

PROFESSIONAL AGREEMENT

between the

SPRAGUE BOARD OF EDUCATION

and the

SPRAGUE TEACHERS' LEAGUE

2015-2018

THIS AGREEMENT is made and entered into on the 7th day of January, 2015 by and between the Sprague Board of Education (hereinafter referred to as the "Board") and the Sprague Teachers' League (hereinafter referred to as the "League").

December 22, 2014
2154147v3

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ARTICLE I

PREAMBLE

- A. This Agreement is negotiated under Section 10-153a through 10-153r of the Connecticut General Statutes, as amended, in order (a) to fix for its term the salaries and all other conditions of employment provided herein, and (b) to encourage and abet effective and harmonious working relationships between the Board and the professional staff in order that the cause of public education may be best served.
- B. The Board and the League recognize the importance of responsible participation by the entire professional staff in the educational process, planning and development. To this end they agree to maintain communication to inform about programs, and at the request of the Board, to guide in development and to assist in planning and growth either by committee, individual consultation or designated representatives.
- C. This Agreement shall constitute the entire Agreement of the Board and the League in the subject areas covered by the Agreement for the duration of the Agreement unless changed by the mutual consent of both parties. Such mutually consented change shall be in writing and in accordance with the consultation procedure provided herein.
- D. No Memorandums of Understanding shall be included or considered as part of this Agreement.

ARTICLE II

RECOGNITION

- A. The Board recognizes the League as the exclusive representative as defined in Section 10-153b of the Connecticut General Statutes, as amended, for the entire group of certified professional employees who are employed in positions requiring a teaching, or special services certificate, or a durational shortage area permit. Specifically excluded from the above unit are those defined to be in an administrative unit, Section 10-153b (a) (1), and also Section 10-153b (b) of the Connecticut General Statutes, as amended; i.e., any and all below the rank of principal.
- B. Unless otherwise indicated, the term "teacher" when used hereinafter in this Agreement shall refer to all employees in the above unit.
- C.
 - 1. Employees holding a durational shortage area permit ("DSAP") shall be covered by all terms and conditions of this agreement, except as follows:
 - a. Reduction in Force (Article XIII)

2. A DSAP holder shall not accrue seniority or length of service for any purpose in the Sprague Public Schools. Notwithstanding the foregoing, if a DSAP holder becomes certified as a teacher and is retained by the Board as an employee after receiving such certification, with no break in service, then the individual shall be credited with seniority and length of service for all purposes under this agreement, retroactive to the first date of hire by the Board.
3. The Board shall have the right, in its sole discretion, not to renew and/or to terminate the employment of a DSAP holder, and the DSAP holder shall have no right to file and/or pursue a grievance under this agreement with respect to such action.

ARTICLE III

PROFESSIONAL NEGOTIATIONS

- A. In accordance with the timelines established by statute, the Board and the League agree to negotiate in good faith, pursuant to Section 10-153a through 10-153r of the Connecticut General Statutes, as amended, in accordance with the procedure set forth herein to secure a successor Agreement. The Agreement so negotiated shall bind and inure to the benefits of the Board and all members of the unit. It shall be reduced to writing and signed by the Board and by the League.
- B. During negotiations, the Board and the League shall exchange relevant data, points of view, and proposals and counterproposals with respect to salaries and any other conditions of employment about which either party wishes to negotiate. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

ARTICLE IV

GRIEVANCE PROCEDURE

- A. **Purpose**
 1. The purpose of this procedure is to secure at the lowest possible administrative level, equitable solutions to problems which may arise affecting the welfare or working conditions of teachers. Both parties agree to use discretion in matters regarding sensitive issues such as medical or personal problems.
- B. **Definitions**

1. "Grievance" shall mean a claim based upon an alleged violation, misapplication or misinterpretation of any of the specific provisions of this Agreement.
2. "Teacher" shall mean any member of the group as set forth in Article II (A) and may include a group of certified employees similarly affected by the grievance.
3. "Party in interest" shall mean the person or persons making the claim, including their designated representative as provided for herein, and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
4. "Days" shall mean days when school is in session, except that during the summer break or scheduled vacation periods, "days" shall mean business days.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If a teacher does not file a grievance in writing within twenty (20) days after he/she knew, or should have known, of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the aggrieved teacher at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

D. Informal Procedures

1. If a teacher feels that he/she may have a grievance, he/she must first discuss the matter with the Principal in an effort to resolve the problem informally.
2. If the teacher is not satisfied with such disposition of the matter, he/she shall have the right to have the League assist in further efforts to resolve the problem informally with the Principal.

E. Formal Procedure

1. Level One - School Principal

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

2. Level Two - Superintendent of Schools

- a. If the aggrieved teacher is not satisfied with the disposition of the grievance at Level One, he/she may, within three (3) days after the decision, or within eight (8) days after the formal presentation, file a written grievance with the Superintendent, or file a written grievance with the League for referral to the Superintendent.
- b. The League shall, within five (5) days after receipt, refer the grievance to the Superintendent.
- c. The Superintendent shall, within ten (10) days after receipt of the referral, meet with the aggrieved teacher and with his/her representatives for the purpose of resolving the grievance. Either party, at its own expense, may record the proceedings in any manner.
- d. The Superintendent shall, within three (3) days after the hearing, render a decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the League.

3. Level Three - Board of Education

- a. If the aggrieved teacher is not satisfied with the disposition of the grievance at Level Two, he/she may, within three (3) days after the decision, or within six (6) days after the hearing, file the grievance again with the League for appeal to the Board.
- b. The League shall, within three (3) days after receipt, refer the appeal to the Board.
- c. The Board shall, within ten (10) days after receipt of the appeal, meet with the aggrieved teacher and with his/her representatives for the purpose of resolving the grievance. Either party, at its own expense, may record the proceedings in any manner.

- d. The Board shall, within ten (10) days after such meeting, render its decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the League.

4. Level Four- Arbitration

- a. If the aggrieved teacher is not satisfied with the disposition of the grievance at Level Three, he/she may, within three (3) days after the decision, or within twelve (12) days after the Board meeting, request in writing to the League that the grievance be submitted to arbitration.
- b. The League may, within five (5) days of receipt of such request, submit the grievance to arbitration by so notifying the Board in writing.
- c. The Board Chairperson and the League President shall, within five (5) days after such written notice, jointly attempt to select a single arbitrator who is an acknowledged expert as an arbitrator. The rules and procedures of the American Arbitration Association (AAA) shall be adhered to. Failure of the League to request such meeting within the time limits set forth above shall be deemed to be acceptance of the decision rendered at the Board level, unless the parties mutually agree to waive such time limits.
- d. If the parties are unable to agree on an arbitrator within five (5) days, the petitioning party shall submit the demand for arbitration to the AAA in accordance with the Voluntary Labor Arbitration Rules of the AAA.
- e. The Arbitrator shall, within thirty (30) days after the hearing, render a decision in writing setting forth the findings of fact, reasons and conclusions on the issues submitted. The decision of the Arbitrator shall be final and, subject to law, binding upon all parties in interest. In rendering its decision, the Arbitrator shall be limited to application of the terms of this Agreement, and shall not have the authority to modify, expand, or negate any portion of the contract language.
- f. Each party shall pay any fees of its own representatives. In addition, each party shall make all necessary arrangements for the calling of its own witnesses. Any employee of the Board who may be called as a witness and whose participation results in loss of pay, shall be reimbursed for such loss by the party calling such person.
- g. The costs for the services of the Arbitrator shall be borne equally by the Board and the League.

