

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

July 1, 2025 - June 30, 2028

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PREAMBLE

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

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

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

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

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

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

ARTICLE I RECOGNITION

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

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

ARTICLE II
CLASS SIZE AND STAFFING ADEQUACY

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

ARTICLE III
OTHER POLICIES

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

ARTICLE IV
DURATION

The provisions of this Agreement shall be effective as of July 1, 2025, except as specifically provided otherwise, and shall continue in full force and effect without reopening or change of any kind, except as otherwise provided herein, to and including June 30, 2028.

ARTICLE V
NEGOTIATIONS PROCEDURES

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

ARTICLE VI
SEVERABILITY

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

ARTICLE VII
STATE STATUTES AND TOWN CHARTER

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

ARTICLE VIII
CONFERENCES

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

ARTICLE IX
GRIEVANCE PROCEDURES

A. Definition

1. A "grievance" shall mean a complaint involving the interpretation or application of any provision of this Agreement, except that as provided by statute, any teacher or group of teachers shall have the right to present a grievance on matters not involving the interpretation or application of the provisions of this Agreement only as provided in paragraph E.3 below.

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

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

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

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

B. Time Limits

1. The number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest and such agreement shall not unreasonably be withheld.

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

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

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

C. Representation

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

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

D. Records and Files

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

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

E. Miscellaneous

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

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

3. Nothing contained in this Agreement shall be construed to permit the Union to present or process a grievance not involving the interpretation or application of the terms of this Agreement in behalf of any teacher or group of teachers without the written consent of said teacher(s).

F. Grievance Procedure Levels

The following shall be the procedure for processing grievances:

1. Level One - Referral to Immediate Authority

The grievance of any teacher of the Westport Board of Education shall be emailed to the authority (principal, supervisor, etc.) with whom the matter appropriately rests and the Union and the Superintendent shall be copied in the same email.

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

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

3. Level Three - Referral to the Board of Education

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

4. Level Four - Arbitration

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

b. The arbitrator or arbitration panel shall render a decision in writing to both parties setting forth the findings of fact, reasoning and conclusions only on the issues submitted. Such decision shall be rendered as promptly as possible. However, the decision of the arbitrator(s) shall be limited strictly to the interpretation and application of the specific

provisions of this Agreement which may be in issue and the arbitrator(s) shall be without power or authority to make any decision:

1. contrary to or inconsistent with or modifying, altering, amending or varying in any way any of the terms, conditions or provisions of this Agreement or of applicable law or rules or regulations having the force and effect of law; or
2. involving Board discretion or Board policy not covered by the terms of this Agreement or Board action under all applicable statutes or rules or regulations of the State Board of Education or matters as to which the Board is without authority to act; or
3. limiting or interfering in any way with the powers, duties and responsibilities of the Board under policies not covered by this Agreement, applicable statutes and/or rules and regulations having the force and effect of law.

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

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

G. Timetable for Handling Grievances:

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

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

ARTICLE X WAGE SCALES

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

ARTICLE XI SUMMER SCHOOL

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

The Summer School Salary Schedules are attached as Appendix C.

ARTICLE XII COMPENSATION FOR CURRICULUM PROJECTS

The compensation rate for teachers participating outside of regular school hours in curriculum workshops or curriculum development shall be \$54.00 per hour in 2025-2026 and will increase by \$2.50 per hour for each subsequent year of this Agreement.

The compensation rate for curriculum workshop leaders shall be \$59.00 per hour in 2025-2026 and will increase by \$2.50 per hour for each subsequent year of this agreement.

ARTICLE XIII
COMPENSATION FOR GUIDANCE COUNSELORS
AND SCHOOL PSYCHOLOGISTS

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

ARTICLE XIV
COMPENSATION FOR TUTORING HOMEBOUND PUPILS

The compensation rate for tutoring homebound pupils and other pupils as authorized shall be \$60.70.

ARTICLE XV
COMPENSATION FOR OVERNIGHT FIELD TRIPS

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

ARTICLE XVI
MEDICAL INSURANCE

A. Subject to satisfying the conditions necessary to exit the Connecticut State Partnership Plan 2.0 (SPP) by June 30, 2022, effective July 1, 2022, a program of benefits shall be provided on a contributory basis to each eligible employee and the employee's eligible dependents. Health benefits shall be in the form of a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). The HDHP will follow all Connecticut mandates applicable to fully-insured plans and will provide for unlimited in-network outpatient physical/occupational therapy, subject to a medical necessity review. The deductible for such HDHP shall be \$2000 for individuals and \$4000 for families. Effective July 1, 2022, the Board will contribute sixty percent (60%) of the deductible for active employees participating in the HDHP. Effective July 1, 2023, the Board will contribute fifty-five percent (55%) of the deductible for active employees participating in the HDHP. Effective July 1, 2024, the Board will contribute fifty percent (50%) of the deductible for active employees participating in the HDHP. Any employee ineligible for the HDHP may participate in a Health Reimbursement Arrangement (HRA) with the same terms

as the HDHP. Board funding to the HRA shall include a rollover feature allowing any unused HRA deductible funds to be rolled over up to the amount legally allowed.

Effective July 1, 2022, the Board shall pay 100% of its share of the HDHP deductible around the time the employee establishes his/her HSA account in FY 2022-2023 and on or around July 1 in FY 2023-2024, provided the employee has previously established an HSA account. Effective July 1, 2024, the Board's deposit toward the HDHP deductible will be made in two equal installments on September 1st and March 1st.

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

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

Effective July 1, 2022, the Board shall pay for all full-time employees eighty-one percent (81%) of the premium cost, and the employee shall pay nineteen percent (19%) of such cost. Effective July 1, 2023 through June 30, 2025, the Board shall pay for all full-time employees eighty and one-half percent (80.5%) of the premium cost, and the employee shall pay nineteen and one-half percent (19.5%) of such cost.

Prescription benefits under the HDHP shall be provided through a prescription benefits manager (PBM), designated by the Board through a formulary established by the Board. The co-payments for the HDHP plan will apply after the deductible is met and copays will accumulate up to the combined out-of-pocket maximum of \$4,000/\$8,000. The co-payments shall be \$5.00 for generic, \$25.00 for preferred brand, and \$40.00 for non-preferred brand, with mail order of two and one-half (2.5) times these retail co-payments for a ninety-day supply. A participant shall pay the difference between the brand name drug cost and the generic drug cost when a generic is available and the individual elects to take the brand name drug without a physician's specification, "Dispense As Written" ("DAW") provided for medical reasons. A summary of the benefits of these plans shall be set forth for informational purposes in Appendix D, provided that the actual benefit shall be determined in accordance with the insurance contract(s).

Subject to the conditions set forth below, effective July 1, 2024, the Board shall offer each bargaining unit member the opportunity to participate in the Connecticut State Partnership Plan 2.0 (SPP) for medical benefits in lieu of the medical benefits described in this Section A. Dental benefits shall continue (with the employee premium cost sharing set forth in subsection

(b) below) as set forth in Appendix E. The medical benefits shall be as set forth in the SPP effective on July 1, 2024, 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. Effective July 1, 2025, the Board shall pay for all full-time employees seventy-nine and one-half percent (79.5%) of the premium cost, and the employee shall pay twenty and one-half percent (20.5%) of such cost. Effective July 1, 2026, the Board shall pay for all full-time employees seventy-eight and one half percent (78.5%) of the premium cost, and the employee shall pay twenty-one and one-half percent (21.5%) of such cost. Effective July 1, 2027, the Board shall pay for all full-time employees seventy-seven and one half percent (77.5%) of the premium cost, and the employee shall pay twenty-two and one-half percent (22.5%) of such cost. Effective July 1, 2025 through June 30, 2028, the Board shall pay for part-time employees seventy percent (70%) of premium cost and the employee shall pay thirty percent (30%) of such cost.
- c. The SPP contains a Health Enhancement Plan (HEP) component. All employees participating in the SPP are subject to the terms and provisions of the HEP. In the event SPP administrators impose the HEP non-participation or non-compliance \$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. In the event there are any changes to the terms and provisions of the HEP resulting in increased costs for non-participation and/or non-compliance, any non-participating and/or non-compliant employee shall remain responsible for paying 100% of such costs, and no portion or percentage shall be paid by the Board.
- 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 there is any material amendment to The Patient Protection and Affordable Care Act that would substantially increase the cost of the medical benefits plan offered herein. Reopener negotiations shall be limited to medical benefits design and funding, premium cost share and/or introduction of an additional optional medical benefits plan; and/or

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 set forth above (as well as the premium cost-sharing amounts as set forth above, as may be subsequently negotiated between the parties) to be the baseline for such negotiations, and the parties shall consider the following additional factors:

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

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

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

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

C. Insurance Carriers.

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

During the next ensuing thirty (30) day period, the parties shall meet and the reasons for the proposed change shall be more fully explained. Any changes in the identity of the carriers or administrators contracted to provide or to administer medical, prescription drug, dental, vision and/or life insurance benefits in whole or in part must provide substantially equal coverage, benefits and service to the members of the bargaining unit and their dependents at no additional

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

D. Flexible Spending Account.

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

ARTICLE XVII
PHYSICAL EXAMINATIONS FOR PROFESSIONAL PERSONNEL

A. Continuing Personnel

In accordance with the Americans with Disabilities Act, as may be amended from time to time, the Superintendent of Schools and/or Assistant Superintendent for Human Resources and General Administration shall have the right to require a teacher to submit to a medical examination by a physician chosen by the Superintendent of Schools and/or Assistant Superintendent for Human Resources and General Administration, and the opinion of that physician as to the teacher's fitness to continue employment shall be submitted to the Superintendent of Schools and/or Assistant Superintendent for Human Resources and General Administration. Such examination shall be at the Board's sole expense.

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

B. Health Summary

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

ARTICLE XVIII
ROUTINE LEAVES OF ABSENCE

A. Emergency Leave

1. Application

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

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

2. Types of Emergency Leave

a. Bereavement

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

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

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

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

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

b. Critical Illness

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

c. Legal

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

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

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

3. Definition of Terms

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

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

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

B. Professional Leave

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

C. Personal Leave

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

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

b. The business office pays both the teacher and the substitute.

c. The leave request will be submitted to the principal in writing and in advance when possible.

d. These days will be noncumulative and, except with the approval of the Superintendent or Superintendent's designee, cannot fall on the day immediately preceding or following a school holiday or vacation.

e. The following is intended as a guide for the interpretation of personal leave.

