

PROFESSIONAL AGREEMENT
BETWEEN THE
WINCHESTER BOARD OF EDUCATION
AND THE
WINCHESTER EDUCATION ASSOCIATION

JULY 1, 2014 THROUGH JUNE 30, 2017

THIS AGREEMENT IS MADE AND ENTERED INTO on this 29th day of October, 2013, by and between the WINCHESTER BOARD OF EDUCATION (hereinafter referred to as the "Board") and the Winchester Education Association (hereinafter referred to as the "Association"), affiliated with the Connecticut Education and the National Education Association.

October 29, 2013

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ARTICLE I PREAMBLE

- A. This Agreement is negotiated pursuant to Connecticut General Statutes §§10-153a to 10-153g inclusive and as amended from time to time.

ARTICLE II RECOGNITION

- A. The Board recognizes the Association as the exclusive representative of all certified professional employees employed by the Board in positions requiring a teaching or other certificate not included in the administrators' unit or excluded from the purview of §§10-153a to 10-153g, inclusive, and employees holding a durational shortage area permit.
- B. Unless otherwise indicated, the term "teacher" when used hereinafter in this Agreement shall refer to all employees in the above unit.
- C. Unless otherwise indicated, the term "Superintendent of Schools" when used hereinafter, shall mean the Superintendent of Schools or his designee, and the term "Board of Education", when used hereinafter, shall mean the Board or its designee.
- D. Reference to the masculine or feminine gender shall apply to both genders.
- E. Except as expressly provided otherwise by the specific terms of this Agreement, the Board has and will continue to retain, whether exercised or not, the responsibility and the prerogative to direct the public school system of the Town of Winchester in all its respects, including but not limited to the operation of the schools, the direction of the professional staff and the power and authority conferred upon the Board by law.

ARTICLE III GRIEVANCE PROCEDURE

A. Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise under the specific terms of this Agreement. Both parties agree that proceedings shall be kept confidential, subject to public disclosure laws, if requested by either party.

B. Definitions

- 1. "Grievance" shall mean a written complaint by a teacher that he or she has suffered a personal loss or injury resulting from an alleged violation or misapplication of an explicit provision of this Agreement by the Board or its representatives.

2. "Teacher" shall mean any professional employee who is a member of the bargaining unit represented by the Winchester Education Association, and may include a group of teachers similarly affected by a grievance.
3. "Party in interest" shall mean the person or persons making the claim, including their designated representative as provided for herein, and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
4. "Days" shall mean days when school is in session.

C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. Failure by the aggrieved teacher at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

D. Informal Procedures

1. If a teacher feels that he has a grievance, he may first discuss the matter with his Principal in an effort to resolve the problem informally. A grievance which has no bearing on any one school building may be initiated informally with the Superintendent, and then moved to Step 2 of the formal procedure, by the filing of a written grievance within twenty (20) days after the event giving rise to the grievance.

E. Formal Procedure

1. Level One - School Principal

- a. Within twenty (20) days after the teacher knew or should have known of the events giving rise to the grievance, he or she, if not satisfied with the outcome of informal procedures (informal procedures should be used), may present his or her complaint in writing to his or her principal.
- b. The Principal shall, within five (5) days after receipt of the written grievance, render his decision and the reasons therefore in writing to the aggrieved teacher (with copies to the Association and Superintendent).

2. Level Two - Superintendent of Schools

- a. If the aggrieved teacher is not satisfied with the disposition of his grievance at Level One, he may, within three (3) days after the decision, or within eight (8) days after his formal presentation, file his written grievance with the Association for referral to the Superintendent of Schools.
- b. The Association shall, within five (5) days after receipt, refer the grievance to the Superintendent, but prior to so doing, the Association shall provide an opportunity for the aggrieved teacher to meet with the appropriate Association committee to review the grievance.
- c. The Superintendent shall, within ten (10) days after receipt of the referral, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance.
- d. The Superintendent shall, within five (5) days after the hearing, render his decision and the reasons therefore in writing to the aggrieved teacher, with copies to the Association and to the Board.

3. Level Three - Board of Education

- a. If the aggrieved teacher is not satisfied with the disposition of his grievance at Level Two, he may within three (3) days after the decision or within eight (8) days after the hearing, file the grievance again with the Association for appeal to the Board of Education.
- b. The Association shall, within five (5) days after receipt, refer the appeal to the Board of Education.
- c. The Board of Education, or a committee of the Board, shall, within ten (10) days after receipt of the appeal, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance.
- d. The Board or its committee shall, within five (5) days after such meeting, render its decision and the reasons therefore in writing to the aggrieved teacher, with copies to the Association and Superintendent.

4. Level Four - Arbitration

- a. If the aggrieved teacher is not satisfied with the disposition of his grievance at Level Three, he may, within three (3) days after the decision, or within eight (8) days after the Board meeting, request in writing to the president of the Association that his grievance be submitted to arbitration.

- b. The Association may, within five (5) days after receipt of such request, submit the grievance to arbitration by so notifying the Board in writing.
- c. The grievance shall be submitted to binding arbitration by filing a demand for arbitration with the American Arbitration Association or other mutually agreed upon dispute resolution agency.
- d. Once a demand for arbitration has been filed/submitted, then the arbitration process shall proceed pursuant to the Voluntary Labor Arbitration Rules as established by the American Arbitration Association (AAA) or the rules of another mutually agreed upon dispute resolution agency.
- e. The arbitrator shall, within thirty (30) days after the hearing render his or her decision in writing to all parties in interest, setting forth findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator's decision shall be limited to an interpretation of the specific terms of this Agreement, and he/she shall have no authority to add to or subtract from its specific provisions. The decision of the arbitrator shall be final and binding on all parties and shall be the exclusive remedy for breach of this Agreement, except that the parties do not waive their legal right to appeal the arbitrator's award pertaining to such grievance as permitted by law. In any such appeal or in any action to determine the arbitrability of the claim in dispute, the issue of arbitrability shall be deemed a question of law for the court to determine.
- f. The costs of the service of the arbitrator shall be borne equally by the Board and the Association.

F. Rights of Teacher to Representation

- 1. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
- 2. Any party in interest may be represented at all levels of the grievance procedure by a person of his own choosing. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the procedure.
- 3. Either party may, if it so desires, call upon the services of consultant(s) for assistance at any stage of the procedure.