F. Rights of Teachers to Representation

1. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
2. Any party in interest may be represented at Levels Two and/or Three of the formal grievance procedure by a person of his/her own choosing.
3. The aggrieved teacher may, if he/she so desires, call upon professional services for consultation and assistance at any stage of the grievance procedure.

G. Miscellaneous

1. The Board shall require the Superintendent to keep an accurate record of all grievances and all grievance proceedings.
2. The time limits set forth above shall be considered a maximum. Failure of the Board to communicate a decision within the specified time limits shall permit the aggrieved teacher to appeal to the next step. Failure of the aggrieved teacher or the League to appeal a decision within the specified time limits shall be deemed acceptance of the last decision rendered.

ARTICLE V

SCHOOL YEAR

A. Work Year

1. The work year for teachers shall be 186 days. Any additional days shall be compensated for at a per diem rate based on each teacher's individual annual salary.

B. Work Day

1. The current work day is 8:15 A.M. to 3:30 P.M. Teachers are expected to be in their classrooms by 8:15 A.M., and may be required to supervise students or engage in meetings with school personnel or parents between 8:15 A.M. and 8:35 A.M. The student school day is 8:35 A.M. to 3:15 P.M. The current work year is 186 days, of which 182 are student school days. The Board agrees that it will negotiate with the League over the impact, if any, of changes in the student school day or student school year in accordance with C.G.S. 10-153f(e).

C. After School Activities

1. All teachers will be required to attend at least two (2) after school or evening activities or conferences that take place on school grounds in addition to open

house and one (1) evening conference. One of the additional activities may be selected by the Administration, and the second may be selected by the teacher.

2. Teachers will be required to attend up to three (3) staff meetings per month. Two of these meetings, which shall be administratively directed, shall be used for teacher collaboration or committee work. The administration may also, in its discretion, schedule not more than one (1) additional staff meeting per year.

ARTICLE VI

ASSIGNMENTS AND TRANSFERS

A. New Teacher Assignments

1. Teachers initially employed by the Board shall receive their grade and subject assignments from the Superintendent.

B. Current Teacher Assignments

1. Teachers already in the system shall receive initial notification of their teaching grade assignment for the ensuing school year prior to June 1, where practicable.

C. Assignment Changes

1. Teachers shall be notified in writing of any changes in their grade assignments for the ensuing school year, the grades and subjects they will teach, and any special or unusual classes or assignments that they will have. In the event of a change in circumstances or conditions during the months of July through August (resignations, death, promotion, leave of absence, change in student enrollment and/or fiscal limitations), changes in assignment may be made with prompt notice in writing to the teacher. In the case of an involuntary change in a teaching assignment, the Superintendent or designee will meet with the teacher and, upon the teacher's request, give reasons in writing for such change. A teacher who is involuntarily changed will be given consideration in any request for future vacancies.

D. Vacancy Procedures

1. Vacancies of positions which are caused by death, retirement, discharge, resignation, or by the creation of a new position shall be filled pursuant to the following procedures:
 - a. The Superintendent shall post new positions or vacancies at the same time as or prior to these positions being posted externally. During the summer

break, written notification shall be sent to those teachers who, prior to the end of the school year, notify the Superintendent in writing of their desire to receive such notification. Teachers must have a summer address on file.

- b. Said notice of vacancy of position shall clearly set forth the qualifications for the position.
- c. Teachers who desire to apply for such vacancies of positions shall file their applications in writing with the Superintendent within the time limit specified in the notice.
- d. Such vacant positions shall be filled on the basis of qualification for the vacant position, provided, however, that where two or more applicants are substantially equal in qualifications, then the applicant with the greatest amount of seniority in the system shall be given the preference.

E. Request for Transfer

- 1. Teachers who desire a change in assignment shall make such request to the Principal and/or Superintendent. Requests should be made in writing on an annual basis on or before April 1 of each year.

F. Notice of Resignation

- 1. Teachers shall give at least thirty (30) days notice of intent to resign. They shall make all reasonable efforts to terminate their employment during June and July.

ARTICLE VII

TEACHING CONDITIONS

- A. All full-time teachers shall have a separate classroom teaching station to which they are permanently assigned, subject to space availability.
- B. The Board will continue to make every effort to maintain all rooms at a comfortable temperature as health conditions warrant for students and teachers.

ARTICLE VIII

DUTY FREE LUNCH

- A. All teachers shall have an uninterrupted duty-free lunch period daily of at least twenty (20) minutes.

ARTICLE IX

SALARY NOTIFICATIONS

- A. Each year, the Board shall provide an annual salary notification to each teacher. In the case of a conflict between such notification and the Professional Agreement, this Professional Agreement shall prevail.

ARTICLE X

PROTECTION OF TEACHERS

- A. Teachers shall report immediately in writing to the Principal and Superintendent all cases of assault suffered by them in connection with their employment.
- B. Teachers who are assaulted in the performance of their duties shall be protected in accordance with Conn. Gen. Stat. 10-236a. In case of any change in § 10-236a, the language of the amended statute shall prevail.

ARTICLE XI

PERSONAL INJURY BENEFITS

- A. 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 (which includes voluntary participation in school activities), he/she shall be paid his/her full salary (less the amount of any worker's compensation award made for temporary disability due to said injury) for a period of up to thirty (30) days of such absence, and no part of such absence shall be charged to his/her annual or accumulated sick leave.
- B. Personal Property
 - 1. The Board agrees to assume financial responsibility for the loss or damage of any teacher's personal property being used as part of the educational process, providing that such personal equipment or material has been brought into the

school with the prior knowledge and approval of the Principal. The value of said personal property is to be set mutually by the teacher and the Principal when it is brought into the school.

