

PROFESSIONAL AGREEMENT
BETWEEN
THE WESTPORT BOARD OF EDUCATION
AND
THE WESTPORT EDUCATION ASSOCIATION, INC.

July 1, 2019 - June 30, 2022

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PREAMBLE

The BOARD OF EDUCATION OF WESTPORT (hereinafter referred to as the "Board") and the WESTPORT EDUCATION ASSOCIATION, INC., (hereinafter referred to as the "Union") recognize the development and utilization of superior education programs for the students and community of Westport as a common goal. This has been and shall continue to be a joint concern of the Board of Education, the Superintendent and the representatives of the professional staff.

Teaching is a profession requiring special qualifications and training; the quality of the program conducted in the public schools of Westport is greatly dependent upon the quality of its professional staff and the leadership of the Superintendent. The Board recognizes that the professional preparation of educators qualifies them to make significant contributions to the conduct of education and the development of policy and program.

The Board and the Union recognize the responsibility of each to maintain and improve standards of professional practice and to considered and thoughtful innovation in American education. Both parties recognize that this history of leadership has been built on a spirit of mutual understanding and confidence and that the preservation of this spirit is essential to the quality of education in Westport.

The Board and the Union recognize the importance of responsible participation by the entire professional staff in the educational process, planning, development and growth. In addition, both the Board and the Union recognize that the authority necessary to accomplish a task should be assigned concurrently with the assignment of responsibility for it. It is, therefore, the intent of this Agreement to allow the school administration maximum freedom to exercise their professional judgment in carrying out those administrative policies necessary to accomplish the intent of the Board policies incorporated herein.

The Board and the Union each recognize their responsibility to negotiate in good faith with respect to salaries and other conditions of employment, always bearing in mind the welfare of the children of Westport and the quality of the educational program.

The following Agreement is, therefore, negotiated in order to (a) fix for its term the salaries and other conditions of employment as provided herein, and (b) continue to promote effective and harmonious working relationships between the Board and the professional staff in order that the cause of public education may be best served.

ARTICLE I RECOGNITION

A. This Agreement is made and entered into by and between the WESTPORT BOARD OF EDUCATION (hereinafter referred to as the "Board") and the WESTPORT EDUCATION ASSOCIATION, INC. (hereinafter referred to as the "Union"), affiliated with the Connecticut Education Association and the National Education Association.

B. The Board hereby recognizes the Union as the exclusive representative as defined in the Connecticut General Statutes, as amended, for certified professional employees of the Board in the teachers' unit, including employees who hold durational shortage area permits (DSAP). The Union recognizes the legal responsibility of the Board to have charge of the Westport public schools, as defined in the Connecticut General Statutes.

ARTICLE II CLASS SIZE AND STAFFING ADEQUACY

The parties agree that the matters of class size and staffing adequacy are subjects within the ultimate judgment of the Board of Education, except that the Board of Education on its part agrees that prior to modifying or changing existing policy thereon, it will notify the Westport Education Association, Inc. and give Westport Education Association, Inc. representatives an opportunity to discuss such modifications or changes; it is further agreed between the parties that any final determination on such policies shall be in the sole judgment of the Board and that under no circumstances shall such policy determinations be subject to grievance or arbitration under this Agreement.

ARTICLE III OTHER POLICIES

Previously adopted policies which are in conflict with this Agreement are hereby superseded. All new policies adopted in this Agreement shall be distributed by the Superintendent for inclusion in the policy handbook.

ARTICLE IV DURATION

The provisions of this Agreement shall be effective as of July 1, 2019, except as specifically provided otherwise, and shall continue in full force and effect without reopening or change of any kind except as provided in Article XVI to and including June 30, 2022.

ARTICLE V NEGOTIATIONS PROCEDURES

Negotiations for a successor agreement shall commence and thereafter be conducted in accordance with the General Statutes of the State of Connecticut as may hereafter be amended.

ARTICLE VI SEVERABILITY

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, the balance and remainder of this Agreement shall remain in full force and effect.

ARTICLE VII
STATE STATUTES AND TOWN CHARTER

This Agreement is subject to and shall operate within the framework of the statutes of the State of Connecticut and the Charter of the Town of Westport.

ARTICLE VIII
CONFERENCES

Conferences shall be held during the school year on the second Tuesday of each month (or another mutually agreed-upon date) between the Union, to be represented by its president or designee, and the Superintendent of Schools or designee, for the purposes of discussing matters of mutual concern to the parties.

ARTICLE IX
GRIEVANCE PROCEDURES

A. Definition

1. A "grievance" shall mean a complaint involving the interpretation or application of any provision of this Agreement, except that as provided by statute, any teacher or group of teachers shall have the right to present a grievance on matters not involving the interpretation or application of the provisions of this Agreement only as provided in paragraph F.2. below.

2. The term "grievance" shall under no circumstances apply to any matter under Article II of this Agreement or as to which a method of review is prescribed by law.

3. "Teachers" shall mean any member of the bargaining unit and may include a group of teachers similarly affected by a grievance.

4. "Party in interest" shall mean either party to this Agreement or their designated representatives.

5. "Days" shall mean calendar days except weekends and school holidays. It is understood that during the summer months when school is not in session, any change in the time limits hereof shall be by mutual agreement of the parties in interest.

B. Time Limits

1. 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 and such agreement shall not unreasonably be withheld.

2. If a grievance is not filed in writing within thirty (30) days from the date on which the event or condition giving rise to the grievance occurred, then the grievance shall be considered waived.

3. Failure to appeal a grievance from any level to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

4. If the party to whom the grievance is appealed fails to act on the grievance within the specified time limits, the grievant or grievants may appeal immediately to the next higher level.

C. Representation

1. Any grievant may be represented by a person of the grievant's own choosing at all appropriate levels of this procedure, except that the grievant may not be represented by a representative of any teacher organization other than the Union.

2. When a grievant is not represented by the Union, the Union reserves the right to be present and to participate in the proceedings at all levels of the procedure.

D. Records and Files

1. The processing of all grievance documents, communications and records shall be filed separately from the personnel files of the participants and shall be accessible only to the parties in interest and the aggrieved teacher or teachers.

2. Forms for filing and processing grievances and other necessary documents shall be prepared by the Superintendent or the Superintendent's designee with the approval of the Union, and made available through the Union's building representative, the Superintendent's office or the school office.

3. All grievances and decisions with reasons therefor shall be in writing.

E. Miscellaneous

1. The sole remedy available to any teacher for any alleged breach of this Agreement or any alleged violation of the teacher's rights hereunder shall be pursuant to this grievance procedure; provided, however, that nothing contained herein shall deprive any teacher of any legal right which he/she may have under statutes applicable to such professional employees.

2. Any decision, course of conduct or other action which becomes the subject of a grievance shall not be stayed pending the processing of the grievance except upon the written consent of the Superintendent or the Board, which consent shall not be unreasonably withheld. A decision at any level of the procedure in favor of the aggrieved party, however, may provide appropriate restitution or other remedy for the period during which the grievance was suffered.

3. Nothing contained in this Agreement shall be construed to permit the Union to present or process a grievance not involving the interpretation or application of the terms of this

Agreement in behalf of any teacher or group of teachers without the written consent of said teacher(s).

F. Grievance Procedure Levels

The following shall be the procedure for processing grievances:

1. Level One - Referral to Immediate Authority

The grievance of any teacher of the Westport Board of Education shall be brought in writing to the attention of the authority (principal, supervisor, etc.) with whom the matter appropriately rests and a carbon copy shall be filed with the Union and the Superintendent.

2. Level Two - Referral to the Superintendent of Schools or Superintendent's Designee

Where resolution of the grievance has not been secured at Level One, the grievance shall be brought in writing to the Superintendent of Schools or the Superintendent's designee. At this time the person to whom the grievance was brought on Level One shall be notified by the grievant. A decision of the Superintendent at this level shall be final and binding on all matters not involving the interpretation or application of the terms of this Agreement; provided, however, that such grievant or grievants may apply in writing within seven (7) days after such decision to the chairperson of the Board of Education or his/her designated Board member for leave to appeal such decision to the Board. Action by the chairperson or designee on such application shall be final and binding on all parties. If leave to appeal to the Board is granted, then the issue shall be considered as a Level Three matter, except that the decision of the Board of Education shall be final and binding on all parties and not subject to arbitration.

3. Level Three - Referral to the Board of Education

Where resolution of the grievance has not been secured at Level Two, the grievance shall be brought in writing to the Board of Education. At this time the persons to whom the grievance was brought in Levels One and Two shall be notified by the grievant. Where the Board alleges a breach of this Agreement, then the parties shall meet thereon as a Level Three issue. The parties may by mutual agreement in writing waive any hearing at Level Three, and the grievant may submit the grievance to arbitration within the same time limits that would apply had a decision at Level Three been issued on the date of any such written agreement to waive Level Three.

4. Level Four - Arbitration

a. If either the Board or the Union should determine after Level Three that the grievance is an alleged breach of this contract, then either party may within ten (10) days following a Level Three decision apply to the American Arbitration Association for the designation of an arbitrator or arbitration panel pursuant to the then applicable rules of that Association.

b. The arbitrator or arbitration panel shall render a decision in writing to both parties setting forth the findings of fact, reasoning and conclusions only on the issues submitted. Such decision shall be rendered as promptly as possible. However, the decision of the arbitrator(s) shall be limited strictly to the interpretation and application of the specific provisions of this Agreement which may be in issue and the arbitrator(s) shall be without power or authority to make any decision:

1. contrary to or inconsistent with or modifying, altering, amending or varying in any way any of the terms, conditions or provisions of this Agreement or of applicable law or rules or regulations having the force and effect of law; or

2. involving Board discretion or Board policy not covered by the terms of this Agreement or Board action under all applicable statutes or rules or regulations of the State Board of Education or matters as to which the Board is without authority to act; or

3. limiting or interfering in any way with the powers, duties and responsibilities of the Board under policies not covered by this Agreement, applicable statutes and/or rules and regulations having the force and effect of law.

Decisions of arbitrators rendered in accordance with their jurisdiction and authority hereunder shall be accepted as final and binding and shall be enforceable under applicable statutes.

c. The costs for the services of the arbitrator(s) shall be borne equally by both parties.

G. Timetable for Handling Grievances:

<u>Level</u>	<u>Deadline for Submitting Grievances</u>	<u>Deadline for Meeting</u>	<u>Deadline for Reaching Decision</u>
1. Immediate Supervisor	30 days	7 days	3 days
2. Superintendent	10 days after prior decision	7 days	3 days
3. Board of Education	10 days after prior decision	15 days	10 days
4. Arbitration	Notice to other party 10 days after prior decision	As promptly as possible	As promptly as possible

In the event of an emergency, act of God, or other situation beyond the control of the parties, any aggrieved person, the Superintendent or any immediate supervisor involved in a particular grievance, the aforesaid time limits shall be suspended during the pendency of the said condition or conditions.

ARTICLE X
WAGE SCALES

- A. Teachers' salary schedules are attached as Appendix A.
- B. Schedules for compensation for extracurricular activities are attached and made a part hereof as Appendix B.
- C. Upon presentation of documentation of payments made to licensed daycare providers, the Board shall reimburse members of the bargaining unit up to \$500 per year for such expenses. The Board reserves the right to establish a daycare program on school property for Board employees, with available spaces allocated on an objective basis. Should the Board do so, this provision shall terminate and an amount at least equal to expenses incurred under this section during the previous year shall be allocated to subsidize such a daycare program.
- D. Teachers serving as TEAM mentors shall receive as a stipend the designated amount of State reimbursement for such service, if any, plus \$300 paid by the Board. Teachers will be paid two (2) hours at the curriculum rate for each paper reviewed.
- E. Upon application, the Superintendent may waive tuition for Westport teachers who attend courses offered by the Westport Continuing Education Department, depending upon enrollment, course availability, and other legitimate factors. This authority shall not be exercised in an arbitrary manner.

ARTICLE XI
SUMMER SCHOOL

The summer school, like the programs maintained during the normal school year, requires the most highly qualified teachers available. Since the regular teaching staff provides an excellent source for such summer school teachers, the Superintendent shall make administrative arrangements for the announcing of summer school openings in all schools by April 15. All qualified local candidates shall be interviewed and notified of their status in this regard as soon as decisions can be made with sixty percent (60%) of the contracts signed by May 15.

The Summer School Salary Schedules are attached as Appendix C.

ARTICLE XII
COMPENSATION FOR CURRICULUM PROJECTS

The compensation rate for teachers participating outside of regular school hours in curriculum workshops or curriculum development shall be \$42.00 per hour in 2019-2020 and will increase by \$1.00 per hour for each subsequent year of this Agreement.

The compensation rate for curriculum workshop leaders shall be \$47.00 per hour in 2019-2020 and will increase by \$1.00 per hour for each subsequent year of this agreement.

ARTICLE XIII
COMPENSATION FOR GUIDANCE COUNSELORS
AND SCHOOL PSYCHOLOGISTS

A guidance counselor or school psychologist will receive per diem salary (as determined by dividing annual salary by the number of days in the base work year – per diem rate) for any pre-approved work the counselor or psychologist may be required to perform by his/her building principal or central office supervisor before the school year begins and/or after the school year ends, as is approved by the Assistant Superintendent for Pupil Personnel Services in writing. Such days shall be scheduled after considering the personal preferences of the affected counselors and/or psychologists in accordance with current practice. Guidance counselors and school psychologists employed prior to July 1, 2001 shall be guaranteed at least five additional days each year.

ARTICLE XIV
COMPENSATION FOR TUTORING HOMEBOUND PUPILS

The compensation rate for tutoring homebound pupils and other pupils as authorized shall be \$56.56 per hour in 2019-2020, \$57.12 in 2020-2021 and \$57.70 in 2021-2022.

ARTICLE XV
COMPENSATION FOR OVERNIGHT FIELD TRIPS

For supervisory duties on overnight trips that are related to the curriculum (excluding foreign travel, extracurricular and co-curricular activities), members of the unit shall be compensated at the rate of two times the middle school intramurals salary listed in Appendix B per night.

ARTICLE XVI
MEDICAL INSURANCE

A. A program of benefits shall be provided on a contributory basis to each eligible employee and their eligible dependents. Health benefits shall be in the form of a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). The deductible for such HDHP shall be \$2000 for individuals and \$4000 for families. The Board will contribute 50% of the deductible for active employees participating in the HDHP. Any employee ineligible for the HDHP may participate in a Health Reimbursement Arrangement (HRA) with the same terms as the HDHP. Board funding to the HRA shall include a rollover feature allowing any unused HRA deductible funds to be rolled over up to the amount legally allowed.

The Board's deposit toward the HDHP deductible will be made in two equal installments on September 1st and March 1st.

