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GLASTONBURY, CT  
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# Agreement

between the

Glastonbury Board of Education

and the

Glastonbury Education Association

for the period

July 1, 2017 to June 30, 2021

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## ARTICLE 1

### RECOGNITION

- 1.1 The Board recognizes the Association for the purpose of professional negotiation as the exclusive representative of the professional staff consisting of all certified professional employees employed by the Glastonbury Board of Education in positions requiring a teaching or special services certificate and employees holding a durational shortage area permit; the Association having been designated as the exclusive representative in an agreement between the Board and the Association on June 21, 1966. Excluded from the unit are the superintendent of schools, assistant superintendent, administrative/supervisory staff, certified professional employees who act for the Board of Education for personnel relations or budget preparation, temporary substitutes, and all noncertified employees of the Board.
- 1.2 The Association agrees to represent equally all employees within the unit described in Section 1.1 above (hereinafter referred to collectively as "teachers," holders of either a teaching or special services certificate or durational shortage area permit) without regard to membership or participation in, or association with, the activities of the Association or any other employee organization, and to continue to admit teachers to membership without qualification other than employment in the Glastonbury School System and payment of dues.
- 1.3 All teachers employed by the Board shall, as a condition of continued employment, either join the Association or pay a service fee to the Association. Said service fee shall be determined by the Association prior to the beginning of each school year.
- 1.4 The Glastonbury Board of Education agrees to deduct from each teacher an amount equal to the Association membership dues or service fee by means of payroll deductions. The amount of the deduction from each paycheck for membership dues shall be equal to the total Association membership dues divided by the number of paychecks from and including the first paycheck in September through and including the last paycheck in June. The amount of the deduction for service fee from each paycheck shall be equal to the total service fee divided by the number of paychecks from and including the first paycheck in January through and including the last paycheck in June. The amount of Association membership dues shall be certified by the Association to the Board of Education prior to the opening of school each year. The amount of service fee shall be certified by the Association to the Board of Education prior to January 1<sup>st</sup> of each school year.
- 1.5 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.
- 1.6 The Association shall indemnify and save the Board harmless against all claims, demands, suits or other forms of action taken against the Board pursuant to this Article, including payment of reasonable attorney's fees incurred by the Board related to this Article of the contract. The Association may utilize the services of the CEA legal department in actions arising out of this Article.
- 1.7 The singular reference to the "Association" herein shall be interpreted as referring to the Glastonbury Education Association, the Connecticut Education Association, and/or the National Education Association.

## **ARTICLE 2**

### **BOARD OF EDUCATION FUNCTIONS**

- 2.1 It is recognized that the Board of Education has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the public schools in the Town of Glastonbury in all of its aspects as set forth in section 10-220 of the Connecticut General Statutes.
- 2.2 These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with or in violation of any of the specific terms and provisions of this Agreement. No action taken by the Board with respect to such rights, responsibilities and prerogatives, other than as there are specific provisions herein elsewhere contained, shall be subject to the grievance provisions of this Agreement.

## **ARTICLE 3**

### **NEGOTIATION OF SUCCESSOR AGREEMENT**

- 3.1 During the contract year immediately preceding expiration of this Agreement and subject to the provisions of section 10-153 of the Connecticut General Statutes as the same may be amended, the Board or the Association agrees to initiate negotiations over a successor agreement on salaries and other conditions of employment. Any agreement so negotiated shall apply to all members of the bargaining unit and shall be reduced to writing and signed by the parties.
- 3.2 During negotiations, the Board and the Association shall present relevant data, exchange points of view and make proposals and counterproposals in a good faith effort to reach agreement.
- 3.3 If the negotiations described in this Article 3 reach an impasse, the procedure set forth in section 10-153(f) of the Connecticut General Statutes, as amended, shall be followed with respect to those matters of salary and other conditions of employment covered by the Act.

## ARTICLE 4

### GRIEVANCE PROCEDURE

4.1 The purpose of this grievance procedure shall be to:

- a. maintain cooperation and understanding between the instructional staff and administration; and
- b. secure at the lowest possible administrative level equitable solutions to the problems which may from time to time arise affecting the conditions of employment of teachers.

It is expressly understood by and between the parties that the grievance procedure should be applied as quickly as possible, with as few steps as possible, and with the greatest possible satisfaction to all parties concerned to alleviate any situation in which friction and misunderstanding may arise.

All parties agree that grievance proceedings shall be kept as informal and confidential as may be appropriate at any level of procedure.

A grievance will be deemed waived unless it is submitted within 20 days after the event giving rise to the grievance.

4.2 Definitions:

1. A "*teacher*" is any person in the unit covered by this Agreement.
2. An "*aggrieved party*" is an affected teacher, group of affected teachers, or the Association, who submits a grievance.
3. "*Days*" refers to school days. For grievances pending during the summer, days shall be normal business days.

4.3 a. A grievance may only be pursued up to and including the third step of the grievance procedure outlined below for a written claim, by an aggrieved party interpreted to be concerned with an event or condition which affects the conditions of employment of such teacher or group of teachers.

- b. Only a written grievance, which is interpreted as a claim by an aggrieved party that a provision of this Agreement has been misapplied may be pursued through the fourth step of the grievance procedure outlined below.

4.4 A grievance, once formally submitted to the grievance procedure, as outlined in this article, shall be terminated either by agreement of the parties concerned (except as provided in section 4.5) or by failure of the aggrieved party to refer the grievance to the next level within the specified time limit (or longer time if an extension is mutually agreed upon).

- 4.5 The following steps are agreed to for formally settling properly established grievances. The time limit listed may be extended only by mutual agreement.
- 4.6 If the time limits have not been extended by mutual agreement of the Association and the administration and if no decision is rendered at any level within the specific time limit, the grievant shall have the right to proceed to the next level.
- 4.7 The parties may mutually agree to waive any of the steps of this process prior to Step 5: Arbitration.
- 4.8 Forms for filing and processing grievances and other necessary documents, shall be prepared by the Association and approved by the Superintendent and made available through the Association.

### **Steps**

#### **First – Informal**

Formal grievance procedure can begin only after the aggrieved party has first attempted to resolve his/her dissatisfaction with his/her principal, or appropriate other administrative official on an informal basis. If the aggrieved party pursuing the grievance is the Association, the affected teacher or teachers shall be identified and included in the discussion. The aggrieved party must submit the written formal grievance within twenty (20) school days of the incident upon which the grievance is based.

#### **Second – Designated Supervisor and/or Principal**

- 2a. The aggrieved party presents a written statement of the grievance to the designated supervisor and/or principal within twenty (20) school days of the event giving rise to the grievance.
- 2b. Designated supervisor and/or principal gives written decision to the aggrieved party within five (5) school days of receipt of the statement of 2a.

#### **Third – Superintendent of Schools**

- 3a. The aggrieved party delivers a request for appeal to the superintendent within ten (10) school days of receipt by the teacher of the decision of 2b.
- 3b. The superintendent and designated supervisor and/or principal meet with the aggrieved party within five (5) school days of receipt by the superintendent of the request of 3a.
- 3c. The superintendent gives a written decision to the aggrieved party within five (5) school days of the meeting of 3b.

#### **Fourth – Board of Education**

- 4a. The aggrieved party files a request for appeal to the Board of Education with the superintendent within fifteen (15) school days of receipt of the decision of 3c by the aggrieved party.
- 4b. The Board of Education and the superintendent meet with the aggrieved party within twenty (20) school days of receipt of the request of 4a by the superintendent.
- 4c. The Board of Education gives a written decision to the aggrieved party within twenty (20) school days of the meeting of 4b.

#### **Fifth – Arbitration** (limited to written grievances interpreted as a claim by an aggrieved party that a provision of this Agreement has been misapplied).

- 5a. The aggrieved party files a request for arbitration with the president of the Glastonbury Education Association. A copy of the request is delivered to the superintendent within three (3) school days of receipt by the aggrieved party of the decision of 4c.
- 5b. If the GEA, after discussion with the aggrieved party, feels a grievance still has sufficient merit, the GEA president delivers a notice to the superintendent within eight (8) school days of receipt by the aggrieved party of the decision of 4c requesting arbitration.
- 5c. The GEA president and the Board of Education chairman shall jointly select a single arbitrator. If they are unable to agree on an arbitrator within ten (10) school days of receipt of intent, a demand for arbitration shall be filed with the American Arbitration Association.
- 5d. The arbitrator reviews the record, holds hearings, receives statements and then renders to all parties in interest his/her findings with reasons therefore. The arbitrator shall be encouraged to complete his/her action within twenty (20) school days of his/her designation as arbitrator. The fees and expenses charged by the arbitrator shall be shared equally by the GEA and the Board of Education.
- 5e. The decision of the arbitrator shall be binding. The arbitrator shall have no power to amend, add to, or delete from the provisions of this Agreement.



