return to an assignment in the Seymour Public School System for a period of at least two years.

It is my understanding that should I not perform this agreement, I shall repay to the Board of Education a sum bearing the same ratio to the amount of salary received while on leave of absence that the unfilled portion of the two subsequent years service bears to the two full years. I further understand that I shall be released from this commitment should my failure to meet this contract result from illness, disability, death or involuntary release from the position by the Board of Education."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of staff member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools  
for the Seymour Board of Education

WITNESSED, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

APPENDIX H

TEACHER'S INITIAL CONTRACT

The Board of Education of the Town of Seymour, Connecticut ("Board"), hereby agrees to employ \_\_\_\_\_ and \_\_\_\_\_ ("Teacher") hereby agrees to serve, under the direction of the Superintendent of Schools ("Superintendent"), as a teacher in the Seymour Public Schools, for the school year beginning \_\_\_\_\_, 20\_\_ and ending \_\_\_\_\_, 20\_\_ subject to the conditions stated below.

In accordance with the provisions of the prevailing salary schedule of the Board, the Board hereby agrees to pay said Teacher, and said Teacher agrees to accept, for services during the above-stated period, an annual salary of \$\_\_\_\_\_ in \_\_\_\_\_ periodic installments, payable as follows: \_\_\_\_\_ beginning \_\_\_\_\_, 20\_\_, and subject to required deductions for the State Teachers' Retirement Fund and the United States Withholding Tax, and other agreed-to deductions which the Teacher may in writing authorize.

This contract shall be renewed annually by operation of law until said Teacher has achieved tenure, unless the teacher has been notified in writing, in accordance with C.G.S. §10-151, in one school year that the contract will not be renewed for the following year. For each year for which this contract is renewed, the annual salary for the Teacher shall be in accordance with the provisions of the prevailing salary schedule of the Board, and as determined through the signing of a teacher's annual salary agreement.

This contract may be terminated by mutual consent at any time. It may be terminated by the Board for cause as provided by statute. The Teacher may resign for good reason by submitting at least thirty days' written notice at any time except during the month of August, during which month, unless the contract has been terminated by mutual consent for Board action, the Teacher will accept employment with no other board of education in Connecticut; provided that in the event no salary agreement for the ensuing year has been offered in writing to the Teacher by August first, limitations on the Teacher's resigning shall not be binding until such an agreement has been offered in writing.

The Teacher may, upon written request filed with the Board in accordance with C.G.S. §10-151, be entitled to a hearing and/or the reason or reasons for the termination or non-renewal of the contract. The Teacher shall have the right to appear with counsel of his/her choice at any such hearing.

This contract is subject to the Statutes of the State of Connecticut and the policies, rules and regulations of the Board.

SIGNED:

Seymour Board of Education

By: \_\_\_\_\_  
Teacher

By: \_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX I

### TEACHER'S LONG TERM CONTRACT

The Board of Education of the Town of Seymour, Connecticut ("Board"), hereby agrees to employ \_\_\_\_\_ and \_\_\_\_\_ ("Teacher") hereby agrees to serve, under the direction of the Superintendent of Schools ("Superintendent"), as a teacher in the Seymour Public Schools, on a continuing basis, subject to the conditions stated below, beginning \_\_\_\_\_, 20\_\_\_. Said Board agrees to pay said Teacher an annual salary in accordance with the provisions of the prevailing salary schedule of the Board, and as determined through the signing of the teacher's annual salary agreement.

This contract of employment shall continue in force from year to year, subject to the following conditions:

(a) It may be terminated by mutual consent at any time.

(b) The Teacher may resign for good reason by submitting at least thirty days' written notice at any time except during the month of August, during which month, unless the contract has been terminated by mutual consent or Board action, the Teacher will accept employment with no other board of education in Connecticut; provided that in the event no salary agreement for the ensuing year has been offered in writing to the Teacher by August first, limitations on the Teacher's resigning shall not be binding until such an agreement has been offered in writing.

(c) The Board may terminate this contract at any time in accordance with C.G.S. §10-151. Nothing herein contained shall deprive the Board or the Superintendent of the power to suspend the Teacher from duty immediately when serious misconduct is charged, without prejudice to the rights of the Teacher as otherwise provided herein.

This contract is subject to the Statutes of the State of Connecticut and the rules and regulations of the Board.

