

# AGREEMENT

*Between the*

WEST HARTFORD  
BOARD OF EDUCATION

*and the*

WEST HARTFORD  
EDUCATION ASSOCIATION

July 1, 2022

To

June 30, 2025

**AGREEMENT**  
**BETWEEN THE**  
**WEST HARTFORD BOARD OF EDUCATION**  
**AND THE**  
**WEST HARTFORD EDUCATION ASSOCIATION, INC.**  
**JULY 1, 2022 TO JUNE 30, 2025**

**TABLE OF CONTENTS**

	Page
ARTICLE I	Recognition .....1
ARTICLE II	Salaries .....1
ARTICLE III	Salary Deductions .....4
ARTICLE IV	Board Prerogatives .....6
ARTICLE V	Personal Injury Benefits .....6
ARTICLE VI	Grievance Procedure .....7
ARTICLE VII	Leaves of Absence .....15
ARTICLE VIII	Insurance .....21
ARTICLE IX	Assignments, Vacancies, Transfers and Promotions .....25
ARTICLE X	Summer Employment .....28
ARTICLE XI	Continuing Education Employment.....30
ARTICLE XII	No Strike Provision.....31
ARTICLE XIII	Collection of Money .....31
ARTICLE XIV	Lunch Period.....31
ARTICLE XV	Evaluation Safeguards .....31
ARTICLE XVI	Class Size, Teacher Load and Extracurricular, Co-curricular and Proctoring Assignments.....32
ARTICLE XVII	Forced Staff Reduction and Recall .....34
ARTICLE XVIII	Duration .....39
ARTICLE XIX	Savings Clause .....39
	Signature Page .....41

## **AGREEMENT**

**between the**

**WEST HARTFORD BOARD OF EDUCATION**

**and the**

**WEST HARTFORD EDUCATION ASSOCIATION, INC.**

This Agreement is made and entered into by and between the WEST HARTFORD BOARD OF EDUCATION [hereinafter referred to as the "Board"], and the WEST HARTFORD EDUCATION ASSOCIATION, INCORPORATED [hereinafter referred to as the "Association"].

### **ARTICLE I**

#### **RECOGNITION**

- 1.1 The Board recognizes the Association, for the purposes of professional negotiations, as the exclusive representative, pursuant to 10-153a through 10-153g of the Connecticut General Statutes, as amended, of all these certified professional employees of the Board in positions requiring teaching or special certificates and for persons employed under a durational shortage area permit. The employees in such positions are hereinafter generally called "teachers."

### **ARTICLE II**

#### **SALARIES**

- 2.1 The salaries of all persons covered by this Agreement are set forth in Appendix "A" which is attached hereto and made a part of this Agreement.
- 2.2 The Parties hereby adopt the Contract of Employment form attached hereto as Appendix B-1. The Parties hereby accept the Annual Salary Rate Notification, Notification of Coaching and/or Extracurricular Assignment, and Salary Payment Option forms attached hereto. Appendices B-2 through B-4 shall be used for information purposes. The terms of this Agreement and/or state law shall prevail over any inconsistent agreement set forth in such form.

- 2.3 Subject to the Board's right to change the school year for students and subject to the Association's right to negotiate over the impact of any such change, the work year shall be 185 days, of which 182 shall be student days. In the event of termination of the contract of employment of a person covered under this Agreement, the Board of Education agrees to pay such portion of earned salary that may be due. Earned salary shall be computed as follows:

Per diem compensation (annual salary divided by 185 days) for each day worked, including approved absences.

- 2.4 Salary installments are payable on the fifteenth and the last day of each month. For September 2022 only, the first paycheck shall be remitted on September 8<sup>th</sup>. All employee elected deductions will be withdrawn equally over twenty paychecks between September and June.
- 2.5 Each employee covered by this Agreement whose base work year is ten months shall have the option of being paid his/her annual salary in either twenty (20) payments for a ten month period or in bi-monthly pay periods (24 payments) for a twelve month period beginning with September 1<sup>st</sup>.

This option shall not be subject to cancellation during any annual salary period and shall continue in effect unless the employee notifies the Payroll Office by June 30 that he/she is canceling the option effective commencing in the ensuing annual salary period.

Teachers hired after the first pay period during the first year of employment shall be paid his/her annual salary prorated according to the percentage of the work year the teacher works. Such new hires shall have the option to elect their preferred pay cycle, specifically twenty (20) or twenty-four (24) pay periods as referenced above.

All employees must participate in direct deposit of paychecks and electronic notification.

- 2.6 Salary installments are subject to required deductions for the State Teachers' Retirement Fund, the United States Withholding Tax, State of Connecticut withholding tax and the representative service fee, as well as other agreed-to deductions which the teacher may in writing authorize. Any tax shelter approved by the parties as of June 30, 2015 will continue regardless of the number of participants. Funds deducted for tax sheltered annuities shall be remitted to the designated annuity company twice monthly within five business days of the payroll date.
- 2.7 Teachers employed prior to April 1 in any school year shall move one step on the salary schedule in years in which step movement is negotiated. Steps on the salary schedule may be withheld by the Superintendent for inadequate performance of reasonably assigned responsibilities. Employees on the highest step of the salary

schedule may be denied any salary increase by the Superintendent for inadequate performance of reasonably assigned responsibilities provided that such denial shall not result in such employee being paid a lower salary than an employee on the second highest step of the salary schedule in the Agreement.

2.8 No employee will be disciplined (i.e. reprimanded, suspended or denied an increment) without just cause. Before a written reprimand may be placed in a teacher's personnel file, the administrator must meet with the teacher and provide the teacher with an opportunity to discuss the matter and present reasons why the reprimand is not justified. Said meeting shall occur at least 24 hours before a written reprimand may be placed in a teacher's file.

2.9 An interim teacher is a temporary employee who

- (A) is certified for his/her teaching assignment;
- (B) serves a minimum of forty (40) consecutive workdays in the school year in which employed because a regularly-employed teacher is on leave or is in a temporary assignment;
- (C) is newly employed each school year;
- (D) has no expectation or right to further employment or to special consideration for further employment.

Interim teachers shall be informed in writing before commencing employment that their term of employment shall not exceed the school year.

The salary of interim teachers shall be in accordance with the salary provisions of this Agreement and the rules and regulations of the West Hartford Board of Education.

2.10 Placement on the salary schedule of teachers new to West Hartford will be based on academic degree(s) and experience. In general, one (1) step will be allowed for each year of continuous experience up to five (5) years (6th step) if the experience is immediately preceding appointment. Credit for interrupted service, for military service (up to three (3) years) or for more than five (5) years of continuous teaching experience shall be granted as determined by the Superintendent or his/her designee. Under certain conditions, credit may be allowed for trade and industrial experience, business experience, social work, clerical work, and other experience where such experience contributes directly to the professional competence and ability of the teacher.

In areas designated as shortage areas by the Commissioner of Education, the Superintendent or his/her designee may approve of starting people on the schedule

up to three (3) steps beyond that indicated by previous teacher experience. The Association shall be notified in writing in such cases.

To assure that outside experience is not credited greater than West Hartford Public Schools experience, teachers newly hired in the future will receive step credit for prior experience equivalent to step credit given to teachers already employed by the Board.

- 2.11 Upon successful completion of the process resulting in such certification, the Board shall reimburse any teacher applying to the National Board of Professional Teaching Standards for national certification for up to \$2,000 in expenses, as approved by the Superintendent in advance, incurred by the teacher in the application process, including the application fee and the costs of materials required, and any necessary travel. The Board shall pay an annual stipend of \$1,000 to any teacher who is and remains certified by the National Board of Professional Teaching Standards.
- 2.12 The Board will expend up to \$90,000, effective July 1, 2022, \$100,000 effective July 1, 2023, and \$110,000 effective July 1, 2024 annually to reimburse teachers up to \$1,500 per year (up to three credits) for courses as approved in advance. Requests for reimbursement will be submitted by December 1<sup>st</sup> of the fiscal year in which the course is taken. After December 1<sup>st</sup>, teachers shall be informed of the amount they will receive for reimbursement, which shall not exceed the cost of the course taken as well as how many requests for reimbursement there are. If applications exceed the monies available, the monies will be divided equally by the number of applicants still ensuring the amount of reimbursement does not exceed the cost of the course. Remittance of reimbursement will be made after December 15<sup>th</sup> for any course that has been completed.
- 2.13 Employees hired after 7/1/2013 shall be eligible for a longevity benefit. If a teacher has remained in continuous service with West Hartford Public Schools, except for leaves as defined in Article VII, for 20 or more years, the teacher shall receive an added annual salary stipend of \$250 each year worked beyond 20 years. At 25 years of continuous service with West Hartford Public Schools, the stipend shall increase to \$650 each year worked beyond 25 years.

### **ARTICLE III**

#### **SALARY DEDUCTIONS**

- 3.1 Association Membership Dues
  - A. The Association shall certify in writing to the Board annually by no-later-than August 1 the membership dues for the West Hartford Education

Association, the Connecticut Education Association and the National Education Association for the ensuing year.

- B. The Board of Education agrees to deduct from each employee who so authorizes in writing an amount equal to the Association membership dues by means of payroll deductions. The amount of the deduction from each paycheck for membership dues shall be equal to the total Association membership dues divided by the number of paychecks from and including the first paycheck in September through and including the last paycheck in June.
- C. The Board shall provide the Association with the following information annually by the first pay date in October and shall also inform the Association of any changes monthly thereafter up to and including the first pay date in June:
  - (1) the names of all employees covered under this Agreement;
  - (2) the date that each employee commenced employment in the current year; and
  - (3) the proportion of the workday each employee is employed.
- D. The Board of Education agrees to forward to the Association each pay period a check for the amount of money deducted during that pay period. The Board shall include with such check a list of teachers from whom such deductions were made.

### 3.2 Credit Union Deductions

The Board agrees to deduct from the salaries of its employees such amounts as said employees individually and voluntarily authorize the Board to deduct, and to transmit such sums promptly to the Franklin Trust Federal Credit Union or one additional Credit Union if agreed to by the Board and Association for deposit to such employee's account. Employee authorization for such deductions shall be in writing in the form attached hereto as Appendix C.

### 3.3 Indemnification

The Association shall hold the Board harmless against any and all claims, demands, liabilities, lawsuits, attorneys' 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.

- 3.4 The Board shall establish and maintain an I.R.C. Section 457(b) Deferred Compensation Plan for the purpose of employee saving through payroll deduction.



## ARTICLE IV

### **BOARD PREROGATIVES**

- 4.1 Except as is otherwise specifically provided in this Agreement, as the same may be amended from time to time, it is recognized that the Board has and will continue to retain, whether exercised or not, the right, responsibility and prerogative to direct the operation of the public schools in the Town of West Hartford including but not limited to the following: to maintain public elementary and secondary schools and such other education activities as in its judgment will best serve the interests of the Town of West Hartford; to give the children of West Hartford as nearly equal advantages as may be practicable; to decide the need for school facilities; to determine the need and program for the summer school, if any; to determine the maintenance and operation of buildings, lands, apparatus and other property used for school purposes; to determine the number, age and qualifications of the pupils to be admitted into each school; to employ, assign and transfer teachers or other certified personnel; to suspend or dismiss the teachers of the schools; to designate the schools which shall be attended by the various children within the town, to make such provisions as will enable each child of school age residing in the town to attend school for the period required by law and provide for the transportation of children wherever it is reasonable and desirable; to prescribe rules for management, studies, classification and discipline for the public schools; to decide the textbooks to be used; to make rules for arrangement, use and safe-keeping of the school libraries and to approve the books selected therefor and to approve plans for school buildings; to prepare and submit budgets and, in its sole discretion, expend monies appropriated by the town for the maintenance of the schools, and to make such transfers of funds within the appropriated budget as it shall deem desirable. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with or in violation of any of the specific terms and provisions of this Agreement.

## ARTICLE V

### **PERSONAL INJURY BENEFITS**

- 5.1 Whenever an employee is absent from school as a result of personal injury caused by an assault arising out of and in the course of his/her employment, (including work performed during the summer months) in accordance with Connecticut General Statutes § 10-236a he/she shall be paid his/her full salary (less the amount of any worker's compensation award made for temporary disability due to said injury) for the period of such absence. Such period shall not exceed the compensable period for worker's compensation. Whenever an employee is absent from school as a result of personal injury caused by an accident arising out of and in the course of his/her employment (including work performed during the summer months), the employee

shall receive the workers' compensation payment and, at the election of the teacher, a supplement so that the teacher receives full pay, provided that in such cases the leave shall be charged to his/her annual or accumulated sick leave on a pro rata basis. Such period shall not exceed the compensable period for worker's compensation.

- 5.2 Should an employee recover from a third party damages for an illness or injury, (including death) that is compensable pursuant to Conn. Gen. Stat. Chapter 568 (Workers' Compensation), the employee shall reimburse the Board for the supplemental wage payments paid to them or on their behalf, up to the limit of such recovery, in the same manner that workers' compensation payments are reimbursed under applicable law (Conn. Gen. Stat. § 31-193).

## ARTICLE VI

### GRIEVANCE PROCEDURE

#### 6.1 Purpose

Grievance is hereby defined to mean:

Type A -- a dispute between an employee or the Association and the Board or the Administration concerning the interpretation of a provision of this Agreement with the exception of Article IV (Board Prerogatives)

- Type B --
- 1) a dispute between an employee or the Association and the Board or the Administration concerning the interpretation of Article IV (Board Prerogatives);
  - 2) a dispute between an employee or the Association and the Board or the Administration concerning the interpretation of a specific provision of the School Code that relates to salaries or other conditions of employment; or
  - 3) a complaint by an employee that an action taken or refused by an administrator was unfair.

#### 6.2 Procedure

##### A. Type A and Type B Grievances

###### (1) Informal

- a. If a teacher feels that he/she may have a grievance, he/she should first discuss the matter with his/her principal or other

appropriate administrator in an effort to resolve the problem informally.

- b. If the teacher is not satisfied with such disposition of the matter, he/she shall have the right to have the Association assist him/her in further efforts to resolve the problem informally with the principal or other appropriate administrator.

(2) Formal

a. Level One - Principal or Immediate Superior

An employee with a grievance shall first discuss it with his/her immediate superior or principal (either alone or with an authorized Association representative in attendance, if the employee so desires) with the objective of resolving the matter. The written statement of the employee's grievance shall contain a statement of facts, or a statement of the action taken or refused by administrative personnel which he/she feels is unfair to him/her, a reference to that provision of this Agreement, or of the School Code, if any, which the employee claims has been violated, and the remedy requested. This statement is to be submitted on Grievance Form A.

b. Level Two - Superintendent

- [1] In the event that the employee is not satisfied with the disposition of his/her grievance at Level One, or in the event that no decision has been rendered within one (1) calendar week following presentation of the grievance, the employee may advance his/her grievance to the Superintendent and the Association through its President.

The Superintendent must receive the grievance in writing on the approved form (Form B) within two (2) calendar weeks following the presentation of the grievance at Level One.

- [2] The Superintendent or his authorized representative(s) shall represent the administration at this level of the grievance procedure. Such authorized representative(s) shall be invested with authority to decide grievances for the Superintendent at this level. Within one (1) calendar week following receipt of the written grievance by the Superintendent, he or his

authorized representative(s) shall meet with the aggrieved person (either alone or with an authorized Association representative in attendance, if the employee so desires). The Superintendent shall render a decision within one (1) calendar week following the conclusion of such meeting.

B. Type A Grievances

(1) Level Three - Board of Education

- a. In the event that the employee is not satisfied with the disposition of his/her grievance at Level Two, the employee may advance his/her grievance to the Board.

The Board must receive the grievance in writing (Forms A, B and C) within one (1) calendar week following receipt of the decision at Level Two.

- b. The Board, or its designated committee of Board members, shall meet with the employee within two (2) calendar weeks following receipt of the grievance. The Board shall render a decision within two (2) calendar weeks following the conclusion of such meeting.

(2) Level Four - Binding Arbitration

- a. In the event that the employee is not satisfied with the disposition of his/her grievance at Level Three, the Association may submit the grievance for binding arbitration.

- b. The Association must notify the Superintendent of Schools in writing of its intention to submit a grievance for binding arbitration within thirty (30) calendar days following receipt by the aggrieved of the decision at Level Three and must commence the process for arbitration within five (5) calendar days following receipt of such notification by the Superintendent.

- c. The Association may submit a grievance for arbitration to a Committee of Three, or if requested by either the Association or the Board, to the American Arbitration Association or, at the option of the Association, to the Alternative Dispute Resolution Center.

If a grievance is submitted to the American Arbitration Association or, at the option of the Association, to the

Alternative Dispute Resolution Center, the Board and the Association may choose expedited arbitration provided they mutually agree to do so.