There will be no cost for preventative care. Once the HDHP deductible is met, benefits will be covered at 100% for in-network. Out-of-network services will be subject to an 80%/20% co-insurance after the deductible is met with an out-of-pocket maximum of \$4,000/\$8,000 (including satisfying the deductible). The out-of-pocket maximum will be cross accumulative between in-network, out-of-network and prescription drug cost. To establish HDHP rates the parties will retain a mutually acceptable insurance consultant, and the parties shall split the cost. Contributions will be based upon the cost of coverage elected by the teacher, i.e. individual, individual plus one, family (the employee premium share contributions shall be computed on the basis of actual expenditures in the prior year). Employee premium share contributions shall be made pursuant to an I.R.C. Section 125 Plan (pre-tax contribution) implemented by the Board.

The Board will pay for part-time employees, seventy percent (70%) of the cost of all premiums and the employee shall pay thirty percent (30%) of such cost. Contributions will be based upon the cost of coverage elected by the teacher, i.e. individual, individual plus one, family (the employee premium share contributions shall be computed on the basis of actual expenditures in the prior year). Employee premium share contributions shall be made pursuant to an I.R.C. Section 125 Plan (pre-tax contribution) implemented by the Board."

Prescription benefits under the HDHP shall be provided through a prescription benefits manager (PBM), designated by the Board through a formulary established by the Board. The co-payments for the HDHP plan will apply after the deductible is met up to an additional out-of-pocket maximum of \$1000/\$2000. The co-payments shall be \$10.00 for generic, \$30.00 for preferred brand, and \$45.00 for non-preferred brand, with mail order of two and one-half (2.5) times these retail co-payments for a ninety-day supply. A participant shall pay the difference between the brand name drug cost and the generic drug cost when a generic is available and the individual elects to take the brand name drug without a physician's specification, "Dispense As Written" ("DAW") provided for medical reasons. A summary of the benefits of these plans shall be set forth for informational purposes in Appendix D-1, provided that the actual benefit shall be determined in accordance with the insurance contract(s).

Subject to the conditions set forth below, effective September 1, 2018, the Board shall offer each bargaining unit member the opportunity to participate in the Connecticut State Partnership Plan 2.0 (SPP) for medical benefits in lieu of the medical benefits described in this section. Dental benefits shall continue (with the same employee premium cost sharing) as currently provided in this Agreement. The medical benefits shall be as set forth in the SPP effective on September 1, 2018, including any subsequent amendments or modifications made to the SPP by the State and its employee representatives. The administration of the SPP, including open enrollment, beneficiary eligibility and changes, and other administration provisions shall be as established by the SPP. A summary of the benefits of the SPP shall be set forth for informational purposes in Appendix D-2, provided that the actual benefit shall be determined in accordance with the SPP.

- a. The premium rates shall be set by the SPP. Based on such rates, the Board shall establish a blended rate to provide the same rate to active and retired teachers in accordance with statute.

b. The Board shall pay for all full-time employees eighty and one half percent (80.5%) of the premium cost, and the employee shall pay nineteen and one half percent (19.5%) of such cost. The Board shall pay for part-time employees seventy percent (70%) of premium cost and the employee shall pay thirty percent (30%) of such cost. Effective September 1, 2020, the Board shall pay for all full-time employees (79.5%) of the premium cost, and the employee shall pay twenty and one half percent (20.5%) of such cost. The Board shall pay for part-time employees seventy percent (70%) of premium cost and the employee shall pay thirty percent (30%) of such cost. Effective September 1, 2021, the Board shall pay for all full-time employees (78.5%) of the premium cost, and the employee shall pay twenty-one and one half percent (21.5%) of such cost. The Board shall pay for part-time employees seventy percent (70%) of premium cost and the employee shall pay thirty percent (30%) of such cost

c. The SPP contains a Health Enhancement Plan (HEP) component. All employees participating in the SPP are subject to the terms and provisions of the HEP. In the event SPP administrators impose the HEP non-participation or noncompliance \$100 per month premium cost increase or the \$350 per participant to a maximum of \$1400 family annual deductible, those sums shall be paid 100% in their entirety by the non-participating or non-compliant employee. No portion or percentage shall be paid by the Board. The \$100 per month premium cost increase shall be implemented through payroll deduction, and the \$350/\$1400 annual deductible shall be implemented through claims administration.

e. In the event any of the following occur, the Board or the Association may reopen negotiations in accordance with Conn. Gen. Stat. Section 10-153f(e) as to the sole issue of medical benefits, including plan design and plan funding, premium cost share and/or introduction of a replacement medical benefits plan in whole or in part.

i) If the SPP in its current form is no longer available; or if the benefit plan design of the SPP is modified as a result of a change in the State's collective bargaining agreement with SEBAC, if such modifications would substantially increase the cost of the medical benefits plan offered herein. Reopener negotiations shall be limited to medical benefits plan design and funding, premium cost share and/or introduction of an additional optional medical benefits plan; and/or

ii) If Conn. Gen. Stat. Section 3-123rrr et seq. is amended, or if there are any changes to the administration of the SPP, or if additional fees and/or charges for the SPP are imposed so as to affect the Board, any of which amendments, changes, fees or charges (individually or collectively) would substantially increase the cost of the medical benefits plan offered herein. Reopener negotiations shall be limited to medical benefits plan design and funding, premium cost share and/or introduction of an additional optional medical benefits plan; and/or

iii) If the cost of medical benefits plan offered herein is expected to result in the triggering of an excise tax under The Patient Protection and Affordable Care Act

([ACA; P.L. 111-148], as amended, inter alia, by the Consolidated Appropriations Act of 2016 [P.L. 114-113]) and/or if there is any material amendment to the ACA that would substantially increase the cost of the medical benefits plan offered herein. Reopener negotiations shall be limited to medical benefits plan design and funding, premium cost share and/or introduction of an additional optional medical benefits plan.

f. In any negotiations triggered under subparagraph e above as well as negotiations for a successor to the current collective bargaining agreement, the parties shall consider the High Deductible Health Plan with Health Savings Account set forth above (as well as the premium cost-sharing amounts as set forth above, as may be subsequently negotiated between the parties) to be the baseline for such negotiations, and the parties shall consider the following additional factors:

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

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

The Board will also provide life insurance for each eligible employee in an amount equal to one and one-half (1.5) times annual salary rounded upward to the next highest thousand. Upon resignation or retirement, unit members will be offered the opportunity to convert life insurance previously available under the Board group plan to an individual policy at their own expense, carrier permitting. Upon retirement from the Westport Public Schools, each retiree shall receive from the Board an explanation of benefits booklet, which shall describe the retiree's option for benefits and continuing benefits, (e.g. life insurance, medical and dental insurance). The Board shall notify retirees in writing of any changes to those benefits, and the Board and the Association may provide information to retirees about the advantages of participation in the TRB insurance plan for teachers eligible to participate in Medicare A and B.

B. Dental benefits shall reimburse preventive expenses at 100% co-insurance. A \$50.00 annual deductible (\$150 family maximum) is applied to general and major services. General services shall be reimbursed at an eighty percent (80%) co-insurance and major services at fifty percent (50%) co-insurance. This benefit is subject to a \$2,500 calendar year maximum per covered individual.

C. Insurance Carriers.

The Board of Education at its sole discretion may change the identity of carriers or administrators contracted to provide or to administer medical, prescription drug, dental, vision and/or life insurance in whole or in part. Prior to changing vendors under this section, the Board shall notify the President of the Association at least thirty (30) days in advance of the nature of the proposed change and the reasons therefore.

During the next ensuing thirty (30) day period, the parties shall meet and the reasons for the proposed change shall be more fully explained. Any changes in the identity of the carriers or administrators contracted to provide or to administer medical, prescription drug, dental, vision and/or life insurance benefits in whole or in part must provide substantially equal coverage, benefits and service to the members of the bargaining unit and their dependents at no additional cost, and any claims then or thereafter that this is not the case may be the subject of a grievance under the controlling grievance procedures. If, during the thirty (30) day period set forth above, the parties cannot agree that this is the case, either the Board or the Association may invoke arbitration as provided under this Agreement for the purpose of determining whether the proposed change or changes will, in fact, provide equal benefits, at no additional cost to covered employees or their dependents. Network equivalence shall not be a factor in considering substantial equivalence in coverage, benefits and service, provided that there is no disruption of physicians of greater than fifteen percent (by visit). A change in formulary shall be considered equivalent if at least 90 of the 100 drugs most commonly used by Westport teachers shall be included in the formulary. Any arbitration under this clause will be final and binding as provided by the contract, preferably before an arbitrator experienced in insurance matters.

D. Flexible Spending Account.

The Board shall make available a flexible spending account as permitted in accordance with federal regulations.

ARTICLE XVII
PHYSICAL EXAMINATIONS FOR PROFESSIONAL PERSONNEL

A. Continuing Personnel

In accordance with the Americans with Disabilities Act, as may be amended from time to time, the Board of Education shall have the right to require a teacher to submit to a medical examination by a physician chosen by the Board, and the opinion of that physician as to the teacher's fitness to continue employment shall be submitted to the Board of Education. Such examination shall be at the Board's sole expense.

A list of three or more physicians shall be made available and the teacher shall have the right to choose from the list.

B. Health Summary

Except as provided above, the contents of the health statements will be made available only to the teacher, the physician and the school medical advisor. All records will be confidential and kept in the office of the school medical advisor. When the protection of the teacher's health and that of the pupils requires a teacher's absence or some other adjustment in the personnel or work arrangements, the office of the school medical advisor will be privileged to indicate to the Superintendent the specific nature of the ailment and to recommend the necessary action.

ARTICLE XVIII
ROUTINE LEAVES OF ABSENCE

A. Emergency Leave

1. Application

a. The appropriate form is to be completed by the teacher (including reasons and date) and signed by the principal. In extreme emergency, the emergency leave request may be processed by telephone.

b. The business office pays both the teacher and the substitute under this leave policy, except when otherwise specified.

2. Types of Emergency Leave

a. Bereavement

1. Immediate Family - up to five (5) consecutive days' full pay in the case of death in the immediate family.

2. Other Relatives - a teacher may be absent without loss of pay for one (1) day when there is the death of a relative other than the immediate family.

3. A teacher who attends the funeral of a close friend will receive the difference between the teacher's salary and the substitute's salary.

4. Absence of two (2) members of a school faculty to attend the funeral of a fellow Westport teacher in the same school will be allowed and, at the discretion of the principal in each school, additional staff members may be released to attend such funeral.

5. If additional time is necessary because of distance or religious practice, the teacher may request an extension of the above leave. For this extended leave the teacher will receive the difference between the teacher's salary and the substitute's salary.

b. Critical Illness

1. Absence for up to five (5) days per year for critical illness in the immediate family shall be allowed.

c. Legal

1. Absence in obedience to legal process will be allowed including time necessary to complete a call to jury duty (but not to volunteer), and the Board agrees that any such teacher who is called and in fact does appear to serve on jury duty shall receive a rate of pay equal to the difference between the individual's salary and the jury fee.

2. Absence will be allowed for the President of the Union or the President's designee, at no loss of pay, to answer legal process in behalf of the Union.

3. Any other provision of this Agreement notwithstanding, no paid leave shall be granted to any teacher who is subpoenaed by an attorney representing the Union in any court action wherein the Board of Education is the defendant and the Union is the plaintiff.

3. Definition of Terms

a. Critical illness - means illness which the attending physician considers sufficiently serious to require the teacher's presence at the bedside.

b. Immediate family - means spouse, children, any member of the same household, parents, parents-in-law, brothers, sisters, grandparents, grandchildren, legal guardians, wards or step-children.

c. Legal process - summons to appear in court in which the individual has no option but to appear.

B. Professional Leave

Absence with full pay will be allowed for trips approved in advance to educational conferences or for trips involving school business. All requests for such absence will be made in writing to the principal for approval.

C. Personal Leave

1. In addition to the above-mentioned leave, teachers may use two additional days for pressing matters.

a. Personal leave shall be with the prior approval and permission of the appropriate principal, and such approval shall not be unreasonably withheld. Such leave shall be used only for pressing personal business which requires the presence of the teacher and which may not be conducted with reasonable convenience outside the school day or year. The leave request will be submitted to the principal in writing at least forty-eight (48) hours in advance except in cases of emergency, describing the need in general terms as illustrated in Subsection (e) below (e.g., house closing, emergency repair, family problem other than illness) to demonstrate compliance with the above.

- b. The business office pays both the teacher and the substitute.
 - c. The leave request will be submitted to the principal in writing and in advance when possible.
 - d. These days will be noncumulative and, except with the approval of the Superintendent or Superintendent's designee, cannot fall on the day immediately preceding or following a school holiday or vacation.
 - e. The following is intended as a guide for the interpretation of personal leave.
 - 1. Personal - property (e.g., emergency repair)
 - 2. Personal - family (e.g., family problem other than illness)
 - 3. Personal - schooling (e.g., personal or family graduation)
 - 4. Legal - (e.g., a house closing)
2. If additional time is needed beyond these two days:
- a. the request must be reviewed and approved by the Superintendent, or Superintendent's designee.
 - b. substitute pay will be deducted from the teacher's salary.
 - c. prior permission on the appropriate form is necessary.
 - d. the reason for the leave and the date of absence must be clearly indicated.

D. Religious Holidays

- 1. Members of any religious faith may apply for principal religious holidays (comparable to Christmas, Good Friday or Easter) without loss of pay.
- 2. Time granted for religious holidays will not be deducted from allowances for absences (as 1 above).
- 3. A maximum of three (3) days is allowed for this purpose.

E. Sick Leave

Teachers are eligible for fifteen (15) days of sick leave each year, of which up to five (5) days may be used for family illness, cumulative to the state minimum. The Board of Education shall notify teachers by the 30th of October of each school year of the number of sick leave days each employee has accumulated through June 30 of that calendar year. The teacher shall have

thirty (30) days after receipt in which to challenge the accuracy of that notification, after which such notification shall be binding. The teacher will receive his/her regular salary during this period of accumulated sick leave. The substitute will be paid by the Board of Education. After expiration of accumulated sick leave, the teacher will receive additional days with pay, according to the following schedule. Each teacher will be entitled to up to a total of ninety (90) additional days during his or her employment by the Board.

4th through 5th year of teaching in Westport	- 30 days
6th through 10th year of teaching in Westport	- 60 days
Over 10 years of teaching in Westport	- 90 days

During this time the teacher shall receive the difference between his/her per diem contract salary and the current per diem beginning substitute teacher's rate.

For the purposes of this section only, "family" is defined as a teacher's spouse, child, or other family member who resides in the teacher's home.

F. Other

The Superintendent or Superintendent's designee will act upon requests for leave which are of an unusual nature and not covered in the above policy.

ARTICLE XIX
MATERNITY, CHILDREARING AND ELDERCARE LEAVE

A. Maternity Leave:

An employee requiring leave of absence because of disability resulting from pregnancy shall be granted necessary leave. Such leave shall be granted from accumulated sick leave as set forth in Article XVII of this Agreement, in conformity with Section 46a-60 of the Connecticut General Statutes.

B. Childrearing Leave:

1. Tenured teachers shall be entitled, upon written request submitted to the Superintendent, to a childrearing leave without pay or benefits except as continuation of benefits at the active employee rate may be available under the Family Medical Leave Act, provided that teachers may, at their own option and expense, remain in the insurance group.