**SIGNED:**

**Seymour Board of Education**

By: \_\_\_\_\_  
Teacher

By: \_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX J**

**TEACHER'S ANNUAL SALARY AGREEMENT**

\_\_\_\_\_ ("Teacher"), employed as a teacher in the Seymour Public Schools, under a continuing contract dated \_\_\_\_\_ 20\_\_, is hereby notified that the Seymour Board of Education ("Board") agrees, under the terms of said contract, and in accordance with the provisions of the prevailing salary schedule of the Board, to pay said Teacher for the school year beginning \_\_\_\_\_, 20\_\_ and ending \_\_\_\_\_, 20\_\_, an annual salary of \$\_\_\_\_\_ in \_\_\_\_ periodic installments and subject to required deductions for the State Teachers' Retirement Fund and the United States Withholding Tax, and other agreed-to deductions which the Teacher may in writing authorize.

Said Teacher, under the terms and conditions of the aforementioned continuing contract, hereby agrees to accept the above-stated salary in return for service during the above-stated period.

This salary agreement shall become operative when properly signed in duplicate and one copy returned by the Teacher to the office of the Superintendent of Schools ("Superintendent"). If not signed and returned by the Teacher on or before \_\_\_\_\_, 20\_\_, a written statement of the reason must be submitted to the office of the Superintendent by this date.

**SIGNED:**

**Seymour Board of Education**

By: \_\_\_\_\_  
Teacher

By: \_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX K**

### **Early Retirement Incentive Plan**

The Board will offer an Early Retirement Incentive Plan at least once during the three years of this contract.

## APPENDIX L

### Various Compensation Issues

1. Rate of reimbursement per month for use of vehicle is \$30.60 in 2013-14, \$31.20 in 2014-15 and \$31.85 in 2015-16. (Article XII, Section G.5)
2. Rate of reimbursement per mile for use of vehicle is the IRS allowable rate. (Article XII, Section G.5 and XII, Section O.8).
3. Teachers employed in The Adult Education Program, Summer School Programs, or Homebound Instruction Program shall be paid at the rate of \$40.00 per hour.
4. Guidance Counselors will receive a differential of 5% on step to cover responsibilities of conferences beyond the school day. They will be at their assigned school at least one (1) day before school opens and at least one (1) day after school closes for schedule changes, program consultation and parent or student appointments. There shall be at most six (6) days total. Whatever the number of days worked, it shall be performed immediately preceding or succeeding the beginning or end of the teachers' work year.
5. The Board will pay the expense of coaches in the athletic department for any required courses that become necessary to continue coaching employment under state law.
6. Pay Schedule for accumulated service in Seymour (Article V, Section E).

<u>Years</u>	<u>20-24</u>	<u>25-29</u>	<u>30-34</u>	<u>35-greater</u>
	\$900	\$1,000	\$1,250	\$1,500
7. Staff Subbing for Staff pay rate: The rate of pay per class period for staff subbing is \$40.80 for 2013-14, \$41.60 for 2014-15 and \$42.45 for 2015-16. (Article XII, Section F.2).
8. Differential for Special Education will be one-step increase. Teachers on maximum shall receive a flat three hundred (\$300) above the salary schedule. Teachers hired on or after July 1, 2013 shall not be eligible for the differential for Special Education. (Appendix B, Section D)
9. The dollar amount of life insurance is \$75,000.
10. The rate of reimbursement per semester hour is one hundred fifty dollars (\$150.00) (Article V, Section D).

## APPENDIX L

### Various Compensation Issues (continued)

11. The teacher(s) assigned to teach a college cooperative program, wherein college credits are received, shall receive a stipend of one thousand two hundred dollars (\$1,200) (Article XII, Section G 8). Such stipend will not be available for teaching classes associated with a community college.
12. Any teacher serving as a Cooperating Teacher shall receive a stipend of \$500.00 plus the cooperating school's stipend (if offered). Any teacher serving as a Mentor shall receive a stipend of \$500.00.
13. The differential for Secondary (grade 6-12) Content Area Coordinators, High School (grade 9-12) Content Area Coordinators and District Wide (grade K-12) Content Area Coordinators will be:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
Level 1 11 or more teachers (including coordinator)	\$3,896	\$3,975	\$4,055
Level 2 5-10 teachers (including coordinator)	\$3,029	\$3,090	\$3,152
Level 3 4 or less teachers (including coordinator)	\$2,162	\$2,205	\$2,250

14. The differential for Grade 9-12 Department Chairs will be:

<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
\$3,030	\$3,090	\$3,150

APPENDIX M

Century Preferred PPO – Comprehensive Plan (“PPO Comp”)



