

COPY

**PROFESSIONAL AGREEMENT**  
  
**between the**  
  
***COLUMBIA BOARD OF EDUCATION***  
  
**and the**  
  
***COLUMBIA TEACHERS ASSOCIATION***

This Agreement is made and entered into on this 5<sup>th</sup> day of Dec. 2016, by and between the Columbia Board of Education (hereinafter referred to as the "Board") and the Columbia Teachers Association (hereinafter referred to as the "Association").

**2017-2018**  
**2018-2019**  
**2019-2020**

November 15, 2016  
5208804v3

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## **ARTICLE 1**

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### **RECOGNITION**

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The Board hereby recognizes the Association as the exclusive representative for a bargaining unit including all employees of the Board of Education in positions requiring a teaching, special services certificate or employee holding a durational shortage area permit below the rank of principal, excluding temporary substitutes and other employees excluded under the provisions of the Teacher Negotiation Act, Connecticut General Statutes Section 10-153a et seq.

## **ARTICLE 2**

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### **PROFESSIONAL NEGOTIATIONS**

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- A. The Board and the Association agree to commence negotiations in accordance with statute. Any successor agreement so negotiated shall be reduced to writing and duly executed by authorized representatives of the Board and the Association.
- B. During negotiations the Board and the Association shall exchange relevant data, points of view and proposals and counter-proposals with respect to salaries and other conditions of employment. Either party may, if it so desires, utilize the services of outside consultants or negotiators and may call upon professional and lay representatives to assist in the negotiations.

## **ARTICLE 3**

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### **MANAGEMENT RIGHTS**

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It is recognized that the Board has and will continue to retain, whether exercised or not, the sole right, responsibility and prerogative to direct the operation of the public schools in Columbia in all its aspects, including but not limited to the following: To employ, assign and transfer teachers; those powers specified in Sections 10-220, 10-221, and 10-222 of the Connecticut General Statutes; to suspend or to dismiss the employees of the schools in the manner provided by statutes; to prepare and submit budgets to the town of Columbia and in its sole discretion, to expend monies appropriated by the town; to make such transfers of funds within the appropriated budget as it shall deem desirable; to establish or continue policies, practices and procedures for the conduct of school business and, from time to time, to change or abolish such policies, practices and procedures; to discontinue processes or operations or discontinue their performance by employees; to select and determine the number and types of employees required to perform the school's operations; to establish contracts or subcontracts for school operations; and to determine the care, maintenance and operation of equipment and property used for and on behalf of the purposes of the public schools.

Any of the rights, powers, functions and authority which the Board had prior to the signing of this agreement, or any agreement with the Association including those in respect to rates of pay, or conditions of work, are retained by the Board, except as those rights, powers, functions or authority

are specifically abridged and modified by the express provisions of this Agreement.

## **ARTICLE 4**

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### **GRIEVANCE PROCEDURE**

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#### **A. Purpose:**

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise affecting the welfare or working conditions of teachers. Both parties agree that, except as required by law, proceedings shall be kept confidential if requested by either party.

#### **B. Definitions**

1. "Grievance" shall mean a claim based upon an event or condition alleging breach of the terms of this contract or of written Board policy. Board policy may only be grieved to Board level.
2. "Teacher" shall mean any certified professional employee below the rank of assistant principal and may include the Association or a group of teachers similarly affected by a grievance.
3. "Party in interest" shall mean the person or persons making the claim, including their designated representative as provided for herein; and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
4. "Days" shall mean days when school is in session. In the event a grievance is filed after June 1, the parties may mutually agree to define days as business days.

#### **C. Time Limits**

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

#### **D. Informal Procedures**

1. A teacher who feels aggrieved must request, in writing, an informal meeting with the Principal within fifteen (15) days after he/she knew, or should have known, of the act or condition on which the grievance is based. Failure to do so shall mean that the grievance has been waived. The Principal shall, within five (5) days, hold the informal meeting with the teacher and review the grievance.
2. Some grievances should go directly to level two, Superintendent, as they do not involve the Principal in any manner. The Principal, in the informal discussion, shall advise the teacher in such cases allowing the teacher to by-pass E, Formal Procedure, Level One, School Principal.



3. The Principal shall, within five (5) days of the informal meeting render his/her decision and the reasons therefore in writing to the aggrieved teacher, or provide written notice to the teacher that s/he may by-pass E, Formal Procedure, Level One, School Principal.

#### E. Formal Procedure

##### 1. Level One - School Principal

- (a) If an aggrieved teacher is not satisfied with the outcome of informal procedures, he/she may within five (5) days of the written decision in subsection (D)(3), above, present his/her claim as a written grievance to his/her principal.
- (b) The Principal shall, within five (5) days after receipt of the written grievance, render his/her decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the Association.

##### 2. Level Two - Superintendent of Schools

- (a) If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level One, he/she may, within seven (7) days of receipt of the decision in subsection (E)(1)(b), file his/her written grievance with the Association for referral to the Superintendent of Schools.
- (b) The Association may, within five (5) days after receipt, refer the grievance to the Superintendent.
- (c) The Superintendent shall, within ten (10) days after the receipt of the referral, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance. Minutes of such hearing shall be kept by the Superintendent (this shall not require a stenographic record) and be made available to any party in interest upon written request.
- (d) The Superintendent shall, within five (5) days after the hearing, render his/her decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the Association.

##### 3. Level Three - Board of Education

- (a) If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within five (5) days after the receipt of the decision, file the grievance again with the Association for appeal to the Board of Education.
- (b) The Association may, within five (5) days after receipt, refer the appeal to the Board of Education.
- (c) The Board of Education shall, within fifteen (15) days after receipt of the appeal, meet with the aggrieved teacher and with the representative of the Association for the purpose of resolving the grievance.
- (d) The Board shall, within five (5) days after such meeting, render its decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the Association.

#### 4. Level Four - Arbitration

- (a) If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level Three, he/she may, within five (5) days after receipt of the decision, request in writing to the president of the Association that his/her grievance be submitted to arbitration.
- (b) The Association may, within ten (10) days after receipt of such request, submit the grievance to arbitration by so notifying the Board in writing.
- (c) The Chairperson of the Board and 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. 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.
- (d) 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 teacher and other parties in the interest as he/she shall deem requisite.
- (e) The arbitrator shall, within twenty (20) days after his/her selection, render his/her decision in writing to all parties in interest, setting forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The decision of the arbitrator shall be binding on all parties in interest.
- (f) The costs for the services of the arbitrator shall be borne equally by the Board and the Association.

#### F. Rights of Teachers to Representation

- 1. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
- 2. The Association may, if it so desires, call upon professional services of the Connecticut Education Association for consultation and assistance at any stage of the procedure.

#### G. Miscellaneous

- 1. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- 2. Forms for filing and processing grievances, and other necessary documents, shall be prepared by the Association, and made available through the Association so as to facilitate operation of the grievance procedure.

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### ARTICLE 5

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### STAFF SALARIES

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- A. The salaries of all teachers covered by this Agreement are set forth in the Appendices which are attached hereto and made a part of this Agreement.
- B. Employees will receive their paychecks according to the Columbia School System annual payroll calendar.
- C. Unless requested in writing prior to May 1, payments for July and August will be included with the last payment in June, or in a separate payment not later than June 30. The alternative request shall authorize the periodic installments due for July and August be dated prior to June 30 and mailed to the employee on the appropriate Thursday during July and August unless such day falls on a holiday in which case the payment would be mailed on the last business day prior to the holiday. This provision shall apply to teachers employed prior to July 1, 2004.
- D. Two payroll options are available to each teacher; Option 1 will be automatic unless Option 2 is requested in writing by the teacher at the time of employment or by August 15, whichever is later.