A "childrearing leave" shall be available to both male and female employees within thirty (30) calendar days of the birth or adoption of a child, or the placement of a foster child in their care.

2. A teacher must apply for childrearing leave at least sixty (60) calendar days prior to the anticipated commencement of the leave, provided that this requirement shall be waived in cases of adoption for good cause show. In such cases, the teacher shall provide as much advance notice as is practicable.

3. Such leave shall be for the remainder of the school year, and the teacher shall return to work at the beginning of the next school year. Leaves of a lesser or greater duration (i.e. a partial year or extending into a second year) shall be granted at the discretion of the Superintendent.

4. Upon completion of a childrearing leave that terminates at the beginning of the next school year, the teacher will be returned to the position vacated or to a position of a similar nature to the same extent as would occur without regard to such leave. Upon completion of a childrearing leave that extends into a second year, the teacher will be returned to a position for which the teacher is certified.

C. Eldercare Leave

1. Teachers shall be entitled, upon written request submitted to the Superintendent, to eldercare leave for the purpose of caring for a disabled parent.

2. A teacher must submit the written request for eldercare leave at least fifteen school days prior to the anticipated commencement of the leave, provided that this requirement shall be waived in cases of extreme emergency. In such cases, the teacher shall provide as much advance notice as is practicable. If advance notice is not possible, notice shall be provided as soon as possible after the teacher had knowledge of the emergency.

3. Such leave can range in length from five (5) to ninety (90) school days, and may be designated as leave under the Family and Medical Leave Act to the extent permitted by law. If conditions warrant a leave beyond the length in the initial application/notification, the teacher may apply for an extension, which may but need not be granted.

4. An eldercare leave shall be without compensation. Insurance benefits shall continue as if the teacher were not on leave to the extent provided by the Family and Medical Leave Act. The teacher will make arrangements with the Business Office for payment of the teacher's share of the insurance premium.

5. Upon completion of an eldercare leave, the teacher will be returned to the position vacated or to a position of a similar nature to the same extent as would occur without regard to such leave.

D. The Board may designate leave under this Article as leave under the Family and Medical Leave Act in accordance with said law.

ARTICLE XX
REASSIGNMENT TO ACTIVE DUTY AFTER LEAVE OF ABSENCE

A. At least ninety (90) calendar days prior to the expiration of such leave, the employee shall be required to make written application to the Superintendent for reassignment to active duty.

B. It is the responsibility of the teacher to make written application for reassignment accompanied by appropriate statements at least ninety (90) days prior to the termination of the leave. Should the teacher on leave fail to indicate his/her intention to return by April 1st and should the teacher not respond within fifteen (15) days to a written request sent on April 1st from the personnel office regarding his/her intention to return, the contract will be considered terminated. Communication from the personnel office will be sent certified mail, return receipt requested.

ARTICLE XXI
PARTICIPATION IN POLITICAL ACTIVITY

A. Participation:

Professional employees of the Westport school system may participate in political activities and may hold political office with the following provisions and/or exceptions:

1. In compliance with Connecticut General Statutes, Section 10-232, a professional employee elected to the Westport Board of Education must resign from the school system upon taking office.
2. A professional employee must comply with other existing town ordinances and state statutes.

ARTICLE XXII
TRAVEL INSURANCE

The Board of Education will obtain group travel accident insurance providing for fifty thousand dollars (\$50,000.00) accidental death, dismemberment and total disability coverage for certified employees while traveling outside the Town of Westport on authorized business of the Board of Education.

ARTICLE XXIII
DUES DEDUCTION

- A. The Board of Education agrees, upon the voluntary written request from any certified employee submitted on a form approved by the Board, to deduct from that employee's salary dues for the Westport Education Association, Inc., the Connecticut Education Association and/or the National Education Association and to transmit such monies so deducted at a time to be agreed upon between the Board of Education and the Union to the Westport Education Association, Inc. Any certified employee submitting a written request for such dues deduction shall be subject to dues deductions during the remainder of his or her employment by the Board of Education, or until the Board receives a written request from the employee that dues no longer need be deducted. Such written request for withdrawal from dues deductions shall only be accepted and honored by the Board

between August 1 and August 31 of any year of this Agreement to be effective on June 30 of the same year.

- B. The amount of the deduction from each paycheck for Union membership dues shall be equal to the total dues divided by the number of paychecks from which the teacher wishes dues to be deducted. The amount of Union membership dues shall be certified by the Union to the Board of Education prior to September 15th of each school year.
- C. Those teachers whose employment commences after the start of the school year shall pay a prorated amount equal to the percentage of the remaining school year.
- D. The Board of Education agrees to forward to the Union biweekly a check for the amount of money deducted during that pay period. The Board shall include with such check a list of teachers for whom such deductions were made.
- E. No later than the first paycheck in October of each school year, the Board of Education shall provide the Union with a list of all teacher employees of the Board of Education and the positions held by said teacher employees. The Board shall notify the Union monthly of any changes in said list.
- F. The singular reference to the "Union" herein shall be interpreted as referring to the Westport Education Association, the Connecticut Education Association, and the National Education Association.
- G. The Union shall hold the Board harmless against any and all claims, demands, liabilities, lawsuits, attorney's fees or other costs which may arise out of or by reason of actions taken against the Board as a result of the enforcement or administration of this article. The Board reserves the right to be represented by counsel of its choice and the Board shall be reimbursed for its reasonable legal fees. The Union and the Connecticut Education Association agree that they will not contest the provisions of this paragraph, and further agree that it is valid and enforceable by the Board.

ARTICLE XXIV TEACHER WORK YEAR

Reserving its right to modify the school calendar as circumstances change, the Board of Education shall establish a school calendar no later than April 15 for the ensuing year, which calendar shall meet the following criteria and conditions:

1. The teacher work year shall consist of 188 days for staff to include 182 instructional days and 6 non-instructional days.
2. Except as negotiated with the Association, single day holidays and extended vacations for teachers shall be the same as for students.
3. All teachers shall be required to attend two (2) evening meetings of no more than three (3) hours duration during the first half of each school year and one (1) evening meeting of

equal length during the second half of each school year. At least one of the first semester meetings shall be reserved for Back-to-School Night activities, with the other two meetings utilized for either Back-to-School Night activities or parent-teacher conferences, said decision to be made by the Board. Parent-teacher conference days at the elementary school level shall be limited to three (3) during each of the first and second halves of the school year.

ARTICLE XXV THE TEACHING DAY

A. Duration

The duration of the teaching day is defined as no more than seven and one-half (7 ½) hours. Of this time six and three-quarter hours (6 ¾) hours is assigned to the formal student schedule and forty-five minutes to unscheduled teacher activities within the building. Normally, teachers are expected to be present up to one-half (½) hour before the official opening of classes and to remain for up to one-half (½) hour following the official end of classes (not to exceed forty-five (45) minutes in total), but variations in the timing of these unscheduled activities are at the discretion of the principal. Scheduled activities such as staff meetings and authorized in-service programs may extend beyond the duration of the teaching day.

1. At the middle and high school levels, the minutes of a teacher day, whether distributed over a four, five, or eight day SCHEDULING CYCLE, or any modification thereof, shall be represented by the EQUIVALENT of five periods of student/teacher direct instructional time which, for the purpose of calculation only, shall be computed at a level not to exceed 45 minutes.

2. Each teacher at the middle and high school levels shall be required to participate in a PROFESSIONAL ASSIGNMENT (such as tutoring, conferencing with students, meeting with parents, and/or learning center assignments) or STUDENT MONITORING ACTIVITIES (such as hall duty, playground duty, cafeteria duty, bus duty, in-school suspension and/or study hall), to be determined by the building principal. Said professional assignment or student monitoring activity shall be for no more than the EQUIVALENT of one period per day over the defined scheduling cycle.

3. The Board of Education reserves the right, additionally, to assign all teachers at the middle and high school levels to homeroom supervision or advisory time.

4. Each teacher at the middle and high school levels shall be assigned the EQUIVALENT of one period per day for teacher planning time to prepare lesson plans and materials for instruction.

5. Elementary teachers shall be provided 225 minutes of preparation time weekly. Elementary teachers shall otherwise be subject to assignment, such as recess and other duties in accordance with current practice, grade level meetings, parent meetings, PPTs, and other professional meetings.

The flexibility contained in these provisions is intended to enable principals to adjust teacher schedules in accordance with the exigencies of the school program, physical facilities and unusual scheduling requirements.

B. Lunch Periods

The Board of Education believes that all teachers should have at least a one-half (1/2) hour duty-free lunch period, in addition to the planning period. To that end principals are expected to make whatever arrangements are necessary and possible, recognizing that the time may not be precisely thirty (30) minutes because of restrictions imposed by the program or the length of the school day.

C. Flexibility

The intent of this policy is to formulate existing arrangements while permitting flexibility.

ARTICLE XXVI
NONACADEMIC DUTIES OF TEACHERS

Teachers who are assigned to more than one school shall be exempt from non-academic duties on days that they travel between assigned schools.

ARTICLE XXVII
EMPLOYMENT OF SUBSTITUTE TEACHERS

A. It is the policy of the Board of Education to employ a substitute teacher whenever a teacher must be absent for a half-day or longer. Such substitutes will normally be persons competent in the area(s) for which the regular teacher is responsible. To provide for situations when persons with the appropriate competencies are unobtainable, arrangements will be made in advance to enable other substitutes to supervise the classes.

B. The responsibility of the teacher when a substitute is required is to notify the person designated by the administration to obtain substitutes for that school or department.

C. The Board also recognizes, however, that emergency situations other than fiscal ones may arise when it may not be feasible to carry out the above policy. In such a case the Board reserves the right to assign teachers to coverage when required by the situation, subject to the provisions set out below.

D. The following procedures shall prevail with regard to the use of regularly-employed members of the teaching staff at the middle and high school levels for the purpose of coverage of classes during the regular school day. The procedures shall also apply to teachers in the elementary schools if said teachers are required to cover for an absent teacher during their scheduled preparation time or lunch period.

E. In the event a class period cannot be covered when a teacher is absent or unavailable and a *per diem* substitute teacher is not available for coverage, regularly employed members of the teaching staff who have expressed interest in writing in volunteering for such coverage assignments will be first requested to cover the affected class.

F. The rate of pay for such coverage shall be \$28.00 per hour, with that value to be pro-rated for class periods that are less than one hour or more than one hour, rounded up (e.g. compensation for a 45 minute period would be \$21.00; for a one and one-half hour period, \$42.00).

G. Except as provided above, no regularly-employed member of the teaching staff will be required to oversee a coverage assignment, even if that individual has previously expressed interest in writing in volunteering for such assignments. If no regularly-employed member of the teaching staff is available to cover such classes on a voluntary basis, such assignments shall be made on a rotating basis among teachers available during the applicable class period. Teachers so assigned shall receive the payment set out in paragraph F above.

ARTICLE XXVIII EMPLOYMENT OF REPLACEMENT TEACHERS

When the Superintendent knows either through competent medical counsel or through information coming directly from the teacher that there will be a prolonged absence (30 days or more) due to illness, the Superintendent may immediately employ a fully certified teacher as a replacement and place him/her on the beginning step of the BA Schedule.

When there is uncertainty about the length of absence, a two-week waiting period (ten (10) school days) is suggested. During that time, the substitute pay policy will be in effect. If at the end of the period, prolonged absence is indicated (thirty (30) days or more), the Superintendent may:

- a. place the substitute on the beginning step of the BA Schedule or on a step consistent with his/her experience for placement on the salary schedule if the teacher is certified, or
- b. employ a certified teacher for the duration of the absence at the beginning step of the BA Schedule or on a step consistent with his/her experience for placement on the salary schedule.

Should a substitute employed pursuant to this Article subsequently be hired to fill a vacancy, he or she shall receive experience and degree credit at that time on the same terms as other newly hired teachers.

ARTICLE XXIX PROFESSIONAL PROGRESS

For the duration of this Agreement professional progress and evaluation shall be assessed on the basis of the provisions of the professional development and appraisals program as adopted by the

Board of Education on June 11, 1973; subsequently modified by the Board in accordance with law; and, now known as the Professional Development and Evaluation Program (PDEP).

Teachers assigned to less than 1.0 FTE shall attend a proportionate amount of the professional development days annually that are built into the calendar (e.g., a teacher with a 0.5 FTE assignment shall attend three of the six professional development days.) The determination of which days the teacher shall attend shall be made by the teacher's principal or other supervisor in consultation with the part-time teacher. Any part-time teacher who is directed to attend professional development days beyond the proportionate amount as described above will be compensated on a per diem basis for any such additional time.

ARTICLE XXX REIMBURSEMENT FOR GRADUATE STUDY

A. A fund not to exceed \$50,000 shall be established for tuition reimbursement. Tenured staff members may be reimbursed for courses taken at colleges or universities. Reimbursement will be one-half (1/2) of the tuition cost, not to exceed one thousand dollars (\$1,000) per fiscal year per person. Such reimbursement will be made in order of application until the allocated \$50,000.00 is expended. Online courses shall be subject to reimbursement under this Article only to the extent that such courses may be used for salary credit in accordance with Appendix F, Provisions Relating to Salaries.

B. In order to receive reimbursement for courses taken at or offered by colleges or universities, staff members must receive the prior approval of their professional development and evaluation program supervisor. In case a staff member and his or her professional development and evaluation program supervisor are unable to agree, a final decision concerning reimbursement, which shall be binding on all parties, shall be rendered by the credit review committee. If a staff member cannot reach an agreement concerning reimbursement with his or her supervisor within three (3) days after requesting approval, he or she may appeal to the credit review committee, which shall hear evidence from both the staff member and his or her supervisor within five (5) days of such appeal and shall decide the matter within two (2) days thereafter.

ARTICLE XXXI TRANSFERS

A. The Board of Education recognizes that the teacher, in the course of his/her employment, may want and need experience in other schools and/or at other grade levels. The Board encourages such transfers where training and skill are appropriate and in the best interests of the teacher and students involved.

B. A transfer may be made with the approval of the Superintendent or the Superintendent's designee in consultation with the receiving and sending principals and teacher involved. In appropriate circumstances, the Superintendent may transfer a K-8 certified teacher to the middle school irrespective of subject area certification.

Involuntary transfers from one school to another will be based on the needs of the system. In making transfer decisions, the Superintendent shall consider the following factors:

1. Personal preference of the teachers potentially affected
2. Transfer history of the potentially affected teacher (*e.g.* has the teacher been moved recently?)
3. Skills and experience at the grade level or subject area of the potentially affected teachers
4. Balance at the grade level or in the subject area, and/or needs of the cluster
5. Balance at each school of newer and more experienced teachers
6. Program needs of the school district
7. Unique needs of particular children (*e.g.* children with disabilities)
8. Length of service of the potentially affected teachers (both in the building and in the district)
9. Special training and experience of the potentially affected teachers.

The teacher identified for transfer shall have the right to request a meeting to discuss the reasons for the transfer decision with the Superintendent.

