

PROFESSIONAL AGREEMENT
between the
PUTNAM BOARD OF EDUCATION
and the
PUTNAM ADMINISTRATORS'
ASSOCIATION

2021 - 2024

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>SUBJECT</u>	<u>PAGE</u>
I	Recognition	1
II	Salaries	1
III	Employment Year	1
IV	Insurance	2
V	Vacation	6
VI	Sick Leave	6
VII	Personal Leave and Funeral Leave	7
VIII	Holidays	8
IX	Leave of Absence	8
X	Professional Growth Activities	8
XI	Childbearing Leave	9
XII	Payroll Deductions-Authorizations	9
XIII	Use of Vehicle	10
XIV	Grievance Procedure	10
XV	Reduction of Administrative Staff	14
XVI	Personal Injury Benefits	16
XVII	Just Cause	16
XVIII	Tuition Reimbursement	17
XIX	Information	17
XX	Management Rights	17
XXI	Amendment	18
XXII	Duration	19
XXIII	Severability	19
XXIV	Dues Deduction and Service Fee Deduction	19
XXV	Annuity	20
XXVI	Doctorate Recognition	20

<u>ARTICLE</u>	<u>SUBJECT</u>	<u>PAGE</u>
	Dean of Students	21
	Signature Block	22
	Salary Schedules	23

PREAMBLE

This agreement is made and entered into this **5th day of March 2021** by and between the PUTNAM BOARD OF EDUCATION ("Board") and the PUTNAM ADMINISTRATORS' ASSOCIATION ("Association") members.

ARTICLE I

RECOGNITION

The Board recognizes the Association as the exclusive bargaining agent and representative for those certified professional employees employed by the Board who are not excluded from the purview of Sections 10-153a to 10-153n, inclusive, and who are employed in positions requiring an intermediate administrator or supervisor certificate, or the equivalent thereof, and whose administrative or supervisory duties, for purpose of determining membership in the administrators' unit, shall equal at least 50% of the assigned time of such employees.

ARTICLE II

SALARIES

- 2.1 The salaries of all administrators covered by this Agreement are set forth in the Salary Schedules which are attached hereto and made part of this Agreement.
- 2.2 The annual salary will be divided into twenty-six (26) equal periodic installments payable on every other Friday or on the last preceding workday. In no event shall there be more than 26 salary payments in any one year.

ARTICLE III

EMPLOYMENT YEAR

The current employment year for administrators holding existing administrative positions shall be twelve (12) months. The Board reserves the right to eliminate or create positions. Administrators shall, as a part of their regular duties, attend all regularly scheduled Board meetings.

ARTICLE IV

INSURANCE

The Board will provide the following insurance coverage for the administrator/employees and their dependents through either of the following plans or an additional optional plan or plans of the Board's choosing:

A. Health Savings Account

- a. The Board shall implement an HSA plan, or a high deductible health care plan or plans with a pre-tax dollar savings account feature which includes the following components:

Cost Shares Provisions	In-Network	Out-of Network
Annual Deductible (individual/aggregate family)	\$2,500/\$5,000 or \$3,000/\$6,000	
Co-insurance	100%	20/80% after deductible, up to co-insurance maximum
Annual Out-of-Pocket Maximum Co-insurance	\$2,500 individual coverage \$5,000 family coverage or \$3,000 individual coverage \$6,000 family coverage	\$5,000 individual coverage \$10,000 family coverage or \$6,000 individual coverage \$12,000 family coverage
Lifetime Maximum	Unlimited	Unlimited
Preventive Care	Deductible not applicable	20% after deductible, subject to co-insurance limits
Prescription Drug Coverage	Treated as any other medical expense/100% after deductible. Thirty (30)-day supply pharmacy and ninety (90)-day supply mail; one hundred percent (100%) after deductible.	

- b. The Board's contribution towards the HSA deductible shall be as follows:
 - i. Effective July 1, 2021, the Board shall contribute fifty percent (50%) of the applicable HSA deductible amount. The Board's contribution toward the HSA deductible shall be deposited into the administrators' accounts one-half in the first payroll in July and one-half the first payroll in January.
 - ii. Any administrator hired mid-year will have the Board's contribution toward the HSA deductible pro-rated to their date of hire.
 - iii. The parties acknowledge that the Board's contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for active teachers. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment with the Board.
- c. Eligible dependent children covered until age (26), consistent with Connecticut law.
- d. Flexible dental plan (one hundred percent/eighty percent/fifty percent [100%/80%/50%] coinsurance, fifty dollar/two hundred dollar [\$50/\$200] deductible, two thousand dollar [\$2,000] maximum). Dental insurance for the individual only. Dependent Dental coverage may be purchased by the administrator/employees through payroll deduction. The decision to add or drop dependent dental coverage will be subject to the same election procedures specified in the IRS Section 125 Cafeteria Plan for medical coverage.