ARTICLE XII

LEAVES OF ABSENCE

A. Sick Leave

1. Teachers shall be entitled to sick leave with full pay for up to fifteen (15) working days in each year. Up to seven (7) of these days may be designated by the employee as family illness days for care of an ill family member that resides in the teacher's household. Unused sick leave shall be accumulated from year to year, so long as the teacher remains continuously in the service of the Board, up to one hundred eighty-five (185) days.
2. Each teacher shall receive an accounting of the accumulated sick days credited to him/her with the first paycheck in September.
3. The Superintendent may require a doctor's certificate of illness after five (5) consecutive days of illness, or in cases of suspected abuse.
4. In case of catastrophic illness or injury, the Superintendent may grant extended additional sick leave days to a teacher who has exhausted accrued sick leave for a period of no more than up to sixty (60) days of which the cost for the substitute will be deducted from these days.

B. Personal Leave

1. Teachers may request up to four (4) personal days annually for the following matters of pressing personal concern which cannot be conducted outside of working hours:
 - a. required attendance at a judicial or administrative hearing;
 - b. attendance at not more than one educational meeting/event of one's child;
 - c. graduation of a member of the immediate family;
 - d. house closing;
 - e. illness of a member of the immediate family or household;
 - f. religious holidays;

- g. emergency leave absence will be used solely for circumstances in which absence from service is necessary and unavoidable.

The Superintendent may request, and a teacher must provide, a written explanation for the leave request. For up to two (2) of the four (4) personal days that may be requested, in lieu of a written explanation, a teacher may certify in writing that the reason for the personal leave request is a matter of pressing personal concern, that cannot be conducted outside of working hours, the nature of which is too personally sensitive to disclose to the Superintendent.

- 2. Personal leave shall not be used to extend or start a vacation period or holiday. Such leave will be prorated for part-time teachers.
- 3. Except in cases of emergency, application for personal leave shall be made at least three (3) days before the day is taken.

C. Bereavement

- 1. Three (3) days leave in the event of a death in the immediate family (father, mother, brother, sister, mother-in-law, father-in-law, grandchild or any member of the family residing in the teacher's home).
- 2. One (1) day leave in the event of a death of a grandparent, brother-in-law, sister-in-law, daughter-in-law or son-in-law.
- 3. Five (5) days leave in the event of a death of a spouse or child.
- 4. In the event of extreme misfortune and extended leave may be granted at the Superintendent's discretion, and deducted from the teacher's accumulated sick leave.

D. Professional Leave

- 1. In addition to professional days allowed in Article XXI, a teacher may be allowed leave to begin a program of study which arises from a foundation citation, scholarship program, or other grant providing professional improvement opportunity and which necessitates personal absence for a portion of the school year.
 - a. Such leave may be granted upon recommendation of the Superintendent and approval by the Board.
 - b. Requests for such leave will be considered individually and separately with due regard to the anticipated benefits to accrue to the participants and the school.

- c. Leave of six (6) weeks or less shall be without loss of salary.
- d. Leave in excess of six (6) weeks shall be at full salary, minus the foundation support or grant and prorated for the period of leave, so that the total amount received by the teacher does not exceed his/her normal salary for the period required to complete the course of study.
- e. Leave so taken shall be without salary if the teacher does not return upon completion of the leave and resume performance of interrupted duties.

E. Teachers' Leave

- 1. Leave may be taken up to one (1) year at the discretion of the Board upon recommendation of the Superintendent. The teacher concerned shall maintain standing on the current salary scale. Applications must be submitted prior to May 1 for the ensuing school year. Request for reinstatement must be received by the Superintendent not later than April 1 of the period of leave. Failure to submit a request for reinstatement by April 1 shall constitute a resignation of employment.
- 2. No more than two (2) teachers will be considered for this type of leave in any one year.
- 3. Any specific case not covered by these policies shall be subject to action by the Board.

F. Jury Duty Leave

- 1. Any teacher who is called for Jury Duty shall receive the leave necessary to fulfill this legal obligation, in addition to all other leave to which he/she is entitled.
- 2. Any teacher who serves jury duty, as requested by the appropriate authority, shall receive a rate of pay (salary) equal to the difference between that called for in his/her annual Salary Agreement and the jury fee rendered for his/her services.
- 3. Providing the Board with data to substantiate the difference between salary and jury fees received is the sole responsibility of the teacher on leave.

G. Pregnancy and Childbirth Leave

- 1. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, shall be treated as temporary disabilities for all job-related purposes. (The term "temporary disability" shall be interpreted as being within the meaning of the term "sick" as used in Section 10-156 of the Connecticut General Statutes).
- 2. Accumulated sick leave shall be available for use during period of such disability.

3. Disability leave beyond any accumulated sick leave shall be available without pay for such reasonable further period of time as a female employee is determined by her physician to be disabled from performing the duties of her job because of pregnancy or conditions attendant thereto.
4. Policies involving commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, protection under health or temporary disability plans, and payment of sick leave shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.
5. Pregnancy or childbirth shall not be the basis for termination of employment or compulsory resignation.
6. Teachers may request, and the Board shall grant, an unpaid leave of absence of up to one year for childrearing of a newborn or newly adopted child. Teachers shall return from such leave at the beginning of a school year. The Board may permit, in its sole discretion, extension of childrearing leave.

H. General Leave

1. Other extended leaves with or without salary may be granted upon recommendation of the Superintendent and approval by the Board.
2. For leaves of absence without pay, the rate of salary deduction shall be prorated, based on the annual work year.

I. Sabbatical Leave

1. In its desire to reward and to encourage independent research and achievement, the Board hereby initiates the policy of sabbatical leave for teachers upon recommendation of the Superintendent for approved scholarly programs contributing to the Sprague School System which may include financial considerations.
2. No more than one (1) member of the teaching staff shall be absent on sabbatical leave at one time.
3. Requests for sabbatical leave for a school year must be given to the Superintendent in written form no later than December 31 of the preceding year.
4. The teacher must have completed at least five (5) consecutive full school years of service in the Sprague School System.

5. Teachers on sabbatical leave will be paid one-half of their annual salary rate, provided that such pay, when added to any program grant, shall not exceed the teacher's full annual salary rate. All contract benefits shall remain in full force and effect during the period of the leave.
6. The teacher shall agree to return to Sprague for one (1) full year's work immediately upon completion of such 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.
7. Any sick leave accumulated to the credit of the teacher when sabbatical leave becomes effective shall be credited as accumulated leave on the date sabbatical leave terminates. No accumulation shall be credited for the period of the leave.
8. Prior to commencement of sabbatical leave, the teacher will sign an agreement to return to the district for one (1) year of future service immediately following sabbatical leave, or in the alternative, will pay the Board the full amount of sabbatical payments received. In cases of exceptional hardship, the Board may release the teacher from the obligations to pay all or part of the sabbatical leave payments upon his/her failure to comply with the future service requirement.

J. Extended Leaves

1. All leaves in this article may be extended at the discretion of the Superintendent.

K. Perfect Attendance Bonus

1. Employees who have not used sick leave by the end of the school year shall be entitled to receive a perfect attendance bonus from the Board of Education. The bonus shall consist of one day's pay at the per diem rate for the Sixth Year maximum step. Prior to May 1st of the prior school year, the Board may notify the Association and the teaching staff that it is terminating this provision for the coming year.