Notwithstanding the foregoing, the following procedure shall apply in cases of transfer necessitated by reduction in force at the High School:

1. Teachers to be transferred will be selected from a pool of appropriately certified staff members drawn from among those teachers most recently assigned to the High School.

2. The pool of possible transferees will be larger than the number to be transferred. Approximately two teachers will be placed in the pool for every full position or fraction of a position to be reduced in each subject area.

3. The pool will be augmented by those requesting transfer, if any.

4. In some instances, the program needs of the school may make it necessary to transfer a teacher who is not one of the most recent assignees or one who has requested transfer.

C. Upon request of the teacher, reason for denial of transfer will be communicated to him or her in writing.

D. Vacancies in teaching positions resulting from new positions, resignations, retirement or other causes shall be posted on teacher e-mail conferences as soon as practicable after the Board decides to fill the vacancy and in no event less than two weeks before a final appointment is made. Postings shall include the title of the position, the qualifications for the position, the school, and whether this vacancy is for a specified or an indefinite period. Internal candidates shall receive an interview.

ARTICLE XXXII
OPPORTUNITIES FOR ADVANCEMENT

The Board of Education believes that staff members presently employed should be given every consideration and encouragement with regard to advancement to leadership positions within the school system. To that end the Superintendent shall make administrative arrangements for announcing and describing such vacancies and the qualifications thereof in all schools as soon as the vacancies are known; for interviewing all qualified local candidates who have submitted written applications; and for notifying all local candidates of their status in this regard at the earliest possible moment. Notwithstanding the foregoing, vacancies, whether for administrative, teaching or extracurricular positions, may be filled during the summer months five (5) days after notice has been posted in each Westport school and written notice has been e-mailed and mailed to the President of the Union at the Union's address.

It is, of course, Board policy that the Superintendent is charged with the responsibility of recommending to the Board of Education for appointment to leadership positions the persons who, in his/her judgment, are best qualified through training, experience and personal characteristics for these positions.

ARTICLE XXXIII
MEETINGS

One (1) Monday afternoon each month shall be available after 3:30 p.m. solely for a meeting of the Union, and the Board agrees that any other meeting of teachers on that Monday shall be terminated by 3:30 p.m.

ARTICLE XXXIV
PROTECTION FROM ARBITRARY ACTION

A. No certified teacher shall be disciplined (i.e. written reprimand or suspension) without reasonable and just cause.

B. No material originating after initial date of employment shall be placed in any teacher's personnel file unless the teacher has first had an opportunity to review 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. If the teacher believes that material to be placed in his or her file is inappropriate or in error, he/she may receive adjustment through the grievance procedure. If the teacher is asked to sign material placed in the teacher's file, such signature shall be understood to indicate his or her awareness of the material, but in no instance shall said signature be interpreted to mean the teacher's agreement with the content of the material.

C. Any complaint made against a teacher by a person for whom the teacher is administratively responsible, by any parent, by any student or by any other person shall be called to the attention of the teacher if said complaint is to be placed in the teacher's personnel file. The procedure of section B of this clause shall apply to these records as well as all others that are placed in this file.

D. A teacher has the right to have a representative of the Union accompany him/her on any review of his/her personnel files.

ARTICLE XXXV ORIENTATION AND TRAINING OF STAFF

The Board and the Union recognize the need to properly orient new staff members to the unique requirements of the Westport school system. Therefore, it is agreed that the Union shall participate in the orientation of new staff, at least to the following extent:

1. In the formal program provided by the system for the orientation of staff there shall be no more than twenty (20) minutes for participation of Union representatives.
2. The names of all staff members and their buildings, grades and subject areas shall be provided to the Union no later than September 30th annually.
3. Staff members new to the district may be required to participate in orientation and training sessions (including curriculum training), not to exceed three days during the first year of employment.

ARTICLE XXXVI SENIORITY

A. In the event the Board shall, in its sole judgment, decide to reduce professional staff, then it shall exercise its discretion with respect to teachers employed under a durational shortage area permit (DSAP) and with respect to nontenured teachers, provided that in an affected certification area the employment of DSAP holders shall be terminated first. If it is necessary to reduce tenured staff, then the Board agrees, giving consideration to level, subject and certification, that it shall lay off tenured personnel in the inverse order of employment in the Westport system. Teachers and administrators shall be treated equally in all respects under this Article XXXVI.

Levels within the system shall include kindergarten through sixth grade, seventh through twelfth grade, special education and system-wide. Seniority lists shall note limitations in certification of any individual staff member which is more restrictive than the seniority list upon which said staff member is listed. Appropriate seniority lists within various areas of certification in special education shall be established.

Eligibility for membership on any seniority list shall be based upon actual teaching experience in any areas of certification within or without the Westport school system. However, a staff member's position on seniority lists shall be determined solely on actual years of service in the Westport school system. Lists shall be developed and approved by November 1 of each year and applicable to the next fiscal year. A staff member with certification and actual teaching experience may establish seniority on more than one seniority list.

Where service has been continuous, length of service in Westport shall be based upon the original date of commencement of employment in the Westport school system, except that where identical dates may exist, then the date of appointment or the date the teacher signed the initial contract shall be determinative, in that sequence. In case a conflict still exists, the Board shall determine which staff member shall be laid off.

Where service has not been continuous, months and years of actual service shall be totaled to determine through a reconstructed date, a teacher's place on the seniority list. If identical dates then exist, then the reconstructed date of appointment or the reconstructed date the teacher signed the last contract shall be determinative, in that sequence.

In case a conflict still exists, the Board shall determine which staff member shall be laid off.

Service shall be defined to include not just actual service in the system, but also time on sick leave, on maternity leave, and on other authorized leaves of absence from the system. All other interrupted time outside the school system shall be considered nonservice time.

B. Recall

In the event of a reduction of tenured staff members, personnel who have been laid off shall retain recall rights for three (3) years from the last date of employment.

No new staff member shall be appointed until laid-off staff members with necessary qualifications concerning level, subject and certification have been notified. The senior laid-off staff member having recall rights shall be notified of such vacancy by certified mail, return receipt requested, at his/her last known address. It shall be the responsibility of any laid-off staff member with recall rights to notify the personnel manager in the Town School Office in writing of any change of address during the period of his/her layoff.

If the laid-off staff member has not communicated his/her availability for reemployment to the personnel manager at the Town School Office within five (5) days of the mailing of said notice, the terminated staff member shall be deemed to have waived his/her recall rights. In such case the next most senior qualified staff member having recall rights shall be notified in accordance with the above provisions. Any laid-off staff member who is recalled shall have the same seniority as he or she had obtained on the last day of employment prior to layoff.

ARTICLE XXXVII
REIMBURSEMENT FOR TRAVEL

Personnel covered by this contract who have teaching assignments in two or more schools in Westport shall be reimbursed for travel between said schools at the approved IRS rate per mile. In addition, the PDEP Consultant will receive reimbursement at the approved IRS rate per mile for travel incurred in fulfillment of his/her duties with one-half paid by the Board and one-half paid by the WEA. Reimbursement shall be made on a monthly basis based on a preprinted written voucher for reimbursement submitted by the teacher to his or her immediate supervisor.

ARTICLE XXXVIII
TUTORING OF STUDENTS

Teachers are prohibited from tutoring for direct or indirect compensation students who are in their classes during the school year or during the summer after the student was in their class or during the summer before the student is going to be in their class (after class membership for the coming school year is known to the teacher).

Under no circumstances is any teacher to perform the following for a student attending the Westport Public Schools whom the teacher is tutoring:

- a. Comment negatively upon practices or instructional strategies of other teachers or of any of the teacher(s) of the student who is being tutored; or
- b. Make recommendations to a parent of a student being tutored that the parent request specialized testing to be provided by the school system or by an independent evaluator; or
- c. Recommend to a parent that support services be provided to the student being tutored for Literacy or Math; or
- d. Contact the teacher of a student being tutored to ascertain information about the tutored student; or
- e. Generate written reports for parents to be shared with the tutored student's regular teachers or administrators; or
- f. Recommend the program or grade placement for the tutored student in the year the student is being tutored or in a subsequent school year.

ARTICLE XXXIX
EXTRACURRICULAR ACTIVITIES

- A. The Westport Board of Education retains the right to create and eliminate extracurricular positions (including sports) and the Westport Education Association retains the right to negotiate over compensation, hours and working conditions as defined in Connecticut General Statute 10-153g.
- B. An evaluation system shall be maintained for evaluating extracurricular employees. Such evaluation system shall provide for:
 - 1) the use of an evaluation instrument developed in partnership with the Association.
 - 2) observations(s) by a supervisor with appropriate dialogue and feedback.
 - 3) a final written evaluation completed by the supervisor no more than four weeks after the completion of the extracurricular activity.
 - 4) a recommendation pertaining to reemployment.

- C. The Westport Board of Education shall post vacant extracurricular positions and shall grant qualified internal applicants an interview for such positions in accordance with established practice, and shall appoint extracurricular employees from within or outside the Westport Public Schools. At the end of the incumbent's first year of service, the Superintendent or the Superintendent's designee, taking into consideration the final written evaluation pursuant to paragraph B, shall have the authority to offer the incumbent reemployment for the following year.
- D. After an extracurricular employee is hired for a second year, the employee shall be offered reemployment for the succeeding year based on a satisfactory final written evaluation pursuant to paragraph B. If the final written evaluation is unsatisfactory, the Superintendent or designee may place the employee on probation or not offer reemployment.
- E. Following the second or subsequent year of employment, an extracurricular employee who is not recommended for reemployment may challenge the recommendation as follows. Within seven school days of the date of the written notification that the employee will not be reemployed, the employee shall file a written request for review with the Superintendent. The Superintendent shall meet with the extracurricular employee, the evaluator and other appropriate personnel, and shall render a written decision on the matter within seven school days of such meeting. The extracurricular employee, may appeal the Superintendent's decision to the Board of Education. The Board of Education shall meet with the extracurricular employee, the Superintendent and other appropriate personnel, and shall issue a written decision on the matter within fourteen school days of such meeting. The decision of the Board of Education shall be final. The time schedule of this section may be altered by mutual consent.
- F. Notwithstanding the foregoing procedure, the Superintendent reserves the right to terminate the employment of an extracurricular advisor immediately for due and sufficient cause as defined in Connecticut General Statute 10-151d.
- G. Before beginning an extra curricular position a teacher shall have a signed, dated contract. The signed contract shall serve to inform the teacher in general of the nature and responsibilities of the position, the negotiated compensation for the position, and of the Personnel Office's review and authorization of the position.

ARTICLE XL
MILITARY LEAVE

A teacher who is a member of a State Guard or National Guard component shall be entitled up to fourteen (14) calendar days of leave with pay to serve with said component provided:

- 1. such service is rendered during the school year;
- 2. the total pay (that received from the Board of Education and that received as a reservist) shall not exceed the teacher's full regular salary for that period;

- 3. proof from the branch of the service involved must be submitted in writing to the Superintendent of Schools stating that such service cannot be rendered at any other time;
- 4. the leave shall not be deducted from sick leave or from personal days.

ARTICLE XLI
NO STRIKE, NO LOCKOUT

During the term of this Agreement neither the Union, its officers, nor any employee shall engage in or in any way authorize, encourage, instigate, aid or sanction any strike, work stoppage, slowdown, walkout, or concerted refusal to work. Violation of this section shall be considered just cause for disciplinary action.

During the term of this Agreement the Board of Education shall not lock out its employees.

ARTICLE XLII
WORKERS' COMPENSATION

Each employee who is injured or disabled in the performance of his/her duties and as a result thereof has been determined to be entitled to workers' compensation payments pursuant to state statute, shall be entitled to a supplement of workers' compensation payments to assure that teachers continue to receive one hundred percent of salary (net of taxes) from the date of injury until (1) such time as he/she is able to return to duty or reaches the point of maximum recovery, or (2) one (1) calendar year, whichever comes first. During any such required leave thereafter, the employee shall be permitted to continue on leave at full pay by supplementing workers' compensation payments by proportionately charging sick leave to the extent accrued. Nothing herein shall affect rights or benefits under existing Workers' Compensation Law.

This agreement was reached this 30 day of Nov, 2018.

WESTPORT BOARD OF EDUCATION

WESTPORT EDUCATION ASSOCIATION

By  _____

By  _____

APPENDIX A-1

TEACHERS' SALARY SCHEDULE
 JULY 1, 2019 - JUNE 30, 2020

	Level 1	Level 2	Level 3	Level 4
Step	BA Degree	BA + 1 Yr. (MA or BA+30)	BA + 2 Yr. (MA+30)	BA + 3 Yr. (MA+60)
1				
2				
3				
4	49,059	52,662	56,974	61,036
5	51,281	54,998	59,305	63,478
6	53,603	57,440	61,730	66,018
7	56,033	59,988	64,254	68,661
8	58,571	62,649	66,881	71,407
9	61,226	65,429	69,617	74,263
10	63,998	68,330	72,463	77,235
11	66,899	71,362	75,425	80,326
12	69,929	74,530	78,509	83,539
13	73,096	77,836	81,719	86,882
14	76,408	81,289	85,061	90,359
15	80,335	84,896	88,539	93,972
16	84,262	88,662	92,159	97,734
17	88,189	92,595	95,927	101,643
18		97,323	102,205	108,226
19		102,051	108,483	114,809
20		106,779	114,761	121,393

Teachers shall advance one step on the 2019-2020 salary schedule from where they were during the 2018-2019 school year.

APPENDIX A-2

TEACHERS' SALARY SCHEDULE
 JULY 1, 2020 - JUNE 30, 2021

	Level 1	Level 2	Level 3	Level 4
Step	BA Degree	BA + 1 Yr. (MA or BA+30)	BA + 2 Yr. (MA+30)	BA + 3 Yr. (MA+60)
1				
2				
3				
4	49,059	52,662	56,974	61,036
5	51,281	54,998	59,305	63,478
6	53,603	57,440	61,730	66,018
7	56,033	59,988	64,254	68,661
8	58,571	62,649	66,881	71,407
9	61,226	65,429	69,617	74,263
10	63,998	68,330	72,463	77,235
11	66,899	71,362	75,425	80,326
12	69,929	74,530	78,509	83,539
13	73,096	77,836	81,719	86,882
14	76,408	81,289	85,061	90,359
15	80,335	84,896	88,539	93,972
16	84,262	88,662	92,159	97,734
17	89,512	92,595	95,927	101,643
18		97,323	102,205	108,226
19		102,051	108,483	114,809
20		108,381	116,482	123,214

Teachers shall advance one step on the 2020-21 salary schedule from where they were during the 2019-20 school year.

