

AGREEMENT

Between the

WEST HARTFORD
BOARD OF EDUCATION

and the

WEST HARTFORD
EDUCATION ASSOCIATION

July 1, 2025

To

June 30, 2028

AGREEMENT

BETWEEN THE

WEST HARTFORD BOARD OF EDUCATION

AND THE

WEST HARTFORD EDUCATION ASSOCIATION, INC.

JULY 1, 2025 TO JUNE 30, 2028

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AGREEMENT

between the

WEST HARTFORD BOARD OF EDUCATION

and the

WEST HARTFORD EDUCATION ASSOCIATION, INC.

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

ARTICLE I

RECOGNITION

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

ARTICLE II

SALARIES

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

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

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

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 All employee elected deductions will be withdrawn equally over twenty paychecks between September and June.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

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

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

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

- 2.6 Salary installments are subject to required deductions for the State Teachers' Retirement Fund, the United States Withholding Tax, State of Connecticut withholding tax and the representative service fee, as well as other agreed-to deductions which the teacher may in writing authorize. Any tax shelter approved by the parties as of June 30, 2015 will continue regardless of the number of participants. Funds deducted for tax sheltered annuities shall be remitted to the designated annuity company twice monthly within five business days of the payroll date.
- 2.7 Teachers employed prior to April 1 in any school year shall move one step on the salary schedule in years in which step movement is negotiated. Steps on the salary schedule may be withheld by the Superintendent for inadequate performance of reasonably assigned responsibilities. Employees on the highest step of the salary schedule may be denied any salary increase by the Superintendent for inadequate performance of reasonably assigned responsibilities provided that such denial shall not result in such employee being paid a lower salary than an employee on the second highest step of the salary schedule in the Agreement.

- 2.8 No employee will be disciplined (i.e. reprimanded, suspended or denied an increment) without just cause. Before a written reprimand may be placed in a teacher's personnel file, the administrator must meet with the teacher and provide the teacher with an opportunity to discuss the matter and present reasons why the reprimand is not justified. Said meeting shall occur at least 24 hours before a written reprimand may be placed in a teacher's file.
- 2.9 An interim teacher is a temporary employee who
- (A) is certified for his/her teaching assignment;
 - (B) serves a minimum of forty (40) consecutive workdays in the school year in which employed because a regularly-employed teacher is on leave or is in a temporary assignment;
 - (C) is newly employed each school year;
 - (D) has no expectation or right to further employment or to special consideration for further employment.

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

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

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

In areas designated as shortage areas by the Commissioner of Education, the Superintendent or his/her designee may approve of starting people on the schedule up to three (3) steps beyond that indicated by previous teacher experience. The Association shall be notified in writing in such cases.

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

In determining credit for salary advancement, the parties agree as follows:

Bachelor A Baccalaureate Degree earned at an accredited college or university.

Master A Master's Degree earned at an accredited college or university in a program of at least thirty (30) credits after earning a Bachelor's Degree or the completion of thirty (30) credits beyond a Bachelor's Degree in a program approved by accredited colleges or universities.

Masters+10 A Master's Degree earned at an accredited college or university that required more than forty credits, or a Master's Degree with an additional ten (10) or more credits at the graduate level.

Masters+20 A Master's Degree earned at an accredited college or university that required more than fifty credits, or a Master's Degree with an additional twenty (20) or more credits at the graduate level.

Masters+ 30 A Master's Degree earned at an accredited college or university that required sixty (60) or more credits, or a Master's Degree with an additional thirty (30) or more credits at the graduate level, or a "Sixth Year Certificate" from an accredited college or university, or a second Master's Degree at an accredited college or university.

PHD/EDD A Doctorate's Degree earned at an accredited college or university (includes PhD, EdD, or JD).

- 2.11 Upon successful completion of the process resulting in such certification, the Board shall reimburse any teacher applying to the National Board of Professional Teaching Standards for national certification for up to \$2,000 in expenses, as approved by the Superintendent in advance, incurred by the teacher in the application process, including the application fee and the costs of materials required, and any necessary travel. The Board shall pay an annual stipend of \$1,000 to any teacher who is and remains certified by the National Board of Professional Teaching Standards. "National Board Certification" includes the following: NBPTS (National Board for Professional Teaching Standards), ASHA (American Speech-Language-Hearing Association), NASP (National Association of School Psychologists), and NBCC (National Board for Certified Counselors).
- 2.12 Upon successful completion of the process resulting in such certification, the Board shall reimburse any social worker, school psychologist, and speech-language pathologist for required licensure and/or certification maintenance fees required for that bargaining unit member to bill for Medicaid services in which the district receives reimbursement, that exceed requirements to maintain Connecticut teaching certification, to include certifications from: the National Association of Social Workers (NASW), the National Association of School Psychologists (NASP), the American Speech-Language-Hearing Association (ASHA), and the Connecticut Department of Public Health (DPH).

- 2.13 The Board will expend up to \$120,000, effective July 1, 2025, \$130,000 effective July 1, 2026, and \$140,000 effective July 1, 2027 annually to reimburse teachers up to \$1,500 per year for graduate courses as approved in advance. Requests for reimbursement will be submitted by May 1st of the fiscal year in which the course is taken. After June 1st, teachers shall be informed of the amount they will receive for reimbursement, which shall not exceed the cost of the course taken as well as how many requests for reimbursement there are. If applications exceed the monies available, the monies will be divided equally by the number of applicants still ensuring the amount of reimbursement does not exceed the cost of the course (ensuring every teacher gets the same percentage of reimbursement).
- 2.14 Employees hired after 7/1/2013 shall be eligible for a longevity benefit. If a teacher has remained in continuous service with West Hartford Public Schools, except for leaves as defined in Article VII, for 20 or more years, the teacher shall receive an added annual salary stipend of \$250 each year worked beyond 20 years. At 25 years of continuous service with West Hartford Public Schools, the stipend shall increase to \$650 each year worked beyond 25 years.

ARTICLE III

SALARY DEDUCTIONS

- 3.1 Association Membership Dues
- A. The Association shall certify in writing to the Board annually by no-later-than August 1 the membership dues for the West Hartford Education Association, the Connecticut Education Association and the National Education Association for the ensuing year.
 - B. The Board of Education agrees to deduct from each employee who so authorizes in writing an amount equal to the Association membership dues by means of payroll deductions. The amount of the deduction from each paycheck for membership dues shall be equal to the total Association membership dues divided by the number of paychecks from and including the first paycheck in September through and including the last paycheck in June.
 - C. The Board shall provide the Association with the following information annually by the first pay date in October and shall also inform the Association of any changes monthly thereafter up to and including the first pay date in June:
 - (1) the names of all employees covered under this Agreement;
 - (2) the date that each employee commenced employment in the current year; and
 - (3) the proportion of the workday each employee is employed.
 - D. The Board of Education agrees to forward to the Association each pay period a check for the amount of money deducted during that pay period. The Board shall include with such check a list of teachers from whom such deductions were made.

3.2 Credit Union Deductions

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

3.3 Indemnification

The Association shall hold the Board harmless against any and all claims, demands, liabilities, lawsuits, attorneys' fees or other costs which may arise out of, or by reason of, actions taken against the Board as a result of the enforcement or administration of this Article.

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

ARTICLE IV

BOARD PREROGATIVES

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

expend monies appropriated by the town for the maintenance of the schools, and to make such transfers of funds within the appropriated budget as it shall deem desirable. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with or in violation of any of the specific terms and provisions of this Agreement.

ARTICLE V

PERSONAL INJURY BENEFITS

- 5.1 Whenever an employee is absent from school as a result of personal injury caused by an assault arising out of and in the course of his/her employment, (including work performed during the summer months) in accordance with Connecticut General Statutes § 10-236a he/she shall be paid his/her full salary (less the amount of any worker's compensation award made for temporary disability due to said injury) for the period of such absence. Such period shall not exceed the compensable period for worker's compensation. Whenever an employee is absent from school as a result of personal injury caused by an accident arising out of and in the course of his/her employment (including work performed during the summer months), the employee shall receive the workers' compensation payment and, at the election of the teacher, a supplement so that the teacher receives full pay, provided that in such cases the leave shall be charged to his/her annual or accumulated sick leave on a pro rata basis. Such period shall not exceed the compensable period for worker's compensation.
- 5.2 Should an employee recover from a third party damages for an illness or injury, (including death) that is compensable pursuant to Conn. Gen. Stat. Chapter 568 (Workers' Compensation), the employee shall reimburse the Board for the supplemental wage payments paid to them or on their behalf, up to the limit of such recovery, in the same manner that workers' compensation payments are reimbursed under applicable law (Conn. Gen. Stat. § 31-193).
- 5.3 The Board will reimburse employees up to \$250 for the cost of repair or replacement of personal property damaged or destroyed during the performance of the employee's duties. Such personal property shall consist of eyeglasses, watches, and/or clothing. Any teacher who wishes to file a claim for reimbursement under this paragraph must notify the Superintendent or their designee within five school days after the incident and will be offset by any insurance claim.

ARTICLE VI
GRIEVANCE PROCEDURE

6.1 Purpose

Grievance is hereby defined to mean:

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

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

6.2 Procedure

A. Type A and Type B Grievances

(1) Informal

- a. If a teacher feels that he/she may have a grievance, he/she should first discuss the matter with his/her principal or other appropriate administrator in an effort to resolve the problem informally.
- b. If the teacher is not satisfied with such disposition of the matter, he/she shall have the right to have the Association assist him/her in further efforts to resolve the problem informally with the principal or other appropriate administrator.

(2) Formal

a. Level One - Principal or Immediate Superior

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

claims has been violated, and the remedy requested. This statement is to be submitted on Grievance Form A.

b. Level Two - Superintendent

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

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

- [2] The Superintendent or his authorized representative(s) shall represent the administration at this level of the grievance procedure. Such authorized representative(s) shall be invested with authority to decide grievances for the Superintendent at this level. Within one (1) calendar week following receipt of the written grievance by the Superintendent, he or his authorized representative(s) shall meet with the aggrieved person (either alone or with an authorized Association representative in attendance, if the employee so desires). The Superintendent shall render a decision within one (1) calendar week following the conclusion of such meeting.

B. Type A Grievances

(1) Level Three - Board of Education

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

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

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

(2) Level Four - Binding Arbitration

- a. In the event that the employee is not satisfied with the disposition of his/her grievance at Level Three, the Association may submit the grievance for binding arbitration.
- b. The Association must notify the Superintendent of Schools in writing of its intention to submit a grievance for binding arbitration within thirty (30) calendar days following receipt by the aggrieved of the decision at Level Three and must commence the process for arbitration within five (5) calendar days following receipt of such notification by the Superintendent.
- c. The Association may submit a grievance for arbitration to a Committee of Three, or if requested by either the Association or the Board, to the American Arbitration Association or, at the option of the Association, to the Alternative Dispute Resolution Center.

If a grievance is submitted to the American Arbitration Association or, at the option of the Association, to the Alternative Dispute Resolution Center, the Board and the Association may choose expedited arbitration provided they mutually agree to do so.

- d. A Committee of Three shall be persons selected jointly by the Association and the Superintendent who are experienced, impartial and disinterested parties of recognized competence.
- e. If the Parties are unable to agree upon a Committee within five (5) calendar days following receipt by the Superintendent of notification from the Association of its intention to submit the grievance for arbitration, the Association shall submit the grievance immediately to the American Arbitration Association or, at the option of the Association, to the Alternative Dispute Resolution Center for binding arbitration in accordance with its administrative procedures, practices and rules.
- f. The Committee or the arbitrator shall receive evidence of the facts of the grievance and hear arguments of the Parties following which the Committee or the arbitrator shall render to the Superintendent, the Board, and the Association a finding of the facts relating to the grievance and a decision whether a specific provision of this Agreement was misinterpreted.

- g. The Committee or the arbitrator shall hear and decide only one grievance in each case, shall be bound by and must comply with all of the terms of the Agreement and shall have no power to add to, delete from, or modify in any way any of the provisions of this Agreement. The decision of the Committee or the arbitrator shall be binding upon both parties and all employees during the life of this Agreement, unless the same is contrary to law.
- h. All costs and expenses for the services of a Committee or an arbitrator shall be borne equally by the Board and the Association.

C. Type B Grievances - Alternative I

(1) Level Three - Board of Education

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

The Board must receive the grievance in writing (Forms A, B and C) within one (1) calendar week following receipt of the decision at Level Two.
- b. The Board, or its designated committee of Board members, shall meet with the employee within two (2) calendar weeks following receipt of the grievance. The Board shall render a decision within two (2) calendar weeks following conclusion of such meeting.

(2) Level Four - Advisory Arbitration

- a. In the event that the employee is not satisfied with the disposition of his/her grievance at Level Three, the Association may submit the grievance for advisory arbitration.
- b. Under Alternative I the Association must notify the Superintendent of Schools in writing of its intention to submit a grievance for advisory arbitration within thirty (30) calendar days following receipt by the aggrieved of the decision at Level Three and must commence the process for advisory arbitration within five (5) calendar days following receipt of such notification by the Superintendent.
- c. The Association may submit a grievance for arbitration to a Committee of Three, or if requested by either the Association or the Board, to the American Arbitration Association or, at the option of the Association, to the Alternative Dispute Resolution Center.

- d. A Committee of Three shall be persons selected jointly by the Association and the Superintendent who are experienced, impartial and disinterested parties of recognized competence.
- e. If the Parties are unable to agree upon a Committee within five (5) calendar days following receipt by the Superintendent of notification from the Association of its intention to submit the grievance for advisory arbitration, the Association shall submit the grievance immediately to the American Arbitration Association or, at the option of the Association, to the Alternative Dispute Resolution Center for advisory arbitration in accordance with its administrative procedures, practices and rules.
- f. The Committee or the arbitrator shall receive evidence of the facts of the grievance and hear arguments of the Parties following which the Committee or the arbitrator shall render to the Superintendent, the Board and the Association a finding of the facts relating to the grievance and an advisory opinion whether, as applicable, Article IV of this Agreement was misinterpreted, or a specific provision of the School Code that explicitly relates to salaries or other conditions of employment was misinterpreted, or any action taken or refused by administrative personnel was unfair. The Committee or the arbitrator shall have no power or authority to render an opinion the effect of which would be to modify, alter or amend the terms of the Article.
- g. The opinion of the Committee or the arbitrator shall be submitted to the Board and the Association and shall be advisory only and no judgment may be entered thereon.
- h. Upon receipt and consideration of the report of the Committee or the arbitrator, the Board shall reconsider the decision made at Level Three and shall notify the employee and the Association of its decision to modify or affirm same within two (2) calendar weeks of receipt of the report. During the reconsideration, the Board may request but not require that the employee meet with the Board.
- i. All costs and expenses for the services of a Committee or an arbitrator shall be borne equally by the Board and the Association.

D. Type B Grievances - Alternative II

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

receipt of the decision of the Superintendent at Level Two and must commence the process for advisory arbitration within five (5) calendar days following receipt of such notification by the Chairman of the Board of Education.

