

AGREEMENT
BETWEEN THE
WEST HARTFORD BOARD OF EDUCATION
AND THE
WEST HARTFORD EDUCATION ASSOCIATION, INC.
JULY 1, 2013 TO JUNE 30, 2016

**Revised September 6, 2013*

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AGREEMENT

between the

WEST HARTFORD BOARD OF EDUCATION

and the

WEST HARTFORD EDUCATION ASSOCIATION, INC.

This Agreement is made and entered into by and between the WEST HARTFORD BOARD OF EDUCATION [hereinafter referred to as the "Board"], and the WEST HARTFORD EDUCATION ASSOCIATION, INCORPORATED [hereinafter referred to as the "Association"].

ARTICLE I

RECOGNITION

The Board recognizes the Association, for the purposes of professional negotiations, as the exclusive representative, pursuant to 10-153a through 10-153g of the Connecticut General Statutes, as amended, of all these certified professional employees of the Board in positions requiring teaching or special certificates and for persons employed under a durational shortage area permit. The employees in such positions are hereinafter generally called "teachers."

ARTICLE II

SALARIES

- 2.1 The salaries of all persons covered by this Agreement are set forth in Appendix "A" which is attached hereto and made a part of this Agreement.
- 2.2 The Parties hereby adopt the Contract of Employment form attached hereto as Appendix B-1. The Parties hereby accept the Annual Salary Rate Notification, Notification of Coaching and/or Extracurricular Assignment, and Salary Payment Option forms attached hereto. Appendices B-2 through B-4 shall be used for information purposes. The terms of this Agreement and/or state law shall prevail over any inconsistent agreement set forth in such form.

- 2.3 Subject to the Board's right to change the school year for students and subject to the Association's right to negotiate over the impact of any such change, the work year shall be 185 days, of which 182 shall be student days. In the event of termination of the contract of employment of a person covered under this Agreement, the Board of Education agrees to pay such portion of earned salary that may be due. Earned salary shall be computed as follows:

Per diem compensation (annual salary divided by 185 days) for each day worked, including approved absences.

- 2.4 Salary installments are payable on the fifteenth and the last school day of each month except that the last paycheck of the last work month of the work year shall be dated and issued the last workday of the last work month. All employee elected deductions will be withdrawn equally over the course of the year, for consistent paychecks.
- 2.5 Each employee covered by this Agreement whose base work year is ten months shall have the option of being paid his/her annual salary in twenty (20) payments plus one (1) balloon check.

This option shall not be subject to cancellation during any annual salary period and shall continue in effect unless the employee notifies the Payroll Office by June 30 that he/she is canceling the option effective commencing in the ensuing annual salary period.

Teachers hired after the first pay period during the first year of employment shall be paid his/her annual salary on the twenty (20) payments schedule, with the number of such payments prorated according to the percentage of the work year the teacher works.

All employees must participate in direct deposit of paychecks unless an exception is made for cause for teachers employed prior to July 1, 2006.

- 2.6 Salary installments are subject to required deductions for the State Teachers' Retirement Fund, the United States Withholding Tax, State of Connecticut withholding tax and the representative service fee, as well as other agreed-to deductions which the teacher may in writing authorize. Any tax shelter currently being deducted as of June 30, 1996 will be continued regardless of the number of participants. Funds deducted for tax sheltered annuities shall be remitted to the designated annuity company twice monthly within five business days of the payroll date.

- 2.7 Teachers employed prior to February 1 in any school year shall move one step on the salary schedule in years in which step movement is negotiated. Steps on the salary schedule may be withheld by the Superintendent for inadequate performance of reasonably assigned responsibilities. Employees on the highest step of the salary schedule may be denied any salary increase by the Superintendent for inadequate performance of reasonably assigned responsibilities provided that such denial shall not result in such employee being paid a lower salary than an employee on the second highest step of the salary schedule in the Agreement.
- 2.8 No employee will be disciplined (i.e. reprimanded, suspended or denied an increment) without just cause. Before a written reprimand may be placed in a teacher's personnel file, the administrator must meet with the teacher and provide the teacher with an opportunity to discuss the matter and present reasons why the reprimand is not justified. Said meeting shall occur at least 24 hours before a written reprimand may be placed in a teacher's file.
- 2.9 An interim teacher is a temporary employee who
- (A) is certified for his/her teaching assignment;
 - (B) serves a minimum of forty (40) consecutive workdays in the school year in which employed because a regularly-employed teacher is on leave or is in a temporary assignment;
 - (C) is newly employed each school year;
 - (D) has no expectation or right to further employment or to special consideration for further employment.

Interim teachers shall be informed in writing before commencing employment that their term of employment shall not exceed the school year.

The salary of interim teachers shall be in accordance with the salary provisions of this Agreement and the rules and regulations of the West Hartford Board of Education.

- 2.10 Placement on the salary schedule of teachers new to West Hartford will be based on academic degree(s) and experience. In general, one (1) step will be allowed for each year of continuous experience up to five (5) years (6th step) if the experience is immediately preceding appointment. Credit for interrupted service, for military service (up to three (3) years) or for more than five (5) years of continuous teaching experience shall be granted as determined by the Superintendent or his/her designee. Under certain conditions, credit may be allowed for trade and industrial experience, business experience, social work, clerical work, and other experience where such experience contributes directly to the professional competence and ability of the teacher.

In areas designated as shortage areas by the Commissioner of Education, the Superintendent or his/her designee may approve of starting people on the schedule up to three (3) steps beyond that indicated by previous teacher experience. The Association shall be notified in writing in such cases.

- 2.11 Upon successful completion of the process resulting in such certification, the Board shall reimburse any teacher applying to the National Board of Professional Teaching Standards for national certification for up to \$2,000 in expenses, as approved by the Superintendent in advance, incurred by the teacher in the application process, including the application fee and the costs of materials required, and any necessary travel. The Board shall pay an annual stipend of \$1,000 to any teacher who is and remains certified by the National Board of Professional Teaching Standards.
- 2.12 The Board will expend up to \$45,000 annually to reimburse teachers up to \$800 per year (up to three credits) for courses as approved in advance. If requests exceed the amount of the fund, the Board reserves the right to implement measures to allocate the available funds after consultation with the Association.
- 2.13 Employees hired after 7/1/2013 shall be eligible for a longevity benefit. If a teacher has remained in continuous service with West Hartford Public Schools, except for leaves as defined in Article VII, for 20 or more years, the teacher shall receive an added annual salary stipend of \$250 each year worked beyond 20 years. At 25 years of continuous service with West Hartford Public Schools, the stipend shall increase to \$650 each year worked beyond 25 years.

ARTICLE III

SALARY DEDUCTIONS

- 3.1 Association Membership Dues and Representative Service Fee
- A. Employees covered under this Agreement shall, as a condition of continued employment, join the Association or pay a service fee to the Association. Said service fee shall be equal to the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration, and grievance adjustment.
 - B. The annual rate of the representative service fee shall not exceed the annual unified membership dues of the West Hartford Education Association, the Connecticut Education Association and the National Education Association for employees whose workday is more than half-time and shall not exceed one-half of such dues for employees whose workday is half-time or less.
 - C. The annual representative service fee amount that each employee shall pay shall be proportional to the amount of time the employee is employed for the work year.
 - D. The Association shall certify in writing to the Board annually by no-later-than August 1 the membership dues for the West Hartford Education Association, the Connecticut Education Association and the National Education Association for the ensuing year.
 - E. The Board of Education agrees to deduct from each employee an amount equal to the Association membership dues or service fee by means of payroll deductions. The amount of the deduction from each paycheck for membership dues shall be equal to the total Association membership dues 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 the deduction for service fee from each paycheck shall be equal to the total service fee divided by the number of paychecks from and including the second paycheck in January through and including the last paycheck in June. The amount of service fee shall be certified by the Association to the Board of Education prior to January 1 of each school year.

F. The Board shall provide the Association with the following information annually by the first pay date in October and shall also inform the Association of any changes monthly thereafter up to and including the first pay date in June:

- (1) the names of all employees covered under this Agreement;
- (2) the date that each employee commenced employment in the current year; and
- (3) the proportion of the workday each employee is employed.

G. The Board of Education 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 from whom such deductions were made.

3.2 Credit Union Deductions

The Board agrees to deduct from the salaries of its employees such amounts as said employees individually and voluntarily authorize the Board to deduct, and to transmit such sums promptly to the Franklin Trust Federal Credit Union or one additional Credit Union if agreed to by the Board and Association for deposit to such employee's account. Employee authorization for such deductions shall be in writing in the form attached hereto as Appendix C.

3.3 Indemnification

The Association shall hold the Board harmless against any and all claims, demands, liabilities, lawsuits, attorneys' fees or other costs which may arise out of, or by reason of, actions taken against the Board as a result of the enforcement or administration of this Article.

3.4 The Board shall establish and maintain an I.R.C. Section 457(b) Deferred Compensation Plan for the purpose of employee saving through payroll deduction.

ARTICLE IV

BOARD PREROGATIVES

- 4.1 Except as is otherwise specifically provided in this Agreement, as the same may be amended from time to time, it is recognized that the Board has and will continue to retain, whether exercised or not, the right, responsibility and prerogative to direct the operation of the public schools in the Town of West Hartford including but not limited to the following: to maintain public elementary and secondary schools and such other education activities as in its judgment will best serve the interests of the Town of West Hartford; to give the children of West Hartford as nearly equal advantages as may be practicable; to decide the need for school facilities; to determine the need and program for the summer school, if any; to determine the maintenance and operation of buildings, lands, apparatus and other property used for school purposes; to determine the number, age and qualifications of the pupils to be admitted into each school; to employ, assign and transfer teachers or other certified personnel; to suspend or dismiss the teachers of the schools; to designate the schools which shall be attended by the various children within the town, to make such provisions as will enable each child of school age residing in the town to attend school for the period required by law and provide for the transportation of children wherever it is reasonable and desirable; to prescribe rules for management, studies, classification and discipline for the public schools; to decide the textbooks to be used; to make rules for arrangement, use and safe-keeping of the school libraries and to approve the books selected therefor and to approve plans for school buildings; to prepare and submit budgets and, in its sole discretion, expend monies appropriated by the town for the maintenance of the schools, and to make such transfers of funds within the appropriated budget as it shall deem desirable. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with or in violation of any of the specific terms and provisions of this Agreement.

ARTICLE V

PERSONAL INJURY BENEFITS

- 5.1 Whenever an employee is absent from school as a result of personal injury caused by an assault arising out of and in the course of his/her employment, (including work performed during the summer months) in accordance with Connecticut General Statutes § 10-236a 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 the period of such absence. Such period shall not exceed the compensable period for worker's compensation. Whenever an employee 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 (including work performed during the summer months), the employee shall receive the workers' compensation payment and, at the election of the teacher, a supplement so that the teacher receives full pay, provided that in such cases the leave shall be charged to his/her annual or accumulated sick leave on a pro rata basis. Such period shall not exceed the compensable period for worker's compensation.

- 5.2 Should an employee recover from a third party damages for an illness or injury, (including death) that is compensable pursuant to Conn. Gen. Stat. Chapter 568 (Workers' Compensation), the employee shall reimburse the Board for the supplemental wage payments paid to them or on their behalf, up to the limit of such recovery, in the same manner that workers' compensation payments are reimbursed under applicable law (Conn. Gen. Stat. § 31-193).

ARTICLE VI

GRIEVANCE PROCEDURE

6.1 Purpose

Grievance is hereby defined to mean:

Type A -- a dispute between an employee or the Association and the Board or the Administration concerning the interpretation of a provision of this Agreement with the exception of Article IV (Board Prerogatives)

- Type B --
- 1) a dispute between an employee or the Association and the Board or the Administration concerning the interpretation of Article IV (Board Prerogatives);
 - 2) a dispute between an employee or the Association and the Board or the Administration concerning the interpretation of a specific provision of the School Code that relates to salaries or other conditions of employment; or
 - 3) a complaint by an employee that an action taken or refused by an administrator was unfair.

6.2 Procedure

A. Type A and Type B Grievances

- (1) Informal

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

(2) Formal

a. Level One - Principal or Immediate Superior

An employee with a grievance shall first discuss it with his/her immediate superior or principal (either alone or with an authorized Association representative in attendance, if the employee so desires) with the objective of resolving the matter. The written statement of the employee's grievance shall contain a statement of facts, or a statement of the action taken or refused by administrative personnel which he/she feels is unfair to him/her, a reference to that provision of this Agreement, or of the School Code, if any, which the employee claims has been violated, and the remedy requested. This statement is to be submitted on Grievance Form A.

b. Level Two - Superintendent

[1] In the event that the employee is not satisfied with the disposition of his/her grievance at Level One, or in the event that no decision has been rendered within one (1) calendar week following presentation of the grievance, the employee may advance his/her grievance to the Superintendent and the Association through its President.

The Superintendent must receive the grievance in writing on the approved form (Form B) within two (2) calendar weeks following the presentation of the grievance at Level One.

[2] The Superintendent or his authorized representative(s) shall represent the administration at

this level of the grievance procedure. Such authorized representative(s) shall be invested with authority to decide grievances for the Superintendent at this level. Within one (1) calendar week following receipt of the written grievance by the Superintendent, he or his authorized representative(s) shall meet with the aggrieved person (either alone or with an authorized Association representative in attendance, if the employee so desires). The Superintendent shall render a decision within one (1) calendar week following the conclusion of such meeting.

B. Type A Grievances

(1) Level Three - Board of Education

- a. In the event that the employee is not satisfied with the disposition of his/her grievance at Level Two, the employee may advance his/her grievance to the Board.

The Board must receive the grievance in writing (Forms A, B and C) within one (1) calendar week following receipt of the decision at Level Two.

- b. The Board, or its designated committee of Board members, shall meet with the employee within two (2) calendar weeks following receipt of the grievance. The Board shall render a decision within two (2) calendar weeks following the conclusion of such meeting.

(2) Level Four - Binding Arbitration

- a. In the event that the employee is not satisfied with the disposition of his/her grievance at Level Three, the Association may submit the grievance for binding arbitration.
- b. The Association must notify the Superintendent of Schools in writing of its intention to submit a grievance for binding arbitration within thirty (30) calendar days following receipt by the aggrieved of the decision at Level Three and must commence the process for arbitration within five (5) calendar days following receipt of such notification by the Superintendent.
- c. The Association may submit a grievance for arbitration to a Committee of Three, or if requested by either the Association or the Board, to the American Arbitration Association or, at the option of the Association, to the Alternative Dispute Resolution Center.

If a grievance is submitted to the American Arbitration Association or, at the option of the Association, to the Alternative Dispute Resolution Center, the Board and the Association may choose expedited arbitration provided they mutually agree to do so.

- d. A Committee of Three shall be persons selected jointly by the Association and the Superintendent who are experienced, impartial and disinterested parties of recognized competence.

- e. If the Parties are unable to agree upon a Committee within five (5) calendar days following receipt by the Superintendent of notification from the Association of its intention to submit the grievance for arbitration, the Association shall submit the grievance immediately to the American Arbitration Association or, at the option of the Association, to the Alternative Dispute Resolution Center for binding arbitration in accordance with its administrative procedures, practices and rules.
- f. The Committee or the arbitrator shall receive evidence of the facts of the grievance and hear arguments of the Parties following which the Committee or the arbitrator shall render to the Superintendent, the Board, and the Association a finding of the facts relating to the grievance and a decision whether a specific provision of this Agreement was misinterpreted.
- g. The Committee or the arbitrator shall hear and decide only one grievance in each case, shall be bound by and must comply with all of the terms of the Agreement and shall have no power to add to, delete from, or modify in any way any of the provisions of this Agreement. The decision of the Committee or the arbitrator shall be binding upon both parties and all employees during the life of this Agreement, unless the same is contrary to law.
- h. All costs and expenses for the services of a Committee or an arbitrator shall be borne equally by the Board and the Association.

C. Type B Grievances - Alternative I

(1) Level Three - Board of Education

- a. In the event that the employee is not satisfied with the disposition of his/her grievance at Level Two, the employee may advance his/her grievance to the Board.

The Board must receive the grievance in writing (Forms A, B and C) within one (1) calendar week following receipt of the decision at Level Two.

- b. The Board, or its designated committee of Board members, shall meet with the employee within two (2) calendar weeks

following receipt of the grievance. The Board shall render a decision within two (2) calendar weeks following conclusion of such meeting.