ARTICLE XIII

REDUCTION IN FORCE

A. Purpose

1. Recognizing that it may become necessary to eliminate certified staff positions in certain circumstances, this article is adopted to provide a fair and orderly process should such eliminations become necessary.

B. Reasons for Elimination of Certified Staff Personnel

1. It is recognized that the Board has the sole and exclusive prerogative to eliminate certified staff positions consistent with the provisions of Connecticut General Statutes Section 10-151, as it may be amended from time to time.

C. Definitions

1. As used herein the term "days" shall mean calendar days.
2. As used herein the term "teacher" shall be as defined in Connecticut General Statutes Section 10-151, as it may be amended from time to time.

D. Procedure

1. Prior to commencing action to terminate teacher contracts under this procedure, the Board will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:
 - a. Voluntary retirements
 - b. Voluntary resignations
 - c. Voluntary transfers of existing staff members
 - d. Voluntary leaves of absence
2. When there is a reduction in force, the determination of the contract of a non-tenure teacher to be terminated shall be made by the Board, acting through the Superintendent. If a teacher has attained tenure status, his/her contract of employment may be terminated if his/her position is eliminated, but only if there is no other position available in the school system for which that teacher is certified and qualified. This shall include first preference within certification with regard to positions that are held by non-tenured teachers, in addition to positions that are open and available. All appropriately certified non-tenured teachers shall be released before any tenured teacher is terminated. Within tenure category, the teacher with the fewest years of teaching experience in Sprague shall be released first. If two or more teachers with the same tenure status have the same number of years of teaching experience in Sprague, assessments of each such teacher under the Teacher Evaluation Plan will be used to determine which teacher shall be released.
3. It is understood that the layoff of a teacher is a termination of employment subject to administrative and/or judicial review in the manner set forth in Connecticut General Statutes Section 10-151, as it may be amended from time to time, and in no other manner. In the case of judicial review under that statutory provision, the parties agree that the provisions of this article can and should be submitted to the court. In the case of administrative review by a hearing panel, the parties agree that the provisions of this article can and should be submitted to the panel.

E. Policy Provisions not Applicable to Promotions

1. Nothing herein shall require the promotion of a teacher to a position of higher rank, authority, or compensation, although the teacher whose contract is to be terminated because of elimination of position is qualified and/or certified for the promotional position.

F. Recall Procedure

1. If the contract of employment of a teacher is terminated because of elimination of position, the name of that teacher shall be placed on a re-appointment list and remain on such list for a period of one year.
2. If a position becomes open during such period, the recall of teachers will be based on a reversal of the contract termination procedure. Such teachers will be notified in writing by registered mail, sent to their last known address at least thirty (30) days prior to the anticipated date of re-employment where possible. The teacher shall accept or reject the appointment in writing within seven (7) days after receipt of such notification. If the appointment is accepted by the teacher (tenured or non-tenured), he/she shall receive a written contract within twenty (20) days of receipt of the teacher's reply by the Board. If the non-tenured teacher rejects the appointment offer or does not respond according to this procedure within seven (7) days after receipt of such notification, the name of the teacher will be removed from the recall list. A teacher will remain on the recall list if the position which he/she is offered and rejected by the teacher is a .5 FTE position or less.

ARTICLE XIV

FACULTY SALARIES

- A. The salaries of all teachers covered by this Agreement for the contract years 2015-2018 are set forth in the Appendices which are attached hereto and made a part of this Agreement.
- B. The concept of instructional leaders is that tenured teachers with a Master's Degree or higher will be permitted to volunteer to take on additional leadership responsibilities in the classroom/school, the successful completion of which will result in payment of a stipend. The Principal and the Assistant Superintendent for Student Achievement will assess the teacher's performance of the additional classroom duties. Only upon successful completion of these duties, as determined through the assessment process, will the teacher be paid the stipend amount. Tenured teachers with a Master's Degree or higher will be permitted to participate in the program.

ARTICLE XV

DEGREE DEFINITIONS

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

1. Bachelor's

A Baccalaureate Degree earned at an accredited college or university. Bachelor's shall be interpreted to include a Baccalaureate Degree plus, up to and including, twenty-nine (29) credit hours.

2. Master's

A Master's Degree earned at an accredited college or university, or a Baccalaureate Degree plus thirty (30) credit hours.

3. Master's + 30 Credits

A Master's Degree earned at an accredited college or university, plus thirty-credit hours which, in the discretion of the Superintendent, has been determined to be of educational benefit to the school district.

4. Sixth Year

A Sixth-Year Certificate earned at an accredited college or university. Also recognized is a second Master's Degree earned in the teacher's field, the field of education or other field, all subject to the Superintendent's prior approval.

ARTICLE XVI

PLACEMENT ON THE SALARY SCHEDULE

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

1. Degree status as defined in Article XV.
2. In the Superintendent's discretion, full credit for previous and recent full years of teaching experience in public, private and military dependency schools, provided that no new hire be placed on the salary schedule at a higher level than a teacher originally employed in the Sprague school system with the same years of experience. The Board agrees that, prior to the placement of new employees, the Board shall inform the League of the placement of said new employees on the salary schedule.

3. Credit for active service in the Armed Forces of the United States if discharged in good standing.
4. Salary adjustments will be made in January if evidence of course or degree requirements is presented to the Board, in writing, on or before February 1 of the preceding year, in order to make budgetary provisions for funds.
5. An increment may be withheld by the Superintendent for just cause, which shall be defined as unsatisfactory service, provided that the staff member is notified by the Superintendent prior to June 1 of the year before payment is to be withheld. During the year increment is being withheld, the teacher may request, in writing, that his/her performance be reviewed. If the Superintendent and Principal feel that there has been satisfactory improvement in performance, the teacher shall be moved back to his/her experience step during that year.

ARTICLE XVII

INSURANCE BENEFITS

A. Medical and Dental Benefits

1. The Board shall provide medical and dental benefits through the Partnership Plan. The terms of the Partnership Plan are summarized in Appendix C, attached, provided that the Partnership Plan document shall control. The Board shall pay a portion of the premiums for each full-time participating teacher enrolled in the Partnership Plan as follows:

2015-2016	2016-2017	2017-2018
80%	79%	78%

B. Life Insurance Benefits

1. The Board shall provide, at its expense, \$30,000 of benefit coverage for each full-time teacher subject to any limitations imposed by the carrier(s).

C. Medical benefits for Retirees

1. Teachers who retire from the Sprague School System may participate in the above plans in accordance with relevant statutes.

D. Survivorship Benefits

1. The immediate family members of teachers who die while employed by the Board will automatically be covered for a 60-day period. Family members have the option to continue coverage in accordance with law at the group rates.

