

AGREEMENT

between the

SHARON BOARD OF EDUCATION

and the

SHARON FACULTY ASSOCIATION

July 1, 2018 - June 30, 2020

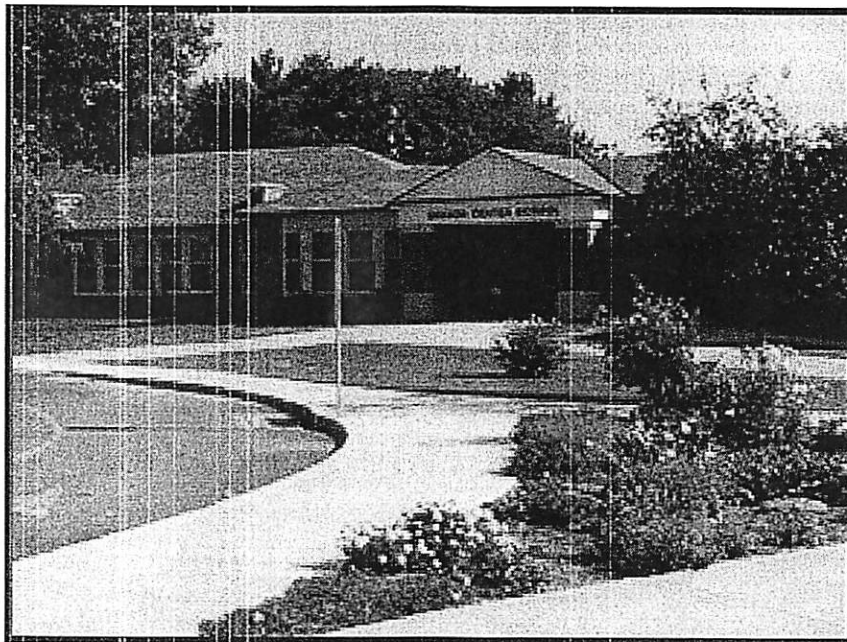


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AGREEMENT

This Agreement is between the Sharon Board of Education (hereinafter referred to as the "Board"), and the Sharon Faculty Association (hereinafter referred to as the "Association").

ARTICLE 1 **RECOGNITION**

- 1-1 The Board recognizes the Association as the exclusive representative of all the certified professional employees of the Board, employed in positions requiring a teaching or special services certificate or durational shortage area permit, for the purpose of negotiations with respect to salaries and other conditions of employment about which either party wishes to negotiate pursuant to Connecticut General Statutes §§10-153g. The Association recognizes the Board as the employer vested with the sole and exclusive powers and authorities to direct and administer the operation of the school district. The Board retains all rights as prescribed by law subject only to the limitations imposed by the language of this Agreement.
- 1-2 The Board reserves the right to themselves alone to establish policies and take administrative action as mandated under the statutes of the State of Connecticut.
- 1-3 The term "teacher" as used in this Agreement, except where otherwise specifically indicated, is considered to apply to all teachers described in Section 1-1 above and shall mean a person employed in a position requiring a certificate issued by the State Board of Education and included in the teachers unit as defined by §10-153(b) of the Connecticut General Statutes.
- 1-4 The term "Superintendent" as used in this Agreement is considered to apply to the Superintendent, Assistant Superintendent or anyone acting in that capacity.
- 1-5 "RSSC" shall mean Regional Schools Services Center.
- 1-6 "Length of Service" shall mean continuous employment with this Board of Education from the teacher's last date of hire.
- 1-7 "The Region" shall mean the seven school districts including the Housatonic Valley Regional High School and the school districts located in the towns of Canaan, Cornwall, Kent, North Canaan, Salisbury and Sharon.

ARTICLE 2

NEGOTIATION

2-1 Matters Not Covered By Terms of the Agreement

2-1.1 The Board and the Association agree to abide by Connecticut General Statutes §10-153f(e).

2-2 Severability

2-2.1 In the event that any provision or portion of this Agreement is illegal or ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this agreement shall remain in full force and effect.

2-2.2 This Agreement shall not be altered, amended, or changed except in writing after mutual agreement of the parties and after ratification by duly authorized groups and signed by the Board and the Association which writing shall be appended hereto and become part hereof.

ARTICLE 3

GRIEVANCE PROCEDURE

3-1 Definitions

3-1.1 A "grievance" shall mean a complaint by a teacher or a group of teachers or the Association covered by this Agreement that there has been to him/her or them an injury because of a violation or inequitable application of the terms of this Agreement or the conditions of employment, except that the term "grievance" shall not apply to (a) any matter for which a method of review is prescribed by law; (b) any rule or regulation of the State Commissioner of Education; (c) any by-law of the Board of Education; (d) any matter which according to law is either beyond the scope of the Board authority or limited to unilateral action by the Board alone; (e) complaint of a non-tenured teacher which arises by reason of his/her not being re-employed; or (f) a complaint by any certified personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required.

3-1.2 "Days" shall mean days when school is in session except during the period July 1 - August 31 when "days" shall mean Monday, Tuesday, Wednesday, Thursday, Friday.

3-1.3 "Party in interest" shall mean the teacher or teachers making the complaint, including their designated representatives as provided herein.

3-1.4 "Forms" shall mean the appropriate forms as appended hereto in Appendix D.

3-2 Purpose

- 3-2.1 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems, which may occasionally arise affecting the welfare or working conditions of teachers. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
- 3-2.2 Nothing herein contained shall be construed as limiting the right of any party in interest having a grievance or dispute to discuss the matter informally with any appropriate member of the administration.

3-3 Procedure

- 3-3.1 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 and every effort shall be made to expedite the process. The time limits specified may, however, be extended by written agreement of the parties in interest.
- 3-3.2 In the event a grievance is filed on or after June 1, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.
- 3-3.3 If the teacher(s) does not file a written grievance with his/her immediate supervisor within thirty (30) days after the teacher(s) knows or should have known of the act or condition on which the grievance is based, then the grievance shall be waived. A grievance filed with the Professional Rights and Responsibilities Committee must reach Level One within thirty (30) days of the date of the grievance.

3-4 Level One - Principal or Immediate Supervisor

- 3-4.1 A teacher or group of teachers of the unit with a grievance or dispute shall first discuss it with his/her or their immediate supervisor or Principal, either directly or through the representative of the aggrieved, with the objective of resolving the matter informally.
- 3-4.2 If a teacher or group of teachers is not satisfied with the outcome of the informal grievance procedures as defined in the above, then the teacher or teachers shall present his/her or their claim as a written grievance to the Principal on form 1.
- 3-4.3 The Principal shall, within five (5) days after receipt of the written grievance, render his/her decision in writing to the aggrieved on form 2 in duplicate.
- 3-4.4 One copy of form 2 is to be returned to the Principal by the aggrieved within three (3) days with a response indicated.

3-5 Level Two - Superintendent of Schools

- 3-5.1 In the event that the aggrieved is not satisfied with the disposition of his/her grievance at Level One, or in the event that no written decision has been rendered by the Principal within five (5) days after presentation of the written grievance, he/she or his/her representative may file within three (3) days of the decision or within eight (8) days after the formal presentation a written grievance with the Superintendent of Schools on form 1.
- 3-5.2 The Superintendent shall represent the administration at this level of the grievance procedure. Within ten (10) days after receipt of the written grievance by the Superintendent, the Superintendent shall meet with the aggrieved and/or his/her representatives in an effort to resolve it.
- 3-5.3 The Superintendent shall, within seven (7) days after the hearing, render his/her decision in writing to the aggrieved on form 3 in duplicate.
- 3-5.4 One copy of form 3 is to be returned to the Superintendent by the aggrieved within three (3) days with a response indicated.

3-6 Level Three - Board of Education

- 3-6.1 In the event that the aggrieved is not satisfied with the disposition of his/her grievance at Level Two, or in the event no decision has been rendered within ten (10) days after he/she has first met with the Superintendent, he/she or his/her representative may file within three (3) days of the decision or within thirteen (13) days after the formal presentation a written grievance, indicating such dissatisfaction, with the Board on form 1.
- 3-6.2 A committee of the Board shall, within ten (10) days after receipt of the appeal, meet with the aggrieved and/or his/her representative for the purpose of resolving the grievance.
- 3-6.3 The Board shall, within thirty (30) days after such meeting, render its decision and the reasons therefore in writing to the aggrieved on form 4 in duplicate.
- 3-6.4 The aggrieved shall return one copy of form 4 to the chairman of the Board within three (3) days with a response indicated.

3-7 Level Four - Arbitration

- 3-7.1 If the aggrieved is not satisfied with the disposition of his/her grievance at Level Three, he/she may, within three (3) days after the decision, or within thirty-six (36) days after the Board meeting, request, in writing on form 1 to the president of the Association that his/her grievance be submitted to arbitration.
- 3-7.2 The Association shall, within five (5) days after receipt of such request, render its determination to the Board and to the aggrieved on form 5 as to whether or not the grievance is meritorious and the reasons therefore.

- 3-7.3 If the grievance is deemed meritorious by the Association, the chairman of the Board and the president of the Association shall, within five (5) days after such written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence and indicate such on form 5. If the parties are unable to agree upon an arbitrator within five (5) days, the American Arbitration Association shall immediately be called upon to select the single arbitrator. The Board and the Association shall be bound by the rules and procedures of the American Arbitration Association.
- 3-7.4 The arbitrator selected shall confer promptly with representatives of the Board and the Association, shall review the record of prior hearings, and shall hold such further hearings with the aggrieved and other parties in interest as he/she shall deem requisite.
- 3-7.5 The arbitrator shall limit himself/herself to the issues submitted and shall consider nothing else. He/she can neither add anything to nor subtract anything from the Agreement between the parties.
- 3-7.6 The arbitrator shall, within ten (10) days after the close of the hearings, render his/her decision in writing to all parties in interest, setting forth his/her findings of fact, reasoning, and conclusion on the issues submitted. The decision of the arbitrator shall be final and binding upon all parties in interest.
- 3-7.7 The costs for the services of the arbitrator shall be borne equally by the Board and the Association.
- 3-8 Rights of Teachers to Representation
- 3-8.1 No reprisals of any kind shall be taken by the Board or by any member of the administration or by the Association or aggrieved against anyone by reason of participation in the grievance procedure or support of any participant thereto.
- 3-8.2 Representation at any level of the grievance procedure shall be limited to the grievant and/or an authorized Association representative, except that only the Association may present a grievance at Arbitration.
- 3-9 Miscellaneous
- 3-9.1 All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- 3-9.2 Copies of the forms to be used in processing a grievance and for reporting decisions and recommendations shall be made available by the Superintendent and the chairman of the Professional Rights and Responsibilities Committee of the Association.

ARTICLE 4
TERMINATION AND RECALL PROCEDURES

4-1 General Statement of Policy

It is recognized that under state law the Board has the responsibility to maintain good public elementary and secondary schools and to implement the educational interests of the State. However, recognizing also that it may become necessary to eliminate professional staff positions in certain circumstances, this policy is adopted to provide a fair and orderly process should such eliminations become necessary.

4-2 Procedure

4-2.1 The Board may, in the first instance, exercise its right and power to reduce the number of teaching staff positions without determining which teacher contracts will be terminated, if any, or what other staffing changes will be made to effectuate the purpose of position elimination.