G. Miscellaneous

- 1. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

2. Any hearings or meetings provided for in Level Three (3) or Four (4) shall be conducted after school hours unless another time is mutually agreed upon by all parties to the proceeding.

ARTICLE IV PERSONNEL PRACTICES

A. Teacher Employment Year

1. On the date this provision becomes effective, the normal school day shall be deemed to be seven (7) hours and no (0) minutes in duration and the normal school year shall be deemed to be 186 days, subject to Sections 3, 4 and 5 below.
2. On the date this provision becomes effective, meetings of the entire staff, building staff meetings, professional development, curriculum, curriculum subcommittee, department meetings, parent conferences and parents' nights shall be deemed part of the normal school day, provided the number and duration of such meetings are consistent with past practice.
3. This impact statement shall not become operative when teachers attend or participate in such meetings or school activities they have been required to attend or participate in as a matter of past practice.
4. Teachers new to the system shall be required to attend two pre-school orientation days as part of the normal work year.
5. On work days immediately preceding the start of school, teachers shall have one full day of work time dedicated to preparing their classrooms/principle work spaces for the opening of schools. On work days immediately following the end of school, teachers shall have seven (7) hours of work time dedicated to the closing out of their assigned duties.
6. On Fridays and the day before the commencement of school vacations, teachers may leave after students are dismissed, provided teachers have completed all assigned bus duties.

B. Scheduled Pay Dates and Official School Calendar

Teachers shall receive a schedule of pay dates and a tentative school calendar for the succeeding school year prior to August 1. Pay dates shall be every other Thursday, with the first pay date conforming to the first normal payroll processing following the beginning of school. Teachers may select their method of payment from the following options:

1. 26 equal payments, with payments for the summer months being provided on separate checks on the last pay period of the school year.
2. 21 equal payments, made payable biweekly during the school year.
3. Teachers shall have the option of being paid via direct deposit, except that teachers hired after July 1, 2014 shall be paid via direct deposit only.

In the event of an overpayment to a teacher, the Board may withhold such overpayment amount in equal divisions over the remaining paychecks for that fiscal year. Prior to implementing this overpayment provision, teachers so affected shall be notified in writing of the impending change in their paychecks. Such prior notification shall also include the proposed start date of the change.

Teachers who have authorized the Board to deduct monies from their pay for contribution to a 403(b) or similar account will have such deductions made from their paycheck. This will not be true if the employee and the Board are required by federal, state, or local law to deduct funds on a different schedule.

C. Teacher Assignments

1. Teachers initially employed by the Board shall receive their building grade and/or subject assignments from the Superintendent's office prior to August, unless hired after August 1.
2. Teachers already in the system shall receive notification of their school, grade and/or subject assignments for the ensuing school year prior to the last day of school.
3. Teachers shall be notified in writing of any changes in their teaching assignments for the ensuing school year, including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes or assignments that they will have. In the event of a change in circumstances or conditions during the months of June through August (resignations, death, promotion, and leave of absence, etc.) such assignments may be changed only as required thereby, with prompt notice, in writing stating reasons to the teacher.
4. In the determination of assignments, the convenience and the wishes of the teacher shall be honored to the extent that these considerations do not conflict with the instructional requirements and best interest of the school system and the pupils.

D. Teacher Transfers

Transfers shall be subject to the following rules:

1. When a reduction in the number of teachers in a school is necessary, volunteers shall be transferred first. Seniority and certification in the Winchester School System shall be considered in selecting the volunteer. If two or more teachers volunteer for

the same position, the teacher with the longer period of service in the Winchester School System will be selected.

2. Teachers who desire a transfer shall file a written statement of such desire with the Superintendent not later than April 15th. Such statement shall include the grade and/or subject to which the teacher desires to be assigned or the school or schools (order of preference, if the teacher has preferences) to which he desires to be transferred.
3. An involuntary change in assignment shall always be based on the best interest of the educational process as determined by the Superintendent of Schools or his designee. No involuntary transfer or change in assignment will be made unless there has been a meeting of the teacher(s) involved and an appropriate administrator named by the Superintendent. No involuntary transfers shall be made for punitive reasons nor shall they be made in an arbitrary and capricious manner.
4.
 - a. During the school year, all openings for the following September shall be posted on the Applitracks system and all teachers will be notified of openings via email at least five (5) school days prior to the application deadline.
 - b. During the summer, all openings will be posted on Applitracks system and all teachers will be notified of openings via email at least ten (10) calendar days prior to the application deadline.

In addition, all teachers shall be notified of changes in job/position descriptions via the district's email system within five (5) calendar days of such changes being made.
5. When a school is closed, voluntary requests for transfer shall be granted in the order of length of service in Winchester, i.e., teachers with a longer period of service will have their request granted before those with less service.
 - a. The assignment of a tenured administrator will be made pursuant to the reduction in force provisions of this Agreement.
 - b. Involuntary transfers shall be made in inverse order of seniority. Seniority is defined as the length of service a teacher who is a member of the bargaining unit had accrued in the bargaining unit.
 - c. All requests for transfer shall be either granted or denied before any new hiring.

E. Position with Additional Pay and/or Responsibility

Positions as used in this section shall mean any position which pays a salary differential and/or involves an additional or higher level of responsibility within the teachers' bargaining unit. Vacancies or positions which are caused by death, retirement, discharge, resignation, or by the creating of a new position shall be filled pursuant to the following procedures:

1. New teaching positions and the existence of vacancies of positions during the school year shall be adequately publicized, both within and outside the system, including a notice sent electronically to all teachers and the positing(s) shall be on Applitracks system at least five (5) school days in advance of the application closing date, except in the case of unforeseen emergencies.

Where the need to fill a vacancy of position arises during the summer months, the same procedure for notification and posting shall be followed as above at least ten (10) calendar days in advance of the application closing date, except in case of unforeseen emergencies.

2. Said notice of vacancy of position shall clearly set forth the qualifications for the position.
3. Teachers who desire to apply for such openings/vacancies of positions shall file their applications with the Superintendent via the Applitracks system within the time limit specified in the postings.

F. Withholding Increments and/or Pay Raises

The Board reserves the right to withhold increments and/or pay raises for any teacher(s) who are not performing their teaching duties in a satisfactory manner. The withholding of an increment and/or a pay increase shall be for just cause. Notice of intent to withhold an increment and/or pay raises will be made by May 1 of the year preceding such action.