1. Personal - property (e.g., emergency repair)
2. Personal - family (e.g., family problem other than illness)
3. Personal - schooling (e.g., personal or family graduation)
4. Legal - (e.g., a house closing)

2. If additional time is needed beyond these two days:

- a. the request must be reviewed and approved by the Superintendent, or Superintendent's designee.
- b. substitute pay will be deducted from the teacher's salary.
- c. prior permission on the appropriate form is necessary.
- d. the reason for the leave and the date of absence must be clearly indicated.

D. Religious Holidays

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

E. Sick Leave

Teachers are eligible for fifteen (15) days of sick leave each year, of which up to five (5) days may be used for family illness, cumulative to the state minimum. The Board of Education shall notify teachers by the 30th of October of each school year of the number of sick leave days each employee has accumulated through June 30 of that calendar year. The teacher shall have thirty (30) days after receipt in which to challenge the accuracy of that notification, after which such notification shall be binding. The teacher will receive his/her regular salary during this period of accumulated sick leave. The substitute will be paid by the Board of Education.

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

Teachers shall be permitted to use the forty (40) hours of sick leave accrued in accordance with Conn. Gen. Stat. §§ 31-57r et seq. (the "Statutory Sick Leave") in accordance with the provisions of such statutory requirements, notwithstanding any provisions in this section to the contrary. For any sick leave accrued beyond the Statutory Sick Leave, the provisions above shall apply,

provided that any days used for family illness as part of the Statutory Sick Leave shall be deducted from the allowance of five (5) such days above.

F. Sick Leave Bank

1. Membership in the Sick Leave Bank. All tenured certified personnel covered by this Agreement (“Tenured Teachers”) shall participate in the Sick Leave Bank as detailed below.

2. Tenured Teachers’ contributions. Each Tenured Teacher shall be required to donate two (2) days of accumulated sick leave at the commencement of the initial year of the Sick Leave Bank (*i.e.*, July 1, 2022), and one (1) day of sick leave on each July 1 thereafter. Days contributed to the Sick Leave Bank are non-refundable.

3. No Tenured Teacher shall receive sick leave through the Sick Leave Bank in an amount exceeding a lifetime maximum of one hundred eighty-eight (188) sick leave days.

4. The Sick Leave Bank Committee

a. Membership

The membership of the Sick Leave Bank Committee (hereinafter the “Committee”) shall consist of two administrators appointed by the Superintendent; the Assistant Superintendent for Human Resources & General Administration; two teachers appointed by the Co-Presidents of the Association; and one Co-President of the Association.

b. Term of office

The term of office of the two administrators appointed by the Superintendent and the two teachers appointed by the Co-Presidents of the Association shall commence on the first day of the school year and expire on the day prior to the first day of the subsequent school year. The Superintendent and the Co-Presidents of the Association shall name any successors to the administrator and teacher members of the Committee, respectively, not later than ninety (90) days prior to the first day of each school year, unless such period is shortened or waived by mutual agreement of the Superintendent and the Co-Presidents of the Association. Any administrator and teacher members of the Committee from the prior school year who have not been replaced in accordance with the foregoing provision will continue serving on the Committee during the subsequent school year.

c. Chairperson of the Committee

The Chairperson of the Committee shall be the Assistant Superintendent for Human Resources & General Administration.

d. Duties of the Committee

- i. To consider any such requests for sick leave benefits as shall come before the Committee.
- ii. To investigate the merits of each such request coming before the Committee.
- iii. To determine whether such sick leave benefits, as requested, shall be granted, in whole or in part. Sick leave benefits shall be granted from the Sick Leave Bank only when a serious illness has resulted in exhaustion of sick leave benefits provided in accordance with Article XVIII, Section E. Such determination will be made by a simple majority of votes cast by the members of the Committee after appropriate consideration and investigation. If the vote is tied, the matter shall be decided by the Superintendent. The affected teacher may appeal an adverse decision to the Board of Education, the decision of which shall be final.
- iv. To conduct other relevant business, prepare reports, monitor the availability of donated sick leave days, and carry on any other activity deemed appropriate by the Committee.

e. Meetings of the Committee

The Committee shall meet in September and June and at any other time as called by the Chairperson of the Committee. In calling such a meeting, the Chairperson shall supply each member of the Committee, in writing, all available factual information concerning the application for sick leave benefits. Whenever practicable, such meetings shall be held not later than seven (7) calendar days after the Chairperson receives such application for sick leave benefits. All meetings and discussions of the Committee be will strictly confidential, except as provided in subparagraph d above.

f. Quorum

A quorum shall consist of all members of the Committee.

g. Consideration of and action on application for sick leave benefits

In considering whether to grant sick leave benefits, the Committee shall consider:

- i. The nature of the illness or injury.
- ii. The expected date of return to work.
- iii. Physician's statements, as the Committee may require to corroborate the information in subparagraphs (i) and (ii) above. The Committee may further require an interactive discussion between the applicant's physician and the appropriate member of the Administration (*e.g.*, the Assistant Superintendent for Human Resources & General Administration).
- iv. Any other information which the Committee deems necessary and/or useful in making its decision.

If sick leave benefits are granted by the Committee, they shall be limited to a duration of not more than thirty (30) working days. Any application for an extension of benefits beyond the initial thirty (30) working-day period must be accompanied by a physician's statement regarding the expected date of return to work. Any extension of sick leave benefits beyond the initial thirty (30) working-day period may be granted only by vote of the Committee, and upon consideration of the factors above.

h. Annual report

By June 30 of each year, the Committee shall report to the Executive Board of the Association and the Superintendent the amount of sick leave used from the Sick Leave Bank during the period covering the preceding July 1 through June 30.

G. Other

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

ARTICLE XIX
BIRTH, CHILDREARING AND ELDERCARE LEAVE

A. Birth, Adoption, Surrogacy, Foster Care Leave:

Teachers shall be granted necessary leave in accordance with any applicable laws (e.g., the Family and Medical Leave Act; Section 46a-60 of the Connecticut General Statutes) for the birth, adoption, or foster care placement of a child and/or to bond with the child.

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

A teacher who adopts a child or has a child by surrogate may use up to twenty (20) consecutive days of accumulated sick leave, as set forth in Article XVIII of this Agreement, immediately following the arrival of the child. Such use of accumulated sick leave shall be available only to one parent if both parents are employed as teachers in the Westport Public Schools.

B. Childrearing Leave:

1. Tenured teachers shall be entitled, upon written request submitted to the Superintendent or designee, to a childrearing leave without pay or benefits, provided that teachers may, at their own option and expense, remain in the insurance group.

For purposes of this Article, a "childrearing leave" shall mean leave that is not covered by Section A of this Article. A childrearing leave shall be available to both birth parents and non-birth parents. Such leave must commence either (1) immediately following the conclusion of a

leave covered by Section A of this Article, if applicable, or (2) within thirty (30) calendar days of the birth or adoption of a child; or the placement of a foster child in their care.

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

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

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

C. Eldercare Leave

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

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

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

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

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

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

ARTICLE XX
REASSIGNMENT TO ACTIVE DUTY AFTER LEAVE OF ABSENCE

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

ARTICLE XXI
PARTICIPATION IN POLITICAL ACTIVITY

A. Participation:

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

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

ARTICLE XXII
TRAVEL INSURANCE

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

ARTICLE XXIII
DUES DEDUCTION

- A. The Board of Education agrees, upon the voluntary written request from any certified employee submitted on a form approved by the Board, to deduct from that employee's salary dues for the Westport Education Association, Inc., the Connecticut Education Association and/or the National Education Association and to transmit such monies so deducted at a time to be agreed upon between the Board of Education and the Union to

the Westport Education Association, Inc. Any certified employee submitting a written request for such dues deduction shall be subject to dues deductions during the remainder of his or her employment by the Board of Education, or until the Board receives a written request from the employee that dues no longer need be deducted. Such written request for withdrawal from dues deductions shall only be accepted and honored by the Board between August 1 and August 31 of any year of this Agreement to be effective on June 30 of the same year.

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

ARTICLE XXIV TEACHER WORK YEAR

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

1. The teacher work year shall consist of 188 days for staff to include 182 instructional days and 6 non-instructional days.

2. Except as negotiated with the Association, single day holidays and extended vacations for teachers shall be the same as for students.

3. All teachers shall be required to attend two (2) evening meetings of no more than three (3) hours duration during the first half of each school year and one (1) evening meeting of equal length during the second half of each school year. At least one of the first semester meetings shall be reserved for Back-to-School Night activities, with the other two meetings utilized for either Back-to-School Night activities or parent-teacher conferences, said decision to be made by the Board. Parent-teacher conference days at the elementary school level shall be limited to three (3) during each of the first and second halves of the school year.

ARTICLE XXV THE TEACHING DAY

A. Duration

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

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

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

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

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

5. Elementary teachers shall be provided 225 minutes of preparation time weekly. Elementary teachers shall otherwise be subject to assignment, such as recess and other duties in

accordance with current practice, grade level meetings, parent meetings, PPTs, and other professional meetings.

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

B. Lunch Periods

Each teacher shall have a guaranteed uninterrupted duty-free lunch period which shall be scheduled as a single period of at least thirty (30) consecutive minutes.

C. Flexibility

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

ARTICLE XXVI
NONACADEMIC DUTIES OF TEACHERS

Teachers who are assigned to more than one school shall be subject to assignment of nonacademic duties either before or after school (but not both) on days that they travel between assigned schools, provided that such duties shall not extend the teaching day for such teachers beyond the end of the teaching day at the school where the teacher began the teaching day.

ARTICLE XXVII
EMPLOYMENT OF SUBSTITUTE TEACHERS

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

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

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

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

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

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

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

ARTICLE XXVIII EMPLOYMENT OF REPLACEMENT TEACHERS

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

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

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

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

ARTICLE XXIX
PROFESSIONAL PROGRESS

For the duration of this Agreement professional progress and evaluation shall be assessed on the basis of the provisions of the professional development and appraisals program as adopted by the Board of Education on June 11, 1973; subsequently modified by the Board in accordance with law; and, now known as the Professional Development and Evaluation Program (PDEP).

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

ARTICLE XXX
REIMBURSEMENT FOR GRADUATE STUDY

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

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

ARTICLE XXXI
TRANSFERS

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

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

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

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

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

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

1. Teachers to be transferred will be selected from a pool of appropriately certified staff members drawn from among those teachers most recently assigned to the High School.
2. The pool of possible transferees will be larger than the number to be transferred. Approximately two teachers will be placed in the pool for every full position or fraction of a position to be reduced in each subject area.
3. The pool will be augmented by those requesting transfer, if any.
4. In some instances, the program needs of the school may make it necessary to transfer a teacher who is not one of the most recent assignees or one who has requested transfer.