4-2.2 Prior to commencing action to terminate teacher contracts under this policy, the Board will give due consideration of its ability to effectuate position eliminations and/or reduction in staff by:

1. Voluntary retirements
2. Voluntary resignations

4-2.3 If the position of a teacher who has attained tenure status is eliminated by the Board, such teacher will have the right to be placed in an available position for which he or she is certified and qualified. Available positions shall include those held by non-tenured teachers.

4-2.4 When the Board votes to eliminate a position in a department or subject area, the following criteria shall apply in determining what teaching contracts, if any, will be subject to termination. The criteria shall be applied sequentially and are:

- (a) Certification
- (b) Total continuing paid teaching experience in the school district. Unpaid leaves of less than one school year shall not be considered an interruption of "total continuing paid teaching experience."
- (c) Performance as determined by written summary evaluation.
- (d) In the event that the application of the criteria (a) (b) (c) is not sufficient to determine which teacher's contract will be subject to termination, the date of contract signing will be the determining factor.

4-3 Recall Procedure

If the contract of employment of a teacher is terminated because of elimination of teaching positions, the name of that teacher shall be placed on a reappointment list and remain on such list for a period of two (2) years. If a position becomes open during such two (2) year period, teachers shall be recalled in the inverse order of being laid off, provided said teacher is certified and qualified for said position. The teacher will be notified in writing by certified mail, return receipt requested, sent to his/her last known address, at least thirty (30) days prior to the anticipated date of reemployment. In determining whether a teacher is qualified for reappointment, the Board shall consider criteria as set forth in 4-2.4 above. The teacher shall accept or reject the reappointment in writing within ten (10) days of receipt of notice. If the appointment is accepted, the teacher shall receive a written contract of employment within twenty (20) days of receipt of the teacher's reply by the Board. If the teacher rejects the appointment offer or does not respond according to this procedure within ten (10) days, the name of the teacher will be removed from the recall list.

4-4 The provisions of Article 4-1 and 4-2.1 shall not be subject to the grievance procedure as set forth in Article 3.

4-5 This article shall not apply to employees holding durational shortage area permits. These individuals have no contractual right in reference to layoff and/or recall.

ARTICLE 5
PROTECTION OF TEACHERS

5-1.1 Teachers shall report immediately in writing to their Principal or immediate supervisor and to the Superintendent all cases of assault or legal action suffered by them in connection with their employment.

5-1.2 The Board and the Association recognize that "Protection of Teachers" is provided for in Connecticut General Statutes.

ARTICLE 6
USE OF TEACHER VEHICLES

6-1 Insurance on Vehicles

6-1.1 The Board is protected, under the non-ownership clause of its transportation insurance, against judgment arising from accidents in which a school teacher, using his/her personal vehicle on school business, is involved. The first claim, however, is placed against the owner of the vehicle.

6-2 Mileage reimbursement where authorized by the Board will be at the rate specified by the I.R.S. and adjusted as per date of publication by the I.R.S.

ARTICLE 7

LEAVES

7-1 Personal Illness

- 7-1.1 Fifteen (15) days of sick leave per year, effective at the beginning of each work year, will be granted to each teacher. Unused sick leave will be accumulated to a maximum of one hundred sixty-five (165) days. If the accumulated sick leave is exceeded, salary deductions thereafter will be at the per diem rate of full salary until employment of the teacher is terminated.
- 7-1.2 Half days, which can be covered by administrative staff, will not be charged against the teacher. These half days include days where the administrator assigns other teachers to cover classes for the teacher who needs to be absent from the building due to illness. This section only covers occasions in which an emergency situation arises during the workday. No teacher shall be compensated for providing emergency coverage for a colleague. Preparation periods that are missed in compliance with this section are not subject to the grievance process. This leave is not available for scheduling of appointments during the workday, other than those appointments covered under FMLA.
- 7-1.3 A medical certificate is required for sick leave of any duration if a teacher's absence from duty occurs frequently or habitually and when, in the judgment of the Principal, evidence indicates reasonable cause for requiring such a certificate.
- 7-1.4 The Board agrees that the first thirty (30) school days of any approved leave covered by Workers' Compensation will not be counted as sick leave. A teacher receiving Workers' Compensation pay shall receive a rate of pay equal to the difference between his/her earned salary and Workers' Compensation pay for the first thirty (30) days of the teacher's leave, unless greater coverage is required by law. Beyond the first thirty (30) days of the teacher's leave, except in cases covered by Connecticut General Statutes Section 10-236a, the teacher may use accumulated sick leave up to sixty (60) days on a pro-rated basis to supplement his/her Workers' Compensation temporary disability benefits so that the teacher receives full pay.
- 7-1.5 After accumulated sick leave has been exhausted a leave of absence will be granted without pay to the end of the school year for extended illness, injury or disability (including disability arising out of pregnancy) occurring during the summer or within the school year. However, determination should be made by June 15 as to whether the teacher will be able to return to full-duty status the following September or whether a replacement should be hired. In the event of full recovery after a replacement has been hired, the teacher will be given special consideration when there is a vacancy in an equivalent position.
- (a) All insurance, retirement, and other teacher benefits shall continue in force for any teacher on leave without pay, provided that the teacher pays all premiums, contributions, and other costs requisite to keep such benefits in force during such period.

7-2 Family Illness

- 7-2.1 Where the teacher's presence is required, up to three days leave per year, non-cumulative, will be granted by the Principal for illness of a teacher's child, spouse, spouse's parent, parent or dependent.

7-3 Bereavement

- 7-3.1 Up to five days leave at any one time, non-cumulative, will be granted by the Principal for death in the immediate family - here defined as husband, wife, either spouse's parent or legal guardian, grandparent, grandchild, child, sister, brother, or other relative/dependent living within the teacher's household.

7-4 Personal Leave

- 7-4.1 When arrangements cannot be made by the teacher for a time outside of the regular school day, each teacher is entitled to two (2) days personal business leave per year, non-cumulative, with full pay. No personal leave may be taken to extend a vacation or a holiday without written approval of the Superintendent or his/her designee. Approval for leave request shall not be arbitrarily or unreasonably withheld.
- 7-4.2 In the case of religious holidays, up to three (3) days per year may be granted with no resulting loss in personal days.
- 7-4.3 Notification of personal or religious leave must be made in writing at least five (5) school days in advance, except in emergencies which prevent such advance notice. Information must be added in a timely manner to the district's electronic system (e.g. AESOP).
- 7-4.4 Personal business leave generally refers to business that cannot be transacted outside of school hours including, but not limited to, the following: attendance at the graduation exercise or travel to a graduation of self or an immediate family member, marriage of self or a member of the immediate family, and compulsory legal matters.

7-5 Sabbatical Leave

- 7-5.1 Desiring to reward professional performance and encourage independent research and achievement, the Board hereby initiates the policy of sabbatical leave for teachers for approved scholarly programs whether or not carried on in an academic institution, subject to the following conditions. It is understood that the granting of sabbatical leaves is within the discretion of the Board of Education.
- (a) Not more than one teacher in the Sharon Center School shall be absent on sabbatical leave at any one time.
 - (b) Request for sabbatical leave must be received by the Superintendent in writing in such form as may be required by the Board no later than December 31 of the year preceding the school year for which the sabbatical leave is requested. The Board shall reply within a thirty (30) day period.

- (c) The teacher has completed at least seven consecutive full school years of service in the school district.
- (d) Salary paid to a teacher on sabbatical leave shall be paid at the rate of three-fourths (3/4) of his/her basic salary which would have been in effect had he/she remained in the system, proportionate with the length of the leave.
- (e) The teacher shall agree to return to employment in the Sharon Public Schools for one full year for each one-half year's leave. Upon such return the teacher shall be placed on the appropriate step in the salary schedule as though such teacher had not been on leave.
- (f) Basic salary paid teachers on sabbatical leave will be advanced upon a personal note, repayable within two years from completion of the agreed study period if the individual fails to return for the required one or two years. The note which the teacher shall execute shall include the obligation to pay the Board's reasonable attorneys fees in the event the teacher fails to return from sabbatical leave or leaves the Board's employ prior to the expiration of the required one or two year period. Such note shall be reduced on a pro-rata basis and shall be automatically canceled upon completion of the agreed term of post-study employment or upon permanent disability or death of the teacher. For example, ten (10%) percent of a one-year obligation or five (5%) percent of a two-year obligation will be canceled upon completion of each month of return service.

7-6 Jury Duty

- 7-6.1 If the teacher called for jury duty cannot be excused from such duty on his/her own request or the request of the Principal or Superintendent of Schools, he/she shall receive leave for jury duty.
- 7-6.2 The teacher shall notify the principal upon receipt of a summons to jury duty.
- 7-6.3 The teacher receiving leave for jury duty shall receive a rate of pay equal to the difference between his/her earned salary and jury fee.

7-7 Special Leave Request

- 7-7.1 Leaves not covered by the preceding sections may be granted by the Board of Education, without pay and without establishing precedents for similar requests, upon timely application from the teacher.

7-8 Maternity

- 7-8.1 An employee who is pregnant shall receive a leave of absence for the reasonable period of physical disability due to childbirth. Such leave shall be treated the same as any other short-term disability, and shall be with pay to the extent of accumulated sick leave.

Except in the case of medical difficulties, sick leave is not normally expected to continue for more than six (6) weeks after delivery. Upon her return the teacher shall be assigned to her former position.

7-9 Parenting Leave

- 7-9.1 Any tenured teacher in the bargaining unit shall be eligible, upon written request to, and approval of, the Superintendent, which approval will not be unreasonably withheld, for an extended leave for the purpose of parenting. Such leave shall be without pay and fringe benefits and for a period of time of not less than one (1) semester or more than two (2) school years from the date of the beginning of said leave. Any such leave must begin within six (6) years of the birth or adoption of the child for whom the leave is taken. Any parenting leave must be followed by a term of active continuous employment of a least one (1) year before such leave can be taken again. Teachers on parenting leave must notify the Superintendent of their intention to return to work on or before March 1st of the leave year or the position will be considered vacant, and will be filled in accordance with Article 14-2.
- 7-9.2 A teacher on such leave shall, if reinstated, be reinstated on the first day of school in the subsequent school year, or as otherwise determined by the Superintendent with Board approval.
- 7-9.3 No benefits (including seniority) shall accrue while any teacher is on said leave but all benefits existing on the commencement of leave shall be restored upon reinstatement. Any such reinstated teacher whose leave exceeded one semester shall be placed on the step of the salary schedule he or she occupied during the last school year worked by the teacher. Any such reinstated teacher whose leave did not exceed one semester, shall be placed on the salary schedule one step higher than that he or she occupied during the last school year worked (unless said leave and said reinstatement occurs in the same school year). No step movement is earned upon reinstatement from parenting leave unless such step movement is included in Appendix A for the respective salary schedule for the subsequent school year.
- 7-9.4 At the end of such leave, the teacher shall be reinstated to a position equivalent to that held at the time the said leave began if such a position exists.
- 7-9.5 Except in emergency situations, a request for such leave shall be made at least sixty (60) days prior to its commencement unless, in the case of an adoption, a teacher receives knowledge of the effective adoption date less than sixty (60) days prior to commencement of leave, in which case such request shall be made upon receipt of such knowledge.
- 7-9.6 Where both parents are covered by this agreement, they shall not be eligible for such leave at the same time.
- 7-9.7 No teacher shall be eligible for more than one such leave per child.

7-9.8 Any such teacher may continue to participate in the group medical insurance plans at his or her own expense during the period of such leave.