ARTICLE V PERSONNEL BENEFITS

A. Teacher Facilities

The Board and the Association agree that each school should have the following facilities:

1. Space in each classroom or principle work space in which teachers may safely store instructional materials and supplies, including a four drawer steel file and a computer for teacher use. The computer in each teacher's classroom/principle workspace shall be networked to provide printing capabilities to both a dedicated (i.e. grade level/special area) printer as well as to a networked copier in the building.

The grade level printer shall be located in the grade level leader's classroom to facilitate efficient access.

2. A teacher work area that is adequate in size to accommodate adult furniture, to aid in the preparation of instructional materials including, copiers, laminator, and a computer with a printer.
3. An appropriately furnished room to be used as a faculty lounge, said room to be in addition to the aforementioned work areas.
4. Well-lighted and clean teacher rest rooms, with separate facilities for men and women.
5. Parking space of adequate portion and convenient location at each school.

B. Personal Injury Benefits

Whenever a teacher is absent from school as a result of personal injury caused by an accident arising out of and in the course of his employment, he shall be paid his full salary (less the amount of any workmen's compensation or other insurance award(s) made for temporary disability due to said injury) for the period of such absence (not to exceed the shorter of a period equal to the total number of days in a teacher's work year or until the teacher reaches his or her maximum recovery) and one-third (1/3) of such absence shall be charged to his annual or accumulated sick leave. In no case, however, will a teacher be paid an amount that results in the teacher taking home more pay than he or she would have had the teacher been working.

C. Sick Leave

1. Teachers shall be entitled to 15 days sick leave each year. Unused sick leave to be accumulated at the rate of 15 days per year maximum, up to the number of teacher contract work days, so long as the teacher remains continuously in the service of the Board.. All teachers hired after July 1, 2014, shall receive 15 sick days per year with a maximum accrual of 150 days.
2. In the event the Board of Education grants a medical leave of absence to a tenured teacher who has exhausted sick leave, the Board may grant to the teacher compensation based on the difference between his/her regular salary and his/her substitute's pay for a period not to exceed ninety (90) school days. This pay differential may be granted only once during the course of every five years.
3. Following ten years of continuous service, additional sick leave may be requested in writing and granted at the discretion of the School Board. Requests shall be considered only after all accumulated sick leave has been exhausted.

4. A written report of each teacher's accumulated sick days will be made to that teacher by October 1.
5. Each teacher shall have the following options for use of accumulated sick leave:
 - a. Any teacher who has not used any of his/her annually granted fifteen (15) days, may return them to the Board in exchange for a payment of \$800,
 - b. Any teacher who allows sick days to accumulate will be paid \$60.00 per day for 50% of his/her accumulated sick days at the time of the teacher's retirement or death. The term "retirement" as used in this subsection shall be defined as that point in time when a teacher retires and is immediately eligible to receive retirement benefits under the Teacher Retirement Act, §10-183b et seq., of the Connecticut General Statutes.
6. Sick leave bank
 - a. A Sick Leave Bank ("the Bank") shall be established by the Board and administered by the Association. The purpose of such Bank shall be to assist teachers who suffer prolonged illness and whose sick leave accumulation had been exhausted.
 - b. Each teacher will continue to be granted fifteen (15) sick days annually. These days are not available for contribution to the Bank.
 - c. For the Association, the Board shall canvass the teaching staff to solicit interest in contributing one (1) day to their earned unused sick leave to the Bank. Contributions shall be voluntarily made prior to October 1st of each school year or the next regular business day thereafter.
 - d. The number of days contributed to and accumulated in the Bank may not exceed the number of teacher contract work days at any given time.
 - e. A teacher may be permitted to request Bank time as follows:
 1. She/he has exhausted her/his sick leave accumulated account.
 2. She/he shall submit a written request for a withdrawal from the Bank, with appropriate medical verification, to the Board and the Association.
 3. A teacher withdrawing days from the Bank shall not be required to replace the days, except as a contributing member of the Bank.
 4. Provided the above criteria is met by the applicant and provided sufficient days are in the bank, the teacher's request shall be granted.
 - f. The sick leave bank shall be administered by the Association, provided that the Association will provide notice to the Board of withdrawals from the bank, and will cooperate with the Board's central office with regard to any

and all issues concerning personnel records, payroll and the like. Furthermore, upon depletion or near depletion of the number of contributed days in the bank, the Association will notify the Board if the Association wishes for employees to contribute one more day to the bank.

D. Protection of Teachers

1. Teachers shall report immediately, in writing to their principal and to the central office, all cases of assault suffered by them in connection with their employment.
2. Such report shall be forwarded through the Superintendent to the Board, which shall comply with any reasonable request from the teacher for information in its possession not privileged under law which relates to the incident or the persons involved.

E. Leave Provisions

1. Conference Leave

- a. If, in the opinion of the Superintendent, a convention or conference attendance or the observation of an activity in another school building or school system will contribute to the effectiveness of the instructional program, the Superintendent upon request of a teacher may grant to him or her convention or conference leave, or permission to observe an activity in another school building or school system without loss of pay.
- b. The Board agrees to reimburse each teacher for expenses reasonably incurred during such leave provided that social expenses and any expense over two hundred dollars (\$200.00) per teacher shall not be reimbursed.
- c. A brief summary of the convention, conference or other activity shall be provided by the teacher to the Superintendent within a reasonable time after the event.

2. General Leave

- a. Upon a written request by the teacher, and written approval from the Superintendent, a teacher shall be allowed leave, to begin programs of study which result from foundation or scholarship grants and which necessitate personal presence in advance of the close of the school year.
- b. Other extended leaves, with or without salary and/or benefits, may be granted at the discretion of the Board.