- d. A Committee of Three shall be persons selected jointly by the Association and the Superintendent who are experienced, impartial and disinterested parties of recognized competence.
- e. If the Parties are unable to agree upon a Committee within five (5) calendar days following receipt by the Superintendent of notification from the Association of its intention to submit the grievance for arbitration, the Association shall submit the grievance immediately to the American Arbitration Association or, at the option of the Association, to the Alternative Dispute Resolution Center for binding arbitration in accordance with its administrative procedures, practices and rules.
- f. The Committee or the arbitrator shall receive evidence of the facts of the grievance and hear arguments of the Parties following which the Committee or the arbitrator shall render to the Superintendent, the Board, and the Association a finding of the facts relating to the grievance and a decision whether a specific provision of this Agreement was misinterpreted.
- g. The Committee or the arbitrator shall hear and decide only one grievance in each case, shall be bound by and must comply with all of the terms of the Agreement and shall have no power to add to, delete from, or modify in any way any of the provisions of this Agreement. The decision of the Committee or the arbitrator shall be binding upon both parties and all employees during the life of this Agreement, unless the same is contrary to law.
- h. All costs and expenses for the services of a Committee or an arbitrator shall be borne equally by the Board and the Association.

C. Type B Grievances - Alternative I

(1) Level Three - Board of Education

- a. In the event that the employee is not satisfied with the disposition of his/her grievance at Level Two, the employee may advance his/her grievance to the Board.

The Board must receive the grievance in writing (Forms A, B and C) within one (1) calendar week following receipt of the decision at Level Two.

- b. The Board, or its designated committee of Board members, shall meet with the employee within two (2) calendar weeks following receipt of the grievance. The Board shall render a decision within two (2) calendar weeks following conclusion of such meeting.

(2) Level Four - Advisory Arbitration

- a. In the event that the employee is not satisfied with the disposition of his/her grievance at Level Three, the Association may submit the grievance for advisory arbitration.
- b. Under Alternative I the Association must notify the Superintendent of Schools in writing of its intention to submit a grievance for advisory arbitration within thirty (30) calendar days following receipt by the aggrieved of the decision at Level Three and must commence the process for advisory arbitration within five (5) calendar days following receipt of such notification by the Superintendent.
- c. The Association may submit a grievance for arbitration to a Committee of Three, or if requested by either the Association or the Board, to the American Arbitration Association or, at the option of the Association, to the Alternative Dispute Resolution Center.
- d. A Committee of Three shall be persons selected jointly by the Association and the Superintendent who are experienced, impartial and disinterested parties of recognized competence.
- e. If the Parties are unable to agree upon a Committee within five (5) calendar days following receipt by the Superintendent of notification from the Association of its intention to submit the grievance for advisory arbitration, the Association shall submit the grievance immediately to the American Arbitration Association or, at the option of the Association, to the Alternative Dispute Resolution Center for advisory arbitration in accordance with its administrative procedures, practices and rules.

- f. The Committee or the arbitrator shall receive evidence of the facts of the grievance and hear arguments of the Parties following which the Committee or the arbitrator shall render to the Superintendent, the Board and the Association a finding of the facts relating to the grievance and an advisory opinion whether, as applicable, Article IV of this Agreement was misinterpreted, or a specific provision of the School Code that explicitly relates to salaries or other conditions of employment was misinterpreted, or any action taken or refused by administrative personnel was unfair. The Committee or the arbitrator shall have no power or authority to render an opinion the effect of which would be to modify, alter or amend the terms of the Article.
- g. The opinion of the Committee or the arbitrator shall be submitted to the Board and the Association and shall be advisory only and no judgment may be entered thereon.
- h. Upon receipt and consideration of the report of the Committee or the arbitrator, the Board shall reconsider the decision made at Level Three and shall notify the employee and the Association of its decision to modify or affirm same within two (2) calendar weeks of receipt of the report. During the reconsideration, the Board may request but not require that the employee meet with the Board.
- i. All costs and expenses for the services of a Committee or an arbitrator shall be borne equally by the Board and the Association.

D. Type B Grievances - Alternative II

- (1) In the event that the employee is not satisfied with the disposition of his/her grievance at Level Two, the Association may submit the grievance for advisory arbitration.
- (2) Under Alternative II the Association must notify the Chairman of the Board of Education in writing of its intention to submit a grievance for advisory arbitration within fifteen (15) calendar days following receipt of the decision of the Superintendent at Level Two and must commence the process for advisory arbitration within five (5) calendar days following receipt of such notification by the Chairman of the Board of Education.

- (3) The Association may submit a grievance for arbitration to a Committee of Three, or if requested by either the Association or the Board, to the American Arbitration Association.
- (4) A Committee of Three shall be persons selected jointly by the Association and the Superintendent who are experienced, impartial and disinterested parties of recognized competence.
- (5) If the Parties are unable to agree upon a Committee within five (5) calendar days following receipt by the Chairman of the Board of notification from the Association of its intention to submit the grievance for advisory arbitration, the grievance shall be submitted immediately to the American Arbitration Association for advisory arbitration in accordance with its administrative procedures, practices and rules.
- (6) The Committee or the arbitrator shall receive evidence of the facts of the grievance and hear arguments of the Parties following which the Committee or the arbitrator shall render to the Superintendent, the Board and the Association a finding of the facts relating to the grievance and an advisory opinion whether, as applicable, Article IV of this Agreement was misinterpreted, or a specific provision of the School Code which relates to salaries or other conditions of employment was misinterpreted, or any action taken or refused by administrative personnel was unfair. The Committee or the arbitrator shall have no power or authority to render an opinion the effect of which would be to modify, alter or amend the terms of this Agreement.
- (7) The opinion of the Committee or the arbitrator shall be submitted to the Board and the Association and shall be advisory only and no judgment may be entered thereon.
- (8) The Board, or its designated committee of Board members, shall meet with the aggrieved and the Superintendent and/or his designee within two (2) calendar weeks following receipt of the opinion of the Committee or the arbitrator.
- (9) The Board shall affirm or modify the decision rendered at Level Two based on the findings of the meeting with the aggrieved and the Superintendent and the opinion of the Committee or the arbitrator.



(10) The Board shall render a decision within two (2) calendar weeks following the meeting of the Board or its designated committee with the aggrieved and the Superintendent.

(11) All costs and expenses for the services of a Committee or an arbitrator shall be borne equally by the Board and the Association.

### 6.3 Rights of Employee to Representation

A. No reprisals of any kind shall be taken by the Board or by any member of the administration against anyone by reason of participation in the grievance procedure or support of any participant thereto.

B. Any employee or the Board may be represented at any stage of this grievance procedure by any person(s) of his/her or its choice, provided however, that exclusive organizational representation shall be by the Association. When the employee is not represented by the Association, the Association shall be given an opportunity to be present and state its views at any stage of this grievance procedure.

### 6.4 Miscellaneous

A. The Board and the Association agree that

(1) Every reasonable effort should be made to resolve grievances at the administrative level most directly involved.

(2) Nothing herein contained shall be construed as limiting the right of any employee having a grievance or dispute to discuss the matter informally with an authorized representative of the administration or the Association or both.

B. Since it is important that grievances or disputes be processed as rapidly as possible, the number of days indicated at any level should be considered as maximum and every effort should be made to expedite the process. The time limits specified at all levels may be extended by the mutual agreement of the Superintendent of Schools and the President of the Association.

C. A class grievance is a grievance affecting a group or class of employees covered under this unit.

The WHEA is the grievant in a class grievance. A class grievance shall commence at Level Two. Before the WHEA files a class grievance, the President of WHEA and the Superintendent or his designee shall meet and seek to resolve the issue(s) informally.

D. Any grievance, not presented for disposition through the grievance procedure within twenty-five (25) calendar days of the occurrence of the condition giving rise thereto, or within twenty-five (25) calendar days of the employee's

or the Association's notice or knowledge thereof shall not be considered a grievance under this Agreement. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be considered acceptance by the aggrieved of the decision rendered, and such decision shall thereafter be binding upon the aggrieved and the Association.

- E. Decisions rendered at all levels of the grievance procedure shall be in writing.
- F. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- G. The right to record, transcribe or document shall be retained by both parties.
- H. All grievances submitted at Level Two shall utilize Grievance Form A.
- I. Formal grievances that are based on transfer as defined in 9.2A, or displacement resulting in transfer as defined in 9.2A as a consequence of forced staff reduction as defined in 17.1A shall commence at Level Two (2).

## **ARTICLE VII**

### **LEAVES OF ABSENCE**

#### 7.1 Sick Leave

- A. Each ten-month employee is entitled to sick leave with full pay of up to 15 school days in each contract year. For employees whose effective date of employment precedes July 1, 1987, unused sick leave shall be accumulated from year to year so long as the employee remains continuously in the service of the Board. For employees whose effective date of employment is July 1, 1987 or thereafter, each ten-month employee shall have unused sick leave accumulate to 187 days for the duration of the contract.
- B. If requested by the Superintendent, the employee shall provide at his/her expense a certificate from his/her physician confirming the sickness or the ability of the employee to return to work and perform his/her duties. The Board shall have the option of requiring a second opinion at its expense by having the employee select a physician for this purpose from a list of three names. The Superintendent shall obtain said list from the Hartford County Medical Association or, upon the teacher's request, from the Medical Association of the county in which the teacher resides, and present the list of three names as received from the Medical Association to the teacher. Such lists shall be composed of impartial physicians practicing in the appropriate field of medicine.

- C. Upon retirement, teachers employed before July 1, 2013 shall be paid the equivalent of one-half (1/2) of his/her total accumulated unused sick leave. The maximum paid shall not exceed forty-five (45) days. For all teachers, such payment shall be at the rate of 1/185 of his/her annual salary. The Board shall provide employees the option of placing this severance benefit in a pre-tax account in accordance with state and federal law from which the employee may pay for health insurance benefits after retirement.
- D. Upon death, the spouse of an active employee hired before July 1, 2013, the spouse of that employee, or in the event that there is no then surviving spouse, the minor children of an employee, or in the event that there are no then surviving minor children of an employee, the estate of an employee shall be paid one-half (1/2) of the employee's accumulated unused sick leave. The maximum paid shall not exceed forty-five (45) days.
- E. Upon death of an active employee hired on or after July 1, 2013, the spouse of that employee, or in the event that there is no then surviving spouse, the minor children of an employee, or in the event that there are no then surviving minor children of an employee, the estate of an employee shall be paid one-half (1/2) of the employee's accumulated unused sick leave. The maximum paid shall not exceed twenty-five (25) days.
- F. The Superintendent shall grant 50% of the unused sick leave accumulated by an employee as a contracted teacher in another school system provided employment in that school system terminated no more than one hundred (100) calendar days prior to the commencement of employment in the West Hartford Public Schools. The number of days granted shall not exceed thirty (30) days.
- G. Each employee shall receive by November 30th or earlier whenever possible a statement of his/her total unused accumulated sick leave as of the opening of school that year. This statement shall include the number of days sick leave for the current school year.
- H. Teachers on Long Term Disability shall be eligible for step advancement, if applicable, provided they work ninety (90) work days or more in the school year in which the long term disability commenced.
- I. If a teacher is absent because of illness, due to a communicable disease (examples include but are not limited to: mumps, measles, chicken pox, conjunctivitis, lice, impetigo, fifth disease, mononucleosis, etc.) traceable to contact made in school, the absence shall not be charged against their annual or accrued sick leave. This provision shall not apply to Covid-19.

## 7.2 Childrearing Leave

- A. An employee shall be eligible to leave for childrearing.

If the child is born or adopted on or after March 1 in any twelve-month period July 1 through June 30, such leave shall be for the balance of the then current school year; if chosen, for the first succeeding school year; and, if chosen, for the second succeeding school year.

If the child is born or adopted before March 1 in any twelve-month period July 1 through June 30, such leave shall be for the balance of the then current school year; and, if chosen, for the next succeeding school year.

- B. Childrearing leave shall be subject to the following conditions:

- (1) Unless the Superintendent and the teacher both agree otherwise, duration of childrearing leave shall be for no less than each entire period for which the teacher is eligible and which the teacher chooses.
- (2) The Superintendent of Schools must receive initial notification of intent to take childrearing leave in writing at least thirty (30) school days prior to the date such leave is to commence (i.e., the date disability caused by pregnancy and childbirth ends or the date adoption is completed).

The Superintendent of Schools must receive notification of intent to continue childrearing leave as applicable in writing by the preceding May 1.

Such notifications shall be irrevocable and unalterable. Failure to so notify shall result in relinquishing the right for such leave.

- (3) A teacher on childrearing leave shall notify the Superintendent of Schools in writing of his/her intention to return to active employment upon termination of said leave by March 1 of the school year the leave is to end, or at the time written notification to take childrearing leave is made if this is after March 1 and for the balance of that school year only.

Failure to comply with this condition shall be tantamount to resignation.

- (4) Childrearing leave shall be without salary and any contribution by the Board for the cost of insurance benefits. However, the teacher shall

be allowed the opportunity to continue applicable insurance coverage at his/her expense.

### 7.3 Personal Days -- Where Necessary and Unavoidable

- A. Provided absence from service is necessary and unavoidable, the Superintendent or his designee shall authorize in each regular work year:
  - (1) up to three (3) days leave without loss of salary because of the death of the employee's spouse, son, daughter, parent, sibling, grandparent, aunt, uncle; his/her spouse's parent, sibling, grandparent, aunt, uncle; or any other relative of the employee or his/her spouse who at the time of his/her death was domiciled in the employee's household; one of these days may be taken to attend the funeral of a close friend;
  - (2) up to three (3) days leave without loss of salary because of the need personally to care for the employee's spouse, son, daughter, parent or any other relative of the employee or his/her spouse who is domiciled in the employee's household due to serious illness; and
  - (3) up to two (2) days for formal religious observance of a high holy day.
- B. In each regular work year, the Superintendent or his/her designee may authorize up to two (2) days leave without loss of salary for situations not under the control of the employee and that cannot be taken care of outside the workday, work week or work year. Such days shall not be granted to extend a vacation or holiday period for any purpose that might be deemed essentially recreational.
- C. When practicable, the employee shall submit to the Superintendent or his/her designee a request for authorized absence sufficiently in advance to enable the Superintendent or his/her designee to respond in writing. When such is not practicable, the employee shall inform the Superintendent or his/her designee of the reason for his/her absence as soon as possible, but not more than two (2) days following his/her return to work. Failure to fulfill either of these requirements shall result in loss of salary for each day of absence.

### 7.4 Professional Days

- A. In addition to such leave time and personal days, each employee may, in the discretion of the Superintendent, be permitted days for attendance at recognized educational meetings or for visiting and studying other school systems. Such days shall be granted by the Superintendent on the basis of benefit to the school system.

- B. The Board shall pay, within the limits of appropriations, the reasonable expenses (including fees, meals, lodging and/or transportation as approved in advance) incurred by employees who attend workshops, seminars, conferences or other professional improvement sessions at the request and/or with the advance and final approval of the Principal and Superintendent for particular purposes of special benefit of the school system and/or the individual participating.
- C. At the discretion of the Superintendent, the President of the Association shall be entitled to released time for performance of the duties of the office; the Association will make full payment to the Board for the released portion of the President's time. Also at the discretion of the Superintendent, other Association officers and official representatives shall be entitled to released time for the performance of the duties of their offices; requests for such leaves shall be submitted by the Association President to the Superintendent. Permission for released time shall not be unreasonably withheld.

The Association will make payment to the Board for such released time in the following manner:

$$\frac{\text{released time}}{\text{total assignment time}} \times \text{annual salary rate.}$$

#### 7.5 General Leave

- A. The Superintendent, at his/her discretion, may grant requests for leave of absence for a school year or part of a school year if in his/her judgment such leave will serve the interests of the West Hartford Public Schools.
- B. Such leave shall be without salary but may be with benefits.
- C. Insurance benefits shall be limited to those that can apply under the terms of the master policies of the insurance programs provided through this Agreement and shall cost the Board no more than they would have if the employee had not been on leave.
- D. Such leave must continue for its full term unless in the judgment of the Superintendent it is in the interest of the school system to grant the request of an employee to return to active duty before his/her leave terminates.
- E. An employee will not be entitled to such advancement on the salary schedule nor such accumulation of sick leave that he/she would have earned had he/she not been on leave except that the Superintendent may grant same acting on

the recommendation of the Professional Growth Committee that significant professional growth has taken place in accordance with a pre-approved plan.

- F. In order to assure that the greatest benefits of this voluntary leave policy accrue to the school district and the employees, the Board of Education shall annually cause to be published a statement of the policy, an indication of the range of forms such leave may take, and the supportive programs which may be offered. Among such offerings may be voluntary pairing, placement service to help in securing employment for the leave period, additional compensation for stated reasons, etc.
- G. A condition of accepting general leave shall be that the teacher shall inform the Superintendent in writing by registered mail by March 1 of the year of the leave of his/her intention to return as of the beginning of the ensuing school year or to resign effective the end of the leave. Failure to do so shall be tantamount to resignation.

#### 7.6 Adoption Leave

Teachers shall be entitled to adoption leave of up to ten days immediately after the adoption of a child or otherwise as required by the adoption process while school is in session, with such days deducted from sick leave.

#### 7.7 Paternity Leave

Teachers shall be entitled to a paternity leave up to five days immediately after the birth of a child, with such days deducted from sick leave.

#### 7.8 General

- A. The Superintendent may grant leave of absence, without salary, for service in the Peace Corps, Job Corps, Teacher Corps or Exchange Teacher Program.
- B. At the discretion of the Superintendent or as required by law, employees absent from service because of Peace Corps, Job Corps, Teacher Corps or Exchange Teacher Program may be entitled to step advancement on the salary schedule.
- C. Provided his/her contract is not terminated because of elimination of position resulting from staff reduction, an employee returning from leave of absence granted under this Article shall be returned to a position at the same teaching level and in the same teaching area(s) to which assigned at the time the leave was granted or, if there is no opening or vacancy in such position, to another position for which the employee is certified and qualified.