## **ARTICLE 5**

### **PROTECTION OF TEACHERS**

- 5.1 The Board recognizes and shall comply with its obligations as set forth in sections 10-235 and 10-236(a) of the Connecticut General Statutes.
- 5.2 The Board will reimburse a teacher the amount of the teacher's deductible, for any personal property damaged, stolen, or destroyed on Board property as a result of documented negligence, theft, or malice by students, by school personnel (other than claimant) or by contractors employed by the Board. The Board's liability in this respect shall not exceed one thousand dollars (\$1,000) to any one (1) person per incident, or a total cap of twelve thousand dollars (\$12,000) for all bargaining unit members per school year. Claims are paid as presented. If the claims exceed twelve thousand dollars (\$12,000), the Board may in its sole discretion, make additional reimbursements upon request, and may prorate claims as needed to meet the twelve thousand dollar (\$12,000) limit or any increase thereof which it may approve.
- 5.3 No material originating after original employment shall be placed in a teacher's personnel file unless the teacher has been notified and has had the opportunity to review the material. The teacher may submit a written notation regarding any material in question. If the teacher is asked to sign the 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.
- 5.4 Any complaint made against a teacher or person for whom the teacher is administratively responsible, by any parent, student or other person, shall not be placed in a teacher's personnel file until the complaint has been investigated and verified pursuant to the discretion of the superintendent, or his/her designee. Such investigation shall include consultation with the affected teacher. In no case shall any anonymous complaint be placed in any teacher's file.

## **ARTICLE 6**

### **JUST CAUSE**

- 6.1 No teacher shall be disciplined for misconduct without just cause. This provision applies to written reprimands, suspensions without pay, or other disciplinary actions which result in a loss of pay or a disciplinary notice being placed in the teacher's file. If a teacher is to be formally disciplined as noted above, he/she shall receive at least twenty-four hours' advance notice and shall be entitled to receive a statement of reasons in writing and to have a representative of the Association present when the statement is presented. This provision does not apply to the performance evaluation process or to a termination conducted pursuant to C.G.S. §10-151 or to the termination of a teacher possessing a durational shortage area permit.

## ARTICLE 7

### **TEACHERS' SALARY SCHEDULE**

The teachers' salary schedules for 2017-18, 2018-19, 2019-20, and 2020-21 are attached as Appendix A to this Agreement.

- 7.1 All new hires will be informed of both initial step placement on the salary schedule as well as the number of credits toward placement on an adjacent salary column they have earned at the time of hire. It is the responsibility of the new hire to provide all relevant transcripts to the superintendent or his/her designee at the time of hire.

The parties agree that non-degree credits used to obtain initial teacher certification will not be counted toward advancement on the salary schedule.

- 7.2 All credits earned after July 1, 2017, to be used for advancement to the master's degree preparational column or the sixth (6) year preparational column will require prior approval from the superintendent or his/her designee. Employees will be notified of approval before beginning each respective course.

The parties agree that non-degree credits used to obtain initial teacher certification will not be counted toward advancement on the salary schedule.

- 7.3 Employees hired before July 1, 2017 may use existing, earned semester hours toward placement on the master's degree preparational column or sixth (6) year preparational column so long as:

- i. For placement on the master's degree preparational column these credits are in addition to those required for initial teacher certification and are approved by the superintendent of schools as being related to the individual teacher's assignment.
- ii. For placement on the sixth (6) year preparational column any credits in a planned program leading to certification were at the graduate level.

- 7.4 For placement on the bachelor's degree preparational column, a teacher must hold a bachelor's degree from an accredited institution, or the equivalent of the degree, as approved by the superintendent of schools and the State Department of Education.

- 7.5 For placement on the master's degree preparational column, a teacher must hold a master's degree from an accredited institution in a field considered by the superintendent of schools to be related to the teacher's assignment, or a minimum of thirty (30) semester hours of courses, approved by the superintendent or his/her designee, beyond completion of the bachelor's degree requirement. In addition, a teacher holding a master's degree of more than thirty (30) credits and less than sixty (60) credits, may utilize the additional credits beyond thirty (30) towards placement on the sixth (6<sup>th</sup>) year preparational column.

- 7.6 For placement on the sixth (6) year preparational column, a teacher must hold from accredited institutions in field(s) approved by the superintendent of schools either two (2) master's degrees, a certificate of advanced graduate study of thirty (30) or more credits, a sixth year professional diploma, thirty (30) semester hours beyond the master's degree, in courses approved by the superintendent or his/her designee, or a master's degree requiring sixty (60) credits.

- 7.7 For placement on the doctoral schedule, a teacher must hold a doctoral degree from an accredited institution in a field approved by the superintendent of schools.
- 7.8 Nothing within this Agreement prohibits the Board of Education from withholding a normal salary schedule increment, an adjusted raise to a new salary schedule, or both, for reason of less than satisfactory performance.
- 7.9 Nothing within this Agreement prohibits the Board of Education from publicly recognizing an employee for outstanding performance in whatever manner (monetary or other) the Board chooses.
- 7.10 Those persons having already been awarded continuous honorariums before the contract of July 1, 1988, shall continue to receive them.
- 7.11 Teachers shall advance one step a year on the salary schedule. This provision does not prohibit the Board from exercising its rights provided in Section 7.8.

## **ARTICLE 8**

### **LONGEVITY SALARY CONSIDERATION**

- 8.1 Upon the commencement of their sixteenth (16<sup>th</sup>) year of service, including ten (10) years in the Glastonbury Public Schools, Glastonbury teachers shall receive yearly longevity salary consideration of one thousand twenty-five dollars (\$1,025) over base salary as determined by the salary schedule.
- 8.2 Upon the commencement of their twenty-first (21<sup>st</sup>) year of service, including ten (10) years in the Glastonbury Public Schools, Glastonbury teachers shall receive a yearly longevity salary consideration of one thousand two hundred seventy five (\$1,275) over base salary as determined by the salary schedule.
- 8.3 Upon commencement of their twenty-sixth (26<sup>th</sup>) year of service, including ten (10) years in the Glastonbury Public Schools, Glastonbury teachers shall receive yearly longevity salary consideration of one thousand five hundred twenty-five dollars (\$1,525) over base salary as determined by the salary schedule.
- 8.4 Upon commencement of their thirty-first (31<sup>st</sup>) year of service, including ten (10) years in the Glastonbury Public Schools, Glastonbury teachers shall receive yearly longevity salary consideration of one thousand seven hundred seventy five dollars (\$1,775) over base salary as determined by the salary schedule.
- 8.5 Notwithstanding the provisions of 8.1, 8.2, 8.3 and 8.4 above, those teachers who have over eighteen (18) years of service, at least fifteen (15) of which have been in Glastonbury, by July 1, 1988, may elect to remain in the longevity salary plan as provided by the contract between the Association and the Board entered into in January, 1985. This option shall be available until August 1, 1988. Teachers eligible to exercise this option shall inform the superintendent, in writing (and by the deadline), if they wish to remain under the provisions of the 1985 longevity plan. Failure to provide this notification shall result in conversion to the following longevity plan. The longevity salary increments for teachers meeting these provisions shall be:

- a. Teachers with eighteen (18) years of service, including fifteen (15) in the Glastonbury Public Schools, shall receive yearly longevity salary consideration of five hundred dollars (\$500) over base salary as determined by the salary schedule.
- b. Upon commencement of their twenty-first (21<sup>st</sup>) year of service, including fifteen (15) years in the Glastonbury Public Schools, Glastonbury teachers shall receive yearly longevity salary consideration of nine hundred dollars (\$900) over base salary as determined by the salary schedule.
- c. Upon commencement of their twenty-sixth (26<sup>th</sup>) year of service, including fifteen (15) years in the Glastonbury Public Schools, Glastonbury teachers shall receive yearly longevity salary consideration of one thousand two hundred and fifty dollars (\$1,250) over base salary as determined by the salary schedule.
- d. Upon commencement of their thirty-first (31<sup>st</sup>) year of service, including fifteen (15) years in the Glastonbury Public Schools, Glastonbury teachers shall receive yearly longevity salary consideration of one thousand five hundred dollars (\$1,500) over base salary as determined by the salary schedule.

The longevity amounts included in 8.5a through 8.5d are applicable only to those teachers who fully meet the requirements set forth in Article 8.5 as of July 1, 1988. Subsequent to that date, no teacher may qualify for these higher levels of longevity salary consideration.

- 8.6 Years of service accrued while holding a durational shortage area permit shall be counted for the purposes of this article.