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

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

ARTICLE XXXII OPPORTUNITIES FOR ADVANCEMENT

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

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

ARTICLE XXXIII MEETINGS

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

ARTICLE XXXIV PROTECTION FROM ARBITRARY ACTION

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

B. No material originating after initial date of employment shall be placed in any teacher's personnel file unless the teacher has first had an opportunity to review the material. The teacher may submit a written notation regarding any material, and the same shall be attached to the file

copy of the material in question. If the teacher believes that material to be placed in his or her file is inappropriate or in error, he/she may receive adjustment through the grievance procedure. If the teacher is asked to sign material placed in the teacher's file, such signature shall be understood to indicate his or her awareness of the material, but in no instance shall said signature be interpreted to mean the teacher's agreement with the content of the material.

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

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

ARTICLE XXXV ORIENTATION AND TRAINING OF STAFF

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

1. In the formal program provided by the system for the orientation of staff there shall be no more than sixty (60) minutes for participation of Union representatives.

2. The names of all staff members and their buildings, grades and subject areas shall be provided to the Union no later than September 30th annually. The Board shall provide the exclusive representative of the Union with information regarding newly hired staff members in a format, and at such time, as required by applicable law.

3. Staff members new to the district may be required to participate in orientation and training sessions (including curriculum training), not to exceed three days during the first year of employment.

ARTICLE XXXVI SENIORITY

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

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

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

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

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

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

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

B. Recall

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

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

If the laid-off staff member has not communicated his/her availability for reemployment to the personnel manager at the Town School Office within five (5) days of the mailing of said notice, the terminated staff member shall be deemed to have waived his/her recall rights. In such case the next most senior qualified staff member having recall rights shall be notified in

accordance with the above provisions. Any laid-off staff member who is recalled shall have the same seniority as he or she had obtained on the last day of employment prior to layoff.

ARTICLE XXXVII REIMBURSEMENT FOR TRAVEL

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

ARTICLE XXXVIII TUTORING OF STUDENTS

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

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

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

ARTICLE XXXIX
EXTRACURRICULAR ACTIVITIES

- A. The Westport Board of Education retains the right to create and eliminate extracurricular positions (including sports) and the Westport Education Association retains the right to negotiate over compensation, hours and working conditions as defined in Connecticut General Statute 10-153g.
- B. An evaluation system shall be maintained for evaluating extracurricular employees. Such evaluation system shall provide for:
 - 1) the use of an evaluation instrument developed in partnership with the Association.
 - 2) observations(s) by a supervisor with appropriate dialogue and feedback.
 - 3) a final written evaluation completed by the supervisor no more than four weeks after the completion of the extracurricular activity.
 - 4) a recommendation pertaining to reemployment.
- C. The Westport Board of Education shall post vacant extracurricular positions and shall grant qualified internal applicants an interview for such positions in accordance with established practice, and shall appoint extracurricular employees from within or outside the Westport Public Schools. At the end of the incumbent's first year of service, the Superintendent or the Superintendent's designee, taking into consideration the final written evaluation pursuant to paragraph B, shall have the authority to offer the incumbent reemployment for the following year.
- D. After an extracurricular employee is hired for a second year, the employee shall be offered reemployment for the succeeding year based on a satisfactory final written evaluation pursuant to paragraph B. If the final written evaluation is unsatisfactory, the Superintendent or designee may place the employee on probation or not offer reemployment.
- E. Following the second or subsequent year of employment, an extracurricular employee who is not recommended for reemployment may challenge the recommendation as follows. Within seven school days of the date of the written notification that the employee will not be reemployed, the employee shall file a written request for review with the Superintendent. The Superintendent shall meet with the extracurricular employee, the evaluator and other appropriate personnel, and shall render a written decision on the matter within seven school days of such meeting. The extracurricular employee, may appeal the Superintendent's decision to the Board of Education. The Board of Education shall meet with the extracurricular employee, the Superintendent and other appropriate personnel, and shall issue a written decision on the matter within fourteen school days of such meeting. The decision of the Board of Education shall be final. The time schedule of this section may be altered by mutual consent.
- F. Notwithstanding the foregoing procedure, the Superintendent reserves the right to terminate the employment of an extracurricular advisor immediately for due and sufficient cause as defined in Connecticut General Statute 10-151d.

- G. Before beginning an extra curricular position a teacher shall have a signed, dated contract. The signed contract shall serve to inform the teacher in general of the nature and responsibilities of the position, the negotiated compensation for the position, and of the Personnel Office's review and authorization of the position.

ARTICLE XL MILITARY LEAVE

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

1. such service is rendered during the school year;
2. the total pay (that received from the Board of Education and that received as a reservist) shall not exceed the teacher's full regular salary for that period;
3. proof from the branch of the service involved must be submitted in writing to the Superintendent of Schools stating that such service cannot be rendered at any other time;
4. the leave shall not be deducted from sick leave or from personal days.

ARTICLE XLI NO STRIKE, NO LOCKOUT

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

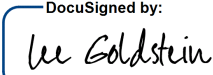
During the term of this Agreement the Board of Education shall not lock out its employees.

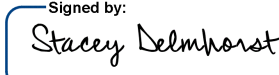
ARTICLE XLII
WORKERS' COMPENSATION

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

This agreement was reached this 12th day of November, 2024.

WESTPORT BOARD OF EDUCATION WESTPORT EDUCATION ASSOCIATION

By 
7415010BAA844CD...

By 
BCA0937DC9714B3...

APPENDIX A-1

TEACHERS' SALARY SCHEDULE
 JULY 1, 2025 - JUNE 30, 2026

| | Level 1 | Level 2 | Level 3 | Level 4 |
|------|----------------|-----------------------------|-----------------------|-----------------------|
| Step | BA Degree | BA + 1 Yr. (MA or BA+30) | BA + 2 Yr. (MA+30) | BA + 3 Yr. (MA+60) |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | 52,691 | 56,510 | 60,936 | 65,224 |
| 6 | 55,077 | 59,020 | 63,428 | 67,833 |
| 7 | 57,574 | 61,638 | 66,021 | 70,549 |
| 8 | 60,182 | 64,372 | 68,720 | 73,371 |
| 9 | 62,910 | 67,228 | 71,531 | 76,305 |
| 10 | 65,758 | 70,209 | 74,456 | 79,359 |
| 11 | 68,739 | 73,324 | 77,499 | 82,535 |
| 12 | 71,852 | 76,580 | 80,668 | 85,836 |
| 13 | 75,106 | 79,976 | 83,966 | 89,271 |
| 14 | 78,509 | 83,524 | 87,400 | 92,844 |
| 15 | 82,544 | 87,231 | 90,974 | 96,556 |
| 16 | 86,579 | 91,100 | 94,693 | 100,422 |
| 17 | 90,451 | 95,141 | 98,565 | 104,438 |
| 18 | 94,323 | 99,999 | 105,016 | 111,202 |
| 19 | 98,196 | 104,857 | 111,466 | 117,966 |
| 20 | | 118,895 | 127,781 | 135,168 |

Teachers shall advance one step on the 2025-2026 salary schedule from where they were during the 2024-2025 school year.

Teachers on steps 16 and 17 of the BA Degree track in 2024-25 move to step 19 in 2025-26.

APPENDIX A-2

TEACHERS' SALARY SCHEDULE
 JULY 1, 2026 - JUNE 30, 2027

| | Level 1 | Level 2 | Level 3 | Level 4 |
|------|----------------|-----------------------------|-----------------------|-----------------------|
| Step | BA Degree | BA + 1 Yr. (MA or BA+30) | BA + 2 Yr. (MA+30) | BA + 3 Yr. (MA+60) |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | 56,592 | 60,643 | 65,172 | 69,698 |
| 7 | 59,157 | 63,333 | 67,837 | 72,489 |
| 8 | 61,837 | 66,142 | 70,610 | 75,389 |
| 9 | 64,640 | 69,077 | 73,498 | 78,403 |
| 10 | 67,566 | 72,140 | 76,504 | 81,541 |
| 11 | 70,629 | 75,340 | 79,630 | 84,805 |
| 12 | 73,828 | 78,686 | 82,886 | 88,196 |
| 13 | 77,171 | 82,175 | 86,275 | 91,726 |
| 14 | 80,668 | 85,821 | 89,804 | 95,397 |
| 15 | 84,814 | 89,630 | 93,476 | 99,211 |
| 16 | 88,960 | 93,605 | 97,297 | 103,184 |
| 17 | 92,938 | 97,757 | 101,276 | 107,310 |
| 18 | 96,917 | 102,749 | 107,904 | 114,260 |
| 19 | 100,896 | 107,741 | 114,531 | 121,210 |
| 20 | | 122,165 | 131,295 | 138,885 |

Teachers shall advance one step on the 2026-2027 salary schedule from where they were during the 2025-2026 school year.

APPENDIX A-3

TEACHERS' SALARY SCHEDULE
 JULY 1, 2027 - JUNE 30, 2028

| | Level 1 | Level 2 | Level 3 | Level 4 |
|------|----------------|-----------------------------|-----------------------|-----------------------|
| Step | BA Degree | BA + 1 Yr. (MA or BA+30) | BA + 2 Yr. (MA+30) | BA + 3 Yr. (MA+60) |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | 58,148 | 62,311 | 66,964 | 71,615 |
| 7 | 60,784 | 65,075 | 69,703 | 74,482 |
| 8 | 63,538 | 67,961 | 72,552 | 77,462 |
| 9 | 66,418 | 70,977 | 75,519 | 80,559 |
| 10 | 69,424 | 74,124 | 78,608 | 83,783 |
| 11 | 72,571 | 77,412 | 81,820 | 87,137 |
| 12 | 75,858 | 80,850 | 85,165 | 90,621 |
| 13 | 79,293 | 84,435 | 88,648 | 94,248 |
| 14 | 82,886 | 88,181 | 92,274 | 98,020 |
| 15 | 87,146 | 92,095 | 96,047 | 101,939 |
| 16 | 91,406 | 96,179 | 99,973 | 106,022 |
| 17 | 95,494 | 100,445 | 104,061 | 110,261 |
| 18 | 99,582 | 105,575 | 110,871 | 117,402 |
| 19 | 103,792 | 110,704 | 117,681 | 124,543 |
| 20 | | 118,188 | 126,372 | 133,707 |
| 21 | | 125,671 | 135,063 | 142,871 |

Teachers shall advance one step on the 2027-2028 salary schedule from where they were during the 2026-2027 school year.