- B. The Board may provide such health insurance coverage through either the current carrier(s) listed, through alternate carriers, or through self-insurance, either in whole or in part, provided by the carrier(s). In terms of the administration and payment of claims, any carrier or self insurance that provides payment of covered expenses within thirty (30) days from the date that the claim is filed with the Board or its agent shall be deemed to be substantially equivalent on a planwide basis to carriers that provide for direct payment to health care providers.

The President of the Association shall be notified in writing within thirty (30) days of any intention to change carriers and/or to self-insured and shall have a reasonable opportunity to review the proposed changes. The Board will provide a statement from an insurance expert or broker that such proposed change will result in substantially equivalent coverage on a planwide basis. Failure to provide such a statement, however, will not nullify the Board's right to change.

Should the Board and the Association disagree that the changes proposed will not result in coverages, benefits, and administration of claims that are substantially equivalent on a planwide basis, then the Association, within thirty (30) days of the notification to its President of the proposed change, may file a grievance. Such grievance shall immediately proceed to arbitration pursuant to the grievance procedures in Article XIV of this Agreement. In addition, if the Board or Association should disagree at any time that the changes implemented did not result in substantially equivalent coverages and benefits on a planwide basis, the Association may within thirty (30) days of its discovery file a grievance.

- C. Life insurance in the amount of \$250,000.
- D. The Board shall provide each administrator with an insurance identification card.
- E. All administrators retiring under the Connecticut Teachers' Retirement System shall have the right to purchase, at group COBRA rates, all health insurance coverage which the administrator received immediately prior to his/her retirement (including dependents' coverage).

- F. Participating administrators shall pay a percentage of the premium for insurance coverage, other than life insurance, based on the actual rates for the coverages specified. Such percentage shall be as follows:

**HDHP
(HSA)**

July 1, 2021 21%

The premium share shall remain at this level for the life of the contract.

Such deductions shall be through an IRS Section 125 account, such account to be at no cost to the administrators. An administrator may voluntarily participate in the deductions for premium share, medical and dependent care, which are allowed through an IRS 125 account through the administrator's personal contribution. The Board shall pay the remaining cost for insurance coverage.

- G. If the total cost of a group health plan or plans offered under this contract triggers an excise tax under Internal Revenue Code Section 4980I, any other local, state or federal statute or regulation, the Board of Education reserves the right to offer a group health plan or plans with a total combined cost that falls below the excise tax thresholds. Eligible employees will be given the option to enroll in the lower cost coverage option(s). If the employee chooses to enroll themselves or their eligible family members in a coverage option or options that triggers an excise tax, 100% of any such excise tax will be borne solely by the employee.
- H. Administrators receiving insurance coverage as set forth above, shall be required to have a yearly wellness physical examination by a physician of their choice.

ARTICLE V

VACATION

- 5.1 Each administrator shall receive a total of twenty-six (26) days of vacation each year.
- 5.2 Upon notice to the Superintendent, vacation may be taken at any time when school is not in session, except the two weeks following the end of the students' school year and the two weeks prior to the beginning of the students' school year. Vacation may be taken when school is in session or during the two weeks following the end of the students' school year or the two weeks prior to the start of the students' school year with the consent of the Superintendent.
- 5.3 If the Superintendent refuses a vacation request or an administrator is unable to take his/her total vacation days, the administrator may carry over a maximum of five (5) vacation days to the next year. A maximum of five (5) days shall be compensated by the Board on a per diem basis based upon the administrator's salary for the year in which the vacation was earned. The unused days will meet the carry over provision first and the balance of the days will be paid.
- 5.4 Upon retirement, resignation, or death, an administrator, or his/her estate, shall be reimbursed for his/her accrued unused and/or eligible carried over vacation days on a per diem basis based on the administrator's current salary.
- 5.5 The per diem computation for twelve-month employees shall be determined by multiplying 1/222 times the administrator's current salary. This formula shall be used for any per diem compensation in this Agreement.