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

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

6.3 Rights of Employee to Representation

- A. No reprisals of any kind shall be taken by the Board or by any member of the administration against anyone by reason of participation in the grievance procedure or support of any participant thereto.
- B. Any employee or the Board may be represented at any stage of this grievance procedure by any person(s) of his/her or its choice, provided however, that exclusive organizational representation shall be by the Association. When the employee is not represented by the Association, the Association shall be given an opportunity to be present and state its views at any stage of this grievance procedure.

6.4 Miscellaneous

- A. The Board and the Association agree that
 - (1) Every reasonable effort should be made to resolve grievances at the administrative level most directly involved.
 - (2) Nothing herein contained shall be construed as limiting the right of any employee having a grievance or dispute to discuss the matter informally with an authorized representative of the administration or the Association or both.
- B. Since it is important that grievances or disputes be processed as rapidly as possible, the number of days indicated at any level should be considered as maximum and every effort should be made to expedite the process. The time limits specified at all levels may be extended by the mutual agreement of the Superintendent of Schools and the President of the Association.
- C. A class grievance is a grievance affecting a group or class of employees covered under this unit.

The WHEA is the grievant in a class grievance. A class grievance shall commence at Level Two. Before the WHEA files a class grievance, the President of WHEA and the Superintendent or his designee shall meet and seek to resolve the issue(s) informally.
- D. Any grievance, not presented for disposition through the grievance procedure within twenty-five (25) calendar days of the occurrence of the condition giving rise thereto, or within twenty-five (25) calendar days of the employee's or the Association's notice or knowledge thereof shall not be considered a grievance under this Agreement. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be considered acceptance by the aggrieved of the decision rendered, and such decision shall thereafter be binding upon the aggrieved and the Association.

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

ARTICLE VII

LEAVES OF ABSENCE

7.1 Sick Leave

- A. Each ten-month employee is entitled to sick leave with full pay of up to 15 school days in each contract year. For employees whose effective date of employment precedes July 1, 1987, unused sick leave shall be accumulated from year to year so long as the employee remains continuously in the service of the Board. For employees whose effective date of employment is July 1, 1987 or thereafter, each ten-month employee shall have unused sick leave accumulate to 187 days for the duration of the contract.
- B. If requested by the Superintendent, the employee shall provide at his/her expense a certificate from his/her physician confirming the sickness or the ability of the employee to return to work and perform his/her duties. The Board shall have the option of requiring a second opinion at its expense by having the employee select a physician for this purpose from a list of three names. The Superintendent shall obtain said list from the Hartford County Medical Association or, upon the teacher's request, from the Medical Association of the county in which the teacher resides, and present the list of three names as received from the Medical Association to the teacher. Such lists shall be composed of impartial physicians practicing in the appropriate field of medicine.
- C. Upon retirement, teachers employed before July 1, 2013 shall be paid the equivalent of one-half (1/2) of his/her total accumulated unused sick leave. The maximum paid shall not exceed forty-five (45) days. For all teachers, such payment shall be at the rate of 1/185 of his/her annual salary. The Board shall provide employees the option of placing this severance benefit in a pre-tax account in accordance with state and federal law from which the employee may pay for health insurance benefits after retirement.

- D. Upon death, the spouse of an active employee hired before July 1, 2013, the spouse of that employee, or in the event that there is no then surviving spouse, the minor children of an employee, or in the event that there are no then surviving minor children of an employee, the estate of an employee shall be paid one-half (1/2) of the employee's accumulated unused sick leave. The maximum paid shall not exceed forty-five (45) days.
- E. Upon death of an active employee hired on or after July 1, 2013, the spouse of that employee, or in the event that there is no then surviving spouse, the minor children of an employee, or in the event that there are no then surviving minor children of an employee, the estate of an employee shall be paid one-half (1/2) of the employee's accumulated unused sick leave. The maximum paid shall not exceed twenty-five (25) days.
- F. The Superintendent shall grant 50% of the unused sick leave accumulated by an employee as a contracted teacher in another school system provided employment in that school system terminated no more than one hundred (100) calendar days prior to the commencement of employment in the West Hartford Public Schools. The number of days granted shall not exceed thirty (30) days.
- G. Each employee shall receive by November 30th or earlier whenever possible a statement of his/her total unused accumulated sick leave as of the opening of school that year. This statement shall include the number of days sick leave for the current school year.
- H. Teachers on Long Term Disability shall be eligible for step advancement, if applicable, provided they work ninety (90) work days or more in the school year in which the long term disability commenced.
- I. If a teacher is absent because of illness, due to a communicable disease (examples include but are not limited to: mumps, measles, chicken pox, conjunctivitis, lice, impetigo, fifth disease, mononucleosis, etc.) traceable to contact made in school, the absence shall not be charged against their annual or accrued sick leave. This provision shall not apply to Covid-19.
- J. A teacher on an FMLA qualifying leave for the birth or adoption of a child may use up to twenty (20) sick days concurrently with any such FMLA leave beyond their period of disability if applicable.
- K. A teacher may use up to forty (40) hours yearly of the allowable sick days for the illness of a family member of the teacher. In accordance with Public Act 24-8 (as may be amended from time to time), for the purposes of this section, "family member" shall mean a "spouse, sibling, child, grandparent, grandchild or parent of an employee or an individual related to the employee by blood or affinity whose close association the employee shows to be equivalent to those family relationships."

7.2 Childrearing Leave

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

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

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

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

- (1) Unless the Executive Director of Human Resources and the teacher both agree otherwise, duration of childrearing leave shall be for no less than each entire period for which the teacher is eligible and which the teacher chooses.

- (2) The Executive Director of Human Resources of Schools must receive initial notification of intent to take childrearing leave in writing at least thirty (30) school days prior to the date such leave is to commence (i.e., the date disability caused by pregnancy and childbirth ends or the date adoption is completed).

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

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

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

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

- (4) Childrearing leave shall be without salary and any contribution by the Board for the cost of insurance benefits. However, the teacher shall be allowed the opportunity to continue applicable insurance coverage at his/her expense.

7.3 Personal Days -- Where Necessary and Unavoidable

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

7.4 Professional Days

- A. In addition to such leave time and personal days, each employee may, in the discretion of the Superintendent, be permitted days for attendance at recognized educational meetings or for visiting and studying other school systems. Such days shall be granted by the Superintendent on the basis of benefit to the school system.
- B. The Board shall pay, within the limits of appropriations, the reasonable expenses (including fees, meals, lodging and/or transportation as approved in advance) incurred by employees who attend workshops, seminars, conferences or other professional improvement sessions at the request and/or with the advance and final approval of the Principal and Superintendent for particular purposes of special benefit of the school system and/or the individual participating.

- C. At the discretion of the Superintendent, the President of the Association shall be entitled to released time for performance of the duties of the office; the Association will make full payment to the Board for the released portion of the President's time. Also at the discretion of the Superintendent, other Association officers and official representatives shall be entitled to released time for the performance of the duties of their offices; requests for such leaves shall be submitted by the Association President to the Superintendent. Permission for released time shall not be unreasonably withheld.

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

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

7.5 General Leave

- A. The Superintendent, at his/her discretion, may grant requests for leave of absence for a school year or part of a school year if in his/her judgment such leave will serve the interests of the West Hartford Public Schools.
- B. Such leave shall be without salary but may be with benefits.
- C. Insurance benefits shall be limited to those that can apply under the terms of the master policies of the insurance programs provided through this Agreement and shall cost the Board no more than they would have if the employee had not been on leave.
- D. Such leave must continue for its full term unless in the judgment of the Superintendent it is in the interest of the school system to grant the request of an employee to return to active duty before his/her leave terminates.
- E. An employee will not be entitled to such advancement on the salary schedule nor such accumulation of sick leave that he/she would have earned had he/she not been on leave except that the Superintendent may grant same acting on the recommendation of the Professional Growth Committee that significant professional growth has taken place in accordance with a pre-approved plan.
- F. In order to assure that the greatest benefits of this voluntary leave policy accrue to the school district and the employees, the Board of Education shall annually cause to be published a statement of the policy, an indication of the range of forms such leave may take, and the supportive programs which may be offered. Among such offerings may be voluntary pairing, placement service to help in securing employment for the leave period, additional compensation for stated reasons, etc.

- G. A condition of accepting general leave shall be that the teacher shall inform the Superintendent in writing by registered mail by March 1 of the year of the leave of his/her intention to return as of the beginning of the ensuing school year or to resign effective the end of the leave. Failure to do so shall be tantamount to resignation.

7.6 Adoption Leave

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

7.7 Paternity Leave

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

7.8 Military Leave

A. Leave for Reserve Training

1. An employee who is a member of the reserve corps of any branch of the armed forces of the United States, including the Connecticut National Guard, shall be entitled to leave to engage in required field training.
2. Any military pay received by the employee shall reduce the employee's Board salary on a dollar-for-dollar basis for the duration of the leave.
3. The period of leave shall not exceed thirty (30) days in any calendar year.
4. All other conditions of employment will be treated as any other leave with pay.

B. Leave for Involuntary Active Duty

1. An employee who is involuntarily called to perform military duty in any branch of the armed forces of the United States shall be entitled to leave for the period of activation.
2. If the employee taking such leave is a full-time employee with six months of service with the Board, he/she shall be paid the difference between all military pay received and the employee's base salary with the Board when such military pay is less than the employee's base salary. All computations shall be based on bi-weekly equivalents. Military pay will be estimated at the time of leave and differences with actual military pay will be reconciled upon return to Board service.
3. During such leave, medical benefits shall be continued for the employee and his/her dependents, but there will be coordination of benefits with any coverage provided by the federal government's military health insurance program.
4. Upon return from leave, the employee shall be offered reemployment as required by the Uniformed Services Employment and Reemployment Rights Act ("USERRA") and applicable state law. The employee shall be

entitled to the seniority and rights and benefits determined by seniority that he/she would have attained if he/she had remained continuously employed.

5. All other conditions of employment will be treated as any other leave with pay.
6. If the employee taking such leave is not a full-time employee with six months of service with the Board, the leave shall be without pay and shall be subject to the terms set forth in part C.

C. Leave for Voluntary Active Duty

1. An employee who voluntarily enlists for full-time active service in any branch of the armed forces of the United States shall be entitled to leave, but the leave shall be without pay.
2. Upon return from leave, the employee shall be offered reemployment as required by USERRA and applicable state law. The employee shall be entitled to the seniority and rights and benefits determined by seniority that he/she would have attained if he/she had remained continuously employed.
3. During such leave, the employee may elect to continue medical benefits for the employee and his/her dependents for up to 24 months, as set forth in USERRA.
4. All other conditions of employment will be treated as any other leave without pay.

7.9 General

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

- E. The period of time an employee is on leave as defined in this Article shall be counted in determining placement on staff reduction and recall lists as defined in Article XVII whether or not step advancement in salary is granted.

ARTICLE VIII

INSURANCE

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

8.2 Health Insurance Benefits

A. State Partnership Health Plan

Subject to the conditions set forth below, the Board shall offer each bargaining unit member the opportunity to participate in the Connecticut State Partnership Plan 2.0 (SPP) for medical benefits. The medical benefits shall be as set forth in the SPP effective on July 1, 2019, including any subsequent amendments or modifications made to the SPP by the State and its employee representatives. The administration of the SPP, including open enrollment, beneficiary eligibility and changes, and other administration provisions shall be as established by the SPP.

- a. The premium rates shall be set by the SPP. Based on such rates, the Board shall establish a blended rate to provide the same rate to active and retired teachers in accordance with statute.
- b. For the 2025-2026 and 2026-2027 contract years, the Board shall pay for all full-time employees seventy nine and one-quarter percent (79.25%) of the premium cost, and the employee shall pay twenty and three-quarter percent (20.75%) of such cost. Effective July 1, 2027 the Board shall pay for all full-time employees seventy eight and three-quarter percent (78.75%) of the premium cost, and the employee shall pay twenty and one-quarter percent (21.25%) of such cost.
- c. The SPP contains a Health Enhancement Plan (HEP) component. All employees participating in the SPP are subject to the terms and provisions of the HEP. In the event SPP administrators impose the HEP non-participation or noncompliance \$100 per month premium cost increase or the \$350 per participant to a maximum of \$1400 family annual deductible, those sums shall be paid 100% in their entirety by the non-participating or non-compliant employee. No portion or percentage shall be paid by the Board. The \$100 per month premium cost increase shall be implemented through payroll deduction, and the \$350/\$1400 annual deductible shall be implemented through claims administration.

- d. In the event any of the following occur, the Board or the Association may reopen negotiations in accordance with Conn. Gen. Stat. Section 10-153f(e) as to the sole issue of medical benefits, including plan design and plan funding, premium cost share and/or introduction of a replacement medical benefits plan in whole or in part.
- i) If the SPP in its current form is no longer available; or if the benefit plan design of the SPP is modified as a result of a change in the State's collective bargaining agreement with SEBAC, if such modifications would substantially increase the cost of the medical benefits plan offered herein. Reopener negotiations shall be limited to medical benefits plan design and funding, premium cost share and/or introduction of an additional optional medical benefits plan; and/or
 - ii) If Conn. Gen. Stat. Section 3-123rrr et seq. is amended, or if there are any changes to the administration of the SPP, or if additional fees and/or charges for the SPP are imposed so as to affect the Board, any of which amendments, changes, fees or charges (individually or collectively) would substantially increase the cost of the medical benefits plan offered herein. Reopener negotiations shall be limited to medical benefits plan design and funding, premium cost share and/or introduction of an additional optional medical benefits plan; and/or
 - iii) If the cost of medical benefits plan offered herein is expected to result in the triggering of an excise tax under The Patient Protection and Affordable Care Act ([ACA; P.L. 111-148], as amended, inter alia, by the Consolidated Appropriations Act of 2016 [P.L. 114-113]) and/or if there is any material amendment to the ACA that would substantially increase the cost of the medical benefits plan offered herein. Reopener negotiations shall be limited to medical benefits plan design and funding, premium cost share and/or introduction of an additional optional medical benefits plan.
- e. In any negotiations triggered under subparagraph e above as well as negotiations for a successor to the current collective bargaining agreement, the parties shall consider the High Deductible Health Plan with Health Savings Account plan design and premium cost share amounts that were in effect for the 2016-2019 collective bargaining agreement to be the baseline for such negotiations, and the parties shall consider the following additional factors:
- Trends in medical insurance plan design outside of the SPP;
 - The costs of different plan designs, including a high deductible health plan structure and a PPO plan structure.

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

8.3 Benefits

1. Vision

The Board shall make the State Partnership vision rider available to all teachers at 100% teacher cost for enrolled level (single, two person, family), such payments are applicable to the teachers Section 125 plan.

2. Dental

CIGNA Dental Care Plan

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

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

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

3. Life Insurance

Long term disability and group life insurances shall be provided at a level of coverage no-less-than that in effect June 30, 1998, provided that the maximum monthly long term disability benefit shall be 60% of an employee's salary up to \$7,000 and the maximum life insurance benefit shall be two times the employee's salary up to \$200,000, and provided further that there is a twenty-four month limitation for disabilities due to mental illness unless the employee is confined to a hospital or institution. The Board may substitute a comparable plan if agreed to by the Association. Such consent shall not be withheld except for just cause. The issue of just cause shall be subject to review through the grievance arbitration provision of this Agreement. No change shall be implemented prior to the completion of arbitration, if required.