**APPENDIX B
EXTRACURRICULAR ACTIVITIES SALARY SCHEDULE**

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

| District | 25-26 | 26-27 | 27-28 |
|-------------------------------------|--------------|--------------|--------------|
| District Theatre Arts/Arts Leader | \$4,541 | \$4,586 | \$4,632 |
| District PDEP Consultant | \$3,830 | \$3,868 | \$3,907 |
| District Musical Instrument Manager | \$3,342 | \$3,376 | \$3,409 |

| High School | Year | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|---------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|
| SHS Head Coach/Football | 25-26 | \$8,292 | \$8,744 | \$9,219 | \$9,759 | \$10,304 |
| | 26-27 | \$8,375 | \$8,831 | \$9,311 | \$9,856 | \$10,407 |
| | 27-28 | \$8,459 | \$8,919 | \$9,405 | \$9,955 | \$10,511 |
| SHS Head Coach/Boys Basketball | 25-26 | \$7,560 | \$7,999 | \$8,420 | \$9,085 | \$9,321 |
| SHS Head Coach/Girls Basketball | 26-27 | \$7,635 | \$8,079 | \$8,505 | \$9,176 | \$9,415 |
| | 27-28 | \$7,712 | \$8,160 | \$8,590 | \$9,268 | \$9,509 |
| | 25-26 | \$6,560 | \$6,942 | \$7,309 | \$7,887 | \$8,162 |
| SHS Head Coach Baseball | 26-27 | \$6,626 | \$7,011 | \$7,382 | \$7,966 | \$8,243 |
| SHS Head Coach Gymnastics | 27-28 | \$6,692 | \$7,081 | \$7,456 | \$8,046 | \$8,326 |
| SHS Head Coach/Field Hockey | | | | | | |
| SHS Head Coach/Boys Ice Hockey | | | | | | |
| SHS Head Coach/Girls Ice Hockey | | | | | | |
| SHS Head Coach/Boys Lacrosse | | | | | | |
| SHS Head Coach/Girls Lacrosse | | | | | | |
| SHS Head Coach Softball | | | | | | |
| SHS Head Coach/Girls Soccer | | | | | | |
| SHS Head Coach/Boys Soccer | | | | | | |
| SHS Head Coach/Girls Swimming | | | | | | |
| SHS Head Coach/Boys Swimming | | | | | | |
| SHS Head Coach Boys Track | | | | | | |
| SHS Head Coach Girls Track | | | | | | |
| SHS Head Coach/Boys Volleyball | | | | | | |
| SHS Head Coach/Girls Volleyball | | | | | | |
| SHS Head Coach/Wrestling | | | | | | |
| SHS Head Coach/Boys Tennis | 25-26 | \$5,119 | \$5,260 | \$5,395 | \$5,676 | \$5,958 |
| SHS Head Coach/Girls Tennis | 26-27 | \$5,170 | \$5,313 | \$5,449 | \$5,733 | \$6,018 |
| | 27-28 | \$5,222 | \$5,366 | \$5,504 | \$5,790 | \$6,078 |

| | Year | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|---|--------------|---------------|---------------|---------------|---------------|---------------|
| High School | | | | | | |
| SHS Head Coach/Boys Rugby | 25-26 | \$4,647 | \$4,874 | \$5,114 | \$5,368 | \$5,630 |
| SHS Head Coach/Boys Ski | 26-27 | \$4,693 | \$4,923 | \$5,165 | \$5,422 | \$5,686 |
| SHS Head Coach/Girls Ski | 27-28 | \$4,740 | \$4,972 | \$5,216 | \$5,476 | \$5,743 |
| SHS Head Sailing Coach | | | | | | |
| SHS Head Coach/Boys Waterpolo | | | | | | |
| SHS Head Coach/Cheer Leading | | | | | | |
| SHS Head Coach/Boys Cr Country | 25-26 | \$4,647 | \$4,874 | \$5,114 | \$5,368 | \$5,630 |
| SHS Head Coach/Girls Cross Country | 26-27 | \$4,693 | \$4,923 | \$5,165 | \$5,422 | \$5,686 |
| SHS Head Coach/Boys Golf | 27-28 | \$4,740 | \$4,972 | \$5,216 | \$5,476 | \$5,743 |
| SHS Head Coach/Girls Golf | | | | | | |
| SHS Freshman Coach/Football | 25-26 | \$3,296 | \$3,436 | \$3,575 | \$3,713 | \$3,926 |
| | 26-27 | \$3,329 | \$3,470 | \$3,611 | \$3,750 | \$3,965 |
| | 27-28 | \$3,362 | \$3,505 | \$3,647 | \$3,787 | \$4,005 |
| SHS Asst Coach/Boys Basketball | 25-26 | \$5,226 | \$5,367 | \$5,503 | \$5,646 | \$5,926 |
| SHS Asst Coach/Girls Basketball | 26-27 | \$5,278 | \$5,421 | \$5,559 | \$5,702 | \$5,985 |
| | 27-28 | \$5,331 | \$5,475 | \$5,614 | \$5,759 | \$6,045 |
| SHS 1st Asst Coach/Football | 25-26 | \$5,484 | \$5,713 | \$5,954 | \$6,207 | \$6,470 |
| | 26-27 | \$5,539 | \$5,770 | \$6,013 | \$6,270 | \$6,535 |
| | 27-28 | \$5,595 | \$5,827 | \$6,074 | \$6,332 | \$6,600 |
| SHS 2nd Asst Coach/Football | 25-26 | \$4,484 | \$4,731 | \$4,977 | \$5,223 | \$5,471 |
| | 26-27 | \$4,529 | \$4,778 | \$5,027 | \$5,275 | \$5,526 |
| | 27-28 | \$4,575 | \$4,826 | \$5,077 | \$5,328 | \$5,581 |
| SHS Freshman Coach/Boys Basketball | 25-26 | \$3,831 | \$4,041 | \$4,249 | \$4,475 | \$4,714 |
| SHS Freshman Coach/Girls Basketball | 26-27 | \$3,869 | \$4,081 | \$4,292 | \$4,520 | \$4,761 |
| SHS Asst Coach/Baseball | 27-28 | \$3,908 | \$4,122 | \$4,334 | \$4,565 | \$4,808 |
| SHS Asst Coach/Boys Diving | | | | | | |
| SHS Asst Coach Boys/Girls Cross Country | | | | | | |
| SHS Asst Coach/Field Hockey | | | | | | |
| SHS Asst Coach/Girls Gymnastics (W) | | | | | | |
| SHS Asst Coach/Boys Ice Hockey | | | | | | |
| SHS Asst Coach/Girls Ice Hockey | | | | | | |
| SHS Asst Coach/Boys Lacrosse | | | | | | |
| SHS Asst Coach/Girls Lacrosse | | | | | | |
| SHS Head Coach/Boys Waterpolo | | | | | | |
| SHS Asst Coach/Girls Swimming | | | | | | |
| SHS Asst Coach/Boys Swimming | | | | | | |
| SHS Asst Coach/Boys Track | | | | | | |

| | Year | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|---------------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|
| High School | | | | | | |
| SHS Asst Coach/Girls Track | | | | | | |
| SHS Asst Coach/Boys Soccer | | | | | | |
| SHS Asst Coach/Girls Soccer | | | | | | |
| SHS Asst Coach/Softball | | | | | | |
| SHS Asst Coach/Girls Volleyball | | | | | | |
| SHS Asst Coach/Boys Volleyball | | | | | | |
| SHS Asst Coach/Wrestling | | | | | | |
| SHS Asst Coach/Boys Rugby | | | | | | |
| SHS Asst Coach/Cheer Leading | 25-26 | \$3,291 | \$3,468 | \$3,645 | \$3,843 | \$4,045 |
| SHS Asst Coach/Skiing | 26-27 | \$3,323 | \$3,503 | \$3,682 | \$3,881 | \$4,086 |
| | 27-28 | \$3,357 | \$3,538 | \$3,718 | \$3,920 | \$4,126 |
| SHS Asst Coach/Boys Golf | 25-26 | \$2,431 | \$2,622 | \$2,811 | \$2,997 | \$3,140 |
| SHS Asst Coach/Girls Golf (S) | 26-27 | \$2,455 | \$2,648 | \$2,839 | \$3,027 | \$3,171 |
| SHS Asst Coach/Boys Tennis | 27-28 | \$2,480 | \$2,675 | \$2,867 | \$3,057 | \$3,203 |
| SHS Asst Coach/Girls Tennis | | | | | | |
| Athletic Trainer(S) | 25-26 | \$1,439 | \$1,514 | \$1,587 | \$1,669 | \$1,763 |
| SHS Intramurals- Badminton(S) | 26-27 | \$1,454 | \$1,529 | \$1,603 | \$1,685 | \$1,781 |
| SHS Intramurals- Basketball(W) | 27-28 | \$1,468 | \$1,544 | \$1,619 | \$1,702 | \$1,799 |
| SHS Intramurals- Fitness(W) | | | | | | |
| SHS Intramurals- Fitness(S) | | | | | | |
| SHS Intramurals- Flag Football(S) | | | | | | |
| SHS Intramurals- Football 1 | | | | | | |
| SHS Intramurals- Football 2 | | | | | | |
| SHS Intramurals- Gymnastics(W) | | | | | | |
| SHS Intramurals- Boys Lacrosse | | | | | | |
| SHS Intramurals- Powder Puff | | | | | | |
| SHS Intramurals- Rugby | | | | | | |
| SHS Intramurals- Sailing | | | | | | |
| SHS Intramurals- Swimming(F) | | | | | | |
| SHS Intramurals- Swimming(W) | | | | | | |
| SHS Intramurals- Tennis(S) | | | | | | |
| SHS Intramurals- Unified Sports(F) | | | | | | |
| SHS Intramurals- Unified Sports(W) | | | | | | |
| SHS Intramurals- Water Polo(S) | | | | | | |
| SHS Intramurals- Weight Training(F) | | | | | | |
| SHS Intramurals- Weight Training (F2) | | | | | | |
| SHS Intramurals- Weight Training(W1) | | | | | | |
| SHS Intramurals- Weight Training (W2) | | | | | | |
| SHS Intramurals- Weight Training(S1) | | | | | | |
| SHS Intramurals- Weight Training(S2) | | | | | | |