## **ARTICLE 9**

### **ADDITIONAL SALARIES FOR SPECIAL ASSIGNMENTS**

- 9.1 Recognizing that only the Board of Education has the legal responsibility for the creation and deletion of coaching positions and activity advisors, the Board of Education will therefore identify the positions to be listed in Appendix B as compensable. The Board may annually add or delete compensable positions listed in Appendix B.
- 9.2 The Board of Education will post openings for extracurricular positions in each school or in the administrative bulletin. Applicants from within the bargaining unit shall be given strong consideration for any vacant position.
- 9.3 Teachers shall not be required to drive pupils to activities which take place away from school buildings.
- 9.4 Staff hired to teach in the summer school programs shall be compensated at the rate of \$38.81 for 2017-2018, \$39.50 for 2018-2019, \$40.35 for 2019-2020, and \$41.28 for 2020-2021. From that point forward, this hourly amount shall be adjusted annually by the same percentage as that negotiated for overall teacher salary schedule at the conclusion of bargaining.

- 9.5 Advisors of nonenumerated extracurricular student activities approved by the superintendent shall be compensated at the rate of \$27.72/hour for 2017-2018, \$28.22/hour for 2018-2019, \$28.83/hour for 2019-2020, and \$29.50/hour for 2020-2021. From that point forward, this hourly amount shall be adjusted annually by the same percentage as that negotiated for overall salary schedules at the conclusion of bargaining.

Teachers who advise a nonenumerated activity shall submit their proposal to the building principal by May 1<sup>st</sup> for the subsequent school year. Such proposal will include the specific number of hours required and the number of students involved. The administration shall respond and confirm and/or modify the application no later than the last teacher workday. This procedure does not preclude the approval of additional proposals submitted after the last teacher workday.

- 9.6 Teachers who are selected to participate in special curriculum writing or revising projects outside the regular teacher work year, or to serve on special task forces or committees, outside the regular teacher work year, shall be compensated at the rate of \$45.35/hour for 2017-2018, \$46.16/hour for 2018-2019, \$47.15/hour for 2019-2020, and \$48.23/hour for 2020-2021. From that point forward, this hourly amount shall be adjusted annually by the same percentage as that negotiated for overall teacher salary schedule at the conclusion of bargaining.—These projects shall be defined (in terms of scope and time) by the Board of Education during their budget deliberations. Teachers who are selected to perform these tasks will have the option of accepting or declining to participate.
- 9.7 Teachers, who present superintendent approved professional development workshops, shall be paid \$133.09/hour for 2017-2018, \$135.45/hour for 2018-2019, \$138.34/hour for 2019-2020, and \$141.51/hour for 2020-2021 for every hour of presentation time. Teachers sharing in the presentation will share the hourly pay. This hourly amount shall be adjusted annually by the same percentage as that negotiated for overall salary schedules at the conclusion of bargaining.

**9.8 Vocational Agriculture**

- a. The teachers for the Regional Vocational Agriculture Center at Glastonbury High School shall receive a differential based on 120% of the teachers' salary schedule.
  - b. Vacation shall be earned at the rate of twenty six (26) days per year. Vacation is not cumulative, except that up to five (5) days may be taken within two (2) months after the school work year in which the vacation is earned.
  - c. Vocational Agriculture teachers are entitled to twelve (12) paid holidays as determined annually by mutual agreement between the superintendent and the Association.
- 9.9 Speech and Language Pathologists will be given \$300 annually toward Board of Health license and Certificate of Clinical Competence.

## **ARTICLE 10**

### **PAYROLL DEDUCTIONS**

- 10.1 The Board of Education agrees to deduct from the salaries of its employees, dues for membership for the following professional organizations: Glastonbury Education Association, Connecticut Education Association and National Education Association.
- 10.2 The Board of Education agrees to deduct from the salaries of its employees, payments which the employees may request to pay.
- 10.3 The Board of Education agrees to deduct from the salaries of its employees, payments which the employees may elect to pay for tax sheltered annuities. The Board's obligation shall be subject to law, including the rules and regulations of the Internal Revenue Service (IRS).
- 10.4 Any employee participating in any of the above sections for which the Board of Education deducts amounts from salaries shall sign a deduction authorization and file same in the office of the Board of Education.
- 10.5 The Board shall deduct each employee's contribution for health/dental insurance, as defined in Section 13.2 and 13.3, in twenty-one (21) installments, commencing with the first payment of the school year.

## **ARTICLE 11**

### **PAYMENT PLANS**

- 11.1 The Board of Education shall pay the teachers in twenty-one (21) payments as follows:
  - a. The first of twenty (20) payments will be made in two installments: one-half at the end of the first work week of school, one half on the second Friday following the opening of school. The remaining twenty (20) payments will be made on alternate Fridays. All applicable deductions will be taken proportionately.

If school is not scheduled to be in session on a designated Friday, payment will be made on the scheduled school day closest to the designated Friday.
  - b. One (1) payment on the last workday of the school year.
- 11.2 During the month of May, the Board of Education shall offer to all teachers the option of receiving their twenty-one (21) payments for the following school year in either of two (2) ways:
  - a. Each payment at one twenty-first (1/21) of the annual salary rate, or
  - b. The first twenty (20) payments at one twenty-sixth (1/26) of the annual salary rate and the twenty-first (21<sup>st</sup>) payment at three-thirteenths (3/13) of the annual salary rate.

- 11.3 The Board shall implement, commencing with the first paycheck in September, whichever of the options of Section 11.2 is selected by the teacher.
- 11.4 Teachers employed prior to the first work day of the school year must make a pay option election prior to the first work day of the school year and that election will be irrevocable for the school year.

If a teacher takes a leave during the year and returns within the year, he/she cannot change the pay option that was in place prior to the leave.

New teachers hired after the first work day of the School Year will have thirty (30) days from the date of hire to make an election which will be irrevocable for that school year.

## **ARTICLE 12**

### **TUITION REIMBURSEMENT FOR ADVANCED STUDY**

- 12.1 The Board of Education shall appropriate the amount listed below for the purpose of reimbursing teachers for all or part of their tuition cost and reasonable expenses for a particular approved course. Application for such reimbursement must be submitted in writing to the office of the superintendent of schools prior to the start of the course. The application shall include a statement of purpose, description of content, and endorsement of the supervisor to which the applicant is assigned. For each year of the Agreement, the annual amount shall be \$125,000.
- 12.2 The applicant must have been a member of the Glastonbury Public Schools' staff for a minimum of two (2) years. Upon successful completion of the first course, a teacher whose application for reimbursement was pre-approved shall be paid as follows: (1) the cost of the course; or (2) up to a maximum of \$1,800. All disbursement of monies for a first course shall be made at the end of the school year. At the end of the school year, the remaining balance in the tuition reimbursement account will be distributed among all approved applicants who completed a second course up to a maximum of \$1,800. If there are insufficient funds to reimburse for the second course, the funds shall be divided equally among those who completed a second course. If there is a remaining balance after all teachers who completed a second course have been reimbursed, this procedure shall be applied to any teacher who took a third course.

## ARTICLE 13

### RELATED BENEFITS – HEALTH INSURANCE

13.1 Teachers may elect to participate in one of the following insurance options:

- a. Anthem Blue Cross/Blue Shield Century Preferred Plan (PPO) with a twenty dollar (\$20) office visit co-pay. The plan includes:

Out of Network

Co-insurance:	80% (paid by Blue Cross)/20% (paid by employee)
Deductibles:	\$200 (individual), \$400 (employee + one dependent), \$500 (family)
Out of Pocket Max.:	\$1,200 (individual), \$2,400 (employee + one dependent), \$3,000 (family)
Lifetime Maximum:	\$1,000,000
Prescriptions:	\$3 mail order, \$15 generic, \$30 brand name Annual maximum – \$2,000
In-patient Co-pay:	\$250
Out-patient Co-pay:	\$100
Emergency Room:	\$75

- b. ConnectiCare HMO with a twenty dollar (\$20.00) office visit co-pay and, retroactive to July 1, 2000, prescription co-pays as follows:

\$10	34-day supply generic
\$10	brand name (plus differential from generic, unless pre-authorized by ConnectiCare)
\$30	up to 100-day supply generic mail order (after two \$10 co-pays for mail order generic)
In-patient Co-pay:	\$250
Out-patient Co-pay:	\$100
Emergency Room:	\$100



- c. Blue Care Plus Option I HMO with a fifteen dollar (\$15.00) office visit co-pay.

Prescriptions: \$3 mail order, \$15 generic, \$30 brand name  
Annual maximum – unlimited

In-patient Co-pay: \$250

Out-patient Co-pay: \$100

Emergency Room: \$75

- d. Anthem High Deductible/HSA. The plan includes:

- Annual Deductible: \$2,500/\$5,000.
- Board Contribution to Deductible: \$825 Employee only  
\$1250 Employee +1/Family
- 100% coverage for preventative/routine care.
- Board shall make contribution to a teacher's account on July 1<sup>st</sup> of each year.

- e. ConnectiCare High Deductible/HSA

- Annual Deductible: \$2,500/\$5,000.
- Board Contribution to Deductible: \$1025 Employee only  
\$1650 Employee +1/Family
- 100% coverage for preventative/routine care.
- Board shall make contribution to a teacher's account on July 1<sup>st</sup> of each year.