SEYMOUR TEACHERS CENTURY PREFERRED PPO COMP MIX, \$25 COPAYMENT, \$300 IN-NETWORK/  
\$1,000 OUT-OF-NETWORK ANNUAL DEDUCTIBLE / 90-70% COINSURANCE

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

<b>COST SHARE PROVISIONS</b>	<b>In-Network Member pays:</b>	<b>Out-of-Network Member pays:</b>
Annual Deductible ( <i>individual/family</i> )	\$300 / \$600	\$1,000 / \$2,000
Coinsurance	10% after deductible up to	30% after deductible up to
Coinsurance Maximum ( <i>individual/ family</i> )	\$600 / \$1,200	\$2,000 / \$4,000
Cost Share Maximum ( <i>individual/ family</i> )	\$900 / \$1,800	\$3,000 / \$6,000
Lifetime Maximum	Unlimited	Unlimited

<b>PREVENTIVE CARE - <i>Included are the preventive care services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits</i></b>	<b>In-Network After Annual Deductible Member pays:</b>	<b>Out-of-Network After Annual Deductible Member pays:</b>
Well child care	No Charge; Deductible waived	Ded. & Coins.
Periodic, routine health examinations		Ded. & Coins.
Routine OB/GYN visits		Ded. & Coins.
Mammography		Ded. & Coins.
Hearing screening		Ded. & Coins.

**MEDICAL CARE**

Office visits, including in office surgeries	\$25 Copayment, Deductible waived	Ded. & Coins.
Outpatient mental health & substance abuse	\$25 Copayment, Deductible waived	Ded. & Coins.
OB/GYN care	\$25 Copayment, Deductible waived	Ded. & Coins.
Surgical fees of a Physician or Surgeon	Ded. & Coins.	Ded. & Coins.
Maternity care	\$25 Copayment initial visit;	Ded. & Coins.
Diagnostic lab and x-ray	No Charge; Deductible waived	Ded. & Coins.
High-cost outpatient diagnostic – <i>prior authorization required:</i> MRI, MRA, CAT, CTA, PET, SPECT scans	No Charge; Deductible waived	Ded. & Coins.
Allergy services Office visits/testing <i>Injections 80 Visits in 3 years</i>	\$25 Copayment, Deductible waived, No Copayment	Ded. & Coins.

**HOSPITAL CARE – *Prior authorization required***

Semi-private room ( <i>General/Medical/Surgical/Maternity</i> )	Ded. & Coins.	Ded. & Coins.
Inpatient mental health & substance abuse	Ded. & Coins.	Ded. & Coins.
Skilled nursing facility – <i>up to 90 days per calendar year</i>	Ded. & Coins.	Ded. & Coins.
Rehabilitative services – <i>up to 60 days per person per calendar year</i>	No Charge	Ded. & Coins.
Outpatient surgery – <i>in a hospital</i>	Ded. & Coins.	Ded. & Coins.
Ambulatory surgery – <i>in other than a hospital setting</i>	Ded & Coins.	Ded. & Coins.

**EMERGENCY CARE**

Walk-in centers	\$25 Copay	\$25 Copay
Urgent care – <i>at participating centers only</i>	\$75 Copay	\$75 Copay
Emergency care	\$100 Copay	\$100 Copay
Ambulance	No Charge	No Charge



APPENDIX M  
(continued)



	In-Network After Annual Deductible <i>Member pays:</i>	Out-of-Network After Annual Deductible <i>Member pays:</i>
<b>OTHER HEALTH CARE</b>		
Outpatient rehabilitative services – <i>50 combined visit maximum for PT, OT, ST and Chiro Rollover to Out-of-Network.</i>	\$25 Copayment, Deductible waived	Ded. & Coins.
Durable medical equipment / Prosthetic devices <i>Unlimited maximum per calendar year</i>	No Charge	Ded. & Coins.
Diabetic supplies, drugs & equipment <i>Diabetic drugs are covered at in-network benefit level.</i>	No Charge	Ded. & Coins.
Infertility – <i>prior authorization required/Office Visits subject to Office Visit Copay</i> <i>Some restrictions may apply</i>	Ded & Coins.	Ded & Coins.
Home health care	No Charge	\$50 Deductible & 20% Coinsurance

**PREVENTIVE CARE SCHEDULES**

**Well Child Care (including immunizations)**

- ◆ 7 exams, birth up to age 1
- ◆ 7 exams, ages 1 up to 5
- ◆ 1 exam every year, ages 5 up to 22