E. Change of Carriers

1. The Board reserves the right to self-insure in whole or in part and/or to change carriers/administrators/plans for any of the above insurance provided that coverage, benefits and administration are substantially equivalent, when considered as a whole, to those currently offered. At least sixty (60) days prior to making such a change, the Board or its designee shall notify the President of the League in writing. Upon request, the parties shall meet to discuss the proposed change.
2. Should the League and the Board disagree that the changes proposed will provide substantially equivalent coverage, benefits and administration, when considered as a whole, the disagreement(s) shall be subject to impartial arbitration as set forth in Article IV of this Agreement, preferably before an arbitrator with experience and expertise in insurance matters.

F. Non-Participation Stipend

1. Each teacher may elect not to participate in the health insurance benefits listed above. Any such election not to participate in the Board's health insurance program shall be made in writing during the first two weeks of the school year, or if hired after the beginning of the school year, within the first two weeks of employment, and, except as provided herein, shall be irrevocable for the remainder of that school year. Any full time teacher hired before July 1, 2000, making such written election shall be paid a stipend of \$1410 on or before June 30 of the school year during which such election is in effect, except that a teacher who would be eligible for the health insurance benefits listed above as a dependent of another Board employed teacher shall not be eligible to receive the stipend. Any election not to participate in the Board's health insurance program shall continue in effect unless revised within the first two weeks of any school year. Any payments under this paragraph shall be prorated on a monthly basis for any teacher who works less than a full school year. Any teacher who has elected not to participate in the Board's health insurance program, as provided herein, may change his/her election during the school year, subject to the enrollment requirements of the insurance carriers, only upon showing that such teacher is no longer covered by his/her spouse's health insurance program.

- G. The Board shall have the right to offer additional insurance plans as alternatives to the plans described above. The Board shall have the right to establish the percentage employee premium contribution for any such plan.

ARTICLE XVIII

SALARY CHECKS AND DEDUCTIONS

A. Methods of Salary Payment

1. Each teacher shall have the option of one of the following methods of payment:
 - a. The salary shall be divided into twenty-one (21) payment periods equal to 1/26th of the teacher's pay, with the twenty-second (22nd) payment equal to 5/26th of the teacher's pay. Salary payments are to be made on Thursday of alternate weeks between September and June 30, with the initial salary payment to be made on the Thursday of the first full week of school in September, and continuing every two weeks. Such salary payments shall be made by direct deposit and electronic pay advice.

OR

 - b. The salary shall be divided into twenty-two (22) equal pay periods, between August and June 30th. Such salary payments shall be made by direct deposit and electronic pay advice.
2. In case of termination of a contract or extended leave without pay during the school year, the basis of payment for the contract served shall be calculated by using the following formula:
 - a. Annual salary of teacher divided by the number of days in the work year multiplied by the number of days taught.
 3. The established base salary of the replacement teacher, if said replacement teacher meets the requirements of a regular full-time teacher including appropriate certification, will be in accordance with the teachers' salary schedule in effect. Payment for replacement teachers will then be calculated by using the following formula:
 - a. Established base salary of replacement teacher divided by the number of school days scheduled for that year multiplied by the remaining days to be taught in current year.

B. Deductions

1. All teachers' salaries shall be subject to any required lawful deductions.

ARTICLE XIX

ADDITIONAL PAYROLL DEDUCTIONS

A. Approved Deductions

1. The Board's Section 125 Plan will be designated to permit exclusion from taxable income of the employees' share of health insurance premiums, allowable medical expenses, and dependent care expenses pursuant to IRS regulations for those employees who complete and sign the appropriate wage deduction form. The Board shall incur no obligation to engage in any form of impact bargaining in the event that a change in law reduces or eliminates the tax-exempt status of the employee insurance premium contributions, allowable medical expenses, and dependent care. Neither the League nor any employee covered by this Agreement shall make any claim or demands nor maintain any action against the school district or any of its members or agents for taxes, penalties, interests, or other costs or loss arising from the use of the wage deduction form or from a change in law that may reduce or eliminate the employee tax benefits to be derived from this plan. The Board shall pay the initial costs associated with expanding the Section 125 Plan to permit exclusion from taxable income of allowable medical expenses, and dependent care expenses, and teachers shall pay any monthly service fee associated with the exclusion of such expenses.
2. All requests for deductions must be in writing on approved authorization forms.

B. Association Deductions

1. Definition
 - a. The singular reference to the "Association" in this article shall be interpreted as referring to the Sprague Teachers' League, the Connecticut Education Association and the National Education Association.
2. Agency Fee
 - a. All teachers employed by the Board shall, as a condition of continued employment, join the Association or pay a service fee to the Association. Said service fee shall be equal to the proportion of Association dues uniformly required of members that are actually used to underwrite the cost of collective bargaining, contract administration and grievance adjustment.
3. Association Dues
 - a. The Board agrees to deduct from each teacher an amount equal to the Association membership dues or service fee by means of payroll

deductions. The amount of the deduction from each paycheck shall be equal to the total Association membership dues or service fee divided by the number of paychecks from and including the first paycheck in September through and including the last paycheck in June. The amount of Association membership dues and service fees will be certified by the Association to the Board by August 1.

4. Subsequent Employment

- a. Those teachers whose employment commences after the start of the school year shall pay a prorated amount equal to the percentage of the remaining school year.

5. Forwarding of Monies

- a. The Board agrees to forward to the Association bi-weekly a check for the amount of money deducted during that period. The Board shall include a list of teachers for whom such deductions were made.

6. Save Harmless

- a. The Association shall indemnify and save the Board harmless against all claims, demands, suits or other forms of liability which may arise out of any deduction or any other action taken by the Board pursuant to this article, including payment of reasonable attorneys' fee incurred by the Board related to this article of the contract.

ARTICLE XX

FURTHER STUDY BENEFITS

- A. The Board agrees to reimburse all teachers for expenses incurred in an approved program or course of study which is designed to contribute to that teacher's competency as a staff member.
- B. Reimbursement will be based on the rate per credit hour charged by the state accredited institution of higher learning in which the teacher is enrolled, and shall not exceed eighty percent (80%) of such rate times the number of credits earned and approved. The eighty percent (80%) reimbursement, regardless of the educational institution attended by the teacher, will not exceed the lowest credit cost at the University of Connecticut or the Connecticut State Universities. The cost balance, if any, will be assumed by the teacher.
- C. In order to be eligible for reimbursement, a teacher must be enrolled in a planned program (a copy of which shall be filed in the Superintendent's office) or enrolled in a course of study within the teacher's specialty, or a related area as approved by the Superintendent.

The Superintendent shall be notified of such plans on or before February 1, so that provisions for funds may be made in the budget of the next fiscal year.