ARTICLE VI

SICK LEAVE

- 6.1 All employees under this contract shall be entitled to twenty (20) sick days) with full pay per year with accumulation to 180 days. These days may be used for personal illness or illness in the immediate family. If a personal sickness extends for five (5) or more consecutive workdays, the Superintendent may request a doctor's note substantiating the sickness. If a doctor's note is requested, an employee may not return to work until a statement from the doctor is received by the office of the Superintendent indicating he/she is able to return to work.

Each employee shall have access to his/her accumulated sick leave each year.

- 6.2 For administrators hired on or before July 1, 2012, upon retirement under the Connecticut Teachers' Retirement System, or death he/she or his/her estate, shall be paid for all accrued sick days beyond 150 days at the rate of \$25 per day. For those administrators with greater than 150 days as of July 1, 2012, payout shall be limited to the sick leave accrual as of that date.

ARTICLE VII

PERSONAL LEAVE AND FUNERAL LEAVE

A. Personal Leave

- 7.1 Administrators will be allowed three (3) school days each year with pay to be used for personal business. The personal days provided herein are to be used to provide the administrator with necessary time off in order to fulfill bona fide personal needs, such as the performance of legal, household or other business, which could not otherwise be legitimately performed outside the work day.
- 7.2 Notice for the personal time off will be filed with the Superintendent at least forty-eight (48) hours prior to the personal day except in emergency situations. Days may not be taken before or after holidays or vacations unless prior approval of the Superintendent is obtained.
- 7.3 **Religious Days**
Days of absence for serious observation of, and participation in, religious holidays will be outside other considerations and will be granted at the discretion of the Superintendent. Such days shall not exceed three (3) per year.

B. Funeral Leave - Death in the Immediate Family

1. A leave of absence not to exceed three (3) calendar days immediately following the date of death shall be granted to any administrator whose wife, husband, father, mother, brother, sister or child dies. Such leave shall be without loss of pay.
2. Time off to attend the funeral of an aunt, uncle, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, stepmother, stepfather, grandparent or grandchild shall be granted. Such leave shall be without loss of pay not to exceed two (2) calendar days, except at the discretion of the Superintendent this limit may be extended due to extenuating circumstances.

ARTICLE VIII

HOLIDAYS

Administrators shall be granted the following holidays during the work year:

Labor Day	New Years Day
Columbus Day	Martin Luther King Day
Veterans' Day(**)	President's Day
Thanksgiving	Good Friday
Day after Thanksgiving	Memorial Day
Christmas Day (2 days)	Independence Day
Floating Holiday (*)	

(*) The Floating Holiday must first be approved by the Superintendent.

(**) If school is in session on Veterans' Day, then Administrators will be entitled to an additional Floating Holiday.

ARTICLE IX

LEAVE OF ABSENCE

An administrator may apply for a leave of absence without pay for any reason deemed appropriate by the Board of Education, at its sole discretion, such decision not to be subject to the grievance procedure of this Agreement. At the end of the leave and upon return to active employment, said administrator shall be placed in his/her previous administrative position or one of comparable status and pay, subject to such position continuing to exist.

ARTICLE X

PROFESSIONAL GROWTH ACTIVITIES

The Board shall pay the reasonable expenses (including fees, meals, lodging and/or transportation) incurred by administrators who attend, with the approval of the Superintendent, workshops, seminars, conferences, or other professional improvement sessions.

ARTICLE XI

CHILDBEARING LEAVE

- A. Leaves relating to pregnancy shall fall into two categories. First, leave for the employee who is absent from work due to disability related to childbirth or pregnancy. Second, leave for which the Board may grant for purposes of child raising.
- B. Childbearing leave shall be treated as any other physical disability for the purposes of this Agreement and shall be granted in accordance with all applicable state and federal statutes.
- C. Leave of Absence for Child Raising:
 - 1. An administrator who parents or adopts a child during the school year may request a leave of absence for child raising purposes. The administrator may not be employed elsewhere during such leave.
 - 2. An administrator on child raising leave shall not be paid and all sick leave and other benefits will cease.
 - 3.
 - a. An administrator who parents or adopts a child after April 1st of a school year may request that the child raising leave extend the entire following school year.
 - b. An administrator who parents or adopts child prior to April 1st shall return from child raising leave to his/her administrative duties the following September.
 - 4. All leaves will be provided for in accordance with all existing state and federal regulations.