Option 1: The annual salary will be divided into twenty-six (26) periodic installments, payable every other week on Thursday.

Option 2: The annual salary will be divided into twenty-two (22) periodic installments payable every other week on Thursday.

Teachers employed prior to July 1, 2004 shall be offered the option of electronic direct deposit of their paycheck to the bank(s)/vendor(s) of their choice. New hires after July 1, 2004 shall be required to have electronic direct deposit of their paycheck to the bank(s)/vendor(s) of their choice.

- E. Teachers may request in writing that payroll deductions be made for the following purposes:
  - 1. Credit Union deposits and payments which will coincide with the dates of regular pay periods.
  - 2. Tax-sheltered annuity premiums which will coincide with the dates of regular pay periods.
  - 3. Professional dues for CTA, CEA, and NEA which will coincide with the dates of regular pay periods.
  - 4. Premium payments or portion thereof if ineligible for full benefits for insurance as described in Article 16.
  - 5. Deductions referred to in E-1 and E-2 above shall be sent to corresponding credit union and annuity company accounts within five (5) business days following such deduction(s).
  - 6. Pay stubs shall designate special stipends, if any, if payment is included in the check.
  - 7. Notification of sick days and personal days shall be reported on pay stubs by days utilized.

F. Dues/Deductions

- 1. Deductions referred in E-3 above shall be made in equal amounts on each pay day of each month for nine (9) months, starting in October. Deduction authorization forms shall be submitted to the bookkeeper by the Association membership chairman no later than one week prior to the first pay day in October.
- 2. The gross amount for each deduction for professional dues shall be transferred to the Association account after each appropriate payroll.
- 3. The Association agrees to save the Board, its agents and employees harmless from any claims, demands, suits or judgments arising from the implementation of dues deductions.

- G. The administration may request a teacher to perform professional responsibilities during the summer. Compensation for such services shall be at the teacher's per diem rate based upon the salary for the school year just completed.

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## ARTICLE 6

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### PLACEMENT ON THE SALARY SCHEDULE

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- A. All certified professionals as defined by Connecticut General Statutes Section 10-153b "Teachers Unit" shall be placed on the appropriate step of the salary schedule, taking into consideration the following:
1. Degree status as defined under Article 7, "Degree Definitions".
  2. Credit for previous teaching experience at public, private and military dependency schools shall be determined by the Board of Education, provided that no credit shall be given for service of less than one-half of any school year.
  3. Teachers who render service of at least ninety (90) working days during the school year, in the Columbia School System, shall be entitled to a full year's credit for advancement of one (1) step on the salary schedule should the teacher not be at/on the last step of the salary schedule.
  4. Teachers who have been employed part-time in Columbia, but not on a full work year basis, and are subsequently increased to full-time, are to receive credit for placement on the salary schedule according to the following formula:  
  
*Percent of full-time multiplied by the number of years (rounded to the nearest full year)*
  5. Teachers expecting to increase degree status for the coming year must notify the Superintendent in writing by February 1 of the current year. Teachers failing to do this will remain in the same degree column the following year. Salary schedule column changes will be made on the following September 1 and on January 1 provided proper notification was given the preceding school year.
  6. The Superintendent may grant one step on the salary schedule for every five years of previous relevant full-time employment directly related to the teaching assignment/subject matter.
- B. The President of the Association shall receive notice of all new employees' salary placement prior to the new employees receiving their salary agreement to ensure proper salary placement.

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## ARTICLE 7

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### DEGREE DEFINITIONS

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

**Bachelor**

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

**Masters**

- A masters degree earned at an accredited college or university; or the completion of thirty (30) credits beyond the baccalaureate degree in a planned program at an accredited college or university; or the completion of thirty (30) credits beyond the baccalaureate degree approved by the Superintendent; or a fifth year certificate from an accredited college or university. Effective July 1, 2014, all new hires must earn a Master's degree from an accredited college or university in order to be placed on the Master's degree salary schedule.

- Sixth Year** Completion of any one of the following:
- Second Master's in a discipline other than the discipline in which the initial Master's degree was attained.
  - Master's degree required sixty (60) credits.
  - Completion of thirty (30) credits beyond a Master's degree in a planned program or in other courses; both approved by Superintendent.
  - Sixth-year certificate.
  - Master's degree earned after completion of thirty (30) graduate credits in a planned program leading to certification.

**Ph.D./Ed.D.**

- A doctorate degree earned at an accredited college or university. The Ph.D./Ed.D. degree must be in a job-related area and in a program approved by the Superintendent.

All of the above must be from an accredited college or university.

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**ARTICLE 8**

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**COMMITTEE/SUMMER WORK**

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- A. Each teacher who has indicated an interest to administration, in writing, and who is selected by administration to work on an administratively generated committee/summer work beyond the established work day shall be compensated at an hourly rate of 72% of Masters, Step 5.

2017-2018= \$30.86

2018-2019 = \$31.17

2019-2020 = \$31.49

1. Teachers shall be notified, in writing, of any administratively generated committee/summer

work as soon as practicable after such committee/summer work is established.

2. If the Board appoints a teacher chairperson to an administratively generated committee, the teacher chairperson of each administratively generated committee shall be compensated at an hourly rate of 86% of Masters, Step 5.

2017-2018 = \$36.87

2018-2019 = \$37.23

2019-2020 = \$37.61

3. Separate checks shall be issued to teachers involved with committee/summer work three times per year, payable on or before January 31, June 30, and September 30.
  4. Compensation for meetings held beyond the normal work day, work year and/or on non-school days shall be calculated from the beginning of the meeting through the end of such meeting.
  5. Compensation for work outside of committee/summer work shall be provided with prior approval of the administration.
- B. Each teacher required to make a job-related court appearance will receive reasonable expenses. (Child care that otherwise would not have been incurred and travel expenses), and will incur no loss in pay.
- C. The hourly compensation rate for the ESY Program shall be as indicated in Section A.

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## ARTICLE 9

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### PERSONAL DAYS

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- A. Teachers shall earn three (3) paid personal days a year for business which cannot be transacted outside of school hours. Part-Time Teachers shall be eligible for personal time on a pro-rata basis as follows: Part-Time Teachers who are normally scheduled to work full days but less than a full week shall receive fewer personal days prorated according to their FTE (e.g., .5 FTE receives 1.5 days). Part-Time Teachers who are normally scheduled to work every day but less than a full day shall receive the full allowance of personal days (3), but each personal leave day shall represent the number of hours that the employee is normally scheduled to work. Unused personal leave shall be accumulated from year to year up to a maximum of nine (9) personal leave days. In emergency situations, where prior written notice is not practicable, the teacher shall notify the Principal verbally and complete the appropriate form upon returning to school. Personal business which cannot be transacted outside of school hours includes, but is not limited to, the following:
1. Any legal and/or financial situation that might arise wherein the teacher's attendance is required provided that this clause shall not pertain to any situation that shall arise due to the demands of outside employment.
  2. Marriage (self, children, parents, siblings of self or spouse).
  3. Any severe illness in the immediate family or of individual(s) residing in the teacher's home requiring the presence of the teacher.
  4. Attendance at graduation exercises for self, spouse, son or daughter.