(2) Level Four - Advisory Arbitration

- a. In the event that the employee is not satisfied with the disposition of his/her grievance at Level Three, the Association may submit the grievance for advisory arbitration.
- b. Under Alternative I the Association must notify the Superintendent of Schools in writing of its intention to submit a grievance for advisory arbitration within thirty (30) calendar days following receipt by the aggrieved of the decision at Level Three and must commence the process for advisory arbitration within five (5) calendar days following receipt of such notification by the Superintendent.
- c. The Association may submit a grievance for arbitration to a Committee of Three, or if requested by either the Association or the Board, to the American Arbitration Association or, at the option of the Association, to the Alternative Dispute Resolution Center.
- d. A Committee of Three shall be persons selected jointly by the Association and the Superintendent who are experienced, impartial and disinterested parties of recognized competence.
- e. If the Parties are unable to agree upon a Committee within five (5) calendar days following receipt by the Superintendent of notification from the Association of its intention to submit the grievance for advisory arbitration, the Association shall submit the grievance immediately to the American Arbitration Association or, at the option of the Association, to the Alternative Dispute Resolution Center for advisory arbitration in accordance with its administrative procedures, practices and rules.

- f. The Committee or the arbitrator shall receive evidence of the facts of the grievance and hear arguments of the Parties following which the Committee or the arbitrator shall render to the Superintendent, the Board and the Association a finding of the facts relating to the grievance and an advisory opinion whether, as applicable, Article IV of this Agreement was misinterpreted, or a specific provision of the School Code that explicitly relates to salaries or other conditions of employment was misinterpreted, or any action taken or refused by administrative personnel was unfair. The Committee or the arbitrator shall have no power or authority to render an opinion the effect of which would be to modify, alter or amend the terms of the Article.
- g. The opinion of the Committee or the arbitrator shall be submitted to the Board and the Association and shall be advisory only and no judgment may be entered thereon.
- h. Upon receipt and consideration of the report of the Committee or the arbitrator, the Board shall reconsider the decision made at Level Three and shall notify the employee and the Association of its decision to modify or affirm same within two (2) calendar weeks of receipt of the report. During the reconsideration, the Board may request but not require that the employee meet with the Board.
- i. All costs and expenses for the services of a Committee or an arbitrator shall be borne equally by the Board and the Association.

D. Type B Grievances - Alternative II

- (1) In the event that the employee is not satisfied with the disposition of his/her grievance at Level Two, the Association may submit the grievance for advisory arbitration.
- (2) Under Alternative II the Association must notify the Chairman of the Board of Education in writing of its intention to submit a grievance for advisory arbitration within fifteen (15) calendar days following receipt of the decision of the Superintendent at Level Two and must commence the process for advisory arbitration within five (5) calendar days following receipt of such notification by the Chairman of the Board of Education.

- (3) The Association may submit a grievance for arbitration to a Committee of Three, or if requested by either the Association or the Board, to the American Arbitration Association.
- (4) A Committee of Three shall be persons selected jointly by the Association and the Superintendent who are experienced, impartial and disinterested parties of recognized competence.
- (5) If the Parties are unable to agree upon a Committee within five (5) calendar days following receipt by the Chairman of the Board of notification from the Association of its intention to submit the grievance for advisory arbitration, the grievance shall be submitted immediately to the American Arbitration Association for advisory arbitration in accordance with its administrative procedures, practices and rules.
- (6) The Committee or the arbitrator shall receive evidence of the facts of the grievance and hear arguments of the Parties following which the Committee or the arbitrator shall render to the Superintendent, the Board and the Association a finding of the facts relating to the grievance and an advisory opinion whether, as applicable, Article IV of this Agreement was misinterpreted, or a specific provision of the School Code which relates to salaries or other conditions of employment was misinterpreted, or any action taken or refused by administrative personnel was unfair. The Committee or the arbitrator shall have no power or authority to render an opinion the effect of which would be to modify, alter or amend the terms of this Agreement.
- (7) The opinion of the Committee or the arbitrator shall be submitted to the Board and the Association and shall be advisory only and no judgment may be entered thereon.
- (8) The Board, or its designated committee of Board members, shall meet with the aggrieved and the Superintendent and/or his designee within two (2) calendar weeks following receipt of the opinion of the Committee or the arbitrator.
- (9) The Board shall affirm or modify the decision rendered at Level Two based on the findings of the meeting with the aggrieved and the Superintendent and the opinion of the Committee or the arbitrator.
- (10) The Board shall render a decision within two (2) calendar weeks following the meeting of the Board or its designated committee with the aggrieved and the Superintendent.

- (11) All costs and expenses for the services of a Committee or an arbitrator shall be borne equally by the Board and the Association.

6.3 Rights of Employee to Representation

- A. No reprisals of any kind shall be taken by the Board or by any member of the administration against anyone by reason of participation in the grievance procedure or support of any participant thereto.
- B. Any employee or the Board may be represented at any stage of this grievance procedure by any person(s) of his/her or its choice, provided however, that exclusive organizational representation shall be by the Association. When the employee is not represented by the Association, the Association shall be given an opportunity to be present and state its views at any stage of this grievance procedure.

6.4 Miscellaneous

- A. The Board and the Association agree that
 - (1) Every reasonable effort should be made to resolve grievances at the administrative level most directly involved.
 - (2) Nothing herein contained shall be construed as limiting the right of any employee having a grievance or dispute to discuss the matter informally with an authorized representative of the administration or the Association or both.
- B. Since it is important that grievances or disputes be processed as rapidly as possible, the number of days indicated at any level should be considered as maximum and every effort should be made to expedite the process. The time limits specified at all levels may be extended by the mutual agreement of the Superintendent of Schools and the President of the Association.
- C. A class grievance is a grievance affecting a group or class of employees covered under this unit.

The WHEA is the grievant in a class grievance. A class grievance shall commence at Level Two. Before the WHEA files a class grievance, the President of WHEA and the Superintendent or his designee shall meet and seek to resolve the issue(s) informally.

- D. Any grievance, not presented for disposition through the grievance procedure within twenty-five (25) calendar days of the occurrence of the condition giving rise thereto, or within twenty-five (25) calendar days of the employee's or the Association's notice or knowledge thereof shall not be considered a grievance under this Agreement. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be considered acceptance by the aggrieved of the decision rendered, and such decision shall thereafter be binding upon the aggrieved and the Association.
- E. Decisions rendered at all levels of the grievance procedure shall be in writing.
- F. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- G. The right to record, transcribe or document shall be retained by both parties.
- H. All grievances submitted at Level Two shall utilize Grievance Form A.
- I. Formal grievances that are based on transfer as defined in 9.2A, or displacement resulting in transfer as defined in 9.2A as a consequence of forced staff reduction as defined in 17.1A shall commence at Level Two (2).

ARTICLE VII

LEAVES OF ABSENCE

7.1 Sick Leave

- A. Each ten-month employee is entitled to sick leave with full pay of up to 15 school days in each contract year. For employees whose effective date of employment precedes July 1, 1987, unused sick leave shall be accumulated from year to year so long as the employee remains continuously in the service of the Board. For employees whose effective date of employment is July 1, 1987 or thereafter, each ten-month employee shall have unused sick leave accumulate to 187 days for the duration of the contract.
- B. If requested by the Superintendent, the employee shall provide at his/her expense a certificate from his/her physician confirming the sickness or the ability of the employee to return to work and perform his/her duties. The Board shall have the option of requiring a second opinion at its expense by having the employee select a physician for this purpose from a list of three names. The Superintendent shall obtain said list from the Hartford County Medical Association or, upon the teacher's request, from the Medical Association of the county in which the teacher resides, and present the list of three names as received from the Medical Association to the teacher. Such lists shall be composed of impartial physicians practicing in the appropriate field of medicine.
- C. Upon retirement, teachers employed before July 1, 2013 shall be paid the equivalent of one-half (1/2) of his/her total accumulated unused sick leave. The maximum paid shall not exceed forty-five (45) days. For all teachers, such payment shall be at the rate of 1/185 of his/her annual salary. The Board shall provide employees the option of placing this severance benefit in a pre-tax account in accordance with state and federal law from which the employee may pay for health insurance benefits after retirement.
- D. Upon death, the spouse of an active employee hired before July 1, 2013, the spouse of that employee, or in the event that there is no then surviving spouse, the minor children of an employee, or in the event that there are no then surviving minor children of an employee, the estate of an employee shall be paid one-half (1/2) of the employee's accumulated unused sick leave. The maximum paid shall not exceed forty-five (45) days.
- E. Upon death of an active employee hired on or after July 1, 2013, the spouse of that employee, or in the event that there is no then surviving spouse, the minor children of an employee, or in the event that there are no then

surviving minor children of an employee, the estate of an employee shall be paid one-half (1/2) of the employee's accumulated unused sick leave. The maximum paid shall not exceed twenty-five (25) days.

- F. The Superintendent shall grant 50% of the unused sick leave accumulated by an employee as a contracted teacher in another school system provided employment in that school system terminated no more than one hundred (100) calendar days prior to the commencement of employment in the West Hartford Public Schools. The number of days granted shall not exceed thirty (30) days.
- G. Each employee shall receive by November 30th or earlier whenever possible a statement of his/her total unused accumulated sick leave as of the opening of school that year. This statement shall include the number of days sick leave for the current school year.
- H. During the period of time an employee is on Long Term Disability such time shall not count for step advancement on a salary schedule.

7.2 Childrearing Leave

- A. An employee shall be eligible to leave for childrearing.

If the child is born or adopted on or after March 1 in any twelve-month period July 1 through June 30, such leave shall be for the balance of the then current school year; if chosen, for the first succeeding school year; and, if chosen, for the second succeeding school year.

If the child is born or adopted before March 1 in any twelve-month period July 1 through June 30, such leave shall be for the balance of the then current school year; and, if chosen, for the next succeeding school year.

- B. Childrearing leave shall be subject to the following conditions:
 - (1) Unless the Superintendent and the teacher both agree otherwise, duration of childrearing leave shall be for no less than each entire period for which the teacher is eligible and which the teacher chooses.
 - (2) The Superintendent of Schools must receive initial notification of intent to take childrearing leave in writing at least thirty (30) school days prior to the date such leave is to commence (i.e., the date disability caused by pregnancy and childbirth ends or the date adoption is completed).

The Superintendent of Schools must receive notification of intent to continue childrearing leave as applicable in writing by the preceding May 1.

Such notifications shall be irrevocable and unalterable. Failure to so notify shall result in relinquishing the right for such leave.

- (3) A teacher on childrearing leave shall notify the Superintendent of Schools in writing of his/her intention to return to active employment upon termination of said leave by March 1 of the school year the leave is to end, or at the time written notification to take childrearing leave is made if this is after March 1 and for the balance of that school year only.

Failure to comply with this condition shall be tantamount to resignation.

- (4) Childrearing leave shall be without salary and any contribution by the Board for the cost of insurance benefits. However, the teacher shall be allowed the opportunity to continue applicable insurance coverage at his/her expense.

7.3 Personal Days -- Where Necessary and Unavoidable

A. Provided absence from service is necessary and unavoidable, the Superintendent or his designee shall authorize in each regular work year:

- (1) up to three (3) days leave without loss of salary because of the death of the employee's spouse, son, daughter, parent, sibling, grandparent, aunt, uncle; his/her spouse's parent, sibling, grandparent, aunt, uncle; or any other relative of the employee or his/her spouse who at the time of his/her death was domiciled in the employee's household; one of these days may be taken to attend the funeral of a close friend;

- (2) up to three (3) days leave without loss of salary because of the need personally to care for the employee's spouse, son, daughter, parent or any other relative of the employee or his/her spouse who is domiciled in the employee's household due to serious illness; and
 - (3) up to two (2) days for formal religious observance of a high holy day.
- B. In each regular work year, the Superintendent or his/her designee may authorize up to two (2) days leave without loss of salary for situations not under the control of the employee and that cannot be taken care of outside the workday, work week or work year. Such days shall not be granted to extend a vacation or holiday period for any purpose that might be deemed essentially recreational.
 - C. When practicable, the employee shall submit to the Superintendent or his/her designee a request for authorized absence sufficiently in advance to enable the Superintendent or his/her designee to respond in writing. When such is not practicable, the employee shall inform the Superintendent or his/her designee of the reason for his/her absence as soon as possible, but not more than two (2) days following his/her return to work. Failure to fulfill either of these requirements shall result in loss of salary for each day of absence.

7.4 Professional Days

- A. In addition to such leave time and personal days, each employee may, in the discretion of the Superintendent, be permitted days for attendance at recognized educational meetings or for visiting and studying other school systems. Such days shall be granted by the Superintendent on the basis of benefit to the school system.
- B. The Board shall pay, within the limits of appropriations, the reasonable expenses (including fees, meals, lodging and/or transportation as approved in advance) incurred by employees who attend workshops, seminars, conferences or other professional improvement sessions at the request and/or with the advance and final approval of the Principal and Superintendent for particular purposes of special benefit of the school system and/or the individual participating.

- C. At the discretion of the Superintendent, the President of the Association shall be entitled to released time for performance of the duties of the office; the Association will make full payment to the Board for the released portion of the President's time. Also at the discretion of the Superintendent, other Association officers and official representatives shall be entitled to released time for the performance of the duties of their offices; requests for such leaves shall be submitted by the Association President to the Superintendent. Permission for released time shall not be unreasonably withheld. The Association will make payment to the Board for such released time in the following manner:

$$\frac{\text{released time}}{\text{total assignment time}} \times \text{annual salary rate.}$$

7.5 General Leave

- A. The Superintendent, at his/her discretion, may grant requests for leave of absence for a school year or part of a school year if in his/her judgment such leave will serve the interests of the West Hartford Public Schools.
- B. Such leave shall be without salary but may be with benefits.
- C. Insurance benefits shall be limited to those that can apply under the terms of the master policies of the insurance programs provided through this Agreement and shall cost the Board no more than they would have if the employee had not been on leave.
- D. Such leave must continue for its full term unless in the judgment of the Superintendent it is in the interest of the school system to grant the request of an employee to return to active duty before his/her leave terminates.
- E. An employee will not be entitled to such advancement on the salary schedule nor such accumulation of sick leave that he/she would have earned had he/she not been on leave except that the Superintendent may grant same acting on the recommendation of the Professional Growth Committee that significant professional growth has taken place in accordance with a pre-approved plan.

- F. In order to assure that the greatest benefits of this voluntary leave policy accrue to the school district and the employees, the Board of Education shall annually cause to be published a statement of the policy, an indication of the range of forms such leave may take, and the supportive programs which may be offered. Among such offerings may be voluntary pairing, placement service to help in securing employment for the leave period, additional compensation for stated reasons, etc.
- G. A condition of accepting general leave shall be that the teacher shall inform the Superintendent in writing by registered mail by March 1 of the year of the leave of his/her intention to return as of the beginning of the ensuing school year or to resign effective the end of the leave. Failure to do so shall be tantamount to resignation.

7.6 Adoption Leave

Teachers shall be entitled to adoption leave of up to ten days immediately after the adoption of a child or otherwise as required by the adoption process while school is in session, with such days deducted from sick leave.

7.7 General

- A. The Superintendent may grant leave of absence, without salary, for service in the Peace Corps, Job Corps, Teacher Corps or Exchange Teacher Program.
- B. At the discretion of the Superintendent or as required by law, employees absent from service because of Peace Corps, Job Corps, Teacher Corps or Exchange Teacher Program may be entitled to step advancement on the salary schedule.
- C. Provided his/her contract is not terminated because of elimination of position resulting from staff reduction, an employee returning from leave of absence granted under this Article shall be returned to a position at the same teaching level and in the same teaching area(s) to which assigned at the time the leave was granted or, if there is no opening or vacancy in such position, to another position for which the employee is certified and qualified.
- D. An employee on an authorized leave without pay and without insurance benefits shall be entitled to continue as an enrolled member of any insurance program set forth in Article VIII. The employee shall make arrangements for payment in full of the costs of such insurance program for each program selected.

- E. The period of time an employee is on leave as defined in this Article shall be counted in determining placement on staff reduction and recall lists as defined in Article XVII whether or not step advancement in salary is granted.

ARTICLE VIII

INSURANCE

- 8.1 All "employees", as identified in Article I, who are paid at least fifty percent of the rate of any category shown in Appendices A-1a, A-1b shall be eligible for either of the insurance programs listed in Article VIII, Section 2. Dependant coverage may include a party to a civil union, provided that such status is established by affidavit as shown in Appendix H or otherwise as provided for by law.