| | Year | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|---------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|
| High School | | | | | | |
| SHS Intramurals- Wrestling(F) | | | | | | |
| SHS Intramurals- Wrestling(W) | | | | | | |
| Equipment Manager (F) | 25-26 | \$704 | \$749 | \$801 | \$849 | \$928 |
| Equipment Manager (W) | 26-27 | \$711 | \$757 | \$809 | \$858 | \$937 |
| Equipment Manager (S) | 27-28 | \$718 | \$764 | \$817 | \$866 | \$947 |
| SHS Pool Director | 25-26 | \$4,576 | \$4,805 | \$5,045 | \$5,294 | \$5,560 |
| | 26-27 | \$4,622 | \$4,853 | \$5,095 | \$5,347 | \$5,616 |
| | 27-28 | \$4,668 | \$4,901 | \$5,146 | \$5,401 | \$5,672 |
| SHS Band Director | 25-26 | \$6,560 | \$6,942 | \$7,309 | \$7,887 | \$8,162 |
| SHS Choral Director | 26-27 | \$6,626 | \$7,011 | \$7,382 | \$7,966 | \$8,243 |
| SHS Orchestra Director | 27-28 | \$6,692 | \$7,081 | \$7,456 | \$8,046 | \$8,326 |
| SHS Freshman Orchestra Director | | | | | | |
| SHS Drama Director | 25-26 | \$6,560 | \$6,942 | \$7,309 | \$7,887 | \$8,162 |
| | 26-27 | \$6,626 | \$7,011 | \$7,382 | \$7,966 | \$8,243 |
| | 27-28 | \$6,692 | \$7,081 | \$7,456 | \$8,046 | \$8,326 |
| SHS Drama Assistant Director | 25-26 | \$3,580 | \$3,869 | \$4,164 | \$4,456 | \$4,747 |
| | 26-27 | \$3,616 | \$3,908 | \$4,206 | \$4,501 | \$4,794 |
| | 27-28 | \$3,652 | \$3,947 | \$4,248 | \$4,546 | \$4,842 |
| SHS Drama Technical Director | 25-26 | \$3,436 | \$3,713 | \$3,996 | \$4,276 | \$4,557 |
| | 26-27 | \$3,470 | \$3,750 | \$4,036 | \$4,319 | \$4,603 |
| | 27-28 | \$3,505 | \$3,787 | \$4,076 | \$4,362 | \$4,649 |
| SHS Drama Production Assistant | 25-26 | \$2,767 | \$2,957 | \$3,149 | \$3,338 | \$3,530 |
| | 26-27 | \$2,795 | \$2,987 | \$3,181 | \$3,371 | \$3,565 |
| | 27-28 | \$2,823 | \$3,017 | \$3,212 | \$3,405 | \$3,601 |
| SHS Drama Choreographer | 25-26 | \$3,302 | \$3,477 | \$3,656 | \$3,853 | \$4,055 |
| | 26-27 | \$3,335 | \$3,512 | \$3,693 | \$3,892 | \$4,096 |
| | 27-28 | \$3,368 | \$3,547 | \$3,730 | \$3,931 | \$4,137 |
| SHS Pit Orchestra Director | 25-26 | \$2,263 | \$2,379 | \$2,504 | \$2,641 | \$2,779 |
| | 26-27 | \$2,286 | \$2,402 | \$2,529 | \$2,668 | \$2,806 |
| | 27-28 | \$2,309 | \$2,426 | \$2,554 | \$2,694 | \$2,834 |
| SHS Black Box Theater Advisor | 25-26 | \$1,642 | \$1,732 | \$1,829 | \$1,849 | \$2,024 |
| | 26-27 | \$1,659 | \$1,749 | \$1,847 | \$1,868 | \$2,044 |
| | 27-28 | \$1,675 | \$1,767 | \$1,866 | \$1,886 | \$2,065 |

| | Year | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|-------------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|
| High School | | | | 25-26 | 26-27 | 27-28 |
| SHS Professional musicians | | | | \$895 | \$904 | \$913 |
| SHS 9th Grade Class Advisor | 25-26 | \$1,962 | \$2,068 | \$2,194 | \$2,277 | \$2,454 |
| | 26-27 | \$1,982 | \$2,089 | \$2,216 | \$2,299 | \$2,479 |
| | 27-28 | \$2,002 | \$2,110 | \$2,238 | \$2,322 | \$2,504 |
| SHS 10th Grade Advisor | 25-26 | \$2,105 | \$2,243 | \$2,384 | \$2,525 | \$2,665 |
| | 26-27 | \$2,126 | \$2,266 | \$2,407 | \$2,550 | \$2,692 |
| | 27-28 | \$2,147 | \$2,288 | \$2,432 | \$2,576 | \$2,719 |
| SHS 11th Grade Advisor | 25-26 | \$3,223 | \$3,365 | \$3,505 | \$3,643 | \$3,785 |
| SHS Student Assembly Advisor | 26-27 | \$3,255 | \$3,399 | \$3,540 | \$3,680 | \$3,823 |
| | 27-28 | \$3,288 | \$3,433 | \$3,575 | \$3,716 | \$3,862 |
| SHS 12th Grade Advisor | 25-26 | \$4,764 | \$4,909 | \$5,048 | \$5,327 | \$5,607 |
| SHS AFS Advisor | 26-27 | \$4,812 | \$4,958 | \$5,098 | \$5,380 | \$5,663 |
| | 27-28 | \$4,860 | \$5,007 | \$5,149 | \$5,434 | \$5,719 |
| SHS Peer Advisor | 25-26 | \$1,156 | \$1,227 | \$1,296 | \$1,367 | \$1,437 |
| | 26-27 | \$1,168 | \$1,239 | \$1,309 | \$1,380 | \$1,452 |
| | 27-28 | \$1,180 | \$1,252 | \$1,322 | \$1,394 | \$1,466 |
| SHS Stud. Orientation Comm. Advisor | 25-26 | \$3,291 | \$3,468 | \$3,645 | \$3,843 | \$4,045 |
| | 26-27 | \$3,323 | \$3,503 | \$3,682 | \$3,881 | \$4,086 |
| | 27-28 | \$3,357 | \$3,538 | \$3,718 | \$3,920 | \$4,126 |
| SHS Graduation Coordinator | | | | 25-26 | 26-27 | 27-28 |
| SHS Senior Internship Advisor | | | | \$2,242 | \$2,265 | \$2,287 |
| | | | | \$13,125 | \$13,256 | \$13,389 |
| SHS Artist Club Advisor | 25-26 | \$2,263 | \$2,379 | \$2,504 | \$2,641 | \$2,779 |
| Earth Club Advisor | 26-27 | \$2,286 | \$2,402 | \$2,529 | \$2,668 | \$2,806 |
| SHS Key Club Advisor | 27-28 | \$2,309 | \$2,426 | \$2,554 | \$2,694 | \$2,834 |
| SHS Law Club Advisor | | | | | | |
| SHS Pisces Club Advisor | | | | | | |
| SHS QED Advisor | | | | | | |
| SHS Soundings Advisor | | | | | | |
| SHS UN Club Advisor | | | | | | |
| SHS Best Buddies Advisor | 25-26 | \$3,291 | \$3,468 | \$3,645 | \$3,843 | \$4,045 |
| SHS Culinary Arts Club Advisor | 26-27 | \$3,323 | \$3,503 | \$3,682 | \$3,881 | \$4,086 |
| SHS Gay/Straight Alliance Advisor | 27-28 | \$3,357 | \$3,538 | \$3,718 | \$3,920 | \$4,126 |
| SHS Kool to be Kind Club Advisor | | | | | | |

| | Year | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|-------------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|
| High School | | | | | | |
| SHS Math Club Advisor | | | | | | |
| SHS Heart and Soul Club Advisor | 25-26 | \$2,288 | \$2,428 | \$2,569 | \$2,706 | \$2,848 |
| | 26-27 | \$2,311 | \$2,452 | \$2,595 | \$2,733 | \$2,877 |
| | 27-28 | \$2,334 | \$2,477 | \$2,621 | \$2,760 | \$2,905 |
| SHS Debate Club Advisor | | | | | | |
| | 25-26 | \$2,747 | \$2,937 | \$3,126 | \$3,316 | \$3,505 |
| | 26-27 | \$2,775 | \$2,966 | \$3,157 | \$3,349 | \$3,540 |
| | 27-28 | \$2,802 | \$2,996 | \$3,189 | \$3,382 | \$3,575 |
| SHS Inklings Advisor | | | | | | |
| SHS Robotics club | 25-26 | \$6,560 | \$6,942 | \$7,309 | \$7,887 | \$8,162 |
| SHS Yearbook Advisor | 26-27 | \$6,626 | \$7,011 | \$7,382 | \$7,966 | \$8,243 |
| | 27-28 | \$6,692 | \$7,081 | \$7,456 | \$8,046 | \$8,326 |
| SHS Junior State of America Advisor | | | | | | |
| SHS Media Club Advisor | 25-26 | \$4,909 | \$5,048 | \$5,187 | \$5,471 | \$5,748 |
| | 26-27 | \$4,958 | \$5,098 | \$5,239 | \$5,526 | \$5,805 |
| | 27-28 | \$5,007 | \$5,149 | \$5,292 | \$5,581 | \$5,863 |
| SHS Learning Readiness Club Advisor | | | | | | |
| | 25-26 | \$4,484 | \$4,731 | \$4,977 | \$5,223 | \$5,471 |
| | 26-27 | \$4,529 | \$4,778 | \$5,027 | \$5,275 | \$5,526 |
| | 27-28 | \$4,575 | \$4,826 | \$5,077 | \$5,328 | \$5,581 |
| SHS Media Club Asst Advisor | | | | | | |
| | 25-26 | \$4,484 | \$4,731 | \$4,977 | \$5,223 | \$5,471 |
| | 26-27 | \$4,529 | \$4,778 | \$5,027 | \$5,275 | \$5,526 |
| | 27-28 | \$4,575 | \$4,826 | \$5,077 | \$5,328 | \$5,581 |
| SHS National Honor Society Advisor | | | | | | |
| | 25-26 | \$3,458 | \$3,640 | \$3,817 | \$4,014 | \$4,213 |
| | 26-27 | \$3,493 | \$3,676 | \$3,855 | \$4,054 | \$4,255 |
| | 27-28 | \$3,528 | \$3,713 | \$3,894 | \$4,094 | \$4,297 |