5. Birth of child by wife.
  6. Observance of major religious holidays.
  7. Other reasons to be considered should be of a personal nature and beyond the control of the teacher.
- B. Teachers shall not take more than two (2) consecutive personal leave days without the approval of the Superintendent. The Superintendent will consider extending the number of personal days beyond three (3) if they are utilized for religious purposes or in an emergency situation.
- C. Bereavement days: The Superintendent, after approval of the principal, shall grant up to five (5) days for purposes of attending a funeral in cases of death in the family. -For purposes of this article, the term "family" shall include, but not be limited to, the following: parents, spouse, children, siblings, grandparents, grandchildren, aunts, uncles, nieces, nephews, spouse's parents, domestic partner, legal guardian, and any person living in the employee's household.

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## **ARTICLE 10**

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### **ASSOCIATION LEAVE, NEGOTIATION - GRIEVANCE REPRESENTATION**

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It is understood that hearings or meetings between the Board and the Association concerning negotiations or grievances normally shall be scheduled outside the school day. However, if such meetings are held during the normal working hours of a school day, and if necessary, not more than three representatives of the Association shall be relieved from all regular duties without loss of pay in order to permit their attendance at such meeting or hearings. When it is necessary, pursuant to the Grievance Procedure in Article 4 of this Agreement for a school representative designated by the Association to attend a grievance meeting or hearing scheduled by the Board and the Association during a school day, he/she shall, upon notice to the Principal and to the Superintendent by the President of the Association, be released without loss of pay, as necessary, in order to permit participation in the foregoing activities, but this privilege shall be limited to one Association representative per grievance per day.

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## **ARTICLE 11**

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### **CONFERENCE LEAVE**

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- A. The Superintendent, upon the recommendation of the Principal or Student Services Director, is authorized to approve professional leave days, non-accumulative, for each member of the teaching staff. Requests from teachers shall be submitted, in writing, at least two weeks in advance whenever possible. The Principal/Student Service Director's recommendation should be based upon the potential educational value which in his/her opinion would benefit the Columbia School District. The Superintendent's response shall be given to the teacher, in writing, within five (5) school days of his/her receipt of request.
- B. Teachers who attend conferences or professional meetings approved in writing, in advance by administration shall be reimbursed for all reasonable expenses required by such attendance

including meals, lodging, transportation costs, and application fees. Mileage reimbursement at the IRS approved rate will be calculated based upon round-trip mileage from the Horace W. Porter School.

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## ARTICLE 12

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### SABBATICAL

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- A. Request for sabbatical must be received by the Superintendent in writing in such a form as may be required no later than January 2 of the year preceding the school year in which the sabbatical is requested. It is understood that the deadline of January 2 may be waived at the discretion of the Superintendent when fellowship, grants, or scholarships awarded later in the year make such a deadline unreasonable. If the Superintendent approves of such request, he/she shall forward the request to the Board of Education, which shall have the sole discretion whether to grant or deny this request.
- B. The teacher shall be eligible for a sabbatical leave after at least eight (8) consecutive, full school years of active service in the Columbia School System. A second sabbatical may be granted after another six (6) year period. Teachers applying for sabbatical leave for the first time shall have precedence over those who have previously been granted sabbatical leave by the Board of Education.
- C. A sabbatical leave shall be for a full academic year.
- D. A teacher granted a sabbatical leave shall receive  $\frac{3}{5}$  of his/her regular salary, to be paid on the same basis as payments to other staff members, provided only that such salary payment, when added to any grants from other sources, shall not exceed the teacher's full annual salary rate.
- E. The teacher returning from sabbatical leave shall be placed on the appropriate step on the salary schedule as though he/she had been in active service in the system for the year of the sabbatical leave. The sabbatical shall not affect continuity of service nor accrual of seniority.
- F. A single sabbatical leave shall be provided subject to the recommendation of the Superintendent and approval by the Columbia Board of Education. Notice of approval or disapproval will be given in writing as soon as possible, but not later than the date specified on the request form or the teacher's request.
- G. A teacher on sabbatical leave shall maintain tenure, accumulated sick leave, and all other accrued benefits provided in this agreement other than fully paid insurance benefits.
- H. A teacher on sabbatical leave shall be given the opportunity to purchase full insurance benefits at group rates.
- I. A teacher granted a paid sabbatical leave shall return to the Columbia School System for at least three (3) years or reimburse the full amount of the sabbatical stipend. The teacher shall be released from such payment if he/she fails to return for three years as stipulated due to continuous illness, disability, or death.



## **ARTICLE 13**

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### **GENERAL LEAVE**

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- A. With prior approval of the Board, a teacher may be allowed leave, without loss of salary, to begin programs of study which result from foundation or scholarship grants and which necessitate personal presence in advance of the close of the school year.
- B. Other extended leaves, with or without salary, may be granted by the Board.
- C. Teachers on general leave of absence must notify the Superintendent of Schools by February 1, if that teacher plans on returning to the system for the following year. If notification is not received by that date, the Superintendent and Board of Education will assume the teacher is not returning and the position will be filled.
- D. A teacher on general leave shall maintain seniority and accumulated sick leave which the teacher had accrued at the time the leave began.

## **ARTICLE 14**

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### **SICK LEAVE**

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Teachers shall be entitled to a maximum of sick leave with full pay of fifteen (15) school days in each school year which may be used to care for him/herself or the primary care of a child, spouse or parent who is ill and requires the presence of the teacher. Unused sick leave shall be accumulated from year to year so long as the employee remains continuously in the service of the Board and as authorized by such Board. Such authorized accumulation of sick leave shall be limited to one hundred seventy-three (173) school days. Part-Time Teachers shall be eligible for sick leave on a pro-rata basis as follows: Part-Time Teachers who are normally scheduled to work full days but less than a full week shall receive fewer sick days prorated according to their FTE (e.g., .5 FTE receives 7.5 full days). Part-Time Teachers who are normally scheduled to work every day but less than a full day shall receive the full allowance of paid sick days (15), but each sick leave day shall represent the number of hours that the employee is normally scheduled to work.

Sick leave may be taken as a full day or a half day. When less than a half day is needed and a substitute is not needed, the Administration may approve a request for this time to not be counted as sick time.

## **ARTICLE 15**

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### **SICK DAYS BANK**

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- A. Each teacher in the Columbia School System may contribute one day of his/her sick time to the Sick Days Bank during each contribution period. A contribution period will be announced when the number of days in the bank falls below 200 days. The bank will always retain a minimum balance of 200 days. Should the balance decrease lower than 200 days, each teacher may contribute one more day to the bank. Unused days in the bank will be carried over to the subsequent year. Only

those teachers who donated during the last contribution period may participate. To be eligible, new teachers and teachers returning from leave may contribute a day immediately upon hiring or returning.