- 8.2 Benefits

- A. The following insurance programs shall be provided through the third party administrator services of Anthem Blue Cross and Blue Shield, with the exception of prescription drug coverage, which shall be administered by Caremark.

The Board shall provide a double option choice to all eligible employees either of (1) Century Preferred, or (2) BlueCare Plus as described in Appendix E.

- B. 1. Century Preferred Plan (PPO)

Century Preferred Plan is a preferred provider organization plan providing two levels of benefits as described in Appendix E. The Board may substitute a comparable plan if agreed to by the Association. Such consent shall not be withheld except for just cause. The issue of just cause shall be subject to review through the grievance arbitration provision of this Agreement. No change shall be implemented prior to the completion of arbitration, if required.

- 2. BlueCare Plus Plan (HMO)

BlueCare Plus HMO (physician referral) Plan is a health maintenance organization with benefit levels as described in Appendix E. The Board may substitute a comparable plan if agreed to by the Association. Such consent shall not be withheld except for

just cause. The issue of just cause shall be subject to review through the grievance arbitration provision of this Agreement. No change shall be implemented prior to the completion of arbitration, if required.

3. Lumenos Health Savings Account Preferred Provider Plan (HSA)

Lumenos HSA is a high deductible health plan with benefit levels as described in Appendix E. The Board may substitute a comparable plan if agreed to by the Association. Such consent shall not be withheld except for just cause. The issue of just cause shall be subject to review through the grievance arbitration provision of this Agreement. No change shall be implemented prior to the completion of arbitration, if required.

4. Dental

a. DeltaPremier Dental Plan

The Board shall make available for the duration of this Agreement and at a level of service no-less-than that in effect June 30, 1998 the DeltaPremier plan as described in Appendix F-1(a).

b. DeltaPreferred Dental Plan

The Board shall make available as a second dental option the DeltaPreferred Dental Plan as described in Appendix F-1(b).

The Board may substitute a comparable plan if agreed to by the Association. Such consent shall not be withheld except for just cause. The issue of just cause shall be subject to review through the grievance arbitration provision of this Agreement. No change shall be implemented prior to the completion of arbitration, if required.

5. Other

Long term disability and group life insurances shall be provided at a level of coverage no-less-than that in effect June 30, 1998, provided that the maximum monthly long term disability benefit shall be 60% of an employee's salary up to \$6,000 and the maximum life insurance benefit shall be two times the employee's salary up to

\$200,000, and provided further that there is a twenty-four month limitation for disabilities due to mental illness unless the employee is confined to a hospital or institution. The Board may substitute a comparable plan if agreed to by the Association. Such consent shall not be withheld except for just cause. The issue of just cause shall be subject to review through the grievance arbitration provision of this Agreement. No change shall be implemented prior to the completion of arbitration, if required.

8.3 Premium Cost Sharing

- A. The term "premium cost" as used herein shall mean the premium rate that each carrier would charge the Board to provide the benefits specified in 8.2 for each level of coverage if the Board had funded those benefits on a fully-insured basis, giving full credibility to actual experiences.

The Board shall provide the Association, upon request, with a written statement from each carrier of the premium rate that each carrier would charge the Board to provide the benefits specified in 8.2 for each level of coverage on a fully-insured basis.

B. The Board of Education, Anthem Blue Cross and Blue Shield, or such other Third Party Administrator (TPA), mutually agreed to by the Board and Association subject to the provisions of Article 8.2 of this Agreement shall make available to the Association all relevant data regarding the costs and performance of the various insurance plans available under this Agreement. Such data shall include, but not be limited to: the master trust agreement, consultant/TPA reports and/or studies, and premium and/or conventional premium equivalent calculations. Utilization information shall be provided including "network and out of network" providers, frequency of claims, costs, use of network providers, and Usual and Customary Rates (UCR). The Board will also provide to the Association upon request access to any other resources such as consultants which in its sole discretion the Board may engage that can validate current or future costs of the insurance benefits provided under this Collective Bargaining Agreement.

C. Board and Teacher Premium Contributions.

1. Century Preferred Plan Option

For the 2013-2014 school year, the employee shall pay annually eighteen and one half percent (18.5%), in 2014-2015 the employee shall pay nineteen percent (19%), and in 2015-2016 the employee shall pay nineteen and one half percent (19.5%) of the Century Preferred Plan premium costs for the coverage for which he/she is eligible and which he/she selects. The Board shall pay the balance of this cost.

2. BlueCare Plus HMO Option

For the 2013-2014 school year, the employee shall pay annually sixteen and one-half percent (16.5%), in 2014-2015 the employee shall pay seventeen and one-half percent (17.5%), in 2015-2016 the employee shall pay nineteen percent (19%) of the BlueCare Plus HMO premium costs for the coverage for which he/she is eligible and which he/she selects. The Board shall pay the balance of the cost.

3. Lumenos Health Savings Account Preferred Provider Plan (HSA)
The employee shall pay annually fifteen and one half percent (15.5%), in 2014-2015 the employee shall pay sixteen percent (16%), in 2015-2016 the employee shall pay sixteen and one half percent (16.5%) of the Lumenos HSA premium costs for the coverage for which he/she is eligible and which he/she selects. The Board shall pay the balance of this premium cost. The Board will contribute 50% of the annual HSA deductible deposit based on an annual total deposit of \$1,500 for an employee plan and \$3,000 for an employee plus one or family plan. The Board will prefund the employee's 50% annual HSA deductible deposit based on an employee's annual contribution request, the Board will then deduct the prefunded amount equally from the employees pay checks.

4. Long Term Disability

The employee shall pay ten percent (10%) of the premium cost for the coverage for which he/she is eligible and which he/she selects. The Board shall pay the balance of the cost.

5. Group Life

For coverage up to the applicable maximum, the employee shall pay ten percent (10%) of the premium cost. The Board shall pay the balance of the cost.

For any coverage available to the employee and that he/she chooses to purchase beyond the maximum coverage applicable for him/her, the employee shall pay one hundred percent (100%) of the premium cost.

6. Dental

The employee shall pay twenty percent (20.0%) of premium costs for the coverage for which he/she is eligible and which he/she selects. The Board shall pay the balance of the cost.

8.4 The Board shall make an IRS Section 125 plan available to the employee making premium contributions for insurance benefits under Section 8.3 of the Agreement.

The Board shall make available on an optional basis a Section 125 Flexible Spending Account for Accident and Health Insurance (IRC Sections 105 and 106) and Dependent Care Assistance (IRC Section 129). Those employees who utilize this option will assume the actual administrative costs for these Accounts.

- 8.5 In accordance with Section 125 of the Internal Revenue Code, the amount you contribute to your medical and dental plan is made with before-tax dollars. This means that you make your contributions before federal income, Social Security and state income taxes are calculated and withheld. As a result, your taxable income is lower, so you pay less in taxes.

Because of these tax advantages, you may change your elections only during annual open enrollment every June, to be effective in September, unless you have a qualifying change in status. A qualifying change in status occurs when:

- Your family status changes because of marriage, divorce, legal separation, birth, adoption or death.
- Your covered dependent has a change in eligibility.
- Your spouse's employment status changes.
- You or your spouse takes an unpaid leave of absence.
- You or your spouse has a change in job status from full-time to part-time or from part-time to full-time.
- There is a significant change in health coverage for you or your spouse due to your spouse's employment.
- There is a significant increase or decrease in the cost of coverage during the plan year.

If you make an election change, it must be consistent with your change in status and **must be made within 31 days of the event**. For example, an employee who bears a child may change from husband and wife coverage to family coverage but not to single coverage.

- 8.6 When an employee retires under the State Teacher Retirement System, he/she may participate in the hospitalization, medical/surgical and major medical programs at levels of coverage as close to those which apply for active employees that prevailing group rates will allow. Such retired employee shall pay one hundred percent (100%) of the premium cost. If the retired employee is eligible for Medicare, the employee will be required to enroll in Medicare Part A and Part B, and payment of the Medicare premium is the responsibility of the retired employee. The Board insurance plan will provide coverage in accordance with its terms for any such services not covered under Medicare.
- 8.7 The Board shall provide prompt notification to the Association of any change(s) or intended change(s) in existing conditions of employment under this Article after the Board or the Administration have become aware of such change(s) or intended change(s).

This section shall not be construed to waive the Association's rights under the Board-Teacher negotiations statute to negotiate changes the Board proposes concerning mandatory subjects of negotiation.

ARTICLE IX

ASSIGNMENTS, VACANCIES, TRANSFERS, AND PROMOTIONS

9.1 General

- A. All assignments, filling of vacancies, transfers, and consideration for promotion shall be made on the basis of the best educational interests of the school system.
- B. All assignments, filling of vacancies, transfers, and consideration for promotions shall be made without regard to age, race, creed, color, religion, nationality, sex, marital status, or membership in or activity in any teachers' organization.
- C. For purposes of this Article, written notification of assignment under Section 9.2(C) and promotional opportunities under Section 9.3(A) may be given by email.

9.2 Assignments, Vacancies, and Transfers

A. Definitions

assignment- the certification area, level, (elementary, middle, high, systemwide) and school in which the Superintendent or his designee places a teacher upon initial employment or following transfer or displacement; the instructional or service program and schedule as well as supervisory responsibilities that a principal or supervisor assigns.

transfer- placement in a different certification area, or level (elementary, middle, high, systemwide) or school for reasons other than displacement (voluntary or involuntary).

- B. The authority to assign, to fill vacancies, and to transfer rests solely with the Superintendent or his designees.
- C. To the extent possible each employee shall receive written notification by the sixth (6th) working day in June of his/her assignment and, if applicable, his/her transfer.
- D. Annually, the Superintendent will survey all teachers concerning their interest in a voluntary transfer.

E. The Superintendent or his designees will consider the voluntary transfer information before making assignments, following displacement, before considering outside applicants for vacancies and before transferring involuntarily.

F. Whenever the Superintendent must make an involuntary transfer, he shall
[REDACTED]
[REDACTED]
[REDACTED]

G. Notice of intent to transfer involuntarily shall be made in writing.

(1) Notice of intent mailed September 1 through July 31

(a) The teacher may request a meeting with the Superintendent or his designee to discuss the reason, such request to be received by the Superintendent or his designee no-more-than five (5) weekdays (excluding holidays) following the date notice of intent to transfer is mailed.

The Superintendent or his designee shall meet with the teacher no-more-than five (5) weekdays (excluding holidays) following receipt of such request.

(b) Transfer or revocation of intent thereof shall become effective eleven (11) weekdays (excluding holidays) following the date the notice of intent is mailed.

(2) Notice of intent mailed August 1 through August 31

(a) The Superintendent or his designee shall make every reasonable effort before August 31 to discuss with the teacher the intent to transfer.

(b) Transfer or revocation of intent thereof shall become effective immediately following such discussion or no-later-than August 31 whichever occurs first.

9.3 Promotions

- A. Whenever the Board declares a vacancy in an administrative or supervisory position covered under the supervisory and administrative unit, such vacancy shall be announced. During the school year such announcement shall be posted in the Staff Bulletin as far in advance as possible, and at least fifteen (15) school days in advance of the appointment and a job description or statement of qualifications to the extent available may be obtained in the Human Resources Office. During the summer such announcement shall be posted in the Human Resources Office and any employee who annually, by June 1, states in writing to the Director of Human Resources that he/she wishes to be notified of such announcements and provides a current address shall be notified by mail as far in advance as possible and at least fifteen (15) days in advance of the appointment, and a job description or statement of qualifications to the extent available may be obtained in the Human Resources Office.
- B. Current employment in the West Hartford school system shall be a factor in consideration for promotion to positions within the bargaining unit.

ARTICLE X

SUMMER EMPLOYMENT

10.1 Recognition

The Board of Education recognizes the Association for the purposes of negotiating salary and other conditions of employment of all certified professional personnel covered under the unit as defined in Article I of this Agreement and employed by the Board during the period between the close of one regular school work year and the opening of the next regular school work year:

- A. to teach in the Board of Education summer school, or
- B. to work on the assessment, improvement or development of curriculum.

10.2 Board Prerogatives

- A. The Association recognizes and agrees that the right to decide whether there shall or shall not be a summer school or summer work on curriculum or any other summer work activity rests solely with the Board of Education.

- B. The Association further recognizes and agrees that the right to establish policy for programming, budgeting, organizing and administering summer school, summer work on curriculum or any other summer work activity, rests solely with the Board of Education.

10.3 Salaries

Certified professional personnel covered under the unit as defined in Article I of this Agreement

- a. employed to teach in the Board of Education summer school,
- b. employed to work on the assessment, improvement or development of curriculum, or
- c. employed to coordinate Summer Academy .

will receive a salary based on:

2013-2014 = \$41.62 x number of hours actually teaching/coordinating

2014-2015 = \$42.45 x number of hours actually teaching/coordinating

2015-2016 = \$43.21 x number of hours actually teaching/coordinating

10.4 Personal Injury Benefits

Whenever an employee is absent from school as a result of personal injury caused by an accident or an assault arising out of and in the course of his/her summer employment, he/she shall be paid his/her full summer salary (less the amount of any worker's compensation award made for temporary disability due to said injury) for the period of such absence. Such period shall not exceed the compensable period for worker's compensation.

- 10.5 Should an employee recover from a third party damages for an illness or injury, (including death) that is compensable pursuant to Conn. Gen. Stat. Chapter 568 (Workers' Compensation), the employee shall reimburse the Board for the supplemental wage payments paid to them or on their behalf, up to the limit of such recovery, in the same manner that workers' compensation payments are reimbursed under applicable law (Conn. Gen. Stat. § 31-193).

10.6 No Strike Provision

The Association agrees that it will not call, authorize, instigate, sanction or condone any strike, slow-down or stoppage of summer work against the West Hartford Board of Education during the period of this Agreement or any extension thereof.

10.7 Collection of Money

In any instance where the Board shall assign to a teacher a duty to collect money from students for any purpose, the Board shall in the event of loss or theft of the money, save the teacher harmless from any claim arising from such loss or theft, unless such loss or theft shall result from the negligence, malfeasance, or misfeasance of the teacher.

10.8 Consideration for Employment

In employing certified professional personnel to teach in the summer school and to work in the assessment, improvement or development of curriculum, the Board will consider the qualifications of members of the West Hartford teachers' bargaining unit before considering the qualifications of applicants who are not covered under this Agreement.

10.9 Limitations

No other provision of this Agreement except

ARTICLE VI - Grievance Procedure
ARTICLE XVII - Duration
ARTICLE XIX - Savings Clause

and the provisions of this Article (X) shall apply for all certified professional personnel covered under the unit as defined in Article I of this Agreement and employed by the Board during the period between the close of one regular school work year and the opening of the next regular school work year:

- A. to teach in the Board of Education summer school; or
- B. to work on the assessment, improvement or development of curriculum.

ARTICLE XI

CONTINUING EDUCATION EMPLOYMENT

11.1 Recognition

The Board of Education recognizes the Association for the purposes of negotiating salary and other conditions of employment of all certified professional personnel covered under the unit as defined in Article I of this Agreement and employed to teach in courses requiring certification and for which credit is granted in the program of continuing education.

11.2 Board prerogatives

- A. The Association recognizes and agrees that the right to decide whether there shall or shall not be A continuing education program rests solely with the Board of Education.
- B. The Association further recognizes and agrees that the right to establish policy for programming, budgeting, organizing and administering the continuing education program rests solely with the Board of Education.

11.3 Salaries

Certified professional personnel covered under the unit defined in Article I of this Agreement and employed to teach in courses requiring certification and for which credit is granted will receive a salary based on:

2013-2014 = \$36.41 X number of hours actually teaching
2014-2015 = \$37.14 X number of hours actually teaching
2015-2016 = \$37.81 X number of hours actually teaching

11.4 Consideration for Employment

In employing certified professional personnel to teach in courses requiring certification and for which credit is granted in the program of continuing education, the Board will consider the qualifications of applicants who are covered under this Agreement before considering the qualifications of applicants who are not covered under this Agreement.

11.5 Limitations

No other provision of this Agreement except
ARTICLE VI - Grievance Procedure
ARTICLE XVIII - Duration
ARTICLE XIX - Saving Clause

and the provisions of this Article (XI) shall apply for all certified professional personnel covered under the unit as defined in Article I of this Agreement and employed to teach in courses requiring certification and for which credit is granted in the program of continuing education.

ARTICLE XII

NO STRIKE PROVISION

12.1 The Association agrees that it will not call, authorize, instigate, sanction or condone any strike, slow-down or stoppage of work against the West Hartford Board of Education during the period of this Agreement or any extension thereof.