3. Association Leave

- a. When it is necessary, pursuant to the grievance procedure in Article IV of this Agreement, for any teacher to investigate a grievance or attend a grievance meeting or hearing during a school day, he or she shall, upon notice to his or her principal and upon notice to the Superintendent by the President of the Association, be released without loss of pay, as necessary, in order to permit participation in the foregoing activities. The foregoing privilege shall be limited to one teacher per grievance per day except in those circumstances where the nature or the circumstances of the proceeding require additional teachers to be present. In such a case only the teacher or teachers necessary to the conduct of the proceeding shall be in attendance at any one time.
- b. The President of the Association shall be released for not more than five (5) days and the Contract Chairman of the Association shall be released not more than six (6) days from their regular teaching duties for Association duties dealing with contract related mediation and arbitration duties that require performance during the school day, without loss of pay. More days shall be considered if required.
- c. The President of the Winchester Education Association, if a high school or middle school teacher, will be released from three duty periods every five-day work week to conduct Association business. If the President of the Association is an elementary school teacher, he or she shall be released from recess duty two times every five-day work week.

4. Pregnancy Disability Leave

Teachers in the Winchester system may request leave for maternity, subject to the following conditions:

- a. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery there from, shall be treated as temporary disabilities for all job-related purposes. (The term "temporary disability" shall be interpreted as being within the meaning of the term "sick" as used in §§10-156 of the Connecticut General Statutes.) Any teacher who becomes pregnant shall so notify the Superintendent, or his or her designee, at least three (3) months prior to the expected date of commencement of said leave. Leave shall begin when in the opinion of her doctor she is no longer physically able to work and said leave shall expire when in the opinion of her doctor she is physically able to return to work. Except in the case of medical difficulties, such leave is not normally expected to continue for more than six (6) weeks after delivery. These restrictions shall be subject to the provisions of Sections 46a-60, *et seq.*, of the Connecticut General Statutes.

- b. Accumulated sick leave shall be available for use during periods of such disability.
- c. Disability leave beyond any accumulated sick leave and that leave provided in Article VI, Section C, Part 2 shall be available, without pay, for such reasonable further period of time as a female employee is determined by her physician to be disabled from performing the duties of her job because of pregnancy or conditions attendant thereto.
- d. Policies involving commencement and duration of leave, the availability of extension, the accrual of seniority and other benefits and privileges, protection under the health or temporary disability plans, and payment of sick leave shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.
- e. Temporary disability resulting from pregnancy or childbirth shall not be the basis for termination of employment or compulsory resignation.

5. Child Care Leave

Teachers in the Winchester system may request a child care leave subject to the following conditions:

- a. Any tenured teacher shall be entitled, upon written request to, and approval of, the Board, to an extended leave in the event of pregnancy or for the purpose of child-rearing. Such leave without pay and fringe benefits shall be for a period not to exceed one full school year in addition to the year in which the leave commences. If a teacher is granted more than six weeks of child care leave in a school year, he/she may not return to work during that school year after February 1st and may return only at the beginning of a marking period. This restriction shall have no application to pregnancy disability leave.
- b. Such leave shall be without compensation or health benefits.
- c. No experience credit on the salary schedule shall be granted for the period of child care leave.
- d. The Board shall re-engage the teacher for the ensuing year, subject to the reduction-in-force provisions of this Agreement.

6. Emergency Leave

a. All teachers shall be entitled to a total of eight (8) emergency leave days per year. Emergency leave shall be granted for the following reasons:

- illness in the immediate family;
- bereavement - immediate family, close relatives or close friends;
- funeral attendance - immediate family, close relatives, or close friends;
- legal obligations;
- marriage - self;
- wedding attendance - immediate family, close relatives, or close friends;
- graduation exercises - immediate family;
- observance of religious holiday where observance is required by tenets of the religion; and
- other personal business that cannot be transacted outside the school hours and is necessary to be performed on that work day.

b. A teacher shall provide written notice to the Superintendent for taking emergency leave days. Whenever practical, a request for such leave must be submitted no later than three school days before the requested leave. If the request falls into one of the categories above, the Superintendent will not unreasonably deny the leave. One (1) of the emergency leave days shall not require the stating of the specific reason if the reason for the absence is unavoidable business of a highly confidential and sensitive nature. In such circumstances, the teacher is required only to state the general nature of the leave (i.e., personal, business, legal, religious).

c. The Superintendent may, at his or her discretion, grant up to an additional three (3) personal days for unusual or extenuating circumstances. Beyond these days, teachers may make application to the Board for additional personal days. The granting of such days is at the sole discretion of the Board and only for extremely unusual or extenuating circumstances. A denial by the Superintendent of a request for such additional leave shall not be subject to the grievance procedures.

F. Tuition Reimbursement

The Board agrees to provide \$ 7,200 per year for reimbursement of tuition fees, for courses completed during the period of July 1 through June 30. This will apply only to coursework in a program that has had prior written approval by the Superintendent.

A teacher's reimbursement amount and the per credit value may vary from year to year based on the total number of eligible credits taken by the teacher bargaining unit.

Per credit value equals total reimbursement budget divided by year's total number of eligible credits

Teacher's reimbursement amount equals number of credits taken multiplied by the per credit value.

Approval of the Superintendent is to be based upon the following:

1. Course work to be for credit and to be completed successfully with a grade of B or better or, if the class is taken Pass/Fail, a Pass.
2. Course work to be taken at an accredited institution of higher learning, including appropriate online courses.
3. Course work to be directly related to the teacher's assignment in Winchester's pupils, in the Superintendent's opinion.

The Board reserves the right to pay 100% of the tuition costs for teachers, who are asked by the Superintendent to take specific course work for the benefit of the school district. Such arrangements, of course, would be mutual consent of both the teacher and the Superintendent. The costs for such school district selected courses shall not be covered from the above stated tuition reimbursement budgeted funds.

G. Payroll Deduction

1. In addition to those payroll deductions required by law, teachers may authorize deductions for the following:

Health and related insurance premium cost sharing
Washington National Insurance
Winchester Education Association
Connecticut Education Association
National Education Association
Tax Sheltered Annuity Plans
United Way
First Bristol Federal Credit Union
(includes additional deductions now being taken)

Any other deduction mutually agreed to by the parties to this Agreement.