- B. Any teacher in the Columbia School System who has used up his/her own quota of sick days may apply for days from the bank so long as that teacher has already made a contribution to the bank. These days may be granted only in situations of extreme hardship or extenuating circumstances. The decision regarding the granting of days will be made by the Superintendent or his/her designee and the Association President(s) or his/her/their designee(s). The decision of the Superintendent or his/her designee and the Association President(s) or his/her/their designee(s) is not subject to the grievance procedure. In the event the parties are unable to agree upon the granting of requested days, the decision regarding the granting of days will be made by a panel composed of two members of the Columbia Board of Education, the Superintendent or an administrator designee and three members of the Columbia Teachers Association. The decision of the panel is not subject to the grievance procedure.
- C. Teachers not participating in the Sick Leave Bank may enroll during September 1 and September 30 of the next school year.
- D. The Association President(s) shall be given a report, upon request, of sick bank activity. Such report shall include the number of days in the bank, the contributing teacher's name, the number of days donated and the date the donation was made. In addition, the report shall include the number of days granted, the dates such days were granted, and to whom the days were granted.
- E. Upon retirement, teachers may donate one (1) unused sick day to the Sick Leave Bank.

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## ARTICLE 16

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### INSURANCE BENEFITS

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- A. Each full-time teacher shall be entitled to the following group insurance coverage in accordance with the terms of the insurance carriers:
  - 1. Anthem Lumenos Health Savings Account Plan
  - 2. \$50,000 term life insurance with accidental death benefit for subscribing member only
- B. Each full-time individual teacher shall be entitled to the Connecticut Blue Cross group "Basic" Full Service Dental Plan with Riders A, B and C, or equivalent if mutually agreed upon. The same group coverage will be made available to the families of each teacher at the individual teacher's expense.
- C. The High Deductible/Health Savings Account plan described below shall be the sole insurance plan for all eligible employees.

<u>HDHP/HSA</u>	<u>Core Plan</u>
Deductible	\$2,000/4,000
Coinsurance (In/Out)	In-100% Med Out-80% Med & Rx
RX	As any Other Expense-
Coinsurance Max	In/Out Combined \$2,000/4,000

Out-of-Pocket Max	\$4,000/\$8,000
In-Network Preventive Care	100%
Employer HSA Funding	50%

Cost for the Lumenos Health Savings Account Plan will be shared so that participating employees shall contribute the following applicable premiums (exclusive of dental plan with Riders A, B, and C for teacher's family), and the Board shall pay the remaining balance: 2017-2018, 16% (sixteen percent); 2018-2019, 16% (sixteen percent); 2019-2020, 16% (sixteen percent).

The Health Savings Account Plan shall have a high deductible of \$2,000/\$4,000 with the Board contributing 50% toward the annual deductible.

The Board's contributions toward the HSA deductible shall be deposited into the employees' HSA accounts in two installments, the first in September and the second in January. The parties acknowledge that the Board's contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed teachers. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment.

**D. HSA Account Fees:**

The Board agrees to cover any account set up fee (typically one time) and general monthly maintenance fees. Participants will be responsible for fees related to individual account usage including but not limited to fees for: insufficient funds, lost/replacement debit cards, paper statements, check writing fees (if applicable), ATM withdrawal fees, and minimum balance fees.

**E. HRA Account:**

An HRA shall be made available for any teacher who is precluded from participating in the HSA because the individual receives Medicare and/or veterans' benefits and the annual maximum reimbursement by the Board of Education shall not exceed the Board's annual deductible contribution for those in the HSA. Any new employee hired after the start of the school year will be placed in the HRA in his or her first year of employment with the district at the full contribution level. Such employee will be placed in the HD-HSA plan thereafter.

**F. In addition, the parties agree that effective with the 2007-08 school year, the following plan design changes shall occur: Pre-authorization for high cost diagnostic tests; state mandate on fertility.**

**G. Costs for dental coverage will be shared so that participating employees shall contribute the percentage of the applicable premiums (exclusive of dental plan with Riders A, B, and C for teacher's family) as indicated below, and the Board shall pay the remaining balance:**

2017-2018= 16%                      2018-2019= 16%                      2019-2020 = 16%

**H. Health Insurance Plan Options**

1. The Board reserves the right to offer an alternative health insurance plan to the basic health insurance plan listed in paragraph A(1) above, provided that the alternative health insurance plan is issued by the same carrier, that the premium contribution for employees who opt to participate in said alternative plan will be the same or less than the premium contribution required for the basic health insurance plan listed in paragraph A(1) above, and that this

alternative plan may be changed by the Board at its discretion without application of the provisions of subparagraph J below.

2. Should participation in the State of Connecticut health insurance program become available, the Association agrees to discuss participation in the Plan with the Board. Any participation in the program will be made by mutual consent.
- I. The Board will indemnify employees for negligence in the course of their employment with the Board, in accordance with Connecticut General Statutes Section 10-235.
- J. Change of Insurance Carriers

The Board of Education shall have the right to change insurance carriers and/or to self-insure in whole or in part in order to provide the insurance coverages set forth above, provided that there shall be no reduction or diminution in the above coverage and no increase in expense to any bargaining unit members, and provided further that coverage and benefits which result from change in carriers and/or self insurance are substantially equal to the then current plan in terms of coverage, benefits and administration.

The President of the Association shall be notified, in writing, within thirty (30) days of any intention to change carriers or third-party administrators, and shall have a reasonable opportunity to review the proposed changes, but shall have no more than thirty (30) days from the date the new plan is presented to the Association. The proposed changes shall be presented to the Association through a Board Committee, including a representative of the insurance carrier, who will explain the proposed changes. If the Association does not approve of the proposed changes recommended by the Board Committee, it shall submit a written statement detailing the reasons for such disapproval, specifically listing the reduction in the level of coverage or benefits to which it objects. The Association must submit this written statement within thirty (30) days of the meeting noted above. Failure to submit such statement within the thirty (30) day time period shall be deemed approval of the proposed plan and a waiver of any right to arbitrate the issue.

If the Association disapproves of any change pursuant to the written statement noted above, it may submit the issue to arbitration within fifteen (15) calendar days of receipt of notice from the Board that it intends to implement the new plan. Should the Association request arbitration, the Board shall not implement the new plan until receipt of a final decision by the arbitrator. The sole substantive issue for arbitration shall be as follows: Is (Are) the proposed insurance plan(s) substantially equivalent to the existing plan(s) in terms of benefits, coverage and administration?

- K. Having successfully performed his/her contract obligation to the school system for the entire school year, a teacher is entitled to appropriate fringe benefits until the commencement of the succeeding school year, or until insurance benefits are available from the new position, whichever occurs sooner.
- L. New teachers will be entitled to appropriate fringe benefits beginning with the first day of school. Insurance coverage shall be obtained as soon as possible.
- M. Subject to the insurers approval, any part-time employee covered by this agreement will be eligible for full group insurance coverage as provided by the Board. The cost for such coverage shall be pro-rated in accordance with the percentage of time worked. The Board shall pay such percentage of cost less the premium-sharing percentage then in effect.

- N. The payment of the employee's portion of the cost of the annual premium referred to in Paragraph A of this article shall be made through payroll deduction, accomplished by the adoption of an Internal Revenue Code Section 125 Pretax Premium Conversion Account which teachers may participate in so that health insurance contributions may be made from pretax dollars. In addition, teachers may enroll in a Section 125 plan for unreimbursed medical expenses and dependent care expenses.
- O. The Patient Protection and Affordable Care Act ("PPACA"; Public Law 111-48) has set forth and codified under the Internal Revenue Code §4980I the imposition of an excise tax related to employer provided health insurance plans that exceed certain value thresholds. The impact of the excise tax is scheduled to take effect in 2020. Should any federal statute or regulation pertaining to IRC §4980I be mandated to take effect during the term of this Agreement, triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations in accordance with the Teacher Negotiation Act. During such mid-term negotiations, the parties will re-open the "Insurance Benefits" Section, Article 16, for the purpose of addressing the impact of the excise tax. No other provision of the contract shall be reopened during such mid-term negotiations.