ARTICLE XIII

COLLECTION OF MONEY

13.1 In any instance where the Board shall assign to a teacher a duty to collect money from students for any purpose, the Board shall in the event of loss or theft of the money, save the teacher harmless from any claim arising from such loss or theft, unless such loss or theft shall result from the negligence, malfeasance, or misfeasance of the teacher.

ARTICLE XIV

LUNCH PERIOD

14.1 Each employee shall be entitled to at least a thirty minute duty free lunch period.

ARTICLE XV

EVALUATION SAFEGUARDS

- 15.1 There shall be a Teacher Evaluation Review and Advisory Committee to advise the Superintendent in carrying out his responsibilities under Section 10-151b of the Connecticut General Statutes. Such committee shall consist of eight members--four appointed by the Superintendent and four appointed by the President of the Association. Appointments shall be for a term of two (2) years.
- 15.2 No material concerning a teacher originating after original employment that is evaluative in nature shall be placed in the central personnel file unless the teacher has been notified and has been given a copy. A notation on the copy provided to the teacher, "cc: Personnel File," shall be deemed appropriate notification. The teacher may submit a written response to any such material, and such response shall be maintained in the file along with such material. No anonymous complaint shall be placed in a teacher's personnel file.

ARTICLE XVI

**CLASS SIZE, TEACHER LOAD AND
EXTRACURRICULAR, CO-CURRICULAR AND PROCTORING ASSIGNMENTS**

16.1 Class Size

- A. The Board and the Association recognize and agree that a significant factor affecting instructional effectiveness is the number of students a teacher is assigned.

Within the constraints of budget, instructional time and space, school organization, teacher qualifications and individual student needs, the Administration will be guided by the following recommended maxima in organizing classes and sections:

Regular Instruction	
Kindergarten	23
Grades 1-3	23
Grades 4-5	27
Secondary Nonlaboratory	27
Secondary Laboratory	Number of student stations or up to 27
Special Instruction	State Guidelines

- B. The Board agrees that unless it experiences serious constraints of budget, instructional time and/or space, school organization, teacher qualifications

and individual student needs, the following pupil/teacher ratios shall apply in determining the number of regular classroom teacher positions for this contract: 23:1 for grades 1 through 3, 27:1 for grades 4 and 5, and 17:1 for grades 9 through 12. No pupil/teacher ratio is applied in determining the number of regular classroom teacher positions for grades 6 through 8 because these grades are team organized. However, the ratio of regular classroom teacher positions to pupil enrollment in 1981-82 will not be exceeded for the duration of the contract.

- C. The Board will provide the Association with an enrollment report of each elementary class and each middle school and high school section as of a date midway through the first and second semesters of each academic year.
- 16.2 The Board and the Association recognize and agree that the range of learner-types (such as mandated special education students, ESOL, gifted) a teacher is assigned is also a significant factor affecting instructional effectiveness.
- The Administration will consider this factor in organizing classes and sections.
- 16.3 The Board and the Association recognize and agree that work loads among teachers should be equitable and that to accomplish this the Administration will consider other factors in addition to number of students and range of learner-types in making work assignments.
- 16.4 The Board and the Association recognize and agree that teachers are entitled to regular time and work schedules of teaching hours on which they can rely and which will be fairly and evenly maintained to the extent possible throughout the school system.
- 16.5 The Board and the Association recognize and agree that teachers' responsibility to their students and their profession entails the performance of duties and the expenditure of time before and/or following the normal student day of reasonable duration and reasonably scheduled.

Illustrative of such duties are:

- A. (1) being available to students and parents;
 - (2) participating in grade level, department and faculty meetings;
 - (3) participating in such activities for parents and community as open houses, curriculum nights, etc.;
 - (4) participating in system-level instructional improvement activities such as vertical curriculum teams, etc.
- B. Assuming responsibility for extracurricular activities (social and recreational) or co-curricular activities (extensions of the curriculum; i.e., drama, musicals, subject matter clubs, etc.) at no extra compensation unless otherwise provided in this Agreement.
- D. The Board and the Association recognize and agree that the presence of teachers without fee at other activities to assure appropriate student behavior will be decided voluntarily and professionally by each teacher.
- 16.6 Teachers who are assigned to more than one school in a school day and who have to use their automobile to get from one school to another shall be reimbursed for the mileage involved at the prevailing IRS rate.
- 16.7 Recognizing that teachers need time during the school day to prepare plans and materials and to confer with parents and colleagues, the following planning periods shall be provided:
- Elementary Level: Two and one-half (2 1/2) hours per week (an average of not less than thirty (30) minutes per day).
- Secondary Level: One (1) class period per day.

ARTICLE XVII

FORCED STAFF REDUCTION AND RECALL

17.1 Forced Staff Reduction

- A. Forced staff reduction occurs when the total number of full-time positions or fraction thereof established and budgeted by the Board of Education from funds appropriated by the Town or other sources is less than the total number of full-time equivalent employees qualified and available for placement in these positions. This procedure shall not apply to persons employed under a durational shortage area permit, who are employed at the discretion of the Superintendent.

Forced staff reduction can result in dismissal from employment or displacement from assignment. Conditions that may result in the elimination of positions thus occasioning forced staff reduction are:

- (1) decline in student enrollment
- (2) change in curriculum or program
- (3) severe financial conditions

B. Teachers

- (1) Classification for reduction and displacement from assignment

a. Teachers shall be classified as follows:

- [1] nontenured teachers with temporary, interim, initial educator, provisional or professional educator certification
 - by field in which certified and/or level for which qualified
 - by length of current probationary service in West Hartford
- [2] tenured teachers with provisional certification
 - by field in which certified and/or level for which qualified on the basis of minimum standard of preparation or minimum standard of experience

- [3] tenured teachers with professional educator
 - by field in which certified and/or level for which qualified on the basis of minimum standard of preparation or minimum standard of experience
 - by experience band

- b. The minimum standard of preparation in the field in which certified and/or level for which qualified shall be the completion within eighty (80) calendar months immediately preceding June 30 of the then current calendar year of at least twelve (12) credit hours in the field in which certified and/or level for which qualified. Such study completed by June 30, 1978 must have been done at a college or university accredited to recommend certification in the field and/or level. Such study commenced after May 31, 1978 must be pre-approved by the Superintendent or his designee and may be done at a college or university.
- c. The minimum standard of experience in the field in which certified and/or level for which qualified shall be the completion of at least ten (10) school-months experience under contract in the field in which certified and/or level for which qualified on a consecutive basis within eighty (80) school months immediately preceding June 30 of the then current calendar year.
- d. If the assignment of an employee does not classify under an existing field of State certification, the assignment itself shall be treated as if it were a field of certification.

(2) Order of reduction and displacement from assignment.
The order shall be as follows:

- a. Paraprofessionals shall not be used if their use would result in the termination of employment of fully-certified, regularly contracted teachers.
- b. Nontenured teachers with temporary, interim, initial, provisional, or professional educator certification shall be the first classification of teachers to be dismissed from employment or displaced from assignment because of forced staff reduction.

- c. Tenured teachers with provisional certification shall be the second classification of teachers to be dismissed from employment or displaced from assignment because of forced staff reduction.
- d. Tenured teachers with professional educator certification shall be the third classification of teachers to be dismissed from employment or displaced from assignment because of forced staff reduction.

(3) Criteria of reduction and displacement from assignment

a. Nontenured teachers

The prime factors to be considered in determining dismissal from employment or displacement from assignment among nontenured teachers with provisional, professional educator certification shall be relative performance and length of service.

[1] relative performance shall be determined through an assessment of

- (a) performance during the current probationary period in West Hartford
- (b) the amount, applicability and recency of preparation relative to positions to be filled
- (c) demonstrated unique abilities and/or competencies possessed relative to positions to be filled

[2] length of service shall be determined on the basis of

- (a) the length of current probationary service in West Hartford
- (b) the amount, applicability and recency of experience relative to positions to be filled.

b. Tenured teachers with provisional certification

Within each grouping by field in which certified and/or level for which qualified on the basis of minimum standard of

preparation or minimum standard of experience, the following factors shall be applied in determining dismissal from employment or displacement from assignment among tenured teachers with provisional certification:

- [1] specified unique abilities and/or competencies possessed relative to identified needs of positions to be filled
- [2] amount, applicability and recency of experience relative to positions to be filled
- [3] amount, applicability and recency of preparation relative to positions to be filled
- [4] degree status recognized for salary purposes by the Board of Education
- [5] total experience recognized for salary purposes by the Board of Education

c. Tenured teachers with professional educator certification

- [1] The first factor to be considered in determining dismissal from employment or displacement from assignment among tenured teachers with professional educator certification shall be length of service.

Length of service shall be applied following the attainment of tenure in West Hartford on the basis of bands of thirty (30) school months experience and minimum standard of preparation or minimum standard of experience in each field in which certified and/or level for which qualified proceeding sequentially from the band of least experience to the band of most experience.

For tenured teachers with professional educator certification who acquired tenure previously in West Hartford, all experience under tenure in West Hartford in the field in which currently certified and/or level for which currently qualified on the basis of minimum standards of preparation or experience shall be counted.

[2] When it is necessary to determine dismissal from employment or displacement from assignment within a band, the following factors shall be applied.

- (a) specified unique abilities and/or competencies possessed relative to identified needs of positions to be filled
- (b) amount, applicability and recency of experience relative to positions to be filled
- (c) amount, applicability and recency of preparation relative to positions to be filled
- (d) degree status recognized for salary purposes by the Board of Education
- (e) total experience recognized for salary purposes by the Board of Education

(4) Staff Reduction Lists

- a. Staff reduction lists shall be established in accordance with 17.1 B(1) (Classification for Reduction) annually on February 1 and be applicable through January 31 of the succeeding year.
- b. Annually, by March 1, the Board shall verify to each teacher in writing his/her placement on the applicable staff reduction list and his/her relative ranking on the applicable staff reduction list.
- c. Annually, by March 1, the Board shall provide the Association with a copy of all staff reduction lists.

17.2 Recall

- A. The name of any regularly-contracted tenured teacher who is dismissed from employment as a consequence of forced staff reduction shall be placed upon a re-employment list and remain on such list for a maximum of twenty-six (26) calendar months following dismissal provided that during such period the dismissed teacher does not decline re-employment in a position of no less teaching time than the position he/she was in when dismissed or request that his/her name be removed from the re-employment list and provided the dismissed teacher applies in writing by registered mail for the retention of his/her name on said list on or before June 1 of each year subsequent to his/her dismissal.
- B. To be eligible for offer of re-employment, a person on the re-employment list must have been certified in the field and/or qualified for the level of the teacher position available and must have met the minimal standards of preparation or experience in the field and/or level (as defined in 1 B. (1) [b] and [c] of this Article) of the teacher position available as of the date he or she was dismissed from employment as a consequence of forced staff reduction. The order of offer of re-employment shall be reverse of the order of dismissal.
- C. No person shall be newly employed in a teacher position until all persons on the re-employment list eligible for the teacher position have either declined an offer of re-employment or been re-employed.
- D. If the Board does not hear from a person on the re-employment list within ten (10) calendar days following mailing of an offer of re-employment, the Board may proceed to offer re-employment to the person next eligible for re-employment or if there is no other person on the re-employment list, to employ a person new to the school system.
- E. Any person who has been dismissed from employment as a consequence of forced staff reduction will, upon re-employment, be placed on the applicable salary schedule and step and be credited with the number of sick leave days which he/she had accumulated at the date of dismissal.
- F. Recall shall not apply to interns, to interim teachers as defined in Article II, Section 9, or to administrative and supervisory personnel.

17.3 General Provisions

- A. Exceptions to the provisions of this Article may be allowed in unique circumstances if approved by the parties.
- B. It is recognized that the criteria, procedures and understandings above do not constitute a waiver of the employer's or employee's rights under Section 10-151 of the Connecticut General Statutes or other laws. Any provisions above which are found in conflict with statutes or State regulations are null and void and do not render other provisions inoperative.
- C. It is further recognized that nothing stated in this Article shall preclude or abridge the right of the Board of Education to determine the number and type of positions there shall be in the school system, in each school and in any department or other subdivision or level of the school system or school.
- D. It is also recognized that the Board of Education shall not be bound by the forced staff reduction provisions of this Article when it dismisses an employee or displaces him/her for reasons other than forced staff reduction. It is further recognized that the Board of Education shall not be bound by the recall provisions of this Article when it dismisses an employee for reasons other than forced staff reduction.
- E. To the extent possible, the Board will assist anyone dismissed under this Article in finding employment.
- F. For the purpose of determining displacement, an employee who is assigned a daily work schedule that is less than half-time shall be considered to be on leave full-time; an employee who is assigned a daily work schedule that is at least half-time but less than full-time shall be considered not to be on leave for the period of time daily that he/she is unassigned.

ARTICLE XVIII

DURATION

- 18.1 This Agreement constitutes the full and complete agreement between the parties on all subjects of negotiation. Neither party shall be required to negotiate on any subject, whether it is covered or not covered in this Agreement; provided, this requirement shall not be construed to waive the Association's rights under the Board-Teacher negotiations statute to negotiate changes that the Board proposes concerning mandatory subjects of negotiation.
- 18.2 The provision of this Agreement shall remain in full force and effect from July 1, 2011 through June 30, 2013.
- 18.3 Said Agreement shall automatically be renewed and shall continue in force and effect for additional periods of one year unless either the Board or the Association give written notice to the other by October 1 of the year prior to the year the Agreement is to terminate or any anniversary thereof of its desire to reopen this Agreement and to negotiate over the terms of a successor agreement.

ARTICLE XIX

SAVINGS CLAUSE

- 19.1 If any provision or any portion of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and the remainder of the Agreement shall remain in full force and effect.
- 19.2 This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly authorized and executed by both parties.

IN WITNESS WHEREOF, the Parties hereto hereunto caused this Agreement to be executed by their duly authorized representatives on this 22nd day of AUGUST, 2013.

WEST HARTFORD BOARD OF EDUCATION

By Bruce S. Patten

WEST HARTFORD EDUCATION ASSOCIATION

By [Signature]

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Bachelor Lane Step Movement

<u>2012-2013</u>		<u>2013-2014</u>		<u>2014-2015</u>		<u>2015-2016</u>
1	↘	1	→	1	↘	1
2	↘	2	→	2	↘	2
3	↘	3	→	3	↘	3
4	↘	4	→	4	↘	4
5	↘	5	→	5	↘	5
6	↘	6	→	6	↘	6
7	↘	7	→	7	↘	7
8	↘	8	→	8	↘	8
9	↘	9	→	9	↘	9
10	↘	10	→	10	↘	10
11	→	11	→	11	↘	11
					↘	12

Masters/PhD Lanes Step Movement

<u>2012-2013</u>		<u>2013-2014</u>		<u>2014-2015</u>		<u>2015-2016</u>
1	↘	1	→	1	→	1
2	↘	2	→	2	→	2
3	↘	3	→	3	→	3
4	↘	4	→	4	→	4
5	↘	5	→	5	→	5
6	↘	6	→	6	→	6
7	↘	7	→	7	→	7
8	↘	8	→	8	→	8
9	↘	9	→	9	→	9
10	↘	10	→	10	→	10
11	↘	11	→	11	→	11
12	↘	12	→	12	→	12
13	↘	13	→	13	→	
14	→	14	→	14	→	

SALARY SCHEDULE
2013-2014

Teachers, Counselors, Reading Consultants, Psychologists, Social Workers,
Speech Therapists and Librarians

DEGREE

STEP	BA	MA	MA+10	MA+20	MA+30	PHD/EDD	STEP
1	43,993	46,733	47,726	48,778	51,527	55,547	1
2	45,873	48,619	49,636	50,659	53,194	57,221	2
3	47,536	50,340	51,299	52,290	54,877	58,928	3
4	49,180	52,003	52,982	53,866	56,601	60,843	4
5	50,855	53,665	54,684	55,544	58,477	63,142	5
6	52,571	55,544	56,599	57,424	60,537	65,023	6
7	54,205	57,778	58,671	59,597	62,724	67,512	7
8	56,123	59,945	60,837	61,798	65,022	69,844	8
9	59,089	62,259	63,138	64,163	67,545	72,521	9
10	62,057	64,637	65,599	66,523	70,098	75,144	10
11	67,064	67,271	68,147	69,172	72,781	77,659	11
12		70,189	71,217	72,080	77,055	82,243	12
13		75,292	76,279	77,252	81,729	87,147	13
14		84,005	84,996	86,128	90,292	96,194	14

1. Pupil Services and Special Education personnel contracted prior to July 1, 1978 -\$400 differential.
2. Curriculum Specialists - appropriate track and step of teachers' schedule plus \$4,160; work year shall be teacher's work year plus two days.
3. Credit for salary advancement to the MA, MA+10, MA+20, and MA+30 salary lanes shall be granted only for courses approved in advance by the Superintendent or his/her designee, which courses shall be in an approved course of study for the MA or shall be post-MA graduate courses at an accredited college or university. Approval for such courses shall not be unreasonably withheld. No more than 3 courses shall be granted credit annually for post-MA graduate online study, as approved by the Executive Director of Human Resources, whose decision shall be final.