- D. Reimbursement shall be made by the second pay period after submission of evidence of evidence of successful completion of the course work and not later than June 30 in a given year. A grade of "B" or equivalent unit (including pass in pass/fail courses) must be attained in order to receive reimbursement for tuition.
- E. A request for credit reimbursement, properly substantiated, will not be acceptable for payment if received later than June 30 and may not be applied for at a later date.
- F. A request for reimbursement, together with the substantiation of "anticipated" completion, will only be acceptable in the last week of June.
- G. Reimbursement shall be allowed for earned credits not in excess of twelve (12) in a fiscal year. Further, no more than one (1) three-semester-hour course may be taken during either or both of the periods, September-January and February-June, to count toward the allowable maximum for the year. The remaining six (6) credits for which reimbursement is sought may be taken during Summer sessions.
- H. The individual teacher shall be responsible for submitting transcripts of completed courses to the Superintendent.
- I. Three years after an individual teacher has attained the level of Master's, Master's +30, or Sixth Year on the salary schedule (as defined in Article XV), if the teacher is still employed by the school district as a teacher, the district shall reimburse the teacher the remainder of his/her course reimbursement for courses, pursuant to section A above, that were utilized for his/her placement on the salary schedule.

This reimbursement will be twenty percent (20%) of the rate per credit hour charged by the state accredited institution of higher learning times the number of credits earned and approved, for which the teacher was originally reimbursed pursuant to this article. The total reimbursement will not exceed the tuition originally paid by the teacher for each course, or one hundred percent (100%) of the lowest credit cost at the University of Connecticut or the Connecticut State Universities. This reimbursement provision is applicable for those teachers who have attained the level of Master's, Master's +30, and Sixth Year after July 1, 2009.

ARTICLE XXI

PROFESSIONAL DEVELOPMENT

- A. Teachers shall participate in the professional development programs established by the Board. At the request of the administration, part-time teachers also shall participate when professional development is scheduled on a full-day basis. The Professional

Development Committee will be responsible to determine the immediate and long term needs of the Sprague School System, and in a cooperative effort with the Administration, develop a schedule for professional development workshops subject to Board approval.

- B. Teacher participation shall include both total staff and individual activities. Individual activities must be approved in advance by the Principal and Superintendent, and may include attendance at workshops and similar programs and visits to other school programs. Teachers shall receive leave with pay for approved individual activities.
- C. Teachers who have obtained approval from the Principal and Superintendent to attend any workshop or program not sponsored by the Board or planned and scheduled by the Professional Development Committee shall be reimbursed for out-of-pocket expenses, including travel at the IRS mileage rate.

ARTICLE XXII

CLASS SIZE

- A. The Board agrees with the following standards of class size and will seek to achieve those recommended sizes as conditions (funds and facilities) permit:

<u>Grade*</u>	<u>Recommended</u>
K	20
1 - 8	25

*(excluding physical education and team teaching arrangements)

- B. Whenever the number of students exceeds the recommended size by five (5), the Board will make best efforts to correct the situation.

ARTICLE XXIII

COPY OF AGREEMENT

- A. The Board shall make available for each teacher an electronic version of the newly completed Professional Agreement.

ARTICLE XXIV

BOARD RIGHTS

- A. It is recognized that the Board has and will continue to retain, whether exercised or not, the sole right, responsibility and prerogative to direct the operation of the public schools in the Town of Sprague in all its aspects, including but not limited to the following: to employ, assign and transfer teachers; to exercise those powers specified in Sections 10-220, 10-221, 10-222 of the Connecticut General Statutes; to suspend or dismiss the employees of the schools in the manner provided by statutes; to prepare and submit budgets to the financial authority of the Town, and in its sole discretion, expend monies appropriated by the Town; to make such transfers of funds within the appropriated budget as it shall deem desirable; to establish or continue policies, practices, and procedures for the conduct of school business; to discontinue processes or operations or discontinue their performance by employees; to select and determine the number and types of employees required to perform the school's operations; to establish contracts or subcontracts for school operations; and to determine the care, maintenance and operation of equipment and property used on behalf of the purposes of the school district. Any of the rights, powers, functions, and authority which the Board had prior to the signing of this Agreement, or any agreement with the League, are retained by the Board, except as those rights, powers functions or authority are specifically abridged and modified by the express provisions of this Agreement.

ARTICLE XXV

SEVERANCE PAY

- A. Each teacher who is eligible will receive severance pay according to the following schedule:

<u>Actual Years of Teaching in Sprague</u>	<u>Severance Pay for each sick leave day accumulated (up to a maximum of 170 days)</u>
6 - 10	14
11 - 15	17
16 and over	20

- B. Teachers are eligible upon retirement, death, disability (as defined by the current Social Security System), or if their position is eliminated due to reduction in staff.
- C. Payment will be made to the retiree or in the case of death, to the teacher's beneficiary.
- D. Each teacher will make available for their file the name of their designated beneficiary.
- E. Teachers must notify the Board in writing of their intent to retire by January 15 of the year of retirement. With such notification, the Board shall make such payment during the next July, or within thirty (30) days of approval of the budget of the Board of Education, whichever occurs later. Absent such written notification, the Board may elect to defer the

payment until July of the following fiscal year or within thirty (30) days of approval of the Board's budget, whichever occurs later.

- F. Teachers employed after July 1, 2012, shall be ineligible for this benefit until they have sixteen (16) actual years of teaching in Sprague.

ARTICLE XXVI

AMENDMENT

- A. This Agreement shall not be altered, amended, or changed except in writing and signed by both the Board and the League. Such amendments shall be appended hereto and become a part hereof.

ARTICLE XXVII

PREPARATION TIME

- A. The Board will make every effort to provide teachers with one (1) preparation period per day. At the principal's discretion, s/he may use one of a teacher's five (5) weekly preparation periods or a portion thereof for the purpose of a team planning meeting, or other meetings deemed necessary by the administration.
- B. Teachers who are asked to provide class coverage during their scheduled preparation period will be compensated at a rate of thirty dollars (\$30.00) per class.
- C. Teachers who are required to stay for PPT meetings beyond the normal teacher workday shall be compensated at a rate of thirty dollars (\$30.00) per hour.

ARTICLE XXVIII

EXTRA-STIPEND POSITIONS

- A. Teachers will be appointed to extra-stipend positions on a yearly basis.
- B. Teachers holding extra-stipend positions will be notified by June 1 if they will not be re-appointed for the ensuing school year.
- C. Salaries for extra-stipend positions are set out in Appendix B.
- D. Non-tenured teachers are only eligible for extra-stipend positions on a voluntary basis.
- E. Open extra-stipend positions will be posted internally before any position is offered to non-teaching staff.