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## ARTICLE 17

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### PERSONAL INJURY BENEFITS

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Whenever a teacher is absent from school as a result of personal injury caused by an accident arising out of and in the course of his/her employment as determined by the Workers' Compensation Administration, he/she shall be paid his/her full salary (less the amount of any workers' compensation award made for temporary disability due to said injury) for the period of such absence, not to exceed ninety (90) calendar days, and thereafter such absence shall be charged to his/her annual or accumulated sick leave.

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## ARTICLE 18

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### MATERNITY LEAVE

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#### A. Child Bearing Leave

Any teacher who becomes pregnant shall so notify the Superintendent or his/her designee at least four months prior to the expected date of delivery. Leave shall begin when, in the opinion of her doctor, the teacher is no longer physically able to work, or upon confinement, whichever comes first. Leave shall expire when in the opinion of her doctor the teacher is physically able to return to work. Except in the case of unusual medical difficulties, leave is not expected to continue for more than six weeks after delivery. During such leave, the teacher shall be entitled to use accumulated sick leave and other appropriate fringe benefits. Where possible, the teacher shall be assigned to her former position upon return, and shall be guaranteed such position if she returns within the same school year. Leave taken under this section shall be designated as leave taken under the Family and Medical Leave Act ("FMLA"), and shall count against the teacher's entitlement, if any, to such FMLA leave.

Any teacher who becomes pregnant shall adhere to the notification and reporting procedures as stipulated for as long as she remains teaching, whether or not she intends to return to teaching after her child is born.

**B. Child Rearing Leave**

Any teacher as defined in Article 1, Recognition, may request a long-term leave, without pay, for child rearing purposes. In the absence of extenuating circumstances, request for such leave must be made at least thirty (30) calendar days prior to commencement of the leave. Such leave shall be granted for a period of time not to exceed one calendar year. Requests for extension of such leave, beyond the one calendar year, may be granted at the discretion of the Board. During such leave, the teacher may continue his or her group insurance benefits at his or her own expense, except as otherwise provided by the FMLA, as applicable. Upon return, a teacher shall be assigned to his or her former position, or an equivalent position, at the discretion of the administration. Leave taken under this section shall be designated as leave taken under the FMLA, and shall count against the teacher's entitlement, if any, to such FMLA leave.

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**ARTICLE 19**

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**PHYSICAL EXAMINATIONS**

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The Principal or Superintendent may request proof of illness whenever an employee is absent for sick leave purposes for three (3) or more consecutive school days, or in case of suspected patterns of abuse.

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**ARTICLE 20**

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**TEACHING ASSIGNMENTS**

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- A. Teachers already in the system shall receive notification in writing prior to June 15 from the Superintendent relative to their teaching assignment for the ensuing school year. Such notification shall include the grade(s) and/or subjects that they will teach or other assignment they will have if not a classroom teacher. When a teacher's grade assignment is to be changed from the prior year, the Superintendent or his/her designee will meet with that teacher to discuss the change prior to making the general announcement to the staff. In the event of a change in circumstances or conditions during the period June 15 through August 31 (e.g., resignations, terminations, death, promotion and leave of absence) such assignments may be changed only as required thereby, with prompt notice in writing from the Superintendent to both the teacher and the Association, stating reason(s).
- B. In the determination of assignments, the convenience and wishes of the teacher shall be considered to the extent that these considerations do not conflict with the instructional requirements and best interests of the school system and the pupils as determined by the administration.

## **ARTICLE 21**

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### **STAFF VACANCIES**

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- A. To fill a vacancy within the system, the following criteria shall be considered: proper certification, qualifications and seniority.
- B. Teachers desiring to be transferred to fill a vacancy in the system must file a written request with the Superintendent of Schools.
- C. Vacancies of position which are caused by death, a retirement, discharge, resignations or by the creation of a new position shall be filled pursuant to the following procedures:
  - 1. The existence of vacancies of position shall be adequately publicized, both within and outside the system, including a notice in every school (by posting or otherwise) as far in advance of the date of filling such vacancy as possible. Internal postings shall be posted at least one calendar week in advance of external postings. Internal and external postings may occur simultaneously for any vacancy that occurs after August 1. When the need to fill a vacancy of position arises during the summer months, notifications shall be by school email to all teachers.
  - 2. Said notice of vacancy of position shall clearly set forth the qualifications for the position.

## **ARTICLE 22**

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### **COLLECTIVE BARGAINING COSTS**

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- A. All teachers employed by the Columbia Board of Education shall, as a condition of continued employment, join the Association or pay a service fee to the Association. Said service fee shall be equal to the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration, and grievance adjustment, except that said fee shall not exceed yearly membership.
- B. The Association agrees to indemnify and hold the Board of Education harmless against any or all claims, demands, suits or other forms of liability including reasonable attorneys' fees and the cost of administrative hearings that shall or may arise out of, or by reason of, action taken by the Board of Education for the purpose of complying with the provisions of this article.
- C. Those teachers whose employment commences after the start of the school year shall pay a pro-rated amount equal to the percentage of the remaining school year.
- D. The singular reference to the "Association" herein shall be interpreted as referring to the Columbia Teachers Association, the Connecticut Education Association, and the National Education Association.

## ARTICLE 23

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### DUTIES/WORKING CONDITIONS

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#### A. Duty Free Lunch

All certified personnel shall have an uninterrupted, thirty (30) minute, duty-free lunch period daily, except on early dismissal days when it shall be equivalent to the length of the student lunch period. Should the Board change the length of the teachers' lunch period, the parties shall negotiate the impact of such change on the members of the bargaining unit in accordance with the procedures set forth in Article 27.

#### B. Duties

It is agreed that non-teaching duties shall be distributed equitably, taking into account consult time for individual teachers.

#### C. Class Coverage

1. When substitutes are unavailable, teachers may be assigned to cover classes. Any teacher who loses his/her preparation time due to class coverage shall receive \$15.00 for each class covered to a maximum of \$45.00 per occurrence.
2. If a teacher is reimbursed under the terms of Section C, he/she may not file a grievance based upon loss of preparation time or team time.

#### D. Preparation Time

1. The Board and the Association agree that the best interests of the students are served when teachers are afforded sufficient preparation and planning time.
2. The Board will provide within the student day one (1) individual planning period per day to prepare for lesson plans and correct/grade papers. The individual planning period shall be a minimum of 190 minutes per week during a regular five day work week. The administration will make every effort to schedule meetings and/or consultations outside the teacher's scheduled planning time, if possible. In the event this is not possible, the teacher shall receive the lost planning time at another time on the day of the meeting and/or consultation.
3. The Board will provide within the student day a minimum of two (2) team planning periods per week. They shall make reasonable efforts to provide additional team planning periods per week, where appropriate.
4. The administration will make every effort to schedule PPT meetings during the regular work day and outside of the teacher's scheduled planning time. In the event this is not possible, the teacher shall receive the lost planning time at another time on the day of the PPT meeting.

#### E. Teachers shall be given reasonable access to the building facilities during the weekends, winter recesses, spring recess and summer recess.