4. Long Term Disability

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

5. Group Life

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

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

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

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

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

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

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

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

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

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

ARTICLE IX

ASSIGNMENTS, VACANCIES, TRANSFERS, AND PROMOTIONS

9.1 General

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

9.2 Assignments, Vacancies, and Transfers

A. Definitions

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

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

- B. The authority to assign, to fill vacancies, and to transfer rests solely with the Superintendent or his/her designees. Posting of vacancies via email communication will occur for all available certified staffing positions.
- C. To the extent possible each employee shall receive written notification by the sixth (6th) working day in June of his/her assignment and, if applicable, his/her transfer. In addition, the Board shall notify teachers of their salary placement and salary amount no later than the first paycheck of the year.
- D. Annually, the Superintendent will survey all teachers electronically concerning their interest in a voluntary transfer. Confirmation of receipt for the teachers' requests will be given to the teachers and WHEA electronically.
- E. The Superintendent or his designees will consider the voluntary transfer information before making assignments, following displacement, before

considering outside applicants for vacancies and before transferring involuntarily.

- F. Whenever the Superintendent must make an involuntary transfer, he shall consider length of service in the system, length of service at the level of teaching (elementary, middle, high), length of service in the area of teaching and the best educational interests of the school system.
- G. Notice of intent to transfer involuntarily shall be made in writing.

(1) Notice of intent mailed September 1 through July 31

- (a) The teacher may request a meeting with the Superintendent or his designee to discuss the reason, such request to be received by the Superintendent or his designee no-more-than five (5) weekdays (excluding holidays) following the date notice of intent to transfer is mailed.

The Superintendent or his designee shall meet with the teacher no-more-than five (5) weekdays (excluding holidays) following receipt of such request.

- (b) Transfer or revocation of intent thereof shall become effective eleven (11) weekdays (excluding holidays) following the date the notice of intent is mailed.

(2) Notice of intent mailed August 1 through August 31

- (a) The Superintendent or his designee shall make every reasonable effort before August 31 to discuss with the teacher the intent to transfer.
- (b) Transfer or revocation of intent thereof shall become effective immediately following such discussion or no-later-than August 31 whichever occurs first.

9.3 Promotions

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

- B. Current employment in the West Hartford school system shall be a factor in consideration for promotion to positions within the bargaining unit.

9.4 Job Sharing

Job sharing is a voluntary arrangement between two teachers and the Board, whereby two teachers shall share the responsibilities of one full-time position. Such position will be granted at the Board's discretion on an annual basis. The administration reserves the right to limit the number and location of job shares based on budget limitations, number of requests, and best interest of the district. The parties agree upon the following guidelines, and that the Board of Education, acting through the Administration, reserves the right to terminate the job-sharing program.

1. The staff member seeking a job share should first meet with the building principal to explain the proposal and request the recommendation of the principal.
2. If the principal is willing to recommend job sharing of the assignment identified by the staff member, he or she is then responsible for recommending a committed job-share partner within the district and developing a specific plan for the principal's recommendation. The plan must include a specific teaching schedule.
3. If the plan is recommended by the principal, the principal shall submit the plan to the Director of Human Resources for final approval and authorization, within the constraints of budget and staff.
4. The principal may consider the number of job shares in the building in any given year when determining whether to recommend a particular job share plan.
5. If the plan is not recommended at the building level, the potential job-share partners may appeal to the Director of Human Resources for an ultimate decision.
6. Staff who job share will each receive a benefits package if each works a minimum of 0.5 FTE.
7. Staff who job share must participate in all CSI activities.
8. Staff who job share must attend all faculty and department meetings unless mutually determined otherwise by the principal or department supervisor.
9. Job-share teachers shall be called first when there is need for a substitute, and he/she shall serve as the substitute if available at a pro-rated substitute rate. If not available, the typical process for securing a substitute will be followed.
10. The job-share assignment must be approved annually in accordance with the application, recommendation and approval process set out in the Guidelines.
11. In the event that one job-sharing member of a team leaves during the year, the remaining sharer will be given the option of assuming that position and becoming full time. If the sharer cannot do so, he/she shall be on the selection team for a long-term job-share substitute who shall be hired to complete the year.

12. All job-share requests must be indicated on preference forms by February 15.
13. These guidelines notwithstanding, the Superintendent has the ultimate decision-making authority as to the number of job shares and as to which of the particular job-share proposals are approved.
14. Job shares are subject to all the terms of the collective bargaining agreement.
15. Should the Administration wish to change any of the provisions of the Job Sharing Guidelines, it shall notify the Association in writing. The Association may agree to the proposed change, or at its option within thirty days after receipt of such proposed change, elect to negotiate over such proposed change.

ARTICLE X

SUMMER EMPLOYMENT

10.1 Recognition

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

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

10.2 Board Prerogatives

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

10.3 Salaries

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

- a. employed to teach in the Board of Education summer school,
- b. employed to work on the assessment, improvement or development of curriculum, or
- c. employed to coordinate Summer Academy will receive a salary based on:
2025-2026: \$51.90 x number of hours actually teaching/coordinating
2026-2027: \$52.94 x number of hours actually teaching/coordinating
2027-2028: \$53.99 x number of hours actually teaching/coordinating

10.4 Personal Injury Benefits

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

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

10.6 No Strike Provision

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

10.7 Collection of Money

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

10.8 Consideration for Employment

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

10.9 Limitations

No other provision of this Agreement except

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

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

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

ARTICLE XI

CONTINUING EDUCATION EMPLOYMENT

11.1 Recognition

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

11.2 Board prerogatives

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

11.3 Salaries

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

2025-2026: \$45.43 x number of hours actually teaching

2026-2027: \$46.34 x number of hours actually teaching

2027-2028: \$47.27 x number of hours actually teaching

11.4 Consideration for Employment

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

11.5 Limitations

No other provision of this Agreement except

ARTICLE VI - Grievance Procedure

ARTICLE XVIII - Duration

ARTICLE XIX - Saving Clause

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

ARTICLE XII

NO STRIKE PROVISION

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

ARTICLE XIII

COLLECTION OF MONEY

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

ARTICLE XIV

LUNCH PERIOD

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

ARTICLE XV

EVALUATION SAFEGUARDS

- 15.1 There shall be a Teacher Evaluation Review and Advisory Committee to advise the Superintendent in carrying out his responsibilities under Section 10-151b of the Connecticut General Statutes. Such committee shall consist of eight members--four appointed by the Superintendent and four appointed by the President of the Association. Appointments shall be for a term of two (2) years.
- 15.2 No material concerning a teacher originating after original employment that is evaluative in nature shall be placed in the central personnel file unless the teacher has been notified and has been given a copy. A notation on the copy provided to the teacher, "cc: Personnel File," shall be deemed appropriate notification. The teacher may submit a written response to any such material, and such response shall be maintained in the file along with such material. No anonymous complaint shall be placed in a teacher's personnel file.

ARTICLE XVI

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

16.1 Class Size

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

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

Regular Instruction

Pre-Kindergarten

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

Kindergarten

23

Grades 1-3

23

Grades 4-5

27

Secondary Nonlaboratory

27

Secondary Laboratory

Number of student stations or up to 27

Special Instruction

State Guidelines

- B. The Board agrees that unless it experiences serious constraints of budget, instructional time and/or space, school organization, teacher qualifications and individual student needs, the following pupil/teacher ratios shall apply in determining the number of regular classroom teacher positions for this contract: 23:1 for grades 1 through 3, 27:1 for grades 4 and 5, and 17:1 for grades 9 through 12. No pupil/teacher ratio is applied in determining the number of regular classroom teacher positions for grades 6 through 8 because these grades are team organized. However, the ratio of regular classroom teacher positions to pupil enrollment in 1981-82 will not be exceeded for the duration of the contract.
- C. The Board will provide the Association with an enrollment report of each elementary class and each middle school and high school section as of a date midway through the first and second semesters of each academic year.

- 16.2 The Board and the Association recognize and agree that the range of learner-types (such as mandated special education students, ESOL, gifted) a teacher is assigned is also a significant factor affecting instructional effectiveness.

The Administration will consider this factor in organizing classes and sections.

- 16.3 The Board and the Association recognize and agree that work loads among teachers should be equitable and that to accomplish this the Administration will consider other factors in addition to number of students and range of learner-types in making work assignments.

- 16.4 The Board and the Association recognize and agree that teachers are entitled to regular time and work schedules of teaching hours on which they can rely and which will be fairly and evenly maintained to the extent possible throughout the school system.
- 16.5 The Board and the Association recognize and agree that teachers' responsibility to their students and their profession entails the performance of duties and the expenditure of time before and/or following the normal student day of reasonable duration and reasonably scheduled.

Illustrative of such duties are:

- A. (1) being available to students and parents;
(2) participating in grade level, department and faculty meetings;
(3) participating in such activities for parents and community as open houses, curriculum nights, etc.;
(4) participating in system-level instructional improvement activities such as vertical curriculum teams, etc.

After consultation with the faculty, principals may schedule one session of parent-teacher conferences in the evening each year, such session to be no more than four (4) hours and to end no later than 8:00 p.m.

- B. Assuming responsibility for extracurricular activities (social and recreational) or co-curricular activities (extensions of the curriculum; i.e., drama, musicals, subject matter clubs, etc.) at no extra compensation unless otherwise provided in this Agreement.
- C. The Board and the Association recognize and agree that the presence of teachers without fee at other activities to assure appropriate student behavior will be decided voluntarily and professionally by each teacher.
- D. When graduation is scheduled during the academic school year, high school teachers shall be required to attend graduation, at their respective schools, without compensation. Teachers who are assigned to work graduation, and not merely attend, shall be compensated at the chaperone rate set forth in Appendix A-4.
- E. A teacher shall not privately tutor students, for a fee, who attend the same school as he/she works.
- 16.6 Teachers who are assigned to more than one school in a school day and who have to use their automobile to get from one school to another shall be reimbursed for the mileage involved at the prevailing IRS rate. Teachers whom travel between buildings will have at least thirty (30) minutes of travel time built into their schedule.

- 16.7 Recognizing that teachers need time during the school day to prepare plans and materials and to confer with parents and colleagues, the following planning periods shall be provided:

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

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

- 16.8 Teaching assignments should not normally exceed a Full Time Equivalent (FTE) position. 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. The following procedures will be effective in those situations:
- a. The Board shall notify the Association when the aforementioned circumstance arises.
 - b. The principal will seek volunteers from any available (preparation, lunch or duty period matches the period needed) certified teacher.
 - c. The Board and the Association will agree upon the selection of the appropriate teacher to fulfill the assignment based on subject content, the teacher's schedule, seniority, an effort to equalize any assignment that exceeds a full-time equivalent position will be made, and an effort will be made to minimize the number of different courses, preparations, and levels of instruction, as well as the number of students assigned.
 - d. The assignment of the extra class shall be made upon mutual agreement and only after a meeting and discussion between the teacher involved and the Principal has occurred.
 - e. Any teacher exceeding a 1.0 FTE shall receive additional compensation in the rate of each additional class equaling .17 of the teacher's salary. In addition, the sixth period shall be in lieu of that teacher's scheduled duty period (this may necessitate a change in their lunch or preparation period timing).
- 16.9 Teachers at the high school level shall remain on campus during all examination periods.

16.10 Middle School Schedules

1. The Administration reserves the right to schedule related arts teachers at the Middle School to six classes per day. The current practice concerning the individual preparation time and relief from administrative assignments for such teachers shall be maintained.
2. Team teachers shall participate in learning lab periods, which shall include activities that provide meaningful support for children on their teams, but shall not be a sixth academic class. The current practice concerning the individual preparation and team preparation time scheduled for team teachers at the middle school shall be maintained.

3. The schedules of Middle School special education teachers shall be as follows: five instructional periods (co-taught, learning lab where resource support occurs, teaching, etc.), one testing/academic push-in period, one team period, one prep period, and one lunch period.
4. All Developmental Math Teachers at King Philip Middle School and Sedgwick Middle School shall be assigned to six (6) teaching periods per day. Such Developmental Math Teachers shall not be assigned administrative assignments or duties.

16.11 High School Science Teachers

1. The Board and the Association agree that full time science teachers at the high school level shall have one of the following class schedules for the 2024-25 school year:
 - a. Five (5) non-lab science classes with the assignment of five (5) duty periods per week; or
 - b. Four (4) science classes that require two (2) lab periods per week with no duties assigned; or
 - c. Three (3) science classes that require two (2) lab periods per week and one (1) non-lab science class with the assignments of two (2) duty periods per week.
2. The Board maintains its managerial rights to modify this class schedule for the 2025-26 school year. However, in the event the Board decides to make changes to this schedule, it agrees to first initiate informal discussions with the Association in an effort to resolve the impact bargaining issues concerning the professional responsibilities and class loads of teachers. If these informal discussions do not resolve these issues, the parties reserve their rights to require formal bargaining over impact issues in accordance with the law.
3. This agreement may be cited as past practice or precedent for an eight-period daily schedule only. In the event the Board moves to a class schedule that deviates from an eight-period schedule, the process set forth in Subsection 2 shall be utilized.

16.12 Elementary School Schedules

1. K-5 specials classes will be scheduled for forty (40) minutes on a three-day rotation (30 minutes on Wednesdays). PK specials classes will remain at thirty (30) minutes and will be scheduled on a three-day rotation.
2. Modified Specials will remain thirty (30) minutes in duration and will meet (only) once per week while maintaining a general alignment to the three-day rotation. In weeks with two letter days (e.g. weeks where both Monday and Thursday are an 'A' day), the modified class will only meet on one of the two days. Modified specials programming will be aligned across all program schools. The Board will pursue the development of a modified Music special for the 1B program. Modified specials will count as one section when looking at teachers' schedules.

3. Physical Education for the half-day Early Learning Centers ("ELC") will remain scheduled for thirty (30) minutes twice per week. ELC Physical Education will be scheduled independently of the three-day specials rotation and staffed by a teacher(s) who will travel to support ELC Physical Education and Unified Physical Education at IA program schools.
4. A course load of nineteen (19) to twenty-one (21) sections will correspond to fulltime employment (1.0 FTE). Teachers with twenty-one (21) sections will have assignments that include at least two modified specials in order to assure an equitable assignment. When calculating part time teachers full time equivalent status, the parties will consider the number of sections as well as other factors including but not limited to the type of sections, travel responsibilities, length of assigned time in buildings, etc.
5. Library Media Classes will be scheduled for sixty (60) minutes per week for students in grades K-5 at all schools with the exception of Charter Oak International Academy. Library Media Classes will be scheduled for forty-five (45) minutes per week Charter Oak International Academy. Duffy elementary may schedule grades K-5 for less than sixty (60) minutes per week; however, if they do, K-2 teachers will still be held harmless in the solution (they will still receive sixty minutes of non-contact-time to ensure equitable preparation time with their colleagues).

Classroom teachers in grades K-2 are not required to be present to assist or facilitate Library Media Class. Classroom teachers in grades 3-5 may be required to be present in the room during Library Media Class at the discretion of the Library Media Teacher to assist or facilitate library instruction (the intent is more often than not required, but the parties recognize there is always professional discretion allowed).