2. All requests for deductions must be in writing on approved authorization forms.

3. Dues Deduction and Service Fee Deduction

a. Conditions of Continued Employment

All teachers employed by the Board of Education shall, as a condition of continued employment, join the Association or pay a service fee to the Association. Said service fee shall be equal to the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration, and grievance adjustment.

b. Deductions

The Board of Education agrees to deduct from each teacher an amount equal to the Association membership dues or service fee by means of payroll deductions. The amount of the deduction from each paycheck shall be equal to the total Association membership dues or service fee divided by the number of paychecks from and including the last paycheck in June. The amount of membership dues and service fee shall be certified by the Association to the Board of Education prior to the opening of school each year.

c. Subsequent Employment

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

d. Forwarding of Moneys

The Board of Education agrees to forward to the Association each month the amount of money deducted during that month. The Board shall provide a list of teachers for whom such deductions were made.

e. Lists

No later than the first paycheck in October of each year, the Board of Education shall provide the Association with a list of all employees of the Board of Education and the positions held by said employees. The Board shall notify the Association monthly of any changes in said list.

f. Reference to Association

The singular reference to the "Association" herein shall be incorporated as referring to the Winchester Education Association, the Connecticut Education Association, and the National Education Association.

- g. The Association agrees to hold and save the Board harmless from any and all claims, damages or costs, including reasonable attorney's fees which may arise out of or result from the Board's compliance with and implementation of Section G(3).

H. Insurance Benefits

- 1. Effective July 1, 2014, the Board shall provide the following plans:

- a. Connecticare HSA Plan (individual lifetime maximum of \$1,000,000 out of network, unlimited in network).

- i. The above insurance shall be annually subject to a \$1,500 individual/\$3,000 family deductible (provided that Connecticare continues to offer the \$1,500/\$3,000 annual deductible HSA plan; otherwise, it will be subject to a \$2,000 individual/\$4,000 family deductible), co-insurance of 100% in network, 80%/20% out of network, in accordance with the general plan description.

- ii. Drugs: 100% coverage/no co-pay after exhaustion of deductible if in network, 20% coverage if out of network.

- b. Health Maintenance Organization (HMO) plan with major medical component as set forth in Appendix B, which is included for reference purposes only.

- i. This plan includes the following:

Hospital co-pay:	\$400
Outpatient co-pay:	\$200
Home/Office co-pay:	\$30 primary care physician, \$30 specialist
Emergency Room co-pay:	\$100
Urgent Care co-pay:	\$30

- ii. Drugs: (A) Co-pay- \$10 for generic, \$25 for preferred/listed brand name, \$35 for non-preferred/non-listed brand name; (B) Dosage- 34 day supply retail, 100 day supply mail; (C) Mandatory generic substitution, with physician override; (D) unlimited maximum; and (E) Mail co-pay equals 2X retail co-pay.

Any new teacher hired after July 1, 2014, shall be eligible to participate in the Health Savings Account (H S A) Plan only.

Effective July 1, 2016, all teachers shall move to the Health Savings

Account (H S A) plan. After that date the HMO plan shall no longer be offered.

2. Premium Cost Sharing: Premium Cost Sharing: Effective July 1, 2014, a teacher participating in the HMO Plan will pay seventeen percent (17%) of the cost of the premiums. Effective July 1, 2015, a teacher participating in the HMO Plan will pay eighteen percent (18%) of the cost of the premiums. Effective July 1, 2014, through 2017 a teacher participating in the HSA Plan will pay thirteen percent (13%) of the cost of the then current premiums. For those participating in the HSA Plan, the Board shall pay for fifty percent (50%) of the teacher's deductible front-loaded, whether individual or family coverage. Any retiree participating in the HSA Plan may receive payment by the Board of said 50% of the deductible, subject to the payment by the retiree of the full cost of participation in the Plan.
3. The Board shall also provide the following:
 - a. Full Service Dental Plan, Full Family Coverage. A teacher participating in this plan will pay fifteen (15%) percent of the cost of this coverage.
 - b. Life insurance for teachers only, equivalent to the teacher's annual salary rounded to the nearest thousand.
4. Teachers who elect to waive health insurance coverage by the Board of Education and who provide proof of other coverage shall receive a stipend subject to the following:
 - a. Teachers waiving full-family coverage shall receive a stipend of \$2,000.
 - b. Teachers waiving two-person coverage shall receive a stipend of \$1,400.
 - c. Teachers waiving individual coverage shall receive a stipend of \$1,000.
 - d. The stipend shall be paid in December of the school years for which the coverage was waived.
 - e. Should personal circumstances change through death, marriage, divorce or change in a spouse's employment status, teachers who have waived coverage shall be able to regain such coverage.
 - f. The Board reserves the right to limit the number of teachers who may elect this option if the group would be reduced to a size that would be charged a higher premium because of the smaller size of the group.
5. The Board of Education reserves the right to change insurance carriers at any time so long as it gives prior notice to the Association and so long as the insurance coverage

under the substituted insurance carrier's policy is substantially equal to the coverage, service and administration under the policy then in effect. Once the Association is notified that the Board intends to change insurance carriers, the Association has fifteen (15) days to examine the new insurance carrier's policy. If the Association believes that the coverage, service or administration under the new policy is not substantially equal to that of the policy currently in effect, it must object to the change in writing during that fifteen (15) day period. If the parties are unable to informally resolve the matter within the following twenty (20) days, the Association shall file a demand with the American Arbitration Association to resolve the dispute within five (5) days after the end of the twenty (20) day period set forth above. The arbitrator shall be asked to decide the following question: Is the substituted carrier's coverage, service and administration under the proposed policy substantially equal to the current insurance carrier's policy? When a complaint has been lodged by the Association pertaining to the substituted carrier's insurance policy, the Board will not institute the new insurance until an agreement has been reached or until an arbitrator has decided that the substituted policy is substantially equal to the current policy. The cost of arbitration shall be shared equally by the parties.

6. The Board of Education will establish an IRS Section 125 plan for purposes of allowing teachers participating in the plans described in paragraphs 1-2, above, at their option, to have their insurance premium co-payments withheld from their income. The Section 125 plan will be established solely for the purpose of health insurance premium co-payments.

I. Severance Pay

When a teacher is let go for no fault of his own (Ex. reduction of staff) during the school year, September 1 through June 30, he shall receive one (1) month's (two pay periods) pay. This provision shall not apply to teachers holding a durational shortage area permit.

J. Sabbatical Leave

1. Upon written application and with written approval of the Superintendent a teacher who has been employed for seven (7) years may be granted a sabbatical leave for one (1) year for the purpose of professional growth. During said sabbatical leave, the teacher shall be considered to be in the employ of the Board for purpose of seniority.
2. A teacher, upon return from a sabbatical leave, shall be restored to his former position, subject to the reduction-in-force provisions of this Agreement, and shall be continued at the same position on the salary schedule as if he had taught in the district during such period. He shall maintain tenure, insurance benefits, accumulated sick leave, and all other accrued benefits provided in this contract.
3. No more than one (1) teacher per school or one (1) special subject teacher shall be placed on sabbatical leave upon request.