- D. An employee on an authorized leave without pay and without insurance benefits shall be entitled to continue as an enrolled member of any insurance program set forth in Article VIII. The employee shall make arrangements for payment in full of the costs of such insurance program for each program selected.
- E. The period of time an employee is on leave as defined in this Article shall be counted in determining placement on staff reduction and recall lists as defined in Article XVII whether or not step advancement in salary is granted.

## **ARTICLE VIII**

### **INSURANCE**

8.1 All "employees", as identified in Article I, who are paid at least fifty percent of the rate of any category shown in Appendices A-1a, A-1b and A-1c shall be eligible for the insurance programs listed below.

8.2 Health Insurance Benefits

A. State Partnership Health Plan

Subject to the conditions set forth below, the Board shall offer each bargaining unit member the opportunity to participate in the Connecticut State Partnership Plan 2.0 (SPP) for medical benefits. The medical benefits shall be as set forth in the SPP effective on July 1, 2019, 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. 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. For the 2022-2023 contract year, the Board shall pay for all full-time employees eighty percent (80%) of the premium cost, and the employee shall pay twenty percent (20%) of such cost. Effective July 1, 2023 the Board shall pay for all full-time employees seventy nine and  $\frac{3}{4}$  percent (79.75%) of the premium cost, and the employee shall pay twenty and  $\frac{1}{4}$  percent (20.25%) of such cost. Effective July 1, 2024 the Board shall pay for all full-time employees seventy nine and  $\frac{1}{4}$  percent (79.25%) of the premium cost, and the employee shall pay twenty and  $\frac{3}{4}$  percent (20.75%) 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.
  
- d. 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.

- e. In any negotiations triggered under subparagraph d 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 plan design and premium cost share amounts that were in effect for the 2016-2019 collective bargaining agreement 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.

### 8.3 Benefits

#### 1. Dental

##### CIGNA Dental Care Plan

The Board shall make available for the duration of this Agreement CIGNA Dental Care Plan as described in Appendix G-1(a) and Appendix G-1(b).

The Board may substitute a comparable plan if agreed to by the Association. Such consent shall not be withheld except for just cause. The issue of just cause shall be subject to review through the grievance arbitration provision of this Agreement. No change shall be implemented prior to the completion of arbitration, if required.

The employee shall pay twenty percent (20.0%) of premium costs for the coverage for which he/she is eligible and which he/she selects. The Board shall pay the balance of the cost.

#### 2. Life Insurance

Long term disability and group life insurances shall be provided at a level of coverage no-less-than that in effect June 30, 1998, provided that the maximum monthly long term disability benefit shall be 60% of an employee's salary up to \$6,000 and the maximum life insurance benefit shall be two times the employee's salary up to \$200,000, and provided further that there is a twenty-four month limitation for disabilities due to mental illness unless the employee is confined to a hospital or institution. The Board may substitute a comparable plan if agreed to by the Association. Such consent shall not be withheld except for just cause. The issue of just cause shall be subject to review through the grievance arbitration provision of

this Agreement. No change shall be implemented prior to the completion of arbitration, if required.

3. Long Term Disability

The employee shall pay ten percent (10%) of the premium cost for the coverage for which he/she is eligible and which he/she selects. The Board shall pay the balance of the cost.

4. Group Life

For coverage up to the applicable maximum, the employee shall pay ten percent (10%) of the premium cost. The Board shall pay the balance of the cost.

For any coverage available to the employee and that he/she chooses to purchase beyond the maximum coverage applicable for him/her, the employee shall pay one hundred percent (100%) of the premium cost.

- 8.4 The Board shall make an IRS Section 125 plan available to the employee making premium contributions for insurance benefits under Section 8.3 of the Agreement.

The Board shall make available on an optional basis a Section 125 Flexible Spending Account for Accident and Health Insurance (IRC Sections 105 and 106) and Dependent Care Assistance (IRC Section 129). Those employees who utilize this option will assume the actual administrative costs for these Accounts.

- 8.5 In accordance with Section 125 of the Internal Revenue Code, the amount you contribute to your medical and dental plan is made with before-tax dollars. This means that you make your contributions before federal income, Social Security and state income taxes are calculated and withheld. As a result, your taxable income is lower, so you pay less in taxes.

Because of these tax advantages, you may change your elections only during annual open enrollment every June, to be effective in September, unless you have a qualifying change in status. A qualifying change in status occurs when:

- Your family status changes because of marriage, divorce, legal separation, birth, adoption or death.
- Your covered dependent has a change in eligibility.
- Your spouse's employment status changes.
- You or your spouse takes an unpaid leave of absence.
- You or your spouse has a change in job status from full-time to part-time or from part-time to full-time.
- There is a significant change in health coverage for you or your spouse due to your spouse's employment.

- There is a significant increase or decrease in the cost of coverage during the plan year.

If you make an election change, it must be consistent with your change in status and **must be made within 31 days of the event**. For example, an employee who bears a child may change from husband and wife coverage to family coverage but not to single coverage.

- 8.6 When an employee retires under the State Teacher Retirement System, he/she may participate in the hospitalization, medical/surgical and major medical programs at levels of coverage as close to those which apply for active employees that prevailing group rates will allow. Such retired employee shall pay one hundred percent (100%) of the premium cost. If the retired employee is eligible for Medicare, the employee will be required to enroll in Medicare Part A and Part B, and payment of the Medicare premium is the responsibility of the retired employee. The Board insurance plan will provide coverage in accordance with its terms for any such services not covered under Medicare.
- 8.7 The Board shall provide prompt notification to the Association of any change(s) or intended change(s) in existing conditions of employment under this Article after the Board or the Administration have become aware of such change(s) or intended change(s).

This section shall not be construed to waive the Association's rights under the Board-Teacher negotiations statute to negotiate changes the Board proposes concerning mandatory subjects of negotiation.

## ARTICLE IX

### ASSIGNMENTS, VACANCIES, TRANSFERS, AND PROMOTIONS

- 9.1 General
- A. All assignments, filling of vacancies, transfers, and consideration for promotion shall be made on the basis of the best educational interests of the school system.
- B. All assignments, filling of vacancies, transfers, and consideration for promotions shall be made without regard to age, race, creed, color, religion, nationality, sex, marital status, or membership in or activity in any teachers' organization.
- C. For purposes of this Article, written notification of assignment under Section 9.2(C) and promotional opportunities under Section 9.3(A) may be given by email.

## 9.2 Assignments, Vacancies, and Transfers

### A. Definitions

assignment- the certification area, level, (elementary, middle, high, systemwide) and school in which the Superintendent or his designee places a teacher upon initial employment or following transfer or displacement; the instructional or service program and schedule as well as supervisory responsibilities that a principal or supervisor assigns.

transfer- placement in a different certification area, or level (elementary, middle, high, systemwide) or school for reasons other than displacement (voluntary or involuntary).

- B. The authority to assign, to fill vacancies, and to transfer rests solely with the Superintendent or his/her designees. Posting of vacancies via email communication will occur for all available certified staffing positions.
- C. To the extent possible each employee shall receive written notification by the sixth (6th) working day in June of his/her assignment and, if applicable, his/her transfer. In addition, the Board shall notify teachers of their salary placement and salary amount no later than the first paycheck of the year.
- D. Annually, the Superintendent will survey all teachers electronically concerning their interest in a voluntary transfer. Confirmation of receipt for the teachers' requests will be given to the teachers and WHEA electronically.
- E. The Superintendent or his designees will consider the voluntary transfer information before making assignments, following displacement, before considering outside applicants for vacancies and before transferring involuntarily.
- F. Whenever the Superintendent must make an involuntary transfer, he shall consider length of service in the system, length of service at the level of teaching (elementary, middle, high), length of service in the area of teaching and the best educational interests of the school system.

- G. Notice of intent to transfer involuntarily shall be made in writing.
- (1) Notice of intent mailed September 1 through July 31
    - (a) The teacher may request a meeting with the Superintendent or his designee to discuss the reason, such request to be received by the Superintendent or his designee no-more-than five (5) weekdays (excluding holidays) following the date notice of intent to transfer is mailed.

The Superintendent or his designee shall meet with the teacher no-more-than five (5) weekdays (excluding holidays) following receipt of such request.
    - (b) Transfer or revocation of intent thereof shall become effective eleven (11) weekdays (excluding holidays) following the date the notice of intent is mailed.
  - (2) Notice of intent mailed August 1 through August 31
    - (a) The Superintendent or his designee shall make every reasonable effort before August 31 to discuss with the teacher the intent to transfer.
    - (b) Transfer or revocation of intent thereof shall become effective immediately following such discussion or no-later-than August 31 whichever occurs first.

### 9.3 Promotions

- A. Whenever the Board declares a vacancy in an administrative or supervisory position covered under the supervisory and administrative unit, such vacancy shall be announced. During the school year such announcement shall be posted in the Staff Bulletin as far in advance as possible, and at least fifteen (15) school days in advance of the appointment and a job description or statement of qualifications to the extent available may be obtained in the Human Resources Office. During the summer such announcement shall be posted in the Human Resources Office and any employee who annually, by June 1, states in writing to the Director of Human Resources that he/she wishes to be notified of such announcements and provides a current address shall be notified by mail as far in advance as possible and at least fifteen (15) days in advance of the appointment, and a job description or statement of qualifications to the extent available may be obtained in the Human Resources Office.
- B. Current employment in the West Hartford school system shall be a factor in consideration for promotion to positions within the bargaining unit.

## ARTICLE X

### SUMMER EMPLOYMENT

#### 10.1 Recognition

The Board of Education recognizes the Association for the purposes of negotiating salary and other conditions of employment of all certified professional personnel covered under the unit as defined in Article I of this Agreement and employed by the Board during the period between the close of one regular school work year and the opening of the next regular school work year:

- A. to teach in the Board of Education summer school, or
- B. to work on the assessment, improvement or development of curriculum.

#### 10.2 Board Prerogatives

- A. The Association recognizes and agrees that the right to decide whether there shall or shall not be a summer school or summer work on curriculum or any other summer work activity rests solely with the Board of Education.
- B. The Association further recognizes and agrees that the right to establish policy for programming, budgeting, organizing and administering summer school, summer work on curriculum or any other summer work activity, rests solely with the Board of Education.

#### 10.3 Salaries

Certified professional personnel covered under the unit as defined in Article I of this Agreement

- a. employed to teach in the Board of Education summer school,
- b. employed to work on the assessment, improvement or development of curriculum, or
- c. employed to coordinate Summer Academy

will receive a salary based on:

- 2022-2023: \$48.91x number of hours actually teaching/coordinating
- 2023-2024: \$49.89x number of hours actually teaching/coordinating
- 2024-2025: \$50.88x number of hours actually teaching/coordinating

10.4 Personal Injury Benefits

Whenever an employee is absent from school as a result of personal injury caused by an accident or an assault arising out of and in the course of his/her summer employment, he/she shall be paid his/her full summer salary (less the amount of any worker's compensation award made for temporary disability due to said injury) for the period of such absence. Such period shall not exceed the compensable period for worker's compensation.

10.5 Should an employee recover from a third party damages for an illness or injury, (including death) that is compensable pursuant to Conn. Gen. Stat. Chapter 568 (Workers' Compensation), the employee shall reimburse the Board for the supplemental wage payments paid to them or on their behalf, up to the limit of such recovery, in the same manner that workers' compensation payments are reimbursed under applicable law (Conn. Gen. Stat. § 31-193).

10.6 No Strike Provision

The Association agrees that it will not call, authorize, instigate, sanction or condone any strike, slow-down or stoppage of summer work against the West Hartford Board of Education during the period of this Agreement or any extension thereof.

10.7 Collection of Money

In any instance where the Board shall assign to a teacher a duty to collect money from students for any purpose, the Board shall in the event of loss or theft of the money, save the teacher harmless from any claim arising from such loss or theft, unless such loss or theft shall result from the negligence, malfeasance, or misfeasance of the teacher.

10.8 Consideration for Employment

In employing certified professional personnel to teach in the summer school and to work in the assessment, improvement or development of curriculum, the Board will consider the qualifications of members of the West Hartford teachers' bargaining unit before considering the qualifications of applicants who are not covered under this Agreement.

10.9 Limitations

No other provision of this Agreement except

- ARTICLE VI - Grievance Procedure
- ARTICLE XVII - Duration
- ARTICLE XIX - Savings Clause

and the provisions of this Article (X) shall apply for all certified professional personnel covered under the unit as defined in Article I of this Agreement and employed by the Board during the period between the close of one regular school work year and the opening of the next regular school work year:

- A. to teach in the Board of Education summer school; or



- B. to work on the assessment, improvement or development of curriculum.

## **ARTICLE XI**

### **CONTINUING EDUCATION EMPLOYMENT**

#### 11.1 Recognition

The Board of Education recognizes the Association for the purposes of negotiating salary and other conditions of employment of all certified professional personnel covered under the unit as defined in Article I of this Agreement and employed to teach in courses requiring certification and for which credit is granted in the program of continuing education.

#### 11.2 Board prerogatives

- A. The Association recognizes and agrees that the right to decide whether there shall or shall not be A continuing education program rests solely with the Board of Education.
- B. The Association further recognizes and agrees that the right to establish policy for programming, budgeting, organizing and administering the continuing education program rests solely with the Board of Education.

#### 11.3 Salaries

Certified professional personnel covered under the unit defined in Article I of this Agreement and employed to teach in courses requiring certification and for which credit is granted will receive a salary based on:

- 2022-2023: \$42.81 x number of hours actually teaching
- 2023-2024: \$43.67 x number of hours actually teaching
- 2024-2025: \$44.54 x number of hours actually teaching

#### 11.4 Consideration for Employment

In employing certified professional personnel to teach in courses requiring certification and for which credit is granted in the program of continuing education, the Board will consider the qualifications of applicants who are covered under this Agreement before considering the qualifications of applicants who are not covered under this Agreement.

#### 11.5 Limitations

No other provision of this Agreement except

- ARTICLE VI - Grievance Procedure
- ARTICLE XVIII - Duration
- ARTICLE XIX - Saving Clause

and the provisions of this Article (XI) shall apply for all certified professional personnel covered under the unit as defined in Article I of this Agreement and employed to teach in courses requiring certification and for which credit is granted in the program of continuing education.

## **ARTICLE XII**

### **NO STRIKE PROVISION**

- 12.1 The Association agrees that it will not call, authorize, instigate, sanction or condone any strike, slow-down or stoppage of work against the West Hartford Board of Education during the period of this Agreement or any extension thereof.

## **ARTICLE XIII**

### **COLLECTION OF MONEY**

- 13.1 In any instance where the Board shall assign to a teacher a duty to collect money from students for any purpose, the Board shall in the event of loss or theft of the money, save the teacher harmless from any claim arising from such loss or theft, unless such loss or theft shall result from the negligence, malfeasance, or misfeasance of the teacher.

## **ARTICLE XIV**

### **LUNCH PERIOD**

- 14.1 Each employee shall be entitled to at least a thirty minute duty free lunch period.

## **ARTICLE XV**

### **EVALUATION SAFEGUARDS**

- 15.1 There shall be a Teacher Evaluation Review and Advisory Committee to advise the Superintendent in carrying out his responsibilities under Section 10-151b of the Connecticut General Statutes. Such committee shall consist of eight members--four appointed by the Superintendent and four appointed by the President of the Association. Appointments shall be for a term of two (2) years.

- 15.2 No material concerning a teacher originating after original employment that is evaluative in nature shall be placed in the central personnel file unless the teacher has been notified and has been given a copy. A notation on the copy provided to the teacher, "cc: Personnel File," shall be deemed appropriate notification. The teacher may submit a written response to any such material, and such response shall be maintained in the file along with such material. No anonymous complaint shall be placed in a teacher's personnel file.

## ARTICLE XVI

### CLASS SIZE, TEACHER LOAD AND EXTRACURRICULAR, CO-CURRICULAR AND PROCTORING ASSIGNMENTS

#### 16.1 Class Size

- A. The Board and the Association recognize and agree that a significant factor affecting instructional effectiveness is the number of students a teacher is assigned.

Within the constraints of budget, instructional time and space, school organization, teacher qualifications and individual student needs, the Administration will be guided by the following recommended maxima in organizing classes and sections:

Regular Instruction

Pre-Kindergarten

The Board will maintain adult to child ratios as required for accreditation.

Kindergarten

23

Grades 1-3

23

Grades 4-5

27

Secondary Nonlaboratory

27

Secondary Laboratory

Number of student stations or up to 27

Special Instruction

State Guidelines

- B. The Board agrees that unless it experiences serious constraints of budget, instructional time and/or space, school organization, teacher qualifications and individual student needs, the following pupil/teacher ratios shall apply in determining the number of regular classroom teacher positions for this contract: 23:1 for grades 1 through 3, 27:1 for grades 4 and 5, and 17:1 for grades 9 through 12. No pupil/teacher ratio is applied in determining the number of regular classroom teacher positions for grades 6 through 8 because these grades are team organized. However, the ratio of regular classroom teacher positions to pupil enrollment in 1981-82 will not be exceeded for the duration of the contract.