ARTICLE XII

PAYROLL DEDUCTIONS-AUTHORIZATIONS

- 12.1 Upon receipt of a voluntary written authorization, duly authorizing the Board to deduct the following items from the employee's salary, the Board will honor such authorization:
 - (a) Membership dues for professional organizations;
 - (b) Tax Sheltered Annuity through one agent only;
 - (c) Credit Union through no more than one credit union per contract year.

Amounts deducted shall be forwarded to the appropriate office in accordance with the established procedure, but in no event, later than the last day of the month in which the deduction was made.

12.2 Administrators shall be subject to direct deposit.

ARTICLE XIII

USE OF VEHICLE

The Board agrees to pay each administrator five hundred dollars (\$500) per year as reimbursement for all travel expenses in connection with the position for the use of his/her own vehicle. One half of this allowance will be paid in the first payroll in January and one half will be paid in the first payroll in June.

ARTICLE XIV

GRIEVANCE PROCEDURE

14.1 Definition

14.1.1 Grievance - A "grievance" shall mean a claim based upon an event or condition which affects the welfare or conditions of employment of an administrator or group of administrators and/or an alleged violation of a specific provision of this Agreement.

Days - Unless indicated otherwise, "days" shall mean days that the business office is open.

14.2 Rights of Administrators to Representation

Any aggrieved person may be represented at Levels 1 and 2 of the grievance procedure by a person of his/her own choosing, except that he/she may not be represented by a representative or by an officer of any administrator organization other than the Association. When an administrator is not represented by the Association, the Association shall have the right to be present and state its views at Levels 1 and 2 of the procedure.

14.3 Procedure

14.3.1 Grievances must be filed in writing within thirty (30) calendar days after the grievant knew or should have known of the act or conditions on which the grievance is based, otherwise, the grievance shall be considered to have been waived.

14.3.2 A grievance filed at any level of this procedure must be in writing and must contain the following information:

- a. The name(s) of the grievant(s);
- b. A statement of the nature of the grievance and if an alleged violation of this Agreement, the specific contract provision involved;
- c. Remedy requested.

14.3.3 Level 1 - Informal Discussion

If an administrator feels that he/she may have a grievance he/she may first discuss the matter with his/her immediate supervisor in an effort to resolve the problem informally. If the grievant is still not satisfied with the disposition of the matter, he/she shall reduce the grievance to writing and submit it to the Superintendent of Schools.

14.3.4 Level 2 - Superintendent of Schools

- a. If the grievant is not satisfied with the informal discussion of the grievance, the grievant shall within the time limitations of paragraph 14.3.1 of this Article file a written grievance with the Superintendent of Schools.
- b. The Superintendent shall, within ten (10) school days after receipt of the grievance, meet with the grievant for the purpose of resolving the grievance.
- c. The Superintendent shall, within ten (10) days after the meeting, render his/her decision and reasons in writing to the grievant with a copy to the Association.
- d. If the grievant's immediate supervisor is the Superintendent, the grievance shall commence at Level 3 - Board of Education.

14.3.5 Level 3 - Board of Education

- a. If the grievant is not satisfied with the disposition of the grievance at Level 2 or if no decision is rendered within ten (10) days after such meeting at Level 2, the grievant shall within five (5) days after the decision or the expiration of the time limit for rendering a decision (whichever is sooner) file the written grievance with the Board of Education with a copy to the Superintendent of Schools.

- b. The Board of Education or a designated committee thereof shall schedule a meeting to consider the grievance; the meeting shall be scheduled at the next regularly scheduled meeting of the Board after receipt of the written grievance or at a special meeting of the Board of Education or designated committee.
- c. The Board or a designated committee thereof shall, within ten (10) days of the meeting, render its decision in writing to the grievant with a copy to the Association.

14.3.6 Level 4 - Arbitration

- a. If the decision of the Board does not resolve the grievance and if such grievance involves a claim of a violation, misinterpretation or misapplication of a provision of this Agreement, then the grievant may submit the grievance to the Administrators' Association or a committee thereof for the purpose of determining whether the grievance should be submitted to arbitration.

In the event the Administrators' Association or a committee thereof determines that the matter should be submitted to arbitration, it shall advise the Board of Education of this determination in writing, within fifteen (15) days of receipt of the Board's decision or the expiration of the time limit for rendering a decision (whichever is sooner).