4. During the period of sabbatical leave, a teacher may engage in remunerative employment and may accept grants or fellowships.
 5. In order that all applicants be given equal consideration and in case the number of requests exceeds the limitation, the following criteria will be considered in selecting the candidates for sabbatical leave:
 - a. The merit of the objectives as they relate to improving the instructional programs;
 - b. years of teaching experience in the district;
 - c. Previous leave;
 - d. Reasonable distribution of applicants by schools;
 - e. Evidence of acceptance of the teacher's program or project by the institution offering the advanced study or research.
 6. A teacher granted a sabbatical leave shall receive one-half his/her base salary during such leave, provided however, that the sabbatical stipend when combined with grants, fellowships, etc. awarded to the teacher during leave does not exceed three-fourth's of his/her base salary. A teacher returning from sabbatical leave will be required to return to his/her position for at least two years or return the salary paid. Continued service with the Winchester School District after the termination of the leave shall be prorated and credited against the teacher's obligation upon return from leave. To this end, each employee granted sabbatical leave shall be required to execute a promissory note at the commencement of leave memorializing this legal obligation. Such note shall provide that upon default, the employee shall be responsible for refunding all sums owed to the Board with interest and all costs of collection, including reasonable attorney's fees.
- K. With regard to any leave of absence granted to a teacher under any section of this Agreement, the following rules shall apply: An employee intending to return from a paid or unpaid leave at the commencement of an academic year shall file a notice of such intention with the Superintendent on or by May 1 preceding the scheduled date of return. Employees required to return on a date other than at the commencement of an academic year shall file a notice of intent to return by or on the date established by the Board of Education at the commencement of the leave. An employee who fails to file a notice of intent to return with the Superintendent of Schools by the required date shall be deemed to have resigned from the employ of the Board of Education effective on the notice of return date.

ARTICLE VI CURRICULUM PROVISIONS

A. Class Size

1. The following regular class size maximum should be implemented in the Winchester Public Schools as soon as practicable. (These guidelines are not applicable to special subjects, special education classes, regulated by law, or to other educationally sound modified arrangement, such as: 1) split grade classes, 2) large group instruction, 3) team teaching).

Grades K-3	18 pupils
Grades 4-6	22 pupils
Grades 7-8	25 pupils

2. Classes in Special Education and special subjects should not contain more pupils than designated by standards developed and promulgated by the Connecticut State Department of Education.

B. Teacher Load

Academic subject area school teachers in departmentalized classes shall not be assigned more than five (5) teaching periods per day, contingent upon availability of funds as determined by the Board. Special subject area school teachers (i.e., art, music, physical education) shall not be assigned more than six (6) teaching periods per day at Pearson, provided they are relieved from homeroom duties.

C. Certification

In order to assure that pupils are taught by teachers working within their areas of competence, teachers shall not be assigned to subjects, and/or grades or other classes outside the scope of their teaching certificates (except in emergency situations) or durational shortage permits.

D. Specialists

Every effort will be made to hire substitutes for absent specialists.

E. Teacher Paraprofessionals

1. The Board and the Association agree that a teacher's primary responsibility is to teach and that his energy should be utilized to this end. The Board and the

Association recognize that teacher paraprofessionals and part-time clerical employees are useful in order to implement this principle. Faculty members are responsible for the evaluation of their respective paraprofessionals and the advice of the faculty shall be considered in the determination of the specific teacher paraprofessional duties in each school.

2. Teachers assigned cafeteria duty shall be in the Cafeteria.

ARTICLE VII GENERAL PROVISIONS

- A. There shall be no reprisals of any kind taken against any teacher by reason of his membership in a professional organization or participation in its activities.
- B. Except as may otherwise be provided by law, no teacher shall be suspended or shall receive a written reprimand, without just cause.

ARTICLE VIII BOARD POLICIES

The Board shall provide each teacher with a Teachers Manual, which shall include the complete text of this Agreement or any successor Agreement. One copy of Board Policy shall be made available to the Association Building Representative in each school.

Academic Freedom

- A. The private or personal life of a teacher is not within the appropriate concern or attention of the Board except as it may interfere with the teacher's responsibilities to and relationships with students and/or the school system.
- B. Teachers will be entitled to full rights of citizenship, and no religious or political activities of any teacher (provided such activities do not take place during his working hours and providing he upholds the Constitution of the United States) or the lack thereof will be grounds for any discipline or discrimination with respect to the professional employment of such teacher.

ARTICLE IX SPECIAL SCHOOL PROGRAMS

These provisions apply to such programs as summer school and homebound:

- A. Positions in these programs will be filled first by qualified teachers regularly employed in the school system.
- B. All openings for these positions shall be listed as early as possible so interested teachers may apply.

All openings for these positions shall be posted on the Applitracks system and all teachers will be notified of openings via email as early as possible (at least five (5) school days during the school year and at least ten (10) calendar days during the summer) prior to the application deadline so interested teachers may apply.

Extra Pay for Extra Duty

Extra duty for which extra compensation shall be paid and the amounts of said compensation are set forth in Appendix II which is attached hereto and made a part of this Agreement.

ARTICLE X ADMINISTRATIVE PROVISIONS

- A. Evaluative reports relative to teacher performance, or written statements containing criticism shall not be filed in the permanent personnel folder of any teacher unless he/she has seen or signed the report or statement or unless a notice is sent to his/her last known address by certified mail, return receipt requested or placed in his/her message box affording the teacher an opportunity to review the material.
- B. When and if approved, a copy of the complete current school budget for the succeeding year shall be given to the Association prior to the opening of each school year.

ARTICLE XI CONTRACTS

A. Contracts

- 1. All teachers shall receive their annual salary statement for the next year one week prior to the closing of school.
- 2. Individual Supplementary contracts shall be issued for special, extra assignments, such as coaching and yearbook.

B. Staff Salaries

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

C. Degree Definitions

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

Bachelor - A baccalaureate degree earned at an accredited college or university.