SALARY SCHEDULE

2014-2015

Teachers, Counselors, Reading Consultants, Psychologists, Social Workers,
Speech Therapists and Librarians

Any teacher not on maximum shall not advance a step.

DEGREE

STEP	BA	MA	MA+10	MA+20	MA+30	PHD/EDD	STEP
1	44,873	47,668	48,681	49,754	52,558	56,658	1
2	46,790	49,591	50,629	51,672	54,258	58,365	2
3	48,487	51,347	52,325	53,336	55,975	60,107	3
4	50,164	53,043	54,042	54,943	57,733	62,060	4
5	51,872	54,738	55,778	56,655	59,647	64,405	5
6	53,622	56,655	57,731	58,572	61,748	66,323	6
7	55,289	58,934	59,844	60,789	63,978	68,862	7
8	57,245	61,144	62,054	63,034	66,322	71,241	8
9	60,271	63,504	64,401	65,446	68,896	73,971	9
10	63,298	65,930	66,911	67,853	71,500	76,647	10
11	68,405	68,616	69,510	70,555	74,237	79,212	11
12		71,593	72,641	73,522	78,596	83,888	12
13		76,798	77,805	78,797	83,364	88,890	13
14		85,685	86,695	87,850	92,098	98,118	14

1. Pupil Services and Special Education personnel contracted prior to July 1, 1978 -\$400 differential.
2. Curriculum Specialists - appropriate track and step of teachers' schedule plus \$4,243; work year shall be teacher's work year plus two days.
3. Credit for salary advancement to the MA, MA+10, MA+20, and MA+30 salary lanes shall be granted only for courses approved in advance by the Superintendent or his/her designee, which courses shall be in an approved course of study for the MA or shall be post-MA graduate courses at an accredited college or university. Approval for such courses shall not be unreasonably withheld. No more than 3 courses shall be granted credit annually for post-MA graduate online study, as approved by the Executive Director of Human Resources, whose decision shall be final.

SALARY SCHEDULE

2015-2016

Teachers, Counselors, Reading Consultants, Psychologists, Social Workers,
Speech Therapists and Librarians

Please see schedule on Page A-1a for step movement.

DEGREE

STEP	BA	MA	MA+10	MA+20	MA+30	PHD/EDD	STEP
1	44,873	49,591	50,629	51,672	54,258	58,365	1
2	46,790	53,043	54,042	54,943	57,733	62,060	2
3	48,487	54,738	55,778	56,655	59,647	64,405	3
4	50,164	58,934	59,844	60,789	63,978	68,862	4
5	51,872	61,144	62,054	63,034	66,322	71,241	5
6	53,622	63,504	64,401	65,446	68,896	73,971	6
7	55,289	65,930	66,911	67,853	71,500	76,647	7
8	57,245	68,616	69,510	70,555	74,237	79,212	8
9	60,271	71,593	72,641	73,522	78,596	83,888	9
10	63,298	76,798	77,805	78,797	83,364	88,890	10
11	68,405	81,930	82,948	84,030	88,471	94,293	11
12	69,637	87,228	88,256	89,432	93,756	99,884	12

1. Pupil Services and Special Education personnel contracted prior to July 1, 1978 -\$400 differential.
2. Curriculum Specialists - appropriate track and step of teachers' schedule plus \$4,319; work year shall be teacher's work year plus two days.
3. Credit for salary advancement to the MA, MA+10, MA+20, and MA+30 salary lanes shall be granted only for courses approved in advance by the Superintendent or his/her designee, which courses shall be in an approved course of study for the MA or shall be post-MA graduate courses at an accredited college or university. Approval for such courses shall not be unreasonably withheld. No more than 3 courses shall be granted credit annually for post-MA graduate online study, as approved by the Executive Director of Human Resources, whose decision shall be final.

**ACADEMIC
MIDDLE SCHOOL
TEAM LEADERS**

Base Work Year

Base work year for teachers

Salary

- 1) Base work year - appropriate track and step of teachers' salary schedule plus \$4,160 in 2013-2014, in 2014-2015 \$4,243 and \$4,319 in 2015-2016.
- 2) Extended work year - two days beyond the teachers' work year - per diem rate (7.5 work hours).
- 3) Voluntary extended work year - appropriate track and step of teachers' salary schedule per diem rate.

The Superintendent may terminate the appointment of a team leader at any time because of poor performance, inability to perform the duties of the position in a consistent manner because of health or elimination of the position for any reason.

**HEAD COACHES
STIPEND SCHEDULE
2013-2014**

Position	Step			
	1	2	3	4
Football	\$6,620	\$6,966	\$7,312	\$7,657
Ice Hockey	\$5,616	\$5,937	\$6,259	\$6,581
Gymnastics	\$5,203	\$5,511	\$5,815	\$6,123
Soccer	\$5,152	\$5,456	\$5,759	\$6,059
Wrestling	\$5,047	\$5,344	\$5,642	\$5,938
Lacrosse	\$5,047	\$5,344	\$5,642	\$5,938
Basketball	\$6,254	\$6,545	\$6,835	\$7,127
Track	\$4,893	\$5,179	\$5,466	\$5,756
Field Hockey	\$4,893	\$5,179	\$5,466	\$5,756
Baseball	\$5,128	\$5,402	\$5,677	\$5,947
Softball	\$5,128	\$5,402	\$5,677	\$5,953
Indoor Track	\$4,528	\$4,793	\$5,059	\$5,326
Swimming	\$4,861	\$5,124	\$5,383	\$5,643
Cheerleading	\$3,210	\$3,380	\$3,565	\$3,746
Volleyball	\$4,770	\$4,993	\$5,216	\$5,439
Tennis	\$4,055	\$4,276	\$4,497	\$4,718
Cross Country	\$4,111	\$4,313	\$4,517	\$4,718
Golf	\$4,137	\$4,331	\$4,524	\$4,718

Note: Unified coaches stipends are fifty percent (50%) of their respective coaching positions.

**ASSISTANT COACHES
STIPEND SCHEDULE**

2013-2014

Position	Step			
	1	2	3	4
Football	\$4,650	\$4,907	\$5,167	\$5,427
Ice Hockey	\$4,099	\$4,340	\$4,582	\$4,823
Gymnastics	\$3,903	\$4,132	\$4,362	\$4,592
Soccer	\$3,864	\$4,091	\$4,318	\$4,546
Wrestling	\$3,787	\$4,008	\$4,231	\$4,454
Lacrosse	\$3,787	\$4,008	\$4,231	\$4,454
Basketball	\$4,160	\$4,377	\$4,597	\$4,812
Track	\$3,669	\$3,885	\$4,100	\$4,316
Field Hockey	\$3,669	\$3,885	\$4,100	\$4,316
Baseball	\$3,514	\$3,720	\$3,928	\$4,132
Softball	\$3,514	\$3,720	\$3,928	\$4,132
Indoor Track	\$3,046	\$3,223	\$3,403	\$3,581
Swimming	\$3,317	\$3,514	\$3,708	\$3,903
Cheerleading	\$1,902	\$2,204	\$2,509	\$2,811
Volleyball	\$3,161	\$3,328	\$3,498	\$3,662
Tennis	\$2,811	\$2,976	\$3,141	\$3,307
Cross Country	\$2,946	\$3,098	\$3,247	\$3,399
Golf	\$2,710	\$2,857	\$3,001	\$3,144

Note: Unified coaches stipends are fifty percent (50%) of their respective coaching positions.

**HEAD COACHES
STIPEND SCHEDULE
2014-2015**

Position	Step			
	1	2	3	4
Football	\$6,752	\$7,105	\$7,459	\$7,810
Ice Hockey	\$5,728	\$6,056	\$6,384	\$6,713
Gymnastics	\$5,307	\$5,621	\$5,931	\$6,246
Soccer	\$5,255	\$5,565	\$5,874	\$6,180
Wrestling	\$5,148	\$5,451	\$5,754	\$6,057
Lacrosse	\$5,148	\$5,451	\$5,754	\$6,057
Basketball	\$6,379	\$6,676	\$6,972	\$7,269
Track	\$4,991	\$5,282	\$5,576	\$5,871
Field Hockey	\$4,991	\$5,282	\$5,576	\$5,871
Baseball	\$5,230	\$5,510	\$5,791	\$6,066
Softball	\$5,230	\$5,510	\$5,791	\$6,072
Indoor Track	\$4,618	\$4,889	\$5,160	\$5,433
Swimming	\$4,959	\$5,227	\$5,490	\$5,755
Cheerleading	\$3,274	\$3,448	\$3,636	\$3,821
Volleyball	\$4,865	\$5,093	\$5,321	\$5,547
Tennis	\$4,136	\$4,361	\$4,587	\$4,812
Cross Country	\$4,193	\$4,399	\$4,607	\$4,812
Golf	\$4,220	\$4,418	\$4,614	\$4,812

Note: Unified coaches stipends are fifty percent (50%) of their respective coaching positions.

**ASSISTANT COACHES
STIPEND SCHEDULE
2014-2015**

Position	Step			
	1	2	3	4
Football	\$4,743	\$5,005	\$5,271	\$5,536
Ice Hockey	\$4,181	\$4,427	\$4,673	\$4,919
Gymnastics	\$3,981	\$4,215	\$4,449	\$4,684
Soccer	\$3,941	\$4,173	\$4,404	\$4,637
Wrestling	\$3,863	\$4,088	\$4,316	\$4,543
Lacrosse	\$3,863	\$4,088	\$4,316	\$4,543
Basketball	\$4,243	\$4,464	\$4,689	\$4,909
Track	\$3,742	\$3,963	\$4,182	\$4,402
Field Hockey	\$3,742	\$3,963	\$4,182	\$4,402
Baseball	\$3,584	\$3,794	\$4,007	\$4,215
Softball	\$3,584	\$3,794	\$4,007	\$4,215
Indoor Track	\$3,107	\$3,288	\$3,471	\$3,653
Swimming	\$3,383	\$3,584	\$3,782	\$3,981
Cheerleading	\$1,940	\$2,248	\$2,559	\$2,867
Volleyball	\$3,224	\$3,395	\$3,568	\$3,735
Tennis	\$2,867	\$3,036	\$3,203	\$3,373
Cross Country	\$3,005	\$3,160	\$3,312	\$3,467
Golf	\$2,764	\$2,914	\$3,061	\$3,207

Note: Unified coaches stipends are fifty percent (50%) of their respective coaching positions.

**HEAD COACHES
STIPEND SCHEDULE
2015-2016**

Position	Step			
	1	2	3	4
Football	\$6,874	\$7,233	\$7,593	\$7,951
Ice Hockey	\$5,832	\$6,165	\$6,499	\$6,833
Gymnastics	\$5,403	\$5,722	\$6,038	\$6,358
Soccer	\$5,350	\$5,665	\$5,980	\$6,291
Wrestling	\$5,241	\$5,549	\$5,858	\$6,166
Lacrosse	\$5,241	\$5,549	\$5,858	\$6,166
Basketball	\$6,494	\$6,796	\$7,097	\$7,400
Track	\$5,081	\$5,377	\$5,676	\$5,977
Field Hockey	\$5,081	\$5,377	\$5,676	\$5,977
Baseball	\$5,324	\$5,609	\$5,895	\$6,175
Softball	\$5,324	\$5,609	\$5,895	\$6,181
Indoor Track	\$4,701	\$4,977	\$5,253	\$5,531
Swimming	\$5,048	\$5,321	\$5,589	\$5,859
Cheerleading	\$3,333	\$3,510	\$3,702	\$3,890
Volleyball	\$4,952	\$5,184	\$5,416	\$5,647
Tennis	\$4,210	\$4,440	\$4,670	\$4,898
Cross Country	\$4,268	\$4,478	\$4,690	\$4,898
Golf	\$4,296	\$4,497	\$4,697	\$4,898

Note: Unified coaches stipends are fifty percent (50%) of their respective coaching positions.

**ASSISTANT COACHES
STIPEND SCHEDULE
2015-2016**

Position	Step			
	1	2	3	4
Football	\$4,829	\$5,095	\$5,366	\$5,636
Ice Hockey	\$4,257	\$4,507	\$4,758	\$5,008
Gymnastics	\$4,052	\$4,291	\$4,529	\$4,768
Soccer	\$4,012	\$4,248	\$4,483	\$4,721
Wrestling	\$3,933	\$4,161	\$4,393	\$4,625
Lacrosse	\$3,933	\$4,161	\$4,393	\$4,625
Basketball	\$4,319	\$4,545	\$4,773	\$4,997
Track	\$3,810	\$4,034	\$4,258	\$4,481
Field Hockey	\$3,810	\$4,034	\$4,258	\$4,481
Baseball	\$3,649	\$3,863	\$4,079	\$4,291
Softball	\$3,649	\$3,863	\$4,079	\$4,291
Indoor Track	\$3,163	\$3,347	\$3,533	\$3,719
Swimming	\$3,444	\$3,649	\$3,850	\$4,052
Cheerleading	\$1,975	\$2,289	\$2,605	\$2,919
Volleyball	\$3,282	\$3,456	\$3,632	\$3,802
Tennis	\$2,919	\$3,091	\$3,261	\$3,434
Cross Country	\$3,059	\$3,217	\$3,371	\$3,529
Golf	\$2,814	\$2,966	\$3,116	\$3,265

Note: Unified coaches stipends are fifty percent (50%) of their respective coaching positions.

INTRAMURAL SPORTS EXTRA COMPENSATION

<u>POSITION</u>	2013-14	2014-15	2015-2016
High School Leader	\$1,361 per season	\$1,388 per season	\$1,413 per season
Middle School Coordinator	\$4,704 per year	\$4,798 per year	\$4,885 per year
Assistant to Middle School Coordinator	\$939 per year	\$958 per year	\$975 per year
Middle School Leader	\$44 per session	\$45 per session	\$46 per session

MISCELLANEOUS

Supervisory Saturday detention
Rate per Hour of Actual Supervision

2013-14	\$41.14
2014-15	\$41.96
2015-16	\$42.71

Chaporne Rate For School Activities:

2013-14	\$48.71 per activity
2014-15	\$49.68 per activity
2015-16	\$50.57 per activity

Activites included are: concerts, plays, dances, graduation, class sponsored activities, student council/association sponsored activities.