| Middle Schools | Year | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|--------------------------------|--------------|---------------|---------------|-----------------------|-----------------------|-----------------------|
| MS Drama Director | 25-26 | \$6,560 | \$6,942 | \$7,309 | \$7,887 | \$8,162 |
| | 26-27 | \$6,626 | \$7,011 | \$7,382 | \$7,966 | \$8,243 |
| | 27-28 | \$6,692 | \$7,081 | \$7,456 | \$8,046 | \$8,326 |
| MS Drama Assistant Director | 25-26 | \$3,580 | \$3,869 | \$4,164 | \$4,456 | \$4,747 |
| | 26-27 | \$3,616 | \$3,908 | \$4,206 | \$4,501 | \$4,794 |
| | 27-28 | \$3,652 | \$3,947 | \$4,248 | \$4,546 | \$4,842 |
| MS Drama Technical Director | 25-26 | \$3,436 | \$3,713 | \$3,996 | \$4,276 | \$4,557 |
| | 26-27 | \$3,470 | \$3,750 | \$4,036 | \$4,319 | \$4,603 |
| | 27-28 | \$3,505 | \$3,787 | \$4,076 | \$4,362 | \$4,649 |
| MS Drama Production Assistant | 25-26 | \$2,767 | \$2,957 | \$3,149 | \$3,338 | \$3,530 |
| | 26-27 | \$2,795 | \$2,987 | \$3,181 | \$3,371 | \$3,565 |
| | 27-28 | \$2,823 | \$3,017 | \$3,212 | \$3,405 | \$3,601 |
| MS Drama Choreographer | 25-26 | \$3,302 | \$3,477 | \$3,656 | \$3,853 | \$4,055 |
| | 26-27 | \$3,335 | \$3,512 | \$3,693 | \$3,892 | \$4,096 |
| | 27-28 | \$3,368 | \$3,547 | \$3,730 | \$3,931 | \$4,137 |
| MS Drama Workshop Director | 25-26 | \$3,458 | \$3,640 | \$3,817 | \$4,014 | \$4,213 |
| | 26-27 | \$3,493 | \$3,676 | \$3,855 | \$4,054 | \$4,255 |
| | 27-28 | \$3,528 | \$3,713 | \$3,894 | \$4,094 | \$4,297 |
| MS Pit Orchestra Director | 25-26 | \$2,263 | \$2,379 | \$2,504 | \$2,641 | \$2,779 |
| | 26-27 | \$2,286 | \$2,402 | \$2,529 | \$2,668 | \$2,806 |
| | 27-28 | \$2,309 | \$2,426 | \$2,554 | \$2,694 | \$2,834 |
| MS Professional musicians | | | | 25-26 \$895 | 26-27 \$904 | 27-28 \$913 |
| MS Band Director | 25-26 | \$3,291 | \$3,468 | \$3,645 | \$3,843 | \$4,045 |
| MS Camerata Director | 26-27 | \$3,323 | \$3,503 | \$3,682 | \$3,881 | \$4,086 |
| MS Chamber Orchestra Director | 27-28 | \$3,357 | \$3,538 | \$3,718 | \$3,920 | \$4,126 |
| MS Orchestra Director | | | | | | |
| MS Choral Director | | | | | | |
| MS Jazz Band Director | | | | | | |
| MS Wind Ensemble | | | | | | |
| MS All-City Orchestra Director | 25-26 | \$2,288 | \$2,428 | \$2,569 | \$2,706 | \$2,848 |

| Middle Schools | Year | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|------------------------------|--------------|---------------|---------------|---------------|---------------|---------------|
| MS All City Band | 26-27 | \$2,311 | \$2,452 | \$2,595 | \$2,733 | \$2,877 |
| MS Percussion Ensemble | 27-28 | \$2,334 | \$2,477 | \$2,621 | \$2,760 | \$2,905 |
| MS TV Production Advisor | 25-26 | \$4,576 | \$4,805 | \$5,045 | \$5,294 | \$5,560 |
| MS Yearbook Advisor | 26-27 | \$4,622 | \$4,853 | \$5,095 | \$5,347 | \$5,616 |
| | 27-28 | \$4,668 | \$4,901 | \$5,146 | \$5,401 | \$5,672 |
| MS TV Production Assistant | 25-26 | \$1,439 | \$1,514 | \$1,587 | \$1,669 | \$1,763 |
| | 26-27 | \$1,454 | \$1,529 | \$1,603 | \$1,685 | \$1,781 |
| | 27-28 | \$1,468 | \$1,544 | \$1,619 | \$1,702 | \$1,799 |
| MS Spirit Club Advisor | 25-26 | \$3,390 | \$3,569 | \$3,748 | \$3,944 | \$4,146 |
| | 26-27 | \$3,423 | \$3,605 | \$3,786 | \$3,983 | \$4,188 |
| | 27-28 | \$3,458 | \$3,641 | \$3,823 | \$4,023 | \$4,229 |
| MS Art Collective | 25-26 | \$3,291 | \$3,468 | \$3,645 | \$3,843 | \$4,045 |
| | 26-27 | \$3,323 | \$3,503 | \$3,682 | \$3,881 | \$4,086 |
| | 27-28 | \$3,357 | \$3,538 | \$3,718 | \$3,920 | \$4,126 |
| MS Diversity Club Advisor | 25-26 | \$1,889 | \$1,982 | \$2,076 | \$2,169 | \$2,263 |
| | 26-27 | \$1,908 | \$2,001 | \$2,096 | \$2,191 | \$2,286 |
| | 27-28 | \$1,927 | \$2,021 | \$2,117 | \$2,213 | \$2,309 |
| MS Literary Magazine Advisor | 25-26 | \$2,263 | \$2,379 | \$2,504 | \$2,641 | \$2,779 |
| MS Media Club Advisor | 26-27 | \$2,286 | \$2,402 | \$2,529 | \$2,668 | \$2,806 |
| MS Newspaper Club Advisor | 27-28 | \$2,309 | \$2,426 | \$2,554 | \$2,694 | \$2,834 |
| MS Student Council Advisor | | | | | | |
| MS Math Club Advisor | 25-26 | \$1,010 | \$1,052 | \$1,098 | \$1,144 | \$1,188 |
| MS Math Counts Advisor | 26-27 | \$1,020 | \$1,063 | \$1,109 | \$1,156 | \$1,200 |
| MS National History Day Club | 27-28 | \$1,030 | \$1,074 | \$1,120 | \$1,167 | \$1,212 |
| MS Photo Club Advisor | | | | | | |
| MS Mock Trial Advisor | 25-26 | \$639 | \$669 | \$700 | \$727 | \$752 |
| | 26-27 | \$646 | \$675 | \$707 | \$734 | \$760 |
| | 27-28 | \$652 | \$682 | \$714 | \$742 | \$768 |
| MS Robotics Advisor | 25-26 | \$1,889 | \$1,982 | \$2,076 | \$2,169 | \$2,263 |
| MS Science Olympiad Advisor | 26-27 | \$1,908 | \$2,001 | \$2,096 | \$2,191 | \$2,286 |
| MS 3d Printer Club Advisor | 27-28 | \$1,927 | \$2,021 | \$2,117 | \$2,213 | \$2,309 |
| MS Intramural Coordinator | 25-26 | \$3,291 | \$3,468 | \$3,645 | \$3,843 | \$4,045 |
| | 26-27 | \$3,323 | \$3,503 | \$3,682 | \$3,881 | \$4,086 |
| | 27-28 | \$3,357 | \$3,538 | \$3,718 | \$3,920 | \$4,126 |

| Middle Schools | Year | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|--|--------------|---------------|---------------|---------------|---------------|---------------|
| | | 25-26 | 26-27 | 27-28 | | |
| MS Intramurals - Athletics[1] | | \$84 | \$85 | \$86 | | |
| [1] Not to exceed | | \$47,421 | \$47,895 | \$48,374 | | |
| (No Steps) | | 25-26 | 26-27 | 27-28 | | |
| Middle School Team Leader | | | | | | |
| Four person team: | | \$7,055 | \$7,125 | \$7,197 | | |
| Three person team: | | \$5,292 | \$5,345 | \$5,399 | | |
| Two person team: | | \$3,527 | \$3,562 | \$3,598 | | |
| Middle School Group Liaison Special Area | | \$4,491 | \$4,536 | \$4,582 | | |
| Elementary Schools | | 25-26 | 26-27 | 27-28 | | |
| Elem Art Prof Dev Coord | | \$5,471 | \$5,526 | \$5,581 | | |
| | Year | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
| Elem Band Director | 25-26 | \$3,291 | \$3,468 | \$3,645 | \$3,843 | \$4,045 |
| Elem Chorus Director | 26-27 | \$3,323 | \$3,503 | \$3,682 | \$3,881 | \$4,086 |
| Elem Orchestra Director | 27-28 | \$3,357 | \$3,538 | \$3,718 | \$3,920 | \$4,126 |
| Elem Chamber Orchestra | | | | | | |
| Elem Wind Ensemble | | | | | | |
| Elem Choral Play | | | | | | |
| | Year | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
| Elem Steel Band Director | 25-26 | \$1,156 | \$1,227 | \$1,296 | \$1,367 | \$1,437 |
| | 26-27 | \$1,168 | \$1,239 | \$1,309 | \$1,380 | \$1,452 |
| | 27-28 | \$1,180 | \$1,252 | \$1,322 | \$1,394 | \$1,466 |
| Elem TV Studio Advisor | 25-26 | \$2,892 | \$3,078 | \$3,266 | \$3,456 | \$3,645 |
| | 26-27 | \$2,921 | \$3,109 | \$3,299 | \$3,491 | \$3,682 |
| | 27-28 | \$2,950 | \$3,140 | \$3,332 | \$3,526 | \$3,718 |
| Elem Student Leadership Advisor | 25-26 | \$1,740 | \$1,833 | \$1,928 | \$2,020 | \$2,116 |
| Elem Math Olympics | 26-27 | \$1,758 | \$1,851 | \$1,947 | \$2,040 | \$2,137 |
| | 27-28 | \$1,775 | \$1,870 | \$1,967 | \$2,061 | \$2,158 |
| Elementary Schools | Year | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
| Elem Literary Magazine/Yearbook Advisor | 25-26 | \$987 | \$1,031 | \$1,076 | \$1,123 | \$1,166 |
| Elem running | 26-27 | \$997 | \$1,042 | \$1,086 | \$1,134 | \$1,177 |
| | 27-28 | \$1,007 | \$1,052 | \$1,097 | \$1,146 | \$1,189 |
| Elem Intramurals Coordinator | 25-26 | \$1,958 | \$2,054 | \$2,148 | \$2,241 | \$2,336 |
| | 26-27 | \$1,978 | \$2,075 | \$2,170 | \$2,264 | \$2,359 |

| | | | | | | |
|---------------------|--------------|---------|---------|---------|---------|---------|
| | 27-28 | \$1,998 | \$2,096 | \$2,191 | \$2,286 | \$2,383 |
| Elem unified sports | 25-26 | \$1,439 | \$1,514 | \$1,587 | \$1,669 | \$1,763 |
| | 26-27 | \$1,454 | \$1,529 | \$1,603 | \$1,685 | \$1,781 |
| | 27-28 | \$1,468 | \$1,544 | \$1,619 | \$1,702 | \$1,799 |

APPENDIX C

SUMMER SCHOOL SALARY SCHEDULES

| | | 2025-26 | 2026-27 | 2027-28 |
|---------------------------------------|----------|----------------|----------------|----------------|
| Salaries for Academic Credit Courses: | Per hour | \$79.79 | \$80.59 | \$81.39 |
| SAT/ACT/College Essay Prep: | Per hour | \$52.46 | \$52.98 | \$53.51 |

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

Salaries will be paid biweekly.