- b. Procedure for Securing Arbitrator

The following procedures shall be used to secure the services of an arbitrator:

- (i) The parties may mutually agree on an arbitrator.
- (ii) Either party may request the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
- (iii) If the parties are unable to determine within five (5) days of the receipt of the roster a mutually satisfactory arbitrator from the submitted list, the American Arbitration Association may be requested by either party to provide an arbitrator under its voluntary rules.

c. Limitation and Recommendation of Arbitrator

The arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/She can add nothing to nor subtract anything from the Agreement between the parties. The arbitrator shall be limited to the decision of only one grievance at a time. The decision of the arbitrator shall be final and binding upon the parties.

d. Cost of Arbitration

The costs for the services of the arbitrator shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

- e. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be a waiver of further appeal of the decision.

14.3.7 Miscellaneous

- a. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
- b. All documents, communication and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- c. Forms for filing and processing grievances, and other necessary documents, shall be prepared by the Superintendent, with the approval of the Association, and made available through the Association so as to facilitate operation of the grievance procedure.

ARTICLE XV

REDUCTION OF ADMINISTRATIVE STAFF

A. Elimination of Professional Staff Positions

The Board has the exclusive prerogative to eliminate professional staff positions consistent with the provisions of applicable Connecticut General Statutes.

B. Definitions

1. As used herein, the term "days" shall mean calendar days.
2. As used herein, the term "administrator" shall apply to any employee of the Board who holds a regular 092 certificate issued by the Connecticut State Board of Education and is employed in an administrative position.
3. As used herein, the term "senior" shall refer to the number of years of service in the Putnam School System as a certified administrator.

In order to promote an orderly reduction in the administrative personnel, the following procedure will be used:

C. Procedure

1. Prior to terminating an administrator's contract, due to elimination of position, the Board will give due consideration to its ability to effect position elimination and/or reduction in staff by:
 - a. voluntary retirements;
 - b. voluntary resignations;
 - c. transfer of existing staff members;
 - d. voluntary leaves of absence.
2. In the event that it becomes necessary to terminate an administrator's contract due to the elimination of a professional staff position, the following procedure shall be utilized in selecting the administrator to be terminated:
 - a. Non-tenured administrators shall be terminated on a system-wide basis before tenured administrators within the range of certification and qualification in which the elimination takes place.

- b. In making decisions regarding contract termination of non-tenured-administrators, major emphasis shall be placed on the following factors:
 - areas of certification;
 - qualifications and ability, as determined by an objective evaluation of the administrators performance; and
 - administrator experience in other positions.
 - c. Among tenured administrators, a more senior tenured administrator whose position is eliminated shall have the opportunity to displace the least senior administrator in the same or a lower category, provided that the more senior administrator is both certified and qualified to perform the position held by the least senior administrator.
 - d. In determining qualifications, major emphasis shall be placed by the Superintendent on the following factors (factors to be applied in the manner to be determined to be in the best interests of the district): 1) previous administrative experience in the position in question, 2) other areas of certification, 3) qualifications and ability (as determined by an objective evaluation of the administrator's performance), and 4) administrator experience in other positions.
 - e. Under no circumstances shall an administrator be entitled to bump into a higher category.
3. Any administrator whose position is eliminated and who is unable to obtain another administrator position within the district shall be entitled to seek a position in the teachers' bargaining unit pursuant to the layoff and recall language in the collective bargaining agreement between the teachers' representative and the Board.
 4. If an administrator is relieved of his/her duties because of a reduction in staff or an elimination of position and employed as a teacher, he/she will be given the experience credit on the salary schedule according to the teacher contract for his/her administrative and teaching experience both within and outside the school system and shall retain all accumulated sick leave.
 5. If an administrator is displaced due to a reduction in force, reorganization, or as a result of modification of his/her position, to a lower paying administrative position, he/she will continue to receive his/her present salary until the salary for the new administrative position reaches or exceeds his/her present salary or one school year, whichever first shall occur.

If an administrator is displaced due to a reduction in force to a teaching position, he/she shall continue to receive his/her present salary for one (1) school year, including any part thereof, or until he/she dies, resigns, retires, is terminated, or is appointed to his/her former administrative position or to another administrative position, whichever first shall occur. Such payment shall be deemed a separation allowance to compensate the administrator for his/her loss of administrative status and pay.