Chaporne Rate For School Activites That Require An Overnight Stay:

2013-14	\$108.20
2014-15	\$110.36
2015-16	\$112.35

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE
2013-2014**

ACTIVITY	POINTS	Years of Experience			
		1-3	4-6	7-9	10+
		\$46.54	\$48.71	\$50.88	\$54.12
ELEMENTARY					
inter-el orchestra director	58	\$2,700	\$2,824	\$2,951	\$3,139
inter-el band director	58	\$2,700	\$2,824	\$2,951	\$3,139
inter-el choir director	58	\$2,700	\$2,824	\$2,951	\$3,139
inter-el choir manager	47	\$2,188	\$2,289	\$2,391	\$2,544
inter-el band manager	47	\$2,188	\$2,289	\$2,391	\$2,544
inter-el coordinator of festival	47	\$2,188	\$2,289	\$2,391	\$2,544
inter-el orchestra manager	47	\$2,188	\$2,289	\$2,391	\$2,544
MIDDLE					
SEDGWICK					
drama director	83	\$3,863	\$4,043	\$4,223	\$4,492
drama club assistant	70	\$3,259	\$3,410	\$3,561	\$3,788
strings director	70	\$3,259	\$3,410	\$3,561	\$3,788
band director	70	\$3,259	\$3,410	\$3,561	\$3,788
choral director	60	\$2,793	\$2,922	\$3,053	\$3,247
top of sixes	59	\$2,746	\$2,873	\$3,002	\$3,193
drill team advisor - beginner	59	\$2,746	\$2,873	\$3,002	\$3,193
drill team advisor - advanced	59	\$2,746	\$2,873	\$3,002	\$3,193
TSA	59	\$2,746	\$2,873	\$3,002	\$3,193
video club	54	\$2,513	\$2,631	\$2,748	\$2,922
yearbook advisor	50	\$2,328	\$2,436	\$2,544	\$2,706
mock trial	49	\$2,281	\$2,387	\$2,493	\$2,652
student government advisor	48	\$2,234	\$2,338	\$2,442	\$2,598
newspaper advisor	48	\$2,234	\$2,338	\$2,442	\$2,598
math counts advisor	45	\$2,094	\$2,192	\$2,289	\$2,436
KING PHILIP					
drama director	83	\$3,863	\$4,043	\$4,223	\$4,492
drama club assistant	70	\$3,259	\$3,410	\$3,561	\$3,788
strings director	70	\$3,259	\$3,410	\$3,561	\$3,788
band director	70	\$3,259	\$3,410	\$3,561	\$3,788
choral director	60	\$2,793	\$2,922	\$3,053	\$3,247
Odyssey of the Mind	60	\$2,793	\$2,922	\$3,053	\$3,247
yearbook advisor	50	\$2,328	\$2,436	\$2,544	\$2,706
sixth dimension	59	\$2,746	\$2,873	\$3,002	\$3,193
mock trial	49	\$2,281	\$2,387	\$2,493	\$2,652
student government advisor	48	\$2,234	\$2,338	\$2,442	\$2,598
newspaper advisor	48	\$2,234	\$2,338	\$2,442	\$2,598

art club, 6th grade	48	\$2,234	\$2,338	\$2,442	\$2,598
HIGH SCHOOL					
CONARD					
drama director	90	\$4,189	\$4,384	\$4,579	\$4,872
unified theater (.5)	85	\$3,957	\$4,141	\$4,324	\$4,600
musicals director	75	\$3,490	\$3,653	\$3,815	\$4,060
newspaper advisor	74	\$3,445	\$3,605	\$3,765	\$4,005
yearbook advisor	74	\$3,445	\$3,605	\$3,765	\$4,005
student council advisor	66	\$3,072	\$3,215	\$3,358	\$3,572
stage manager	65	\$3,025	\$3,166	\$3,307	\$3,518
musicals assistant director	65	\$3,025	\$3,166	\$3,307	\$3,518
math team advisor	56	\$2,606	\$2,727	\$2,849	\$3,030
solo choir	56	\$2,606	\$2,727	\$2,849	\$3,030
GSA	56	\$2,606	\$2,727	\$2,849	\$3,030
freshman class advisor	45	\$2,094	\$2,192	\$2,289	\$2,436
Sophomore class advisor	50	\$2,328	\$2,436	\$2,544	\$2,706
junior class advisor	55	\$2,560	\$2,680	\$2,798	\$2,976
senior class advisor	62	\$2,886	\$3,020	\$3,155	\$3,356
national honor society advisor	51	\$2,375	\$2,485	\$2,595	\$2,760
marching band director	50	\$2,328	\$2,436	\$2,544	\$2,706
mock trial	50	\$2,328	\$2,436	\$2,544	\$2,706
DECA advisor	49	\$2,281	\$2,387	\$2,493	\$2,652
Environmental	49	\$2,281	\$2,387	\$2,493	\$2,652
world affairs club advisor	47	\$2,188	\$2,289	\$2,391	\$2,544
close-up Washington, DC	43	\$2,001	\$2,094	\$2,188	\$2,328
Choreographer	42	\$1,955	\$2,045	\$2,137	\$2,274
Spanish trivia	40	\$1,862	\$1,948	\$2,035	\$2,165
HALL					
drama director	90	\$4,189	\$4,384	\$4,579	\$4,872
unified theater (.5)	85	\$3,957	\$4,141	\$4,324	\$4,600
musicals director	75	\$3,490	\$3,653	\$3,815	\$4,060
black box director	75	\$3,490	\$3,653	\$3,815	\$4,060
newspaper advisor	74	\$3,445	\$3,605	\$3,765	\$4,005
yearbook advisor	74	\$3,445	\$3,605	\$3,765	\$4,005
student council advisor	66	\$3,072	\$3,215	\$3,358	\$3,572
stage manager	65	\$3,025	\$3,166	\$3,307	\$3,518
musicals assistant director	65	\$3,025	\$3,166	\$3,307	\$3,518
robotics	65	\$3,025	\$3,166	\$3,307	\$3,518
GSA	56	\$2,606	\$2,727	\$2,849	\$3,030
madrigal singers director	56	\$2,606	\$2,727	\$2,849	\$3,030
freshman class advisor	45	\$2,094	\$2,192	\$2,289	\$2,436
Sophomore class advisor	50	\$2,328	\$2,436	\$2,544	\$2,706
junior class advisor	55	\$2,560	\$2,680	\$2,798	\$2,976
senior class advisor	62	\$2,886	\$3,020	\$3,155	\$3,356

national honor society advisor	51	\$2,375	\$2,485	\$2,595	\$2,760
art honor society advisor	50	\$2,328	\$2,436	\$2,544	\$2,706
marching band director	50	\$2,328	\$2,436	\$2,544	\$2,706
mock trial	50	\$2,328	\$2,436	\$2,544	\$2,706
world affairs club advisor	47	\$2,188	\$2,289	\$2,391	\$2,544
parents training class advisor	47	\$2,188	\$2,289	\$2,391	\$2,544
Chemistry Club	47	\$2,188	\$2,289	\$2,391	\$2,544
close-up Washington, DC	43	\$2,001	\$2,094	\$2,188	\$2,328
Choreographer	42	\$1,955	\$2,045	\$2,137	\$2,274
Spanish trivia	40	\$1,862	\$1,948	\$2,035	\$2,165
debate team	40	\$1,862	\$1,948	\$2,035	\$2,165
Aids Awareness	40	\$1,862	\$1,948	\$2,035	\$2,165
TOWNWIDE					
Special Olympics coordinator	78	\$3,631	\$3,800	\$3,968	\$4,222
Special Olympics head coach	77	\$3,584	\$3,751	\$3,917	\$4,168
Unified Theater, Middle School	54	\$2,513	\$2,631	\$2,748	\$2,922

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE
2014-2015**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$47.47	\$49.68	\$51.90	\$55.20
ELEMENTARY					
inter-el orchestra director	58	\$2,754	\$2,881	\$3,010	\$3,201
inter-el band director	58	\$2,754	\$2,881	\$3,010	\$3,201
inter-el choir director	58	\$2,754	\$2,881	\$3,010	\$3,201
inter-el choir manager	47	\$2,232	\$2,335	\$2,439	\$2,595
inter-el band manager	47	\$2,232	\$2,335	\$2,439	\$2,595
inter-el coordinator of festival	47	\$2,232	\$2,335	\$2,439	\$2,595
inter-el orchestra manager	47	\$2,232	\$2,335	\$2,439	\$2,595
MIDDLE					
SEDGWICK					
drama director	83	\$3,940	\$4,124	\$4,307	\$4,582
drama club assistant	70	\$3,324	\$3,478	\$3,632	\$3,864
strings director	70	\$3,324	\$3,478	\$3,632	\$3,864
band director	70	\$3,324	\$3,478	\$3,632	\$3,864
choral director	60	\$2,849	\$2,981	\$3,114	\$3,312
top of sixes	59	\$2,801	\$2,931	\$3,062	\$3,256
drill team advisor - beginner	59	\$2,801	\$2,931	\$3,062	\$3,256
drill team advisor - advanced	59	\$2,801	\$2,931	\$3,062	\$3,256
TSA	59	\$2,801	\$2,931	\$3,062	\$3,256
video club	54	\$2,564	\$2,683	\$2,803	\$2,981
yearbook advisor	50	\$2,374	\$2,484	\$2,595	\$2,760
mock trial	49	\$2,326	\$2,435	\$2,543	\$2,705
student government advisor	48	\$2,278	\$2,385	\$2,491	\$2,650
newspaper advisor	48	\$2,278	\$2,385	\$2,491	\$2,650
math counts advisor	45	\$2,136	\$2,236	\$2,335	\$2,484
KING PHILIP					
drama director	83	\$3,940	\$4,124	\$4,307	\$4,582
drama club assistant	70	\$3,324	\$3,478	\$3,632	\$3,864
strings director	70	\$3,324	\$3,478	\$3,632	\$3,864
band director	70	\$3,324	\$3,478	\$3,632	\$3,864
choral director	60	\$2,849	\$2,981	\$3,114	\$3,312
Odyssey of the Mind	60	\$2,849	\$2,981	\$3,114	\$3,312
yearbook advisor	50	\$2,374	\$2,484	\$2,595	\$2,760
sixth dimension	59	\$2,801	\$2,931	\$3,062	\$3,256
mock trial	49	\$2,326	\$2,435	\$2,543	\$2,705
student government advisor	48	\$2,278	\$2,385	\$2,491	\$2,650
newspaper advisor	48	\$2,278	\$2,385	\$2,491	\$2,650

art club, 6th grade	48	\$2,278	\$2,385	\$2,491	\$2,650
HIGH SCHOOL					
CONARD					
drama director	90	\$4,273	\$4,472	\$4,670	\$4,969
unified theater (.5)	85	\$4,036	\$4,224	\$4,410	\$4,692
musicals director	75	\$3,560	\$3,726	\$3,891	\$4,141
newspaper advisor	74	\$3,513	\$3,677	\$3,840	\$4,085
yearbook advisor	74	\$3,513	\$3,677	\$3,840	\$4,085
student council advisor	66	\$3,134	\$3,279	\$3,425	\$3,643
stage manager	65	\$3,086	\$3,229	\$3,373	\$3,588
musicals assistant director	65	\$3,086	\$3,229	\$3,373	\$3,588
math team advisor	56	\$2,658	\$2,782	\$2,906	\$3,091
solo choir	56	\$2,658	\$2,782	\$2,906	\$3,091
GSA	56	\$2,658	\$2,782	\$2,906	\$3,091
freshman class advisor	45	\$2,136	\$2,236	\$2,335	\$2,484
Sophomore class advisor	50	\$2,374	\$2,484	\$2,595	\$2,760
junior class advisor	55	\$2,611	\$2,733	\$2,854	\$3,036
senior class advisor	62	\$2,943	\$3,081	\$3,218	\$3,423
national honor society advisor	51	\$2,422	\$2,534	\$2,647	\$2,815
marching band director	50	\$2,374	\$2,484	\$2,595	\$2,760
mock trial	50	\$2,374	\$2,484	\$2,595	\$2,760
DECA advisor	49	\$2,326	\$2,435	\$2,543	\$2,705
Environmental	49	\$2,326	\$2,435	\$2,543	\$2,705
world affairs club advisor	47	\$2,232	\$2,335	\$2,439	\$2,595
close-up Washington, DC	43	\$2,041	\$2,136	\$2,232	\$2,374
Choreographer	42	\$1,994	\$2,086	\$2,180	\$2,319
Spanish trivia	40	\$1,899	\$1,987	\$2,076	\$2,209
HALL					
drama director	90	\$4,273	\$4,472	\$4,670	\$4,969
unified theater (.5)	85	\$4,036	\$4,224	\$4,410	\$4,692
musicals director	75	\$3,560	\$3,726	\$3,891	\$4,141
black box director	75	\$3,560	\$3,726	\$3,891	\$4,141
newspaper advisor	74	\$3,513	\$3,677	\$3,840	\$4,085
yearbook advisor	74	\$3,513	\$3,677	\$3,840	\$4,085
student council advisor	66	\$3,134	\$3,279	\$3,425	\$3,643
stage manager	65	\$3,086	\$3,229	\$3,373	\$3,588
musicals assistant director	65	\$3,086	\$3,229	\$3,373	\$3,588
Robotics	65	\$3,086	\$3,229	\$3,373	\$3,588
GSA	56	\$2,658	\$2,782	\$2,906	\$3,091
madrigal singers director	56	\$2,658	\$2,782	\$2,906	\$3,091
freshman class advisor	45	\$2,136	\$2,236	\$2,335	\$2,484
Sophomore class advisor	50	\$2,374	\$2,484	\$2,595	\$2,760
junior class advisor	55	\$2,611	\$2,733	\$2,854	\$3,036
senior class advisor	62	\$2,943	\$3,081	\$3,218	\$3,423

national honor society advisor	51	\$2,422	\$2,534	\$2,647	\$2,815
art honor society advisor	50	\$2,374	\$2,484	\$2,595	\$2,760
marching band director	50	\$2,374	\$2,484	\$2,595	\$2,760
mock trial	50	\$2,374	\$2,484	\$2,595	\$2,760
world affairs club advisor	47	\$2,232	\$2,335	\$2,439	\$2,595
parents training class advisor	47	\$2,232	\$2,335	\$2,439	\$2,595
Chemistry Club	47	\$2,232	\$2,335	\$2,439	\$2,595
close-up Washington, DC	43	\$2,041	\$2,136	\$2,232	\$2,374
Choreographer	42	\$1,994	\$2,086	\$2,180	\$2,319
Spanish trivia	40	\$1,899	\$1,987	\$2,076	\$2,209
debate team	40	\$1,899	\$1,987	\$2,076	\$2,209
Aids Awareness	40	\$1,899	\$1,987	\$2,076	\$2,209
TOWNWIDE					
Special Olympics coordinator	78	\$3,704	\$3,875	\$4,047	\$4,306
Special Olympics head coach	77	\$3,656	\$3,826	\$3,995	\$4,251
Unified Theater, Middle School	54	\$2,564	\$2,683	\$2,803	\$2,981

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE
2015-2016**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$48.33	\$50.58	\$52.83	\$56.20
ELEMENTARY					
inter-el orchestra director	58	\$2,804	\$2,933	\$3,064	\$3,259
inter-el band director	58	\$2,804	\$2,933	\$3,064	\$3,259
inter-el choir director	58	\$2,804	\$2,933	\$3,064	\$3,259
inter-el choir manager	47	\$2,272	\$2,377	\$2,483	\$2,641
inter-el band manager	47	\$2,272	\$2,377	\$2,483	\$2,641
inter-el coordinator of festival	47	\$2,272	\$2,377	\$2,483	\$2,641
inter-el orchestra manager	47	\$2,272	\$2,377	\$2,483	\$2,641
MIDDLE					
SEDGWICK					
drama director	83	\$4,011	\$4,198	\$4,385	\$4,664
drama club assistant	70	\$3,384	\$3,541	\$3,697	\$3,934
strings director	70	\$3,384	\$3,541	\$3,697	\$3,934
band director	70	\$3,384	\$3,541	\$3,697	\$3,934
choral director	60	\$2,900	\$3,034	\$3,170	\$3,371
top of sixes	59	\$2,851	\$2,984	\$3,117	\$3,315
drill team advisor - beginner	59	\$2,851	\$2,984	\$3,117	\$3,315
drill team advisor - advanced	59	\$2,851	\$2,984	\$3,117	\$3,315
TSA	59	\$2,851	\$2,984	\$3,117	\$3,315
video club	54	\$2,610	\$2,731	\$2,853	\$3,034
yearbook advisor	50	\$2,417	\$2,529	\$2,641	\$2,810
mock trial	49	\$2,368	\$2,478	\$2,589	\$2,754
student government advisor	48	\$2,319	\$2,428	\$2,536	\$2,698
newspaper advisor	48	\$2,319	\$2,428	\$2,536	\$2,698
math counts advisor	45	\$2,174	\$2,276	\$2,377	\$2,529
KING PHILIP					
drama director	83	\$4,011	\$4,198	\$4,385	\$4,664
drama club assistant	70	\$3,384	\$3,541	\$3,697	\$3,934
strings director	70	\$3,384	\$3,541	\$3,697	\$3,934
band director	70	\$3,384	\$3,541	\$3,697	\$3,934
choral director	60	\$2,900	\$3,034	\$3,170	\$3,371
Odyssey of the Mind	60	\$2,900	\$3,034	\$3,170	\$3,371
yearbook advisor	50	\$2,417	\$2,529	\$2,641	\$2,810
sixth dimension	59	\$2,851	\$2,984	\$3,117	\$3,315
mock trial	49	\$2,368	\$2,478	\$2,589	\$2,754
student government advisor	48	\$2,319	\$2,428	\$2,536	\$2,698
newspaper advisor	48	\$2,319	\$2,428	\$2,536	\$2,698