APPENDIX D
WESTPORT BOARD OF EDUCATION
DESCRIPTION OF HEALTH BENEFITS
for
THE WESTPORT EDUCATION ASSOCIATION

Effective [TO BE DETERMINED] ¹
 Administered by [TO BE DETERMINED] ²

High Deductible Health Plan

| Plan Features | In-Network | Out-of-Network |
|---|--|--------------------|
| Deductible (September 1 through August 31st) Cross accumulation between in and out-of-network and prescription drugs. | \$2,000 Individual \$4,000 Family | Same as In-Network |
| Co-insurance Limit | 100% | 80% |
| Out-of-Pocket Maximum Cross accumulation between in and out-of-network and prescription drugs. The amount you pay for any services counts towards both your in-network and out-of-network out-of-pocket maximums. | \$4,000 Individual \$8,000 Family | Same as In-Network |
| Lifetime Maximum | Unlimited | Unlimited |
| Preventative Care | Paid in full | Paid in full |
| Prescription Drug Participating Retail Pharmacy | Participating Retail Pharmacy \$5 co-payment – generic \$25 co-payment – preferred brand name \$40 co-payment - non-preferred brand name Maximum 30 day supply or 100 doses, whichever is less Subject to substitution unless DAW | N/A |
| Mail Order | \$12.50 co-payment – generic \$62.50 co-payment – preferred brand name \$100.00 co-payment – non-preferred brand name Maximum 90-day supply Subject to substitution unless DAW | N/A |

¹ This information will updated upon satisfaction of the conditions necessary to exit the SPP and the Board’s selection of an insurance carrier and/or administrator.

² See note 1.

APPENDIX D-1

Connecticut State Partnership Plan 2.0

Summary of Benefits



A Great Opportunity for Very Valuable Healthcare Coverage

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

The CT Partnership Plan is the same Expanded Access plan currently offered to State of Connecticut employees. You get the same great healthcare benefits that state employees get, including \$15 in-network office visits (average actual cost in CT: \$150), free preventive care, and \$5 or \$10 generic drug copays for your maintenance drugs. You can see any provider (e.g., doctors, hospitals, other medical facilities) you want—in- or out-of network. But, when you see in-network providers, you pay less. That's because they contract with Anthem Blue Cross and Blue Shield (Anthem)—the plan's administrator—to charge lower rates for their services. You have access to Anthem's State Bluecare POS network in Connecticut, and access to doctors and hospitals across the country through the BlueCard® program.*

When you join the CT Partnership Plan, the state's Health Enhancement Program (HEP) is included. HEP encourages you to get preventive care screenings, routine wellness visits, and chronic disease education and counseling. When you remain compliant with the specific HEP requirements on page 6, you get to keep the financial incentives of the HEP program!

Look inside for a summary of medical benefits, and or visit osc.ct.gov/ctpartner.

*Source: Healthcare Bluebook: healthcarebluebook.com



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

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

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

(continued on next page) 2



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

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

** Prior authorization required: If you use in-network providers, your provider is responsible for obtaining prior a uthorization from Anthem. If you use out-of-network providers, you are responsible for obtaining prior authorization from Anthem.



When you need information about your benefits...

CareCompass.CT.gov is your one-stop shop for benefits and general information on your coverage. Click Partnership to view medical, dental, pharmacy and vision benefit information.

- + Access your personalized benefits portal at **carecompass.quantum-health.com**, or by clicking Sign In on the Care Compass home page
- + To view forms, visit **CareCompass.CT.gov/forms**, or click the Forms button at the bottom of the Care Compass home page.

When you need benefits support...

You and any enrolled dependents can speak with a personal Care Coordinator (833-740-3258) for help understanding your benefits, finding a doctor, and dealing with the complexities of health care. Quantum Health makes it easier for you to navigate your benefits and access the right care for you by coordinating with your medical, pharmacy, and dental member service teams. Chat with a Care Coordinator 8:30 a.m. – 10 p.m., Monday – Friday, at 833-740-3258, or send a message through your secure portal.

Earn incentives

The state has identified providers in Connecticut that meet the highest patient care standards for specific procedures and conditions as "Providers of Distinction". By completing your care with a designated "Provider of Distinction", you will receive a cash incentive in the mail.

To view a full list of procedures and incentives, visit **CareCompass.CT.gov/providersofdistinction**. Note: The amount of the reward varies by procedure or condition.

When you need to find the best provider or to find a location for a routine lab test...

Visit your Quantum Health benefits portal, select My Plan, and then Find Provider to locate a covered provider.

You pay nothing—\$0 copay—for lab tests, if you visit a preferred Site of Service provider. To find a Site of Service provider, visit your personalized benefits portal at **carecompass.quantum-health.com**.

When you're injured...

Your health plan has resources to help you through orthopedic injuries, from diagnosis to minor aches and pains, to surgery and recovery.

Get help diagnosing minor or lingering injuries through a virtual visit. Your provider will help create a rehab program you can do at home.

For surgical procedures, find the best providers for the care you need. Learn more at **CareCompass.CT.gov/orthopedics**.

Help Managing and Reversing Diabetes

Get help managing Type 1 or Type 2 Diabetes with Virta Health. Members are connected and supported with access to a diabetes health coach and receive free testing supplies and tips to manage their A1c. In the diabetes reversal program, where members with Type 2 Diabetes can learn to eat their way to better health with personalized nutrition plans and support from medical providers, professional coaches, and digital health tools.

Help Preventing Diabetes

If you have prediabetes, the digital Diabetes Prevention Program offered by Wellspark can help you prevent diabetes by focusing on lifestyle changes.

To learn more about these programs, visit **CareCompass.CT.gov/diabetes**.

Clinical Weight Management

Adult Plan Members: Flyte Health is a virtual medical weight loss program using clinical specialists to evaluate your blood work, lifestyle, and medical history to prescribe medication to help you lose weight safely.

Child Dependents (under 18): Connecticut Children's Medical Center offers four locations where you can visit a provider. Monthly education sessions are available to help build physical activity and healthy eating in your child's care.



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

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

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

Preferred and Non-Preferred Brand-Name Drugs

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

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

If You Choose a Brand Name When a Generic Is Available

Prescriptions will be automatically filled with a generic drug if one is available, unless your doctor completes Caremark's Coverage Exception Request form and it is approved. (It

is not enough for your doctor to note "dispense as written" on your prescription; a separate form is required.) If you request a brand-name drug over a generic alternative without obtaining a coverage exception, you will pay the generic drug co-pay PLUS the difference in cost between the brand and generic drug.

Mandatory 90-day Supply for Maintenance Medications

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

- Receive your medication through the Caremark mail-order pharmacy, or
- Fill your medication at a pharmacy that participates in the State's Maintenance Drug Network (see the list of participating pharmacies on www.osc.ct.gov/ctpartner) and scroll down to Pharmacy under Benefit Summaries.)



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

Health Enhancement Program Requirements

You and your enrolled family members must get age-appropriate wellness exams, early diagnosis screenings (such as colorectal cancer screenings, Pap tests, mammograms, and vision exams). **Here are the 2024 HEP Requirements:**

| 2024 PREVENTIVE SCREENINGS | Dependent Requirements | Employee and Spouse Requirements | | | | |
|---|------------------------|----------------------------------|---|---|-------------------------------|-----------|
| | 6-26 years | 18-29 years | 30-39 years | 40-49 years | 50-64 years | 65+ years |
| Preventive Visit <small>(Changing to every 2 years for all ages in 2025)</small> | | Every 3 years | | Every 2 years | | |
| Dental Cleaning | At least 1 per year | At least 1 per year | | | | |
| Cholesterol Screening | | Every 5 years (age 20+) | | | | |
| Breast Cancer Screening <small>(for women) (Changing to every 2 years for women age 40+ in 2025)</small> | | N/A | | 1 mammogram between ages 45-49 | As recommended by your doctor | |
| Cervical Cancer Screening <small>(for women)</small> | | Pap every 3 years (age 21+) | Pap only every 3 years or Pap/HPV combo every 5 years | | | N/A |
| Colorectal Cancer Screening | | N/A | | Colonoscopy every 10 years (45+), Cologuard screening every 3 years, or Annual FIT/FOBT to age 75 | | |

To check your Health Enhancement Program compliance status, visit CareCompass.CT.gov, then **sign in** or **register** for your Quantum Health benefits portal. To view your status, click the **My Health** tab in your portal.

You can also download the MyQHealth app on the App Store or Google Play.



Additional Requirements for Those With Certain Conditions

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

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

If You Do Not Comply with the requirements of HEP

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

Quantum Health is the administrator for the Health Enhancement Program (HEP) and gives you access to your personalized health benefits portal. The HEP participant portal features tips and tools to help you manage your health and your HEP requirements. Login to your personal benefit portal at carecompass.quantum-health.com to:

- View HEP preventive and chronic requirements and download HEP forms
- Check your HEP preventive and chronic compliance status
- Complete your chronic condition education and counseling compliance requirement
- Send a secure message to a Care Coordinator for benefits assistance
- Connect you to your medical, pharmacy, dental and other healthcare services covered in your plan- with just one login.

Quantum Health: (833)740-3258, 8:30 a.m.-10 p.m. ET, Mon.-Fri.



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

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

General benefit questions, Medical, and Health Enhancement Program (HEP)

Quantum Health
CareCompass.CT.gov or login to your benefits portal from Care Compass
833-740-3258

Prescription drug benefits

CVS Caremark
CareCompass.CT.gov/state/pharmacy or login to your benefits portal from Care Compass
1-800-318-2572

Dental and Vision Rider benefits (if applicable)

Cigna
CareCompass.CT.gov/state/pharmacy or login to your benefits portal from Care Compass
1-800-244-6224

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

**APPENDIX E
WESTPORT BOARD OF EDUCATION
DENTAL BENEFITS**



**Westport Board of Education – Group # 4560
Delta Dental Premier®**

| | |
|---|--------------------------|
| Calendar Year Deductible | |
| • Per Person | \$50 |
| • Family Aggregate Maximum | \$150 |
| | <u>Plan Pays:</u> |
| Preventive & Diagnostic (No Deductible) | 100% |
| • Exams, Cleanings & Bitewing X-Rays (2 per calendar year per person) | |
| • Fluoride Treatment (for children to age 19) | |
| • Space Maintainers (to age 14) | |
| Remaining Basic (After Deductible) | 80% |
| • Fillings, Extractions & Root Canals (Endodontics) | |
| • Periodontal & Oral Surgery | |
| • Repair of Dentures | |
| • Sealants (to age 16) | |
| Crowns & Prosthodontics (After Deductible) | 50% |
| • Crowns Inlay & Gold Restorations | |
| • Bridgework, Full & Partial Dentures | |
| Calendar Year Maximum (Per Person) | \$2,500 |
| Orthodontia (Adults & Dependent Children) | |
| • Coinsurance | 50% |
| • Lifetime Maximum | \$2,000 |

Dependent children are covered to age 26.