- 13.2 To be eligible to receive the benefits set forth in Section 13.1 above, the employee shall annually contribute the following amount for such benefits:

	17-18	18-19	19-20	20-21
a. Century Preferred (PPO):	21%	22%	23%	24%
b. ConnectiCare (HMO):	21%	22%	23%	24%
c. Blue Care Plus Option I (HMO):	21%	22%	23%	24%
*d Anthem (HSA):	2%	3%	4%	4%
*c. ConnectiCare (HSA):	0%	0%	0%	0%

\*Teacher employed after July 1, 2013 shall be required to take one of the two HSA plans.

- 13.3 The Board of Education agrees to pay a percentage equal to medical coverage for the individual, employee plus one dependent or family premiums for the Blue Cross Full-Service Plan Rider for Dental Care, including Riders A, B, and C.

- 13.4 All insurance benefits shall be subject to an “or equal” provision which shall allow the Board to effect whatever economies it may deem appropriate, provided there is no decrease in the benefit that is negotiated. The GEA shall be consulted prior to the adoption of any such plan and the Board shall provide a certification from a CLU insurance broker, licensed in the state of Connecticut, that the proposed plan is, in fact, equal to or exceeds the existing plan in benefits, coverages and administration.
- 13.5 Subject to law, including the rules and regulations of the Internal Revenue Service, the Board shall maintain a “Section 125” salary reduction agreement which shall be designed to permit exclusion from taxable income of the employee’s share of health insurance premiums. The Board shall make available on an optional basis, a Section 125 Flexible Spending Account for Dependent Care, and/or non-reimbursed medical expenses.
- 13.6 Part-time teachers hired after July 1, 1995, carrying a 50% or greater teaching load, shall be entitled to fringe benefits prorated to their teaching assignment. Part-time teachers, employed prior to July 1, 1995, shall continue to receive full-time benefits in accordance with the current contract.
- 13.7 If a plan is chosen that requires the “Cadillac Tax” to be in effect, the teacher must choose a less costly plan that does not exceed the tax threshold.
- 13.8 For those employees who are enrolled in Medicare and are covered under one of the High Deductible Health Plans (HDHP), because no further contributions may be made to a Health Savings Account (HSA), the contracted money to cover the deductible will be deposited into his/her payroll account and is taxable.
- 13.9 For the plans listed within this article, dependent coverage shall include domestic partners only for those covered as of July 2016. The term domestic partner shall be deemed to include a covered person’s domestic partner of the same sex who has executed an affidavit in accordance with this provision.
- 13.10 The Board will provide a group long-term disability plan to teachers. Teachers electing such coverage shall assume one hundred percent (100%) of the cost of the premium.

## **ARTICLE 14**

### **RELATED BENEFITS – LIFE INSURANCE**

- 14.1 The Board of Education agrees to pay one hundred percent (100%) of the premium of group term life insurance for all employees equal to twice their annual salary to the nearest thousand dollars. Employees may opt out if they do not want this coverage.
- 14.2 The Board of Education shall make supplemental term life insurance coverage available to each employee who desires to participate. The amount of life insurance coverage shall be in accordance with the terms of the agreement between the Board of Education and the insurance company. Teachers electing such coverage shall assume one hundred percent (100%) of the cost of the premium.

## **ARTICLE 15**

### **SICK LEAVE**

- 15.1 Regular full-time instructional employees may receive full salary when absent because of illness for fifteen (15) working days in each school year. This is effective from the beginning of the school year. Unused sick leave may be accumulated up to a total of one hundred eighty (180) working days.
- 15.2 In the event of chronic or extended absence due to illness, an instructional employee may be required by the office of the superintendent of schools to submit a physician's or practitioner's certificate indicating the nature of the illness and certification of the employee's ability to return to work.
- 15.3 The Board of Education may grant a leave of absence without pay for ill health. This shall not entitle the employee to credit for the experience factor on the salary schedule.
- 15.4 By October 1 of each school year, teachers will receive written notification of their accumulated sick days as of September 1 of that year.
- 15.5 **Sick Leave Bank**

For the purpose of providing additional coverage after exhaustion of individual annual and/or accumulated sick leave, only in the event of serious illness as evidenced by medical certification, the Board and the Association agree to establish a Sick Leave Bank as of June 30, 1988.

- a. Participation by members of the certified staff and those holding a durational shortage area permit shall be mandatory. Teachers shall contribute one (1) day of accumulated sick leave each year to the bank, except for a teacher who would start a school year with fewer than 15 sick days.
- b. The bank shall be administered by a committee of two representatives selected by the superintendent and two selected by the Association and one representative selected by vote of the above-mentioned four representatives. This committee shall consider the eligibility of teachers to draw from the Bank.
- c. The following criteria shall be used by the Sick Leave Bank Committee in determining the eligibility of a teacher to draw from the Bank and determining the amount of leave:
  - (1) A teacher must have completed two years teaching in Glastonbury.
  - (2) A teacher must have used up all accumulated full pay sick leave.
  - (3) Teacher must submit competent and timely evidence that a request is necessary due to serious and lengthy illness.
  - (4) Teacher's prior utilization of sick leave.

- d. Upon compliance with section c. above, the Sick Leave Bank Committee may issue a grant of days from the Sick Leave Bank of no more than ninety (90) days.
- e. The Sick Leave Bank shall have a minimum of 150 days in reserve. If the number of days falls below 150, then section a. shall be reapplied.
- f. The decisions of the Sick Leave Bank Committee shall be final and binding and not be subject to the grievance procedure or arbitration.

## **ARTICLE 16**

### **PERSONAL INJURY BENEFITS**

- 16.1 Whenever a teacher is absent from school as a result of personal injury which is covered by the regulations of workers' compensation, and where he/she has filed for and is currently being paid workers' compensation, he/she shall be paid at his/her full salary (less the amount of the workers' compensation award made) for the balance of the contract year. The Board shall deduct from the teacher's accumulated sick leave one third (1/3) of the total number of days absent, but for the balance of the school year, shall not leave the teacher with less than fifteen (15) days' sick leave allowance remaining after return to teaching assignment. If less than fifteen (15) days of accumulated sick leave are left, the Board shall reinstate such number of days as necessary to total fifteen (15) days, said portion to be noncumulative.

## **ARTICLE 17**

### **PERSONAL ABSENCES**

- 17.1 Each regular certified employee and those holding a durational shortage area permit may receive full pay for a maximum of five (5) days' personal absences in any school year.
- 17.2 Personal absences may be used in the following cases:
- a. Absence for business beyond the individual's control and which cannot be conducted outside of school hours.
    - (1) Legal matters in which attendance is required.\*
    - (2) Wedding/Civil Union of employee.
    - (3) Wedding of a member of an employee's family.
    - (4) Graduation of employee or member of family.
  - b. Care of ill members of the family.
  - c. Bereavement.

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\* It is understood that such legal matters which can be scheduled outside of school hours shall not fall within this category.

- 17.3 A maximum of three (3) additional days at full pay in any school year will be allowed for observance of religious holidays.
- 17.4 Within the five (5) day limit prescribed above, a regular, full-time instructional employee may be allowed two (2) days personal leave without loss of pay, provided he/she notified the superintendent of schools one (1) week in advance stating the reason for requested absence. For illness in the family or bereavement that is not known in advance, prior notification will not be required. The superintendent shall grant the request for leave, subject to limitation of approval of not more than ten (10) requests for such absence falling on any one (1) school day.
- 17.5 Permission for other absences for personal business beyond the five (5) days may be approved by the superintendent if specifically requested sufficiently in advance. A deduction of one one hundred eighty-fourth ( $1/184^{\text{th}}$ ) of the annual salary and one one hundred eighty fifth ( $1/185^{\text{th}}$ ) for first year teachers for each such day of absence will be made from the employee's pay. Requests for regular, individual, or family vacation are not a permitted use of this provision unless special circumstances, as determined by the superintendent, justify such an exception.
- 17.6 Under unusual circumstances the superintendent of schools may, in a particular instance, extend the maximum allowance of ten (10) days per year.

## **ARTICLE 18**

### **PROFESSIONAL ABSENCES**

- 18.1 Absences for professional reasons at full salary may be authorized at the sole discretion of the superintendent of schools on the basis of written requests at least one (1) week in advance of the absence.

## **ARTICLE 19**

### **PROFESSIONAL LEAVE OF ABSENCE**

- 19.1 For a teacher who has been an active member of the Glastonbury Public Schools' staff for a minimum of one (1) year, a leave of absence for a minimum of one academic semester and a maximum of one academic year may be granted to permit participation in academic year institutes, approved programs of graduate study or overseas teaching assignments. Although the year of absence will not be designated as a year of credit on the salary schedule, the Board of Education will insure maintenance of a teaching position for which the teacher is certified.
- 19.2 Application for professional leave of absence must be submitted in writing to the office of the superintendent of schools on or before March 1 prior to the school year for which the request is made. The application shall include a statement of the definite purpose for which said leave of absence is desired.