- C. The Board will provide the Association with an enrollment report of each elementary class and each middle school and high school section as of a date midway through the first and second semesters of each academic year.
  
- 16.2 The Board and the Association recognize and agree that the range of learner-types (such as mandated special education students, ESOL, gifted) a teacher is assigned is also a significant factor affecting instructional effectiveness.
  
- The Administration will consider this factor in organizing classes and sections.
  
- 16.3 The Board and the Association recognize and agree that work loads among teachers should be equitable and that to accomplish this the Administration will consider other factors in addition to number of students and range of learner-types in making work assignments.
  
- 16.4 The Board and the Association recognize and agree that teachers are entitled to regular time and work schedules of teaching hours on which they can rely and which will be fairly and evenly maintained to the extent possible throughout the school system.
  
- 16.5 The Board and the Association recognize and agree that teachers' responsibility to their students and their profession entails the performance of duties and the expenditure of time before and/or following the normal student day of reasonable duration and reasonably scheduled.

Illustrative of such duties are:

- A.
  - (1) being available to students and parents;
  - (2) participating in grade level, department and faculty meetings;
  - (3) participating in such activities for parents and community as open houses, curriculum nights, etc.;
  - (4) participating in system-level instructional improvement activities such as vertical curriculum teams, etc.
  
- B. Assuming responsibility for extracurricular activities (social and recreational) or co-curricular activities (extensions of the curriculum; i.e., drama, musicals, subject matter clubs, etc.) at no extra compensation unless otherwise provided in this Agreement.
  
- C. The Board and the Association recognize and agree that the presence of teachers without fee at other activities to assure appropriate student behavior will be decided voluntarily and professionally by each teacher.
  
- D. When graduation is scheduled during the academic school year, high school teachers shall be required to attend graduation, at their respective schools, without compensation. Teachers who are assigned to work graduation, and

not merely attend, shall be compensated at the chaperone rate set forth in Appendix A-4.

- 16.6 Teachers who are assigned to more than one school in a school day and who have to use their automobile to get from one school to another shall be reimbursed for the mileage involved at the prevailing IRS rate.
- 16.7 Recognizing that teachers need time during the school day to prepare plans and materials and to confer with parents and colleagues, the following planning periods shall be provided:

Elementary Level: Teachers will be assured thirty (30) consecutive minutes of personal preparation time per day, within an average of two hundred twenty five (225) minutes per week to include collaborative and building directed activities.

Secondary Level: One (1) class period per day.

## **ARTICLE XVII**

### **FORCED STAFF REDUCTION AND RECALL**

- 17.1 Forced Staff Reduction
- A. Forced staff reduction occurs when the total number of full-time positions or fraction thereof established and budgeted by the Board of Education from funds appropriated by the Town or other sources is less than the total number of full-time equivalent employees qualified and available for placement in these positions. This procedure shall not apply to persons employed under a durational shortage area permit, who are employed at the discretion of the Superintendent.
- Forced staff reduction can result in dismissal from employment or displacement from assignment. Conditions that may result in the elimination of positions thus occasioning forced staff reduction are:
- (1) decline in student enrollment
  - (2) change in curriculum or program
  - (3) severe financial conditions

B. Teachers

(1) Classification for reduction and displacement from assignment

a. Teachers shall be classified as follows:

[1] nontenured teachers with temporary, interim, initial educator, provisional or professional educator certification

- by field in which certified - by length of current probationary service in West Hartford

[2] tenured teachers with provisional certification

- by field in which certified

[3] tenured teachers with professional educator

- by field in which certified

b. If the assignment of an employee does not classify under an existing field of State certification, the assignment itself shall be treated as if it were a field of certification.

(2) Order of reduction and displacement from assignment.

The order shall be as follows:

a. Paraprofessionals shall not be used if their use would result in the termination of employment of fully-certified, regularly contracted teachers.

b. Nontenured teachers with temporary, interim, initial, provisional, or professional educator certification shall be the first classification of teachers to be dismissed from employment or displaced from assignment because of forced staff reduction.

c. Tenured teachers with provisional certification shall be the second classification of teachers to be dismissed from employment or displaced from assignment because of forced staff reduction.

d. Tenured teachers with professional educator certification shall be the third classification of teachers to be dismissed from employment or displaced from assignment because of forced staff reduction. Teachers with multiple endorsements may displace other if they have taught under that endorsement at some point in their career.

(3) Criteria of reduction and displacement from assignment

a. Nontenured teachers

The prime factors to be considered in determining dismissal from employment or displacement from assignment among nontenured teachers with provisional, professional educator certification shall be relative performance and length of service.

[1] relative performance shall be determined through an assessment of

- (a) performance during the current probationary period in West Hartford
- (b) the amount, applicability and recency of preparation relative to positions to be filled
- (c) demonstrated unique abilities and/or competencies possessed relative to positions to be filled

[2] length of service shall be determined on the basis of

- (a) the length of current probationary service in West Hartford
- (b) the amount, applicability and recency of experience relative to positions to be filled.

b. Tenured teachers with provisional certification

Within each grouping by field in which certified, the following factors shall be applied in determining dismissal from employment or displacement from assignment among tenured teachers with provisional certification:

[1] specified unique abilities and/or competencies possessed relative to identified needs of positions to be filled

[2] amount, applicability and recency of experience relative to positions to be filled

[3] amount, applicability and recency of preparation relative to positions to be filled

[4] degree status recognized for salary purposes by the Board of Education

[5] total experience recognized for salary purposes by the Board of Education

c. Tenured teachers with professional educator certification

[1] The first factor to be considered in determining dismissal from employment or displacement from assignment among tenured teachers with professional educator certification shall be length of service.

For tenured teachers with professional educator certification who acquired tenure previously in West Hartford, all experience under tenure in West Hartford in the field in which currently certified shall be counted.

[2] When it is necessary to determine dismissal from employment the following factors shall be applied.

- (a) specified unique abilities and/or competencies possessed relative to identified needs of positions to be filled
- (b) amount, applicability and recency of experience relative to positions to be filled
- (c) amount, applicability and recency of preparation relative to positions to be filled
- (d) degree status recognized for salary purposes by the Board of Education
- (e) total experience recognized for salary purposes by the Board of Education

17.2 Recall

- A. The name of any regularly-contracted tenured teacher who is dismissed from employment as a consequence of forced staff reduction shall be placed upon a re-employment list and remain on such list for a maximum of twenty-six (26) calendar months following dismissal provided that during such period the dismissed teacher does not decline re-employment in a position of no less teaching time than the position he/she was in when dismissed or request that his/her name be removed from the re-employment list and provided the dismissed teacher applies in writing by registered mail for the retention of his/her name on said list on or before June 1 of each year subsequent to his/her dismissal.



- B. To be eligible for offer of re-employment, a person on the re-employment list must have been certified in the field and/or qualified for the level of the teacher position available and must have met the minimal standards of preparation or experience in the field and/or level (as defined in 1 B. (1) [b] and [c] of this Article) of the teacher position available as of the date he or she was dismissed from employment as a consequence of forced staff reduction. The order of offer of re-employment shall be reverse of the order of dismissal.
- C. No person shall be newly employed in a teacher position until all persons on the re-employment list eligible for the teacher position have either declined an offer of re-employment or been re-employed.
- D. If the Board does not hear from a person on the re-employment list within ten (10) calendar days following mailing of an offer of re-employment, the Board may proceed to offer re-employment to the person next eligible for re-employment or if there is no other person on the re-employment list, to employ a person new to the school system.
- E. Any person who has been dismissed from employment as a consequence of forced staff reduction will, upon re-employment, be placed on the applicable salary schedule and step and be credited with the number of sick leave days which he/she had accumulated at the date of dismissal.
- F. Recall shall not apply to interns, to interim teachers as defined in Article II, Section 9, or to administrative and supervisory personnel.

### 17.3 General Provisions

- A. Exceptions to the provisions of this Article may be allowed in unique circumstances if approved by the parties.
- B. It is recognized that the criteria, procedures and understandings above do not constitute a waiver of the employer's or employee's rights under Section 10-151 of the Connecticut General Statutes or other laws. Any provisions above which are found in conflict with statutes or State regulations are null and void and do not render other provisions inoperative.
- C. It is further recognized that nothing stated in this Article shall preclude or abridge the right of the Board of Education to determine the number and type of positions there shall be in the school system, in each school and in any department or other subdivision or level of the school system or school.
- D. It is also recognized that the Board of Education shall not be bound by the forced staff reduction provisions of this Article when it dismisses an

employee or displaces him/her for reasons other than forced staff reduction. It is further recognized that the Board of Education shall not be bound by the recall provisions of this Article when it dismisses an employee for reasons other than forced staff reduction.

- E. To the extent possible, the Board will assist anyone dismissed under this Article in finding employment.
- F. For the purpose of determining displacement, an employee who is assigned a daily work schedule that is less than half-time shall be considered to be on leave full-time; an employee who is assigned a daily work schedule that is at least half-time but less than full-time shall be considered not to be on leave for the period of time daily that he/she is unassigned.

## **ARTICLE XVIII**

### **DURATION**

- 18.1 This Agreement constitutes the full and complete agreement between the parties on all subjects of negotiation. Neither party shall be required to negotiate on any subject, whether it is covered or not covered in this Agreement; provided, this requirement shall not be construed to waive the Association's rights under the Board-Teacher negotiations statute to negotiate changes that the Board proposes concerning mandatory subjects of negotiation.
- 18.2 The provision of this Agreement shall remain in full force and effect from July 1, 2022 through June 30, 2025.
- 18.3 Said Agreement shall automatically be renewed and shall continue in force and effect for additional periods of one year unless either the Board or the Association give written notice to the other by October 1 of the year prior to the year the Agreement is to terminate or any anniversary thereof of its desire to reopen this Agreement and to negotiate over the terms of a successor agreement.

## **ARTICLE XIX**

### **SAVINGS CLAUSE**

- 19.1 If any provision or any portion of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and the remainder of the Agreement shall remain in full force and effect.

19.2 This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly authorized and executed by both parties.

IN WITNESS WHEREOF, the Parties hereto hereunto caused this Agreement to be executed by their duly authorized representatives on this 18<sup>th</sup> day of January, 2022.

**WEST HARTFORD BOARD OF EDUCATION**

By 

**WEST HARTFORD EDUCATION ASSOCIATION**

By 

## APPENDICES

Appendix A-1a	2022-2023 Salary Schedule for Teachers, Counselors, Reading Consultants, Psychologists, Social Workers, Speech Therapists and Librarians	iii
Appendix A-1b	2023-2024 Salary Schedule for Teachers, Counselors, Reading Consultants, Psychologists, Social Workers, Speech Therapists and Librarians	iv
Appendix A-1c	2024-2025 Salary Schedule for Teachers, Counselors, Reading Consultants, Psychologists, Social Workers, Speech Therapists and Librarians	v
Appendix A-2	Academic Middle School Team Leaders	vi
Appendix A-3a	Head Coaches Stipend Schedule 2022-2023	vii
Appendix A-3b	Assistant Coaches Stipend Schedule 2022-2023	viii
Appendix A-3c	Head Coaches Stipend Schedule 2023-2024	ix
Appendix A-3d	Assistant Coaches Stipend Schedule 2023-2024	x
Appendix A-3e	Head Coaches Stipend Schedule 2024-2025	xi
Appendix A-3f	Assistant Coaches Stipend Schedule 2024-2025	xii
Appendix A-4	Intramural Sports Compensation	xiii
Appendix A-5a	Student Activities Extra Compensation 2022-2023	xiv
Appendix A-5b	Student Activities Extra Compensation 2023-2024	xvii
Appendix A-5c	Student Activities Extra Compensation 2024-2025	xx
Appendix A-6	Extra-Curricular Activities	xxiii
Appendix B-1	Contract of Employment	xxiv
Appendix B-2	Annual Salary Rate Notification	xxv
Appendix B-3	Notification of Coaching Assignment	xxvi
Appendix B-3a	Notification of Extracurricular Assignment	xxvii
Appendix B-4	Salary Payment Option	xxviii
Appendix C	Authorization for Payroll Deduction for Credit Union	xxix
Appendix D-1	Formal Grievance Presentation - Form A	xxx
Appendix D-2	Form B	xxxi
Appendix D-3	Form C	xxxii

Appendix D-4	Form D	xxxiii
Appendix E	Insurance Plan	xxxiv
Appendix F	Grandfathered 2016-2019 Insurance Plans	xl
Appendix G-1(a)	Cigna Dental Plan Option 1	xlvii
Appendix G-1(b)	Cigna Dental Plan Option 2	xlviii
Appendix H	Memorandum of Understanding	xlix
Appendix I-1	Memoramdum of Understanding	l
Appendix I-2	Memoramdum of Understanding	li
Appendix J	Affidavit For Medical Benefit Purposes-Civil Union	lii
Appendix K	Civil Union	liii
Appendix L	Additional Agreements	liv
Appendix M	Additional Agreements	lv
Appendix N	Additional Agreements	lvi
Appendix O	Additional Agreements	lvii

## SALARY SCHEDULE

2022-2023

Teachers, Counselors, Reading Consultants, Psychologists, Social Workers, Speech Therapists and Librarians

STEP	DEGREE						STEP	Years of Experience Column For New Hire Placement			
	BA	MA	MA+10	MA+20	MA+30	PHD/EDD		BA	MA	MA+30	PHD
1											
2	\$46,790	\$53,844	\$54,844	\$55,844	\$58,844	\$66,388	2	0-1	0-1	0-1	0-1
3	\$48,487	\$56,344	\$57,344	\$58,655	\$61,647	\$68,888	3	2	2	2	2
4	\$50,164	\$58,844	\$59,844	\$60,944	\$63,978	\$71,388	4	3	3	3	3
5	\$51,872	\$61,344	\$62,054	\$63,054	\$66,522	\$73,888	5	4	4	4	4
6	\$53,622	\$63,604	\$64,401	\$65,446	\$68,896	\$76,388	6	5	5	5	5
7	\$55,289	\$65,930	\$66,911	\$67,853	\$71,500	\$78,888	7	6	6	6	6
8	\$57,245	\$68,616	\$69,510	\$70,555	\$74,237	\$81,388	8	7	7-9	7-9	7-9
9	\$60,271	\$71,593	\$72,641	\$73,522	\$78,596	\$83,888	9	8-9	10-12	10-12	10-15
10	\$63,298	\$76,798	\$77,805	\$78,797	\$83,364	\$88,890	10	10	13	13-15	16-17
11	\$68,405	\$81,930	\$82,948	\$84,030	\$88,471	\$94,293	11	11-12	14-17	16-18	18-19
12	\$78,066	\$97,785	\$98,938	\$100,257	\$105,104	\$111,973	12	13	18	19	20

1. Curriculum Specialists - appropriate track and step of teachers' schedule plus \$6,000; work year shall be teacher's work year plus two days.
2. Credit for salary advancement to the MA, MA+10, MA+20, and MA+30 salary lanes shall be granted only for courses approved in advance by the Superintendent or his/her designee, which courses shall be in an approved course of study for the MA or shall be post-MA graduate courses at an accredited college or university. Approval for such courses shall not be unreasonably withheld.
3. The 2022-23 salary for the teacher at the grandfathered BA+20 maximum step is \$80,487.

**SALARY SCHEDULE  
2023-2024**

Teachers, Counselors, Reading Consultants, Psychologists, Social Workers, Speech Therapists and Librarians

STEP	DEGREE						STEP	Years of Experience Column For New Hire Placement			
	BA	MA	MA+10	MA+20	MA+30	PHD/EDD		BA	MA	MA+30	PHD
1											
2	\$46,790	\$53,844	\$55,141	\$56,022	\$59,237	\$71,793	2	0	0	0	0
3	\$48,487	\$56,344	\$57,641	\$58,522	\$61,737	\$74,293	3	1-2	1-2	1-2	1-2
4	\$50,164	\$58,844	\$60,141	\$61,022	\$64,237	\$76,793	4	3	3	3	3
5	\$51,872	\$61,344	\$62,641	\$63,522	\$66,737	\$79,293	5	4	4	4	4
6	\$53,622	\$63,604	\$65,141	\$66,022	\$69,237	\$81,793	6	5	5	5	5
7	\$55,289	\$65,930	\$67,641	\$68,522	\$71,737	\$84,293	7	6	6	6	6
8	\$57,245	\$68,616	\$70,141	\$71,022	\$74,237	\$86,793	8	7	7	7	7
9	\$60,271	\$71,593	\$72,641	\$73,522	\$78,596	\$89,293	9	8	8-10	8-10	8-10
10	\$63,298	\$76,798	\$77,805	\$78,797	\$83,364	\$91,793	10	9-10	11-13	11-13	11-16
11	\$68,405	\$81,930	\$82,948	\$84,030	\$88,471	\$94,293	11	11	14	14-16	17-18
12	\$78,066	\$91,930	\$92,948	\$94,030	\$98,471	\$105,293	12	12-13	15-18	17-19	19-20
13	\$79,627	\$99,741	\$100,917	\$102,262	\$107,206	\$114,212	13	14	19	20	21

1. Curriculum Specialists - appropriate track and step of teachers' schedule plus \$6,120; work year shall be teacher's work year plus two days.
2. Credit for salary advancement to the MA, MA+10, MA+20, and MA+30 salary lanes shall be granted only for courses approved in advance by the Superintendent or his/her designee, which courses shall be in an approved course of study for the MA or shall be post-MA graduate courses at an accredited college or university. Approval for such courses shall not be unreasonably withheld.
3. The 2023-24 salary for the teacher at the grandfathered BA+20 maximum step is \$82,097.