6. World language, instrumental music lessons and science instructional scheduling practices will remain unchanged from the 2021-22 school year.
7. PLC meetings will balance data team work and professional team responsibilities (e.g. collaborative review of student work, update on students of concern, provide opportunity for teacher-team professional responsibilities). Pre-K-5 teachers will have weekly grade level PLC meeting of at least forty (40) consecutive minutes. Schools will develop a plan for monthly PLC meetings for Specials teachers.
8. Specials instruction will occur on a three-day rotation, with at least five (5) minutes of passing time between classes. In the event of cancellation of school (i.e. emergency closing), the schedule will remain as planned in the rotation, and when the school day is rescheduled, it will be added to the next day in the rotation. A calendar of the specials rotation will be shared with teachers by the first day of the school year. A consistent schedule for late arrival, early dismissal and Wednesdays will be developed for protocols to be used in all elementary schools.

9. All elementary schools will identify a scheduling committee comprised of various stakeholders to make building-based decisions regarding topics such as the order of specials and scheduling of recess, passing time, and lunch periods. Each scheduling committee will be comprised of at least one primary grade teacher, one intermediate grade teacher, one unified arts teacher, one support services teacher, one curriculum specialist, and the school principal. The parties agree to engage in further discussions regarding the formulation of written guidelines to support school scheduling committee decision making. The written guidelines will require the school scheduling committees to designate math and ELA blocks of time per grade level and to investigate the implementation of flexible time blocks where appropriate and practicable for each grade. The written guidelines will make every effort to limit teachers' duty minutes to ninety (90) per week. The committee will recognize the need to consider duties in terms of balancing the number of contact minutes for specials teachers with differing numbers of sections across the district. The committee will recognize the importance of not pulling the Library Media Specialists assigned support staff during instructional periods (but cannot guarantee support). The committee will recognize the importance of streamlining arrival and dismissal times, including the length of bus duty, not to exceed fifteen minutes with a relief mechanism in place if due to unforeseen circumstances buses are late.
10. The parties understand that some adjustments to the Elementary Unified Arts curriculum implementation and pacing may need to be made. Summer curriculum development work will be provided to each department to allow teachers to be proactive and plan for these changes in consultation with department supervisors. This includes the development of curriculum for the Modified Music special within the 1B program.
11. Section 16.12 is based on the unique circumstances presented when the parties agreed to the terms of the revised elementary school schedule to begin during the 2022-2023 school year. The Board reserves its right to schedule the school day in accordance with Conn. Gen. Stat. § 10-153d(b) subject to any required impact bargaining.

ARTICLE XVII

EDUCATIONAL CLIMATE

17.1 Ensuring Good Communication

Whenever a student is experiencing an adverse personal situation that may impact their ability to learn, the teacher shall be notified as soon as possible.

17.2 Staff Safety & Student Discipline

The Board and Association recognize the importance of its students' and employees' well-being in the working and learning environment. The Board strives to create a safe and healthy working environment for its employees, consistent with the values of collegiality, respect and professionalism. The Board is committed to working in collaboration with the Association to foster a safe and effective learning environment for its students and to promote open lines of communication with its employees.

Any concerns with student safety shall be directed to the Building Administrator.

The Superintendent or their designee and the Union President and Vice President(s) agree to discuss staff safety and student discipline issues monthly.

- 17.3 In accordance with Conn. Gen. Stat. § 10-233g, as amended, if a teacher files with the school principal a written report concerning an assault on him or her in the performance of his or her duties, the principal must report that assault to the local policy authority. No school administrator may interfere with the right of a teacher or other school employee to file a report with the local police concerning threats of assault or actual assault by a student.

- 17.4 In accordance with Conn. Gen. Stat. § 10-236(c), as amended, any teacher of record in a classroom may request a behavior intervention meeting with the crisis intervention team for the school, as described in Connecticut statute, for any student whose behavior has caused a serious disruption to the instruction of other students, or caused self-harm or physical harm to such teacher or another student or staff member in such teacher's classroom. The crisis intervention team shall, upon the request of such teacher and notifying such student's parent or guardian, convene a behavior intervention meeting regarding such student. The participants of such behavior intervention meeting shall identify resources and supports to address such student's social, emotional and instructional needs. Not later than seven days after the behavior intervention meeting, the crisis intervention team shall submit to the parent or guardian of such student, in the dominant language of such parent or guardian, a written summary of such meeting, including, but not limited to, the resources and supports identified.

ARTICLE XVIII

COMMITTEES

- 18.1 There shall be a Joint Labor-Management Committee, which shall address ongoing operational issues of concern to either party. The Superintendent of Schools and the President of the Association shall each name three (3) representatives to the Committee, which shall be co-chaired by two (2) representatives designated by the Superintendent and the Association President respectively. The Committee shall hold meetings at least monthly. Either party may call for an emergency meeting of the Committee at any time, and by mutual agreement, which shall not be unreasonably withheld, the Committee shall convene for such meeting(s). Minutes shall be kept of Committee meetings.

- 18.2 There shall be a Joint Standing Committee with three (3) members appointed by the Board and three (3) members appointed by the Association. The charge of the Committee shall be (1) to update the extracurricular activities schedules, (2) to review any inconsistencies in these schedules, and (3) to review rationales for current and proposed stipends.
- 18.3 A Joint Committee shall review the work schedules at the magnet schools. The Board and the Association shall each appoint four (4) representatives to this committee.

ARTICLE XIX

FORCED STAFF REDUCTION AND RECALL

19.1 Forced Staff Reduction

- A. Forced staff reduction occurs when the total number of full-time positions or fraction thereof established and budgeted by the Board of Education from funds appropriated by the Town or other sources is less than the total number of full-time equivalent employees qualified and available for placement in these positions. This procedure shall not apply to persons employed under a durational shortage area permit, who are employed at the discretion of the Superintendent.

Forced staff reduction can result in dismissal from employment or displacement from assignment. Conditions that may result in the elimination of positions thus occasioning forced staff reduction are:

- (1) decline in student enrollment
- (2) change in curriculum or program
- (3) severe financial conditions

B. Teachers

- (1) Classification for reduction and displacement from assignment

a. Teachers shall be classified as follows:

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

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

- [2] tenured teachers with provisional certification

- by field in which certified

- [3] tenured teachers with professional educator

- by field in which certified

- b. If the assignment of an employee does not classify under an existing field of State certification, the assignment itself shall be treated as if it were a field of certification.
- (2) Order of reduction and displacement from assignment.

The order shall be as follows:

- a. Paraprofessionals shall not be used if their use would result in the termination of employment of fully-certified, regularly contracted teachers.
 - b. Nontenured teachers with temporary, interim, initial, provisional, or professional educator certification shall be the first classification of teachers to be dismissed from employment or displaced from assignment because of forced staff reduction.
 - c. Tenured teachers with provisional certification shall be the second classification of teachers to be dismissed from employment or displaced from assignment because of forced staff reduction.
 - d. Tenured teachers with professional educator certification shall be the third classification of teachers to be dismissed from employment or displaced from assignment because of forced staff reduction. Teachers with multiple endorsements may displace other if they have taught under that endorsement at some point in their career.
- (3) Criteria of reduction and displacement from assignment
- a. Nontenured teachers

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

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

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

- [2] length of service shall be determined on the basis of
 - (a) the length of current probationary service in West Hartford
 - (b) the amount, applicability and recency of experience relative to positions to be filled.

b. Tenured teachers with provisional certification

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

- [1] specified unique abilities and/or competencies possessed relative to identified needs of positions to be filled
- [2] amount, applicability and recency of experience relative to positions to be filled
- [3] amount, applicability and recency of preparation relative to positions to be filled
- [4] degree status recognized for salary purposes by the Board of Education
- [5] total experience recognized for salary purposes by the Board of Education

c. Tenured teachers with professional educator certification

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

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

- [2] When it is necessary to determine dismissal from employment the following factors shall be applied.
 - (a) specified unique abilities and/or competencies possessed relative to identified needs of positions to be filled
 - (b) amount, applicability and recency of experience relative to positions to be filled

- (c) amount, applicability and recency of preparation relative to positions to be filled
- (d) degree status recognized for salary purposes by the Board of Education
- (e) total experience recognized for salary purposes by the Board of Education

19.2 Recall

- A. The name of any regularly-contracted tenured teacher who is dismissed from employment as a consequence of forced staff reduction shall be placed upon a re-employment list and remain on such list for a maximum of twenty-six (26) calendar months following dismissal provided that during such period the dismissed teacher does not decline re-employment in a position of no less teaching time than the position he/she was in when dismissed or request that his/her name be removed from the re-employment list and provided the dismissed teacher applies in writing by registered mail for the retention of his/her name on said list on or before June 1 of each year subsequent to his/her dismissal.
- B. To be eligible for offer of re-employment, a person on the re-employment list must have been certified in the field and/or qualified for the level of the teacher position available and must have met the minimal standards of preparation or experience in the field and/or level (as defined in 1 B. (1) [b] and [c] of this Article) of the teacher position available as of the date he or she was dismissed from employment as a consequence of forced staff reduction. The order of offer of re-employment shall be reverse of the order of dismissal.
- C. No person shall be newly employed in a teacher position until all persons on the re-employment list eligible for the teacher position have either declined an offer of re-employment or been re-employed.
- D. If the Board does not hear from a person on the re-employment list within ten (10) calendar days following mailing of an offer of re-employment, the Board may proceed to offer re-employment to the person next eligible for re-employment or if there is no other person on the re-employment list, to employ a person new to the school system.
- E. Any person who has been dismissed from employment as a consequence of forced staff reduction will, upon re-employment, be placed on the applicable salary schedule and step and be credited with the number of sick leave days which he/she had accumulated at the date of dismissal.
- F. Recall shall not apply to interns, to interim teachers as defined in Article II, Section 9, or to administrative and supervisory personnel.

19.3 General Provisions

- A. Exceptions to the provisions of this Article may be allowed in unique circumstances if approved by the parties.
- B. It is recognized that the criteria, procedures and understandings above do not constitute a waiver of the employer's or employee's rights under Section 10-151 of the Connecticut General Statutes or other laws. Any provisions above which are found in conflict with statutes or State regulations are null and void and do not render other provisions inoperative.
- C. It is further recognized that nothing stated in this Article shall preclude or abridge the right of the Board of Education to determine the number and type of positions there shall be in the school system, in each school and in any department or other subdivision or level of the school system or school.
- D. It is also recognized that the Board of Education shall not be bound by the forced staff reduction provisions of this Article when it dismisses an employee or displaces him/her for reasons other than forced staff reduction. It is further recognized that the Board of Education shall not be bound by the recall provisions of this Article when it dismisses an employee for reasons other than forced staff reduction.
- E. To the extent possible, the Board will assist anyone dismissed under this Article in finding employment.
- F. For the purpose of determining displacement, an employee who is assigned a daily work schedule that is less than half-time shall be considered to be on leave full-time; an employee who is assigned a daily work schedule that is at least half-time but less than full-time shall be considered not to be on leave for the period of time daily that he/she is unassigned.

ARTICLE XX

DURATION

- 20.1 This Agreement constitutes the full and complete agreement between the parties on all subjects of negotiation. Neither party shall be required to negotiate on any subject, whether it is covered or not covered in this Agreement; provided, this requirement shall not be construed to waive the Association's rights under the Board-Teacher negotiations statute to negotiate changes that the Board proposes concerning mandatory subjects of negotiation.
- 20.2 The provision of this Agreement shall remain in full force and effect from July 1, 2025 through June 30, 2028.
- 20.3 Said Agreement shall automatically be renewed and shall continue in force and effect for additional periods of one year unless either the Board or the Association give written notice to the other by October 1 of the year prior to the year the Agreement is to terminate or any anniversary thereof of its desire to reopen this Agreement and to negotiate over the terms of a successor agreement.


ARTICLE XXI

SAVINGS CLAUSE

- 21.1 If any provision or any portion of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and the remainder of the Agreement shall remain in full force and effect.
- 21.2 This Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly authorized and executed by both parties.

IN WITNESS WHEREOF, the Parties hereto hereunto caused this Agreement to be executed by their duly authorized representatives on this 24th day of Feb, 2025.

WEST HARTFORD BOARD OF EDUCATION

By 

WEST HARTFORD EDUCATION ASSOCIATION

By 

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SALARY SCHEDULE

2025-2026

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

	DEGREE							Years of Experience Column For New Hire Placement			
STEP	BA	MA	MA+10	MA+20	MA+30	PHD/EDD	STEP	BA	MA	MA+30	PHD
1											
2	\$52,844	\$57,844	\$59,141	\$60,022	\$63,237	\$75,793	2	0-1	0-1	0-1	0-1
3	\$55,344	\$60,344	\$61,641	\$62,522	\$65,737	\$78,293	3	2	2	2	2
4	\$57,844	\$62,844	\$64,141	\$65,022	\$68,237	\$80,793	4	3-4	3-4	3-4	3-4
5	\$60,344	\$65,344	\$66,641	\$67,522	\$70,737	\$83,293	5	5	5	5	5
6	\$62,844	\$67,844	\$69,141	\$70,022	\$73,237	\$85,793	6	6	6	6	6
7	\$65,344	\$70,344	\$71,641	\$72,522	\$75,737	\$88,293	7	7	7	7	7
8	\$67,844	\$72,844	\$74,141	\$75,022	\$78,237	\$90,793	8	8	8	8	8
9	\$70,344	\$75,344	\$76,641	\$77,522	\$80,737	\$93,293	9	9	9	9	9
10	\$72,844	\$77,844	\$79,141	\$80,022	\$83,237	\$95,793	10				
11	\$75,244	\$81,930	\$82,948	\$84,030	\$88,471	\$98,193	11	10	10-12	10-12	10-12
12	\$78,066	\$88,580	\$89,598	\$90,680	\$95,121	\$100,943	12	11-12	13-15	13-15	13-18
13	\$84,220	\$104,736	\$105,935	\$107,307	\$112,350	\$119,496	13	13	16	16	19

Note: Only teachers on steps 10 through step 12 in 2024-25 shall move up a step on the 2025-26 schedule.

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

SALARY SCHEDULE
2026-2027

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

	DEGREE							Years of Experience Column For New Hire Placement			
STEP	BA	MA	MA+10	MA+20	MA+30	PHD/EDD	STEP	BA	MA	MA+30	PHD
1											
2	\$52,844	\$57,844	\$59,141	\$60,022	\$63,237	\$75,793	2	0	0	0	0
3	\$55,344	\$60,344	\$61,641	\$62,522	\$65,737	\$78,293	3	1-2	1-2	1-2	1-2
4	\$57,844	\$62,844	\$64,141	\$65,022	\$68,237	\$80,793	4	3	3	3	3
5	\$60,344	\$65,344	\$66,641	\$67,522	\$70,737	\$83,293	5	4-5	4-5	4-5	4-5
6	\$62,844	\$67,844	\$69,141	\$70,022	\$73,237	\$85,793	6	6	6	6	6
7	\$65,344	\$70,344	\$71,641	\$72,522	\$75,737	\$88,293	7	7	7	7	7
8	\$67,844	\$72,844	\$74,141	\$75,022	\$78,237	\$90,793	8	8	8	8	8
9	\$70,344	\$75,344	\$76,641	\$77,522	\$80,737	\$93,293	9	9	9	9	9
10	\$72,844	\$77,844	\$79,141	\$80,022	\$83,237	\$95,793	10	10	10	10	10
11	\$75,344	\$83,212	\$84,370	\$85,351	\$89,179	\$100,793	11				
12	\$78,066	\$88,580	\$89,598	\$90,680	\$95,121	\$105,793	12	11	11-13	11-13	11-13
13	\$87,220	\$107,736	\$108,935	\$110,307	\$115,350	\$122,496	13	12	14	14	14

Note: Teachers not yet at maximum shall move up a step on the 2026-27 schedule.