ARTICLE XXIX

PERSONNEL FILE

- A. No material originating after original employment shall be placed in a teacher's personnel file unless the teacher has been notified and has had the opportunity to review the material. The teacher may submit and attach a written notation regarding any material in question. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material. In no case shall any anonymous complaint and/or a complaint without reasonable evidence of investigation be placed in a teacher's file.

ARTICLE XXX

TEACHER DISCIPLINE

- A. No teacher shall be disciplined, i.e. reprimanded in writing, reduced in rank, or suspended without just cause.

ARTICLE XXXI

DURATION

- A. The provisions of the Agreement shall be effective as of July 1, 2015 and shall continue and remain in force and effect to and including June 30, 2018, or until a successor agreement is reached.

Should any Federal statute or regulation pertaining to IRC §4980I be mandated to take effect in the 2017-2018 contract year triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations on the excise tax in accordance with the Teacher Negotiation Act, in which the parties agree to open negotiations over insurance plans that will reduce the cost of the plans to under the thresholds or reduces the amount of any applicable excise tax and/or to negotiate over the employee monetary contributions towards the costs of their insurance coverage

ARTICLE XXXII

SIGNATURE BLOCK

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

SPRAGUE BOARD OF EDUCATION

Date: January 21, 2015

By: /s/ Sam Woronicki
Chairperson

SPRAGUE TEACHERS' LEAGUE

Date: Jan. 16, 2015

By: /s/ Spencer M. Keeler
CO- President

**APPENDIX A
TEACHERS' SALARY SCHEDULE**

2015-16

<u>STEP</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>6th YR</u>
1	41,028	43,132	44,274	46,240
1a	41,783	43,894	45,034	46,998
2a	43,293	45,418	46,554	48,515
3a	44,804	46,942	48,074	50,031
4a	46,310	48,466	49,594	51,546
5a	47,821	49,990	51,114	53,062
6a	49,935	52,123	53,248	55,199
7a	52,718	54,940	56,070	58,027
8a	55,657	57,910	59,043	61,002
9a	58,759	61,040	62,173	64,133
10a	62,035	64,339	65,469	67,426
11a	65,534	67,815	68,940	70,886
12a	69,269	71,478	72,594	74,522
13a	73,217	75,338	76,441	78,345
14a	76,622	78,618	79,694	81,548
15	77,998	79,918	80,974	82,792

Effective July 1, 2015, teachers who are not on the maximum step shall be placed on the same "a" step as their step number placement in 2014-15. (For example, a teacher on Step 5 in the 2014-15 contract year will be moved to Step 5a for the 2015-16 contract year).

Teachers at the maximum in 2014-15 will stay at the maximum step. Teachers newly hired for the 2015-16 contract year who have no prior experience will be placed on Step 1 for the 2015-16 contract year.

2016-2017

Step	BA	MA	MA+30	6TH YR
1	41,643	43,779	44,938	46,934
2	43,176	45,326	46,481	48,472
3	44,709	46,873	48,024	50,013
4	46,243	48,420	49,567	51,550
5	47,766	49,966	51,109	53,089
6	49,311	51,513	52,652	54,627
7	52,057	54,296	55,441	57,427
8	54,960	57,232	58,381	60,368
9	58,023	60,326	61,477	63,466
10	61,257	63,586	64,735	66,724
11	64,674	67,022	68,167	70,151
12	68,360	70,642	71,781	73,748
13	72,256	74,458	75,585	77,532
14	76,375	78,478	79,590	81,509
15	79,168	81,117	82,189	84,034

Effective July 1, 2016, teachers who are not on the maximum step shall advance from their “a” step to the next step number on the salary schedule. (For example, a teacher on Step 5a in the 2015-16 contract year will advance to Step 6 for the 2016-17 contract year). Teachers who were placed on Step 1 during the 2015-16 contract year shall advance to Step 2 for the 2016-17 contract year.

2017-2018

Step	BA	MA	MA+30	6TH YR
1	41,643	43,779	44,938	46,934
2	43,176	45,326	46,481	48,472
3	44,709	46,873	48,024	50,013
4	46,243	48,420	49,567	51,550
5	47,766	49,966	51,109	53,089
6	49,311	51,513	52,652	54,627
7	52,057	54,296	55,441	57,427
8	54,960	57,232	58,381	60,368
9	58,023	60,326	61,477	63,466
10	61,257	63,586	64,735	66,724
11	64,674	67,022	68,167	70,151
12	68,360	70,642	71,781	73,748
13	72,256	74,458	75,585	77,532
14	76,375	78,478	79,590	81,509
15	80,356	82,334	83,422	85,295

Effective July 1, 2017, teachers who are not on the maximum step shall advance one step on the salary schedule.

**APPENDIX B
EXTRA-STIPEND POSITIONS**

	2015-16	2016-17	2017-18
After School Sports	\$538	\$546	\$554
Boys Basketball Head Coach	\$1,712	\$1,738	\$1,764
Girls Basketball Head Coach	\$1,712	\$1,738	\$1,764
Boys Basketball Assistant Coach	\$1,208	\$1,226	\$1,244
Girls Basketball Assistant Coach	\$1,208	\$1,226	\$1,244
Boys and Girls Track Head Coach	\$1,808	\$1,835	\$1,863
Intramural Girls Basketball	\$717	\$728	\$739
Intramural Boys Basketball	\$717	\$728	\$739
Bowling Advisor	\$717	\$728	\$739
Bowling Advisor	\$717	\$728	\$739
Boys Soccer Head Coach	\$1,627	\$1,651	\$1,676
Girls Soccer Head Coach	\$1,627	\$1,651	\$1,676
A.V. Coordinator	\$543	\$551	\$559
Seventh/Eighth Grade Advisor (including trip)	\$2,947	\$2,991	\$3,036
Homebound Instruction (per hour)	\$30	\$30	\$30
Yearbook	\$966	\$980	\$995
Project Oceanology Facilitator	\$568	\$577	\$586
Cheerleading Coach	\$1,090	\$1,106	\$1,123
Asst. Intramural Basketball (G)	\$627	\$636	\$646
Asst. Intramural Basketball (B)	\$627	\$636	\$646
Girls Asst. Soccer Coach	\$1,093	\$1,109	\$1,126
Boys Asst. Soccer Coach	\$1,093	\$1,109	\$1,126
Athletic Director	\$1,195	\$1,213	\$1,231
TEAM Mentor	\$700	\$711	\$722
High School Coordinator	\$1,425	\$1,446	\$1,468
Invention Convention Facilitator	\$1,000	\$1,015	\$1,030
Future Problem Solvers Coordinator	\$1,000	\$1,015	\$1,030
High School and Out Placement PPT Coordinator	\$2,500	\$2,538	\$2,576
Complimentary Observer	\$2,500	\$2,538	\$2,576

APPENDIX C

**MEDICAL
BENEFIT
SUMMARY**

Administered by
UnitedHealthcare

Visit
www.osc.ct.gov/ctpartner
[click "provider networks"]
to search
the list of
network
providers.