6. Any administrator who has been displaced because of a reduction in staff or elimination of position and does not obtain another position shall be placed on a reappointment list for two (2) school years for his/her former administrative position or another similar position, provided such administrator does not refuse a reappointment. Administrators shall be recalled to positions for which they are certified and qualified and in which they have previous acceptable experience according to their administrative seniority in the Putnam public school system. If reappointment is offered consistent with the above and is refused by the administrator, he/she shall thereupon be removed from the reappointment list.

ARTICLE XVI

PERSONAL INJURY BENEFITS

Whenever an administrator is absent from school as a result of personal injury caused by an accident or disability arising out of and in the course of his/her employment as determined by the Worker's Compensation Administration, 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 a period not to exceed one year in duration. No part of such absence shall be charged to his/her annual or accumulated sick leave.

ARTICLE XVII

JUST CAUSE

No administrator shall be given a written reprimand, reduced in rank or compensation or receive a disciplinary suspension without pay unless there is just cause.

ARTICLE XVIII

TUITION REIMBURSEMENT

The Board may, upon the recommendation of the Superintendent, reimburse any amount, not to exceed \$2,000 for any administrator who completes a course and \$1,500 for an in-service offering, or workshop for which a tuition fee is charged.

Application for reimbursement must be made prior to registration and is limited to only one such offering per eligible administrator per year.

ARTICLE XIX

INFORMATION

Administrators shall be entitled to the following:

To receive a copy of the agenda of the regular Board meetings and a copy of Board and subcommittee minutes.

ARTICLE XX

MANAGEMENT RIGHTS

It is recognized that the Board has, and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the Putnam school system in all its respects, except as modified by this Agreement. The Association agrees that the functions and rights of management belong solely to the Board and that the Association will not interfere with the Board's exercise of these rights and functions.

1. Enumerated Rights

The exclusive functions and rights of the Board include, but are not restricted to, the right to: direct the operation of the public schools in the system in all aspects; select and employ new personnel; manage the school system and the direction of its work force; determine methods and levels of financing and budget allocation; provide, when necessary, for the transportation of students; designate the schools to be attended by the children in the system; establish the number of schools to be utilized by the system; maintain good public elementary and secondary schools and provide such other educational activities as in its judgment will best serve the interests of the system to give the children of the system as nearly equal advantages as may be practicable; maintain and operate

buildings, lands, apparatus and other property used for school purposes; decide the textbooks to be used; make rules for the arrangement, use and safekeeping of the school libraries and to approve the books selected therefor; prepare and submit budgets and, in its sole discretion, expend monies appropriated to the Board for the maintenance and operation of the schools, and to make such transfers of funds within the appropriated budget as it shall deem desirable; determine, and from time to time redetermine, the number of Board personnel and the methods and materials to be employed; select and determine the qualifications of administrators required to promote the efficient operation of the school system; distribute work to administrators in accordance with the job content and job requirements determined, and from time to time redetermined, by the Board; establish assignments for administrators; transfer administrators; determine the procedures for promotion of administrators; create, enforce and, from time to time, change rules and regulations concerning discipline of administrators; discipline, suspend or discharge administrators; and, otherwise take such measures as the Board may determine to be necessary to promote the orderly, efficient and safe operation of the school system.

2. Unenumerated Rights

The listing of specific rights in subsection (1) of this section is not intended to be all inclusive, restrictive or a waiver of any rights of the Board not listed which have not been expressly and specifically surrendered herein, whether or not such rights have been exercised by the Board in the past.

These rights, responsibilities and prerogatives are not subject to delegation in whole or in part. No action taken by the Board with respect to such rights, responsibilities and prerogatives, other than as there are specific provisions herein elsewhere contained, shall be subject to the binding arbitration provisions of the Grievance Procedure.

ARTICLE XXI

AMENDMENT

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

ARTICLE XXII

DURATION

All provisions of this Agreement shall become effective **July 1, 2021** and shall remain in full force and effect until **June 30, 2024**. This Agreement shall remain in effect until such time as a new Agreement has been established.

ARTICLE XXIII

SEVERABILITY

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

ARTICLE XXIV

DUES DEDUCTION AND SERVICE FEE DEDUCTION

A. Conditions of Continued Employment

All certified staff covered by this Agreement shall, as a condition of continued employment, join the Association or pay the Association a service fee. Said service fee shall be equal in amount to the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration and grievance adjustment.