- F. In the event that a teacher is required to relocate to a new classroom, said relocation shall occur during paid release time. If the teacher and Building Principal agree, relocation may occur outside the normal school day/year, in which case the teacher shall be compensated at the hourly rate of 72% of Masters Step 5 for work associated with the move. The Building Principal and teacher shall mutually agree on the amount of time required prior to any such relocation.

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## **ARTICLE 24**

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### **AMENDMENT**

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This agreement shall not be altered, amended, or changed except in writing, signed by both the Board and the Association, which amendment shall be appended hereto and become a part hereof.

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## **ARTICLE 25**

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### **SEVERABILITY**

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In the event that any provision or portion of this agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, that provision or portion shall be severed from this agreement, and the balance or remainder of this agreement shall remain in full force and effect.

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## **ARTICLE 26**

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### **DURATION**

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- A. The provisions of this Agreement shall be effective as of July 1, 2017 and shall continue in full force and effect to and including June 30, 2020.
- B. This Agreement constitutes the full and complete agreement between the Board and the Association on all issues. Each party has been fully represented and had adequate opportunity to make proposals and counter proposals.

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## **ARTICLE 27**

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### **ISSUANCE OF CONTRACTS**

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- A. The Board shall provide to each contracted employee a copy of the basic current contract and all succeeding amendments that are negotiated between the Board and the Association within twenty (20) days after the date on which the Agreement is in force.
- B. The Board shall provide each new employee a copy of the contract in force within twenty (20) days of his/her beginning date of employment.

## ARTICLE 28

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### MISCELLANEOUS

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#### A. Miscellany

1. All personnel files shall be kept and maintained in the Superintendent's office. No written evaluation, written notice of discipline, or written complaint against a teacher shall be placed in a teacher's personnel file unless the teacher has been notified, in writing (the notation "cc: personnel file" shall be deemed sufficient notice), and has had an opportunity to review, sign, and date the material. The teacher may submit a written notation regarding any material and the same shall be attached to the file copy of the material in question. When a teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.
  2. Any substantive, serious complaint made to the administration against a teacher shall be called to the attention of the teacher within a reasonable period of time, as determined by the administration. No anonymous complaint shall be placed in any teacher's file.
  3. Each teacher shall have the right to review and make copies of any material in his/her personnel file upon reasonable notice during the Board's office hours.
- B. The Board of Education will reimburse a teacher for clothing, hearing aids, eyeglasses, contact lenses, medical and dental appliances or watches damaged or destroyed as a result of defective school equipment or furniture.
- C. The Board of Education will reimburse a teacher for the loss of personal property which has been brought to school for educational purposes with written administrative permission and acknowledgment subject to administrative controls when reasonable precautions have been taken to prevent such loss.
- D. The Board shall place in the Horace W. Porter School Library a current copy of its ***Board of Education Policy Manual and Administrative Rules and Regulations***. These materials may circulate at the discretion of the librarian.

## ARTICLE 29

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### WORK DAY AND WORK YEAR

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- A. The teacher work day shall be from 8:15 a.m. to 3:25 p.m. (7.2 hours).
- B. The salaries set forth in this Agreement shall be based on a teacher work year consisting of one hundred and eighty-eight (188) days. Teachers new to the school will return one (1) day earlier at the beginning of the year and be paid for one hundred and eight-nine (189) days.

The following table summarizes the one hundred and eight-eight (188) days:

Full Instructional Days with Students (7.2 hours each)	168
Full Professional Development Days without Students (7.2 hours each)	5
(In developing the program content for the professional development days, the Administration will be guided by the Professional Development and Evaluation Committee (PDEC)	
Pre-Holiday Early Release Days (5.0 hours each)	3
Parent Conference Early Release Day (7.2 hours each)	2
Data Driven Decision-Making (3DM)/Scientific Research-Based Intervention (SRBI) Early Release Days to be directed by the teachers, individually or collaboratively, to collect and analyze data, engage in progress monitoring, and other activities toward achievement of teacher and/or student goals. (7.2 hours each)	7
One (1) "Open House" Event (3.5 hours)	
Three (3) "Parent-Teacher Conference" Events (3.5 hours each)	
Seven (7) "Curriculum Meetings"* Events (1.0 hours each)	<u>3</u>
Total	188

\*Seven (7) "Curriculum Meetings" equals one "Beginning of the year day" in former contract.

On the two conference days occurring in the fall, students will be released early and teachers will use the remainder of the work day and the event (3.5 hours) to prepare for and conduct parent conferences. The Spring Conference shall be a full instructional day with conferences occurring immediately after school. The actual times of the conferences shall be mutually agreed to by administration and the Association by no later than September 1<sup>st</sup> of each year. Open House events shall be scheduled no sooner than two (2) weeks after the first student day of the beginning of the student year.

- C. Full and part-time teachers not participating in parent conferences may arrange with the administration to work another night during the school year to be used as a substitute event. The substitute event shall be agreed upon by administration and the Association.
- D. Administration may schedule up to ten (10), one (1) hour monthly faculty meetings each year.
- E. Within five (5) calendar days of the Board approving the school calendar, the calendar shall be distributed to teachers.
- F. Part Time Employees

For teachers who are less than 1.0 FTE the following applies:

The teacher need only attend the number of faculty meetings that represents her/his percentage of FTE responsibility (i.e., if there are 10 meetings, a .6 FTE teacher need only attend 6 meetings.)

Attendance at after school curriculum meetings is required to the same extent as after school faculty meetings, above, unless the part-time teacher receives prior approval from the Principal to work from home.

Part-time teachers shall be required to attend two (2) full days of professional development at the start of the school year, as determined by the Administration. Part-time teachers are

welcome to attend all other professional development activities, at their discretion, and shall be paid their per diem hourly rate for the actual hours they attend professional development.

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## ARTICLE 30

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### JURY DUTY

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The Board of Education will allow bargaining unit members leaves of absence for jury duty purposes in accordance with the Connecticut General Statutes Section 51-247, et seq. When the leave is granted, the teacher shall receive a rate of pay equal to the difference between his/her contract step and the jury fee. This leave is not to be deducted from sick leave or personal time.

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## ARTICLE 31

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### PERSONNEL REDUCTION/REHIRE

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A. It is recognized that under 10-220 and 10-4a of the Connecticut General Statutes, the Board of Education has the responsibility to maintain a quality public school and to implement the educational interests of the State. However, recognizing also that it may be necessary to eliminate or reduce certified staff positions in certain circumstances, the procedure of this Article is adopted to provide a fair and orderly process should such elimination become necessary.

B. Definition

The term teacher shall be defined in Connecticut General Statutes Section 10-151 as amended from time to time.

C. Criteria for Determining Order of Termination:

1. Order of elimination of positions:

- a. Vacancies due to retirement or resignations are to be considered before elimination takes place
- b. Non-tenured staff
- c. Tenured staff

2. In the event that the criteria outlined above is found not to be definitive enough, the following criteria will be imposed first on non-tenured staff and then on tenured staff as the only factors to be considered in the order listed below:

- a. Certification
- b. Continuous years of service in the system (i.e. seniority)
- c. Evaluation
- d. Total years of teaching experience
- e. Degree status

3. Evidence must be shown that the above criteria were considered.

4. After the Board determines which teacher shall be laid off, the Board shall have the authority

to reassign remaining teachers as it deems necessary.

5. All termination decisions will be made by the Board in accordance with the Connecticut General Statutes as amended from time to time.