- 19.3 Application for professional leave of absence shall be acted upon by the Board of Education not later than April 1 prior to the school year for which the application is made. The Board of Education shall have the authority to approve or reject such applications following review and recommendations of the superintendent of schools.
- 19.4 Not more than five (5) leave of absence applications will be approved in any one (1) year.

## **ARTICLE 20**

### **SABBATICAL LEAVE OF ABSENCE**

- 20.1 For a member of the professional staff who has been an active member of the Glastonbury Public Schools staff for a minimum of seven (7) years, the last three (3) of which shall have been consecutive years, a sabbatical year's leave may be granted for a minimum of one academic semester and a maximum of one academic year for professional improvement, as detailed in a planned program of study, combined travel and study, research, or writing and publication. Application for such leave must be submitted in writing to the office of the superintendent of schools no later than November 15<sup>th</sup> of the school year prior to the year for which the request is made. The application shall include a statement of the definite purpose for which such leave of absence is desired.
- 20.2 In December, March and June of the sabbatical year's leave of absence, the member of the professional staff granted the leave will submit a written report to the superintendent of schools, indicating the extent of study of school systems either at home or abroad in case of sabbatical leave for travel. In case of sabbatical leave for study, the report shall include a description of the member of the professional staff's professional assignment. In case of sabbatical leave for research, or writing and publication, the report shall include an outline of the work and recommendations concerning its applicability toward improving the instructional program in Glastonbury.
- 20.3 The year of absence will be designated as a year of credit on the salary schedule, and the Board of Education will insure maintenance of a position for which the member of the professional staff is certified and qualified. Such professional staff member shall be placed in a teaching position prior to any new teacher being offered a contract.
- 20.4 If the member of the professional staff contracts to return to the Glastonbury Public School System for three (3) years, during the period of sabbatical leave of absence the Board of Education will pay the member of the professional staff seventy-five percent (75%) of the annual salary he/she would be entitled to if actively employed in the school system. Release of the member of the professional staff from the three (3) year additional service requirement will be only upon application by the member of the professional staff and approval by the Board, and upon reimbursement by the member of the professional staff to the Board of the entire salary payment received during the year's leave of absence. Release after one (1) of the three (3) years will be contingent upon repayment by the member of the professional staff of two-thirds (2/3) of the salary payment, while release after two (2) of the three (3) years will be contingent upon repayment by the member of the professional staff of one-third (1/3) of the salary payment.

- 20.5 Application for sabbatical leaves shall be acted upon by the Board of Education not later than March 15 prior to the school year for which the application is made. The Board of Education shall have the authority to approve or reject such applications following review and recommendation of the superintendent of schools.
- 20.6 The aggregate of the full-time equivalent number of teachers granted sabbatical leave during any one academic year shall not exceed two percent (2%) of the total number of full-time equivalent teachers employed by the Board of Education.

## **ARTICLE 21**

### **CHILDREARING LEAVE OF ABSENCE**

- 21.1 A teacher may request, and will be granted, a leave of absence for up to one (1) school year without pay for the purpose of childrearing leave, following sick or FMLA leave related to the birth of a child or for the purpose of adoption of a child after proper notification that a child is available. That leave may be requested for the remainder of the year of the birth or adoption or for the following year. This request may occur only twice for a birth or adoption. Further requests may be made of the superintendent, who may or may not grant the request at his/her sole discretion.
- 21.2 The Board shall receive a written request by such teacher at least forty (40) days prior to the onset of such leave.
- 21.3 The teacher shall be given the opportunity to continue insurance coverage in the school insurance program at his/her own expense, paying one hundred percent (100%) of the cost, subsequent to the exhaustion of his/her rights within the Family Medical Leave Act (F.M.L.A.).
- 21.4
- a. A teacher on leave prior to January 1<sup>st</sup> shall give confirmation of the intent to return from leave, in writing, to the Board on or before January 1 prior to the fall term for which the teacher plans to return.
  - b. A teacher on leave after January 1<sup>st</sup>, shall give written notice, to the Board on or before March 15 prior to the fall term for which the teacher plans to return.
  - c. If such leave is taken after March 15, and the teacher plans to return the fall immediately following, written notice shall be provided at the time of the leave.
  - d. Failure to notify, in writing, according to these stipulated time lines shall be deemed a resignation, and the obligation of the school system will cease.
- 21.5 The Board will place any teacher, who duly requests to return from leave, in a teaching position for which such teacher is certified and qualified. However, any provisions concerning reduction in force will apply to such teacher on leave.

## **ARTICLE 22**

### **ASSOCIATION LEAVE OF ABSENCE**

- 22.1 The Board agrees that one (1) teacher designated by the Association shall, upon written request, be granted a leave of absence for up to three (3) years without pay for the purpose of engaging in Connecticut Education Association activities. Although such leave of absence will not be designated as years of credit on the salary schedule, the Board of Education will insure maintenance of a teaching position for which the teacher is certified and qualified. Such teacher may continue his/her related benefits but shall pay one hundred percent (100%) of the premiums for such benefits during such leave of absence.

## **ARTICLE 23**

### **ASSOCIATION RIGHTS**

- 23.1 In recognition of the additional duties of the Association, two (2) designees shall have a reduced teaching load, equivalent to .2 and be freed from administrative and supervisory duties. In addition, two (2) designees, one elementary and one secondary, will be freed from administrative and supervisory duties. Designation shall be made by March 1<sup>st</sup> for the following school year.

In the event that one of the designees is an elementary teacher, the Board and Association shall meet to determine the most cost effective and educationally sound method to provide the time. If a mutually agreed upon method cannot be reached, the Association shall select a second designee who is not an elementary teacher.

- 23.2 The Association shall be permitted twelve (12) school days for the purpose of conducting necessary Association business such as presence at arbitration hearings and attendance at conferences and meetings related to Association business. The Association shall pay for the substitutes required to cover the classes of the Association personnel participating in these activities.

## **ARTICLE 24**

### **SCHOOL WORK YEAR**

- 24.1 For contract purposes, the school work year for teachers shall consist of one hundred eighty-four (184) days as scheduled by the Board of Education, including all class days and work sessions at the opening and closing of the year. The school work year for new teachers shall consist of one hundred eighty-five (185) days and shall begin one (1) day prior to the work year of teachers not new to the district. All scheduled work days which may be canceled for emergency reasons shall not count as part of the one hundred eighty-four (184) days.



In addition to the one hundred eighty-four (184) Board of Education scheduled days, each teacher will be responsible for scheduling seven (7) hours per year during non-school time. These days will be utilized in a manner, and at a time, which is mutually agreeable to the teacher and the teacher's immediate supervisor. Such activities as serving on committees; working on individual or group objectives; preparing instructional materials; participating in programs of authorized travel; participating in workshops or seminars; etc. are examples of the manner in which these days may be utilized. The district shall be responsible for scheduling seven (7) hours per year during non-school time for professional development activities determined by the district's Professional Development Committee. The offerings shall be posted at the start of the school year and shall state a date by which such activity must be completed. To the extent possible, activities shall be offered more than once during the year.

- 24.2 All certified personnel and those holding a durational shortage area permit, except those whose job description specifically requires additional service beyond the above maximum, shall be paid at the rate of one one hundred eighty-fourth (1/184<sup>th</sup>) or one one hundred eighty-fifth (1/185<sup>th</sup>) for first year teachers of their regular salary per day for each day of additional work required by the superintendent or Board and not contracted for separately.
- 24.3 The additional professional development day, commencing with the 2003-2004 work year, shall be scheduled on Election Day.

## **ARTICLE 25**

### **SCHOOL DAY**

- 25.1 The teachers' normal work day shall begin ten (10) minutes before the scheduled start of the student day and end ten (10) minutes after the student day in accordance with their professional responsibilities. No teacher shall be required to teach a class after the dismissal time for students. It is understood that such time lines do not apply to extra help for students and reasonable duty rosters that may be administratively established to provide supervisory coverage to ensure the smooth operation of the building. It is further understood that dismissal times on abbreviated student days will be administratively established to accommodate the professional development activities planned for such days. The provisions of this section are exclusive of Section 25.2 and 25.3.

Although the normal work day is defined as that of the classroom teacher, a certain degree of voluntary "flex" time built into the schedule of professionals will assist in meeting the needs of students, parents, and staff. The starting time and ending time of this flexible schedule and any other working conditions unique to the specific situation shall be mutually developed and agreed to between the individual professional, the appropriate administrator(s), and the Association.

When a staff member is required to be present at an evening presentation, exclusive of open house type of activities, that staff member shall receive payment for automobile mileage at the standard Glastonbury rate.