Master or
BA + 30 - A master's degree earned at an accredited college or university or thirty (30) graduate credits (a) earned in a planned program at an accredited college or university and (b) recognized by the State Board of Education for purposes of granting standard certification, or (c) approved by the Superintendent.

Sixth Year
or MA + 30 - A second master's degree in a discipline other than the discipline in which the initial master's degree was attained; or a "Sixth Year Certificate" from an accredited college or university, or thirty (30) graduate credits earned, after attainment of a master's degree, in a planned program at an accredited college or university or approved by the Superintendent.

A teacher meeting the necessary requirements for advancement shall advance to the appropriate level at the beginning of the school year succeeding the school year in which said requirements were met, provided however, that the teacher notify the Superintendent of Schools by January 15, that potential advancement is anticipated in the following school year.

D. Placement of New Teachers on the Salary Schedule

All teachers hired after July 1, 1987, as a permanent employee of the Winchester Board of Education shall be placed on the salary schedule up to their maximum years of experience and degrees. In implementing this provision, the Superintendent shall have a measure of flexibility to affect some savings. However, in no case shall a newly hired teacher be placed lower than two (2) steps below their maximum years of experience. The Superintendent shall inform the Association of all such hires and placements on the salary schedule.

ARTICLE XII REDUCTION IN FORCE

The Board and the WEA agree that if, after exploring other reasonably possible alternatives, and acting in conformity with Board policies and regulations and in conformity with all relevant state and federal law, the Board determines that it is necessary to reduce the total number of its certified employees, the following method shall be used: THIS PROVISION DOES NOT APPLY TO TEACHERS HOLDING A DURATIONAL SHORTAGE AREA PERMIT AND NOT OTHERWISE CERTIFIED.

1. The least senior non-tenured teacher, if employed within the affected department, subject area or grade level will be laid off first. For the purpose of this article, "grade level" shall be kindergarten through fifth grade and sixth grade through eighth grade. Subject areas shall be music, art, physical education, library, home economics and technology education. Departments shall be special education, psychological services, social work, reading, speech and language, and guidance.
2. If there are no non-tenured teachers in the affected department, subject area or grade level, a tenured teacher with the least amount of seniority shall be laid off before tenured teachers that are more senior; provided, however, said tenured teacher shall have the right to displace the least senior non-tenured teacher in a position for which he or she is certified and qualified.
3. Seniority is defined as uninterrupted years of service in the Winchester school system dating from the most recent date of hire. Service shall not be considered interrupted by an approved leave of absence, nor shall a teacher's loss of time due to a reduction in force while he or she remains on the recall list be considered a break in service. However, time accrued during leave does not add to years of seniority.
4. For the purpose of this article, an employee who works a half year at full-time or a full year at half-time shall be considered to have worked for one full year. Any service less than half-time shall be prorated based on the teacher's full-time teaching equivalents taught during any relevant period.
5. When it becomes necessary to choose between or among several staff members of equal seniority, the following criteria shall apply in the following order:
 - a. Recent continuous contractual service experience in the system (starting with the date the contract was signed);
 - b. Total contractual experience in the system (starting with the date the first contract was signed);
 - c. Years of experience in the affected area within the school system;
 - d. Total years of experience in the area affected in any school system;

- e. Total years of experience in any system;
 - f. Number of credits beyond the bachelor's degree as determined by those credits applied to the Winchester salary schedule.
6. Teachers who become displaced in a particular department, subject area or grade level because of an elimination of position will have the right, if certified and qualified, to fill another position in the system held by the least senior teacher with less seniority. For the purpose of this article, to be deemed qualified, a staff member must, among other things, have taught in the department, subject area or grade level for one complete year within the last five years. If a teacher does not possess the required one year of teaching, he or she may displace another less senior teacher in another department, subject area or grade level provided he or she submits to a peer review committee which may require such teacher to take up to twelve credits in the new area of assignment within the subsequent eighteen months following the new appointment. Any teacher required to take any credits will have first priority on the funds available under Article VI, Section F (Tuition Reimbursement) with reimbursement up to 100% of the tuition costs, provided such funds are available. The peer review committee shall consist of three teachers, two appointed by the WEA and one by the Superintendent; the principal of the receiving building; and the Superintendent. The Committee shall meet with the affected teacher and, on a case-by-case basis, determine if additional course work should be required, and if so, the number of credits to be taken.
7. Nothing herein shall require the promotion or assignment of a teacher to a position of higher rank, authority, teaching time or compensation, even though the teacher whose contract is to be terminated or who is to be recalled is qualified and/or certified for the promotion or assignment.
8. Recall.
- a. Teachers whose contracts have been terminated due to an elimination of position shall be placed on a recall list for two years from the first September following his or her layoff. Teachers on the recall list shall be recalled by seniority, the most senior first, to their last area of teaching. A teacher may be recalled to another department, subject area or grade level if he or she is certified and qualified as defined in Section 6, above. A teacher recalled to another department, subject area or grade level who does not meet the one year teaching experience requirement shall be subject to the requirements of the peer review committee. Notice of recall will be effective if mailed to the address or changed address furnished to the Superintendent by the teacher. The Superintendent must receive acceptance of recall within ten (10) calendar days after notification of recall is sent. Unless otherwise provided, all notices provided for in this section must be in writing and transmitted by certified mail, U. S. postage prepaid. A teacher must return to service within thirty (30) calendar days after notification of recall is sent to the teacher or when the position becomes available, whichever occurs later. A teacher who refuses recall shall be removed from the recall list.
 - b. No interdepartmental transfer will be made before vacancies are filled with properly certified staff from the recall list who has more seniority.

9. An employee hired for one year or less to fill temporarily a vacancy shall have no layoff or recall rights under this Article.

ARTICLE XIII SPECIAL EDUCATION

All teachers shall be given a copy of the specific I.E.P./ 504 Plan for each individual student placed in their classroom or program prior to the start of any such placement.

ARTICLE XIV LEGAL PROVISIONS

1. **Amendment** This Agreement shall not be altered, amended or changed except in writing, signed by both the Board and the Association, which amendment shall be appended hereto and become a part hereof.
2. **Severability** In the event that any provisions or portion of this Agreement is ultimately ruled invalid for any reason by an authority or established and competent legal jurisdiction, the balance and remainder of this Agreement shall remain in full force and effect.
3. **Duration** Except where otherwise provided, all provisions of this Agreement shall be effective as of July 1, 2011 and shall continue and remain in full force and effect to and including June 30, 2014.