#### D. Procedure

When it becomes necessary to reduce certified staff position(s), the Superintendent, in accordance with the criteria set forth in Section C of this agreement, shall submit to the Columbia Board of Education for its consideration, the Superintendent's plan for such reduction, which plan shall include the names of those teachers, if any, whose contracts the Superintendent recommends be terminated. The Superintendent will meet with the President of the Association to discuss the effects of the reduction in force prior to notification of the staff.

All notification and any subsequent proceedings with regard to termination(s) shall be in accordance with the Connecticut General Statutes as amended from time to time.

#### E. Recall

1. Any teacher terminated because of staff reduction, who so desires, shall provide written notification to the Superintendent by April 15 to have his or her name placed on a reappointment list.
2. Any teacher whose name is on the reappointment list shall be recalled in the reverse order of reduction in force procedure whenever a vacancy exists for which that teacher is certified. All reappointments will be in accordance with statutory requirements. His or her name shall remain on the reappointment list for twenty-four (24) months from the date of written notification to the Superintendent.
3. Whenever a teacher has been terminated and subsequently reappointed to the Columbia School System pursuant to this policy, such teacher shall be reinstated with the seniority status he or she held within the Columbia School System at the time of termination including any accumulated fringe benefits lost at termination.
4. It is understood that termination of a teacher's contract is reviewable under the procedures set forth in Connecticut General Statutes Section 10-151 as amended from time to time and in no other manner. Therefore, decisions to terminate a teacher's employment under this article are not subject to the grievance arbitration provisions of the contract. However, in the event of such termination, the parties agree that the language of this article can and should be presented to the Board, impartial hearing panel or court as appropriate.

- F. This provision shall not apply to individuals initially employed with a durational shortage area permit.

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### ARTICLE 32

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#### TUITION ASSISTANCE

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The Board of Education will set aside \$8,000.00 which will be used to reimburse teachers for successful completion of college credits.

- A. Courses will be subject to the approval of the Superintendent (on a form developed by him/her) for tuition reimbursement.
- B. Application for such reimbursement must be submitted in writing to the Superintendent prior to the start of the course. At the end of the school year, the \$8,000 will be distributed to all applicants with an understanding that each applicant is reimbursed for one credit.
- C. If there are remaining monies, each applicant shall be reimbursed for an additional credit. In the event that the remaining monies are not sufficient to reimburse each applicant for an additional credit, the remaining monies shall be divided equally among all applicants.
- D. If there are remaining monies, after each applicant has been reimbursed for two (2) credits, the process shall continue until all applicants are reimbursed or the \$8,000 limit is exhausted.
- E. Criteria for courses for which reimbursement will be paid:
  - 1. A job-related level course, either in a planned program or an individual course.
  - 2. For the purpose of reimbursement a grade of "B" or better will be necessary except in pass/fail courses where a grade of "pass" is necessary.
  - 3. Other programs that advance the credentials and/or qualifications of a teacher may be eligible for reimbursement at the discretion of the Superintendent and the Association President(s). The decision of the Superintendent and the Association President(s) is not subject to the grievance procedure. In the event the parties are unable to agree upon reimbursement eligibility, the decision regarding such eligibility will be made by a panel composed of two members of the Columbia Board of Education, the Superintendent and three members of the Columbia Teachers Association. The decision of the panel is not subject to the grievance procedure.
- F. After being named Columbia's "Teacher of the Year" the teacher shall receive a one-time, lump sum payment in the amount indicated in the attached STIPENDS FOR CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES-SECTION B. Payment shall be made during the teacher's "reign" as "Teacher of the Year" no later than October 1.

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### ARTICLE 33

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#### JUST CAUSE

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No teacher shall be given a written reprimand or more severe discipline without just cause.

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### ARTICLE 34

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#### ANNUITY PROGRAM

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The Board shall sponsor a tax deferred annuity program of the Association's choice. Teachers may choose to participate in such tax-deferred annuity program via payroll deductions.

## **ARTICLE 35**

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### **EARLY RETIREMENT INCENTIVE**

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The Board may implement an early retirement incentive program for such duration and with such terms as the Board deems in the best interests of the district. The Board shall notify the Association by March 1 of each year if it decides to offer an incentive.

## **ARTICLE 36**

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### **LONGEVITY**

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In addition to salaries set forth in Appendix I, teachers having completed the following years of service in Columbia shall receive a one-time additional compensation in each of the three (3) categories listed below in accordance with the following schedule:

15 years of service = \$750

20 years of service = \$1,000

25 years of service = \$1,500

Such payment shall be made following the completion of the qualifying year, i.e., in the sixteenth (16<sup>th</sup>) year, the twenty-first (21<sup>st</sup>) year, and the twenty-sixth (26<sup>th</sup>) year. Payments will be divided by the number of paychecks and added to the regular salary.

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**APPENDIX I**

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**2017-2018 SALARY SCHEDULE**

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STEP	NEW HIRE EXPERIENCE GRID	BACHELORS	MASTERS	SIXTH YEAR	PH.D./ED.D.
1	1	45,076	45,621	48,781	52,362
2	2	47,437	48,449	51,561	55,312
3	3	49,919	51,451	54,500	58,426
4	4-5	52,532	54,640	57,605	61,717
5	6	55,283	58,026	60,889	65,190
6	7	58,176	61,622	64,358	68,863
7	8	61,222	65,442	68,028	72,740
8	9	64,426	69,497	71,904	76,835
9	10	67,799	73,805	76,001	81,163
10	11	71,347	78,378	80,334	85,731
11	12+	75,455	83,647	85,333	91,008

Teachers shall advance one step from their 2016-17 step placement in 2017-18.

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**2018-2019 SALARY SCHEDULE**

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STEP	NEW HIRE EXPERIENCE GRID	BACHELORS	MASTERS	SIXTH YEAR	PH.D./ED.D.
1	1	45,527	46,077	49,269	52,886
2	2	47,911	48,933	52,077	55,865
3	3	50,418	51,966	55,045	59,010
4	4	53,057	55,186	58,181	62,334
5	5-6	55,836	58,606	61,498	65,842
6	7	58,758	62,238	65,002	69,552
7	8	61,834	66,096	68,708	73,467
8	9	65,070	70,192	72,623	77,603
9	10	68,477	74,543	76,761	81,975
10	11	72,060	79,162	81,137	86,588
11	12+	76,738	85,069	86,784	92,555

Teachers shall advance one step from their 2017-18 step placement in 2018-19.



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## 2019-2020 SALARY SCHEDULE

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STEP	NEW HIRE EXPERIENCE GRID	BACHELORS	MASTERS	SIXTH YEAR	PH.D./ED.D.
<b>1</b>	<i>1</i>	45,982	46,538	49,762	53,415
<b>2</b>	<i>2</i>	48,390	49,422	52,598	56,424
<b>3</b>	<i>3</i>	50,922	52,486	55,595	59,600
<b>4</b>	<i>4</i>	53,588	55,738	58,763	62,957
<b>5</b>	<i>5</i>	56,394	59,192	62,113	66,500
<b>6</b>	<i>6-7</i>	59,346	62,860	65,652	70,248
<b>7</b>	<i>8</i>	62,452	66,757	69,395	74,202
<b>8</b>	<i>9</i>	65,721	70,894	73,349	78,379
<b>9</b>	<i>10</i>	69,162	75,288	77,529	82,795
<b>10</b>	<i>11</i>	72,781	79,954	81,948	87,454
<b>11</b>	<i>12+</i>	78,273	86,770	88,520	94,406

Teachers shall advance one step from their 2018-19 step placement in 2019-20.