7-10 Consultant's Leave

7-10.1 Each teacher will, with permission from his/her Principal, Director of Pupil Services, and/or Superintendent, be allowed two (2) days without loss of pay for the purpose of acting as a consultant within his/her particular area of expertise. The teacher may choose to take these days with or without pay. If the teacher elects to take the day with pay, all consultation fees shall be signed over to the Board.

7-11 Sick Leave Bank

7-11.1 Each teacher shall be permitted to contribute three (3) days from his/her sick leave accumulation reserve each school year to a "Sick Leave Bank" which shall be established to aid teachers who suffer prolonged illness and whose sick leave accumulation has been exhausted. The bank shall be built up to a maximum of one hundred eighty-five (185) days.

7-11.2 A teacher may be permitted, on written application, to draw up to thirty-five (35) days against the sick leave bank after his/her own accumulated sick leave has been exhausted.

7-11.3 The following conditions shall apply:

- (a) Additions to the bank shall be made at the beginning of each school year.
- (b) A person withdrawing from membership in the bank will not be permitted to withdraw the contribution days.
- (c) Persons withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member to the bank.
- (d) Sick leave shall mean the leave the teacher has for that year plus his/her accumulation.
- (e) A sick leave bank will be administered by a committee of four (4), two of whom shall be appointed by the Association and two by appointment of the Superintendent.

ARTICLE 8
SCHOOL DAY AND YEAR

- 8-1 Each teacher will be on duty before and/or after school for a total of thirty (30) minutes daily to plan and carry out individual professional responsibilities. The Principal may approve exceptions.
- 8-2 Should the length of the teachers' workday be increased, teachers shall be compensated at the hourly rate of 1/1,295 of their annual salary.
- 8-3 If a teacher's work year is extended by the Board beyond 186 days, additional compensation for any such days shall be at the rate of 1/186 of the teacher's salary. If a teacher's work year is reduced by the Board to less than 186 days, the compensation for any affected teacher shall be reduced by 1/186th for each day that the work year is reduced. Effective July 1, 2018, the teacher work year shall be 186 days and consist of a total of one hundred and eighty (180) student contact days. Four (4) days of the teacher work year beyond the student contact days shall be used as in-service days for the teachers.
- 8-4 Notwithstanding, Section 8-3 above, the teacher work year for new hires in the district shall be 187 work days. The additional orientation day shall occur in August, before the school year commences.
- 8-5 Parent teacher conferences shall be offered two times per year, in the fall and in the spring. Conference offerings will occur on four early release student days during the year. Conferences will occur from 1:30-5:00 pm on the first day; and on the second day from 4:30 – 8:00 pm in fall and spring respectively. On the day evening conferences are held, teachers will be released with students at 1:00 pm if all duties are completed.

ARTICLE 9
LUNCH PERIODS

- 9-1 Teachers shall have a duty-free lunch period of not less than twenty minutes.

ARTICLE 10
CLASS SIZE AND TEACHER LOAD

- 10-1 Optimum class size for kindergarten and first grade will be eighteen (18) to twenty-two (22) pupils, and for other grades twenty (20) to twenty-five (25). The Board will give consideration to splitting classes when enrollment begins to move appreciably beyond these optimum sizes.
- 10-2 All teachers shall have an average of one (1) preparation and planning period per day equal in length to the amount of time allotted for special instruction in art, music, and

physical education, computer and library, as long as these special instruction classes are offered.

ARTICLE 11

MEETINGS

- 11-1 A schedule of local faculty meetings will be developed in September of each school year. These will be arranged for a given day of the week. They will generally be held monthly and not more frequently than twice monthly. A predetermined time for beginning and ending such meetings will be established. General information items not requiring discussion will be distributed via faculty bulletins.

ARTICLE 12

DETERMINATION OF PAY INCREASE STATUS

- 12-1 The Board reserves the right to withhold a pay increase in cases where service is deemed less than **proficient for a tenured teacher, as that term is defined in the teacher evaluation plan, for tenured teachers. The Board reserves the right to withhold a pay increase for non-tenured teachers in cases where service is deemed less than developing, as that term is defined in the teacher evaluation plan.** A decision to withhold such increase will be made by the Superintendent and shall be communicated to the teacher no later than June 1. Said action shall be based upon written evidence presented by the Superintendent to the teacher and the Principal. This evidence shall indicate that attempts have been made by supervisory and administrative personnel to aid the teacher in correcting the reported inadequacies. These efforts to help the teacher must have been made during the period commencing June 1 of the previous school year and ending March of the current school year. After one year of at least proficient service **for tenured teachers and at least developing service for non-tenured teachers**, as determined by the teacher evaluation plan, the teacher will be placed on the step of the salary schedule appropriate with his/her education and length of service.

ARTICLE 13

JUST CAUSE

- 13-1 No teacher shall be demoted, disciplined, or reduced in pay or benefits without just cause. This article shall not apply to the non-reappointment of a teacher solely holding a durational shortage area permit.

ARTICLE 14

ASSIGNMENT AND TRANSFER

- 14-1 Assignment of teachers to grades or subject areas is the responsibility of the school administrators. When change of assignment is contemplated by the administration, the

Principal or Superintendent will discuss the advantages and disadvantages of the move with the teacher or teachers involved prior to making the move. When a teacher desires a change of position within the school, the teacher will apply in writing to the Superintendent and Principal stating the reasons. If the change is not granted, a letter from the Superintendent or Principal will be sent to the teacher explaining the reason(s) for not granting the change of position.

- 14-2 Teachers shall be notified of their assignment for the coming school year no later than June 1st. In the event of a change in circumstances or conditions after the close of the school year (e.g. change in student enrollment; personnel changes or budgetary issues) assignments may be changed with prompt notice in writing to the teacher's last known address.
- 14-3 Vacancies in certified positions in the Sharon Center School caused by retirement, resignation, death or termination, or newly created positions shall be posted. A copy of the posting notice shall be sent to the president of the Association at his/her home address. During the school year the notice will be posted for at least ten (10) days prior to the deadline for submitting applications. During the summer recess, notice to the president of the Association shall constitute posting.

ARTICLE 15

PROFESSIONAL GROWTH

- 15-1 Every teacher recognizes a responsibility for continuous effort to keep abreast of new or developing activities within his/her own field or within the cultural context in which our school functions.
- 15-1.1 A variety of planned, Board sponsored activities will be set up in cooperation with the Region One Professional Development and Evaluation Committee. The variety may be broad or narrow, depending upon the needs of the school. These may include subject or grade level study groups, curriculum committees, classes within the adult education program, local school study groups, university courses, approved individual work or independent study single session meetings, demonstrations or workshops, and trips or visits within or outside of the Region.
- 15-1.2 Reimbursement for approved out-of-Region visits or trips will be in full with mileage reimbursement at the rate specified by the I.R.S. and adjusted as per date of publication by the I.R.S.
- 15-2 Assigned summer or vacation paid duties excepting summer school teaching.
- 15-2.1 When it is specifically in the interest of the educational program to have an individual teacher do special work or take special training at Board expense, such assignment will be initiated by the Superintendent of Schools and paid at the rate of thirty six (\$36) per hour. No teacher can be required to accept such summer or vacation assignment even though

compensation is offered. Any such assignment acceptable to a teacher must have Board approval.

15-3 Leave for Professional Purposes

15-3.1 Out-of-district visits or professional meetings may be initiated by the teacher or the administration. One (1) day trips must be approved by the Principal. Trips of two (2) or more days must have prior approval by the Superintendent, and programs of three (3) or more days duration must have approval by the Board of Education as well.

15-3.2 Reimbursement for the costs of leave for professional purposes will be at the rate of one hundred (100%) percent of the total cost submitted by the teacher unless the teacher elects to incur the expenses.

ARTICLE 16
BOARD OF EDUCATION FUNCTIONS

16-1 The Board retains all rights as prescribed by law subject only to the limitations imposed by the language of this Agreement.

ARTICLE 17
PERFORMANCE

17-1 It is understood and agreed that teachers shall continue to serve under the direction of the Superintendent of Schools and in accordance with Board and administrative policies, rules, and regulations, provided that the language of the Agreement shall supersede and prevail over any conflicting provisions.

ARTICLE 18
SEVERANCE

18-1 Severance Allowance

18-1.1 Except in the case where a teacher is terminated for cause the Board agrees to pay a severance allowance of fifteen (15%) percent of the teacher's basic salary provided that the teacher has spent at least twenty (20) years in the district. Teachers must notify the Superintendent prior to February 1st of the year he/she intends to retire.

18-1.2 In the event of the teacher's death prior to retirement, the allowance will be paid to (1) the surviving spouse or (2) other designated beneficiaries.

ARTICLE 19
SALARY CHECKS AND DEDUCTIONS

- 19-1 The Board will determine the intervals for salary payments, taking into account the requirements imposed by its fiscal year and the workload of its secretary or clerk. Requests for change of interval or date of payment will be considered only if presented in writing and based upon a recorded vote of two-thirds of the teaching staff.
- 19-1.1 Direct Deposit. The Board agrees to provide direct deposit to one institution of the teacher's choice.
- 19-2 In the event a teacher leaves the employ of the Board before the end of the school year, a salary adjustment would be computed at the per diem rate of earned salary.
- 19-3 A teacher may, on written request, have deductions made from his/her salary for any of the approved list set forth on Appendix C.
- 19-4 Service Fee
- 19-4.1 Conditions of Employment. All teachers employed by the Board shall, as a condition of employment, join the Association or pay a service fee to the Association. Said service fee shall be not greater than the amount uniformly required of members of the Association which represents the costs of collective bargaining, contract administration and grievance adjustment.
- 19-4.2 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 deduction. Association membership dues or service fee will be deducted in twenty (20) equal installments beginning with the first paycheck in September. The amount of Association membership dues and service fee shall be certified by the Association to the Board prior to the opening of school each year.
- 19-4.3 Subsequent Employment. Those teachers whose employment commences after the start of the school year shall pay a prorated amount equal to the percentage of the remaining school year.
- 19-4.4 Forwarding of Monies. The Board agrees to forward to the Association each month a check for the full amount of money deducted during that month. The Board shall include with such check a list of teachers from whom said deductions were made.
- 19-4.5 Save Harmless. The Association agrees to indemnify, defend and hold the Board harmless against all liability, fees and costs which may arise by reason of any action taken by the Board in compliance with the provisions of this section. The Association is free to hire counsel of its choice.

- 19-4.6 The singular reference to the Association herein shall be interpreted as referring to the Sharon Faculty Association, the Northwest Connecticut Education Association, the Connecticut Education Association and the National Education Association.

ARTICLE 20

FORMS AND DEFINITIONS

- 20-1 Prior to the end of the school year, each teacher shall receive notice of his/her placement on the salary schedule for the following year based upon information in the file at that time.
- 20-2 The term "per diem rate" as used in this Agreement shall mean the teacher's salary divided by the number of days in that teacher's contracted school year.
- 20-3 The term "teacher's salary" as used in this Agreement is specified as follows:
- 20-3.1 Basic salary refers to the salary specified in Appendix A.
- 20-3.2 Full salary refers to the "basic salary" plus monies paid under Appendix B.
- 20-3.3 Earned salary refers to either "basic" or "full" accrued salary, to depend on whether the duties under Appendix B have been performed.