- 25.2 The Board and the Association recognize the importance of meeting before and/or after school hours to better implement the educational programs of the schools. Attendance at these meetings is to be considered a professional obligation. It is expected that normally the total of such meeting shall not exceed four (4) meetings per month, exclusive of in-service training on half ( $\frac{1}{2}$ ) day sessions and statutorily mandated educational activities, and shall be reasonable in length. Attendance exceptions shall be determined by administrative decision. Meetings before school must be mutually agreed on by administration and teachers in attendance.
- 25.3 Parent-teacher conferences are essential and every effort should be made to meet with parents at a reasonable time and place which is mutually agreed upon. Such agreement shall not be unreasonably withheld.
- 25.4 Time for materials preparation, communication with parents and colleagues, team planning, record keeping, etc. are essential elements of effective teaching. The parties agree that a major portion of this planning and preparation should be provided within the confines of the defined work day and should be self-directed. To achieve that end, the following provisions for planning and preparation time shall be arranged:
- a. Elementary principals shall arrange for planning time for each teacher of two hundred twenty-five minutes (225) per five day week. In order to meet this requirement, such time shall be composed of blocks of time of at least twenty-five (25) minutes in duration. Under normal circumstances, a classroom teacher will be able to use the three (3) special periods per week and three (3) lunch/recess periods per week for planning time. To the extent possible, this time will be evenly distributed throughout the week so that each teacher has one (1) block of planning per day.
  - b. Secondary school teachers shall be guaranteed the time equivalent of five (5) periods per week for purposes of planning and preparation. The release from homeroom duty of any teacher who otherwise would have the time equivalent of four (4) periods per week for planning and preparation shall constitute compliance with the requirement of this section.
  - c. All scheduled planning time will be counted towards the two hundred twenty-five (225) minutes per five day week total even though some of the time may occur on a shortened day.
- 25.5 **Lunch Period**
- a. With the exception of those days when schools close early for staff development or emergency conditions, each teacher shall be provided a duty-free lunch period of not less than twenty-five (25) minutes.
  - b. Teachers, with prior notice to the office, are free to leave the school during their school lunch period.
  - c. The lunch period at Glastonbury High School shall not be considered a planning period as defined in 25.4, except under special schedules or circumstances; e.g., half day schedule, special assemblies, state standardized test days when periods are eliminated, late opening or early closing.

#### **25.6 Part-Time Teachers**

- a. At both Smith Middle and the High School, part-time shall be determined by reference to instructional periods. Each period is equal to .2. It is assumed that all will have duties assigned. The work day of the part-time teacher shall be a single, uninterrupted unit which may be composed of instructional time, planning and preparation time and other duties, as assigned by the superintendent.

Further, if, as an exclusive result of the application of this definition, a person hired prior to July 1, 1995, falls below .5, he/she will continue to receive benefits (i.e., if a teachers falls below .5 due to a reduction in teaching load, as opposed to the application of this definition, the benefit continuation provision would not apply).

- b. Part-time teachers, whose last class ends before or at 12:30 p.m., shall not be required to attend after school meetings and in-service programs.
- c. The assignment of duties for part-time teachers shall be proportional to their salary percentage.

#### **25.7 Traveling Teachers**

- a. The starting and ending times of traveling teachers shall be defined in exactly the same terms as regular classroom teachers.
- b. Travel time between assignments for traveling teachers shall not be counted as a teacher's preparation period or lunch. The Board shall make good faith efforts to assure that teachers shall have a minimum of thirty (30) minutes for travel purposes.
- c. Traveling teachers shall not have duties in more than one school on any one day.
- d. Each school shall have designated parking spaces conveniently located to the main access of the building for the exclusive use of traveling teachers.
- e. Traveling teachers shall not be assigned more than two schools each day.

#### **25.8 Instructional Time/Elementary Schools**

- a. Early dismissal days (Wednesdays) at Elementary Schools will be held in September-November and March-June.
- b. The Board will provide to the Union a calendar showing elementary workshops for each school year. This calendar will be prepared and, if necessary, modified with input from staff as is the normal practice.

25.9 **Secondary Teaching Load**

Secondary teachers will not be assigned annually more than five (5) teaching periods per day, or twenty-five (25) per week. If a teacher volunteers to teach a sixth assignment, he/she shall be compensated at a rate equal to .2 of his/her salary. Such agreement shall be mutually agreed upon by the teacher, administration, and the GEA.

Science teachers who have additional periods because of labs shall be compensated annually at a rate equal to that listed below. Such payment shall be prorated if the extra assignment is less than five (5) periods per week/or a full year.

\$3,682 for 2017-2018

\$3,748 for 2018-2019

\$3,828 for 2019-2020

\$3,916 for 2020-2021

This amount will be adjusted annually by the same percentage as that negotiated for overall teacher salary schedules at the conclusion of bargaining.

**ARTICLE 26**

**CLASS SIZE AND PUPIL-TEACHER RATIO**

- 26.1 In planning for additional instructional personnel, subject to availability of classroom space, the Board of Education shall endeavor to maintain reasonable class size. While districting and grouping considerations and influx of pupils during a school year may restrict equitable distribution in classes throughout the school system or within a particular school, average class size will be planned as follows:

<b><u>Grade Levels</u></b>	<b><u>Desirable Range</u></b>
Kindergarten	18 – 22
Grades 1 and 2	20 – 24
Grades 3 through 6	22 – 26
Secondary Academic Classes	24 – 28

- 26.2 Planning for placement within acceptable class size range at each grade level, will be based on total town wide enrollment projections submitted each January to the Board of Education. Instructional staff requirements will then be incorporated in the budget submitted to the Town in March.

- 26.3 Subject to the availability of space, it shall be the intent of the Board of Education to maintain class size within the desirable range during the course of the school year.

Action to alleviate overcrowded conditions will be based upon the superintendent's recommendation and the Board's ability to transfer funds within the limits of the appropriations approved by the Town Council.

- 26.4 In addition to the class size ranges, factors such as availability of equipment and safety will be taken into account when scheduling secondary classes, especially technology education, family and consumer sciences, physical education and science.
- 26.5 When a paraprofessional has been assigned to a class as a result of class size maximums, such assignments shall include special area subjects.

## **ARTICLE 27**

### **TEACHER FACILITIES**

- 27.1 Where space is available in existing buildings, without significant capital investment, and in designing new buildings and rehabilitating existing buildings, the Board will provide a teacher workroom, a telephone with access to privacy, and equipment and supplies to aid in the preparation of required instructional materials.
- 27.2 Instruction utilizing webcams shall be subject to discussion between the administration, the teacher providing the instruction and the Association. Such decision to provide instruction shall be on a voluntary basis.

## **ARTICLE 28**

### **INTERDISTRICT SCHOOL**

- 28.1 In the event of the creation of an interdistrict school, all terms and conditions of this agreement will prevail for affected bargaining unit members unless the Association and Board agree otherwise.

## **ARTICLE 29**

### **TEACHER TRANSFERS**

- 29.1 Teacher transfers shall be defined as the placement of a teacher into another school to a position for which the teacher is certified. The definitions set forth in this section do not add any substantive rights to the contract; the definitions are only intended to clarify which sections of the contract apply to specific situations.
- 29.2 **Teacher Initiated Transfers**
- a. When a reduction in the number of teachers in a school is necessary, teachers who initiate a request for a transfer shall be given first consideration for transfer.
  - b. Teachers who desire to transfer to another school shall file a written statement of such desire with the superintendent when the position is posted.

**29.3 Administrator Initiated Transfers**

- a. An administrator initiated transfer shall be made only after a meeting between the teacher involved and the superintendent or his/her designee. The teacher will be informed of the reasons for the transfer and the factors taken into consideration. These include certification, length of service and the best interest of the students and the school system.
- b. A list of open positions in all other schools shall be made available to all teachers being transferred.

**29.4 Both**

- a. Notice of transfer shall be given to the teacher as soon as possible and under normal circumstances no later than the end of the school year.
- b. In the event of a change in circumstances or conditions during the months of June through August, such transfers may be changed. The administration shall make reasonable efforts to timely notify teachers so affected by such changes.

**ARTICLE 30**

**TEACHING ASSIGNMENTS**

- 30.1 Teacher assignments shall be defined as the placement of a teacher to a position within a building for which the teacher is certified. The definitions set forth in this section do not add any substantive rights to the contract; the definitions are only intended to clarify which sections of the contract apply to specific situations.
- 30.2 Teachers initially employed by the Board shall receive their building, grade and/or subject assignments from the superintendent of schools or his/her designee.
- 30.3 Under normal circumstances teachers already in the system shall receive notification of their programs for the ensuing school year, including grade, subject and specific preparations, as soon as assignments are finalized, preferably prior to the end of the current school year.  
  