IN NETWORK	CT Partnership Plan w/ Health Enhancement Program
Deductible	Not applicable*
Coinsurance	Not applicable
Max Out-of-Pocket Limit	Not applicable
Medical Office Visit	\$15 Co-pay
Specialist Office Visit	\$15 Co-pay
Vision Exams (one per calendar year)	\$15 Co-pay
Inpatient Hospital	\$0 Co-pay
Outpatient Surgical	\$0 Co-pay
Emergency Room	\$35 Co-pay (waived if admitted)
Urgent Care	\$15 Co-pay
Walk In	\$15 Co-pay
Lab/ X-Ray High Cost Radiological & Diagnostic Tests	\$0 Co-pay

* Waived for enrollees in Health Enhancement Program. Non-HEP Enrollees are subject to \$350 Ind./\$1,400 Family in-network deductible.

PREVENTATIVE SERVICES	CT Partnership Plan w/ Health Enhancement Program
Primary Care (Adult and Child Wellness Exams)	\$0 Co-pay
Gynecologist Wellness	\$0 Co-pay
Mammogram	\$0 Co-pay
Lifetime Maximum	Unlimited

PRESCRIPTION COVERAGE	MAINTENANCE DRUGS	NON-MAINTENANCE DRUGS	HEP CHRONIC CONDITION DRUGS
Generic	\$5	\$5	\$0
Preferred/Listed Brand Name	\$10	\$20	\$5
Non-Preferred/Non-Listed Brand Name	\$25	\$35	\$12.50
Annual Maximum	Unlimited		

OUT OF NETWORK	CT Partnership Plan w/ Health Enhancement Program
Annual Deductible	\$300 individual/\$900 family
Coinsurance	20% of allowable UCR charges
Max Out-of-Pocket Limit	\$2,300 individual/\$4,900 family
Lifetime Maximum	Unlimited

**ADDITIONAL
MEDICAL
BENEFIT
INFORMATION**

IN NETWORK

**CT Partnership Plan
w/ Health Enhancement Program**

Deductible	Not applicable*
Acupuncture (20 visits/year)	\$15 Co-pay
Chiropractic	\$0 Co-pay
Nutritional Counseling (3 visits/year)	\$0 Co-pay
Physical/Occupational Therapy	\$0 Co-pay
Durable Medical Equipment	\$0 Co-pay
Routine Hearing Screening (as part of an exam)	\$15 Co-pay

Visit
www.osc.ct.gov/ctpartner
[click “provider networks”]
 to search the list of network providers.

UnitedHealthcare/Oxford Contact Information

Live, knowledgeable customer service representatives are available for current State of Connecticut Partnership members toll-free at 800-385-9055 from 8am to 6pm EST, Monday through Friday.

If you prefer, you may also visit <http://partnershipstateofct.welcometouhc.com> to search for a participating physician or facility, to learn about your health plan, to find the status of claims, or obtain additional information about discount programs offered to State of Connecticut Partnership members.

DENTAL BENEFIT SUMMARY

Administered by Cigna

	Unlimited Maximum Plan	\$750 Annual Maximum Plan	\$1,000 Annual Maximum Plan	\$1,500 Annual Maximum Plan
	IN/OUT NETWORK	IN/OUT NETWORK	IN/OUT NETWORK	IN/OUT NETWORK
Annual Deductible	\$0	\$0	\$25 indiv/\$75 family	\$0
Annual Maximum	NONE	\$750	\$1,000	\$1,500
Lifetime Orthodontia Max	N/A	N/A	\$1,500	\$1,500
DEDUCTIBLE WAIVED				
Preventive	Yes	Yes	Yes	Yes
Basic	N/A	N/A	No	N/A
Major	N/A	N/A	No	N/A
PREVENTATIVE				
X-Ray	100%	100%	100%	100%
Cleanings	100%	100%	100%	100%
Oral Exam	100%	100%	100%	100%
Flouride	80%	100%	80%	100%
BASIC				
Fillings	80%	0%	80%	80%
Endodontics	80%	0%	80%	80%
Periodontics	80%/50%	0%	80%/50%	80%
Simple Extractions	80%	100%	80%	80%
Dentures (Repair Only)	80%	0%	80%	80%
Bridges (Repair Only)	80%	0%	80%	80%
MAJOR				
Crown	67%	0%	50%	67%
Inlays	67%	0%	50%	67%
Onlays	67%	0%	50%	67%
Dentures	0%	0%	0%	67%
Bridges	0%	0%	0%	67%
Space Maintainers	67%	100%	50%	100%
Oral Surgery	67%	0%	50%	67%
ORTHODONTIA				
Braces (Adult & Child)	N/A	N/A	50%	50% Child Only

2013 HEP PREVENTIVE CARE REQUIREMENTS

Preventive Service	Birth – age 5	Age 6 - 17	Age 18 – 24	Age 25 – 29	Age 30 – 39	Age 40 – 49	Age 50+
Preventive Visit SEBAC	Once per year	Once every other year	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
Vision Exam SEBAC	N/A	Every 2 years	Every 2 years	Every 2 years	Every 2 years	Every 2 years	Every 2 years
Dental Cleanings SEBAC	N/A	At Least 1 every year	At Least 1 every year	At Least 1 every year	At Least 1 every year	At Least 1 every year	At Least 1 every year
Cholesterol Screening SEBAC	N/A	N/A	Every 5 years starting at 20	Every 5 years	Every 3 years	Every 2 years	Every year
Breast Cancer Screening (Mammogram) SEBAC	N/A	N/A	N/A	N/A	One screening between the ages of 35 and 39. Otherwise as recommended by physician	As recommended by physician	As recommended by physician
Clinical Breast Exam SEBAC	N/A	N/A	Every 3 years	Every 3 years	Every 3 years	Every 3 years	Every 3 years
Cervical Cancer Screening (Pap Smear) SEBAC	N/A	N/A	Every 3 years starting at age 21	Every 3 years	Every 3 years	Every 3 years	Every 3 years
Colorectal Cancer Screening SEBAC	N/A	N/A	N/A	N/A	N/A	N/A	Annual FIT/FOBT or Colonoscopy every 10 years

These requirements meet compliance with the HEP Preventive Program as outlined in the SEBAC agreement and have not changed from 2012.

As is currently the case under the State Health plan, any medical decisions will continue to be made by you and your physician

IMPORTANT CONTACT INFORMATION

Oxford - Medical

Customer Service for Members

800-385-9055

Website Member Portal

<http://partnershipstateofct.welcometouhc.com>

United Healthcare - Dental

Customer Service for Members

800-896-4834

Website Member Portal

www.myuhcdental.com/statect

CVS Caremark - Pharmacy

Customer Service for Members

800-318-2572

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www.cvscaremark.com