Delta Dental's Special Health Care benefit allows for enhanced benefits for members (adults & children) with special health care needs. Additional dental exams and/or consultations; up to four total dental cleanings in a benefit year and medically necessary treatment delivery modifications (including anesthesia and nitrous oxide) for patients with sensory sensitivities, behavioral challenges, severe anxiety, or other barriers. Members with a qualifying special health care need should advise their dentist that their group plan now offers this enhancement. Your dentist will then verify the additional benefits with Delta Dental.

Delta Dental has 266,000 participating offices nationwide. You may use any fully licensed dentist under this plan. Participating dentists will be paid directly by Delta Dental for covered services. Non-participating dentists will bill you directly, and Delta Dental may make claim payment directly to you. You will maximize benefits and reduce paperwork by using a Delta Dental participating dentist.

If you do not have a dentist, you may obtain a current listing of participating dentists in any area, by visiting our website at deltadentalct.com. Claim questions and other information needs should be directed to Delta Dental's customer service department at 1-800-452-9310.

At the time of your first appointment, tell the dentist that you are covered under this program and provide your group number and ID number. Your dependents, if covered, should provide the employee's ID number.

This overview contains a general description of your dental care program for your use as a convenient reference. Complete details of your program appear in the group contract between your plan sponsor and Delta Dental of New Jersey, Inc. which governs the benefits and operation of your program. In CT, Delta Dental Insurance Company writes dental coverage on an insured basis and Delta Dental of New Jersey administers self-funded dental benefit programs. The group contract would control if there should be any inconsistency or difference between its provisions and the information in this overview.

2024

Everyone Deserves a Healthy Smile



Thank you for choosing Delta Dental of Connecticut!

Check out these helpful tips to navigate the easy-to-use online member tools on our website.

MySmile®

Find tools that make navigating your Delta Dental benefits simple and secure. Plan members can create their account with or without an ID number.

Find a Dentist

Locate a dentist near where you work or live at DeltaDentalCT.com/FAD.

View and Print ID Cards

Log in to MySmile® and download your ID card from your dashboard.

Dental Care Cost Estimator

Find cost ranges for common dental care needs.

Dental Central

Read articles on the connection between a healthy smile and overall well-being. Check out [grin! magazine](#), too!

There are two easy ways to register on MySmile®—from your computer or from your smartphone.

- 1 Visit DeltaDentalCT.com/MySmile and click “Register.”
- 2 Choose if you’re a subscriber or dependent, and select “Continue” at the bottom of the page.
- 3 Register using either your street address or member ID, and select “Continue.”
- 4 Create a user name and password when prompted. Read and check the box to “Agree to Terms of Use” for our website. Click “Continue,” and you should receive a verification code within five minutes, but no longer than 24 hours.
- 5 Enter the code, and click “Continue.”
- 6 You now will be able to print an ID card and access your account using your newly created username and password!



Questions about your benefits or need help with online tools? Call **800-452-9310**.



APPENDIX F

PROVISIONS RELATING TO SALARIES

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

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

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

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

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

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

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

Salary payments shall be made by direct deposit

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

G. Online courses for salary advancement shall be subject to the same approval process as other courses, including, without limitation, the approval process set forth in ARTICLE XXX of this Agreement and in this APPENDIX F. The Superintendent or designee shall have sole discretion to approve or reject a proposed online course for salary advancement, provided that approval shall not be unreasonably withheld. A teacher may appeal the Superintendent's or designee's decision to reject a proposed online course for salary advancement by submitting to the Superintendent or designee a written explanation setting forth the reasons why such teacher believes the online course should be approved. Any decision by the Superintendent or designee regarding the approval or rejection of a proposed online course for salary advancement, including any decision regarding an appeal of such decision, shall not be subject to grievance or arbitration under this Agreement or to any other appeal process.

APPENDIX G

MEMORANDUM OF AGREEMENT

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

WESTPORT BOARD OF EDUCATION

By Lee Goldstein
7415010BAA844CD...

Date: 11/13/2024

WESTPORT EDUCATION ASSOCIATION

By Stacey Delmhorst
BCA0937DC9714B3...

Date: 11/13/2024

APPENDIX H

MEMORANDUM OF AGREEMENT

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

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

WESTPORT BOARD OF EDUCATION

By Lee Goldstein
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Date: 11/13/2024

WESTPORT EDUCATION ASSOCIATION

By Stacey Delmhorst
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Date: 11/13/2024

APPENDIX I

MEMORANDUM OF AGREEMENT

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

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

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

WESTPORT BOARD OF EDUCATION

By *Lee Goldstein*
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Date: 11/13/2024

WESTPORT EDUCATION ASSOCIATION

By *Stacey Delmhorst*
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Date: 11/13/2024

APPENDIX J

MEMORANDUM OF AGREEMENT

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

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

WESTPORT BOARD OF EDUCATION

By Lee Goldstein
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Date: 11/13/2024

WESTPORT EDUCATION ASSOCIATION

By Stacey Delmhorst
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Date: 11/13/2024

APPENDIX K

MEMORANDUM OF AGREEMENT

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

1. The Board will have the right to schedule student supervision before school uniformly at all five elementary schools in accordance with the current practice at three schools.
2. The parties agree that the Board will be able to assign secondary science teachers to teach the equivalent instructional time of five classes, effective with the 2019-2020 school year, any past practice to the contrary notwithstanding.

WESTPORT BOARD OF EDUCATION

By Lee Goldstein
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Date: 11/13/2024

WESTPORT EDUCATION ASSOCIATION

By Stacey Delmhorst
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Date: 11/13/2024

APPENDIX L
MEMORANDUM OF AGREEMENT

In recently concluded negotiations regarding the collective bargaining agreement between the Westport Board of Education (the “Board”) and the Westport Education Association (the “Association”) (together, the “parties”), the Board and the Association reached the following additional agreement:

1. The Superintendent shall have discretion to establish one or more leadership team positions (“Leadership Team Positions”) at each of the Board’s elementary schools and at Staples High School.
2. The duties and responsibilities of the Leadership Team Positions at each school will be established by the Superintendent and/or designee(s) (e.g., building principal). Such duties and responsibilities shall include, among any others established in accordance with this paragraph, the responsibility for facilitating work on a grade level basis (e.g., facilitating grade level meetings; assisting with implementation of school- and/or district-wide efforts at the grade level).
3. Teachers shall be permitted to apply for the Leadership Team Positions through an application process established by the Superintendent and/or designee(s) (e.g., building principal). The building principal will select teachers for the Leadership Team Positions at such principal’s school in accordance with the established application process. The review and selection of teachers for the Leadership Team Positions shall not be subject to the grievance procedure in the collective bargaining agreement.
4. The term for serving in a Leadership Team Position shall be for a period of three years. Teachers wishing to serve for more than one term may reapply to serve in the position for a subsequent term(s).
5. The stipends for Leadership Team Positions shall be as follows:

| (No Steps) | 25-26 | 26-27 | 27-28 |
|---|--------------|--------------|--------------|
| Elementary School Leadership Team Position | | | |
| Four or five person team: | \$6,848 | \$6,916 | \$6,985 |
| Three person team: | \$5,137 | \$5,188 | \$5,240 |
| Two person team: | \$3,423 | \$3,457 | \$3,492 |
| High School Leadership Team Position | | | |
| | \$4,359 | \$4,403 | \$4,447 |

Stipends shall be prorated for any partial year of service.

6. The parties understand and agree that this Memorandum of Agreement shall not create an expectation, precedent, or past practice with respect to the Board’s payment of stipends for positions held by teachers on other teams or committees within or sponsored by the Westport Public Schools.

WESTPORT BOARD OF EDUCATION

By Lee Goldstein
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WESTPORT EDUCATION ASSOCIATION

By Stacey Delmhorst
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Date: 11/13/2024

Date: 11/13/2024

APPENDIX M
MEMORANDUM OF AGREEMENT

The Westport Board of Education (“Board”) and the Westport Education Association (“WEA”) agree as follows regarding the scheduling of professional development time beyond the six non-instructional days referenced in Article XXIV of the parties’ collective bargaining agreement.

1. Following consultation with the WEA through the Superintendent, the Board may schedule professional development for teachers beyond the six non-instructional days referenced in Article XXIV of the parties’ collective bargaining agreement (“Additional Professional Development”).
2. The Additional Professional Development will be scheduled only on days when students arrive late or leave early and will not adversely affect teacher wrap-around time.
3. The Board will schedule Additional Professional Development prior to the beginning of the applicable school year and will include such time on the applicable school year calendar.
4. The Additional Professional Development will not extend the teacher school day.
5. This agreement will sunset on June 30, 2028.

WESTPORT BOARD OF EDUCATION

By: Lee Goldstein
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Date: 11/13/2024

WESTPORT EDUCATION ASSOCIATION

By: Stacey Delmhorst
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Date: 11/13/2024

APPENDIX N
MEMORANDUM OF AGREEMENT

The Westport Board of Education (“Board”) and the Westport Education Association (“WEA”) enter into the following Memorandum of Agreement (“MOA”) regarding the substitute shortage and its impact on coverage:

1. The parties agree that in the event of a substitute shortage, elementary teachers assigned to perform additional arrival, dismissal, lunch, and/or recess duties beyond any existing assigned duties shall receive \$28.00 in compensation per duty.
2. The parties further agree that in the event of a substitute shortage, elementary classroom teachers assigned to perform coverage during their regularly scheduled preparation period, shall receive \$28.00, with that value to be pro-rated for class periods that are less than one hour or more than one hour, rounded up (e.g. compensation for a 45 minute period would be \$21.00; for a one and one-half hour period, \$42.00).
3. The Board and the Association agree that they may revisit the terms of this MOA in the future if circumstances related to the substitute shortage change or otherwise evolve following the execution of this MOA by both parties.
4. This MOA shall not be used as precedent or cited as practice by either the Board or the Association in any proceeding whatsoever except to enforce the terms of this MOA.
5. This MOA shall terminate on June 30, 2028 unless earlier terminated, or extended, by mutual written agreement of the parties.

WESTPORT BOARD OF EDUCATION

By *Lee Goldstein*
DocuSigned by:
7415010BAA844CD...

Date: 11/13/2024

WESTPORT EDUCATION ASSOCIATION

By *Stacey Delmhorst*
Signed by:
BCA0937DC9714B3...

Date: 11/13/2024

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