In the event of a change in circumstances or conditions during the months of June through August, such assignments may be changed. The administration shall make reasonable efforts to timely notify teachers so affected by such changes.
- 30.4 In the determination of assignments, the training, experience and preference of the teacher shall be considered.
- 30.5 Teachers holding certification in more than one teaching area shall be given strong consideration, upon request, for assignment to a single area of certification should a full-time position in that area become available.

## **ARTICLE 31**

### **POSITION ANNOUNCEMENTS**

- 31.1 All openings for permanent administrative, supervisory and certified staff positions shall be emailed to all teachers. Notice shall include position descriptions and statements of qualifications. Teachers who desire to apply for such vacancies shall file application with the superintendent of schools or his/her designee as defined on the notice within the time limit specified in the notice. In addition, administrative positions shall not be posted until any/all transfers have occurred.
- 31.2 The Board of Education will email openings for summer school positions in each school or in the administrative bulletin. This provision shall apply only to district sponsored positions and not those submitted by individual teachers.

## **ARTICLE 32**

### **REDUCTION IN PROFESSIONAL STAFF**

- 32.1 When the Board has determined that teaching positions must be eliminated, such reductions shall first be dealt with by way of normal staff attrition.
- 32.2 When additional reductions are required, determination of those teachers who are to be terminated is to be in the following order:
- a. non-tenured teachers;
  - b. tenured teachers holding Provisional Educator Certificates;
  - c. tenured teachers holding Professional Educator Certificates.
- 32.3 In the event that tenure and certification status are found not to be definitive enough, the following criteria shall be used within each level in the following order:
- a. total contractual experience in the system;
  - b. experience in position in the system;
  - c. total experience in position in any district;
  - d. total experience in any district;
  - e. degree status;
  - f. date and time of hire.
- 32.4 The name of any teacher who has been laid-off shall be placed upon a reappointment list for one (1) year, renewable for a second year upon written application to the Board of Education by such teacher prior to the end of the first year on the reappointment list. If such teacher refuses reappointment to a comparable assignment, this teacher shall be deemed to have removed his/her name from the reappointment list and to have waived any rights under this clause.
- 32.5 No new teacher shall be hired in a specific subject area or grade level until all laid-off teachers remaining on the reappointment list who are certified and qualified for that specific subject area or grade level have been recalled or decline the opening.

- 32.6 Upon reappointment the teacher shall return with the seniority, accumulated sick leave and all other accrued benefits he/she had at the onset of the layoff.
- 32.7 The above subsections do not prohibit the Board from terminating any teacher at any time for any statutory reasons other than elimination of a teaching position. The above subsections do not apply to these other statutory terminations.

### **ARTICLE 33**

#### **TEAM PROGRAM**

- 33.1 Teachers who agree to serve as mentors for individuals participating in the TEAM Program shall be granted two (2) professional days per year for the purpose of working with the individual.
- 33.2 Individual teachers who are participants in the TEAM Program shall be granted two (2) professional days per year for the sole purpose of preparation of their portfolio.
- 33.3 Teachers who agree to serve as mentors shall receive the stipend paid by the state. If the state does not pay at least \$500 per year per mentor, the Board will pay the difference to each mentor.

### **ARTICLE 34**

#### **IDENTIFICATION**

- 34.1 Professional staff will wear or carry on their person an identification badge at all times when on school property and will be displayed when requested by administrative or security personnel. Identification badges with picture will be provided by the Board of Education.

### **ARTICLE 35**

#### **CONDITIONS OF EMPLOYMENT FOR INDIVIDUALS EMPLOYED TO REPLACE BARGAINING UNIT MEMBERS ON LEAVES OF ABSENCE**

- 35.1 Individuals who are employed thirty (30) or more consecutive working days in the same assignment shall be paid and receive benefits in accordance with the following:
- a. Such individual shall be paid in accordance with the current practice of the Board for the first thirty (30) working days.
  - b. Effective the thirty-first (31<sup>st</sup>) day of continuous employment, the individuals shall be paid on the appropriate step of the salary schedule contained within the Agreement between the Glastonbury Board of Education (the Board) and the Glastonbury Education Association (GEA).



- c. Commencing with the forty-first (41<sup>st</sup>) day of continuous employment, the individual shall be eligible for full insurance benefits including Article 13, Related Benefits – Health Insurance, and Article 14, Related Benefits, Life Insurance. The Board agrees to pay for all interested employees, an amount equal to one hundred percent (100%) of the individual premium towards individual, employee plus one dependent or family premiums less the individual premium contribution as defined in Article 13, for each of the available plans. For those employees electing employee plus one dependent or family coverage, the difference between the premium, amount paid by the Board as specified above and the premium due for the coverage shall be the responsibility of the individual employees.
- d. Commencing with the first (1<sup>st</sup>) day of continuous employment, the individual shall receive all other benefits and protections of the Agreement, except as noted below. He/she shall receive sick days and personal days on a prorated basis.
- e. The provisions of the articles cited below are not applicable to the working conditions of these individuals:
  - Article 8 - Longevity Salary Consideration;
  - Article 12 - Tuition Reimbursement for Advanced Study;
  - Article 19 - Professional Leaves of Absence;
  - Article 20 - Sabbatical Leave of Absence;
  - Article 21 - Childrearing Leave of Absence;
  - Article 22 - Association Leave of Absence;
  - Article 23 - Association Rights;
  - Article 28 - Interdistrict School;
  - Article 32 - Reduction in Professional Staff;
  - Article 39 - Duration of Agreement;
- f. The parties have not been able to reach an agreement on the applicability of Article 4 (Grievance Procedure) to long-term substitute teachers, as defined herein. The parties understand that, in the event that a specific case presents the issue, they can assert their respective positions.

35.2 Individuals employed subsequent to April 1st during the school year shall not be subject to this agreement.

35.3 The term of this agreement shall be the same as the base contract in effect between the Board and the GEA.

## **ARTICLE 36**

### **ANNOUNCEMENT OF RETIREMENT**

36.1 Teachers planning to retire at the end of the current school year shall notify the Superintendent, in writing, on or before March 1st of the school year. The teacher shall receive a stipend of \$4,000. Such payment will be made during the month of July immediately following his/her retirement.

36.2 In order to qualify for this benefit, a teacher must qualify for any of the plans offered by the State Teachers' Retirement System. However, he/she shall not be required to provide documentation that he/she is receiving benefits. It is further agreed that a teacher may not collect this benefit and subsequently obtain a teaching position in another Connecticut Public School District.

**ARTICLE 37**

**MILITARY PAY**

- 37.1 A teacher who is called for National Guard or reserve duty shall try to have his/her service deferred to a time that will not conflict with his/her obligations to students. If the teacher must serve, he/she shall receive the difference between regular pay and total military compensation for the duration of the service. In addition, he/she may elect to continue health insurance coverage as if actively employed.

**ARTICLE 38**

**NATIONAL BOARD CERTIFICATION**

- 38.1 Members of the bargaining unit who have obtained National Board Certification shall be compensated an additional five hundred dollars (\$500) annually in addition to their base salary. In addition, the Board shall reimburse members of the bargaining unit the cost of the application fee subsequent to obtaining the certification.

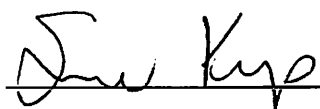
**ARTICLE 39**

**DURATION OF AGREEMENT**

The provisions of this Agreement shall be effective as of July 1, 2017, and remain in full force and effect for the period of four (4) years from and after said date.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on this day of Friday, September 16, 2016.

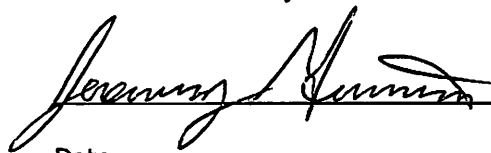
For the Glastonbury Board of Education

\_\_\_\_\_

Date

9/16/16\_\_\_\_\_

For the Glastonbury Education Association

\_\_\_\_\_

Date

9/16/16\_\_\_\_\_

**APPENDIX A-1****TEACHERS' SALARY SCHEDULE 2017-2018**

<b><u>Step</u></b>	<b><u>Bachelor's</u></b>	<b><u>Master's</u></b>	<b><u>Master's Plus</u></b>	<b><u>Doctorate</u></b>
1	47,654	50,543	53,535	60,817
2	49,127	52,256	55,535	62,514
3	50,843	54,600	57,930	64,177
4	53,600	56,855	60,783	65,658
5	55,900	59,311	63,682	70,064
6	58,211	62,044	66,672	73,284
7	60,511	64,303	69,798	76,272
8	62,391	66,833	72,926	79,445
9	64,467	69,229	75,063	82,666
10	69,417	73,076	79,856	87,301
11	80,714	78,581	86,884	93,716
12		91,726	98,228	103,364