**Adult Exams**

- ◆ 1 exam every year, ages 22 +

**Mammography**

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

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

**Hearing Exams:** 1 exam per calendar year

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

**Notes To Benefit Descriptions**

- ◆ In situations where the member is responsible for obtaining the necessary prior authorization and fails to do so, benefits may be reduced or denied.
- ◆ Members must utilize participating Blue Quality Centers for Transplant hospitals to receive benefits for Human Organ & Tissue Transplant services. This network of the finest medical transplant programs in the nation is available to members who are candidates for an organ or bone marrow transplant. A nurse consultant trained in case management is dedicated to managing members who require organ and/or tissue transplants.
- ◆ For services rendered by out-of-network providers, members are responsible for paying any charges in excess of the Maximum Allowable Amount. Please reference your Subscriber Agreement/Certificate of Coverage for additional details.

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

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

*This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.*

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

## APPENDIX N

### Flexible Dental Plan

#### **HOW IT WORKS**

This dental plan provides coverage for a wide range of dental services up to contractual maximums listed below per insured person per calendar year for the services listed below. There is a \$1500.00 maximum on Categories 1, 2 and 3. There is a lifetime maximum of \$1,000 on category 4

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#### ***(CATEGORY 1) DIAGNOSTIC & PREVENTIVE SERVICES***

Payable at 100% of usual, customary and reasonable charges at participating dentists:

- Initial oral exams - 1/36 months
- Periodic Oral exams – 2/Year
- Prophylaxis – 2/Year
- Topical application of fluoride - 2/Year to age 19
- Space maintainers to age 19
- X-rays
- Emergency Treatment

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#### ***(CATEGORY 2) BASIC SERVICES-Deductible of \$50 for Individual/ \$150 for Family on Categories 2 & 3***

Payable at 80% of usual, customary and reasonable charges at participating dentists:

- Fillings
- Root canals
- Stainless steel crowns (Primary Teeth)
- Extractions
- Oral Surgery
- Repair of dentures – 1/Year
- Relining of dentures – 1/ 2 Years
- Recement crown
- Recement bridge
- Repair bridge

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#### ***(CATEGORY 3) MAJOR SERVICES-Deductible of \$50 for Individual/ \$150 for Family on Categories 2 & 3***

Payable at 50% of usual, customary and reasonable charges at participating dentists:

- Crowns - 1/Tooth/5 Years
- Post and Core-1/Tooth/5 Years
- Inlays - 1/Tooth/5 Years
- Onlays - 1/Tooth/5 Years
- Periodontics
- Prosthodontics - 1/Tooth/5 Years

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#### ***(CATEGORY 4) ADDITIONAL SERVICES***

Payable at 50% of usual, customary and reasonable charges at participating dentist:

- Orthodontics-children up to age 19 years
- Maximum of \$1,000 per lifetime.

**APPENDIX N  
(continued)**

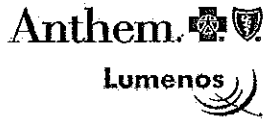
***PRINCIPAL LIMITATIONS AND EXCLUSIONS***

Services received from a dental or medical department maintained by an employer, a mutual benefit association, labor union, trustee or other similar person or group; Services for which the member incurs no Dentists' Charge or which are services of a type ordinarily performed by a physician, or charges which would not have been made if insurance was not available; Services with respect to congenital malformations; Services, treatment or supplies furnished by or at the direction of any government, state or political subdivision; Any items not specifically listed in this Policy; Lost or stolen dentures or denture duplication; Gold foil restorations; Temporary services and appliances; such as crown or tooth preparations and temporary fillings, crowns, bridges and dentures; Application of sealants, regardless of reason; Services as determined by the company, that are rendered in a manner contrary to normal dental practice. A complete list of exclusions appears in the Master Group Policy on file with your employer or your Certificate of Membership.

*This is not a legal policy or contract. It is only a general description of your Anthem Blue Cross & Blue Shield benefits. If there are discrepancies between the dental rider and this summary, the dental rider shall control.*

APPENDIX O

High Deductible Health Plan (“HDHP”)



Lumenos HSA Plan Summary

The Lumenos® HSA plan is designed to empower you to take control of your health, as well as the dollars you spend on your health care. This plan gives you the benefits you would receive from a typical health plan, plus health care dollars to spend your way. And, you can earn rewards by taking certain steps to improve your health.