ARTICLE 21

PLACEMENT ON SALARY SCHEDULE

- 21-1 New teachers will be placed on the salary schedule in accordance with their training and prior experience as outlined below:
- 21-1.1 New teachers will be placed on the salary schedule at or above BA Step 1. Up to full salary credit for prior experience may be granted according to the current salary schedule after evaluation by the Superintendent in conference with the candidate. No teacher will be placed higher on the salary schedule than existing teachers with the same credited experience.
- 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 credited ~~previous~~ teacher experience and existing district employees. The Association shall be notified in writing in such cases.
- 21-1.2 Equivalency of prior relevant non-teaching experience may be worked out by a candidate and the Superintendent subject to approval of the Board.
- 21-1.3 Evaluation of previous experience and the granting of less than full service credit may be in order when there has been an absence from teaching service for more than five years; when prior service was under other than public school auspices; or when a retired teacher

is returning for temporary service. Such evaluation will be done by the Superintendent in conference with the candidate and will be embodied in the Superintendent's recommendation to the Board.

- 21-2 Up to two years' salary credit will be granted for full time, active military service or for active Peace Corps service on a year for year basis.
- 21-3 The following definitions will apply to training status:
 - 21-3.1 Bachelor - a baccalaureate degree earned at an accredited college or university.
 - 21-3.2 Master - a master's degree earned at an accredited college or university.
 - (a) or a full year of study within an approved doctoral program (as the preparing institution defines the equivalent of a full year of study but not less than twenty-four (24) credit hours of study);
 - 21-3.3 Sixth Year - the sixth year may be evidenced by a Professional Diploma or Certificate awarded by an approved institution within a two-year post master's program.
 - (a) or a second one-year master's degree which is relevant to the teaching assignment;
 - (b) or the sixth year may be a year's study (as the preparing institution defines the equivalent of a full year of study) taken within an approved doctoral program in which an individual who has completed the master's degree is fully matriculated;
 - 21-3.4 Teachers presently employed on the sixth year schedule will retain their position on such schedule. Teachers covered by this contract who have earned doctorate degrees shall be placed on the appropriate step of the Doctorate Schedule.
 - 21-3.5 Changes in degree status will occur in September and February. Teachers who anticipate changes in degree status must notify the school administrator by February 1st of the preceding year and must declare whether the change will take place in September or February. In order to obtain the degree change, such teachers must provide the school administrator with an official transcript verifying the degree status before August 31 for a September change and before January 31 for a February change. Degree status change will not take place without the submission of such verification and the late submission of such verification will cause the degree change to take place at the next change time. That is, a late September submission would become effective the following February.

ARTICLE 22

INSURANCE

22-1 Health Insurance

- 22-1.1 The Board shall provide each teacher who is eligible for individual, two person or family coverage the option to enroll in the health insurance plan listed below.
- 22-1.2 The Board shall offer one insurance plan to eligible teachers the Connecticut Partnership Plan 2.0 (hereinafter the Partnership Plan). The plan benefits shall be as set forth in the Partnership Plan effective on July 1, 2018 including any subsequent amendments or modifications made to the Partnership Plan by the State and its employee representatives (A summary of which is affixed to Appendix F of this document). The administration of the Partnership Plan, including open enrollment, beneficiary eligibility and changes, and other administration provisions shall be as established by the Partnership Plan.

The Partnership Plan contains a Health Enhancement Plan (HEP) component. All employees participating in the Partnership Plan are subject to the terms and provisions of the HEP. Within eighteen (18) months of joining the plan, all employees and dependents must meet the minimum requirements of HEP. In the event Partnership Plan administrators impose the HEP non-participation or noncompliance monetary fee (NCMF) per month premium cost increase or the deductible fee increase, those sums shall be paid 100% in their entirety by the non-participating or non-compliant employee. No portion or percentage shall be paid by the Board. The NCMF per month premium cost increase shall be implemented through payroll deduction, and the increase to annual deductible shall be implemented through claims administration.

Premium rates will be established by the State of Connecticut for the relevant periods, and shall be inclusive of medical, vision, and Prescription (Rx). Based on such rates, the Board and Association shall establish a blended rate to provide the same rate to active and retired teachers in accordance with statute.

For 2018-2019 Teachers shall pay fifteen and one half percent (15.5%) of the premium cost.

For 2019-2020 Teachers shall pay sixteen percent (16%) of the premium cost.

In any re-opener negotiations as well as negotiations for a successor to this collective bargaining agreement, the parties shall consider the plan set forth in Article 22 of the 2015-2018 collective bargaining agreement to be the baseline for such negotiations, and the parties shall consider the following additional factors:

- Trends in health insurance plan design outside of the SPP;
- The costs of different plan designs, including a high deductible health plan structure and a PPO plan structure.

Should such negotiations be submitted to arbitration for resolution, the arbitration panel shall consider the foregoing in applying the statutory criteria in making its ruling.

Re-opener negotiations shall occur under the following conditions. If the SPP in its current form is no longer available; or if the benefit plan design of the SPP is modified as a result of a change in the State's collective bargaining agreement with SEBAC, and if such modifications would substantially increase the cost of the medical insurance plan offered herein.

If Conn. Gen. Stat. Section 3-123rrr et seq. is amended, or if there are any changes to the administration of the SPP, or if additional fees and/or charges for the SPP are imposed so as to affect the Board, any of which amendments, changes, fees, or charges (individually or collectively) would substantially increase the cost of the medical insurance plan offered herein.

Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan.

*All new teachers hired after 6/30/2006 who work less than 1.0 FTE for the Board, but equal to or greater than .5 FTE, shall pay a proportionate amount for their insurance that is based on their FTE differential. For example, a .5 FTE teacher would pay 50% for his/her insurance, and a .8 FTE teacher would pay 20% for his/her insurance. At no time, however, during the life of this Agreement shall a teacher who works less than full time for the Board pay a lower percentage for his/her insurance than 1.0 FTE teachers.

All new teachers hired after 6/30/2006 who work less than .5 FTE will pay 100% of the cost of their chosen insurance plan.

22-1.4 Dental insurance State Partnership 2.0 Option 4 (\$1,000 Annual Maximum Plan with \$1,500 Lifetime Orthodontia Max and a \$25 indiv/\$75 family deductible) and Option 5 (Unlimited Maximum Plan with no deductible) will be offered. In 2018-2019 Premium Cost Share for dental coverage shall be nineteen percent (19%). In 2019-2020 Premium Cost Share for dental coverage shall be nineteen and one half percent (19.5%).

22-2 Section 125. The Sharon Board of Education shall continue to maintain a Section 125 pre-tax wage deduction plan in accordance with applicable provisions of Section 125 of the Internal Revenue Code (and in accordance with any amendments to said provisions) so long as said provisions allow for such a plan. Said plan will be designed to permit exclusion from taxable income of the employee's share of health insurance premiums, allowable medical expenses and dependent care pursuant to IRS regulations for those employees who complete and sign the appropriate wage deduction form. The Sharon teachers shall be permitted to make pre-tax wage deductions as described in Section 125, as amended from time to time. The Sharon Board of Education shall incur no obligation to engage in any form of impact bargaining in the event that a change in law reduces or eliminates the tax-exempt status of the employee insurance premium contributions. Neither the Association nor any employee covered by this Agreement shall make any claim or demands nor maintain any action against the school district or any of its members or agents for taxes, penalties, interests or other costs or loss arising from the use

of the wage deduction form or from a change in law that may reduce or eliminate the employee tax benefits to be derived from this plan. Further, the parties agree that the health insurance benefits and the administration of those benefits shall continue to be governed by the collective bargaining agreement and the carriers' insurance plan.

22-3 Life Insurance:

22-3.1 The Board shall provide a Fifty Thousand (\$50,000) Dollar term life insurance policy for the individual, 100% paid by the Board.

22-4 The Board may substitute any insurance carrier for any insurance carrier specifically named in this Agreement so long as the new insurance coverage provides an overall level of benefits that remains substantially equivalent to or better than the current insurance coverage. The “substantially equivalent to or better than” standard shall be applied on program-wide analysis, including the network, and shall not be benefit specific.

At least sixty (60) days prior to changing insurance carriers, the Board or its designee shall notify the Association in writing. Upon request, the parties shall meet to discuss the proposed change. Should the Association and the Board disagree that the changes proposed would provide substantially equivalent coverage, when viewed in total, the disagreement shall be subject to impartial arbitration before a mutually agreeable member of the American Arbitration Association. The Board will not change to the new insurance carrier until the Arbitrator’s decision has been issued in writing.

22-5 Despite the above language regarding the group health insurance plan available for eligible teachers during the term of the Agreement; the Sharon Board of Education may offer an additional group health plan, if the parties agree to depart the State Partnership Plan, or an alternate group health plan to its teachers for the 2019-20 work year or may seek changes in the premium cost sharing structure for the existing group medical insurance plan if the total cost of the plan will trigger an excise tax under Internal Revenue Code Section 4980I, otherwise known as the Affordable Care Act, in the 2020 calendar year.

The specific plan changes needed to bring the cost of the plan under the excise tax threshold and/or the changes in premium cost sharing that may be required to offset the effects of the excise tax will be negotiated via an opening of Article 22 of the contract for this specific purpose in the spring of 2019, and those negotiations shall be in accordance with Connecticut General Statutes section 10-153f.

ARTICLE 23

SUBSTITUTES

23-1 This article will not pertain to emergency situations, which arise during the school day or to days or half days for which a substitute is paid.

23-2 In the event that a teacher is required to cover a class or portion of a class for a teacher who is absent for an entire day, said teacher will be compensated at a rate proportional to the amount of time spent in substitution, based on a substitute teacher's daily rate of pay.

ARTICLE 24
TUITION REIMBURSEMENT

- 24-1 Teachers who successfully complete graduate level courses in a program of courses approved by the Superintendent of Schools shall be reimbursed at a rate equal to fifty (50%) percent of the cost of a credit hour at the Connecticut State University up to a maximum of six (6) credit hours annually.
- 24-2 Reimbursement shall be made within thirty (30) days of the date that the teacher submits to the Superintendent the college receipt for the payment together with written evidence from the college that the teacher has satisfactorily completed the course with a grade of "B" or better.
- 24-3 To be eligible for reimbursement, the teacher must have prior approval of such graduate level courses from the Superintendent or his/her designee.
- 24-4 Decisions of the Superintendent to approve or disapprove course reimbursement shall not be subject to the grievance procedure set forth in Article 3 of this Agreement.

ARTICLE 25
EXTRA DUTY POSITIONS

- 25-1 The following provisions shall apply to all items found in Appendix B. All positions shall be posted annually.
 - 25-1.1 All extra duty assignment vacancies will initially be posted for ten (10) days.
 - 25-1.2 Positions in these programs shall be filled from within Sharon Center School, when qualified personnel are available.
 - 25-1.3 All monetary consideration granted for extra duty assignments shall be listed in Appendix B.
 - 25-1.4 Any newly created extra school programs will be posted and filled at the discretion of the Superintendent of Schools or his/her designee.

ARTICLE 26
DURATION

- 26-1 The provisions of this Agreement shall be effective as of July 1, 2018 and shall remain in full force and effect and shall bind and inure to the benefits of the parties hereto and their successors, to and including June 30, 2020.

IN WITNESS HERETO, each of the parties hereunto has caused these presents to be executed by its proper officer, hereunto duly authorized, and its seal affixed hereto as of the date and year first above written.

SHARON FACULTY
ASSOCIATION

SHARON CENTER SCHOOL
BOARD OF EDUCATION

By: _____
President

By: _____
Chairman

Hereunto duly authorized
Date: ____/____/____

Hereunto duly authorized
Date: ____/____/____

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Sharon Center School

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IN WITNESS HERETO, each of the parties hereunto has caused these presents to be executed by its proper officer, hereunto duly authorized, and its seal affixed hereto as of the date and year first above written.