art club, 6th grade	48	\$2,319	\$2,428	\$2,536	\$2,698
HIGH SCHOOL					
CONARD					
drama director	90	\$4,350	\$4,552	\$4,754	\$5,058
unified theater (.5)	85	\$4,108	\$4,300	\$4,490	\$4,777
musicals director	75	\$3,624	\$3,793	\$3,961	\$4,215
newspaper advisor	74	\$3,577	\$3,743	\$3,909	\$4,158
yearbook advisor	74	\$3,577	\$3,743	\$3,909	\$4,158
student council advisor	66	\$3,190	\$3,338	\$3,487	\$3,709
stage manager	65	\$3,141	\$3,288	\$3,434	\$3,653
musicals assistant director	65	\$3,141	\$3,288	\$3,434	\$3,653
math team advisor	56	\$2,706	\$2,832	\$2,958	\$3,147
solo choir	56	\$2,706	\$2,832	\$2,958	\$3,147
GSA	56	\$2,706	\$2,832	\$2,958	\$3,147
freshman class advisor	45	\$2,174	\$2,276	\$2,377	\$2,529
Sophomore class advisor	50	\$2,417	\$2,529	\$2,641	\$2,810
junior class advisor	55	\$2,658	\$2,782	\$2,905	\$3,091
senior class advisor	62	\$2,996	\$3,136	\$3,276	\$3,485
national honor society advisor	51	\$2,466	\$2,580	\$2,694	\$2,866
marching band director	50	\$2,417	\$2,529	\$2,641	\$2,810
mock trial	50	\$2,417	\$2,529	\$2,641	\$2,810
DECA advisor	49	\$2,368	\$2,478	\$2,589	\$2,754
Environmental	49	\$2,368	\$2,478	\$2,589	\$2,754
world affairs club advisor	47	\$2,272	\$2,377	\$2,483	\$2,641
close-up Washington, DC	43	\$2,078	\$2,174	\$2,272	\$2,417
Choreographer	42	\$2,030	\$2,124	\$2,219	\$2,361
Spanish trivia	40	\$1,933	\$2,023	\$2,113	\$2,249
HALL					
drama director	90	\$4,350	\$4,552	\$4,754	\$5,058
unified theater (.5)	85	\$4,108	\$4,300	\$4,490	\$4,777
musicals director	75	\$3,624	\$3,793	\$3,961	\$4,215
black box director	75	\$3,624	\$3,793	\$3,961	\$4,215
newspaper advisor	74	\$3,577	\$3,743	\$3,909	\$4,158
yearbook advisor	74	\$3,577	\$3,743	\$3,909	\$4,158
student council advisor	66	\$3,190	\$3,338	\$3,487	\$3,709
stage manager	65	\$3,141	\$3,288	\$3,434	\$3,653
musicals assistant director	65	\$3,141	\$3,288	\$3,434	\$3,653
robotics	65	\$3,141	\$3,288	\$3,434	\$3,653
GSA	56	\$2,706	\$2,832	\$2,958	\$3,147
madrigal singers director	56	\$2,706	\$2,832	\$2,958	\$3,147
freshman class advisor	45	\$2,174	\$2,276	\$2,377	\$2,529
Sophomore class advisor	50	\$2,417	\$2,529	\$2,641	\$2,810
junior class advisor	55	\$2,658	\$2,782	\$2,905	\$3,091
senior class advisor	62	\$2,996	\$3,136	\$3,276	\$3,485

national honor society advisor	51	\$2,466	\$2,580	\$2,694	\$2,866
art honor society advisor	50	\$2,417	\$2,529	\$2,641	\$2,810
marching band director	50	\$2,417	\$2,529	\$2,641	\$2,810
mock trial	50	\$2,417	\$2,529	\$2,641	\$2,810
world affairs club advisor	47	\$2,272	\$2,377	\$2,483	\$2,641
parents training class advisor	47	\$2,272	\$2,377	\$2,483	\$2,641
Chemistry Club	47	\$2,272	\$2,377	\$2,483	\$2,641
close-up Washington, DC	43	\$2,078	\$2,174	\$2,272	\$2,417
Choreographer	42	\$2,030	\$2,124	\$2,219	\$2,361
Spanish trivia	40	\$1,933	\$2,023	\$2,113	\$2,249
debate team	40	\$1,933	\$2,023	\$2,113	\$2,249
Aids Awareness	40	\$1,933	\$2,023	\$2,113	\$2,249
TOWNWIDE					
Special Olympics coordinator	78	\$3,770	\$3,945	\$4,120	\$4,384
Special Olympics head coach	77	\$3,722	\$3,894	\$4,067	\$4,328
Unified Theater, Middle School	54	\$2,610	\$2,731	\$2,853	\$3,034

EXTRA-CURRICULAR ACTIVITIES

Should the Board create new extra-curricular position(s) during the contract term, it shall confer with the Association over the appropriate compensation for such position. The compensation shall thereafter be set either by mutual agreement or through negotiations in accordance with Conn. Gen. Stat. § 10-153f(e). The inclusion of any position in the Appendices to this Agreement shall not be construed to limit the right of the Board to eliminate positions.

**West Hartford Public Schools
West Hartford, Connecticut**

CONTRACT OF EMPLOYMENT

The Board of Education of the Town of West Hartford, Connecticut, hereby agrees to employ <FIRST_NAME> <LAST_NAME> and <FIRST_NAME> <LAST_NAME> (to whom the term "teacher" hereinafter refers) hereby agrees to serve, under the direction of the Superintendent of Schools, as Teacher in the public schools of said Town, beginning _____.

This contract may be terminated by mutual consent at any time. The teacher may resign for good reason by submitting at least 60 days' written notice (except end of year retirement, for which notice shall be 30 days).

This contract shall become operative when properly signed in duplicate and one copy returned by the teacher to the Office of the Superintendent of Schools.

This contract is subject to the Statutes of the State of Connecticut and the rules and regulations of the Board of Education and the provisions of the Agreement in effect between the West Hartford Board of Education and the West Hartford Education Association.

Teacher _____
<FIRST_NAME> <LAST_NAME>

Date _____

Board of Education
of West Hartford, Connecticut

By _____
Superintendent

Date _____

West Hartford Public Schools

28 South Main Street, West Hartford, Connecticut 06117 Telephone (860) 523-3500

ANNUAL SALARY RATE NOTIFICATION

FISCAL YEAR

NAME
AND
ADDRESS

TELEPHONE

SOCIAL SECURITY/CERTIFICATE NUMBER	
DEGREE	STEP

BASE SALARY	
EXTENDED YEAR	
TOTAL SALARY	

WEST HARTFORD PUBLIC SCHOOLS
Conard High School
COACHING SALARY AGREEMENT

Coach

School Year _____ -- _____

SEASON: FALL _____ WINTER _____ SPRING _____

SPORT _____ HEAD _____ ASSISTANT _____

You have been given _____ years of credit based on your past experience, using the following criteria:

- a. One year for each year of experience in coaching a sport at the same level.
- b. One year for each two years of experience when moving from an assistant level to a Head Coach.

Accordingly, you are placed at step _____ on the coaches salary scale.

Your salary will be \$ _____.

Coach

Superintendent

Date

Date

Original – Coach
Copy – Athletics - Education Center
Rev. 10/94

B-3a

NOTIFICATION OF EXTRACURRICULAR ASSIGNMENT

Name _____

Assignment _____

School year _____

Extra pay amount \$ _____ Years of Experience _____

Board of Education of West Hartford, Connecticut

By _____
(Superintendent)

Date _____

SALARY PAYMENT OPTION

(for ten month employees)

I hereby request that you pay me my annual salary rate on the basis of 20 semi-monthly installments plus one balloon check.

I am aware that this option cannot be changed during an annual salary period and that this option shall continue in effect unless I notify the Payroll Office by June 30 that I am selecting a change in option to be effective commencing in the ensuing annual salary period.

SIGNED

Teacher _____

Date _____

C

AUTHORIZATION FOR PAYROLL DEDUCTION FOR CREDIT UNION

I request and authorize \$ _____ to be deducted bi-monthly from my salary, to be paid to the Franklin Trust Federal Credit Union for the purchase of shares or for payment of a loan. It is understood that this deduction shall be in effect until I notify the Credit Union at least two weeks prior to a requested change.

Name _____

Address _____

School System _____

Date

FORMAL GRIEVANCE PRESENTATION
(To be completed by aggrieved person.)

NAME OF GRIEVANT _____ DATE OF FORMAL
PRESENTATION _____

NAME OF GROUP GRIEVANT _____

SCHOOL _____ APPROPRIATE
ADMINISTRATOR _____

NAME OF ASSOCIATION
SCHOOL REPRESENTATIVE _____

STATEMENT OF GRIEVANCE: (Statement of facts or statement of action taken or refused
which employee claims is unfair.)

REFERENCE TO AGREEMENT OR SCHOOL CODE:

REMEDY REQUESTED:

(Signature of Aggrieved or President
of Association)

TYPE OR PRINT

GRIEVANCE FORM B

LEVEL ONE DECISION

(To be completed by principal, or other appropriate administrator, within one calendar week of formal grievance presentation.)

AGGRIEVED PERSON _____ DATE OF FORMAL GRIEVANCE PRESENTATION _____

SCHOOL _____ PRINCIPAL (OR OTHER ADMINISTRATOR) _____

DECISION OF PRINCIPAL (OR OTHER ADMINISTRATOR) AND REASONS THEREFOR:

DATE OF DECISION _____

(Signature of Principal)

AGGRIEVED PERSON'S RESPONSE:

(To be received by Superintendent within two calendar weeks following formal grievance presentation.)

I accept the above decision of principal (or other administrator).

I hereby appeal the above decision to level Two. (Please attach copy of Grievance Form A.)

DATE OF RESPONSE _____

(Signature of Aggrieved or President of Association)

TYPE OR PRINT

GRIEVANCE FORM C

LEVEL TWO DECISION

(To be completed by Superintendent of Schools within one calendar week after hearing with aggrieved, hearing to be held within one calendar week.)

AGGRIEVED
PERSON _____

DATE APPEAL RECEIVED
BY SUPERINTENDENT
OR DESIGNEE _____

DATE HEARING HELD
BY SUPERINTENDENT
OR DESIGNEE _____

DECISION OF SUPERINTENDENT OR HIS AUTHORIZED REPRESENTATIVE AND REASONS THEREFOR:

DATE OF
DECISION _____

(Signature of Superintendent)

AGGRIEVED PERSON'S RESPONSE: (To be received by Board within one calendar week following the decision at Level Two.)

I accept the above decision of the Superintendent of Schools.

I hereby appeal, to the Board of Education for a review of this grievance. (Please attach copies of Forms A and B concerning this grievance.)

DATE OF
RESPONSE _____

(Signature of Aggrieved)

TYPE OR PRINT

GRIEVANCE FORM D

LEVEL THREE DECISION

BOARD RESPONSE: (To be completed by Board of Education Chairman within two calendar weeks following conclusion of Board hearing with aggrieved; Board hearing to be held within two calendar weeks following receipt of appeal.)

AGGRIEVED PERSON: _____

DATE APPEAL RECEIVED
BY BOARD OF EDUCATION: _____

DATE HEARING HELD
BY BOARD OF EDUCATION: _____

DECISION OF BOARD OF EDUCATION AND REASONS THEREFOR:

DATE OF
DECISION _____

(Signature of Board Chairman or Designee)

AGGRIEVED PERSON'S RESPONSE: (To be completed by aggrieved within two calendar weeks of decision.)

I accept the above decision of the Board of Education.

I hereby request that the Association submit this grievance to:

___ Advisory Arbitration

___ Binding Arbitration

DATE OF
RESPONSE _____

(Signature of Aggrieved)

WEST HARTFORD BOARD OF EDUCATION

Description of Insurance Benefits

Teachers Plan

<u>Plan Features</u>	<u>Century Preferred</u>		<u>BlueCare Plus</u>
	<u>In-Network</u>	<u>Out-of-Network</u>	
Deductible (per calendar year)	None	\$500 Individual \$1,000 Family Applies to all expenses	None
Out of Pocket Maximum (per calendar year)	N/A	\$4,000 Individual, \$8,000 Employee Plus One and Family	None
Lifetime Maximum	Unlimited	Unlimited	Unlimited
Physician Services Office visits	100% after \$25 copay	80%	100% after \$25 copay
Periodic physical assessment; well baby to 6 years (includes 9 exams in the first two years of life beginning at birth); Pediatric/adult immunization; Routine physical exam limited to 1 per 12 months.	100% after \$25 copay	80%	100% after \$25 copay
Routine OB/GYN Exam (1 per year, including 1 pap smear & related lab fees, on a self-referral basis to a network provider)	100% after \$25 copay	80%	100% after \$25 copay
Routine Mammography *One baseline 35-39; *1 per year 40-49; *1 per year 50+ (Does not include charges for routine non-symptomatic mammography for females less than 35 years of age)	100%	80%	100%
Routine Eye Exam (1 per 12 months)	100% after \$25 copay	80%	100% after \$25 copay
Routine Hearing Exam (1 per 24 months)	100% after \$25 copay		100% after \$25 copay
Physician Hospital Services	100%	80%	100%
Allergy testing and treatment	100% after \$25 copay	80%	100% after \$25 copay

<u>Plan Features</u>	<u>Century Preferred</u>		<u>BlueCare Plus</u>
	<u>In-Network</u>	<u>Out-of-Network</u>	
Physician Services cont.			
Diagnostic X-ray and Laboratory (other than physicians office)	100%	80%	100%
Specialists (office visits)	100% after \$25 copay	80%	100% after \$25 copay
Surgery (other than physician office)	100%	80%	100%
Hospital Services			
Inpatient Coverage	100% after \$200 copay	80%	100% after \$200 copay
Outpatient Coverage	100% after \$150 copay	80%	100% after \$150 copay
Emergency Room	100% after \$125 copay (waived if confined)	100% after \$125 copay (waived if confined)	100% after \$125 copay (waived if confined)
Non-emergency Use of Emergency Room	Not covered	Not covered	Not covered
Mental Health Alcohol/Drug Abuse			
Inpatient coverage	100%	80%	100%
Outpatient coverage	100% after \$25 copay/visit	80%	100% after \$25 copay/visit
Other Covered Expenses			
Skilled Nursing Facility	100%, 60 days/calendar year	80%, 60 days/calendar year	100%, 60 days/calendar year if certified by PCP
Ambulance	100%	100% if medically necessary	100%
Private Duty Nursing	100% if medically necessary to max. of 70 shifts/year	80% if medically necessary to max of 70 shifts/year	100% if medically necessary as certified by PCP to max of 70 shifts/year.
Home Health Care (includes Medical Social Services up to \$200 per calendar year for terminally ill individuals)	100% 120 visits/calendar year	80%; 120 visits per calendar year	100% if certified by PCP 120 visits/calendar year
Prescription Drugs *Pharmacy	100% after copays of \$10 (generic)/ \$25 (brand preferred) / \$40 (non-preferred) Provided through Caremark Formulary	80%	100% after copays of \$10 (generic)/\$25 (brand preferred)/\$40 (non-preferred) Provided through Caremark Formulary

MEMORANDUM OF UNDERSTANDING

In the recently-concluded negotiations between the West Hartford Board of Education and the West Hartford Education Association for the 2013-2016 collective bargaining agreement, the parties reached the following additional agreements:

1. At the elementary level, classroom teachers will be assured 30 consecutive minutes of preparation time per day, every reasonable effort will be made to provide special education teachers with 30 consecutive minutes of preparation time per day. Current practice will be maintained for special teachers.

WEST HARTFORD BOARD
OF EDUCATION

WEST HARTFORD EDUCATION
ASSOCIATION

By _____

By _____

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING

In the recently-concluded negotiations between the West Hartford Board of Education and the West Hartford Education Association for the 2009-2011 collective bargaining agreement, the parties reached the following additional agreements:

1. There shall be a joint committee with the Board and the Association. Each party will appoint three members. The charge of the Committee will be to review issues of teacher safety in the classroom. The Committee shall meet in April 2009, with a target date for June 30, 2009, with recommendations for implementation, if any, for the 2009-2010 school year.
2. For a trial period of one year, all vacancies will be posted on the West Hartford Board of Education Intranet. At the end of the trial period, the practice may continue by mutual agreement.
3. The Superintendent shall place on the agenda for the leadership team proper protocol for the investigation of anonymous complaints. The Administration shall share the materials from that session with the Association.
4. There shall be a Joint Standing Committee, with three members appointed by the Board and three members appointed by the Association. The charge of the Committee shall be (1) to update the extracurricular activities schedules, (2) to review any inconsistencies in these schedules, and (3) to review rationales for current and proposed stipends.
5. A joint committee shall review the work schedules at the magnet schools. The Board and the Association shall each appoint four representatives to this committee.
6. The Administration reserves the right to schedule related arts teachers at the Middle School to six classes per day in accordance with the current practice. In addition, the current practice concerning the individual preparation time and relief from administrative duties (except for bus duty before and after school) shall be maintained for such teachers assigned to six classes.
7. Each party shall review and present to the other party any memoranda of understanding by April 15, 2009. Thereafter, any memorandum of understanding not so acknowledged will be of no further force or effect.