APPENDIX A-3

TEACHERS' SALARY SCHEDULE
 JULY 1, 2021 - JUNE 30, 2022

	Level 1	Level 2	Level 3	Level 4
Step	BA Degree	BA + 1 Yr. (MA or BA+30)	BA + 2 Yr. (MA+30)	BA + 3 Yr. (MA+60)
1				
2				
3				
4	49,059	52,662	56,974	61,036
5	51,281	54,998	59,305	63,478
6	53,603	57,440	61,730	66,018
7	56,033	59,988	64,254	68,661
8	58,571	62,649	66,881	71,407
9	61,226	65,429	69,617	74,263
10	63,998	68,330	72,463	77,235
11	66,899	71,362	75,425	80,326
12	69,929	74,530	78,509	83,539
13	73,096	77,836	81,719	86,882
14	76,408	81,289	85,061	90,359
15	80,335	84,896	88,539	93,972
16	84,262	88,662	92,159	97,734
17	90,855	92,595	95,927	101,643
18		97,323	102,205	108,226
19		102,051	108,483	114,809
20		110,007	118,229	125,062

Teachers shall advance one step on the 2021-22 salary schedule from where they were during the 2020-21 school year.

APPENDIX B
EXTRACURRICULAR ACTIVITIES SALARY SCHEDULE

Assignment to extracurricular activities shall be made on a voluntary basis.

District	19-20	20-21	21-22
District Theatre Arts/Arts Leader	\$4,277	\$4,320	\$4,363
District PDEP Consultant	\$3,608	\$3,644	\$3,680
District Musical Instrument Manager	\$3,149	\$3,180	\$3,212

	Year	Step 1	Step 2	Step 3	Step 4	Step 5
High School						
SHS Head Coach/Football	19-20	\$7,812	\$8,237	\$8,685	\$9,192	\$9,707
	20-21	\$7,890	\$8,319	\$8,772	\$9,284	\$9,804
	21-22	\$7,969	\$8,402	\$8,860	\$9,377	\$9,902
SHS Head Coach/Boys Basketball	19-20	\$7,122	\$7,536	\$7,932	\$8,559	\$8,781
SHS Head Coach/Girls Basketball	20-21	\$7,193	\$7,611	\$8,011	\$8,645	\$8,869
	21-22	\$7,265	\$7,687	\$8,091	\$8,731	\$8,958
SHS Head Coach Baseball	19-20	\$6,180	\$6,540	\$6,885	\$7,430	\$7,689
SHS Head Coach Gymnastics	20-21	\$6,242	\$6,605	\$6,954	\$7,504	\$7,766
SHS Head Coach/Field Hockey	21-22	\$6,304	\$6,671	\$7,024	\$7,579	\$7,844
SHS Head Coach/Boys Ice Hockey						
SHS Head Coach/Girls Ice Hockey						
SHS Head Coach/Boys Lacrosse						
SHS Head Coach/Girls Lacrosse						
SHS Head Coach Softball						
SHS Head Coach/Girls Soccer						
SHS Head Coach/Boys Soccer						
SHS Head Coach/Girls Swimming						
SHS Head Coach/Boys Swimming						
SHS Head Coach Boys Track						
SHS Head Coach Girls Track						
SHS Head Coach/Boys Volleyball						
SHS Head Coach/Girls Volleyball						
SHS Head Coach/Wrestling						
SHS Head Coach/Boys Tennis	19-20	\$4,822	\$4,954	\$5,083	\$5,347	\$5,613
SHS Head Coach/Girls Tennis	20-21	\$4,870	\$5,004	\$5,134	\$5,400	\$5,669
	21-22	\$4,919	\$5,054	\$5,185	\$5,454	\$5,726

	Year	Step 1	Step 2	Step 3	Step 4	Step 5
High School						
SHS Head Coach/Boys Rugby	19-20	\$4,377	\$4,592	\$4,817	\$5,056	\$5,303
SHS Head Coach/Boys Ski	20-21	\$4,421	\$4,638	\$4,865	\$5,107	\$5,356
SHS Head Coach/Girls Ski	21-22	\$4,465	\$4,684	\$4,914	\$5,158	\$5,410
SHS Head Sailing Coach						
SHS Head Coach/Boys Waterpolo						
SHS Head Coach/Cheer Leading						
SHS Head Coach/Boys Cr Country	19-20	\$4,377	\$4,592	\$4,817	\$5,056	\$5,303
SHS Head Coach/Girls Cross Country	20-21	\$4,421	\$4,638	\$4,865	\$5,107	\$5,356
SHS Head Coach/Boys Golf	21-22	\$4,465	\$4,684	\$4,914	\$5,158	\$5,410
SHS Head Coach/Girls Golf						
SHS Freshman Coach/Football	19-20	\$3,105	\$3,237	\$3,368	\$3,498	\$3,699
	20-21	\$3,136	\$3,269	\$3,402	\$3,533	\$3,736
	21-22	\$3,167	\$3,302	\$3,436	\$3,568	\$3,773
SHS Asst Coach/Boys Basketball	19-20	\$4,923	\$5,055	\$5,185	\$5,319	\$5,582
SHS Asst Coach/Girls Basketball	20-21	\$4,972	\$5,106	\$5,237	\$5,372	\$5,638
	21-22	\$5,022	\$5,157	\$5,289	\$5,426	\$5,694
SHS 1st Asst Coach/Football	19-20	\$5,166	\$5,382	\$5,609	\$5,848	\$6,095
	20-21	\$5,218	\$5,436	\$5,665	\$5,906	\$6,156
	21-22	\$5,270	\$5,490	\$5,722	\$5,965	\$6,218
SHS 2nd Asst Coach/Football	19-20	\$4,224	\$4,457	\$4,689	\$4,920	\$5,153
	20-21	\$4,266	\$4,502	\$4,736	\$4,969	\$5,205
	21-22	\$4,309	\$4,547	\$4,783	\$5,019	\$5,257
SHS Freshman Coach/Boys Basketball	19-20	\$3,609	\$3,807	\$4,003	\$4,216	\$4,441
SHS Freshman Coach/Girls Basketball	20-21	\$3,645	\$3,845	\$4,043	\$4,258	\$4,485
SHS Asst Coach/Baseball	21-22	\$3,681	\$3,883	\$4,083	\$4,301	\$4,530
SHS Asst Coach/Boys Diving						
SHS Asst Coach Boys/Girls Cross Country						
SHS Asst Coach/Field Hockey						
SHS Asst Coach/Girls Gymnastics (W)						
SHS Asst Coach/Boys Ice Hockey						
SHS Asst Coach/Girls Ice Hockey						
SHS Asst Coach/Boys Lacrosse						
SHS Asst Coach/Girls Lacrosse						
SHS Head Coach/Boys Waterpolo						
SHS Asst Coach/Girls Swimming						
SHS Asst Coach/Boys Swimming						

	Year	Step 1	Step 2	Step 3	Step 4	Step 5
High School						
SHS Asst Coach/Boys Track						
SHS Asst Coach/Girls Track						
SHS Asst Coach/Boys Soccer						
SHS Asst Coach/Girls Soccer						
SHS Asst Coach/Softball						
SHS Asst Coach/Girls Volleyball						
SHS Asst Coach/Boys Volleyball						
SHS Asst Coach/Wrestling						
SHS Asst Coach/Boys Rugby						
SHS Asst Coach/Cheer Leading	19-20	\$3,100	\$3,267	\$3,434	\$3,620	\$3,811
SHS Asst Coach/Skiing	20-21	\$3,131	\$3,300	\$3,468	\$3,656	\$3,849
	21-22	\$3,162	\$3,333	\$3,503	\$3,693	\$3,887
SHS Asst Coach/Boys Golf	19-20	\$2,290	\$2,470	\$2,648	\$2,823	\$2,958
SHS Asst Coach/Girls Golf (S)	20-21	\$2,313	\$2,495	\$2,674	\$2,851	\$2,988
SHS Asst Coach/Boys Tennis	21-22	\$2,336	\$2,520	\$2,701	\$2,880	\$3,018
SHS Asst Coach/Girls Tennis						
Athletic Trainer(S)	19-20	\$1,355	\$1,426	\$1,495	\$1,572	\$1,661
SHS Intramurals- Badminton(S)	20-21	\$1,369	\$1,440	\$1,510	\$1,588	\$1,678
SHS Intramurals- Basketball(W)	21-22	\$1,383	\$1,454	\$1,525	\$1,604	\$1,695
SHS Intramurals- Fitness(W)						
SHS Intramurals- Fitness(S)						
SHS Intramurals- Flag Football(S)						
SHS Intramurals- Football 1						
SHS Intramurals- Football 2						
SHS Intramurals- Gymnastics(W)						
SHS Intramurals- Boys Lacrosse						
SHS Intramurals- Powder Puff						
SHS Intramurals- Rugby						
SHS Intramurals- Sailing						
SHS Intramurals- Swimming(F)						
SHS Intramurals- Swimming(W)						
SHS Intramurals- Tennis(S)						
SHS Intramurals- Unified Sports(F)						
SHS Intramurals- Unified Sports(W)						
SHS Intramurals- Water Polo(S)						
SHS Intramurals- Weight Training(F)						
SHS Intramurals- Weight Training (F2)						
SHS Intramurals- Weight Training(W1)						
SHS Intramurals- Weight Training (W2)						

	Year	Step 1	Step 2	Step 3	Step 4	Step 5
High School						
SHS Intramurals- Weight Training(S1)						
SHS Intramurals- Weight Training(S2)						
SHS Intramurals- Wrestling(F)						
SHS Intramurals- Wrestling(W)						
Equipment Manager (F)	19-20	\$662	\$707	\$753	\$801	\$874
Equipment Manager (W)	20-21	\$669	\$714	\$761	\$809	\$883
Equipment Manager (S)	21-22	\$676	\$721	\$769	\$817	\$892
SHS Pool Director	19-20	\$4,311	\$4,526	\$4,753	\$4,988	\$5,238
	20-21	\$4,354	\$4,571	\$4,801	\$5,038	\$5,290
	21-22	\$4,398	\$4,617	\$4,849	\$5,088	\$5,343
SHS Band Director	19-20	\$6,180	\$6,540	\$6,885	\$7,430	\$7,689
SHS Choral Director	20-21	\$6,242	\$6,605	\$6,954	\$7,504	\$7,766
SHS Orchestra Director	21-22	\$6,304	\$6,671	\$7,024	\$7,579	\$7,844
SHS Freshman Orchestra Director						
SHS Drama Director	19-20	\$6,180	\$6,540	\$6,885	\$7,430	\$7,689
	20-21	\$6,242	\$6,605	\$6,954	\$7,504	\$7,766
	21-22	\$6,304	\$6,671	\$7,024	\$7,579	\$7,844
SHS Drama Assistant Director	19-20	\$3,373	\$3,645	\$3,923	\$4,198	\$4,471
	20-21	\$3,407	\$3,681	\$3,962	\$4,240	\$4,516
	21-22	\$3,441	\$3,718	\$4,002	\$4,282	\$4,561
SHS Drama Technical Director	19-20	\$3,237	\$3,498	\$3,764	\$4,028	\$4,293
	20-21	\$3,269	\$3,533	\$3,802	\$4,068	\$4,336
	21-22	\$3,302	\$3,568	\$3,840	\$4,109	\$4,379
SHS Drama Production Assistant	19-20	\$2,607	\$2,786	\$2,966	\$3,145	\$3,325
	20-21	\$2,633	\$2,814	\$2,996	\$3,176	\$3,358
	21-22	\$2,659	\$2,842	\$3,026	\$3,208	\$3,392
SHS Drama Choreographer	19-20	\$3,111	\$3,276	\$3,445	\$3,630	\$3,820
	20-21	\$3,142	\$3,309	\$3,479	\$3,666	\$3,858
	21-22	\$3,173	\$3,342	\$3,514	\$3,703	\$3,897
SHS Pit Orchestra Director	19-20	\$2,132	\$2,241	\$2,358	\$2,488	\$2,618
	20-21	\$2,153	\$2,263	\$2,382	\$2,513	\$2,644
	21-22	\$2,175	\$2,286	\$2,406	\$2,538	\$2,670
SHS Black Box Theater Advisor	19-20	\$1,547	\$1,632	\$1,723	\$1,742	\$1,907

	Year	Step 1	Step 2	Step 3	Step 4	Step 5
High School						
	20-21	\$1,562	\$1,648	\$1,740	\$1,759	\$1,926
	21-22	\$1,578	\$1,664	\$1,757	\$1,777	\$1,945
SHS Professional musicians				19-20 \$842	20-21 \$850	21-22 \$859
SHS 9th Grade Class Advisor	19-20	\$1,849	\$1,949	\$2,066	\$2,145	\$2,312
	20-21	\$1,867	\$1,968	\$2,087	\$2,166	\$2,335
	21-22	\$1,886	\$1,988	\$2,108	\$2,188	\$2,358
SHS 10th Grade Advisor	19-20	\$1,983	\$2,113	\$2,246	\$2,378	\$2,511
	20-21	\$2,003	\$2,134	\$2,268	\$2,402	\$2,536
	21-22	\$2,023	\$2,155	\$2,291	\$2,426	\$2,561
SHS 11th Grade Advisor	19-20	\$3,036	\$3,170	\$3,302	\$3,432	\$3,566
SHS Student Assembly Advisor	20-21	\$3,066	\$3,202	\$3,335	\$3,466	\$3,602
	21-22	\$3,097	\$3,234	\$3,368	\$3,501	\$3,638
SHS 12th Grade Advisor	19-20	\$4,488	\$4,624	\$4,755	\$5,018	\$5,282
SHS AFS Advisor	20-21	\$4,533	\$4,670	\$4,803	\$5,068	\$5,335
	21-22	\$4,578	\$4,717	\$4,851	\$5,119	\$5,388
SHS Peer Advisor	19-20	\$1,090	\$1,155	\$1,221	\$1,288	\$1,353
	20-21	\$1,101	\$1,167	\$1,233	\$1,301	\$1,367
	21-22	\$1,112	\$1,179	\$1,245	\$1,314	\$1,381
SHS Stud. Orientation Comm. Advisor	19-20	\$3,100	\$3,267	\$3,434	\$3,620	\$3,811
	20-21	\$3,131	\$3,300	\$3,468	\$3,656	\$3,849
	21-22	\$3,162	\$3,333	\$3,503	\$3,693	\$3,887
SHS Graduation Coordinator				19-20 \$2,112	20-21 \$2,133	21-22 \$2,154
SHS Senior Internship Advisor				\$12,364	\$12,488	\$12,613
SHS Artist Club Advisor	19-20	\$2,132	\$2,241	\$2,358	\$2,488	\$2,618
Earth Club Advisor	20-21	\$2,153	\$2,263	\$2,382	\$2,513	\$2,644
SHS Key Club Advisor	21-22	\$2,175	\$2,286	\$2,406	\$2,538	\$2,670
SHS Law Club Advisor						
SHS Pisces Club Advisor						
SHS QED Advisor						
SHS Soundings Advisor						
SHS UN Club Advisor						