**SALARY SCHEDULE  
2024-2025**

Teachers, Counselors, Reading Consultants, Psychologists, Social Workers, Speech Therapists and Librarians

<b>DEGREE</b>							<b>Years of Experience Column For New Hire Placement</b>				
STEP	BA	MA	MA+10	MA+20	MA+30	PHD/EDD	STEP	BA	MA	MA+30	PHD
1											
2	\$46,790	\$53,844	\$55,141	\$56,022	\$59,237	\$71,793	2	0	0	0	0
3	\$48,487	\$56,344	\$57,641	\$58,522	\$61,737	\$74,293	3	1	1	1	1
4	\$50,164	\$58,844	\$60,141	\$61,022	\$64,237	\$76,793	4	2-3	2-3	2-3	2-3
5	\$51,872	\$61,344	\$62,641	\$63,522	\$66,737	\$79,293	5	4	4	4	4
6	\$53,622	\$63,604	\$65,141	\$66,022	\$69,237	\$81,793	6	5	5	5	5
7	\$55,289	\$65,930	\$67,641	\$68,522	\$71,737	\$84,293	7	6	6	6	6
8	\$57,245	\$68,616	\$70,141	\$71,022	\$74,237	\$86,793	8	7	7	7	7
9	\$60,271	\$71,593	\$72,641	\$73,522	\$78,596	\$89,293	9	8	8	8	8
10	\$63,298	\$76,798	\$77,805	\$78,797	\$83,364	\$91,793	10	9	9-11	9-11	9-11
11	\$68,405	\$81,930	\$82,948	\$84,030	\$88,471	\$94,293	11	10-11	12-14	12-14	12-17
12	\$78,066	\$88,580	\$89,598	\$90,680	\$95,121	\$100,943	12	12	15	15-17	18-19
13	\$81,220	\$101,736	\$102,935	\$104,307	\$109,350	\$116,496	13	13	16	18	20

1. Curriculum Specialists - appropriate track and step of teachers' schedule plus \$6,242; work year shall be teacher's work year plus two days.
2. Credit for salary advancement to the MA, MA+10, MA+20, and MA+30 salary lanes shall be granted only for courses approved in advance by the Superintendent or his/her designee, which courses shall be in an approved course of study for the MA or shall be post-MA graduate courses at an accredited college or university. Approval for such courses shall not be unreasonably withheld.
3. The 2024-25 salary for the teacher at the grandfathered BA+20 maximum step is \$83,739.

**ACADEMIC  
MIDDLE SCHOOL  
TEAM LEADERS**

Base Work Year

Base work year for teachers

Salary

- 1) Base work year - appropriate track and step of teachers' salary schedule plus \$6,000 in 2022-2023, in 2023-2024 \$6,120 and \$6,242 in 2024-2025.
- 2) Extended work year - two days beyond the teachers' work year - per diem rate (7.5 work hours).
- 3) Voluntary extended work year - appropriate track and step of teachers' salary schedule per diem rate.

The Superintendent may terminate the appointment of a team leader at any time because of poor performance, inability to perform the duties of the position in a consistent manner because of health or elimination of the position for any reason.

**HEAD COACHES  
STIPEND SCHEDULE  
2022-2023**

Position	Step			
	1	2	3	4
Football	\$7,781	\$8,188	\$8,595	\$8,999
Ice Hockey	\$6,601	\$6,978	\$7,356	\$7,734
Gymnastics	\$6,116	\$6,476	\$6,835	\$7,196
Soccer	\$6,055	\$6,413	\$6,769	\$7,121
Wrestling	\$5,932	\$6,281	\$6,631	\$6,979
Lacrosse	\$5,932	\$6,281	\$6,631	\$6,979
Basketball	\$7,350	\$7,692	\$8,033	\$8,376
Track	\$5,751	\$6,086	\$6,424	\$6,766
Field Hockey	\$5,751	\$6,086	\$6,424	\$6,766
Baseball	\$6,026	\$6,348	\$6,673	\$6,989
Softball	\$6,026	\$6,348	\$6,673	\$6,996
Indoor Track	\$5,321	\$5,633	\$5,947	\$6,261
Swimming	\$5,714	\$6,023	\$6,326	\$6,632
Cheerleading	\$3,773	\$3,973	\$4,190	\$4,403
Volleyball	\$5,605	\$5,867	\$6,131	\$6,392
Tennis	\$4,765	\$5,026	\$5,286	\$5,544
Cross Country	\$4,831	\$5,068	\$5,308	\$5,544
Golf	\$4,862	\$5,090	\$5,316	\$5,544

Note: Unified coaches stipends are fifty percent (50%) of their respective coaching positions.

**ASSISTANT COACHES  
STIPEND SCHEDULE  
2022-2023**

Position	Step			
	1	2	3	4
Football	\$5,466	\$5,767	\$6,073	\$6,379
Ice Hockey	\$4,818	\$5,101	\$5,386	\$5,669
Gymnastics	\$4,586	\$4,857	\$5,127	\$5,397
Soccer	\$4,541	\$4,808	\$5,073	\$5,344
Wrestling	\$4,452	\$4,710	\$4,973	\$5,235
Lacrosse	\$4,452	\$4,710	\$4,973	\$5,235
Basketball	\$4,888	\$5,144	\$5,402	\$5,656
Track	\$4,313	\$4,567	\$4,820	\$5,071
Field Hockey	\$4,313	\$4,567	\$4,820	\$5,071
Baseball	\$4,130	\$4,372	\$4,618	\$4,857
Softball	\$4,130	\$4,372	\$4,618	\$4,857
Indoor Track	\$3,580	\$3,788	\$3,998	\$4,210
Swimming	\$3,898	\$4,130	\$4,358	\$4,586
Cheerleading	\$2,236	\$2,591	\$2,948	\$3,305
Volleyball	\$3,715	\$3,913	\$4,111	\$4,303
Tennis	\$3,305	\$3,499	\$3,691	\$3,886
Cross Country	\$3,462	\$3,641	\$3,815	\$3,994
Golf	\$3,184	\$3,358	\$3,527	\$3,695

Note: Unified coaches stipends are fifty percent (50%) of their respective coaching positions.

**HEAD COACHES  
STIPEND SCHEDULE  
2023-2024**

Position	Step			
	1	2	3	4
Football	\$7,936	\$8,351	\$8,766	\$9,179
Ice Hockey	\$6,733	\$7,117	\$7,503	\$7,888
Gymnastics	\$6,238	\$6,605	\$6,972	\$7,340
Soccer	\$6,176	\$6,541	\$6,904	\$7,263
Wrestling	\$6,051	\$6,407	\$6,764	\$7,118
Lacrosse	\$6,051	\$6,407	\$6,764	\$7,118
Basketball	\$7,497	\$7,846	\$8,193	\$8,544
Track	\$5,866	\$6,208	\$6,552	\$6,901
Field Hockey	\$5,866	\$6,208	\$6,552	\$6,901
Baseball	\$6,147	\$6,475	\$6,806	\$7,129
Softball	\$6,147	\$6,475	\$6,806	\$7,136
Indoor Track	\$5,428	\$5,746	\$6,066	\$6,386
Swimming	\$5,828	\$6,144	\$6,453	\$6,765
Cheerleading	\$3,848	\$4,052	\$4,274	\$4,491
Volleyball	\$5,717	\$5,984	\$6,254	\$6,520
Tennis	\$4,861	\$5,126	\$5,391	\$5,655
Cross Country	\$4,927	\$5,170	\$5,414	\$5,655
Golf	\$4,960	\$5,192	\$5,423	\$5,655

Note: Unified coaches stipends are fifty percent (50%) of their respective coaching positions.

**ASSISTANT COACHES  
STIPEND SCHEDULE  
2023-2024**

Position	Step			
	1	2	3	4
Football	\$5,576	\$5,882	\$6,195	\$6,507
Ice Hockey	\$4,915	\$5,203	\$5,493	\$5,783
Gymnastics	\$4,678	\$4,954	\$5,229	\$5,505
Soccer	\$4,632	\$4,904	\$5,175	\$5,451
Wrestling	\$4,541	\$4,805	\$5,072	\$5,339
Lacrosse	\$4,541	\$4,805	\$5,072	\$5,339
Basketball	\$4,986	\$5,247	\$5,510	\$5,769
Track	\$4,399	\$4,658	\$4,916	\$5,173
Field Hockey	\$4,399	\$4,658	\$4,916	\$5,173
Baseball	\$4,213	\$4,459	\$4,710	\$4,954
Softball	\$4,213	\$4,459	\$4,710	\$4,954
Indoor Track	\$3,652	\$3,864	\$4,078	\$4,294
Swimming	\$3,976	\$4,213	\$4,446	\$4,678
Cheerleading	\$2,281	\$2,643	\$3,007	\$3,371
Volleyball	\$3,789	\$3,991	\$4,193	\$4,389
Tennis	\$3,371	\$3,569	\$3,765	\$3,964
Cross Country	\$3,531	\$3,714	\$3,891	\$4,074
Golf	\$3,248	\$3,425	\$3,598	\$3,769

Note: Unified coaches stipends are fifty percent (50%) of their respective coaching positions.

**HEAD COACHES  
STIPEND SCHEDULE  
2024-2025**

Position	Step			
	1	2	3	4
Football	\$8,095	\$8,518	\$8,942	\$9,363
Ice Hockey	\$6,868	\$7,260	\$7,653	\$8,046
Gymnastics	\$6,363	\$6,738	\$7,111	\$7,487
Soccer	\$6,299	\$6,672	\$7,042	\$7,408
Wrestling	\$6,172	\$6,535	\$6,899	\$7,261
Lacrosse	\$6,172	\$6,535	\$6,899	\$7,261
Basketball	\$7,647	\$8,003	\$8,357	\$8,715
Track	\$5,983	\$6,332	\$6,683	\$7,039
Field Hockey	\$5,983	\$6,332	\$6,683	\$7,039
Baseball	\$6,270	\$6,605	\$6,942	\$7,271
Softball	\$6,270	\$6,605	\$6,942	\$7,279
Indoor Track	\$5,536	\$5,861	\$6,187	\$6,514
Swimming	\$5,945	\$6,266	\$6,582	\$6,900
Cheerleading	\$3,925	\$4,133	\$4,359	\$4,581
Volleyball	\$5,831	\$6,104	\$6,379	\$6,651
Tennis	\$4,958	\$5,229	\$5,499	\$5,768
Cross Country	\$5,026	\$5,273	\$5,523	\$5,768
Golf	\$5,059	\$5,295	\$5,531	\$5,768

Note: Unified coaches stipends are fifty percent (50%) of their respective coaching positions.

**ASSISTANT COACHES  
STIPEND SCHEDULE  
2024-2025**

Position	Step			
	1	2	3	4
Football	\$5,687	\$6,000	\$6,318	\$6,637
Ice Hockey	\$5,013	\$5,307	\$5,603	\$5,898
Gymnastics	\$4,771	\$5,053	\$5,334	\$5,615
Soccer	\$4,724	\$5,003	\$5,278	\$5,560
Wrestling	\$4,632	\$4,901	\$5,173	\$5,446
Lacrosse	\$4,632	\$4,901	\$5,173	\$5,446
Basketball	\$5,085	\$5,352	\$5,620	\$5,884
Track	\$4,487	\$4,751	\$5,014	\$5,276
Field Hockey	\$4,487	\$4,751	\$5,014	\$5,276
Baseball	\$4,297	\$4,548	\$4,804	\$5,053
Softball	\$4,297	\$4,548	\$4,804	\$5,053
Indoor Track	\$3,725	\$3,941	\$4,160	\$4,380
Swimming	\$4,056	\$4,297	\$4,535	\$4,771
Cheerleading	\$2,326	\$2,695	\$3,067	\$3,438
Volleyball	\$3,865	\$4,071	\$4,277	\$4,477
Tennis	\$3,438	\$3,640	\$3,841	\$4,043
Cross Country	\$3,602	\$3,789	\$3,969	\$4,156
Golf	\$3,313	\$3,493	\$3,670	\$3,845

Note: Unified coaches stipends are fifty percent (50%) of their respective coaching positions.



**INTRAMURAL SPORTS EXTRA COMPENSATION**

<u>POSITION</u>	2022-23	2023-24	2024-25
High School Leader	\$1,598 per season	\$1,630 per season	\$1,663 per season
Middle School Coordinator	\$5,529 per year	\$5,640 per year	\$5,753 per year
Assistant to Middle School Coordinator	\$1,104 per year	\$1,126 per year	\$1,148 per year
Middle School Leader	\$ 52.07 per session	\$ 53.11 per session	\$ 54.17 per session
Advanced Placement Coordinator Per High School	\$3,282 per year	\$3,348 per year	\$3,415 per year

**MISCELLANEOUS**

Supervisory Saturday detention  
Rate per Hour of Actual Supervision

2022-23	\$48.34
2023-24	\$49.31
2024-25	\$50.30

Chaperone Rate For School Activities:

2022-23	\$57.24 per activity
2023-24	\$58.39 per activity
2024-25	\$59.55 per activity

Activites included are: concerts, plays, dances, graduation, class sponsored activities, student council/association sponsored activities.

Chaperone Rate For School Activites That Require An Overnight Stay:

2022-23	\$127.17
2023-24	\$129.72
2024-25	\$132.31

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE  
2022-2023**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$54	\$57	\$60	\$64
<b>ELEMENTARY</b>					
inter-el orchestra director	58	\$3,174	\$3,320	\$3,469	\$3,688
inter-el band director	58	\$3,174	\$3,320	\$3,469	\$3,688
inter-el choir director	58	\$3,174	\$3,320	\$3,469	\$3,688
inter-el choir manager	47	\$2,571	\$2,690	\$2,810	\$2,990
inter-el band manager	47	\$2,571	\$2,690	\$2,810	\$2,990
inter-el coordinator of festival	47	\$2,571	\$2,690	\$2,810	\$2,990
inter-el orchestra manager	47	\$2,571	\$2,690	\$2,810	\$2,990
<b>MIDDLE</b>					
<b>SEDGWICK</b>					
drama director	83	\$4,540	\$4,751	\$4,963	\$5,279
drama club assistant	70	\$3,830	\$4,009	\$4,184	\$4,453
strings director	70	\$3,830	\$4,009	\$4,184	\$4,453
band director	70	\$3,830	\$4,009	\$4,184	\$4,453
choral director	60	\$3,283	\$3,434	\$3,588	\$3,815
top of sixes	59	\$3,227	\$3,378	\$3,528	\$3,753
drill team advisor - beginner	59	\$3,227	\$3,378	\$3,528	\$3,753
drill team advisor - advanced	59	\$3,227	\$3,378	\$3,528	\$3,753
TSA	59	\$3,227	\$3,378	\$3,528	\$3,753
video club	54	\$2,784	\$2,913	\$3,043	\$3,236
yearbook advisor	50	\$2,736	\$2,863	\$2,990	\$3,180
mock trial	49	\$2,681	\$2,805	\$2,929	\$3,118
student government advisor	48	\$2,624	\$2,749	\$2,870	\$3,054
newspaper advisor	48	\$2,624	\$2,749	\$2,870	\$3,054
math counts advisor	45	\$2,460	\$2,576	\$2,690	\$2,863
<b>KING PHILIP</b>					
drama director	83	\$4,540	\$4,751	\$4,963	\$5,279
drama club assistant	70	\$3,830	\$4,009	\$4,184	\$4,453
strings director	70	\$3,830	\$4,009	\$4,184	\$4,453
band director	70	\$3,830	\$3,777	\$3,943	\$4,196
choral director	60	\$3,283	\$3,434	\$3,588	\$3,815
Odyssey of the Mind	60	\$3,283	\$3,434	\$3,588	\$3,815
yearbook advisor	50	\$2,736	\$2,863	\$2,990	\$3,180
sixth dimension	59	\$3,227	\$3,378	\$3,528	\$3,753
mock trial	49	\$2,681	\$2,805	\$2,929	\$3,118
student government advisor	48	\$2,624	\$2,749	\$2,870	\$3,054