SHARON FACULTY
ASSOCIATION

By: *Sharon M. King*
President
Juni Pastor

Hereunto duly authorized

Date: 4/23/18

SHARON CENTER SCHOOL
BOARD OF EDUCATION

By: *Will*
Chairman

Hereunto duly authorized

Date: 4/23/18

APPENDIX A-1
SALARY SCHEDULE – 2018-2019

Step	BA	MA	6TH YR	PHD
1	\$42,823	\$47,480	\$49,371	\$53,239
2	\$44,367	\$49,653	\$51,756	\$55,820
3	\$45,968	\$52,052	\$54,287	\$58,527
4	\$47,631	\$54,572	\$56,893	\$61,657
5	\$49,355	\$57,218	\$59,653	\$64,956
6	\$51,262	\$59,997	\$63,425	\$68,437
7	\$53,246	\$62,914	\$67,439	\$72,110
8	\$55,933	\$66,406	\$71,185	\$75,827
9	\$61,093	\$72,127	\$77,122	\$81,876
10	\$66,252	\$77,848	\$83,058	\$87,926
11	\$72,427	\$84,892	\$90,455	\$95,557

All teachers not at maximum in the 2017-2018 school year shall move to the next highest step number for the 2018-2019 school year at the precise mid-way point of the 2018-2019 work year. The Board and the Association have agreed that teachers will receive a pro-rated salary for the entire 2018-2019 work year that incorporates the increase associated with the mid-year step movement, beginning at the commencement of the 2018-2019 work year. Thus, the gross salary amount in each individual teacher's paycheck should be uniform across the work year, please see the actual salary schedule to be paid out in Appendix A-1.

Teachers hired for the commencement of 2018-2019 with no previous teaching experience will be placed on Step 1 of the salary schedule and shall not receive midyear step movement. For all other teachers, hired for the commencement of 2018-2019 they will be placed according to the collective bargaining agreement and receive midyear step movement allowing them to earn the same as existing teachers with the same or similar experience.

Library Media Specialist shall receive per diem salary payments for each day worked beyond the contractual work year. The Board shall make annual determination of the need for any additional days. At no time during this Agreement shall the additional days exceed five (5) work days.

APPENDIX A-1
ACTUAL SALARY SCHEDULE TO BE PAID – 2018-2019

Step	BA	MA	6TH YR	PHD
1	\$42,895	\$47,867	\$49,864	\$53,830
2	\$44,468	\$50,153	\$52,322	\$56,474
3	\$46,100	\$52,612	\$54,890	\$59,392
4	\$47,793	\$55,195	\$57,573	\$62,607
5	\$49,609	\$57,908	\$60,839	\$65,997
6	\$51,554	\$60,756	\$64,732	\$69,574
7	\$53,890	\$63,960	\$68,612	\$73,269
8	\$58,513	\$69,267	\$74,154	\$78,852
9	\$63,673	\$74,988	\$80,090	\$84,901
10	\$69,340	\$81,370	\$86,756	\$91,741
11	\$72,427	\$84,892	\$90,455	\$95,557

APPENDIX A-1
SALARY SCHEDULE – 2019-2020

Step	BA	MA	6TH YR	PHD
1	\$ 42,823	\$ 47,480	\$ 49,371	\$ 53,239
2	\$ 44,367	\$ 49,653	\$ 51,756	\$ 55,820
3	\$ 45,968	\$ 52,052	\$ 54,287	\$ 58,527
4	\$ 47,631	\$ 54,572	\$ 56,893	\$ 61,657
5	\$ 49,355	\$ 57,218	\$ 59,653	\$ 64,956
6	\$ 51,262	\$ 59,997	\$ 63,425	\$ 68,437
7	\$ 53,246	\$ 62,914	\$ 67,439	\$ 72,110
8	\$ 55,933	\$ 66,406	\$ 71,185	\$ 75,827
9	\$ 61,093	\$ 72,127	\$ 77,122	\$ 81,876
10	\$ 66,252	\$ 77,848	\$ 83,058	\$ 87,926
11	\$ 73,876	\$ 86,589	\$ 92,264	\$ 97,468

All teachers not at maximum in the 2018-2019 school year shall remain on the same step number they moved to at the mid-year point of 2018-2019 in the 2019-2020 school year.

Media Specialist shall receive per diem salary payments for each day worked beyond the contractual work year. The Board shall make annual determination of the need for any additional days. At no time during this Agreement shall the additional days exceed five (5) workdays.

**APPENDIX B
EXTRA PAY FOR EXTRA DUTY**

1. Coaches shall be paid by the sports season as follows:

Year:	2018-2019	2019-2020
Soccer	\$1,689	\$1,714
Basketball	\$2,310	\$2,345
Baseball & Softball:	\$1,689	\$1,714

2. Directors of non-sports activities approved by the Principal and Board will be paid at the following rates:

Year:	2018-2019	2019-2020
	32.40 / hr.	32.88/ hr.

3. Certified personnel within the local school will be given first consideration for all extra pay for extra duty positions.*

* No new paying programs under Extra Pay for Extra Duty may be instituted without prior local Board of Education approval.

Year:	2018-2019	2019-2020
Saturday School	\$32.40 / hr.	\$32.88 / hr.
After School Study Monitors Number of assigned monitors is at discretion of building principal.	\$32.40 / hr.	\$32.88 / hr.
Tutoring – provided such activity is provided outside the teacher’s workday and is assigned by the building principal	\$31.45/ hr.	\$31.92 / hr.
School Drama (total amount)	\$4,086	\$4,147
Intramural Sports (120 hours in 3 sports)	\$3,690	\$3,745
Student Council (36 hours)	\$1,108	\$1,125
8 th Grade Advisor	\$1,045	\$1,061
Ski Club	\$892	\$906
Student Monitor Sport Games	\$835	\$848
Yearbook (15 hours)	\$768	\$780
Sharon SCRIBE	\$756	\$767
Regional Band (19.5 hours)	\$601	\$610
Cheerleading	\$591	\$600
Jazz Band	\$378	\$383
Everybody Wins Program	\$310	\$314
Marching Band – Memorial Day Parade	\$287	\$291
Quiz Bowl (6 hours)	\$187	\$190
Nature’s Classroom; 8 th Gr. Class Trip and Ropes Course Overnight (stipend is per night per teacher).	\$97	\$98

NOTE: Except where noted, extra pay stipends are the maximum amount to be paid for the position. So, annual stipend may be provided to one individual or allocated among multiple advisors or directors.

APPENDIX B
EXTRA PAY FOR EXTRA DUTY

4. Head Teacher - Board shall provide a total annual stipend for this position. Building principal shall determine annually whether 1 or 2 teachers are necessary to fill the position. At no time during the life of this Agreement shall the total amount paid to 1 or 2 teachers exceed the following amounts for the respective work years:

2018-2019	\$1,779
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2019-2020	\$1,806
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5. TEAM Mentors – Mentors are expected to work with new teachers in the TEAM program for two consecutive years. TEAM Mentors will receive an annual stipend per mentee at the completion of each year of service. The stipend shall equal the \$500 rate established by the State of Connecticut, regardless of whether state funding for this mentorship program is reduced or withdrawn.
6. Instruction Coach – Annual stipend of \$1,200 or prep time accommodations, but must be mutually agreed upon with building administration.

APPENDIX C
2018-2020
SALARY DEDUCTIONS

A staff member may, on written request, have deductions made from his/her salary for any of the approved list below:

CT Teaches' Retirement Fund (pension)
Sharon Faculty Association (professional dues)
Connecticut Education Association (professional dues)
National Education Association (professional dues)
First Bristol Federal Credit Union

SHARON TAX SHELTERED ANNUITIES

ING
AXA Equitable
Metlife
Vanguard
Fidelity

APPENDIX D

FORMAL GRIEVANCE PRESENTATION

(Form 1 - To be completed by aggrieved person – type or print)

Aggrieved
Person: _____

Date of Formal
Presentation: _____

Home
Address: _____

School: _____

Level of Grievance
(check applicable level)

☐ One

☐ Two

☐ Three

☐ Four

Statement of
Grievance: _____

Action
Requested: _____

Signature of Aggrieved

Date

Signature and formal date of grievance at the applicable level

One: _____
Signature Date

Three: _____
Signature Date

Two: _____
Signature Date

Four: _____
Signature Date

APPENDIX D

DECISION OF PRINCIPAL

(Form 2 - To be completed by principal or administrator within 5 days of formal grievance – type or print)

Aggrieved
Person: _____

Date of Formal
Grievance: _____

School: _____

Principal or
Administrator: _____

Decision of
Principal or
Administrator: _____

Date of Decision

Signature of Principal or Administrator

AGGRIEVED PERSON'S RESPONSE

(To be completed by aggrieved within 3 days of decision)

_____ I accept the above decision and a grievance no longer exists.

_____ I hereby appeal to the superintendent of schools for a review of this grievance.

Date of Response

Signature of Aggrieved

APPENDIX D

DECISION OF SUPERINTENDENT

(Form 3 - To be completed by the superintendent or his/her designate within 7 days after hearing with aggrieved or his/her representative; hearing to be held within 10 days after receipt of appeal – type or print)

Aggrieved
Person:

Date of
Formal
Grievance
Presentation:

Date of Hearing
Held by
Superintendent

Decision of
Superintendent:

Date of Decision

Signature of Superintendent

AGGRIEVED PERSON'S RESPONSE

(To be completed by aggrieved within 3 days of decision)

_____ I accept the above decision and a grievance no longer exists.

_____ I hereby appeal to the board of education for a review of this grievance.

Date of Response

Signature of Aggrieved

APPENDIX D

REVIEW BY BOARD OF EDUCATION

(Form 4 - type or print)

Aggrieved
Person:

Date of
Formal
Grievance
Presentation:

Date

Signature of Aggrieved

BOARD RESPONSE

(To be completed by Board of Education within 30 days after Board Hearing with aggrieved or his representative; Board hearing to be held within 10 days after receipt of appeal.)

Date Appeal is Received
By Board of Education:

Date Hearing Held By
Board of Education:

Decision of the
Bd. of Ed. and the
Reasons Therefore:

Date

Signature of Authorized Board Representative

AGGRIEVED PERSON'S RESPONSE

(To be completed by aggrieved within 3 days of decision)

_____ I accept the above decision and a grievance no longer exists.

_____ I hereby refer the above decision to the president of the Association and request that this grievance be submitted to arbitration.

Date of Response

Signature of Aggrieved

APPENDIX D

DETERMINATION REGARDING ARBITRATION

(Form 5 - To be completed by the Association President and PR&R Committee Chairman within 5 days of receipt of request from aggrieved that grievance be submitted to arbitration – type or print)

Aggrieved Person: _____	Date of Formal Grievance Presentation: _____
Association President: _____	Date Request Received for Arbitration: _____

DETERMINATION BY ASSOCIATION

- _____ The Association, through its PR&R Committee, has determined that this grievance is not meritorious and/or that submitting it to arbitration is not in the best interests of the school system. The grievance therefore is closed.
- _____ The Association, through its PR&R committee, has determined that this grievance is meritorious and that submitting it to arbitration is in the best interests of the school system. The grievance therefore is hereby submitted to arbitration.