This Agreement is made and entered into on this _ 29th day of, October, 2013, by and between the Winchester Board of Education and the Winchester Education Association.

IN WITNESS WHEREOF, the parties hereunto set their hand this 29th day of October, 2013.

WINCHESTER BOARD OF EDUCATION

WINCHESTER EDUCATION ASSOCIATION

Susan B. Hoffnagle, Board Chair

Lynn Attella, WEA President

APPENDIX I(C)
SALARY SCHEDULE

2014-15

0% increase, no step movement

<u>STEP</u>	<u>BA</u>	<u>MA</u>	<u>6TH YEAR</u>	Yrs of Experience for Placement of New Hires
1	38,610	42,884	45,806	0
2	40,040	44,527	47,588	0,1
3	41,694	46,399	49,612	2
4	43,711	48,649	52,017	3-4
5	45,809	51,005	54,539	5
6	48,045	53,478	57,188	6-7
7	50,375	56,074	59,965	8-9
8	52,818	58,795	62,877	10-11
9	55,383	61,651	65,934	12
10	58,922	65,916	70,509	13-14
11	62,566	70,180	75,082	15
12	66,213	74,445	79,658	16+

In the 2014-15 contract year, teachers will have no step advancement or general wage increase

APPENDIX I(C) SALARY SCHEDULE

2015-16

0% increase, except those on step 12
increase by 1.5%

One step movement for all others

<u>STEP</u>	<u>BA</u>	<u>MA</u>	<u>6TH YEAR</u>	Yrs of Experience for Placement of New Hires
1	38,610	42,884	45,806	0
2	40,040	44,527	47,588	0,1
3	41,694	46,399	49,612	2
4	43,711	48,649	52,017	3-4
5	45,809	51,005	54,539	5
6	48,045	53,478	57,188	6-7
7	50,375	56,074	59,965	8-9
8	52,818	58,795	62,877	10-11
9	55,383	61,651	65,934	12
10	58,922	65,916	70,509	13-14
11	62,566	70,180	75,082	15
12	67,206	75,562	80,853	16+

In the 2015-16 contract year, teachers will advance one step. Those already on step 12 will have a 1.5% wage increase

APPENDIX I(C) SALARY SCHEDULE

2016-17

0% increase, except those on step 12
increase by 1.75%

One step movement for all others

<u>STEP</u>	<u>BA</u>	<u>MA</u>	<u>6TH YEAR</u>	Yrs of Experience for Placement of New Hires
1	38,610	42,884	45,806	0
2	40,040	44,527	47,588	0,1
3	41,694	46,399	49,612	2
4	43,711	48,649	52,017	3-4
5	45,809	51,005	54,539	5
6	48,045	53,478	57,188	6-7
7	50,375	56,074	59,965	8-9
8	52,818	58,795	62,877	10-11
9	55,383	61,651	65,934	12
10	58,922	65,916	70,509	13-14
11	62,566	70,180	75,082	15
12	68,382	76,884	82,268	16+

In the 2015-16 contract year, teachers will advance one step. Those already on step 12 will have a 1.75% wage increase

APPENDIX II (A)
EXTRA PAY
2014-2017

A. Extra Pay for Extra Duties

1. Musical activities outside of school (Band Directors). The Amount stated shall be the total paid for the activity irrespective of the number of directors.

<u>2014-2017</u>
1,796

2. Lead Teachers, as assigned, shall receive a stipend of \$3,000 per year of this agreement.

3.

<u>2014-2017</u>
954
1,430
3,431
5,699
1,551
34.33
34.33

B. Longevity Pay

The following longevity payments shall be made to those teachers who qualify on the basis of accumulated service to the Winchester School System. Those teachers who sign their contracts after the start of the school year and meet the requirements of years of service shall receive a prorated payment of the longevity. For teachers hired prior to September 1, 1989, longevity payments are to be added to the scheduled salary each contract year as follows:

After completion of:	15 years	2.0% each year
	20 years	2.5% each year
	25 years	3.0% each year
	30 years	3.5% each year

For teachers hired between September 1, 1989 and August 31, 1992, longevity payments are to be added to the scheduled salary each contract year as follows:

After completion of:	15 years	1.0% each year
	20 years	1.5% each year
	25 years	2.0% each year
	30 years	2.5% each year

The provisions of this Section B do not apply to teachers hired on or after September 1, 1992.

C. Summer School

Compensation for professional degree holding personnel shall be:

2014-2017

41.15

D. Coaching

2014-17

	<u>Year 1</u>	<u>Year 2</u>
Director of Athletics	2,745	3,398
Cross Country	1,779	1,971
Soccer	1,779	1,971
Girls Basketball (8th)	2,269	2,446
Girls Basketball (6 th & 7 th)	1,717	1,902
Boys Basketball (8th)	2,269	2,446
Boys Basketball (6 th & 7 th)	1,717	1,902
Cheerleaders	1,372	1,481
Intramural	34.77 / hour	41.16 / hour
Softball	1,779	1,971
Baseball	1,779	1,971
Basketball Game Supervisors	60.10 / hour	60.10 / hour

E. EXTENDED YEAR ASSIGNMENTS

Any request for work days beyond the 186 day work year shall be compensated at a rate of .5% of the teacher's salary set forth in Appendix I per full day worked.

2014-2017

Homebound Instructors (per hour)	34.33
Other Hourly Assignments (including Those funded by grants)	34.33
Curriculum Development \$350 /first unit and pacing guide; \$250 /each additional unit	

- F. TEAM LEADERS, as assigned, shall receive a stipend of \$2,000 per year.

Positive Behavior Support Coaches (6), as assigned, shall receive a stipend of \$2,000 per year. One additional position may be shared at a stipend of \$1,000 each.

- G. Time sheets for all hourly work shall be submitted to the appropriate supervisor. Payment will be made upon approval of the supervisor.
- H. Upon the initiation of any new position for which a member of the bargaining unit will receive payment, the Board and the Association will meet to discuss the amount of such payment. If the Board and Association cannot agree upon the amount to be paid for the new position, the parties will enter into mid-stream bargaining as governed by the Teacher Negotiation Act.