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE**

**2022-2023**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$54	\$57	\$60	\$64
newspaper advisor	48	\$2,624	\$2,749	\$2,870	\$3,054
art club, 6th grade	48	\$2,624	\$2,749	\$2,870	\$3,054
<b>HIGH SCHOOL</b>					
<b>CONARD</b>					
drama director	90	\$4,924	\$5,153	\$5,381	\$5,725
unified theater (.5)	85	\$4,649	\$4,866	\$5,083	\$5,407
musicals director	75	\$4,102	\$4,293	\$4,483	\$4,771
newspaper advisor	74	\$4,048	\$4,236	\$4,424	\$4,707
yearbook advisor	74	\$4,048	\$4,236	\$4,424	\$4,707
student council advisor	66	\$3,611	\$3,778	\$3,946	\$4,198
stage manager	65	\$3,555	\$3,721	\$3,886	\$4,135
musicals assistant director	65	\$3,555	\$3,721	\$3,886	\$4,135
math team advisor	56	\$3,063	\$3,205	\$3,348	\$3,563
solo choir	56	\$3,063	\$3,205	\$3,348	\$3,563
GSA	56	\$3,063	\$3,205	\$3,348	\$3,563
freshman class advisor	45	\$2,460	\$2,576	\$2,690	\$2,863
sophomore class advisor	50	\$2,736	\$2,863	\$2,990	\$3,180
junior class advisor	55	\$3,009	\$3,149	\$3,288	\$3,499
senior class advisor	62	\$3,390	\$3,550	\$3,709	\$3,944
national honor society advisor	51	\$2,792	\$2,920	\$3,050	\$3,244
marching band director	50	\$2,736	\$2,863	\$2,990	\$3,180
mock trial	50	\$2,736	\$2,863	\$2,990	\$3,180
DECA advisor	49	\$2,681	\$2,805	\$2,929	\$3,118
environmental	49	\$2,681	\$2,805	\$2,929	\$3,118
world affairs club advisor	47	\$2,571	\$2,690	\$2,810	\$2,990
close-up Washington, DC	43	\$2,352	\$2,460	\$2,571	\$2,736
choreographer	42	\$2,297	\$2,404	\$2,512	\$2,672
Spanish trivia	40	\$2,188	\$2,290	\$2,391	\$2,546
<b>HALL</b>					
drama director	90	\$4,924	\$5,153	\$5,381	\$5,725
unified theater (.5)	85	\$4,649	\$4,866	\$5,083	\$5,407
musicals director	75	\$4,102	\$4,293	\$4,483	\$4,771
black box director	75	\$4,102	\$4,293	\$4,483	\$4,771
newspaper advisor	74	\$4,048	\$4,236	\$4,424	\$4,707
yearbook advisor	74	\$4,048	\$4,236	\$4,424	\$4,707
student council advisor	66	\$3,611	\$3,778	\$3,946	\$4,198
stage manager	65	\$3,555	\$3,721	\$3,886	\$4,135
musicals assistant director	65	\$3,555	\$3,721	\$3,886	\$4,135

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE  
2022-2023**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$54	\$57	\$60	\$64
robotics	65	\$3,555	\$3,721	\$3,886	\$4,135
GSA	56	\$3,063	\$3,205	\$3,348	\$3,563
madrigal singers director	56	\$3,063	\$3,205	\$3,348	\$3,563
freshman class advisor	45	\$2,460	\$2,576	\$2,690	\$2,863
sophomore class advisor	50	\$2,736	\$2,863	\$2,990	\$3,180
junior class advisor	55	\$3,009	\$3,149	\$3,288	\$3,499
senior class advisor	62	\$3,390	\$3,550	\$3,709	\$3,944
national honor society advisor	51	\$2,792	\$2,920	\$3,050	\$3,244
art honor society advisor	50	\$2,736	\$2,863	\$2,990	\$3,180
marching band director	50	\$2,736	\$2,863	\$2,990	\$3,180
mock trial	50	\$2,736	\$2,863	\$2,990	\$3,180
world affairs club advisor	47	\$2,571	\$2,690	\$2,810	\$2,990
parents training class advisor	47	\$2,571	\$2,690	\$2,810	\$2,990
chemistry club	47	\$2,571	\$2,690	\$2,810	\$2,990
close-up Washington, DC	43	\$2,352	\$2,460	\$2,571	\$2,736
choreographer	42	\$2,297	\$2,404	\$2,512	\$2,672
Spanish trivia	40	\$2,188	\$2,290	\$2,391	\$2,546
debate team	40	\$2,188	\$2,290	\$2,391	\$2,546
AIDS awareness	40	\$2,188	\$2,290	\$2,391	\$2,546
<b>TOWNWIDE</b>					
Special Olympics coordinator	78	\$4,268	\$4,465	\$4,663	\$4,961
Special Olympics head coach	77	\$4,213	\$4,407	\$4,603	\$4,899
Unified Theater, Middle School	54	\$2,955	\$3,091	\$3,229	\$3,434

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE  
2023-2024**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$55	\$58	\$61	\$66
<b>ELEMENTARY</b>					
inter-el orchestra director	58	\$3,238	\$3,387	\$3,538	\$3,762
inter-el band director	58	\$3,238	\$3,387	\$3,538	\$3,762
inter-el choir director	58	\$3,238	\$3,387	\$3,538	\$3,762
inter-el choir manager	47	\$2,623	\$2,744	\$2,866	\$3,049
inter-el band manager	47	\$2,623	\$2,744	\$2,866	\$3,049
inter-el coordinator of festival	47	\$2,623	\$2,744	\$2,866	\$3,049
inter-el orchestra manager	47	\$2,623	\$2,744	\$2,866	\$3,049
<b>MIDDLE</b>					
<b>SEDGWICK</b>					
drama director	83	\$4,631	\$4,846	\$5,063	\$5,384
drama club assistant	70	\$3,907	\$4,089	\$4,268	\$4,542
strings director	70	\$3,907	\$4,089	\$4,268	\$4,542
band director	70	\$3,907	\$4,089	\$4,268	\$4,542
choral director	60	\$3,349	\$3,503	\$3,660	\$3,891
top of sixes	59	\$3,292	\$3,446	\$3,599	\$3,828
drill team advisor - beginner	59	\$3,292	\$3,446	\$3,599	\$3,828
drill team advisor - advanced	59	\$3,292	\$3,446	\$3,599	\$3,828
TSA	59	\$3,292	\$3,446	\$3,599	\$3,828
video club	54	\$2,839	\$2,971	\$3,104	\$3,301
yearbook advisor	50	\$2,790	\$2,920	\$3,049	\$3,244
mock trial	49	\$2,734	\$2,861	\$2,988	\$3,181
student government advisor	48	\$2,677	\$2,804	\$2,928	\$3,115
newspaper advisor	48	\$2,677	\$2,804	\$2,928	\$3,115
math counts advisor	45	\$2,509	\$2,627	\$2,744	\$2,920
<b>KING PHILIP</b>					
drama director	83	\$4,631	\$4,846	\$5,063	\$5,384
drama club assistant	70	\$3,907	\$4,089	\$4,268	\$4,542
strings director	70	\$3,907	\$4,089	\$4,268	\$4,542
band director	70	\$3,907	\$3,853	\$4,022	\$4,280
choral director	60	\$3,349	\$3,503	\$3,660	\$3,891
Odyssey of the Mind	60	\$3,349	\$3,503	\$3,660	\$3,891
yearbook advisor	50	\$2,790	\$2,920	\$3,049	\$3,244
sixth dimension	59	\$3,292	\$3,446	\$3,599	\$3,828
mock trial	49	\$2,734	\$2,861	\$2,988	\$3,181
student government advisor	48	\$2,677	\$2,804	\$2,928	\$3,115

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE**

**2023-2024**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$55	\$58	\$61	\$66
newspaper advisor	48	\$2,677	\$2,804	\$2,928	\$3,115
art club, 6th grade	48	\$2,677	\$2,804	\$2,928	\$3,115
<b>HIGH SCHOOL</b>					
<b>CONARD</b>					
drama director	90	\$5,022	\$5,256	\$5,488	\$5,840
unified theater (.5)	85	\$4,742	\$4,964	\$5,184	\$5,515
musicals director	75	\$4,184	\$4,379	\$4,573	\$4,866
newspaper advisor	74	\$4,129	\$4,321	\$4,512	\$4,801
yearbook advisor	74	\$4,129	\$4,321	\$4,512	\$4,801
student council advisor	66	\$3,683	\$3,854	\$4,025	\$4,282
stage manager	65	\$3,626	\$3,795	\$3,964	\$4,218
musicals assistant director	65	\$3,626	\$3,795	\$3,964	\$4,218
math team advisor	56	\$3,124	\$3,269	\$3,415	\$3,634
solo choir	56	\$3,124	\$3,269	\$3,415	\$3,634
GSA	56	\$3,124	\$3,269	\$3,415	\$3,634
freshman class advisor	45	\$2,509	\$2,627	\$2,744	\$2,920
sophomore class advisor	50	\$2,790	\$2,920	\$3,049	\$3,244
junior class advisor	55	\$3,069	\$3,212	\$3,354	\$3,569
senior class advisor	62	\$3,458	\$3,621	\$3,783	\$4,023
national honor society advisor	51	\$2,848	\$2,979	\$3,111	\$3,308
marching band director	50	\$2,790	\$2,920	\$3,049	\$3,244
mock trial	50	\$2,790	\$2,920	\$3,049	\$3,244
DECA advisor	49	\$2,734	\$2,861	\$2,988	\$3,181
Environmental	49	\$2,734	\$2,861	\$2,988	\$3,181
world affairs club advisor	47	\$2,623	\$2,744	\$2,866	\$3,049
close-up Washington, DC	43	\$2,399	\$2,509	\$2,623	\$2,790
choreographer	42	\$2,343	\$2,452	\$2,563	\$2,726
Spanish trivia	40	\$2,232	\$2,336	\$2,439	\$2,597
<b>HALL</b>					
drama director	90	\$5,022	\$5,256	\$5,488	\$5,840
unified theater (.5)	85	\$4,742	\$4,964	\$5,184	\$5,515
musicals director	75	\$4,184	\$4,379	\$4,573	\$4,866
black box director	75	\$4,184	\$4,379	\$4,573	\$4,866
newspaper advisor	74	\$4,129	\$4,321	\$4,512	\$4,801
yearbook advisor	74	\$4,129	\$4,321	\$4,512	\$4,801
student council advisor	66	\$3,683	\$3,854	\$4,025	\$4,282
stage manager	65	\$3,626	\$3,795	\$3,964	\$4,218
musicals assistant director	65	\$3,626	\$3,795	\$3,964	\$4,218

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE**

**2023-2024**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$55	\$58	\$61	\$66
robotics	65	\$3,626	\$3,795	\$3,964	\$4,218
GSA	56	\$3,124	\$3,269	\$3,415	\$3,634
madrigal singers director	56	\$3,124	\$3,269	\$3,415	\$3,634
freshman class advisor	45	\$2,509	\$2,627	\$2,744	\$2,920
sophomore class advisor	50	\$2,790	\$2,920	\$3,049	\$3,244
junior class advisor	55	\$3,069	\$3,212	\$3,354	\$3,569
senior class advisor	62	\$3,458	\$3,621	\$3,783	\$4,023
national honor society advisor	51	\$2,848	\$2,979	\$3,111	\$3,308
art honor society advisor	50	\$2,790	\$2,920	\$3,049	\$3,244
marching band director	50	\$2,790	\$2,920	\$3,049	\$3,244
mock trial	50	\$2,790	\$2,920	\$3,049	\$3,244
world affairs club advisor	47	\$2,623	\$2,744	\$2,866	\$3,049
parents training class advisor	47	\$2,623	\$2,744	\$2,866	\$3,049
chemistry club	47	\$2,623	\$2,744	\$2,866	\$3,049
close-up Washington, DC	43	\$2,399	\$2,509	\$2,623	\$2,790
choreographer	42	\$2,343	\$2,452	\$2,563	\$2,726
Spanish trivia	40	\$2,232	\$2,336	\$2,439	\$2,597
debate team	40	\$2,232	\$2,336	\$2,439	\$2,597
AIDS Awareness	40	\$2,232	\$2,336	\$2,439	\$2,597
<b>TOWNWIDE</b>					
Special Olympics coordinator	78	\$4,353	\$4,554	\$4,757	\$5,061
Special Olympics head coach	77	\$4,297	\$4,496	\$4,695	\$4,997
Unified Theater, Middle School	54	\$3,014	\$3,152	\$3,294	\$3,503

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE  
2024-2025**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$55	\$58	\$61	\$66
<b>ELEMENTARY</b>					
inter-el orchestra director	58	\$3,238	\$3,387	\$3,538	\$3,762
inter-el band director	58	\$3,238	\$3,387	\$3,538	\$3,762
inter-el choir director	58	\$3,238	\$3,387	\$3,538	\$3,762
inter-el choir manager	47	\$2,623	\$2,744	\$2,866	\$3,049
inter-el band manager	47	\$2,623	\$2,744	\$2,866	\$3,049
inter-el coordinator of festival	47	\$2,623	\$2,744	\$2,866	\$3,049
inter-el orchestra manager	47	\$2,623	\$2,744	\$2,866	\$3,049
<b>MIDDLE</b>					
<b>SEDGWICK</b>					
drama director	83	\$4,631	\$4,846	\$5,063	\$5,384
drama club assistant	70	\$3,907	\$4,089	\$4,268	\$4,542
strings director	70	\$3,907	\$4,089	\$4,268	\$4,542
band director	70	\$3,907	\$4,089	\$4,268	\$4,542
choral director	60	\$3,349	\$3,503	\$3,660	\$3,891
top of sixes	59	\$3,292	\$3,446	\$3,599	\$3,828
drill team advisor - beginner	59	\$3,292	\$3,446	\$3,599	\$3,828
drill team advisor - advanced	59	\$3,292	\$3,446	\$3,599	\$3,828
TSA	59	\$3,292	\$3,446	\$3,599	\$3,828
video club	54	\$2,839	\$2,971	\$3,104	\$3,301
yearbook advisor	50	\$2,790	\$2,920	\$3,049	\$3,244
mock trial	49	\$2,734	\$2,861	\$2,988	\$3,181
student government advisor	48	\$2,677	\$2,804	\$2,928	\$3,115
newspaper advisor	48	\$2,677	\$2,804	\$2,928	\$3,115
math counts advisor	45	\$2,509	\$2,627	\$2,744	\$2,920
<b>KING PHILIP</b>					
drama director	83	\$4,631	\$4,846	\$5,063	\$5,384
drama club assistant	70	\$3,907	\$4,089	\$4,268	\$4,542
strings director	70	\$3,907	\$4,089	\$4,268	\$4,542
band director	70	\$3,907	\$3,853	\$4,022	\$4,280
choral director	60	\$3,349	\$3,503	\$3,660	\$3,891
Odyssey of the Mind	60	\$3,349	\$3,503	\$3,660	\$3,891
yearbook advisor	50	\$2,790	\$2,920	\$3,049	\$3,244
sixth dimension	59	\$3,292	\$3,446	\$3,599	\$3,828
mock trial	49	\$2,734	\$2,861	\$2,988	\$3,181
student government advisor	48	\$2,677	\$2,804	\$2,928	\$3,115



**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE**

**2024-2025**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$55	\$58	\$61	\$66
newspaper advisor	48	\$2,677	\$2,804	\$2,928	\$3,115
art club, 6th grade	48	\$2,677	\$2,804	\$2,928	\$3,115
<b>HIGH SCHOOL</b>					
<b>CONARD</b>					
drama director	90	\$5,022	\$5,256	\$5,488	\$5,840
unified theater (.5)	85	\$4,742	\$4,964	\$5,184	\$5,515
musicals director	75	\$4,184	\$4,379	\$4,573	\$4,866
newspaper advisor	74	\$4,129	\$4,321	\$4,512	\$4,801
yearbook advisor	74	\$4,129	\$4,321	\$4,512	\$4,801
student council advisor	66	\$3,683	\$3,854	\$4,025	\$4,282
stage manager	65	\$3,626	\$3,795	\$3,964	\$4,218
musicals assistant director	65	\$3,626	\$3,795	\$3,964	\$4,218
math team advisor	56	\$3,124	\$3,269	\$3,415	\$3,634
solo choir	56	\$3,124	\$3,269	\$3,415	\$3,634
GSA	56	\$3,124	\$3,269	\$3,415	\$3,634
freshman class advisor	45	\$2,509	\$2,627	\$2,744	\$2,920
sophomore class advisor	50	\$2,790	\$2,920	\$3,049	\$3,244
junior class advisor	55	\$3,069	\$3,212	\$3,354	\$3,569
senior class advisor	62	\$3,458	\$3,621	\$3,783	\$4,023
national honor society advisor	51	\$2,848	\$2,979	\$3,111	\$3,308
marching band director	50	\$2,790	\$2,920	\$3,049	\$3,244
mock trial	50	\$2,790	\$2,920	\$3,049	\$3,244
DECA advisor	49	\$2,734	\$2,861	\$2,988	\$3,181
Environmental	49	\$2,734	\$2,861	\$2,988	\$3,181
world affairs club advisor	47	\$2,623	\$2,744	\$2,866	\$3,049
close-up Washington, DC	43	\$2,399	\$2,509	\$2,623	\$2,790
choreographer	42	\$2,343	\$2,452	\$2,563	\$2,726
Spanish trivia	40	\$2,232	\$2,336	\$2,439	\$2,597
<b>HALL</b>					
drama director	90	\$5,022	\$5,256	\$5,488	\$5,840
unified theater (.5)	85	\$4,742	\$4,964	\$5,184	\$5,515
musicals director	75	\$4,184	\$4,379	\$4,573	\$4,866
black box director	75	\$4,184	\$4,379	\$4,573	\$4,866
newspaper advisor	74	\$4,129	\$4,321	\$4,512	\$4,801
yearbook advisor	74	\$4,129	\$4,321	\$4,512	\$4,801
student council advisor	66	\$3,683	\$3,854	\$4,025	\$4,282
stage manager	65	\$3,626	\$3,795	\$3,964	\$4,218
musicals assistant director	65	\$3,626	\$3,795	\$3,964	\$4,218