	Year	Step 1	Step 2	Step 3	Step 4	Step 5
High School						
SHS Best Buddies Advisor	19-20	\$3,100	\$3,267	\$3,434	\$3,620	\$3,811
SHS Culinary Arts Club Advisor	20-21	\$3,131	\$3,300	\$3,468	\$3,656	\$3,849
SHS Gay/Straight Alliance Advisor	21-22	\$3,162	\$3,333	\$3,503	\$3,693	\$3,887
SHS Kool to be Kind Club Advisor						
SHS Math Club Advisor						
SHS Heart and Soul Club Advisor	19-20	\$2,155	\$2,287	\$2,421	\$2,549	\$2,683
	20-21	\$2,177	\$2,310	\$2,445	\$2,574	\$2,710
	21-22	\$2,199	\$2,333	\$2,469	\$2,600	\$2,737
SHS Debate Club Advisor	19-20	\$2,588	\$2,766	\$2,945	\$3,123	\$3,302
	20-21	\$2,614	\$2,794	\$2,974	\$3,154	\$3,335
	21-22	\$2,640	\$2,822	\$3,004	\$3,186	\$3,368
SHS Inklings Advisor	19-20	\$6,180	\$6,540	\$6,885	\$7,430	\$7,689
SHS Robotics club	20-21	\$6,242	\$6,605	\$6,954	\$7,504	\$7,766
SHS Yearbook Advisor	21-22	\$6,304	\$6,671	\$7,024	\$7,579	\$7,844
SHS Junior State of America Advisor	19-20	\$4,624	\$4,755	\$4,887	\$5,153	\$5,415
SHS Media Club Advisor	20-21	\$4,670	\$4,803	\$4,936	\$5,205	\$5,469
	21-22	\$4,717	\$4,851	\$4,985	\$5,257	\$5,524
SHS Learning Readiness Club Advisor	19-20	\$4,224	\$4,457	\$4,689	\$4,920	\$5,153
	20-21	\$4,266	\$4,502	\$4,736	\$4,969	\$5,205
	21-22	\$4,309	\$4,547	\$4,783	\$5,019	\$5,257
SHS Media Club Asst Advisor	19-20	\$3,257	\$3,429	\$3,596	\$3,781	\$3,969
	20-21	\$3,290	\$3,463	\$3,632	\$3,819	\$4,009
	21-22	\$3,323	\$3,498	\$3,668	\$3,857	\$4,049
SHS National Honor Society Advisor	19-20	\$2,424	\$2,603	\$2,781	\$2,957	\$3,091
	20-21	\$2,448	\$2,629	\$2,809	\$2,987	\$3,122
	21-22	\$2,472	\$2,655	\$2,837	\$3,017	\$3,153

Middle Schools	Year	Step 1	Step 2	Step 3	Step 4	Step 5
MS Drama Director	19-20	\$6,180	\$6,540	\$6,885	\$7,430	\$7,689
	20-21	\$6,242	\$6,605	\$6,954	\$7,504	\$7,766
	21-22	\$6,304	\$6,671	\$7,024	\$7,579	\$7,844
MS Drama Assistant Director	19-20	\$3,373	\$3,645	\$3,923	\$4,198	\$4,471
	20-21	\$3,407	\$3,681	\$3,962	\$4,240	\$4,516
	21-22	\$3,441	\$3,718	\$4,002	\$4,282	\$4,561
MS Drama Technical Director	19-20	\$3,237	\$3,498	\$3,764	\$4,028	\$4,293
	20-21	\$3,269	\$3,533	\$3,802	\$4,068	\$4,336
	21-22	\$3,302	\$3,568	\$3,840	\$4,109	\$4,379
MS Drama Production Assistant	19-20	\$2,607	\$2,786	\$2,966	\$3,145	\$3,325
	20-21	\$2,633	\$2,814	\$2,996	\$3,176	\$3,358
	21-22	\$2,659	\$2,842	\$3,026	\$3,208	\$3,392
MS Drama Choreographer	19-20	\$3,111	\$3,276	\$3,445	\$3,630	\$3,820
	20-21	\$3,142	\$3,309	\$3,479	\$3,666	\$3,858
	21-22	\$3,173	\$3,342	\$3,514	\$3,703	\$3,897
MS Drama Workshop Director	19-20	\$3,257	\$3,429	\$3,596	\$3,781	\$3,969
	20-21	\$3,290	\$3,463	\$3,632	\$3,819	\$4,009
	21-22	\$3,323	\$3,498	\$3,668	\$3,857	\$4,049
MS Pit Orchestra Director	19-20	\$2,132	\$2,241	\$2,358	\$2,488	\$2,618
	20-21	\$2,153	\$2,263	\$2,382	\$2,513	\$2,644
	21-22	\$2,175	\$2,286	\$2,406	\$2,538	\$2,670
MS Professional musicians				19-20 \$842	20-21 \$850	21-22 \$859
MS Band Director	19-20	\$3,100	\$3,267	\$3,434	\$3,620	\$3,811
MS Camerata Director	20-21	\$3,131	\$3,300	\$3,468	\$3,656	\$3,849
MS Chamber Orchestra Director	21-22	\$3,162	\$3,333	\$3,503	\$3,693	\$3,887
MS Orchestra Director						
MS Choral Director						
MS Jazz Band Director						
MS Wind Ensemble						

Middle Schools	Year	Step 1	Step 2	Step 3	Step 4	Step 5
MS All-City Orchestra Director	19-20	\$2,155	\$2,287	\$2,421	\$2,549	\$2,683
MS All City Band	20-21	\$2,177	\$2,310	\$2,445	\$2,574	\$2,710
MS Percussion Ensemble	21-22	\$2,199	\$2,333	\$2,469	\$2,600	\$2,737
MS TV Production Advisor	19-20	\$4,311	\$4,526	\$4,753	\$4,988	\$5,238
MS Yearbook Advisor	20-21	\$4,354	\$4,571	\$4,801	\$5,038	\$5,290
	21-22	\$4,398	\$4,617	\$4,849	\$5,088	\$5,343
MS TV Production Assistant	19-20	\$1,355	\$1,426	\$1,495	\$1,572	\$1,661
	20-21	\$1,369	\$1,440	\$1,510	\$1,588	\$1,678
	21-22	\$1,383	\$1,454	\$1,525	\$1,604	\$1,695
MS Spirit Club Advisor	19-20	\$3,193	\$3,362	\$3,531	\$3,715	\$3,906
	20-21	\$3,225	\$3,396	\$3,566	\$3,752	\$3,945
	21-22	\$3,257	\$3,430	\$3,602	\$3,790	\$3,984
MS Art Collective	19-20	\$3,100	\$3,267	\$3,434	\$3,620	\$3,811
	20-21	\$3,131	\$3,300	\$3,468	\$3,656	\$3,849
	21-22	\$3,162	\$3,333	\$3,503	\$3,693	\$3,887
MS Diversity Club Advisor	19-20	\$1,779	\$1,867	\$1,955	\$2,044	\$2,132
	20-21	\$1,797	\$1,886	\$1,975	\$2,064	\$2,153
	21-22	\$1,815	\$1,905	\$1,995	\$2,085	\$2,175
MS Literary Magazine Advisor	19-20	\$2,132	\$2,241	\$2,358	\$2,488	\$2,618
MS Media Club Advisor	20-21	\$2,153	\$2,263	\$2,382	\$2,513	\$2,644
MS Newspaper Club Advisor	21-22	\$2,175	\$2,286	\$2,406	\$2,538	\$2,670
MS Student Council Advisor						
MS Math Club Advisor	19-20	\$950	\$992	\$1,034	\$1,078	\$1,119
MS Math Counts Advisor	20-21	\$960	\$1,002	\$1,044	\$1,089	\$1,130
MS National History Day Club	21-22	\$970	\$1,012	\$1,054	\$1,100	\$1,141
MS Photo Club Advisor						
MS Mock Trial Advisor	19-20	\$603	\$631	\$658	\$685	\$710
	20-21	\$609	\$637	\$665	\$692	\$717
	21-22	\$615	\$643	\$672	\$699	\$724
MS Robotics Advisor	19-20	\$1,779	\$1,867	\$1,955	\$2,044	\$2,132
MS Science Olympiad Advisor	20-21	\$1,797	\$1,886	\$1,975	\$2,064	\$2,153
MS 3d Printer Club Advisor	21-22	\$1,815	\$1,905	\$1,995	\$2,085	\$2,175
MS Intramural Coordinator	19-20	\$3,100	\$3,267	\$3,434	\$3,620	\$3,811

Middle Schools	Year	Step 1	Step 2	Step 3	Step 4	Step 5
	20-21	\$3,131	\$3,300	\$3,468	\$3,656	\$3,849
	21-22	\$3,162	\$3,333	\$3,503	\$3,693	\$3,887
		19-20	20-21	21-22		
MS Intramurals - Athletics[1]		\$78	\$79	\$80		
[1] Not to exceed		\$44,672	\$45,119	\$45,570		
(No Steps)		19-20	20-21	21-22		
Middle School Team Leader						
Four person team:		\$6,647	\$6,713	\$6,780		
Three person team:		\$4,986	\$5,036	\$5,086		
Two person team:		\$3,322	\$3,355	\$3,389		
Middle School Group Liaison Special Area		\$4,231	\$4,273	\$4,316		
Elementary Schools		19-20	20-21	21-22		
Elem Art Prof Dev Coord		\$5,153	\$5,205	\$5,257		
Elem Band Director	19-20	\$3,100	\$3,267	\$3,434	\$3,620	\$3,811
Elem Chorus Director	20-21	\$3,131	\$3,300	\$3,468	\$3,656	\$3,849
Elem Orchestra Director	21-22	\$3,162	\$3,333	\$3,503	\$3,693	\$3,887
Elem Chamber Orchestra						
Elem Wind Ensemble						
Elem Choral Play						
	Year	Step 1	Step 2	Step 3	Step 4	Step 5
Elem Steel Band Director	19-20	\$1,090	\$1,155	\$1,221	\$1,288	\$1,353
	20-21	\$1,101	\$1,167	\$1,233	\$1,301	\$1,367
	21-22	\$1,112	\$1,179	\$1,245	\$1,314	\$1,381
Elem TV Studio Advisor	19-20	\$2,724	\$2,900	\$3,077	\$3,255	\$3,434
	20-21	\$2,751	\$2,929	\$3,108	\$3,288	\$3,468
	21-22	\$2,779	\$2,958	\$3,139	\$3,321	\$3,503
Elem Student Leadership Advisor	19-20	\$1,639	\$1,727	\$1,816	\$1,903	\$1,993
Elem Math Olympics	20-21	\$1,655	\$1,744	\$1,834	\$1,922	\$2,013
	21-22	\$1,672	\$1,761	\$1,852	\$1,941	\$2,033
Elem Literary Magazine/Yearbook Advisor	19-20	\$930	\$971	\$1,014	\$1,057	\$1,099
Elem running	20-21	\$939	\$981	\$1,024	\$1,068	\$1,110
	21-22	\$948	\$991	\$1,034	\$1,079	\$1,121
Elementary Schools	Year	Step 1	Step 2	Step 3	Step 4	Step 5

Elem Intramurals Coordinator	19-20	\$1,845	\$1,935	\$2,024	\$2,111	\$2,201
	20-21	\$1,863	\$1,954	\$2,044	\$2,132	\$2,223
	21-22	\$1,882	\$1,974	\$2,064	\$2,153	\$2,245
Elem unified sports	19-20	\$1,355	\$1,426	\$1,495	\$1,572	\$1,661
	20-21	\$1,369	\$1,440	\$1,510	\$1,588	\$1,678
	21-22	\$1,383	\$1,454	\$1,525	\$1,604	\$1,695

APPENDIX C

SUMMER SCHOOL SALARY SCHEDULES

		2019-20	2020-21	2021-22
Salaries for Academic Credit Courses:	Per hour	\$74	\$75	\$76
SAT/ACT/College Essay Prep:	Per hour	\$48.48	\$48.96	\$49.45

ESY/SPED - The hourly rate to be paid is the top step of the MA level, except if a teacher's hourly rate is higher, they will receive the higher rate.

Salaries will be paid biweekly.

APPENDIX D-1

**WESTPORT BOARD OF EDUCATION
DESCRIPTION OF HEALTH BENEFITS
for
THE WESTPORT EDUCATION ASSOCIATION**

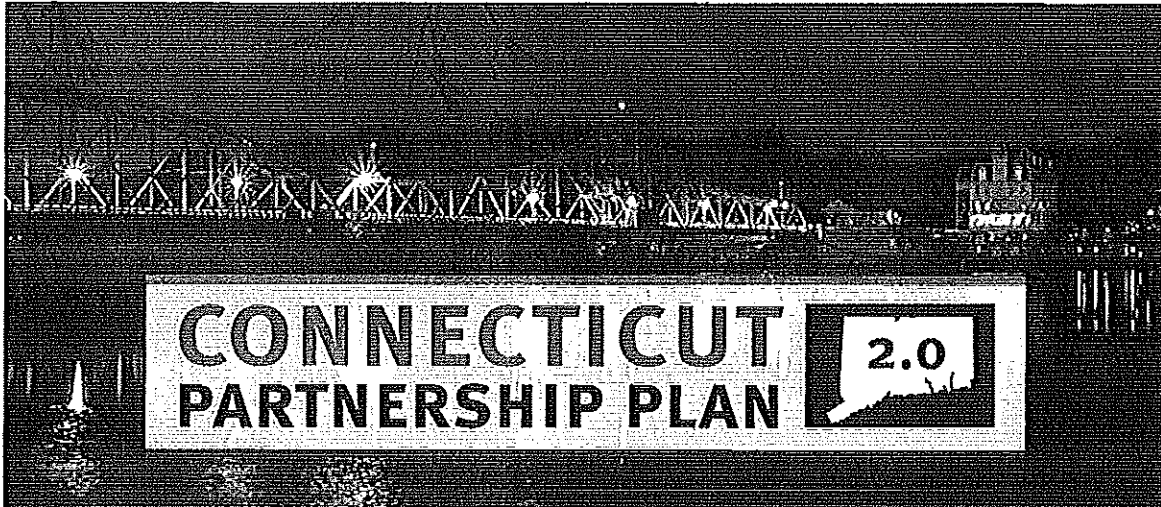
**Effective September 1, 2013
Administered by CIGNA**

High Deductible Health Plan

Plan Features	In-Network	Out-of-Network
Deductible (September 1 through August 31st)	\$2,000 Individual \$4,000 Family	Same Deductible as In-Network
Co-insurance Limit	100%	80%
Out-of-Pocket Maximum Cross accumulation between in and out-of-network and prescription drugs. The amount you pay for any services counts towards both your in-network and out-of-network out-of-pocket maximums.	N/A	\$4,000 individual \$8,000 family
Lifetime Maximum	Unlimited	Unlimited
Preventative Care	Paid in full	Paid in full
Prescription Drug Participating Retail Pharmacy	Participating Retail Pharmacy \$10 co-payment – generic \$30 co-payment – preferred brand name \$45 co-payment - non-preferred brand name Maximum 30 day supply or 100 doses, whichever is less Subject to substitution unless DAW	N/A
Mail Order	\$25 co-payment – generic \$75 co-payment – preferred brand name \$112.50 co-payment – non-preferred brand name Maximum 90-day supply Subject to substitution unless DAW	N/A
Prescription Drug Out of Pocket Maximum After Deductible	Drugs at employee expense until deductible of \$2,000 individual, \$4,000 family is satisfied; then copays apply as set forth above up to additional maximum out-of-pocket costs of \$1,000/\$2,000.	N/A

APPENDIX D-2

WESTPORT BOARD OF EDUCATION DESCRIPTION OF HEALTH BENEFITS for THE WESTPORT EDUCATION ASSOCIATION Connecticut Partnership Plan 2.0



A Great Opportunity for Very Valuable Healthcare Coverage

Welcome to the Connecticut (CT) Partnership Plan—a low-/no-deductible Point of Service (POS) plan now available to you (and your eligible dependents up to age 26) and other non-state public employees who work for municipalities, boards of education, quasi-public agencies, and public libraries.