THE FOLLOWING CHARTS WERE CREATED BASED ON A RECOMMENDATION BY THE STIPEND REVIEW COMMITTEE AND WERE JOINTLY AGREED TO BY THE BOARD AND THE ASSOCIATION

STIPENDS FOR CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES - SECTION A

STIPENDS - Section A	2017-2018	2018-2019	2019-2020
Athletic Coordinator	\$4,500	\$4,545	\$4,590
Boys Soccer Coach	\$2,189	\$2,211	\$2,233
Girls Soccer Coach	\$2,189	\$2,211	\$2,233
Boys Basketball Coach	\$2,737	\$2,764	\$2,792
Girls Basketball Coach	\$2,737	\$2,764	\$2,792
Boys Baseball Coach	\$2,189	\$2,211	\$2,233
Girls Softball Coach	\$2,189	\$2,211	\$2,233
Boys Track Coach	\$1,989	\$2,009	\$2,029
Girls Track Coach	\$1,989	\$2,009	\$2,029
Cheerleading Coach	\$1,263	\$1,276	\$1,289
Unified Sports Coach (paid half each season)	\$1,717	\$1,734	\$1,751
Cross-Country Coach (not a traveling team)	\$1,414	\$1,428	\$1,442
Assistant Coach Pool	\$5,050	\$5,101	\$5,152

\*If the position of Athletic Coordinator is held by more than one person, the stipend set forth above shall be divided and distributed equally.

# STIPENDS FOR CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES - SECTION B

STIPENDS - SECTION B	2017-2018	2018-2019	2019-2020
Curriculum Team Leaders			
<i>Language Arts</i>	\$2,222	\$2,244	\$2,266
<i>Mathematics</i>	\$2,222	\$2,244	\$2,266
<i>Science</i>	\$2,222	\$2,244	\$2,266
<i>Social Studies</i>	\$2,222	\$2,244	\$2,266
<i>Related Arts</i>	\$2,071	\$2,092	\$2,113
Team Leader			
<i>Related Arts</i>	\$2,172	\$2,194	\$2,216
<i>SRBI</i>	\$2,172	\$2,194	\$2,216
<i>Special Education</i>	\$2,172	\$2,194	\$2,216
<i>Kindergarten</i>	\$2,172	\$2,194	\$2,216
<i>Grade 1</i>	\$2,172	\$2,194	\$2,216
<i>Grade 2</i>	\$2,172	\$2,194	\$2,216
<i>Grade 3</i>	\$2,172	\$2,194	\$2,216
<i>Grade 4</i>	\$2,172	\$2,194	\$2,216
<i>Grade 5</i>	\$2,172	\$2,194	\$2,216
<i>Grade 6</i>	\$2,172	\$2,194	\$2,216
<i>Grade 7</i>	\$2,172	\$2,194	\$2,216
<i>Grade 8</i>	\$2,172	\$2,194	\$2,216
Eastern CT Regional Band	\$1,051	\$1,062	\$1,073
Grade 8 Advisor	\$2,588	\$2,614	\$2,640
National Jr. Honor Art Society Advisor	\$949	\$958	\$968
National Jr. Honor Society Advisor	\$1,321	\$1,334	\$1,347
Technology Support	\$4,141	\$4,182	\$4,224
TEAM Mentor	\$1,263	\$1,276	\$1,289
Teacher of the Year (TOTY)	\$606	\$612	\$618

## APPENDIX III

### CO- CURRICULAR AND EXTRACURRICULAR APPOINTMENTS

- A. All extracurricular appointments shall be one year appointments only, and shall carry no right to continuing employment or reappointment from year to year.
- B. Extracurricular positions shall be posted as follows:
  - 1. Available coaching positions and extra-curricular positions shall be adequately publicized, including a notice in the school (by posting or otherwise) as far in advance as possible. Internal postings shall be posted at least one calendar week in advance of external postings. When the need to fill a vacancy of a position arises during the summer months, notification shall be by school email to all teachers.
  - 2. Positions shall be filled from within the bargaining unit prior to being offered to an outside applicant.
  - 3. Said notice shall clearly set forth the qualifications for the position.
  - 4. Teachers who desire to apply for such appointments shall file their applications in writing with the Superintendent within the time limit specified in the notice.
- C. Coaching positions shall be filled as follows:
  - 1. In the event an incumbent from the outside and a certified staff member apply for the same position, the decision shall be based upon qualifications for that position.
  - 2. This Agreement shall establish the compensation rate for appointed individuals. Recommendations for appointments will be made annually by the Principal or designee to the Superintendent of Schools.
- D. Each appointee shall sign a salary agreement prior to assuming the responsibilities of the position.
  - 1. Athletic coordinator shall be paid one-third of the stipend at the end of each season. Coaches shall be paid at the conclusion of their respective seasons.
  - 2. Advisors shall be paid at the end of the school year.
  - 3. After school program positions shall be paid at the end of each session.
  - 4. Teacher of the year shall be paid in the first pay check of the academic year as long as the teacher of the year is determined by the end of the prior year.
  - 5. Monitors are paid on a bi-weekly basis in conjunction with payroll schedule.
  - 6. Drama, Stage Director, Set Designer and Eastern CT Regional band director shall be paid at the end of the event.
  - 7. Team Leaders shall be paid an equal portion of the stipend in each check.

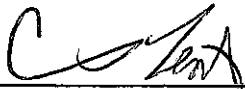
8. All other positions shall be paid half the stipend in January and half in June.
  9. Yearly evaluations will occur for each position.
- 
- E. Team Leader positions shall be one year appointments and shall be posted prior to the end of each academic year. Teachers applying for such positions shall notify the Superintendent, in writing, by May 1<sup>st</sup>. Teachers shall be notified in writing of such appointment by the Superintendent prior to June 15<sup>th</sup> of each year.
  - F. At the discretion of administration, a staff member may fill more than one stipend position if it is determined that the multiple positions will not interfere with his/her responsibilities as a teacher.
  - G. The Administration will recommend additional stipend positions as needed to the Superintendent who will determine if a memorandum of agreement between the association and the board is required in order to add the position to the stipend schedule.

## SIGNATURE PAGE

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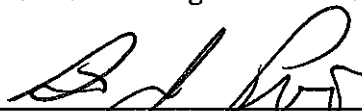
IN WITNESS WHEREOF, the Board and Association have agreed to the above contract terms and to the related appendices on this 5<sup>th</sup> of December, 2016 and do affix their signatures below.

By



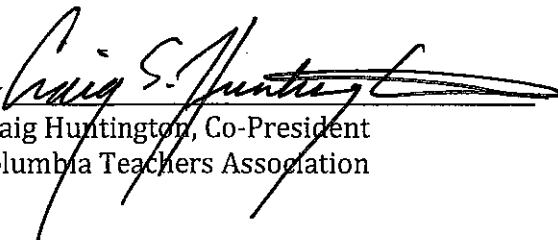
Christopher Lent, Chairperson  
Columbia Board of Education

By



Steven Piro, Co-President  
Columbia Teachers Association

By



Craig Huntington, Co-President  
Columbia Teachers Association

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