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

SALARY SCHEDULE
2027-2028

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

	DEGREE							Years of Experience Column For New Hire Placement			
STEP	BA	MA	MA+10	MA+20	MA+30	PHD/EDD	STEP	BA	MA	MA+30	PHD
1											
2	\$52,904	\$57,904	\$59,201	\$60,082	\$63,297	\$75,853	2	0	0	0	0
3	\$55,404	\$60,404	\$61,701	\$62,582	\$65,797	\$78,353	3	1	1	1	1
4	\$57,904	\$62,904	\$64,201	\$65,082	\$68,297	\$80,853	4	2-3	2-3	2-3	2-3
5	\$60,404	\$65,404	\$66,701	\$67,582	\$70,797	\$83,353	5	4	4	4	4
6	\$62,904	\$67,904	\$69,201	\$70,082	\$73,297	\$85,853	6	5-6	5-6	5-6	5-6
7	\$65,404	\$70,404	\$71,701	\$72,582	\$75,797	\$88,353	7	7	7	7	7
8	\$67,904	\$72,904	\$74,201	\$75,082	\$78,297	\$90,853	8	8	8	8	8
9	\$70,404	\$75,404	\$76,701	\$77,582	\$80,797	\$93,353	9	9	9	9	9
10	\$72,904	\$77,904	\$79,201	\$80,082	\$83,297	\$95,853	10	10	10	10	10
11	\$75,404	\$83,272	\$84,430	\$85,411	\$89,239	\$100,853	11	11	11	11	11
12	\$83,113	\$97,249	\$98,428	\$99,604	\$104,040	\$112,207	12				
13	\$90,220	\$110,736	\$111,935	\$113,307	\$118,350	\$125,496	13	12	12	12	12

Note: Teachers not yet at maximum shall move up a step on the 2027-28 schedule.

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

**ACADEMIC
MIDDLE SCHOOL
TEAM LEADERS**

Base Work Year

Base work year for teachers

Salary

- 1) Base work year - appropriate track and step of teachers' salary schedule plus \$6,367 in 2025-2026, in 2026-2027 \$6,494 and \$6,624 in 2027-2028.
- 2) Extended work year - two days beyond the teachers' work year - per diem rate (7.5 work hours).
- 3) Voluntary extended work year - appropriate track and step of teachers' salary schedule per diem rate.

Team leaders and Curriculum Specialists shall serve a term of three years, at the end of which the positions shall be posted. Incumbents shall be free to apply for reappointment.

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

**HEAD COACHES
STIPEND SCHEDULE
2025-2026**

Position	Step			
	1	2	3	4
Football	\$8,257	\$8,688	\$9,121	\$9,550
Ice Hockey	\$7,005	\$7,405	\$7,806	\$8,207
Gymnastics	\$6,490	\$6,873	\$7,253	\$7,637
Soccer	\$6,425	\$6,805	\$7,183	\$7,556
Wrestling	\$6,295	\$6,666	\$7,037	\$7,406
Lacrosse	\$6,295	\$6,666	\$7,037	\$7,406
Basketball	\$7,800	\$8,163	\$8,524	\$8,889
Track	\$6,103	\$6,459	\$6,817	\$7,180
Field Hockey	\$6,103	\$6,459	\$6,817	\$7,180
Baseball	\$6,395	\$6,737	\$7,081	\$7,416
Softball	\$6,395	\$6,737	\$7,081	\$7,425
Indoor Track	\$5,647	\$5,978	\$6,311	\$6,644
Swimming	\$6,064	\$6,391	\$6,714	\$7,038
Cheerleading	\$4,004	\$4,216	\$4,446	\$4,673
Volleyball	\$5,948	\$6,226	\$6,507	\$6,784
Tennis	\$5,057	\$5,334	\$5,609	\$5,883
Cross Country	\$5,127	\$5,378	\$5,633	\$5,883
Golf	\$5,160	\$5,401	\$5,642	\$5,883
E-Sports	\$2,685	\$2,819	\$2,960	\$3,108

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

**ASSISTANT COACHES
STIPEND SCHEDULE
2025-2026**

Position	Step			
	1	2	3	4
Football	\$5,801	\$6,120	\$6,444	\$6,770
Ice Hockey	\$5,113	\$5,413	\$5,715	\$6,016
Gymnastics	\$4,866	\$5,154	\$5,441	\$5,727
Soccer	\$4,818	\$5,103	\$5,384	\$5,671
Wrestling	\$4,725	\$4,999	\$5,276	\$5,555
Lacrosse	\$4,725	\$4,999	\$5,276	\$5,555
Basketball	\$5,187	\$5,459	\$5,732	\$6,002
Track	\$4,577	\$4,846	\$5,114	\$5,382
Field Hockey	\$4,577	\$4,846	\$5,114	\$5,382
Baseball	\$4,383	\$4,639	\$4,900	\$5,154
Softball	\$4,383	\$4,639	\$4,900	\$5,154
Indoor Track	\$3,800	\$4,020	\$4,243	\$4,468
Swimming	\$4,137	\$4,383	\$4,626	\$4,866
Cheerleading	\$2,373	\$2,749	\$3,128	\$3,507
Volleyball	\$3,942	\$4,152	\$4,363	\$4,567
Tennis	\$3,507	\$3,713	\$3,918	\$4,124
Cross Country	\$3,674	\$3,865	\$4,048	\$4,239
Golf	\$3,379	\$3,563	\$3,743	\$3,922
E-Sports	\$1,624	\$1,704	\$1,790	\$1,880

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

**HEAD COACHES
STIPEND SCHEDULE
2026-2027**

Position	Step			
	1	2	3	4
Football	\$8,422	\$8,862	\$9,303	\$9,741
Ice Hockey	\$7,145	\$7,553	\$7,962	\$8,371
Gymnastics	\$6,620	\$7,010	\$7,398	\$7,789
Soccer	\$6,553	\$6,942	\$7,326	\$7,707
Wrestling	\$6,421	\$6,799	\$7,178	\$7,554
Lacrosse	\$6,421	\$6,799	\$7,178	\$7,554
Basketball	\$7,956	\$8,326	\$8,695	\$9,067
Track	\$6,225	\$6,588	\$6,953	\$7,323
Field Hockey	\$6,225	\$6,588	\$6,953	\$7,323
Baseball	\$6,523	\$6,872	\$7,222	\$7,565
Softball	\$6,523	\$6,872	\$7,222	\$7,573
Indoor Track	\$5,760	\$6,098	\$6,437	\$6,777
Swimming	\$6,185	\$6,519	\$6,848	\$7,179
Cheerleading	\$4,084	\$4,300	\$4,535	\$4,766
Volleyball	\$6,067	\$6,351	\$6,637	\$6,920
Tennis	\$5,158	\$5,440	\$5,721	\$6,001
Cross Country	\$5,229	\$5,486	\$5,746	\$6,001
Golf	\$5,263	\$5,509	\$5,754	\$6,001
E-Sports	\$2,738	\$2,876	\$3,019	\$3,170

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

**ASSISTANT COACHES
STIPEND SCHEDULE
2026-2027**

Position	Step			
	1	2	3	4
Football	\$5,917	\$6,242	\$6,573	\$6,905
Ice Hockey	\$5,216	\$5,521	\$5,829	\$6,136
Gymnastics	\$4,964	\$5,257	\$5,549	\$5,842
Soccer	\$4,915	\$5,205	\$5,491	\$5,785
Wrestling	\$4,819	\$5,099	\$5,382	\$5,666
Lacrosse	\$4,819	\$5,099	\$5,382	\$5,666
Basketball	\$5,290	\$5,568	\$5,847	\$6,122
Track	\$4,668	\$4,943	\$5,217	\$5,489
Field Hockey	\$4,668	\$4,943	\$5,217	\$5,489
Baseball	\$4,471	\$4,732	\$4,998	\$5,257
Softball	\$4,471	\$4,732	\$4,998	\$5,257
Indoor Track	\$3,875	\$4,100	\$4,328	\$4,557
Swimming	\$4,220	\$4,471	\$4,718	\$4,964
Cheerleading	\$2,420	\$2,804	\$3,191	\$3,577
Volleyball	\$4,021	\$4,235	\$4,450	\$4,658
Tennis	\$3,577	\$3,787	\$3,996	\$4,206
Cross Country	\$3,748	\$3,942	\$4,129	\$4,324
Golf	\$3,447	\$3,634	\$3,818	\$4,000
E-Sports	\$1,656	\$1,739	\$1,826	\$1,917

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

**HEAD COACHES
STIPEND SCHEDULE
2027-2028**

Position	Step			
	1	2	3	4
Football	\$8,590	\$9,039	\$9,489	\$9,936
Ice Hockey	\$7,288	\$7,704	\$8,121	\$8,538
Gymnastics	\$6,752	\$7,150	\$7,546	\$7,945
Soccer	\$6,685	\$7,080	\$7,473	\$7,861
Wrestling	\$6,550	\$6,935	\$7,321	\$7,705
Lacrosse	\$6,550	\$6,935	\$7,321	\$7,705
Basketball	\$8,115	\$8,493	\$8,869	\$9,248
Track	\$6,349	\$6,720	\$7,092	\$7,470
Field Hockey	\$6,349	\$6,720	\$7,092	\$7,470
Baseball	\$6,654	\$7,009	\$7,367	\$7,716
Softball	\$6,654	\$7,009	\$7,367	\$7,725
Indoor Track	\$5,875	\$6,220	\$6,566	\$6,913
Swimming	\$6,309	\$6,650	\$6,985	\$7,322
Cheerleading	\$4,165	\$4,386	\$4,626	\$4,861
Volleyball	\$6,188	\$6,478	\$6,769	\$7,058
Tennis	\$5,261	\$5,549	\$5,836	\$6,121
Cross Country	\$5,334	\$5,596	\$5,861	\$6,121
Golf	\$5,369	\$5,619	\$5,870	\$6,121
E-Sports	\$2,793	\$2,933	\$3,080	\$3,234

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

**ASSISTANT COACHES
STIPEND SCHEDULE
2027-2028**

Position	Step			
	1	2	3	4
Football	\$6,035	\$6,367	\$6,705	\$7,043
Ice Hockey	\$5,320	\$5,632	\$5,946	\$6,259
Gymnastics	\$5,063	\$5,362	\$5,660	\$5,959
Soccer	\$5,013	\$5,309	\$5,601	\$5,900
Wrestling	\$4,916	\$5,201	\$5,490	\$5,779
Lacrosse	\$4,916	\$5,201	\$5,490	\$5,779
Basketball	\$5,396	\$5,680	\$5,964	\$6,244
Track	\$4,762	\$5,042	\$5,321	\$5,599
Field Hockey	\$4,762	\$5,042	\$5,321	\$5,599
Baseball	\$4,560	\$4,826	\$5,098	\$5,362
Softball	\$4,560	\$4,826	\$5,098	\$5,362
Indoor Track	\$3,953	\$4,182	\$4,415	\$4,648
Swimming	\$4,304	\$4,560	\$4,813	\$5,063
Cheerleading	\$2,468	\$2,860	\$3,255	\$3,648
Volleyball	\$4,102	\$4,320	\$4,539	\$4,751
Tennis	\$3,648	\$3,863	\$4,076	\$4,290
Cross Country	\$3,822	\$4,021	\$4,212	\$4,410
Golf	\$3,516	\$3,707	\$3,895	\$4,080
E-Sports	\$1,689	\$1,773	\$1,862	\$1,956

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

INTRAMURAL SPORTS EXTRA COMPENSATION

<u>POSITION</u>		2025-26	2026-27	2027-28
High School Leader	Per season	\$1,696	\$1,730	\$1,765
Middle School Coordinator	Per year	\$5,868	\$5,985	\$6,105
Assistant to Middle School Coordinator	Per year	\$1,171	\$1,194	\$1,218
Middle School Leader	Per session	\$55.25	\$56.36	\$57.49
Advanced Placement Coordinator Per High School	Per year	\$3,483	\$3,553	\$3,624

The duration of each intramural session shall be one and one half (1 ½) hours. The session shall include the time necessary for students to change clothing, the time students are engaged in the intramural activity, and the time students are waiting for the late bus.

MISCELLANEOUS

Supervisory Saturday detention

Rate per Hour of Actual Supervision

2025-26	2026-27	2027-28
\$51.31	\$52.33	\$53.38

Weekend Test Coordinator

Rate per session:

2025-26	2026-27	2027-28
\$612.00	\$624.24	\$636.72

Chaperone Rate For School Activities:

Rate per Activity:

2025-26	2026-27	2027-28
\$60.74	\$61.96	\$63.19

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

Chaperone Rate For School Activities That Require An Overnight Stay:

2025-26	2026-27	2027-28
\$134.96	\$137.66	\$140.41

Elementary Stipends: Each elementary school shall receive \$1,000 per year for stipends.

STRIVE Program Coordinator per year:

2025-26	2026-27	2027-28
\$6,367	\$6,494	\$6,624

Board Certified Behavioral Analysts (BCBAs) per year:

2025-26	2026-27	2027-28
\$6,367	\$6,494	\$6,624

Teachers who are BCBAs shall be expected to work two summer days.

STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE**2025-2026**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$56	\$59	\$62	\$67
ELEMENTARY					
inter-el orchestra director	58	\$3,303	\$3,455	\$3,609	\$3,837
inter-el band director	58	\$3,303	\$3,455	\$3,609	\$3,837
inter-el choir director	58	\$3,303	\$3,455	\$3,609	\$3,837
inter-el choir manager	47	\$2,675	\$2,799	\$2,923	\$3,110
inter-el band manager	47	\$2,675	\$2,799	\$2,923	\$3,110
inter-el coordinator of festival	47	\$2,675	\$2,799	\$2,923	\$3,110
inter-el orchestra manager	47	\$2,675	\$2,799	\$2,923	\$3,110
Elementary Choir		\$2,857	\$2,988	\$3,122	\$3,319
Elementary/Band Orchestra					
1 rehearsal per week		\$1,428	\$1,493	\$1,561	\$1,660
1.5 rehearsals per week		\$2,143	\$2,240	\$2,342	\$2,490
2 rehearsals per week		\$2,857	\$2,987	\$3,122	\$3,319
2.5 rehearsals per week		\$3,571	\$3,733	\$3,904	\$4,149
3 rehearsals per week		\$4,285	\$4,480	\$4,683	\$4,980
3.5 rehearsals per week		\$4,999	\$5,226	\$5,464	\$5,809
4 rehearsals per week		\$5,714	\$5,972	\$6,244	\$6,639
4.5 rehearsals per week		\$6,428	\$6,719	\$7,025	\$7,468
MIDDLE					
SEDGWICK					
drama director	83	\$4,724	\$4,943	\$5,164	\$5,492
drama club assistant	70	\$3,985	\$4,171	\$4,353	\$4,633
strings director	70	\$3,985	\$4,171	\$4,353	\$4,633
band director	70	\$3,985	\$4,171	\$4,353	\$4,633
choral director	60	\$3,416	\$3,573	\$3,733	\$3,969
top of sixes	59	\$3,358	\$3,515	\$3,671	\$3,905
drill team advisor - beginner	59	\$3,358	\$3,515	\$3,671	\$3,905
drill team advisor - advanced	59	\$3,358	\$3,515	\$3,671	\$3,905
TSA	59	\$3,358	\$3,515	\$3,671	\$3,905
video club	54	\$2,896	\$3,030	\$3,166	\$3,367
yearbook advisor	50	\$2,846	\$2,978	\$3,110	\$3,309
mock trial	49	\$2,789	\$2,918	\$3,048	\$3,245
student government advisor	48	\$2,731	\$2,860	\$2,987	\$3,177
newspaper advisor	48	\$2,731	\$2,860	\$2,987	\$3,177
math counts advisor	45	\$2,559	\$2,680	\$2,799	\$2,978
KING PHILIP					
drama director	83	\$4,724	\$4,943	\$5,164	\$5,492
drama club assistant	70	\$3,985	\$4,171	\$4,353	\$4,633
strings director	70	\$3,985	\$4,171	\$4,353	\$4,633

STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE

2025-2026

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$56	\$59	\$62	\$67
band director	70	\$3,985	\$3,930	\$4,102	\$4,366
choral director	60	\$3,416	\$3,573	\$3,733	\$3,969
Odyssey of the Mind	60	\$3,416	\$3,573	\$3,733	\$3,969
yearbook advisor	50	\$2,846	\$2,978	\$3,110	\$3,309
sixth dimension	59	\$3,358	\$3,515	\$3,671	\$3,905
mock trial	49	\$2,789	\$2,918	\$3,048	\$3,245
student government advisor	48	\$2,731	\$2,860	\$2,987	\$3,177
newspaper advisor	48	\$2,731	\$2,860	\$2,987	\$3,177
art club, 6th grade	48	\$2,731	\$2,860	\$2,987	\$3,177
HIGH SCHOOL					
CONARD					
drama director	90	\$5,122	\$5,361	\$5,598	\$5,957
unified theater (.5)	85	\$4,837	\$5,063	\$5,288	\$5,625
musicals director	75	\$4,268	\$4,467	\$4,664	\$4,963
newspaper advisor	74	\$4,212	\$4,407	\$4,602	\$4,897
yearbook advisor	74	\$4,212	\$4,407	\$4,602	\$4,897
student council advisor	66	\$3,757	\$3,931	\$4,106	\$4,368
stage manager	65	\$3,699	\$3,871	\$4,043	\$4,302
musicals assistant director	65	\$3,699	\$3,871	\$4,043	\$4,302
math team advisor	56	\$3,186	\$3,334	\$3,483	\$3,707
solo choir	56	\$3,186	\$3,334	\$3,483	\$3,707
GSA	56	\$3,186	\$3,334	\$3,483	\$3,707
freshman class advisor	45	\$2,559	\$2,680	\$2,799	\$2,978
sophomore class advisor	50	\$2,846	\$2,978	\$3,110	\$3,309
junior class advisor	55	\$3,130	\$3,276	\$3,421	\$3,640
senior class advisor	62	\$3,527	\$3,693	\$3,859	\$4,103
national honor society advisor	51	\$2,905	\$3,039	\$3,173	\$3,374
marching band director	50	\$2,846	\$2,978	\$3,110	\$3,309
mock trial	50	\$2,846	\$2,978	\$3,110	\$3,309
DECA advisor	49	\$2,789	\$2,918	\$3,048	\$3,245
environmental	49	\$2,789	\$2,918	\$3,048	\$3,245
world affairs club advisor	47	\$2,675	\$2,799	\$2,923	\$3,110
close-up Washington, DC	43	\$2,447	\$2,559	\$2,675	\$2,846
choreographer	42	\$2,390	\$2,501	\$2,614	\$2,781
Spanish trivia	40	\$2,277	\$2,383	\$2,488	\$2,649
HALL					
drama director	90	\$5,122	\$5,361	\$5,598	\$5,957
unified theater (.5)	85	\$4,837	\$5,063	\$5,288	\$5,625
musicals director	75	\$4,268	\$4,467	\$4,664	\$4,963
black box director	75	\$4,268	\$4,467	\$4,664	\$4,963

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE
2025-2026**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$56	\$59	\$62	\$67
newspaper advisor	74	\$4,212	\$4,407	\$4,602	\$4,897
yearbook advisor	74	\$4,212	\$4,407	\$4,602	\$4,897
student council advisor	66	\$3,757	\$3,931	\$4,106	\$4,368
stage manager	65	\$3,699	\$3,871	\$4,043	\$4,302
musicals assistant director	65	\$3,699	\$3,871	\$4,043	\$4,302
robotics	65	\$3,699	\$3,871	\$4,043	\$4,302
GSA	56	\$3,186	\$3,334	\$3,483	\$3,707
madrigal singers director	56	\$3,186	\$3,334	\$3,483	\$3,707
freshman class advisor	45	\$2,559	\$2,680	\$2,799	\$2,978
sophomore class advisor	50	\$2,846	\$2,978	\$3,110	\$3,309
junior class advisor	55	\$3,130	\$3,276	\$3,421	\$3,640
senior class advisor	62	\$3,527	\$3,693	\$3,859	\$4,103
national honor society advisor	51	\$2,905	\$3,039	\$3,173	\$3,374
art honor society advisor	50	\$2,846	\$2,978	\$3,110	\$3,309
marching band director	50	\$2,846	\$2,978	\$3,110	\$3,309
mock trial	50	\$2,846	\$2,978	\$3,110	\$3,309
world affairs club advisor	47	\$2,675	\$2,799	\$2,923	\$3,110
parents training class advisor	47	\$2,675	\$2,799	\$2,923	\$3,110
chemistry club	47	\$2,675	\$2,799	\$2,923	\$3,110
close-up Washington, DC	43	\$2,447	\$2,559	\$2,675	\$2,846
choreographer	42	\$2,390	\$2,501	\$2,614	\$2,781
Spanish trivia	40	\$2,277	\$2,383	\$2,488	\$2,649
debate team	40	\$2,277	\$2,383	\$2,488	\$2,649
AIDS awareness	40	\$2,277	\$2,383	\$2,488	\$2,649
TOWNWIDE					
Special Olympics coordinator	78	\$4,440	\$4,645	\$4,852	\$5,162
Special Olympics head coach	77	\$4,383	\$4,586	\$4,789	\$5,097
Unified Theater, Middle School	54	\$3,074	\$3,215	\$3,360	\$3,573

STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE
2026-2027

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$57	\$60	\$63	\$69
ELEMENTARY					
inter-el orchestra director	58	\$3,369	\$3,524	\$3,681	\$3,914
inter-el band director	58	\$3,369	\$3,524	\$3,681	\$3,914
inter-el choir director	58	\$3,369	\$3,524	\$3,681	\$3,914
inter-el choir manager	47	\$2,729	\$2,855	\$2,982	\$3,172
inter-el band manager	47	\$2,729	\$2,855	\$2,982	\$3,172
inter-el coordinator of festival	47	\$2,729	\$2,855	\$2,982	\$3,172
inter-el orchestra manager	47	\$2,729	\$2,855	\$2,982	\$3,172
Elementary Choir		\$2,914	\$3,047	\$3,185	\$3,385
Elementary/Band Orchestra					
1 rehearsal per week		\$1,457	\$1,523	\$1,592	\$1,693
1.5 rehearsals per week		\$2,186	\$2,285	\$2,389	\$2,540
2 rehearsals per week		\$2,914	\$3,046	\$3,185	\$3,385
2.5 rehearsals per week		\$3,642	\$3,808	\$3,982	\$4,232
3 rehearsals per week		\$4,371	\$4,569	\$4,776	\$5,079
3.5 rehearsals per week		\$5,099	\$5,331	\$5,573	\$5,925
4 rehearsals per week		\$5,828	\$6,092	\$6,369	\$6,772
4.5 rehearsals per week		\$6,557	\$6,853	\$7,165	\$7,618
MIDDLE					
SEDGWICK					
drama director	83	\$4,818	\$5,042	\$5,268	\$5,602
drama club assistant	70	\$4,065	\$4,254	\$4,440	\$4,725
strings director	70	\$4,065	\$4,254	\$4,440	\$4,725
band director	70	\$4,065	\$4,254	\$4,440	\$4,725
choral director	60	\$3,484	\$3,645	\$3,808	\$4,048
top of sixes	59	\$3,425	\$3,585	\$3,744	\$3,983
drill team advisor - beginner	59	\$3,425	\$3,585	\$3,744	\$3,983
drill team advisor - advanced	59	\$3,425	\$3,585	\$3,744	\$3,983
TSA	59	\$3,425	\$3,585	\$3,744	\$3,983
video club	54	\$2,954	\$3,091	\$3,229	\$3,434
yearbook advisor	50	\$2,903	\$3,038	\$3,172	\$3,375
mock trial	49	\$2,844	\$2,977	\$3,109	\$3,310
student government advisor	48	\$2,785	\$2,917	\$3,046	\$3,241
newspaper advisor	48	\$2,785	\$2,917	\$3,046	\$3,241
math counts advisor	45	\$2,610	\$2,733	\$2,855	\$3,038

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE
2026-2027**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$57	\$60	\$63	\$69
KING PHILIP					
drama director	83	\$4,818	\$5,042	\$5,268	\$5,602
drama club assistant	70	\$4,065	\$4,254	\$4,440	\$4,725
strings director	70	\$4,065	\$4,254	\$4,440	\$4,725
band director	70	\$4,065	\$4,009	\$4,184	\$4,453
choral director	60	\$3,484	\$3,645	\$3,808	\$4,048
Odyssey of the Mind	60	\$3,484	\$3,645	\$3,808	\$4,048
yearbook advisor	50	\$2,903	\$3,038	\$3,172	\$3,375
sixth dimension	59	\$3,425	\$3,585	\$3,744	\$3,983
mock trial	49	\$2,844	\$2,977	\$3,109	\$3,310
student government advisor	48	\$2,785	\$2,917	\$3,046	\$3,241
newspaper advisor	48	\$2,785	\$2,917	\$3,046	\$3,241
art club, 6th grade	48	\$2,785	\$2,917	\$3,046	\$3,241
HIGH SCHOOL CONARD					
drama director	90	\$5,225	\$5,468	\$5,710	\$6,076
unified theater (.5)	85	\$4,934	\$5,165	\$5,393	\$5,738
musicals director	75	\$4,353	\$4,556	\$4,758	\$5,063
newspaper advisor	74	\$4,296	\$4,496	\$4,694	\$4,995
yearbook advisor	74	\$4,296	\$4,496	\$4,694	\$4,995
student council advisor	66	\$3,832	\$4,010	\$4,188	\$4,455
stage manager	65	\$3,772	\$3,948	\$4,124	\$4,388
musicals assistant director	65	\$3,772	\$3,948	\$4,124	\$4,388
math team advisor	56	\$3,250	\$3,401	\$3,553	\$3,781
solo choir	56	\$3,250	\$3,401	\$3,553	\$3,781
GSA	56	\$3,250	\$3,401	\$3,553	\$3,781
freshman class advisor	45	\$2,610	\$2,733	\$2,855	\$3,038
sophomore class advisor	50	\$2,903	\$3,038	\$3,172	\$3,375
junior class advisor	55	\$3,193	\$3,342	\$3,490	\$3,713
senior class advisor	62	\$3,598	\$3,767	\$3,936	\$4,186
national honor society advisor	51	\$2,963	\$3,099	\$3,237	\$3,442
marching band director	50	\$2,903	\$3,038	\$3,172	\$3,375
mock trial	50	\$2,903	\$3,038	\$3,172	\$3,375
DECA advisor	49	\$2,844	\$2,977	\$3,109	\$3,310
Environmental	49	\$2,844	\$2,977	\$3,109	\$3,310
world affairs club advisor	47	\$2,729	\$2,855	\$2,982	\$3,172
close-up Washington, DC	43	\$2,496	\$2,610	\$2,729	\$2,903
choreographer	42	\$2,438	\$2,551	\$2,667	\$2,836
Spanish trivia	40	\$2,322	\$2,430	\$2,538	\$2,702

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE
2026-2027**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$57	\$60	\$63	\$69
HALL					
drama director	90	\$5,225	\$5,468	\$5,710	\$6,076
unified theater (.5)	85	\$4,934	\$5,165	\$5,393	\$5,738
musicals director	75	\$4,353	\$4,556	\$4,758	\$5,063
black box director	75	\$4,353	\$4,556	\$4,758	\$5,063
newspaper advisor	74	\$4,296	\$4,496	\$4,694	\$4,995
yearbook advisor	74	\$4,296	\$4,496	\$4,694	\$4,995
student council advisor	66	\$3,832	\$4,010	\$4,188	\$4,455
stage manager	65	\$3,772	\$3,948	\$4,124	\$4,388
musicals assistant director	65	\$3,772	\$3,948	\$4,124	\$4,388
robotics	65	\$3,772	\$3,948	\$4,124	\$4,388
GSA	56	\$3,250	\$3,401	\$3,553	\$3,781
madrigal singers director	56	\$3,250	\$3,401	\$3,553	\$3,781
freshman class advisor	45	\$2,610	\$2,733	\$2,855	\$3,038
sophomore class advisor	50	\$2,903	\$3,038	\$3,172	\$3,375
junior class advisor	55	\$3,193	\$3,342	\$3,490	\$3,713
senior class advisor	62	\$3,598	\$3,767	\$3,936	\$4,186
national honor society advisor	51	\$2,963	\$3,099	\$3,237	\$3,442
art honor society advisor	50	\$2,903	\$3,038	\$3,172	\$3,375
marching band director	50	\$2,903	\$3,038	\$3,172	\$3,375
mock trial	50	\$2,903	\$3,038	\$3,172	\$3,375
world affairs club advisor	47	\$2,729	\$2,855	\$2,982	\$3,172
parents training class advisor	47	\$2,729	\$2,855	\$2,982	\$3,172
chemistry club	47	\$2,729	\$2,855	\$2,982	\$3,172
close-up Washington, DC	43	\$2,496	\$2,610	\$2,729	\$2,903
choreographer	42	\$2,438	\$2,551	\$2,667	\$2,836
Spanish trivia	40	\$2,322	\$2,430	\$2,538	\$2,702
debate team	40	\$2,322	\$2,430	\$2,538	\$2,702
AIDS Awareness	40	\$2,322	\$2,430	\$2,538	\$2,702
TOWNWIDE					
Special Olympics coordinator	78	\$4,529	\$4,738	\$4,949	\$5,265
Special Olympics head coach	77	\$4,471	\$4,678	\$4,885	\$5,199
Unified Theater, Middle School	54	\$3,136	\$3,279	\$3,427	\$3,645