The CT Partnership Plan is the same POS plan currently offered to State of Connecticut employees. You get the same great healthcare benefits that state employees get, including \$15 in-network office visits (average actual cost in CT: \$150), free preventive care, and \$5 or \$10 generic drug copays for your maintenance drugs. You can see any provider (e.g., doctors, hospitals, other medical facilities) you want—in- or out-of network. But, when you see in-network providers, you pay less. That's because they contract with UnitedHealthcare/Oxford—the plan's administrator—to charge lower rates for their services. You have access to Oxford's Freedom Select Network in Connecticut, New Jersey, and parts of New York, and United's Choice Plus Network for seamless national access!*

When you join the CT Partnership Plan, the state's Health Enhancement Program (HEP) is included. HEP encourages you to get preventive care screenings, routine wellness visits, and chronic disease education and counseling. When you remain compliant with the specific HEP requirements on page 5, you get to keep the financial incentives of the HEP program!

Look inside for a summary of medical benefits, and visit www.osc.ct.gov/CTpartner to find out if your doctor, hospital or other medical provider is in UnitedHealthcare/Oxford's network. Information about the dental plan offered where you work, and the amount you'll pay for healthcare and dental coverage, will be provided by your employer.

*Source: Healthcare Bluebook: healthcarebluebook.com

**CONNECTICUT
PARTNERSHIP PLAN** 2.0

POS MEDICAL BENEFIT SUMMARY

BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Preventive Care (including adult and well-child exams and immunizations, routine gynecologist visits, mammograms, colonoscopy)	\$0	20% of allowable UCR* charges
Annual Deductible (amount you pay before the Plan starts paying benefits)	Individual: \$350 Family: \$350 per member (\$1,400 maximum) <i>Waived for HEP-compliant members</i>	Individual: \$300 Family: \$900
Coinsurance (the percentage of a covered expense you pay <i>after</i> you meet the Plan's annual deductible)	Not applicable	20% of allowable UCR* charges
Annual Out-of-Pocket Maximum (amount you pay before the Plan pays 100% of allowable/UCR* charges)	Individual: \$2,000 Family: 4,000	Individual: \$2,300 (includes deductible) Family: \$4,900 (includes deductible)
Primary Care Office Visits	\$15 copay (\$0 copay for Preferred Providers)	20% of allowable UCR* charges
Specialist Office Visits	\$15 copay (\$0 copay for Preferred Providers)	20% of allowable UCR* charges
Urgent Care & Walk-In Center Visits	\$15 copay	20% of allowable UCR* charges
Acupuncture (20 visits per year)	\$15 copay	20% of allowable UCR* charges
Chiropractic Care	\$0 copay	20% of allowable UCR* charges
Diagnostic Labs and X-Rays* ** High Cost Testing (MRI, CAT, etc.)	\$0 copay (your doctor will need to get prior authorization for high-cost testing)	20% of allowable UCR* charges (you will need to get prior authorization for high-cost testing)
Durable Medical Equipment	\$0 (your doctor may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)

1 IN NETWORK: Within your carrier's immediate service area, no co-pay for preferred facility, 20% cost share at non-preferred facility. Outside your carrier's immediate service area: no co-pay.

1 OUT OF NETWORK: Within your carrier's immediate service area, deductible plus 40% coinsurance. Outside of carrier's immediate service area: deductible plus 20% coinsurance.

(continued on next page) 2

BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Emergency Room Care	\$250 copay (waived if admitted)	\$250 copay (waived if admitted)
Eye Exam (one per year)	\$15 copay	50% of allowable UCR* charges
**Infertility (based on medical necessity)		
Office Visit	\$15 copay	20% of allowable UCR* charges
Outpatient or Inpatient Hospital Care	\$0	20% of allowable UCR* charges
**Inpatient Hospital Stay	\$0	20% of allowable UCR* charges
Mental Healthcare/Substance Abuse Treatment		
**Inpatient	\$0	20% of allowable UCR* charges (you may need to get prior authorization)
Outpatient	\$15 copay	20% of allowable UCR* charges
Nutritional Counseling (Maximum of 3 visits per Covered Person per Calendar Year)	\$0	20% of allowable UCR* charges
**Outpatient Surgery	\$0	20% of allowable UCR* charges
**Physical/Occupational Therapy	\$0	20% of allowable UCR* charges, up to 60 Inpatient days and 30 outpatient days per condition per year
Foot Orthotics	\$0 (your doctor may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)
Speech therapy: Covered for treatment resulting from autism, stroke, tumor removal, injury or congenital anomalies of the oropharynx	\$0	Deductible plus Coinsurance (30 visits per Calendar Year)
Medically necessary treatment resulting from other causes is subject to Prior Authorization	\$0 (30 visits per Covered Person per Calendar Year)	Deductible plus Coinsurance (30 visits per Calendar Year)

*Usual, Customary and Reasonable. You pay 20% coinsurance based on UCR, plus you pay 100% of amount provider bills you over UCR.

** Prior authorization required: If you use In-network providers, your provider is responsible for obtaining prior authorization from UnitedHealthcare/Oxford. If you use out-of-network providers, you are responsible for obtaining prior authorization from UnitedHealthcare/Oxford.



**CONNECTICUT
PARTNERSHIP PLAN**

2.0

A MESSAGE FROM UNITEDHEALTHCARE

We are dedicated to helping people live healthier lives. This is our mission and we take it seriously. By making healthier decisions, you can live a healthier life. It's that simple. Our programs and network can help you do just that.

Our Network

We have a robust local and national network. Nationally and in the tri-state area, we have a large number of doctors, health care professionals and hospitals. For years, our members have accessed our Connecticut, New York and New Jersey tri-state network. Whichever plan you choose, you'll have seamless access to our UnitedHealthcare Choice Plus Network of physicians and health care professionals outside of the tri-state area. This gives State of Connecticut employees, retirees and their families better access to care whether you are in Connecticut, traveling outside the tri-state area, or living somewhere else in the country.

Just giving you a list of doctors is not very helpful. The UnitedHealth Premium® designation program recognizes doctors who meet standards for quality and cost-efficiency. We use evidence-based medicine and national industry guidelines to evaluate quality and the cost-efficiency standards are based on local market benchmarks for the efficient use of resources in providing care. The 2016 UnitedHealth Premium program covers 27 specialty areas of medicine, including two new specialties (Ear, Nose and Throat, and Gastroenterology).

For more information about our network and the Premium designation program or to search for physicians participating in our local network and the national UnitedHealthcare Choice Plus Network, please visit partnershipstateofct.welcometouhc.com.

For information on these discounts and special offers, please visit partnershipstateofct.welcometouhc.com



Oxford On-Call®

Healthcare Guidance 24 hours a day

We realize that questions about your health can come up at any time. That's why we offer you flexible choices in health care guidance through our *Oxford On-Call* program. Speak with a registered nurse who can offer suggestions and guide you to the most appropriate source of care, 24 hours a day, seven days a week. That's the idea behind *Oxford On-Call*.

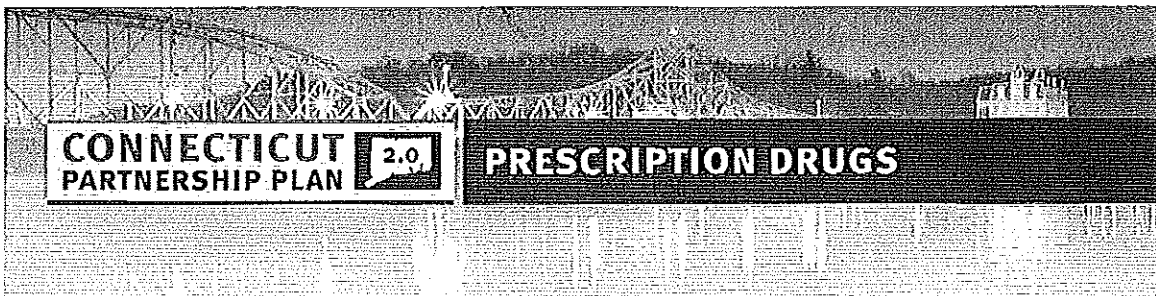
If you are a member and you need to reach *Oxford On-Call*, please call 800-201-4911. Press option 4. *Oxford On-Call* can give you helpful information on general health information, deciding where to go for care, choosing self-care measures or guidance for difficult decisions.

Custom Website

We created this website for State of Connecticut employees and retirees to provide the tools and information to help you make informed health care decisions.

Visit partnershipstateofct.welcometouhc.com to search for a doctor or hospital, or learn about your health plans. You also can get Health Enhancement Program information at cthep.com, or by phone at 877-687-1448.

Value-added programs such as wellness programs and discounts offered by the plan are not negotiated benefits and are subject to change at any time at the discretion of the plan.



PRESCRIPTION DRUGS	Maintenance* (31-to-90-day supply)	Non-Maintenance (up to 30-day supply)	HEP Chronic Conditions
Generic (preferred/non-preferred)**	\$5/\$10	\$5/\$10	\$0
Preferred/Listed Brand Name Drugs	\$25	\$25	\$5
Non-Preferred/Non-Listed Brand Name Drugs	\$40	\$40	\$12.50
Annual Out-of-Pocket Maximum	\$4,600 Individual/\$9,200 Family		

* Initial 30-day supply at retail pharmacy is permitted. Thereafter, 90-day supply is required—through mail-order or at a retail pharmacy participating in the State of Connecticut Maintenance Drug Network.

** Prescriptions are filled automatically with a generic drug if one is available, unless the prescribing physician submits a Coverage Exception Request attesting that the brand name drug is medically necessary.

Preferred and Non-Preferred Brand-Name Drugs

A drug's tier placement is determined by Caremark's Pharmacy and Therapeutics Committee, which reviews tier placement each quarter. If new generics have become available, new clinical studies have been released, new brand-name drugs have become available, etc., the Pharmacy and Therapeutics Committee may change the tier placement of a drug.

If your doctor believes a non-preferred brand-name drug is medically necessary for you, they will need to complete the Coverage Exception Request form (available at www.osc.ct.gov/ctpartner) and fax it to Caremark. If approved, you will pay the preferred brand co-pay amount.

If You Choose a Brand Name When a Generic Is Available

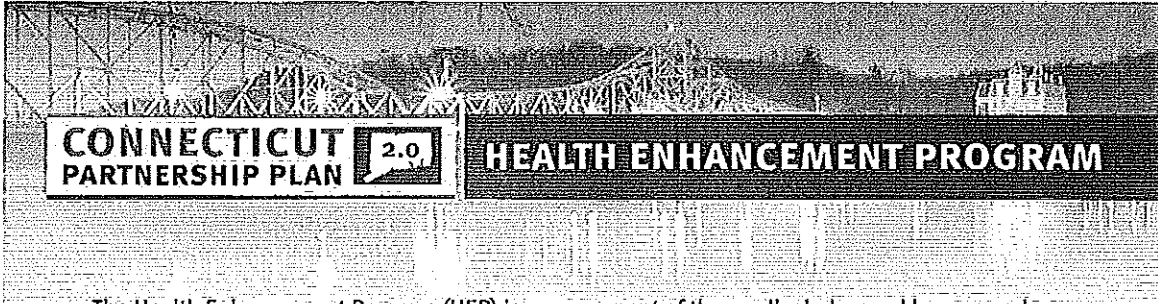
Prescriptions will be automatically filled with a generic drug if one is available, unless your doctor completes Caremark's Coverage Exception Request form and it is approved. (It is not enough for your doctor to note "dispense as written" on your prescription; a separate

form is required.) If you request a brand-name drug over a generic alternative without obtaining a coverage exception, you will pay the generic drug co-pay PLUS the difference in cost between the brand and generic drug.

Mandatory 90-day Supply for Maintenance Medications

If you or your family member takes a maintenance medication, you are required to get your maintenance prescriptions as 90-day fills. You will be able to get your first 30-day fill of that medication at any participating pharmacy. After that your two choices are:

- Receive your medication through the Caremark mail-order pharmacy, or
- Fill your medication at a pharmacy that participates in the State's Maintenance Drug Network (see the list of participating pharmacies on the Comptroller's website at www.osc.ct.gov).



The Health Enhancement Program (HEP) is a component of the medical plan and has several important benefits. First, it helps you and your family work with your medical providers to get and stay healthy. Second, it saves you money on your healthcare. Third, it will save money for the Partnership Plan long term by focusing healthcare dollars on prevention.

Health Enhancement Program Requirements

You and your enrolled family members must get age-appropriate wellness exams, early diagnosis screenings (such as colorectal cancer screenings, Pap tests, mammograms, and vision exams). Here are the 2018 HEP Requirements:

PREVENTIVE SCREENINGS	AGE						
	0-5	6-17	18-24	25-29	30-39	40-49	50+
Preventive Visit	1 per year	1 every other year	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
Vision Exam	N/A	N/A	Every 7 years	Every 7 years	Every 7 years	Every 4 years	50-64: Every 3 years 65+: Every 2 years
Dental Cleanings*	N/A	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year
Cholesterol Screening	N/A	N/A	Every 5 years (20+)	Every 5 years	Every 5 years	Every 5 years	Every 2 years
Breast Cancer Screening (Mammogram)	N/A	N/A	N/A	N/A	1 screening between age 35-39**	As recommended by physician	As recommended by physician
Cervical Cancer Screening (Pap Smear)	N/A	N/A	Every 3 years (21+)	Every 3 years	Every 3 years	Every 3 years	Every 3 years to age 65
Colorectal Cancer Screening	N/A	N/A	N/A	N/A	N/A	N/A	Colonoscopy every 10 years or Acrot1 FIT/FOBT to age 75

*Dental cleanings are required for all members who are participating in the Partnership Plan

**Or as recommended by your physician



The Health Enhancement Program features an easy-to-use website to keep you up to date on your requirements.

Additional Requirements for Those With Certain Conditions

If you or any enrolled family member has 1) Diabetes (Type 1 or 2), 2) asthma or COPD, 3) heart disease/heart failure, 4) hyperlipidemia (high cholesterol), or 5) hypertension (high blood pressure), you and/or that family member will be required to participate in a disease education and counseling program for that particular condition. You will receive free office visits and reduced pharmacy copays for treatments related to your condition.

These particular conditions are targeted because they account for a large part of our total healthcare costs and have been shown to respond particularly well to education and counseling programs. By participating in these programs, affected employees and family members will be given additional resources to improve their health.

If You Do Not Comply with the requirements of HEP

If you or any enrolled dependent becomes non-compliant in HEP, your premiums will be \$100 per month higher and you will have an annual \$350 per individual (\$1,400 per family) in-network medical deductible.