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE**

**2024-2025**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$55	\$58	\$61	\$66
robotics	65	\$3,626	\$3,795	\$3,964	\$4,218
GSA	56	\$3,124	\$3,269	\$3,415	\$3,634
madrigal singers director	56	\$3,124	\$3,269	\$3,415	\$3,634
freshman class advisor	45	\$2,509	\$2,627	\$2,744	\$2,920
sophomore class advisor	50	\$2,790	\$2,920	\$3,049	\$3,244
junior class advisor	55	\$3,069	\$3,212	\$3,354	\$3,569
senior class advisor	62	\$3,458	\$3,621	\$3,783	\$4,023
national honor society advisor	51	\$2,848	\$2,979	\$3,111	\$3,308
art honor society advisor	50	\$2,790	\$2,920	\$3,049	\$3,244
marching band director	50	\$2,790	\$2,920	\$3,049	\$3,244
mock trial	50	\$2,790	\$2,920	\$3,049	\$3,244
world affairs club advisor	47	\$2,623	\$2,744	\$2,866	\$3,049
parents training class advisor	47	\$2,623	\$2,744	\$2,866	\$3,049
chemistry club	47	\$2,623	\$2,744	\$2,866	\$3,049
close-up Washington, DC	43	\$2,399	\$2,509	\$2,623	\$2,790
choreographer	42	\$2,343	\$2,452	\$2,563	\$2,726
Spanish trivia	40	\$2,232	\$2,336	\$2,439	\$2,597
debate team	40	\$2,232	\$2,336	\$2,439	\$2,597
AIDS Awareness	40	\$2,232	\$2,336	\$2,439	\$2,597
<b>TOWNWIDE</b>					
Special Olympics coordinator	78	\$4,353	\$4,554	\$4,757	\$5,061
Special Olympics head coach	77	\$4,297	\$4,496	\$4,695	\$4,997
Unified Theater, Middle School	54	\$3,014	\$3,152	\$3,294	\$3,503

**EXTRA-CURRICULAR ACTIVITIES**

Should the Board create new extra-curricular position(s) during the contract term, it shall confer with the Association over the appropriate compensation for such position. The compensation shall thereafter be set either by mutual agreement or through negotiations in accordance with Conn. Gen. Stat. § 10-153f(e). The inclusion of any position in the Appendices to this Agreement shall not be construed to limit the right of the Board to eliminate positions.

**West Hartford Public Schools  
West Hartford, Connecticut**

**CONTRACT OF EMPLOYMENT**

The Board of Education of the Town of West Hartford, Connecticut, hereby agrees to employ <FIRST\_NAME> <LAST\_NAME> and <FIRST\_NAME> <LAST\_NAME> (to whom the term "teacher" hereinafter refers) hereby agrees to serve, under the direction of the Superintendent of Schools, as Teacher in the public schools of said Town, beginning \_\_\_\_\_.

This contract may be terminated by mutual consent at any time. The teacher may resign for good reason by submitting at least 60 days' written notice (except end of year retirement, for which notice shall be 30 days).

This contract shall become operative when properly signed in duplicate and one copy returned by the teacher to the Office of the Superintendent of Schools.

This contract is subject to the Statutes of the State of Connecticut and the rules and regulations of the Board of Education and the provisions of the Agreement in effect between the West Hartford Board of Education and the West Hartford Education Association.

Teacher \_\_\_\_\_  
<FIRST\_NAME> <LAST\_NAME>

Date \_\_\_\_\_

Board of Education  
of West Hartford, Connecticut

By \_\_\_\_\_  
Superintendent

Date \_\_\_\_\_

# West Hartford Public Schools

28 South Main Street, West Hartford, Connecticut 06117 Telephone (860) 523-3500

## ANNUAL SALARY RATE NOTIFICATION

\_\_\_\_\_  
FISCAL YEAR

NAME  
AND  
ADDRESS

TELEPHONE

SOCIAL SECURITY/CERTIFICATE NUMBER	
DEGREE	STEP
BASE SALARY	
EXTENDED YEAR	
TOTAL SALARY	

WEST HARTFORD PUBLIC SCHOOLS  
Conard High School  
COACHING SALARY AGREEMENT

\_\_\_\_\_  
*Coach*

School Year \_\_\_\_\_ -- \_\_\_\_\_

SEASON: FALL \_\_\_\_ WINTER \_\_\_\_ SPRING \_\_\_\_

SPORT \_\_\_\_\_ HEAD \_\_\_\_ ASSISTANT \_\_\_\_

You have been given \_\_\_\_\_ years of credit based on your past experience, using the following criteria:

- a. One year for each year of experience in coaching a sport at the same level.
- b. One year for each two years of experience when moving from an assistant level to a Head Coach.

Accordingly, you are placed at step \_\_\_\_\_ on the coaches salary scale.

Your salary will be \$\_\_\_\_\_.

\_\_\_\_\_  
*Coach*

\_\_\_\_\_  
*Superintendent*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

Original – Coach  
Copy – Athletics - Education Center  
Rev. 10/94

NOTIFICATION OF EXTRACURRICULAR ASSIGNMENT

Name \_\_\_\_\_

Assignment \_\_\_\_\_

School year \_\_\_\_\_

Extra pay amount \$ \_\_\_\_\_ Years of Experience \_\_\_\_\_

Board of Education of West Hartford, Connecticut

By \_\_\_\_\_  
(Superintendent)

Date \_\_\_\_\_

SALARY PAYMENT OPTION

(for ten month employees)

I hereby request that you pay me my annual salary rate on the basis of 20 semi-monthly installments plus one balloon check.

I am aware that this option cannot be changed during an annual salary period and that this option shall continue in effect unless I notify the Payroll Office by June 30 that I am selecting a change in option to be effective commencing in the ensuing annual salary period.

SIGNED

Teacher \_\_\_\_\_

Date \_\_\_\_\_



AUTHORIZATION FOR PAYROLL DEDUCTION FOR CREDIT UNION

I request and authorize \$ \_\_\_\_\_ to be deducted bi-monthly from my salary, to be paid to the Franklin Trust Federal Credit Union for the purchase of shares or for payment of a loan. It is understood that this deduction shall be in effect until I notify the Credit Union at least two weeks prior to a requested change.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

School System \_\_\_\_\_

\_\_\_\_\_  
Date

FORMAL GRIEVANCE PRESENTATION  
(To be completed by aggrieved person.)

NAME OF GRIEVANT \_\_\_\_\_ DATE OF FORMAL PRESENTATION \_\_\_\_\_  
NAME OF GROUP GRIEVANT \_\_\_\_\_  
SCHOOL \_\_\_\_\_ APPROPRIATE ADMINISTRATOR \_\_\_\_\_  
NAME OF ASSOCIATION \_\_\_\_\_  
SCHOOL REPRESENTATIVE \_\_\_\_\_

STATEMENT OF GRIEVANCE: (Statement of facts or statement of action taken or refused which employee claims is unfair.)

REFERENCE TO AGREEMENT OR SCHOOL CODE:

REMEDY REQUESTED:

\_\_\_\_\_  
(Signature of Aggrieved or President of Association)

TYPE OR PRINT

GRIEVANCE FORM B

LEVEL ONE DECISION

(To be completed by principal, or other appropriate administrator, within one calendar week of formal grievance presentation.)

AGGRIEVED PERSON \_\_\_\_\_ DATE OF FORMAL GRIEVANCE PRESENTATION \_\_\_\_\_

SCHOOL \_\_\_\_\_ PRINCIPAL (OR OTHER ADMINISTRATOR) \_\_\_\_\_

DECISION OF PRINCIPAL (OR OTHER ADMINISTRATOR) AND REASONS THEREFOR:

DATE OF DECISION \_\_\_\_\_

\_\_\_\_\_  
(Signature of Principal)

AGGRIEVED PERSON'S RESPONSE: (To be received by Superintendent within two calendar weeks following formal grievance presentation.)

I accept the above decision of principal (or other administrator).

I hereby appeal the above decision to level Two. (Please attach copy of Grievance Form A.)

DATE OF RESPONSE \_\_\_\_\_

\_\_\_\_\_  
(Signature of Aggrieved or President of Association)

TYPE OR PRINT

GRIEVANCE FORM C

LEVEL TWO DECISION

(To be completed by Superintendent of Schools within one calendar week after hearing with aggrieved, hearing to be held within one calendar week.)

AGGRIEVED  
PERSON \_\_\_\_\_

DATE APPEAL RECEIVED  
BY SUPERINTENDENT  
OR DESIGNEE \_\_\_\_\_

DATE HEARING HELD  
BY SUPERINTENDENT  
OR DESIGNEE \_\_\_\_\_

DECISION OF SUPERINTENDENT OR HIS AUTHORIZED REPRESENTATIVE AND REASONS THEREFOR:

DATE OF  
DECISION \_\_\_\_\_

\_\_\_\_\_  
(Signature of Superintendent)

AGGRIEVED PERSON'S RESPONSE: (To be received by Board within one calendar week following the decision at Level Two.)

- I accept the above decision of the Superintendent of Schools.
- I hereby appeal, to the Board of Education for a review of this grievance. (Please attach copies of Forms A and B concerning this grievance.)

DATE OF  
RESPONSE \_\_\_\_\_

\_\_\_\_\_  
(Signature of Aggrieved)

LEVEL THREE DECISION

BOARD RESPONSE: (To be completed by Board of Education Chairman within two calendar weeks following conclusion of Board hearing with aggrieved; Board hearing to be held within two calendar weeks following receipt of appeal.)

AGGRIEVED PERSON: \_\_\_\_\_

DATE APPEAL RECEIVED BY BOARD OF EDUCATION: \_\_\_\_\_ DATE HEARING HELD BY BOARD OF EDUCATION: \_\_\_\_\_

DECISION OF BOARD OF EDUCATION AND REASONS THEREFOR:

DATE OF DECISION \_\_\_\_\_  
\_\_\_\_\_  
(Signature of Board Chairman or Designee)

AGGRIEVED PERSON'S RESPONSE: (To be completed by aggrieved within two calendar weeks of decision.)

I accept the above decision of the Board of Education.

I hereby request that the Association submit this grievance to:

\_\_\_ Advisory Arbitration

\_\_\_ Binding Arbitration

DATE OF RESPONSE \_\_\_\_\_  
\_\_\_\_\_  
(Signature of Aggrieved)

## Appendix E

### INSURANCE SUMMARY OF BENEFITS

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

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

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

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

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

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

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

#### MEMBER RESPONSIBILITIES WHEN OBTAINING HEALTH CARE—PRIOR AUTHORIZATION

##### 1. Services Requiring Prior Authorization

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

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



## SCHEDULE OF PRESCRIPTION DRUG BENEFITS eff 10/1/2017

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

<b>Active Employee Plans—Co-payments and Cost Shares</b>
--

**Mail order is 90-day refill of Maintenance Medication**

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

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

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

\*\* Treated as Maintenance Medication (single fill only at retail)

**Out of pocket Maximum \$4,600 individual/\$9,200 family**

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

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

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

<b>COVERED BENEFITS</b>
-------------------------

Prescription Drugs  
Maintenance Prescription Drugs Certain Preventive Medications

<b>BENEFITS BY PHARMACY TYPE</b>
----------------------------------

**Participating Retail Pharmacy Benefits**

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

**Non-Participating Pharmacy Benefits**

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

**PRESCRIPTION DRUGS REQUIRING PRIOR AUTHORIZATION**

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

Prescription Drugs with Managed Elements (Subject to change):

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

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

**APPENDIX F – Grandfathered Base Plan**

**WEST HARTFORD BOARD OF EDUCATION**

**Description of Insurance Benefits**

Teachers Plan

<u>Plan Features</u>	<u>Century Preferred</u>	
	<b>In-Network</b>	<b>Out-of-Network</b>
<b>Deductible</b> (per calendar year)	None	\$500 Individual \$1,000 Family Applies to all expenses
<b>Out of Pocket Maximum (per calendar year)</b>	N/A	\$4,000 Individual, \$8,000 Employee Plus One and Family
<b>Lifetime Maximum Physician Services</b> Office visits	Unlimited 100% after \$25 copay	Unlimited 80%
<b>Periodic physical assessment; well baby to 6 years (includes 9 exams in the first two years of life beginning at birth); Pediatric/adult immunization; Routine physical exam limited to 1 per 12 months.</b>	<b>100% after \$25 copay</b>	<b>80%</b>
<b>Routine OB/GYN Exam (1 per year, including 1 pap smear &amp; related lab fees, on a self-referral basis to a network provider)</b>	<b>100% after \$25 copay</b>	<b>80%</b>
<b>Routine Mammography</b> *One baseline 35-39; *1 per year 40-49; *1 per year 50+ (Does not include charges for routine non-symptomatic mammography for females less than 35 years of age)	<b>100%</b>	<b>80%</b>
Routine Eye Exam (1 per 12 months)	100% after \$25 copay	80%
Routine Hearing Exam (1 per 24 months)	100% after \$25 copay	
Physician Hospital Services	100%	80%
Allergy testing and treatment	100% after \$25 copay	80%

Grandfathered Base Plan

<u>Plan Features</u>	<u>Century Preferred</u>	
	<b>In-Network</b>	<b>Out-of-Network</b>
<b>Physician Services cont.</b>		
Diagnostic X-ray and Laboratory (other than physicians office)	100%	80%
Specialists (office visits)	100% after \$25 copay	80%
Surgery (other than physician office)	100%	80%
<b>Hospital Services</b>		
Inpatient Coverage	100% after \$200 copay	80%
Outpatient Coverage	100% after \$150 copay	80%
Emergency Room	100% after \$125 copay (waived if confined)	100% after \$125 copay (waived if confined)
Non-emergency Use of Emergency Room	Not covered	Not covered
<b>Mental Health Alcohol/Drug Abuse</b>		
Inpatient coverage	100%	80%
Outpatient coverage	100% after \$25 copay/visit	80%
<b>Other Covered Expenses</b>		
Skilled Nursing Facility	100%, 60 days/calendar year	80%, 60 days/calendar year
Ambulance	100%	100% if medically necessary
Private Duty Nursing	100% if medically necessary to max. of 70 shifts/year	80% if medically necessary to max of 70 shifts/year
Home Health Care (includes Medical Social Services up to \$200 per calendar year for terminally ill individuals)	100% 120 visits/calendar year	80%; 120 visits per calendar year
Prescription Drugs *Pharmacy	100% after copays of \$10 (generic)/ \$25 (brand preferred) / \$40 (non-preferred) Provided through Caremark Formulary	80%

Grandfathered Base Plan

<u>Plan Features</u>	<u>Century Preferred</u>	
	<b>In-Network</b>	<b>Out-of-Network</b>
<b>Other Covered Expenses cont.</b>		
*Mail Order	<b>Mandatory after 3 fills at retail.</b> 100% after copays of \$20 (generic)/ \$50 (brand preferred) / \$80 (non-preferred), 100 day supply Generic Required** Federal Legend Drugs, Insulin, Syringes, Needles, Disposable Diabetic Supplies, Compound Medications Provided through Caremark Formulary	N/A
Durable Medical Equipment	100%	80%
Short Term Rehabilitation	100% Acute Conditions only up to 60 days/calendar year	80% Acute conditions only up to 60 days per calendar year
Hospice Care		
Inpatient	100% Maximum 30 days	80% Maximum 30 days
Outpatient	100% Maximum \$5,000	80% Maximum \$5,000
Family Planning (includes physician & hospital expenses)		
*Voluntary Sterilization	100%	80%
Vasectomy	100%	80%
Tubal ligation	100%	80%
*Voluntary Abortion		
*Infertility (except invitro & artificial insemination)		

\*Combined maximum for in-network and out-of-network.

\*\*Member pays copay plus cost difference between brand and generic if member requests brand and generic is available.

If you make an election change, it must be consistent with your change in status and **must be made within 31 days of the event**. For example, an employee who bears a child may change from husband and wife coverage to family coverage but not to single coverage. (See Section 8.5)

# ANTHEM BLUE CROSS BLUE SHIELD HEALTH SAVINGS ACCOUNT PREFERRED PROVIDER PLAN (PPO)

## SCHEDULE OF BENEFITS

The Board of Education will contribute \$1,000/\$2,000 of the annual health Savings Account deposit based on an annual total deposit of \$1,500 for an employee plan and \$3,000 for an employee plus one or family plan. Effective July 1, 2017 the Board of Education will contribute 50% of the annual health Savings Account deposit based on an annual total deposit of \$2,000 for an employee plan and \$4,000 for an employee plus one or family plan. The Board will pay set-up and monthly maintenance fees for Health Savings Account plans. Employees will assume responsibility for all other transaction fees. In Network Preventive Care Visits are paid 100% by plan and do not come out of the health savings account. In Network visits are first paid for by the annual deductible/health savings account and then covered 100% by the plan. Out of Network visits are first paid for by the annual deductible/health savings account and then the employee pays 20% of the claims up to the cost share maximum, then the claims are covered 100%.