WEST HARTFORD BOARD
OF EDUCATION

WEST HARTFORD EDUCATION
ASSOCIATION

By _____

By _____

Date: _____

Date: _____

MEMORANDUM OF UNDERSTANDING

In the recently-concluded negotiations between the West Hartford Board of Education and the West Hartford Education Association for the 2006-2009 collective bargaining agreement, the parties reached the following additional agreements:

1. Notwithstanding the change in Section 8.1 (replacing reference to domestic partners with reference to civil unions), members of the bargaining unit who prior to July 1, 2006 establish eligibility for dependent benefits under a domestic partner relationship in accordance with the 2004-2006 collective bargaining agreement shall continue to be eligible for such benefits in accordance with those contract provisions.
2. Notwithstanding that federal law does not currently recognize civil unions, the Board shall continue its practice of extending the same benefits it provides to spouses under the Family and Medical Leave Act to domestic partners identified under paragraph 1 and to partners in civil unions.
3. After consultation with the faculty, principals may schedule one session of parent-teacher conferences in the evening each year, such session to be no more than four hours and to end no later than 8:00 p.m.
4. The parties agree that implementation of Section 16.8 under a block schedule that provides a preparation period of approximately ninety minutes shall not set a precedent for the definition of "period," should the Board revert to a traditional schedule.

WEST HARTFORD BOARD
OF EDUCATION

WEST HARTFORD EDUCATION
ASSOCIATION

By _____

By _____

Date: _____

Date: _____

AFFIDAVIT FOR MEDICAL BENEFIT PURPOSES

I, _____, am a party to a civil union (certificate attached).

Signature of Employee

Date

Signature of Party to Civil Union

Date

Sworn and subscribed before me this _____ day of _____, _____

Signature of Notary Public

MEMORANDUM OF UNDERSTANDING

In the recently concluded negotiations, the West Hartford Board of Education and the West Hartford Education Association reached the following additional agreement:

1. A committee shall be created to review duty assignments for elementary teachers. The committee shall be comprised of two elementary principals and two representatives designated by the President of the WHEA. The Deputy Superintendent, the Director of Human Resources and the President of the WHEA shall be ex officio members of said committee. This committee shall issue recommendations, if any, by July 1, 2005, which may include a minority report. The parties may adopt any such recommendations by mutual agreement in writing.

2. In the 2004-05 school year, the Board shall create two new \$500 stipend positions in each elementary school.

WEST HARTFORD BOARD
OF EDUCATION

WEST HARTFORD EDUCATION
ASSOCIATION

By John M. Dancy
Date: February 26, 2004

By Susan S. Daly
Date: February 25, 2004

MEMORANDUM OF UNDERSTANDING

In the recently concluded negotiations, the Board and the Association agreed as follows:

The Administration reserves the right to schedule related arts teachers at the Middle School to six classes per day in accordance with the current practice. In addition, the current practice concerning the individual preparation time and relief from administrative assignments for such teachers shall be maintained.

Team teachers shall participate in learning lab periods, which shall include activities that provide meaningful support for children on their teams, but shall not be a sixth academic class. The current practice shall be maintained concerning the individual preparation and team preparation time scheduled for team teachers at the middle school.

**WEST HARTFORD BOARD
OF EDUCATION**

By *Alyson T. ...*

Date 9/7/01

**WEST HARTFORD EDUCATION
ASSOCIATION**

By *Susan S. Daly*

Date 9/7/01

APPENDIX G

MEMORANDUM OF UNDERSTANDING

In the recently concluded negotiations, the West Hartford Board of Education and the West Hartford Education Association reached the following additional agreement:

A teacher shall not privately tutor students, for a fee, who attend the same school as he/she works.

WEST HARTFORD BOARD
OF EDUCATION

WEST HARTFORD EDUCATION
ASSOCIATION

By _____

By _____

Date: _____

Date: _____

**West Hartford Board of Education
DeltaPreferred**

	<u>If an in-network DeltaPreferred Provider is used</u>	<u>Out-of- Network</u>
Calendar Year Deductible	N/A	\$100
• Per Person		
Preventive & Diagnostic (No Deductible)	100%	50%
• Exams, Cleanings, Bitewing X-Rays (2 per calendar year per person)		
• Fluoride Treatment (For children to age 19)		
Remaining Basic (After Deductible)	80%	50%
• Fillings, Extractions & Root Canals (Endodontics)		
• Periodontal & Oral Surgery		
• Sealants (To age 16)		
Crowns & Prosthodontics (After Deductible)	60%	50%
• Crowns & Gold Restorations		
• Repair of Dentures & Removable Prosthodontics		
• Bridgework, Full & Partial Dentures		
Calendar Year Maximum (Per Person)	Unlimited	\$500
Orthodontia (Adults & Dependent Children)		
• Coinsurance	50%	N/A
• Lifetime Maximum	\$3,000	N/A

Dependent children are covered to age 19 (23 if enrolled as a full time student in an accredited school or university.)

Delta Dental has over 44,000 participating Preferred dentists nationwide. You may use any fully licensed dentist under this plan. Participating dentists will be paid directly by Delta for covered services. Non-participating dentists will bill you directly, and Delta will make claim payment directly to you. You will maximize benefits and reduce paperwork by using a Delta Preferred participating dentist.

Out of Network claims will be reimbursed based on the above out of network plan design, at a significantly reduced fee level. Significant balance billing to the patient will occur when an out of network provider is used.

If you do not have a dentist, your plan administrator has a directory listing participating dentists. To get a current listing of participating dentists in any area, call 1-800 DELTA OK (1-800-335-8265) and provide your zip code to the representative. A directory will be mailed to your home. If you have Internet access, you may also visit our website at deltadentalnj.com to locate participating dentists.

At the time of your first appointment, tell the dentist that you are covered under this program and provide your group number and social security number. Your dependents, if covered, should provide the employee's social security number.

Claim questions and other information needs should be directed to Delta's benefits services department at 1-800-452-9310.

**West Hartford Board of Education
DeltaPremier**

Calendar Year Deductible	
• Per Person	\$50
• Family Aggregate Maximum	\$150
Preventive & Diagnostic (No Deductible)	100%
• Exams, Cleanings, Bitewing X-Rays (2 per calendar year per person)	
• Fluoride Treatment (For children to age 19)	
• Sealants (To age 16) & Space Maintainers	
Remaining Basic (After Deductible)	100%
• Fillings, Extractions, Root Canals (Endodontics)	
• Periodontal, Oral Surgery	
• Repair of Dentures & Removable Prosthetics	
Crowns & Prosthodontics (After Deductible)	50%
• Bridgework, Full & Partial Dentures	
• Crowns & Gold Restorations	
• TMJ	60%
Calendar Year Maximum (Per Person)	\$1,500
Periodontal Calendar Year Maximum (Per Person)	\$500
Orthodontia (Adult & Dependent Children)	
• Coinsurance	60%
• Lifetime Maximum	\$600

Dependent children are covered to age 19 (23 if enrolled as a full time student in an accredited school or university.)

Delta Dental has over 2,200 participating dentists in Connecticut and 107,000 participating dentists nationwide. You may use any fully licensed dentist under this plan. Participating dentists will be paid directly by Delta for covered services. Non-participating dentists will bill you directly, and Delta will make claim payment directly to you. You will maximize benefits and reduce paperwork by using a Delta participating dentist.

If you do not have a dentist, your plan administrator has a directory listing participating dentists. To get a current listing of participating dentists in any area, call 1-800 DELTA OK (1-800-335-8265) and provide your zip code to the representative. A directory will be mailed to your home. If you have Internet access, you may also visit our website at deltadentalnj.com to locate participating dentists.

At the time of your first appointment, tell the dentist that you are covered under this program and provide your group number and social security number. Your dependents, if covered, should provide the employee's social security number.

Claim questions and other information needs should be directed to Delta's benefits services department at 1-800-452-9310.

Durable Medical Equipment and Prosthetic Devices Hearing Aid Coverage Available for dependent children age 12 years and under with a maximum of \$1,000 within a two year period. Diabetic equipment, and supplies	Deductible	Deductible & Coinsurance
Ostomy Related Services	Deductible	Deductible & Coinsurance
Hospice Care (inpatient)	Deductible	Deductible & Coinsurance
Wig Up to \$500 maximum per Member per Plan Year.	Deductible	Deductible & Coinsurance
Specialized Formula	Deductible	Deductible & Coinsurance
Infertility Services Please see Maternity/Family Planning Section of this document Office Visit Outpatient Hospital Inpatient Hospital Infertility Drugs The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is 30 day supply	Deductible Deductible Deductible Deductible Deductible	Deductible & Coinsurance Deductible & Coinsurance Deductible & Coinsurance Deductible & Coinsurance Deductible & Coinsurance
Maternity	Deductible	Deductible & Coinsurance

MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES		
Outpatient Treatment for Mental Health Care and Substance Abuse Care	Deductible	Deductible & Coinsurance
Inpatient Hospital Services In a Hospital or Residential Treatment Center for Mental Health Care	Deductible	Deductible & Coinsurance
Inpatient Rehabilitation Treatment for Substance Abuse Care In a Hospital or Substance Abuse Treatment Facility	Deductible	Deductible & Coinsurance
OTHER MEDICAL SERVICES		
Skilled Nursing Facility Up to 120 days per Calendar Year	Deductible	Deductible & Coinsurance
Immunizations and Vaccinations for Travel	Deductible	Deductible & Coinsurance
Prescription Drugs (Retail Pharmacy) The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 30-day supply.	Deductible	Deductible & Coinsurance
Mail Order Prescription Drugs The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 1-90-day supply.	Deductible	Deductible & Coinsurance
Diabetic drugs and supplies	Deductible	Deductible & Coinsurance
Human Organ and Tissue Transplant Services Unlimited maximum	Deductible	Deductible & Coinsurance
Home Health Care Nursing and therapeutic services limited to 200 visits Home health aide services limited to 80 visits that are applicable to the 200 visit limit	Deductible	Deductible & Coinsurance
Infusion Therapy Unlimited lifetime maximum	Deductible	Deductible & Coinsurance

Specialty Hospital 100 days per Member per Calendar Year. One maximum met rolls over to out-of-network benefit.	Deductible	Deductible & Coinsurance
Outpatient Surgery In a licensed ambulatory surgical center	Deductible	Deductible & Coinsurance
DIAGNOSTIC SERVICES		
Diagnostic, Laboratory and X-ray Services	Deductible	Deductible & Coinsurance
High Cost Diagnostic Tests MRI, MRA, CAT, CTA, PET, and SPECT scans	Deductible	Deductible & Coinsurance
THERAPY SERVICES		
Outpatient Rehabilitation Physical, occupational, and speech therapy and Chiropractic Care up to 50 visits per Member per Calendar Year. Once maximum met rolls over to out-of-network benefit.	Deductible	Deductible & Coinsurance
Other Therapy Services: Outpatient cardiac rehabilitation therapy Radiation therapy: Chemotherapy for the treatment of cancer Electroshock Therapy Kidney Dialysis in a Hospital or freestanding dialysis center	Deductible	Deductible & Coinsurance
Allergy Office Visit/Testing	Deductible	Deductible & Coinsurance
Allergy Injections Immunotherapy or other therapy treatments	Deductible	Deductible & Coinsurance
MEDICAL EMERGENCY/URGENT CARE SERVICES		
Emergency Room Treatment Emergency Room Cost-Share waived if the Member is admitted directly to the Hospital from the emergency room	Deductible	Deductible
Urgent Care Services	Deductible	Paid as In-Network Emergency
Ambulance Land & Air: Paid according to the Department of Public Health Ambulance Service Rate Schedule	Deductible	Deductible
PHYSICIAN/MEDICAL/SURGICAL SERVICES		
Medical Office Visit	Deductible	Deductible & Coinsurance
Services of a Physician or Surgeon (Other than a medical office visit)	Deductible	Deductible & Coinsurance

ANTHEM BLUE CROSS BLUE SHIELD HEALTH SAVINGS ACCOUNT PREFERRED PROVIDER PLAN (PPO)

SCHEDULE OF BENEFITS

The Board of Education will contribute 50% of the annual health Savings Account deposit based on an annual total deposit of \$1,500 for an employee plan and \$3,000 for an employee plus one or family plan. The Board will pay set-up and monthly maintenance fees for Health Savings Account plans. Employees will assume responsibility for all other transaction fees. In Network Preventive Care Visits are paid 100% by plan and do not come out of the health savings account. In Network visits are first paid for by the annual deductible/health savings account and then covered 100% by the plan. Out of Network visits are first paid for by the annual deductible/health savings account and then the employee pays 20% of the claims up to the cost share maximum, then the claims are covered 100%.

COST SHARE PROVISIONS	In-Network Member pays:	Out-of-Network Member pays:
Annual Deductible <i>(individual / aggregate family)</i>	\$1,500 / \$3,000	
Coinsurance	Not Applicable	20% after deductible up to
Out of Network Out of Pocket Maximum <i>(individual / aggregate family)</i>	\$3,000 / \$6,000	
Lifetime Maximum	Unlimited	Unlimited

COVERED SERVICE	IN-NETWORK SERVICES	OUT-OF-NETWORK
PREVENTIVE SERVICES		
Well Child Care	No Cost-Share	Deductible & Coinsurance
Adult Physical Examinations	No Cost-Share	Deductible & Coinsurance
Other Preventive screenings including but not limited to: Routine gynecological care: pap smear and pelvic exam, Prostate screening, Mammography screening, colorectal cancer screening, flexible sigmoidoscopy, colonoscopy, total cholesterol screening, lipid screenings and panels, diabetic screening (See Preventive Services in the Covered Services section for additional information)	No Cost-Share	Deductible & Coinsurance
Immunizations and Vaccinations (Other than those needed for travel, see OTHER MEDICAL SERVICES section of the Schedule of Benefits)	No Cost-Share	Deductible & Coinsurance
HOSPITAL SERVICES		
All Inpatient Admissions	Deductible	Deductible & Coinsurance

<u>Plan Features</u>	<u>Century Preferred</u>		<u>BlueCare Plus</u>
	<u>In-Network</u>	<u>Out-of-Network</u>	
Other Covered Expenses cont.			
*Mail Order	Mandatory after 3 fills at retail. 100% after copays of \$20 (generic)/ \$50 (brand preferred) / \$80 (non-preferred), 100 day supply Generic Required** Federal Legend Drugs, Insulin, Syringes, Needles, Disposable Diabetic Supplies, Compound Medications Provided through Caremark Formulary	N/A	Mandatory after 3 fills at retail. 100% after copays of \$20 (generic)/ \$50 (brand preferred) / \$80 (non-preferred), 100 day supply Generic Required** Federal Legend Drugs, Insulin, Syringes, Needles, Disposable Diabetic Supplies, Compound Medications Provided through Caremark Formulary
Durable Medical Equipment	100%	80%	100%
Short Term Rehabilitation	100% Acute Conditions only up to 60 days/calendar year	80% Acute conditions only up to 60 days per calendar year	100% Acute conditions only if certified by PCP up to 60 days/calendar year.
Hospice Care Inpatient	100% Maximum 30 days	80% Maximum 30 days	100% if certified by PCP Maximum 30 days
Outpatient	100% Maximum \$5,000	80% Maximum \$5,000	100% if certified by PCP Maximum \$5,000
Family Planning (includes physician & hospital expenses)			
*Voluntary Sterilization	100%	80%	100%
Vasectomy	100%	80%	100%
Tubal ligation	100%	80%	100%
*Voluntary Abortion	Covered as any other preferred/non preferred covered expense; e.g. office visit expenses payable same as regular office visit, inpatient expenses payable same as regular inpatient expense.		
*Infertility (except invitro & artificial insemination)			

*Combined maximum for in-network and out-of-network.

**Member pays copay plus cost difference between brand and generic if member requests brand and generic is available.

If you make an election change, it must be consistent with your change in status and **must be made within 31 days of the event**. For example, an employee who bears a child may change from husband and wife coverage to family coverage but not to single coverage. (See Section 8.5)