Your Lumenos HSA Plan

First - Use your HSA to pay for covered services:

**Health Savings Account**

With the Lumenos Health Savings Account (HSA), you can contribute pre-tax dollars to your HSA account. Others may also contribute dollars to your account. You can use these dollars to help meet your deductible responsibility. Unused dollars can be saved or invested and accumulate through retirement.

**Contributions to Your HSA**

For 2012, contributions can be made to your HSA up to the following:  
 \$3,100 individual coverage  
 \$6,250 family coverage

Note: These limits apply to all combined contributions from any source.

Plus - To help you stay healthy, use:

**Preventive Care**

100% coverage for nationally recommended services. Included are the preventive care services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits.

**Preventive Care**

No deductions from the HSA or out-of-pocket costs for you as long as you receive your preventive care from an in-network provider. If you choose to go to an out-of-network provider, your deductible or Traditional Health Coverage benefits will apply.

Then -

**Your Bridge Responsibility**

The Bridge is an amount you pay out of your pocket until you meet your annual responsibility. Your bridge amount will vary depending on how many of your HSA dollars, if any, you choose to spend to help you meet your deductible responsibility. If you contribute HSA dollars up to the amount of your deductible and use them, your Bridge will equal \$0.

HSA dollars spent on covered services plus your Bridge Responsibility add up to your deductible responsibility.

Health Account + Bridge = Deductible

**Bridge**

Your Bridge responsibility will vary.

**Deductible Responsibility**

\$2,000 individual coverage  
 \$4,000 family coverage

If Needed -

**Traditional Health Coverage**

Your Traditional Health Coverage begins after you have met your Bridge responsibility.

**Traditional Health Coverage**

After your bridge, the plan pays:  
 100% for in-network providers      80% for out-of-network providers

**Additional Protection**

For your protection, the total amount you spend out of your pocket is limited. Once you spend that amount, the plan pays 100% of the cost for covered services for the remainder of the plan year.

**Out-of-Pocket Maximum**

In-Network and Out-of-Network Providers  
 \$ 5,000 individual coverage  
 \$10,000 family coverage

Your out-of-pocket maximum consists of funds you spend from your HSA, your Bridge responsibility and your coinsurance amounts.

And even -

**Earn Rewards**

What's special about your Lumenos HSA plan is that you may earn reward dollars to redeem for gift cards to select retailers. It's how your Lumenos plan rewards you for taking steps to improve your health.

**Earn Rewards**

If you do this:

Complete the MyHealth Assessment online	You can earn:	\$50
Enroll in the MyHealth Coach Program		\$100
Graduate from the MyHealth Coach Program		\$200
Complete our Tobacco Free Program		\$50
Complete our Healthy Weight Program		\$50

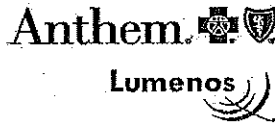
Some eligibility requirements apply. See page 2 for program descriptions.

If you have questions, please call toll-free 1-888-224-4896.

Group Gift Card

CGHSA605 w GC Rx copays NGF PY (1/12)

APPENDIX O  
(continued)



Lumenos HSA Plan Summary

Healthy Rewards

You can earn reward dollars to redeem for gift cards at select retailers. Earn rewards for the following:

- **MyHealth Assessment:** You and your family members can complete the MyHealth Assessment, our online tool designed to help measure your overall health. One adult family member is eligible to earn \$50 per plan year. The health information you provide is strictly confidential.
- **MyHealth Coach:** If you qualify for the MyHealth Coach Program, you'll receive one-on-one assistance from a specially trained registered nurse to help you manage a health condition. Health conditions may include but are not limited to diabetes, asthma, depression, high blood pressure, heart disease and pregnancy. You'll receive \$100 for enrolling in the MyHealth Coach Program (one reward per covered person per year). You'll receive \$200 for achieving your health goals and graduating from the MyHealth Coach Program (one reward per covered person per year).
- **Tobacco Free Program:** This program helps you manage withdrawal symptoms, identify triggers and learn new behaviors and skills to remain tobacco free. Participation is open to you and your covered family members age 18 or older, and includes counseling support and tools, including nicotine-replacement therapy coverage. You and your spouse are eligible to receive \$50 (one reward per person per lifetime) for completing this program.
- **Healthy Weight Program:** Our Healthy Weight Program is a personalized phone course designed to help you adopt lifestyle changes necessary to lose weight and maintain weight loss. A team of counselors (a registered dietitian and health educator) with expertise in weight management will help you address healthy eating, physical activity and exercise, stress management, and more. You and your covered family members age 18 and older who have a Body Mass Index (BMI) of 25 or higher are eligible for this program. You and your spouse are eligible to receive \$50 (one reward per person per lifetime) for completing the program.