<b>COST SHARE PROVISIONS</b>	<b>In-Network Member pays:</b>	<b>Out-of-Network Member pays:</b>
Annual Deductible ( <i>individual / aggregate family</i> )	2016-2017 \$1,500 / \$3,000 2017-2018 \$2,000 / \$4,000	
Coinsurance	Not Applicable	20% after deductible up to
Out of Network Out of Pocket Maximum ( <i>individual / aggregate family</i> )	2016-2017 \$3,000 / \$6,000 2017-2018 \$4,000 / \$8,000	
Lifetime Maximum	Unlimited	Unlimited

  

<b>COVERED SERVICE</b>	<b>IN-NETWORK</b>	<b>OUT-OF-NETWORK</b>
<b>PREVENTIVE SERVICES</b>		
<b>Well Child Care</b>	No Cost-Share	Deductible & Coinsurance
<b>Adult Physical Examinations</b>	No Cost-Share	Deductible & Coinsurance

<p><b>Other Preventive screenings including but not limited to:</b>  Routine gynecological care: pap smear and pelvic exam,  Prostate screening,  Mammography screening, colorectal cancer screening, flexible sigmoidoscopy, colonoscopy,  total cholesterol screening, lipid screenings and panels, diabetic screening</p> <p>(See Preventive Services in the Covered Services section for additional information)</p> <p><b>Immunizations and Vaccinations</b> (Other than those needed for travel, see OTHER MEDICAL SERVICES section of the Schedule of Benefits)</p>	No Cost-Share	Deductible & Coinsurance
	No Cost-Share	Deductible & Coinsurance
<b>HOSPITAL SERVICES</b>		
All Inpatient Admissions	Deductible	Deductible & Coinsurance
Specialty Hospital 100 days per Member per Calendar Year. Once maximum met rolls over to out-of-network benefit.	Deductible	Deductible & Coinsurance
Outpatient Surgery In a licensed ambulatory surgical center	Deductible	Deductible & Coinsurance
<b>DIAGNOSTIC SERVICES</b>		
Diagnostic, Laboratory and X-ray Services	Deductible	Deductible & Coinsurance
<b>High Cost Diagnostic Tests</b> MRI, MRA, CAT, CTA, PET, and SPECT scans	Deductible	Deductible & Coinsurance
<b>THERAPY SERVICES</b>		
<b>Outpatient Rehabilitation</b> Physical, occupational, and speech therapy and Chiropractic Care up to 50 visits per Member per Calendar Year. Once maximum met rolls over to out-of-network benefit.	Deductible	Deductible & Coinsurance
<b>Other Therapy Services:</b> Outpatient cardiac rehabilitation therapy Radiation therapy: Chemotherapy for the treatment of cancer Electroshock Therapy Kidney Dialysis in a Hospital or freestanding dialysis center	Deductible	Deductible & Coinsurance
<b>Allergy Office Visit/Testing</b>	Deductible	Deductible & Coinsurance
<b>Allergy Injections</b> Immunotherapy or other therapy treatments	Deductible	Deductible & Coinsurance
<b>MEDICAL EMERGENCY / URGENT CARE SERVICES</b>		



<b>Emergency Room Treatment</b> Emergency Room Cost-Share waived if the Member is admitted directly to the Hospital from the emergency room	Deductible	Deductible
<b>Urgent Care Services</b>	Deductible	Paid as In-Network Emergency Room
<b>Ambulance</b> Land & Air: Paid according to the Department of Public Health Ambulance Service Rate Schedule	Deductible	Deductible
<b>PHYSICIAN MEDICAL/ SURGICAL SERVICES</b>		
<b>Medical Office Visit</b>	Deductible	Deductible & Coinsurance
<b>Services of a Physician or Surgeon</b> (Other than a medical office visit)	Deductible	Deductible & Coinsurance

<b>MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES</b>		
<b>Outpatient Treatment for Mental Health Care and Substance Abuse Care</b>	Deductible	Deductible & Coinsurance
<b>Inpatient Hospital Services</b> In a Hospital or Residential Treatment Center for Mental Health Care	Deductible	Deductible & Coinsurance
<b>Inpatient Rehabilitation Treatment for Substance Abuse Care</b> In a Hospital or Substance Abuse Treatment Facility	Deductible	Deductible & Coinsurance
<b>OTHER MEDICAL SERVICES</b>		
<b>Skilled Nursing Facility</b> Up to 120 days per Calendar Year	Deductible	Deductible & Coinsurance
<b>Immunizations and Vaccinations for Travel</b>	Deductible	Deductible & Coinsurance
<b>Prescription Drugs (Retail Pharmacy)</b> The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 30-day supply.	Deductible	Deductible & Coinsurance
<b>Mail Order Prescription Drugs</b> The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 1-90-day supply.	Deductible	Deductible & Coinsurance
Diabetic drugs and supplies	Deductible	Deductible & Coinsurance
<b>Human Organ and Tissue Transplant Services</b> Unlimited maximum	Deductible	Deductible & Coinsurance
<b>Home Health Care</b> Nursing and therapeutic services limited to 200 visits  Home health aide services limited to 80 visits that are applicable to the 200 visit limit	Deductible	Deductible & Coinsurance
<b>Infusion Therapy</b> Unlimited lifetime maximum	Deductible	Deductible & Coinsurance

<b>Durable Medical Equipment and Prosthetic Devices</b>  <b>Hearing Aid Coverage</b> Available for dependent children age 12 years and under with a maximum of \$1,000 within a two year period.  <b>Diabetic equipment, and supplies</b>	Deductible	Deductible & Coinsurance
<b>Ostomy Related Services</b>	Deductible	Deductible & Coinsurance
<b>Hospice Care (inpatient)</b>	Deductible	Deductible & Coinsurance
<b>Wig</b> Up to \$500 maximum per Member per Plan Year.	Deductible	Deductible & Coinsurance
<b>Specialized Formula</b>	Deductible	Deductible & Coinsurance
<b>Infertility Services</b> Please see Maternity/Family Planning Section of this document  <b>Office Visit</b>  <b>Outpatient Hospital Inpatient</b>  <b>Hospital</b>  <b>Infertility Drugs</b> The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is 30 day supply	Deductible  Deductible  Deductible  Deductible  Deductible	Deductible & Coinsurance  Deductible & Coinsurance  Deductible & Coinsurance  Deductible & Coinsurance  Deductible & Coinsurance
<b>Maternity</b>	Deductible	Deductible & Coinsurance

Grandfathered Base Plan

**West Hartford Board of Education  
Cigna**

---

Calendar Year Deductible	
• Per Person	\$50
• Family Aggregate Maximum	\$150
Preventive & Diagnostic (No Deductible)	100%
• Exams, Cleanings, Bitewing X-Rays (2 per calendar year per person)	
• Fluoride Treatment (For children to age 19)	
• Sealants (To age 16) & Space Maintainers	
Remaining Basic (After Deductible)	100%
• Fillings, Extractions, Root Canals (Endodontics)	
• Periodontal, Oral Surgery	
• Repair of Dentures & Removable Prosthetics	
Crowns & Prosthodontics (After Deductible)	50%
• Bridgework, Full & Partial Dentures	
• Crowns & Gold Restorations	
• TMJ	60%
Calendar Year Maximum (Per Person)	\$1,500
Periodontal Calendar Year Maximum (Per Person)	\$500
Orthodontia (Adult & Dependent Children)	
• Coinsurance	60%
• Lifetime Maximum	\$600

Dependent children are covered to age 19 (23 if enrolled as a full time student in an accredited school or university.)

---

**West Hartford Board of Education  
Cigna**

	<u>If an in-network Preferred Provider is used</u>	<u>Out-of- Network</u>
Calendar Year Deductible <ul style="list-style-type: none"> <li>• Per Person</li> </ul>	N/A	\$100
Preventive & Diagnostic (No Deductible) <ul style="list-style-type: none"> <li>• Exams, Cleanings, Bitewing X-Rays (2 per calendar year per person)</li> <li>• Fluoride Treatment (For children to age 19)</li> </ul>	100%	50%
Remaining Basic (After Deductible) <ul style="list-style-type: none"> <li>• Fillings, Extractions &amp; Root Canals (Endodontics)</li> <li>• Periodontal &amp; Oral Surgery</li> <li>• Sealants (To age 16)</li> </ul>	80%	50%
Crowns & Prosthodontics (After Deductible) <ul style="list-style-type: none"> <li>• Crowns &amp; Gold Restorations</li> <li>• Repair of Dentures &amp; Removable Prosthodontics</li> <li>• Bridgework, Full &amp; Partial Dentures</li> </ul>	60%	50%
Calendar Year Maximum (Per Person)	Unlimited	\$500
Orthodontia (Adults & Dependent Children) <ul style="list-style-type: none"> <li>• Coinsurance</li> <li>• Lifetime Maximum</li> </ul>	50% \$3,000	N/A N/A
Dependent children are covered to age 19 (23 if enrolled as a full time student in an accredited school or university.)		

APPENDIX H

**MEMORANDUM OF UNDERSTANDING**

In the recently concluded negotiations, the West Hartford Board of Education and the West Hartford Education Association reached the following additional agreement:

A teacher shall not privately tutor students, for a fee, who attend the same school as he/she works.

WEST HARTFORD BOARD  
OF EDUCATION

WEST HARTFORD EDUCATION  
ASSOCIATION

By \_\_\_\_\_

By \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**

In the recently concluded negotiations, the Board and the Association agreed as follows:

The Administration reserves the right to schedule related arts teachers at the Middle School to six classes per day in accordance with the current practice. In addition, the current practice concerning the individual preparation time and relief from administrative assignments for such teachers shall be maintained.

Team teachers shall participate in learning lab periods, which shall include activities that provide meaningful support for children on their teams, but shall not be a sixth academic class. The current practice shall be maintained concerning the individual preparation and team preparation time scheduled for team teachers at the middle school.

**WEST HARTFORD BOARD  
OF EDUCATION**

By *Allyn T. Kasper*

Date 9/7/01

**WEST HARTFORD EDUCATION  
ASSOCIATION**

By *Suzanne S. Daley*

Date 9/7/01

**MEMORANDUM OF UNDERSTANDING**

In the recently concluded negotiations, the West Hartford Board of Education and the West Hartford Education Association reached the following additional agreement:

1. A committee shall be created to review duty assignments for elementary teachers. The committee shall be comprised of two elementary principals and two representatives designated by the President of the WHEA. The Deputy Superintendent, the Director of Human Resources and the President of the WHEA shall be ex officio members of said committee. This committee shall issue recommendations, if any, by July 1, 2005, which may include a minority report. The parties may adopt any such recommendations by mutual agreement in writing.
2. In the 2004-05 school year, the Board shall create two new \$500 stipend positions in each elementary school.

WEST HARTFORD BOARD  
OF EDUCATION

WEST HARTFORD EDUCATION  
ASSOCIATION

By John M. Dancy  
Date: February 26, 2004

By Susan S. Daly  
Date: February 25, 2004

APPENDIX J

AFFIDAVIT FOR MEDICAL BENEFIT PURPOSES

I, \_\_\_\_\_, am a party to a civil union (certificate attached).

---

Signature of Employee

Date

---

Signature of Party to Civil Union

Date

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

---

Signature of Notary Public



APPENDIX K

**MEMORANDUM OF UNDERSTANDING**

In the recently-concluded negotiations between the West Hartford Board of Education and the West Hartford Education Association for the 2006-2009 collective bargaining agreement, the parties reached the following additional agreements:

1. Notwithstanding the change in Section 8.1 (replacing reference to domestic partners with reference to civil unions), members of the bargaining unit who prior to July 1, 2006 establish eligibility for dependent benefits under a domestic partner relationship in accordance with the 2004-2006 collective bargaining agreement shall continue to be eligible for such benefits in accordance with those contract provisions.
2. Notwithstanding that federal law does not currently recognize civil unions, the Board shall continue its practice of extending the same benefits it provides to spouses under the Family and Medical Leave Act to domestic partners identified under paragraph 1 and to partners in civil unions.
3. After consultation with the faculty, principals may schedule one session of parent-teacher conferences in the evening each year, such session to be no more than four hours and to end no later than 8:00 p.m.
4. The parties agree that implementation of Section 16.8 under a block schedule that provides a preparation period of approximately ninety minutes shall not set a precedent for the definition of "period," should the Board revert to a traditional schedule.

WEST HARTFORD BOARD  
OF EDUCATION

WEST HARTFORD EDUCATION  
ASSOCIATION

By \_\_\_\_\_

By \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**

In the recently-concluded negotiations between the West Hartford Board of Education and the West Hartford Education Association for the 2009-2011 collective bargaining agreement, the parties reached the following additional agreements:

1. There shall be a joint committee with the Board and the Association. Each party will appoint three members. The charge of the Committee will be to review issues of teacher safety in the classroom. The Committee shall meet in April 2009, with a target date for June 30, 2009, with recommendations for implementation, if any, for the 2009-2010 school year.
- 2.
3. The Superintendent shall place on the agenda for the leadership team proper protocol for the investigation of anonymous complaints. The Administration shall share the materials from that session with the Association.
4. There shall be a Joint Standing Committee, with three members appointed by the Board and three members appointed by the Association. The charge of the Committee shall be (1) to update the extracurricular activities schedules, (2) to review any inconsistencies in these schedules, and (3) to review rationales for current and proposed stipends.
5. A joint committee shall review the work schedules at the magnet schools. The Board and the Association shall each appoint four representatives to this committee.
6. The Administration reserves the right to schedule related arts teachers at the Middle School to six classes per day in accordance with the current practice. In addition, the current practice concerning the individual preparation time and relief from administrative duties (except for bus duty before and after school) shall be maintained for such teachers assigned to six classes.
- 7.

WEST HARTFORD BOARD  
OF EDUCATION

WEST HARTFORD EDUCATION  
ASSOCIATION

By \_\_\_\_\_

By \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**

In the recently-concluded negotiations between the West Hartford Board of Education and the West Hartford Education Association for the 2016-2019 collective bargaining agreement, the parties reached the following additional agreements:

1. Two committees composed of three teachers appointed by the WHEA and three administrators, one at the elementary level and one at the secondary level. The charge of the Committee is to review use of time at the beginning of the year to make recommendations (1) on consistent expectations for the use of such time, and (2) on whether additional time can be teacher self-directed. The committees will make recommendations by February 1, 2016 to the Superintendent. The Superintendent will communicate with WHEA by March 1, 2016 on whether the recommendations are accepted or rejected.
2. The Board will create a committee composed of three teachers appointed by WHEA and three elementary level administrators. The charge of the Committee is to review use of elementary teachers time and workload (instruction time to support curriculum, time spent testing, time spent on district initiatives, parent teacher conferences, BIP creation and implementation, data entry, progress monitoring tests, tired interventions, etc.). The committee will make recommendations by May 15, 2016 to the Superintendent. The Superintendent will communicate with WHEA by June 1, 2016, whether the recommendations are accepted or rejected.

WEST HARTFORD BOARD  
OF EDUCATION

WEST HARTFORD EDUCATION  
ASSOCIATION

By \_\_\_\_\_

By \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**

In the recently-concluded negotiations between the West Hartford Board of Education and the West Hartford Education Association for the 2019-2022 collective bargaining agreement, the parties reached the following additional agreements:

1. The parties shall establish a joint committee composed of three teachers appointed by the WHEA and three administrators appointed by the Superintendent. The charge of the Committee will be to review issues of teacher safety in the classroom, including review and discussion of reporting forms and protocols to be utilized by teachers and principals in cases when student conduct may be disruptive or dangerous. The committee shall report to the Superintendent and the Association on or by April 1, 2019.
  
2. The parties shall establish a joint committee composed of three teachers appointed by the WHEA and three administrators appointed by the Superintendent to review Article XVII in light of mutual concern that modification of the reduction-in-force procedure may be warranted to address situations in which teachers assume new assignments and may thereby be disadvantaged in the case of a layoff relative to teachers who did not. The committee shall report to the Association and the Superintendent by April 1, 2019 whether it recommends amendment of the collective bargaining agreement to the Board and the Association for their consideration.

WEST HARTFORD BOARD  
OF EDUCATION

WEST HARTFORD EDUCATION  
ASSOCIATION

By \_\_\_\_\_

By \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**

In the recently-concluded negotiations between the West Hartford Board of Education and the West Hartford Education Association for the 2022-2025 collective bargaining agreement, the parties reached the following additional agreements:

On or before December 1, 2021, the parties shall develop a Committee to formulate an equitable, consistent elementary teachers' schedule. The Committee shall be comprised of three (3) administrative personnel and four (4) Association representatives, one of which shall be the Union President. Each party shall be responsible for selecting its committee representatives.

The Committee shall report back to the Board and the Association regarding its recommendations no later than April 1, 2022. The recommendations of the Committee shall be subject to the approval of the Board and the Association. In the event that the Committee does not reach consensus or either the Board or the Association reject the recommendations of the Committee, the matters in dispute shall be submitted to mid-term interest arbitration in accordance with the provisions of the Teacher Negotiation Act.

WEST HARTFORD BOARD  
OF EDUCATION

WEST HARTFORD EDUCATION  
ASSOCIATION

By \_\_\_\_\_

By \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_