REASONS THEREFORE

Date of
Determination: _____

Signature of PR&R Chairman

Signature of Association President

DESIGNATION OF ARBITRATOR

(To be completed by Board Chairman and Association President)

The parties have agreed upon and selected: _____ (name of arbitrator)
as arbitrator to whom the appended grievance is hereby submitted.

Date of
Determination: _____

Signature of Association President

Signature of Board Chairman

APPENDIX E

HEALTH INSURANCE ELECTION FORM

For the past year from July 1, _____ to June 30, _____, I had the following health insurance coverage pursuant to Article 22 of the Agreement between the Sharon Board of Education (“the Board”) and the Sharon Faculty Association:

_____	Individual
_____	Two-Person
_____	Family
_____	No Coverage

Pursuant to Article 22 of the Agreement, I elect the following insurance coverage for the coming year from July 1, _____ to June 30, _____:

PLAN

_____	Health Plan described in Article 22-1.2
_____	No coverage

COVERAGE

_____	Individual
_____	Two-Person
_____	Family

Date: _____

Print Name of Teacher

Signature

APPENDIX F

INSURANCE SUMMARY OF BENEFITS

PARTNERSHIP 2.0 SCHEDULE OF BENEFITS (effective 10/1/2017)

GENERAL	IN-NETWORK SERVICES	OUT-OF-NETWORK SERVICES
Annual Deductible	\$350 Individual, \$700 two person, \$1,050 three person, \$1,400 family max	\$300 individual, \$600 two person, \$900 family
Out-of-Network Cost-Share (Coinsurance after meeting Deductible)	Not Applicable	20% of allowable Usual Customary and Reasonable charges plus 100% of billed charges in
Maximum out of Pocket Limit (Excluded from calculation: premiums, balance billing, deductibles, out-of-network cost sharing, charges for non-covered services and charges for non-essential)	\$2,000 individual, \$4,000 family	\$2,300 individual, \$4,900 family
Lifetime Maximum	None	None
Person responsible for obtaining Prior Authorization	Participating Provider or Physician	Member
PREVENTIVE SERVICES	Patient Share	Patient Share
Well Child Care:	No Co-pay	Deductible plus Coinsurance
Adult Physical Exams:	No Co-pay	Deductible plus Coinsurance
Preventive Gynecological Visit	No Co-pay	Deductible plus Coinsurance
Mammography	No Co-pay	Deductible plus Coinsurance
Immunizations and Vaccinations Includes those needed for travel	No co-pay	Deductible plus Coinsurance
MEDICAL SERVICES	In Network Patient Share	Out of Network Patient Share
Primary Care Physician	\$0 preferred provider/\$15 Co-pay participating provider	Deductible plus Coinsurance
Specialist Physician (Includes in-office procedures)	\$15 Co-pay participating provider (\$0 preferred provider for Allergy & Immunology, Cardiology, Endocrinology, ENT, Gastroenterology, OB-GYN, Ophthalmology, Orthopedic Surgery, Rheumatology, Urology - Applies in CT only)	Deductible plus Coinsurance
Vision exam and Refraction: 1 exam per calendar year (when performed as part of an exam)	\$15 Co-pay	Deductible plus 50% Coinsurance 1 exam per calendar year
Routine Hearing Screening: One per calendar year (when performed as part of an exam)	\$15 Co-pay	Deductible plus Coinsurance
Maternity Outpatient (first visit only)	\$15 Co-pay	Deductible plus Coinsurance
MEDICAL SERVICES	In Network Patient Share	Out of Network Patient Share
Outpatient Surgery performed in hospital or licensed ambulatory surgery center (Includes colonoscopy) (Prior Authorization required)	No Co-pay if HEP Compliant*	Deductible plus Coinsurance
Allergy Office Visit/Testing	\$0 preferred provider/\$15 Co-pay participating	Deductible plus Coinsurance
Allergy Injections Immunotherapy or other therapy treatments	No Co-pay if HEP Compliant*	Deductible plus Coinsurance
Infertility Services Office Visit	\$15 Co-pay No Co-pay if HEP Compliant*	Deductible plus Coinsurance
Outpatient Hospital/Inpatient Hospital Gender Identity Disorder Services Office Visit	\$15 Co-pay No Co-pay if HEP Compliant*	Deductible plus Coinsurance
Outpatient Hospital/Inpatient Hospital Bariatric Surgery Office Visit	\$15 Co-pay* No Co-pay	Deductible plus Coinsurance
Outpatient Hospital/ Inpatient Hospital Sleep Studies—attended (Prior Authorization required)	No Co-pay*	Deductible plus Coinsurance
HOSPITAL SERVICES	In Network Patient Share	Out of Network Patient Share

All Inpatient Admissions including Childbirth (Prior Authorization required)	No Co-pay if HEP Compliant*	Deductible plus Coinsurance
Ancillary Services (Prior Authorization required)	No Co-pay if HEP Compliant*	Deductible plus Coinsurance
Specialty Hospital (Prior authorization required) Utilization limit	No Co-pay if HEP Compliant* None	Deductible plus Coinsurance 60 days per covered person per calendar year
Skilled Nursing Facility (Prior authorization required) Utilization limit	No Co-pay if HEP Compliant* None	Deductible plus Coinsurance 60 days per covered person per calendar year
Inpatient Hospice Care (Prior authorization required) Utilization limit	No Co-pay* None	Deductible plus Coinsurance 60 days per covered person per calendar year
EMERGENCY/ URGENT CARE SERVICES	In Network Patient Share	Out of Network Patient Share
Emergency Room Treatment Waived if patient Admitted to hospital	\$250 (waived if admitted and waiver form is available)	\$250 (waived if admitted and waiver form is available)
Urgent Care Clinic (Out of country urgent care -- \$15 co-pay)	\$15 Co-pay	Deductible plus Coinsurance
Walk-in Clinic	\$15 Co-pay	Deductible plus Coinsurance
Emergency Ambulance	No Co-pay if HEP Compliant*	No Co-pay*
OTHER HEALTHCARE SERVICES	In Network Patient Share	Out of Network Patient Share
High Cost Radiological & Diagnostic Tests: MRI, MRA, CAT, CTA, PET and SPECT scans (Prior authorization required)	\$0 copay preferred provider/20% for non-preferred provider in Connecticut (\$0 copay outside of	Deductible plus 40% Coinsurance in Connecticut. (Deductible and 20% coinsurance outside of Connecticut).
Diagnostic, Laboratory and X-ray Services	\$0 copay preferred provider/20% for non-preferred provider in Connecticut (\$0 copay outside of	Deductible plus 40% Coinsurance in Connecticut. (Deductible and 20% coinsurance outside of Connecticut).
Radiation Therapy	\$0 copay preferred provider/20% for non-preferred provider in Connecticut (\$0 copay outside of	Deductible plus 40% Coinsurance in Connecticut. (Deductible and 20% coinsurance outside of Connecticut).
Nutritional Counseling Maximum of 3 visits per Covered Person per Calendar Year	No Co-pay if HEP Compliant*	Deductible plus Coinsurance
Private Duty Nursing (Prior Authorization Required)	No Co-pay if HEP Compliant*	Deductible plus Coinsurance
Home Health Care Utilization Limits	No Co-pay if HEP Compliant if HEP Compliant visits per calendar year	Deductible plus Coinsurance 200 visits per calendar year
In-Home Hospice	No Co-pay if HEP Compliant*	Deductible plus Coinsurance 200 visits per calendar year
Acupuncture Limit: 20 visits per calendar year	\$15 Co-pay	Deductible plus Coinsurance
Infusion Therapy Unlimited	No Co-pay if HEP Compliant*	Deductible plus Coinsurance
Surgical Removal of Breast Implant	No Co-pay if HEP Compliant*	Deductible plus Coinsurance
OUTPATIENT REHABILITATION SERVICES	In Network Patient Share	Out of Network Patient Share
Physical or Occupational Therapy Prior Authorization may be required Benefit limit	No Co-pay if HEP Compliant* Unlimited	Deductible plus Coinsurance 30 visits per calendar year
Chiropractic Therapy Benefit Limit	No Co-pay if HEP Compliant* Unlimited	Deductible plus Coinsurance 30 visits per calendar year
Speech therapy: Covered only for treatment resulting from autism, stroke, tumor removal, injury or congenital anomalies of the oropharynx Benefit limit:	No Co-pay if HEP Compliant* Unlimited	Deductible plus Coinsurance 30 visits per Calendar Year
Autism Services: Behavioral, Outpatient, Rehabilitation, Physical, occupational, and speech therapy	No Co-pay if HEP Compliant*	Deductible plus Coinsurance
Cardiac Rehabilitation Therapy	\$0 preferred provider/ No Co-pay if HEP Compliant*	Deductible plus Coinsurance
Other Therapy Services: Radiation, Chemotherapy for treatment of cancer, Electroshock, Kidney Dialysis in Hospital or free-standing dialysis center	No Co-pay if HEP Compliant*	Deductible plus Coinsurance

MEDICAL DEVICES/SUPPLIES	In Network Patient Share	Out of Network Patient Share
Home Oxygen	No Co-pay	Deductible plus Coinsurance
Diabetic equipment and supplies	No Co-pay	Deductible plus Coinsurance
Specialized Formula (Prior Authorization required)	No Co-pay	Deductible plus Coinsurance
Wig—Covered only for patient who suffers hair loss as result of chemotherapy)	No Co-pay	No Co-pay
Hearing Aids—Coverage limited to Dependent children 12 years of age or younger. (Limited to one set of hearing aids within a 24 month period) Effective July 1, 2016—Age restriction on Coverage will be removed. benefit limited to one set of hearing aids within a 24 month period (Prior Authorization	No Co-Pay	Deductible plus Coinsurance
Foot Orthotics	No Co-pay	Deductible plus Coinsurance
Durable Medical Equipment and Prosthetic Devices (Prior Authorization required for items over \$500)	No Co-pay	Deductible plus Coinsurance
Medical and Ostomy Related Services	No Co-pay	Deductible plus Coinsurance
MENTAL HEALTH & SUBSTANCE ABUSE	In Network Patient Share	Out of Network Patient Share
Outpatient Treatment for Mental Health Care	\$15 Co-pay	Deductible plus Coinsurance
Inpatient Treatment In a Hospital or Residential Treatment Center for Mental Health Care (Prior Authorization required)	No Co-pay if HEP Compliant*	Deductible plus Coinsurance
Outpatient: Substance Abuse	\$15 Co-pay	Deductible plus Coinsurance
Inpatient Substance Abuse Treatment In a Hospital or Substance Abuse Treatment Facility (Prior Authorization required)	No Co-pay if HEP Compliant*	Deductible plus Coinsurance
PENALTY		
Penalty for Failure to Obtain Prior Authorization for Covered Services		\$500 or 20% of allowable charges, whichever is less, plus 100% of billed amount in excess of allowable charges

* Copays waived if Health Enhancement Program (HEP) compliant.

The above schedule of benefits is information only. Please refer to the plan documents online for the official benefits and coverages.