**APPENDIX A-2****TEACHERS' SALARY SCHEDULE 2018-2019**

<b><u>Step</u></b>	<b><u>Bachelor's</u></b>	<b><u>Master's</u></b>	<b><u>Master's Plus</u></b>	<b><u>Doctorate</u></b>
1	47,654	50,543	53,535	60,817
2	49,127	52,256	55,535	62,514
3	50,843	54,600	57,930	64,177
4	53,600	56,855	60,783	65,658
5	55,900	59,311	63,682	70,064
6	58,211	62,044	66,672	73,284
7	60,511	64,303	69,798	76,272
8	62,391	66,833	72,926	79,445
9	64,467	69,229	75,063	82,666
10	69,417	73,076	79,856	87,301
11	82,300	78,581	86,884	93,716
12		93,529	100,158	105,395

**APPENDIX A-3**

**TEACHERS' SALARY SCHEDULE 2019-2020**

<b><u>Step</u></b>	<b><u>Bachelor's</u></b>	<b><u>Master's</u></b>	<b><u>Master's Plus</u></b>	<b><u>Doctorate</u></b>
1	48,488	51,428	54,472	61,881
2	49,987	53,170	56,507	63,608
3	51,733	55,556	58,944	65,300
4	54,538	57,850	61,847	66,807
5	56,878	60,349	64,796	71,290
6	59,230	63,130	67,839	74,566
7	61,570	65,428	71,019	77,607
8	63,483	68,003	74,202	80,835
9	65,595	70,441	76,377	84,113
10	70,632	74,355	81,253	88,829
11	83,946	79,956	88,404	95,356
12		95,399	102,161	107,503

**APPENDIX A-4**

**TEACHERS' SALARY SCHEDULE 2020-2021**

<b><u>Step</u></b>	<b><u>Bachelor's</u></b>	<b><u>Master's</u></b>	<b><u>Master's Plus</u></b>	<b><u>Doctorate</u></b>
1	49,458	52,456	55,561	63,119
2	50,986	54,234	57,637	64,880
3	52,767	56,667	60,123	66,606
4	55,629	59,007	63,084	68,143
5	58,016	61,556	66,092	72,716
6	60,414	64,392	69,196	76,048
7	62,801	66,737	72,440	79,159
8	64,752	69,363	75,686	82,452
9	66,907	71,849	77,904	85,795
10	72,044	75,842	82,879	90,605
11	85,768	81,558	90,173	97,263
12		97,470	104,378	109,836

## APPENDIX B

### SALARY RATES FOR ACTIVITY ADVISORS

<u>Glastonbury High School</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Band	\$3,764	\$3,831	\$ 3,913	\$4,003
Freshman Class	\$1,274	\$1,297	\$1,325	\$1,356
Junior Class	\$2,496	\$2,541	\$2,596	\$2,656
Senior Class	\$3,764	\$3,831	\$3,913	\$4,003
Sophomore Class	\$2,052	\$2,089	\$2,134	\$2,183
Student Council	\$3,764	\$3,831	\$3,913	\$4,003
Yearbook	\$4,824	\$4,910	\$5,015	\$5,130
<u>Smith School</u>				
Student Council	\$2,496	\$2,541	\$2,596	\$2,656
Yearbook	\$2,496	\$2,541	\$2,596	\$2,656
<u>Gideon Welles School</u>				
Student Council	\$1,609	\$1,638	\$1,673	\$1,712
Yearbook	\$1,609	\$1,638	\$1,673	\$1,712

## APPENDIX C

### ADDITIONAL SALARIES FOR COACHES

The salaries for coaches will be based on the first step of the bachelor's degree salary schedule for 2017-2018, 2018-19, 2019-20 and 2020-2021. The additional salary will be a percentage of the bachelor's first step as indicated below. The additional salary for assistant coaches will be sixty-five percent (65%) of the head coaches' salaries.

	<b>% Bachelor's Step 1</b>	<b><u>2017-2018</u></b>	<b><u>2018-2019</u></b>	<b><u>2019-2020</u></b>	<b><u>2020-2021</u></b>
Football, Head Coach	17.7	\$8,435	\$8,435	\$8,582	\$8,754
Football, Assistant Coach		\$5,483	\$5,483	\$5,579	\$5,691
Basketball, Head Coach	15.6	\$7,434	\$7,434	\$7,564	\$7,715
Basketball, Assistant Coach		\$4,833	\$4,833	\$4,917	\$5,015
Ice Hockey, Head Coach	15.6	\$7,434	\$7,434	\$7,564	\$7,715
Ice Hockey, Assistant Coach		\$4,833	\$4,833	\$4,917	\$5,015
Wrestling, Head Coach	15.1	\$7,196	\$7,196	\$7,322	\$7,468
Wrestling, Assistant Coach		\$4,678	\$4,678	\$4,760	\$4,855
Soccer, Head Coach	15.1	\$7,196	\$7,196	\$7,322	\$7,468
Soccer, Assistant Coach		\$4,678	\$4,678	\$4,760	\$4,855
Gymnastics, Head Coach	15.1	\$7,196	\$7,196	\$7,322	\$7,468
Gymnastics, Assistant Coach		\$4,678	\$4,678	\$4,760	\$4,855
Indoor Track, Head Coach	15.1	\$7,196	\$7,196	\$7,322	\$7,468
Indoor Track, Assistant Coach		\$4,678	\$4,678	\$4,760	\$4,855
Baseball, Head Coach	15.1	\$7,196	\$7,196	\$7,322	\$7,468
Baseball, Assistant Coach		\$4,678	\$4,678	\$4,760	\$4,855
Softball, Head Coach	15.1	\$7,196	\$7,196	\$7,322	\$7,468
Softball, Assistant Coach		\$4,678	\$4,678	\$4,760	\$4,855
Field Hockey, Head Coach	15.1	\$7,196	\$7,196	\$7,322	\$7,468
Field Hockey, Assistant Coach		\$4,678	\$4,678	\$4,760	\$4,855
Lacrosse, Head Coach	15.1	\$7,196	\$7,196	\$7,322	\$7,468
Lacrosse, Assistant Coach		\$4,678	\$4,678	\$4,760	\$4,855

**APPENDIX C, Continued**

	<b>% Bachelor's Step 1</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Girls' Swimming, Head Coach	13.6	\$6,481	\$6,481	\$6,594	\$6,726
Girls' Swimming, Asst. Coach		\$4,213	\$4,213	\$4,287	\$4,372
Boys' Swimming, Head Coach	15.6	\$7,434	\$7,434	\$7,564	\$7,715
Boys' Swimming, Asst. Coach		\$4,833	\$4,833	\$4,917	\$5,015
Outdoor Track, Head Coach	15.1	\$7,196	\$7,196	\$7,322	\$7,468
Outdoor Track, Asst. Coach		\$4,678	\$4,678	\$4,760	\$4,855
Volleyball, Head Coach	15.1	\$7,196	\$7,196	\$7,322	\$7,468
Volleyball, Assistant Coach		\$4,678	\$4,678	\$4,760	\$4,855
Tennis, Head Coach	13.6	\$6,481	\$6,481	\$6,594	\$6,726
Tennis, Assistant Coach		\$4,213	\$4,213	\$4,287	\$4,372
Cross Country, Head Coach	13.6	\$6,481	\$6,481	\$6,594	\$6,726
Cross Country, Assistant Coach		\$4,213	\$4,213	\$4,287	\$4,372
Golf, Head Coach	13.6	\$6,481	\$6,481	\$6,594	\$6,726
Golf, Assistant Coach		\$4,213	\$4,213	\$4,287	\$4,372
Ski Head Coach	13.6	\$6,481	\$6,481	\$6,594	\$6,726
Ski, Assistant Coach		\$4,213	\$4,213	\$4,287	\$4,372
Cheerleaders (Winter)					
Head Coach	13.6	\$6,481	\$6,481	\$6,594	\$6,726
Assistant Coach		\$4,213	\$4,213	\$4,287	\$4,372
Cheerleaders (Fall)					
Head Coach	10.0	\$4,765	\$4,765	\$4,849	\$4,946
Assistant Coach		\$3,098	\$3,098	\$3,152	\$3,215
Crew, Head Coach	13.6	\$6,481	\$6,481	\$6,594	\$6,726
Crew, Assistant Coach		\$4,213	\$4,213	\$4,287	\$4,372
Cross Country, Head Coach	9.5	\$4,527	\$4,527	\$4,606	\$4,699
Cross Country, Assistant Coach (Smith Middle School)		\$2,943	\$2,943	\$2,994	\$3,054

**APPENDIX D**

**STIPENDS FOR LEADERSHIP POSITIONS**

	<b><u>2017-18</u></b>	<b><u>2018-19</u></b>	<b><u>2019-20</u></b>	<b><u>2020-21</u></b>
Team Leaders (Gideon Welles)	\$2,772	\$2,822	\$2,883	\$2,950
Team Leaders (Smith)	\$2,772	\$2,822	\$2,883	\$2,950
Current Issues Team Leaders (GHS)	\$2,772	\$2,822	\$2,883	\$2,950