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE
2027-2028**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$58	\$62	\$65	\$70
ELEMENTARY					
inter-el orchestra director	58	\$3,436	\$3,594	\$3,755	\$3,992
inter-el band director	58	\$3,436	\$3,594	\$3,755	\$3,992
inter-el choir director	58	\$3,436	\$3,594	\$3,755	\$3,992
inter-el choir manager	47	\$2,784	\$2,912	\$3,041	\$3,236
inter-el band manager	47	\$2,784	\$2,912	\$3,041	\$3,236
inter-el coordinator of festival	47	\$2,784	\$2,912	\$3,041	\$3,236
inter-el orchestra manager	47	\$2,784	\$2,912	\$3,041	\$3,236
Elementary Choir		\$2,972	\$3,108	\$3,248	\$3,453
Elementary/Band Orchestra					
1 rehearsal per week		\$1,486	\$1,554	\$1,624	\$1,727
1.5 rehearsals per week		\$2,230	\$2,330	\$2,437	\$2,590
2 rehearsals per week		\$2,972	\$3,107	\$3,248	\$3,453
2.5 rehearsals per week		\$3,715	\$3,884	\$4,061	\$4,317
3 rehearsals per week		\$4,458	\$4,661	\$4,872	\$5,181
3.5 rehearsals per week		\$5,201	\$5,438	\$5,685	\$6,044
4 rehearsals per week		\$5,945	\$6,213	\$6,497	\$6,907
4.5 rehearsals per week		\$6,688	\$6,990	\$7,309	\$7,770
MIDDLE					
SEDGWICK					
drama director	83	\$4,914	\$5,143	\$5,373	\$5,714
drama club assistant	70	\$4,146	\$4,339	\$4,529	\$4,820
strings director	70	\$4,146	\$4,339	\$4,529	\$4,820
band director	70	\$4,146	\$4,339	\$4,529	\$4,820
choral director	60	\$3,554	\$3,717	\$3,884	\$4,129
top of sixes	59	\$3,493	\$3,657	\$3,819	\$4,062
drill team advisor - beginner	59	\$3,493	\$3,657	\$3,819	\$4,062
drill team advisor - advanced	59	\$3,493	\$3,657	\$3,819	\$4,062
TSA	59	\$3,493	\$3,657	\$3,819	\$4,062
video club	54	\$3,013	\$3,153	\$3,294	\$3,503
yearbook advisor	50	\$2,961	\$3,099	\$3,236	\$3,443
mock trial	49	\$2,901	\$3,036	\$3,171	\$3,376
student government advisor	48	\$2,841	\$2,976	\$3,107	\$3,306
newspaper advisor	48	\$2,841	\$2,976	\$3,107	\$3,306
math counts advisor	45	\$2,663	\$2,788	\$2,912	\$3,099

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE
2027-2028**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$58	\$62	\$65	\$70
KING PHILIP					
drama director	83	\$4,914	\$5,143	\$5,373	\$5,714
drama club assistant	70	\$4,146	\$4,339	\$4,529	\$4,820
strings director	70	\$4,146	\$4,339	\$4,529	\$4,820
band director	70	\$4,146	\$4,089	\$4,268	\$4,542
choral director	60	\$3,554	\$3,717	\$3,884	\$4,129
Odyssey of the Mind	60	\$3,554	\$3,717	\$3,884	\$4,129
yearbook advisor	50	\$2,961	\$3,099	\$3,236	\$3,443
sixth dimension	59	\$3,493	\$3,657	\$3,819	\$4,062
mock trial	49	\$2,901	\$3,036	\$3,171	\$3,376
student government advisor	48	\$2,841	\$2,976	\$3,107	\$3,306
newspaper advisor	48	\$2,841	\$2,976	\$3,107	\$3,306
art club, 6th grade	48	\$2,841	\$2,976	\$3,107	\$3,306
HIGH SCHOOL CONARD					
drama director	90	\$5,329	\$5,578	\$5,824	\$6,197
unified theater (.5)	85	\$5,032	\$5,268	\$5,501	\$5,853
musicals director	75	\$4,440	\$4,647	\$4,853	\$5,164
newspaper advisor	74	\$4,382	\$4,585	\$4,788	\$5,095
yearbook advisor	74	\$4,382	\$4,585	\$4,788	\$5,095
student council advisor	66	\$3,908	\$4,090	\$4,271	\$4,544
stage manager	65	\$3,848	\$4,027	\$4,207	\$4,476
musicals assistant director	65	\$3,848	\$4,027	\$4,207	\$4,476
math team advisor	56	\$3,315	\$3,469	\$3,624	\$3,856
solo choir	56	\$3,315	\$3,469	\$3,624	\$3,856
GSA	56	\$3,315	\$3,469	\$3,624	\$3,856
freshman class advisor	45	\$2,663	\$2,788	\$2,912	\$3,099
sophomore class advisor	50	\$2,961	\$3,099	\$3,236	\$3,443
junior class advisor	55	\$3,257	\$3,409	\$3,559	\$3,787
senior class advisor	62	\$3,670	\$3,843	\$4,015	\$4,269
national honor society advisor	51	\$3,022	\$3,161	\$3,301	\$3,510
marching band director	50	\$2,961	\$3,099	\$3,236	\$3,443
mock trial	50	\$2,961	\$3,099	\$3,236	\$3,443
DECA advisor	49	\$2,901	\$3,036	\$3,171	\$3,376
Environmental	49	\$2,901	\$3,036	\$3,171	\$3,376
world affairs club advisor	47	\$2,784	\$2,912	\$3,041	\$3,236
close-up Washington, DC	43	\$2,546	\$2,663	\$2,784	\$2,961
choreographer	42	\$2,486	\$2,602	\$2,720	\$2,893
Spanish trivia	40	\$2,369	\$2,479	\$2,588	\$2,756

**STUDENT ACTIVITIES EXTRA COMPENSATION SCHEDULE
2027-2028**

ACTIVITY	POINTS	<u>Years of Experience</u>			
		1-3	4-6	7-9	10+
		\$58	\$62	\$65	\$70
HALL					
drama director	90	\$5,329	\$5,578	\$5,824	\$6,197
unified theater (.5)	85	\$5,032	\$5,268	\$5,501	\$5,853
musicals director	75	\$4,440	\$4,647	\$4,853	\$5,164
black box director	75	\$4,440	\$4,647	\$4,853	\$5,164
newspaper advisor	74	\$4,382	\$4,585	\$4,788	\$5,095
yearbook advisor	74	\$4,382	\$4,585	\$4,788	\$5,095
student council advisor	66	\$3,908	\$4,090	\$4,271	\$4,544
stage manager	65	\$3,848	\$4,027	\$4,207	\$4,476
musicals assistant director	65	\$3,848	\$4,027	\$4,207	\$4,476
robotics	65	\$3,848	\$4,027	\$4,207	\$4,476
GSA	56	\$3,315	\$3,469	\$3,624	\$3,856
madrigal singers director	56	\$3,315	\$3,469	\$3,624	\$3,856
freshman class advisor	45	\$2,663	\$2,788	\$2,912	\$3,099
sophomore class advisor	50	\$2,961	\$3,099	\$3,236	\$3,443
junior class advisor	55	\$3,257	\$3,409	\$3,559	\$3,787
senior class advisor	62	\$3,670	\$3,843	\$4,015	\$4,269
national honor society advisor	51	\$3,022	\$3,161	\$3,301	\$3,510
art honor society advisor	50	\$2,961	\$3,099	\$3,236	\$3,443
marching band director	50	\$2,961	\$3,099	\$3,236	\$3,443
mock trial	50	\$2,961	\$3,099	\$3,236	\$3,443
world affairs club advisor	47	\$2,784	\$2,912	\$3,041	\$3,236
parents training class advisor	47	\$2,784	\$2,912	\$3,041	\$3,236
chemistry club	47	\$2,784	\$2,912	\$3,041	\$3,236
close-up Washington, DC	43	\$2,546	\$2,663	\$2,784	\$2,961
choreographer	42	\$2,486	\$2,602	\$2,720	\$2,893
Spanish trivia	40	\$2,369	\$2,479	\$2,588	\$2,756
debate team	40	\$2,369	\$2,479	\$2,588	\$2,756
AIDS Awareness	40	\$2,369	\$2,479	\$2,588	\$2,756
TOWNWIDE					
Special Olympics coordinator	78	\$4,619	\$4,833	\$5,048	\$5,371
Special Olympics head coach	77	\$4,560	\$4,771	\$4,982	\$5,303
Unified Theater, Middle School	54	\$3,198	\$3,345	\$3,496	\$3,717

EXTRA-CURRICULAR ACTIVITIES

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

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

CONTRACT OF EMPLOYMENT

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

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

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

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

Teacher _____
<FIRST_NAME> <LAST_NAME>

Date _____

Board of Education
of West Hartford, Connecticut

By _____
Superintendent

Date _____

West Hartford Public Schools

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

ANNUAL SALARY RATE NOTIFICATION

_____-_____
FISCAL YEAR

NAME
AND
ADDRESS

TELEPHONE

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

WEST HARTFORD PUBLIC SCHOOLS
Conard High School
COACHING SALARY AGREEMENT

Coach

School Year _____ -- _____

SEASON: FALL _____ WINTER _____ SPRING _____

SPORT _____ HEAD _____ ASSISTANT _____

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

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

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

Your salary will be \$_____.

Coach

Superintendent

Date

Date

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

NOTIFICATION OF EXTRACURRICULAR ASSIGNMENT

Name _____

Assignment _____

School year _____

Extra pay amount \$ _____ Years of Experience _____

Board of Education of West Hartford, Connecticut

By _____
(Superintendent)

Date _____

SALARY PAYMENT OPTION

(for ten month employees)

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

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

SIGNED

Teacher _____

Date _____

AUTHORIZATION FOR PAYROLL DEDUCTION FOR CREDIT UNION

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

Name _____

Address _____

School System _____

Date

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

NAME OF GRIEVANT _____ DATE OF FORMAL
PRESENTATION _____

NAME OF GROUP GRIEVANT _____

SCHOOL _____ APPROPRIATE
ADMINISTRATOR _____

NAME OF ASSOCIATION
SCHOOL REPRESENTATIVE _____

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

REFERENCE TO AGREEMENT OR SCHOOL CODE:

REMEDY REQUESTED:

(Signature of Aggrieved or President
of Association)

TYPE OR PRINT

GRIEVANCE FORM B

LEVEL ONE DECISION

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

AGGRIEVED

PERSON _____

DATE OF FORMAL

GRIEVANCE PRESENTATION _____

SCHOOL _____

PRINCIPAL (OR OTHER

ADMINISTRATOR) _____

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

DATE OF

DECISION _____

(Signature of Principal)

AGGRIEVED PERSON'S RESPONSE:

(To be received by Superintendent within two calendar weeks following formal grievance presentation.)

☐

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

☐

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

DATE OF

RESPONSE _____

(Signature of Aggrieved or President
of Association)

TYPE OR PRINT

GRIEVANCE FORM C

LEVEL TWO DECISION

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

AGGRIEVED
PERSON _____

DATE APPEAL RECEIVED
BY SUPERINTENDENT
OR DESIGNEE _____

DATE HEARING HELD
BY SUPERINTENDENT
OR DESIGNEE _____

DECISION OF SUPERINTENDENT OR HIS AUTHORIZED REPRESENTATIVE AND
REASONS THEREFOR:

DATE OF
DECISION _____

(Signature of Superintendent)

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

☐ I accept the above decision of the Superintendent of Schools.

☐ I hereby appeal, to the Board of Education for a review of this grievance. (Please attach copies of Forms A and B concerning this grievance.)

DATE OF
RESPONSE _____

(Signature of Aggrieved)

TYPE OR PRINT

GRIEVANCE FORM D

LEVEL THREE DECISION

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

AGGRIEVED PERSON: _____

DATE APPEAL RECEIVED _____ DATE HEARING HELD _____
 BY BOARD OF EDUCATION: _____ BY BOARD OF
 EDUCATION: _____

DECISION OF BOARD OF EDUCATION AND REASONS THEREFOR:

DATE OF
 DECISION _____

 (Signature of Board Chairman or Designee)

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

- ☐ I accept the above decision of the Board of Education.
☐ I hereby request that the Association submit this grievance to:

____ Advisory Arbitration

____ Binding Arbitration

DATE OF
 RESPONSE _____

 (Signature of Aggrieved)

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



A Great Opportunity for Very Valuable Healthcare Coverage

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

The CT Partnership Plan is the same POS plan currently offered to State of Connecticut employees.

You get the same great healthcare benefits that state employees get, including \$15 in-network office visits (average actual cost in CT: \$150*), free preventive care, and \$5 or \$10 generic drug copays for your maintenance drugs. You can see any provider (e.g., doctors, hospitals, other medical facilities) you want—in- or out-of-network. But, when you see in-network providers, you pay less. That's because they contract with 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 5, you get to keep the financial incentives of the HEP program!

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

*Source: Healthcare Bluebook: healthcarebluebook.com

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

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

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

(continued on next page)

2

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

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

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

Be the picture of health

Check out these programs and services to be your healthy best

Need a doctor? Choose a State of Connecticut preferred doctor and save

When you see a Primary Care Physician (PCP) or specialist in your State of Connecticut preferred network (also referred to as Tier 1 in your health plan), there's no office visit copay. These doctors cost less than doctors outside of your plan.

- Visit [anthem.com/statect](https://www.anthem.com/statect) and choose **Find a Doctor**.
- Call the Enhanced Member Service Unit at 1-800-922-2232, for more information or to find out if your doctor is in Tier 1.

Use Site-of-Service providers to get 100% coverage for lab tests, X-rays, and high-cost imaging

Site-of-Service (SOS) providers give you 100% coverage with a \$0 copay. Your plan will cover only 80% of the cost when you get these services from other providers.

- Call the Enhanced Member Service Unit at 1-800-922-2232 to learn more.

Find support for mental health issues

If you or a family member needs mental health or substance use care or treatment, we have specialists and designated programs that can help and/or direct you to the type of care that you need.

- Call an Anthem Behavioral Health Care Manager at 1-888-605-0580.
- Visit [anthem.com/statect](https://www.anthem.com/statect).

See a doctor, psychologist or therapist from home or work with LiveHealth Online

With LiveHealth Online you can see a board-certified doctor on your smartphone, tablet or computer with a webcam. Doctors can assess your health, provide treatment options and send a prescription to the pharmacy of your choice, if needed.² If you're feeling stressed, worried or having a tough time, you can see a licensed psychologist or therapist through LiveHealth Online Psychology. It's private and in most cases you can see a therapist within 4 days or less.³

- Learn more and enroll at livehealthonline.com or use the free mobile app.

How to find care right away when it's not an emergency

The emergency room shouldn't be your first stop — unless it's a true emergency (then, call 911 or go to the ER). Depending on the situation, there are different types of providers you can see if your doctor isn't available.

- Visit a walk-in doctor's office, retail health clinic or urgent care center.
- Have a video visit with a doctor through LiveHealth Online.
- Call 24/7 NurseLine at 1-800-711-5947 to speak with a nurse about symptoms or get help finding the right care.

Get access to care wherever you go

If you travel out of Connecticut, but are in the U.S., you have access to doctors and hospitals across the country with the BlueCard® program. If you travel out of the U.S., you have access to providers in nearly 200 countries with the Blue Cross and Blue Shield Global Core® program.