<http://www.nsc.ct.gov/ctpartner/>

MEMBER RESPONSIBILITIES WHEN OBTAINING HEALTH CARE—PRIOR AUTHORIZATION

1. Services Requiring Prior Authorization

Air Ambulance	Oral Surgery
Organ Transplant	Orthopedic Exercises
Bariatric Surgery	Outpatient Occupational Therapy
Chemotherapy	Outpatient Physical Therapy
Colonoscopy	Outpatient/ Surgery
Durable Medical Equipment over \$500(includes foot orthotics and hearing aids)	Partial Hospitalization (under 12 hours)
Gender Reassignment Surgery	Private Duty Nursing
High cost Diagnostic Imaging (MRI, MRA, CAT, CTA, PET, SPECT scans)	Mental Health/Substance Abuse
Infertility Treatments	Specialized Formula
Inpatient Hospice	Specialized Infant Formula
Inpatient, Mental Health	Skilled Nursing Facility Admission
Inpatient Non-Emergency Care (includes childbirth)	Sleep Studies
Inpatient, Substance Abuse Treatment	Specialty Hospital Admission
Internal & External Prosthetic Devices	Substance Abuse Residential Treatment
Kidney Dialysis	

Prior Authorization is performed by in-network provider. Prior authorization is the member's responsibility if out of network.

SCHEDULE OF PRESCRIPTION DRUG BENEFITS eff 10/1/2017

A Member's rights to benefits for Covered Drugs as provided in this Plan Document are subject to the terms and conditions of the agreement between the Plan Sponsor and CVS Caremark.

Active Employee Plans—Co-payments and Cost Shares

Mail order is 90-day refill of Maintenance Medication

Active Employees	Participating Retail	Maintenance Medications (90 day supply* Required after 1st 30 day fill at retail)	Health Enhancement Program only **Chronic Condition-Related Maintenance Medications At Mail Order
Preferred Generic	\$5.00	\$5.00	\$0.00
Non Preferred Generic	\$10.00	\$10.00	\$0.00
Preferred Brand	\$25.00	\$25.00	\$5.00
Non Preferred Brand	\$40.00	\$40.00	\$12.50
Contraceptives*** Eff. 7/1/2013	\$0	\$0	\$0
Day Supply Limit	30	90	90

* Includes refills obtained at pharmacies or mail order participating in the State of CT Maintenance Drug Network. ** Asthma/COPD, Heart Failure/Heart Disease, Hyperlipidemia and Hypertension and Diabetes

*** Maintenance Medication (single fill only at retail)

** Treated as Maintenance Medication (single fill only at retail) Out of pocket Maximum \$4,600 individual/\$9,200 family

RULES APPLICABLE TO ALL PLANS

Brand Drugs as substitutes for available Generic Drugs (without coverage exception request)	The same co-payment you would pay for a Generic Drug, plus the difference in price between the Generic Drug and the Brand Drug*
Generic Substitution	Required unless Prescribing Physician submits a Coverage Exception Request, attesting that Brand Drug is Medically Necessary
Non-Preferred Drug utilization	Higher co-pay required unless Prescribing Physician submits a Coverage Exception Request attesting that Non-Preferred Brand is Medically Necessary
Prior Authorizations and Other Clinical Programs	Required for Certain Drugs—See Attachment A
Benefit Period	One Calendar Year
Diabetes Co-pay	None

Chronic Conditions Health Enhancement Program	Co-pays may be waived or reduced for medications to treat: Asthma, Diabetes, COPD, Hyperlipidemia, Hypertension, heart failure or heart disease
Refill Policy	Per Plan Sponsor standard guidelines
Formulary	CVS Caremark Standard Drug List

* If the Co-payment is greater than the Maximum Allowable Amount (see definition below) or the billed charge for the medication, the Member will pay the lower amount.

COVERED BENEFITS

Prescription Drugs

Maintenance Prescription Drugs Certain Preventive Medications

BENEFITS BY PHARMACY TYPE

Participating Retail Pharmacy Benefits

When a Covered Drug is dispensed by a Participating Pharmacy, the Participating Pharmacy will accept the Maximum Allowable Amount and will make no charge to the Member except for any applicable Co-payment or Cost-Share. Payment will be made to the Participating Pharmacy by CVS Caremark, except for Co-payments or Cost-Shares that are payable by Member at the Participating Pharmacy.

Non-Participating Pharmacy Benefits

When a Covered Drug is dispensed by a Non-Participating Retail Pharmacy the Member shall pay for the prescription out-of-pocket, and then will be reimbursed upon submitting a proper claim for reimbursement to CVS Caremark. Reimbursement is only available for Covered Services less any applicable Co-payment or Cost-Share, after review and approval of the claim. Reimbursement is based on the Maximum Allowable Amount (defined below) for Non- Participating Pharmacies. Claims must be filed with CVS Caremark within 2 years after the prescription for the Covered Drug has been filled. The receipt must accompany the claim.

PRESCRIPTION DRUGS REQUIRING PRIOR AUTHORIZATION

When a Covered Drug which requires Prior Authorization is prescribed for a Member, the Member or the Member's representative must call CVS Caremark at 1-800-294-5979, or fax a written request for prior authorization to CVS Caremark, at 1-888-836-0730.

Prescription Drugs with Managed Elements (Subject to change):

Drug Class/ Name	Criteria
Abstral	Prior Authorization required
Actemra	Prior Authorization required
Actia	Prior Authorization required
Amerge	Quantity limit: 9 tablets per 30 days
Amevive	Prior Authorization required
Axert	Quantity limit: 12 tablets per 30 days
Caverject	Quantity Limit: 6 units per 30 days
Cialis	Quantity limit: 6 tablets per 30 days
Cialis, 5 mg	Prior Authorization required, limited to those diagnosed with
Cimzia	Prior Authorization required
Edex	Quantity Limit: 6 units per 30 days
Enbrel	Prior authorization required

Fentora	Prior Authorization required
Frova	Quantity limit: 9 tablets per 30 days
Genotropin	Prior Authorization required (no coverage for ISS)
Growth Hormones	Prior Authorization required (no coverage for ISS)
Humatrope	Prior Authorization required (no coverage for ISS)
Humira	Prior Authorization required
Imitrex Injection Kits	Quantity limit: 4 kits per 30 days
Imitrex Nasal inhaler	Quantity limit: 12 units per 30 days
Imitrex tablets	Quantity limit: 9 tablets per 30 days
Imitrex Vials	Quantity limit: 10 vials (5ml) per 30 days
Incivek	Prior Authorization required
Increlex	Prior Authorization required (no coverage for ISS)
Infergen	Prior Authorization required
Intron A	Prior Authorization required
Kineret	Prior Authorization required
Lazanda	Prior Authorization required
Levitra	Quantity limit: 6 tablets per 30 days
Maxalt tablet	Quantity limit: 12 tablets per 30 days
Maxalt-MLT tablets	Quantity limit: 12 tablets per 30 days
Migranal nasal inhaler	Quantity limit: 1 kit (8 units) per 30 days
Muse	Quantity Limit: 6 units per 30 days
Norditropin	Prior Authorization required (no coverage for ISS)
Nutropin/AO	Prior Authorization required (no coverage for ISS)
Nuvigil	Prior Authorization required
Omnitrope	Prior Authorization required (no coverage for ISS)
Onsolis	Prior Authorization required
Orencia	Prior Authorization required
Pegasys	Prior Authorization required
Peg-Intron	Prior Authorization required
Provigil	Prior Authorization required
Relpax	Quantity limit: 12 tablets/ 30 days
Remicade	Prior Authorization required
Ribavirin	Prior Authorization required
Rituxan	Prior Authorization required
Saizen	Prior Authorization required (no coverage for ISS)
Serostim	Prior Authorization required
Simponi	Prior Authorization required
Stadol Nasal Sprav	Quantity limit: 2 bottle per 30 days: available as generic only
Staxyn	Quantity Limit: 6 tablets per 30 days
Stelara	Prior Authorization required
Subsys	Prior Authorization required
Sumavel DosePro	Quantity limit: 12 DosePros per 30 days
Tev-Tropin	Prior Authorization required (no coverage for ISS)
Treximet	Quantity limit: 9 tablets per 30 days
Viagra	Quantity limit: 6 tablets per 30 days
Victralis	Prior Authorization required
Xvrem	Prior Authorization required
Zomig Nasal Sprav	Quantity limit: 12 inhalers per 30 days
Zomig/Zomig ZMT	Quantity limit: 12 tablets per 30 days

Cigna Dental Benefit Summary

PLAN 5

Plan Effective Date: 10/01/2017



Insured by: Cigna Health and Life Insurance Company

This material is for informational purposes only and is designed to highlight some of the benefits available under this plan. Consult the plan documents to determine specific terms of coverage relating to your plan. Terms include covered procedures, applicable waiting periods, exclusions and limitations.

Cigna Dental PPO				
Network Options	In-Network: State of Connecticut Network		Non-Network: See Non-Network Reimbursement	
Reimbursement Levels	Based on Contracted Fees		Maximum Reimbursable Charge	
Calendar Year Benefits Maximum Applies to: Class I, II, & III expenses	Unlimited		Unlimited	
Annual Deductible Individual Family	\$0 \$0		\$0 \$0	
Benefit Highlights	Plan Pays	You Pay	Plan Pays	You Pay
Class I: Diagnostic & Preventive Oral Exams Routine Cleanings Full Mouth X-rays Bitewing X-rays Panoramic X-ray Sealants Brush Biopsy	100% No Deductible	0% No Deductible	100% No Deductible	0% No Deductible
Class II: Basic Restorative Fillings Fluoride Application Periodontal Maintenance Emergency Care to Relieve Pain Oral Surgery – Simple Extractions Root Canal Therapy / Endodontics Denture Adjustments and Repairs Repairs to Bridges, Crowns and Inlays Stainless Steel/Resin Crowns	80% No Deductible	20% No Deductible	80% No Deductible	20% No Deductible
Class III: Major Restorative Crowns Inlays / Onlays Prosthesis Over Implant Space Maintainers Oral Surgery – All Except Simple Extractions Surgical Extractions of Impacted Teeth Periodontal Scaling and Root Planing Osseous Surgery	67% No Deductible	33% No Deductible	67% No Deductible	33% No Deductible
Class IV: Orthodontia	Not Covered		Not Covered	
Benefit Plan Provisions:				
In-Network Reimbursement	For services provided by a Cigna Dental PPO network dentist, Cigna Dental will reimburse the dentist according to a Fee Schedule or Discount Schedule.			
Non-Network Reimbursement	For services provided by a non-network dentist, Cigna Dental will reimburse according to the Maximum Reimbursable Charge. The MRC is calculated at the 95th percentile of all provider charges in the geographic area.			