Care Management Solutions, an affiliate of ConnectiCare, is the administrator for the Health Enhancement Program (HEP). The HEP participant portal features tips and tools to help you manage your health and your HEP requirements. You can visit www.cthep.com to:

- View HEP preventive and chronic requirements and download HEP forms
- Check your HEP preventive and chronic compliance status
- Complete your chronic condition education and counseling compliance requirement
- Access a library of health information and articles
- Set and track personal health goals
- Exchange messages with HEP Nurse Case Managers and professionals

You can also call Care Management Solutions to speak with a representative.

Care Management Solutions

(877) 687-1448 Monday – Thursday, 8:00 a.m. – 6:00 p.m. Friday, 8:00 a.m. – 5:00 p.m.

www.cthep.com



**CONNECTICUT
PARTNERSHIP PLAN 2.0**



YOUR BENEFIT RESOURCES

Office of the State Comptroller, Healthcare Policy & Benefit Services Division

www.osc.ct.gov/ctpartner
860-702-3560

UnitedHealthcare Oxford

http://partnershipstateofct.welcometouhc.com
Prior to Effective Date: **1-800-760-4566**
After Effective Date: **1-800-385-9055**

Caremark (Prescription drug benefits)

www.caremark.com
1-800-318-2572

CIGNA (Dental and Vision Rider benefits)

www.cigna.com/stateofct
1-800-244-6224

*Health Enhancement Program (HEP) Care Management Solutions
(an affiliate of ConnectiCare)*

www.cthep.com
1-877-687-1448

For details about specific plan benefits and network providers, contact the insurance carrier. If you have questions about eligibility, enrolling in the plans or payroll deductions, contact your Payroll/Human Resources office.

**APPENDIX E
WESTPORT BOARD OF EDUCATION**

**DENTAL BENEFITS
As of July 1, 2007**

Administered by Delta Dental

Deductible Per calendar year	\$50 deductible applies to Basic and Major Services Maximum family deductible per calendar year is \$150
Individual Maximum Benefit	Individual maximum benefit paid per calendar year is \$2,500
Covered Charges	If utilizing a Delta Dental participating dentist, the dentist has accepted the reimbursement level. Non-participating dentist outside Delta Dental's network can charge amounts greater than the covered allowance for any procedure and the patient is liable for the balance.
Preventive & Diagnostic (Type A Services) Exams, Cleanings, Bitewing X-Rays (2 per calendar year per person); Fluoride Treatment (for children to age 9)	100% reimbursement of usual, customary and reasonable charges Not subject to deductible
Remaining Basic (Type B Services) Fillings, Extractions & Root Canals (Endodontics); Periodontal & Oral Surgery; Sealants (to age 16)	80% reimbursement of usual, customary and reasonable charges Subject to deductible
Crowns & Prosthodontics (Type C Services) Crowns & Gold Restorations; Repair of Dentures & Removable Prosthodontics; Bridgework, Full & Partial Dentures	50% reimbursement of usual, customary and reasonable charges Subject to deductible
Orthodontia (Adults & Dependent Children) Coinsurance Lifetime Maximum	50% \$2,000

Dependent children are covered to age 25 if enrolled as a full time student in an accredited school or university or living at home with parents and primarily financially dependent upon the employee for support.)

APPENDIX F

PROVISIONS RELATING TO SALARIES

- A. Initial salary schedule step placement of teachers shall be determined by the following:
1. Up to six (6) years credit shall be granted for public school teaching. Additional credit may be (but need not be) granted, as determined by the Superintendent based on his/her consideration of the experience of the teacher and the needs of the school district, provided that such credit shall be limited to years of actual service. Service interrupted by more than five years of service may be (but need not be) granted, as determined by the Superintendent based on his/her consideration of the experience of the teacher and the needs of the school district.
 2. Up to full (year for year) credit, as determined by the Superintendent based on his/her consideration of the experience of the teacher and the needs of the school district, shall be granted for private school and/or other qualified teaching experience.
 3. Up to a maximum of ten (10) years of credit, as determined by the Superintendent based on his/her consideration of the experience of the candidate and the needs of the school district, shall be granted for other related work experience or for certification in a shortage areas as designated by the Commissioner of Education. In such cases, the written rationale for this credit shall be placed in the personnel file.
 4. The Superintendent may grant a new teacher a relocation allowance of up to \$2,500 to reimburse the teacher for legitimate expenses incurred and supported with expense documents. The \$2,500 shall not be considered as part of salary. The WEA may request review of these expense documents.
- B. Vertical advance on the salary schedule is governed by the following conditions:
1. Satisfactory service during the preceding year.
 2. Service for at least one-half (1/2) school year during the preceding year.
- C. Horizontal advance is allowed when a staff member:
1. Completes 9 academic credits for a \$225 annual increase.
 2. For advancement to Level 2 (BA+30) or Level 3 (MA+30): Complete a minimum thirty (30) credits towards an advanced degree. Of the total number of thirty (30) credits, twenty-four (24) credits must be graduate credits and part of an approved program.
 3. For advancement to Level 4 (MA+60): A teacher must have a Master's Degree and prior approval from the appropriate Professional Development and Evaluation Program (PDEP) supervisor and principal (if different) with a right of appeal to the Superintendent if approval is not granted. Additionally, unless a teacher provides a planned program leading to a new certificate in a different area or discipline, all courses must be graduate courses unless an exception is granted by the Superintendent.
 4. All graduate credits to be used towards horizontal advance must have prior approval of the Superintendent or his/her designee in consultation with the applicant's PDEP supervisor. Evidence of eligibility for horizontal advance must be filed by September and/or February 1 in any school year. Staff members filing such evidence by September 1 shall receive

the full appropriate increase in salary. Those staff members filing by February 1 shall receive one-half (1/2) the appropriate increase. One (1) graduate credit toward horizontal advance must represent at least fifteen (15) hours of course time. Any staff member having filed a statement indicating completion of credits who has been unable to obtain a transcript verifying such credits shall be paid in accordance with the foregoing but shall supply such transcript without unreasonable delay to the Personnel Office.

5. For persons who hold either a PhD or an EdD one thousand five hundred dollars (\$1,500) is added to the appropriate step on the BA+90 level.

D. Active Military Service is given full credit on the salary schedule up to a maximum of two (2) years.

E. Salary Payment Options - The Board of Education shall offer to each teacher (except twelve (12) month personnel) the choice of one of the following two plans for the payment of salaries:

Plan A Payment shall be made in 21 equal checks
(before deductions)

Plan B Payment shall be made in 21 equal checks.
The first 20 checks shall equal 1/24 of the employee's salary before deductions. The twenty-first check shall equal 4/24 of the teacher's annual salary and shall be paid upon or before the last school day.

Salary payments shall be made by direct deposit

F. Interactive Video Program - It is the intention of the interactive video program to enhance course offerings and to make available to students courses that would not otherwise be available.

G. Online courses shall be subject to the following restrictions:

1. No more than three credits in a planned program shall be granted for online courses for advancement to the MA level; no more than six credits in a planned program shall be granted for online courses for advancement from the MA level to Level 3; no more than six credits in a planned program shall be granted for online courses for advancement from Level 3 to Level 4. Online courses or online planned programs at one of the Connecticut State Universities or the University of Connecticut shall be exempt from the foregoing limitations on the granting of credit for online courses.

2. Courses for salary advancement shall be subject to the same approval process as other courses.

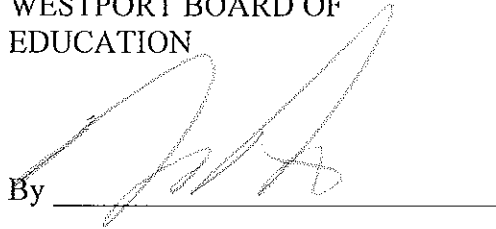
APPENDIX G

MEMORANDUM OF AGREEMENT

The parties agree that (1) the establishment of new positions compensated under Appendix B is a matter of Board prerogative and that (2) the amount of compensation for any position(s) so created is a mandatory subject of negotiations between the Board of Education and the Association. To facilitate (or even obviate the need for) negotiations over the compensation for any such positions created by the Board, the parties also hereby create a committee to review and make recommendations to the Board of Education for new compensated positions for inclusion on Appendix B, which recommendations shall include the salary proposed for any such newly-created position. The committee shall be comprised of four administrators designated by the Superintendent and four teachers appointed by the President of the Westport Education Association.

WESTPORT BOARD OF
EDUCATION

By _____



WESTPORT EDUCATION
ASSOCIATION

By _____

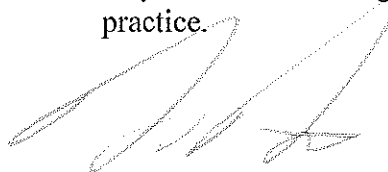


APPENDIX H

MEMORANDUM OF AGREEMENT

The Board of Education and the Westport Education Association agree that teaching assignments should not normally exceed 1.0 FTE. However, both parties recognize that from time to time extraordinary circumstances develop whereby a teacher may be offered more than a 1.0 FTE assignment. Accordingly, in those situations the Board and the Association agree that the following procedures will be effective:

1. The Board shall notify the Association when the aforementioned circumstance arises.
2. The Board shall demonstrate a good faith effort to hire a part-time teacher to fill a fractional opening. The Board will review with the Association its effort in this regard.
3. The Board shall post the fractional position internally, according to the current practice.
4. The Board shall sign a non precedent setting memorandum of agreement with the Association.
5. Any teacher exceeding a 1.0 FTE shall receive compensation according to the current practice.



WESTPORT BOARD OF EDUCATION



WESTPORT EDUCATION ASSOCIATION

APPENDIX I

MEMORANDUM OF AGREEMENT

In the recently concluded negotiations, the Westport Board of Education and the Westport Education Association reached the following additional agreements:

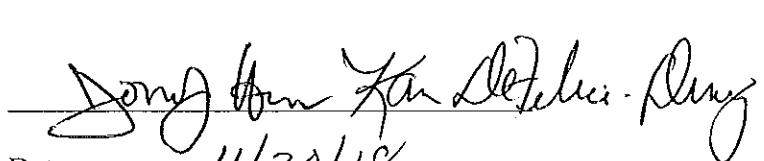
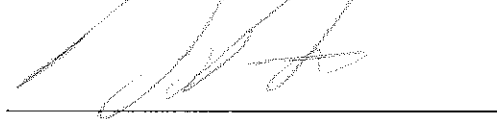
1. Should the Board restructure the student school day for the purpose of implementing a block schedule, the parties shall negotiate over the provisions of Article XXV(B), provided, however, that his provision shall not operate as a waiver of the right, if any, of the Association to negotiate over other impact issues of such a schedule.

2. The Board of Education and the Association agree that it is not appropriate that members of the bargaining unit be required to work under unsafe, unclean or unhealthy conditions or to perform duties that endanger their safety or health. The Board of Education agrees that teachers may reasonably expect (a) clean classrooms; (b) space to store supplies, (c) adequately equipped and supplied work areas; and (d) well-lighted and clean restrooms. In the event that a member of the bargaining unit submits a work order to the Maintenance Department of the school district pertaining to unsatisfactory working conditions, it is reasonable for that request to receive a timely (two weeks) written response from the aforementioned head of the maintenance department as to the status of the work order. Should a teacher or the Association believe that these expectations are not being met in a specific situation, he/she/it shall bring this situation to the attention of the Superintendent, who shall cause the situation to be investigated and respond within seven school days. Should the Association be dissatisfied with the response of the Superintendent, it may request a meeting with the Board (or a committee designed by the Board for that purpose), which shall meet with the Association to review the matter and respond. The decision of the Board or committee shall be final. Notwithstanding the foregoing, this agreement shall not be interpreted to prohibit a teacher or the Association from reporting concerns in good faith to appropriate governmental agencies.

3. English teachers at the high school (a) shall be assigned to teach the equivalent of four periods of student/teacher direct instructional time daily distributed over the applicable scheduling cycle, (b) will be assigned the equivalent of one period for professional assignment daily distributed over the applicable scheduling cycle, and (c) will be assigned the equivalent of one period for professional assignment (which may include co-teaching a class) or student monitoring activities daily distributed over the applicable scheduling cycle as such terms are used in Article XXV.

WESTPORT BOARD OF EDUCATION

WESTPORT EDUCATION ASSOCIATION



Date: 30/11/18

Date: 11/30/18

APPENDIX J

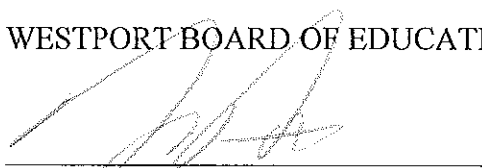
MEMORANDUM OF AGREEMENT

In the recently concluded negotiations, the Westport Board of Education and the Westport Education Association reached the following additional agreements:

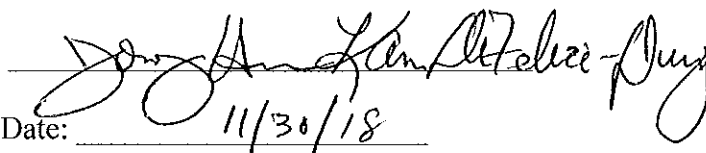
1. Any past practice to the contrary notwithstanding, special teachers at the elementary level can be assigned up to 1400 minutes weekly of direct instructional responsibilities, computed in accordance with current practice.

WESTPORT BOARD OF EDUCATION

WESTPORT EDUCATION ASSOCIATION



Date: 30 NOV 18



Date: 11/30/18

APPENDIX K

MEMORANDUM OF AGREEMENT

In the recently concluded negotiations, the Westport Board of Education and the Westport Education Association reached the following additional agreements:

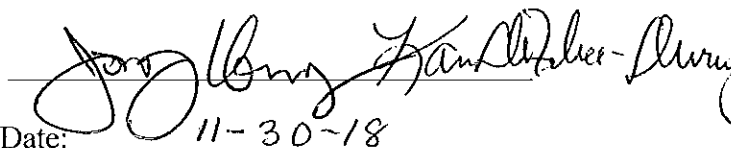
1. The Board will have the right to schedule student supervision before school uniformly at all five elementary schools in accordance with the current practice at three schools.
2. The parties agree that the Board will be able to assign secondary science teachers to teach the equivalent instructional time of five classes, effective with the 2019-2020 school year, any past practice to the contrary notwithstanding.
3. The parties agree to discuss the possibility of exempting online courses and online planned programs at high quality institutions other than the Connecticut State Universities and the University of Connecticut from the limits on online courses set forth in Appendix F, Section G of the collective bargaining agreement.
4. During the 2018-2019 school year, the Superintendent or her designee shall explore reconfiguration of the elementary teacher schedules for 2019-2020 with the goal of providing a daily block of 30 minutes preparation time without negatively affecting the academic program of students. The WEA shall be consulted in this process.

WESTPORT BOARD OF EDUCATION

WESTPORT EDUCATION ASSOCIATION



Date: 3/20/19



Date: 11-30-18

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