B. Members/Non-Members

All certified staff covered by this Agreement shall sign and deliver to the Association, if they have not already done so, an authorization for the payroll deduction of membership dues within thirty (30) days of the commencement of their employment, or pay the service fee as described in Section A above. Said membership dues authorization shall continue in effect from year to year unless said staff member shall notify the Board and the Association in writing in the month of August of any year. If said notice is timely delivered, it shall mean that in the coming school year said administrator shall pay the service fee as described in Section A above.

C. Forwarding of Monies

The Board agrees to forward to the Association each month all monies deducted during the month for dues and service fee deductions.

D. Lists

No later than the first paycheck in October of each school year, the Board shall provide the Association with a list of all certified employees covered by this Agreement. The Board shall notify the Association monthly of any change in said list.

E. Hold Harmless

The Association shall indemnify and hold the Board harmless, against any and all claims, demands, suits, liabilities, attorneys fees or other costs or forms of liability that shall, or may, arise out of, or by reason of, any action taken by the Board and its agents for the purpose of complying with, enforcing or administering this Article.

ARTICLE XXV

ANNUITY

Each administrator will be paid an annuity as follows:

July 1, 2021 \$ 4,500

The annuity shall remain at this amount for the life of the contract.

The amount of such elective tax sheltered annuity shall be added to and become part of the administrator's base salary and be reported as such for State teachers' retirement purposes.

ARTICLE XXVI

DOCTORATE RECOGNITION

Each year, each administrator with a PhD or EdD degree shall receive a stipend in the amount of seven hundred fifty dollars (\$750).

DEAN OF STUDENTS

The Dean of Students shall receive the same benefits as the other administrators as outlined in this contract with the following exceptions. All other language for the respective Article shall apply if applicable.

ARTICLE III - EMPLOYMENT YEAR

The current employment year shall be 199 working days. The 199 working days includes the days that school is in session as well as the days for certified staff plus 12 additional days as agreed upon by the supervisor. If additional working days are required for this position, they will be compensated for each day at 1/199 of their annual salary.

The Board reserves the right to eliminate or create positions. Administrators shall, as a part of their regular duties, attend all regularly scheduled Board meetings.

ARTICLE V - VACATION

5.1 The Dean of Students is not entitled to vacation time.

ARTICLE VI - SICK LEAVE

6.1 The Dean of Students is entitled to 18 sick days with full pay per year with accumulation to 180 days. These days may be used for personal illness or illness in the immediate family. If a personal sickness extends for five (5) or more consecutive workdays, the Superintendent may request a doctor's note substantiating the sickness. If a doctor's note is requested, an employee may not return to work until a statement from the doctor is received by the office of the Superintendent indicating he/she is able to return to work.

Each employee shall have access to his/her accumulated sick leave each year.

6.2 For administrators hired on or before July 1, 2012, upon retirement under the Connecticut Teachers' Retirement System, or death he/she or his/her estate, shall be paid for all accrued sick days beyond 150 days at the rate of \$25 per day. For those administrators with greater than 150 days as of July 1, 2012, payout shall be limited to the sick leave accrual as of that date.

ARTICLE VIII - HOLIDAYS

The Dean of Students is not entitled to paid holidays

SIGNATURE BLOCK

IN WITNESS WHEREOF, the parties hereunto have caused these presents to be executed by their proper officers, hereunto duly authorized, and their seals affixed hereto as of the date and year first above written.

PUTNAM BOARD OF EDUCATION

BY Jim Zinguel 4/22/21
Chairman Date

PUTNAM ADMINISTRATORS' ASSOCIATION

BY Julie Auster 4/15/21
President Date

SALARY SCHEDULES

Year 1 (2021-2022) = 1.50%

Year 2 (2022-2023) = 1.50%

Year 3 (2023-2024) = 2.95%

	2021-2022	2022-2023	2023-2024
High School Principal	\$ 154,325	\$ 156,640	\$ 161,260
Middle School Principal	\$ 152,352	\$ 154,637	\$ 159,199
Elementary School Principal	\$ 149,391	\$ 151,632	\$ 156,105
Director of Student Services	\$ 149,391	\$ 151,632	\$ 156,105
Director of Curriculum and Instruction	\$ 144,666	\$ 146,836	\$ 151,168
High School Assistant Principal	\$ 141,910	\$ 144,039	\$ 148,288
Middle School Assistant Principal	\$ 140,860	\$ 142,973	\$ 147,191
Elementary School Assistant Principal	\$ 139,807	\$ 141,904	\$ 146,090
Dean of Students	\$ 100,485	\$ 101,992	\$ 105,001