Cross Accumulation	All deductibles, plan maximums, and service specific maximums cross accumulate between in and out of network. Benefit frequency limitations are based on the date of service and cross accumulate between in and out of network.
Annual Deductible	This is the amount you must pay before the plan begins to pay for covered charges, when applicable. Benefit-specific deductibles may also apply.
Late Entrant Limitation Provision	No coverage until next open enrollment.
Pretreatment Review	Pretreatment review is available on a voluntary basis when dental work in excess of \$200 is proposed.
Alternate Benefit Provision	When more than one covered Dental Service could provide suitable treatment based on common dental standards, Cigna HealthCare will determine the covered Dental Service on which payment will be based and the expenses that will be included as Covered Expenses.
Oral Health Integration Program	Cigna Dental Oral Health Integration Program offers enhanced dental coverage for customers with the following medical conditions: diabetes, heart disease, stroke, maternity, head and neck cancer radiation, organ transplants and chronic kidney disease. There's no additional charge for the program, those who qualify get reimbursed 100% of coinsurance for certain related dental procedures. Eligible customers can also receive guidance on behavioral issues related to oral health and discounts on prescription and non-prescription dental products. Reimbursements under this program are not subject to the annual deductible, but will be applied to and are subject to the plan annual maximum. Discounts on certain prescription and non-prescription dental products are available through Cigna Home Delivery Pharmacy only, and you are required to pay the entire discounted charge. For more information including how to enroll in this program and a complete list of program terms and eligible medical conditions, go to www.mycigna.com or call customer
Benefit Limitations:	
Missing Tooth Limitation	Not applicable.
Oral Exams	2 per calendar year
X-rays (routine)	Bitewings: 1 per calendar year
X-rays (non-routine)	Full mouth: 1 every 5 calendar years; Panorex: 1 every 5 calendar years
Cleanings	2 routine and 2 periodontal cleanings per calendar year
Fluoride Application	2 per calendar year for children under 16 years of age
Sealants (per tooth)	Limited to posterior tooth. 1 treatment per tooth every 3 calendar years on children under 16
Space Maintainers	Limited to non-orthodontic treatment for children under age 19
Periodontal Treatment	Various limitations depending on the service, Frequency limit of once per 24 months
Periodontal Surgery	Various limitations depending on the service, Frequency limit of once per 36 months
Inlays and Crowns	Replacement every 7 years if unserviceable and cannot be repaired
Dentures, Bridges and Partial	Not Covered
Denture and Bridge Repairs	Reviewed if more than once
Denture Relines, Rebases and Adjustments	Covered if more than 6 months after installation
Prosthesis Over Implant	1 per 7 years if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth colored material on molar crowns or bridges.
Benefit Exclusions:	
Covered Expenses will not include, and no payment will be made for the following:	
Procedures and services not listed under Benefit Highlights;	
Diagnostic: cone beam imaging; Preventive Services: instruction for plaque control, oral hygiene and diet;	
Restorative: Porcelain or acrylic veneers of crowns or pontics on, or replacing the upper and lower first, second and third molars;	
Periodontic: bite registrations; splinting; Prosthodontic: precision or semi-precision attachments;	
Implants: implants or implant related services; Orthodontics: orthodontic treatment;	
Procedures, appliances or restorations, except full dentures, whose main purpose is to: change vertical dimension; diagnose or treat conditions or dysfunction of the temporomandibular joint (TMJ); stabilize periodontally involved teeth; or restore occlusion;	
Athletic mouth guards; Replacement of a lost or stolen appliance; Services performed primarily for cosmetic reasons; Personalization;	
Services that are deemed to be medical in nature; Services and supplies received from a hospital; Drugs: prescription drugs	
Charges in excess of the Maximum Reimbursable Charge.	
Contracted providers are not obligated to provide discounts on non-covered services and may charge their usual fees.	

This document provides a summary only. It is not a contract. If there are any differences between this summary and the official plan documents, the terms of the official plan documents will prevail.

Cigna Dental PPO plans are insured and/or administered by Cigna Health and Life Insurance Company (CHLIC) or Connecticut General Life Insurance Company (CGLIC), with network management services provided by Cigna Dental Health, Inc. and certain of its subsidiaries. In Texas, the insured dental plan is known as Cigna Dental Choice, and this plan uses the national Cigna DPPO network.

All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation "Cigna Home Delivery Pharmacy" refers to Tel-Drug, Inc. and Tel-Drug of Pennsylvania, L.L.C. Policy forms (for insured dental plans) in OK: HP-POL99 (CHLIC), GM6000 ELI288 et al (CGLIC); OR: HP-POL68; TN: HP-POL69/HC-CER2V1 et al (CHLIC). The Cigna name, logo, and other Cigna marks are owned by Cigna Intellectual Property, Inc.

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Cigna Dental Benefit Summary
PLAN 4
Plan Effective Date: 10/01/2017



Insured by: Cigna Health and Life Insurance Company

This material is for informational purposes only and is designed to highlight some of the benefits available under this plan. Consult the plan documents to determine specific terms of coverage relating to your plan. Terms include covered procedures, applicable waiting periods, exclusions and limitations.

Cigna Dental PPO				
Network Options	In-Network: State of Connecticut Network		Non-Network: See Non-Network Reimbursement	
Reimbursement Levels	Based on Contracted Fees		Maximum Reimbursable Charge	
Calendar Year Benefits Maximum Applies to: Class I, II, & III expenses	\$1000, Class I applies No Calendar year maximum for Periodontal Maintenance & Periodontal Scaling & Root			
Annual Deductible Individual Family	\$25 \$75		\$25 \$75	
Benefit Highlights	Plan Pays	You Pay	Plan Pays	You Pay
Class I: Diagnostic & Preventive Oral Exams Routine Cleanings Full Mouth X-rays Bitewing X-rays Panoramic X-ray Sealants Brush Biopsy	100% No Deductible	0% No Deductible	100% No Deductible	0% No Deductible
Class II: Basic Restorative Fillings Fluoride Application Emergency Care to Relieve Pain Oral Surgery – Simple Extractions Root Canal Therapy / Endodontics Denture Adjustments and Repairs Repairs to Bridges, Crowns and Inlays Stainless Steel/Resin Crowns	80% After Deductible	20% After Deductible	80% After Deductible	20% After Deductible
Class III: Major Restorative Crowns Inlays / Onlays Prosthesis Over Implant Space Maintainers Oral Surgery – All Except Simple Extractions Surgical Extractions of Impacted Teeth Periodontics/Osseous Surgery	50% After Deductible	50% After Deductible	50% After Deductible	50% After Deductible
Class IV: Orthodontia Coverage for Adults and Dependent Children to age 19 Lifetime Maximum \$1500	50% No Deductible	50% No Deductible	50% No Deductible	50% No Deductible
Class VI: Periodontal Maintenance	80% No Deductible	20% No Deductible	80% No Deductible	20% No Deductible
Class VIII: Scaling and Root Planing	50% After Deductible	50% After Deductible	50% After Deductible	50% After Deductible
Benefit Plan Provisions:				
In-Network Reimbursement	For services provided by a Cigna Dental PPO network dentist, Cigna Dental will reimburse the dentist according to a Fee Schedule or Discount Schedule.			

Non-Network Reimbursement	For services provided by a non-network dentist, Cigna Dental will reimburse according to the Maximum Reimbursable Charge. The MRC is calculated at the <u>95th</u> percentile of all provider charges in the geographic area.
Cross Accumulation	All deductibles, plan maximums, and service specific maximums cross accumulate between in and out of network. Benefit frequency limitations are based on the date of service and cross accumulate between in and out of network.
Annual Deductible	This is the amount you must pay before the plan begins to pay for covered charges, when applicable. Benefit-specific deductibles may also apply.
Late Entrant Limitation Provision	No coverage until next open enrollment.
Pretreatment Review	Pretreatment review is available on a voluntary basis when dental work in excess of \$200 is proposed.
Alternate Benefit Provision	When more than one covered Dental Service could provide suitable treatment based on common dental standards, Cigna HealthCare will determine the covered Dental Service on which payment will be based and the expenses that will be included as Covered Expenses.
Oral Health Integration Program	Cigna Dental Oral Health Integration Program offers enhanced dental coverage for customers with the following medical conditions: diabetes, heart disease, stroke, maternity, head and neck cancer radiation, organ transplants and chronic kidney disease. There's no additional charge for the program, those who qualify get reimbursed 100% of coinsurance for certain related dental procedures. Eligible customers can also receive guidance on behavioral issues related to oral health and discounts on prescription and non-prescription dental products. Reimbursements under this program are not subject to the annual deductible, but will be applied to and are subject to the plan annual maximum. Discounts on certain prescription and non-prescription dental products are available through Cigna Home Delivery Pharmacy only, and you are required to pay the entire discounted charge. For more information including how to enroll in this program and a complete list of program terms and eligible medical conditions, go to www.mycigna.com or call customer service 24/7 at 1.800.CIGNA24.
Benefit Limitations:	
Missing Tooth Limitation	Not applicable.
Oral Exams	2 per calendar year
X-rays (routine)	Bitewings: 1 per calendar year
X-rays (non-routine)	Full mouth: 1 every 5 calendar years; Panorex: 1 every 5 calendar years
Cleanings	2 routine and 2 periodontal cleanings per calendar year
Fluoride Application	2 per calendar year for children under 16 years of age
Sealants (per tooth)	Limited to posterior tooth. 1 treatment per tooth every 3 calendar years on children under 16
Space Maintainers	Limited to non-orthodontic treatment for children under age 19
Study Models or Diagnostic Casts	Payable only when in conjunction with orthodontic workup
General Anesthesia	Not Covered
Periodontal Treatment	Various limitations depending on the service. Frequency limit of once per 24 months
Periodontal Surgery	Various limitations depending on the service. Frequency limit of once per 36 months
Inlays and Crowns	Replacement every 7 years if unserviceable and cannot be repaired
Dentures, Bridges and Partial	Not Covered
Denture and Bridge Repairs	Reviewed if more than once
Denture Relines, Rebases and Adjustments	Covered if more than 6 months after installation
Prosthesis Over Implant	1 per 7 years if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth colored material on molar crowns or bridges.
Benefit Exclusions:	
Covered Expenses will not include, and no payment will be made for the following:	
Procedures and services not listed under Benefit Highlights:	
Diagnostic: cone beam imaging; Preventive Services: instruction for plaque control, oral hygiene and diet;	
Restorative: Porcelain or acrylic veneers of crowns or pontics on, or replacing the upper and lower first, second and third molars;	
Periodontic: bite registrations; splinting; Prosthodontic: precision or semi-precision attachments;	
Implants: implants or implant related services;	
Procedures, appliances or restorations, except full dentures, whose main purpose is to: change vertical dimension; diagnose or treat conditions or dysfunction of the temporomandibular joint (TMJ); stabilize periodontally involved teeth; or restore occlusion;	
Athletic mouth guards; Replacement of a lost or stolen appliance; Services performed primarily for cosmetic reasons; Personalization;	
Services that are deemed to be medical in nature; Services and supplies received from a hospital; Drugs: prescription drugs	
Charges in excess of the Maximum Reimbursable Charge.	

Contracted providers are not obligated to provide discounts on non-covered services and may charge their usual fees.

This document provides a summary only. It is not a contract. If there are any differences between this summary and the official plan documents, the terms of the official plan documents will prevail.

Cigna Dental PPO plans are insured and/or administered by Cigna Health and Life Insurance Company (CHLIC) or Connecticut General Life Insurance Company (CGLIC), with network management services provided by Cigna Dental Health, Inc. and certain of its subsidiaries. In Texas, the insured dental plan is known as Cigna Dental Choice, and this plan uses the national Cigna DPPO network.

All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation. "Cigna Home Delivery Pharmacy" refers to Tel-Drug, Inc. and Tel-Drug of Pennsylvania, L.L.C. Policy forms (for insured dental plans) in OK: HP-POL99 (CHLIC), GM6000 ELI288 et al (CGLIC); OR: HP-POL68; TN: HP-POL69/HC-CER2V1 et al (CHLIC). The Cigna name, logo, and other Cigna marks are owned by Cigna Intellectual Property, Inc.

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Memorandum of Understanding

The Sharon Faculty Association and the Sharon Board of Education hereby agree to work collaboratively during the 2019 negotiations to resolve any issues associated with the creation of a “bubble” step between Steps 10 and 11 of the tentatively agreed upon 2019-2020 salary schedule, which resulted from the agreed upon unequal allocation of the general wage increase in the two years of the parties’ 2018-2020 collective bargaining agreement.


Sharon Faculty Association


Sharon Board of Education


Sharon Faculty Association

12-12-17
Date

12/11/17
Date