Summary of Covered Services

**Preventive Care**

Anthem's Lumenos HSA plan covers preventive services recommended by the U.S. Preventive Services Task Force, the American Cancer Society, the Advisory Committee on Immunization Practices (ACIP) and the American Academy of Pediatrics. The Preventive Care benefit includes screening tests, immunizations and counseling services designed to detect and treat medical conditions to prevent avoidable premature injury, illness and death.

All preventive services received from an in-network provider are covered at 100%, are not deducted from your HSA and do not apply to your deductible. If you see an out-of-network provider, then your deductible or out-of-network coinsurance responsibility will apply.

The following is a list of covered preventive care services:

**Well Baby and Well Child Preventive Care**

Office Visits through age 18; including preventive vision exams

Screening Tests for vision, hearing, and lead exposure. Also includes pelvic exam, Pap test and contraceptive management for females who are age 18, or have been sexually active.

**Immunizations:**

Hepatitis A  
Hepatitis B  
Diphtheria, Tetanus, Pertussis (DtaP)  
Varicella (chicken pox)  
Influenza – flu shot  
Pneumococcal Conjugate (pneumonia)  
Human Papilloma Virus (HPV) – cervical cancer  
H. Influenza type b  
Polio  
Measles, Mumps, Rubella (MMR)

**Adult Preventive Care**

Office Visits after age 18; including preventive vision exams.

Screening Tests for vision and hearing, coronary artery disease, colorectal cancer, prostate cancer, diabetes, and osteoporosis. Also includes mammograms, as well as pelvic exams, Pap test and contraceptive management.

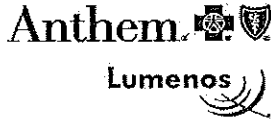
**Immunizations:**

Hepatitis A  
Hepatitis B  
Diphtheria, Tetanus, Pertussis (DtaP)  
Varicella (chicken pox)  
Influenza – flu shot  
Pneumococcal Conjugate (pneumonia)  
Human Papilloma Virus (HPV) – cervical cancer

If you have questions, please call toll-free 1-888-224-4896.

CGHSA605 w GC Rx copays NGF PY

APPENDIX O  
(continued)



Lumenos HSA Plan Summary

Summary of Covered Services (Continued)

**Medical Care**

Anthem's Lumenos HSA plan covers a wide range of medical services to treat an illness or injury. You can use your available HSA funds to pay for these covered services. Once you spend up to your deductible amount shown on Page 1 for covered services, you will have Traditional Health Coverage with the coinsurance listed on Page 1 to help pay for covered services listed below:

- Physician Office Visits
- Inpatient Hospital Services
- Outpatient Surgery Services
- Diagnostic X-rays/Lab Tests
- Durable Medical Equipment
- Emergency Hospital Services (network coinsurance applies both in-network and out-of-network)
- Inpatient and Outpatient Mental Health and Substance Abuse Services
- Maternity Care
- Chiropractic Care
- Prescription Drugs
- Home health care and hospice care
- Physical, Speech and Occupational Therapy Services

Some covered services may have limitations or other restrictions.\* With Anthem's Lumenos HSA plan, the following services are limited:

- Skilled nursing facility services limited to 120 days per member per calendar year.
- Home Health care services limited to 200 visits per member per calendar year.
- Inpatient rehabilitative services limited to 100 days per member per calendar year.
- PT/OT/ST and chiropractic services limited to a combined total of 50 visits per member per calendar year.
- Inpatient hospitalizations require authorizations.
- Your Lumenos HSA plan includes an unlimited lifetime maximum per member per calendar year for in- and out-of-network services.

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

**Prescription Drugs – copay after deductible (when purchased from a network pharmacy\*)**

Retail (30 day supply)	Mail Order (90 day supply)
\$10 Tier 1 copayment	\$10 Tier 1 copayment
\$25 Tier 2 copayment	\$50 Tier 2 copayment
\$40 Tier 3 copayment	\$80 Tier 3 copayment

\* For the out-of-network benefit, refer to the Traditional Health Coverage section.

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

If you have questions, please call toll-free 1-888-224-4896.

CGHSA605 w GC Rx copays NGF PY (1/12)