- Call 1-800-810-BLUE (2583) to learn more about both programs. If you're outside the U.S., call collect at 1-804-673-1177.³

It's easy to manage your benefits online and on the go

- Find a doctor, check your claims and compare costs for care near you at [anthem.com/statect](https://www.anthem.com/statect).
- Use our free mobile app (search "Anthem Blue Cross and Blue Shield" at the App Store® or Google Play™) for benefit information and to show your ID card, get directions to a doctor or urgent care center and much more

Customer service helps you get answers and much more

The State of Connecticut Enhanced Member Service Unit can give you information on benefits, wellness programs and services and everything mentioned in this flier.

- Call them at 1-800-922-2232.
- Visit [anthem.com/statect](https://www.anthem.com/statect).



¹ Designated as Tier 1 in our Find a Doctor tool. Eligible specialties include allergy and immunology, cardiology, endocrinology, ear nose and throat (ENT), gastroenterology, OB/GYN, ophthalmology, orthopedic surgery, rheumatology and urology.

² Prescription availability is defined by physician judgment and state regulations.

³ Appointments subject to availability of therapist.

⁴ Blue Cross Blue Shield Association website: Coverage Home and Away (accessed March 2019):

bcbs.com/already-a-member/coverage-home-and-away.html.

LiveHealth Online is the trade name of Health Management Corporation, a separate company, providing telehealth services on behalf

of Anthem Blue Cross and Blue Shield. Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans, Inc. Independent

licensee of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc. 59142CTMENABS Rev. 03/19

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

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

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

Preferred and Non-Preferred Brand-Name Drugs

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

If your doctor believes a non-preferred brand-name drug is medically necessary for you, they will need to complete the Coverage Exception Request form (available at

www.osc.ct.gov/ctpartner) and fax it to Caremark. If approved, you will pay the preferred brand co-pay amount.

If You Choose a Brand Name When a Generic Is Available

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

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

Mandatory 90-day Supply for Maintenance Medications

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

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

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

Health Enhancement Program Requirements

You and your enrolled family members must get age-appropriate wellness exams, early diagnosis screenings (such as colorectal cancer screenings, Pap tests, mammograms, and vision exams). Here are the 2022 HEP Requirements:

PREVENTIVE SCREENINGS	AGE						
	0 - 5	6-17	18-24	25-29	30-39	40-49	50+
Preventive Visit	1 per year	1 every other year	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
Vision Exam	N/A	N/A	Every 7 years	Every 7 years	Every 7 years	Every 4 years	50-64: Every 3 years 65+: Every 2 years
Dental Cleanings	N/A	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year
Cholesterol Screening	N/A	N/A	Every 5 years (20+)	Every 5 years	Every 5 years	Every 5 years	Every 5 years
Breast Cancer Screening (Mammogram)	N/A	N/A	N/A	N/A	N/A	1 screening between age 45-49	As recommended by physician
Cervical Cancer Screening	N/A	N/A	Pap smear every 3 years (21+)	Pap smear every 3 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years to age 65
Colorectal Cancer Screening	N/A	N/A	N/A	N/A	N/A	40-44: N/A 45+: Colonoscopy every 10 years, Annual FIT/FOBT to age 75 or Cologuard screening every 3 years	



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

Additional Requirements for Those With Certain Conditions

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

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

If You Do Not Comply with the requirements of HEP

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

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

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

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

Care Management Solutions

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

www.cthep.com

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

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

Anthem Blue Cross and Blue Shield

www.anthem.com/statect
Enhanced Dedicated Member Services: **1-800-922-2232**

Caremark (Prescription drug benefits)

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

CIGNA (Dental and Vision Rider benefits)

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

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

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

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

APPENDIX F – Grandfathered Base Plan

WEST HARTFORD BOARD OF EDUCATION

Description of Insurance Benefits

Teachers Plan

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

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

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

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

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

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

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

SCHEDULE OF BENEFITS

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

COST SHARE PROVISIONS

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

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

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

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

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

Grandfathered Base Plan

**West Hartford Board of Education
Cigna**

***Cigna Dental Benefit Summary
West Hartford Public Schools - Preferred
Plan Renewal Date: 07/01/2022***



Insured by: Cigna Health and Life Insurance Company

This material is for informational purposes only and is designed to highlight some of the benefits available under this plan. Consult the plan documents to determine specific terms of coverage relating to your plan. Terms include covered procedures, applicable waiting periods, exclusions and limitations. **Your DPPO plan allows you to see any licensed dentist, but using an in-network dentist may minimize your out-of-pocket expenses.**

Cigna Dental PPO				
<i>Network Options</i>	<i>In-Network:</i> State of Connecticut Network		<i>Non-Network:</i> See Non-Network Reimbursement	
Reimbursement Levels	Based on Contracted Fees		Maximum Allowable Charge	
Calendar Year Benefits Maximum Applies to: Class I, II, III & V expenses	Unlimited		\$500	
Calendar Year Deductible Individual Family	\$0 \$0		\$100 \$300	
Benefit Highlights	Plan Pays	You Pay	Plan Pays	You Pay
Class I: Diagnostic & Preventive Oral Evaluations Prophylaxis: routine cleanings X-rays: routine X-rays: non-routine Fluoride Application Space Maintainers: non-orthodontic Emergency Care to Relieve Pain	100% No Deductible	No Charge	50% No Deductible	50% No Deductible
Class II: Basic Restorative Sealants: per tooth Restorative: fillings (amalgam & composite) Periodontics: minor and major Endodontics: minor and major Oral Surgery: minor and major Anesthesia: general and IV sedation Repairs: bridges, crowns and inlays Repairs: dentures Denture Relines, Rebases and Adjustments	80% No Deductible	20% No Deductible	50% After Deductible	50% After Deductible
Class III: Major Restorative Inlays and Onlays Prosthesis Over Implant Crowns: prefabricated stainless steel / resin Crowns: permanent cast and porcelain Bridges and Dentures	60% No Deductible	40% No Deductible	50% After Deductible	50% After Deductible
Class IV: Orthodontia Coverage for Employee and All Dependents Lifetime Benefits Maximum: \$3,000	50% No Deductible	50% No Deductible	Not Covered	Not Covered
Benefit Plan Provisions:				
In-Network Reimbursement	For services provided by a Cigna Dental PPO network dentist, Cigna Dental will reimburse the dentist according to a Fee Schedule or Discount Schedule.			
Non-Network Reimbursement	For services provided by a non-network dentist, Cigna Dental will reimburse according to the Maximum Allowable Charge. The dentist may balance bill up to their usual fees.			
Cross Accumulation	All deductibles, plan maximums, and service specific maximums cross accumulate between in and out of network. Benefit frequency limitations are based on the date of service and cross accumulate between in and out of network.			
Calendar Year Benefits Maximum	The plan will only pay for covered charges up to the yearly Benefits Maximum, when applicable. Benefit-specific Maximums may also apply.			
Calendar Year Deductible	This is the amount you must pay before the plan begins to pay for covered charges, when applicable. Benefit-specific deductibles may also apply.			
Late Entrant Limitation Provision	No coverage outside of the designated open enrollment period. This provision does not apply to new hires.			
Pretreatment Review	Pretreatment review is available on a voluntary basis when dental work in excess of \$200 is proposed.			

Alternate Benefit Provision	When more than one covered Dental Service could provide suitable treatment based on common dental standards, Cigna will determine the covered Dental Service on which payment will be based and the expenses that will be included as Covered Expenses. This provision does not apply to fillings.
Oral Health Integration Program*	The Cigna Dental Oral Health Integration Program offers enhanced dental coverage for customers with certain medical conditions. There is no additional charge to participate in the program. Those who qualify can receive reimbursement of their coinsurance for eligible dental services. Eligible customers can also receive guidance on behavioral issues related to oral health. Reimbursements under this program are not subject to the annual deductible, but will be applied to the plan annual maximum. For more information on how to enroll in this program and a complete list of terms and eligible conditions, go to www.mycigna.com or call customer service 24/7 at 1-800-Cigna24.
Timely Filing	Out of network claims submitted to Cigna after 365 days from date of service will be denied.
Benefit Limitations:	
Oral Evaluations/Exams	2 per calendar year.
X-rays (routine)	Bitewings: 2 per calendar year.
X-rays (non-routine)	Complete series of radiographic images and panoramic radiographic images: Limited to a combined total of 1 per 36 months.
Diagnostic Casts	Payable only in conjunction with orthodontic workup.
Cleanings	2 per calendar year, including periodontal maintenance procedures following active therapy.
Fluoride Application	2 per calendar year for children under age 19.
Sealants (per tooth)	Limited to posterior tooth. 1 treatment per tooth every 36 months for children under age 16.
Space Maintainers	Limited to non-orthodontic treatment for children under age 19.
Inlays, Crowns, Bridges, Dentures and Partial	Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges.
Denture and Bridge Repairs	Reviewed if more than once.
Denture Relines, Rebases and Adjustments	Covered if more than 6 months after installation.
Prosthesis Over Implant	Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges.
Benefit Exclusions:	
Covered Expenses will not include, and no payment will be made for the following:	
<ul style="list-style-type: none"> Procedures and services not included in the list of covered dental expenses; Diagnostic: cone beam imaging; Preventive Services: instruction for plaque control, oral hygiene and diet; Restorative: veneers of porcelain, ceramic, resin, or acrylic materials on crowns or pontics on or replacing the upper and or lower first, second and/or third molars; Periodontics: bite registrations; splinting; Prosthetic: precision or semi-precision attachments; Implants: implants or implant related services; Procedures, appliances or restorations, except full dentures, whose main purpose is to change the vertical dimension, diagnose or treat conditions of dysfunction of the temporomandibular joint (TMJ), stabilize periodontally involved teeth or restore occlusion; Athletic mouth guards; Services performed primarily for cosmetic reasons; Personalization or decoration of any dental device or dental work; Replacement of an appliance per benefit guidelines; Services that are deemed to be medical in nature; Services and supplies received from a hospital; Drugs: prescription drugs; Charges in excess of the Maximum Allowable Charge.. 	

This document provides a summary only. It is not a contract. If there are any differences between this summary and the official plan documents, the terms of the official plan documents will prevail.

Product availability may vary by location and plan type and is subject to change. All group dental insurance policies and dental benefit plans contain exclusions and limitations. For costs and details of coverage, review your plan documents or contact a Cigna representative.

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West Hartford Board of Education Cigna

Cigna Dental Benefit Summary West Hartford Public Schools - Premier Plan Renewal Date: 07/01/2022



Insured by: Cigna Health and Life Insurance Company

This material is for informational purposes only and is designed to highlight some of the benefits available under this plan. Consult the plan documents to determine specific terms of coverage relating to your plan. Terms include covered procedures, applicable waiting periods, exclusions and limitations. **Your DPPO plan allows you to see any licensed dentist, but using an in-network dentist may minimize your out-of-pocket expenses.**

<i>Cigna Dental PPO</i>				
<i>Network Options</i>	<i>In-Network: State of Connecticut Network</i>		<i>Non-Network: See Non-Network Reimbursement</i>	
<i>Reimbursement Levels</i>	Based on Contracted Fees		Based on Billed Charges	
<i>Calendar Year Benefits Maximum</i> Applies to: Class I, II, III & V expenses	\$1,500		\$1,500	
<i>Calendar Year Deductible</i> Individual Family	\$50 \$150		\$50 \$150	
<i>Benefit Highlights</i>	<i>Plan Pays</i>	<i>You Pay</i>	<i>Plan Pays</i>	<i>You Pay</i>
<i>Class I: Diagnostic & Preventive</i> Oral Evaluations Prophylaxis: routine cleanings X-rays: routine X-rays: non-routine Fluoride Application Sealants: per tooth Space Maintainers: non-orthodontic Emergency Care to Relieve Pain	100% No Deductible	No Charge	100% No Deductible	No Charge
<i>Class II: Basic Restorative</i> Restorative: fillings (amalgam & composite) Endodontics: minor and major Oral Surgery: minor and major Anesthesia: general and IV sedation Repairs: bridges, crowns and inlays Repairs: dentures Denture Relines, Rebases and Adjustments	100% After Deductible	No Charge	100% After Deductible	No Charge
<i>Class III: Major Restorative</i> Inlays and Onlays Prosthesis Over Implant Crowns: prefabricated stainless steel / resin Crowns: permanent cast and porcelain Bridges and Dentures	50% After Deductible	50% After Deductible	50% After Deductible	50% After Deductible
<i>Class IV: Orthodontia</i> Coverage for Employee and All Dependents Lifetime Benefits Maximum: \$600	60% No Deductible	40% No Deductible	60% No Deductible	40% No Deductible
<i>Class V: TMJ</i> Occlusal orthotic device and adjustment	60% After Deductible	40% After Deductible	60% After Deductible	40% After Deductible
<i>Class VI: Periodontics</i> Periodontics: minor and major Calendar Year Maximum: \$500	100% After Deductible	No Charge	100% After Deductible	No Charge
<i>Benefit Plan Provisions:</i>				
<i>In-Network Reimbursement</i>	For services provided by a Cigna Dental PPO network dentist, Cigna Dental will reimburse the dentist according to a Fee Schedule or Discount Schedule.			
<i>Non-Network Reimbursement</i>	For services provided by a non-network dentist, Cigna Dental will reimburse according to the Billed Charge.			
<i>Cross Accumulation</i>	All deductibles, plan maximums, and service specific maximums cross accumulate between in and out of network. Benefit frequency limitations are based on the date of service and cross accumulate between in and out of network.			
<i>Calendar Year Benefits Maximum</i>	The plan will only pay for covered charges up to the yearly Benefits Maximum, when applicable. Benefit-specific Maximums may also apply.			
<i>Calendar Year Deductible</i>	This is the amount you must pay before the plan begins to pay for covered charges, when applicable. Benefit-specific deductibles may also apply.			

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Vision Rider

BENEFIT	IN-NETWORK	OUT-OF-NETWORK
Materials Co-Pay	\$0	N/A
Single Vision Lenses	Covered in Full	\$40 Allowance
Bifocal Lenses	Covered in Full	\$65 Allowance
Trifocal Lenses	Covered in Full	\$75 Allowance
Lenticular Lenses	Covered in Full	\$100 Allowance
Contact Lenses (Retail Allowance)		
Elective	\$360 Allowance	\$345 Allowance
Therapeutic	Covered in Full	\$345 Allowance
Frame (Retail Allowance)	\$175 Allowance	\$126 Allowance

Appendix I

Staff Behavioral Injury Incident Report

Employee Name: _____ School: _____

Position: _____ Program: _____

Date of Incident: _____ Date of Report: _____

Start time of incident: _____ End time of Incident: _____

Did Incident result in loss of time at work? Y or N How long? _____

Description of Incident: _____

Description of Injury: _____

Initial first aid provided: Y or N Nurse: _____

Description of Injury: _____

Referral to district health clinic: Y or N Accepted referral and received medical care: Y or N

Witness(es) to the incident and
role(s): _____

(*Please attach a statement if additional information is warranted)

Do you have a current PMT certification: Y or N

Does the student involved have a behavior plan: Y or N

IEP/504: Y or N

Name of Student: _____

Does the incident warrant further investigation? _____

Supervisor's Signature: _____ Date: _____

Please provide a copy of this form to school office and Director of Pupil Services