

THE COLLECTIVE BARGAINING AGREEMENT

between the

SALEM BOARD OF EDUCATION

and the

SALEM SCHOOL ADMINISTRATOR ASSOCIATION

July 1, 2025 - June 30, 2028

TABLE OF CONTENTS

ARTICLE I RECOGNITION	3
ARTICLE II GRIEVANCE PROCEDURE.....	3
ARTICLE III WORK YEAR.....	6
ARTICLE IV INSURANCE BENEFITS	6
ARTICLE V VACATION	9
ARTICLE VI HOLIDAYS.....	9
ARTICLE VII SICK LEAVE.....	9
ARTICLE VIII PERSONAL LEAVE.....	9
ARTICLE IX PROFESSIONAL DEVELOPMENT	10
ARTICLE X SALARY	10
ARTICLE XI TRAVEL	11
ARTICLE XII MEMBERSHIP	11
ARTICLE XIII REDUCTION IN FORCE.....	11
ARTICLE XIV MANAGEMENT RIGHTS.....	12
ARTICLE XV JUST CAUSE.....	12
ARTICLE XVI SEVERABILITY	12
ARTICLE XVII PROFESSIONAL DUES DEDUCTION	13
ARTICLE XVIII DURATION.....	13

ARTICLE I RECOGNITION

Section 1.1.

The Salem Board of Education (herein referred to as the "Board") hereby recognizes the Salem School Administrator Association (herein referred to as the "Association") as the exclusive representative for the purposes of collective bargaining pursuant to Section 10-153a et seq. of the Connecticut General Statutes, as amended, for certified professional administrators below the rank of Assistant Superintendent, who occupy positions requiring administrator or supervisor certification and the performance of administrative duties fifty (50) percent or more of the time.

ARTICLE II GRIEVANCE PROCEDURE

Section 2.1. PURPOSE

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise related to the implementation of the contract. Both parties agree that proceedings shall be kept as confidential as is appropriate.

Section 2.2. DEFINITIONS

1. "Grievance" shall mean a claim by an administrator or group of administrators that there has been a violation, misinterpretation or misapplication of the specific provisions of this Agreement. Where Board action is required by law, it shall not give rise to a grievance.
2. "Administrator" shall mean any member(s) of the bargaining unit as defined in Article I. "Board" shall mean the Board acting in its official capacity.
3. "Days" shall mean days on which students are in attendance, except after the close of the student year, and "days" shall then mean weekdays, Monday through Friday.

Section 2.3. TIME LIMITS

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered a maximum. The time limits specified may, however, be extended by written agreement of the Association and the Superintendent.
2. If an administrator does not file a grievance in writing with the Superintendent within twenty (20) days after he/she knew or should have known of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.

3. Failure by the aggrieved administrator at any level to appeal to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

Section 2.4. INFORMAL PROCEDURE

If an administrator feels that he/she may have a grievance, he/she shall first discuss the matter with the Superintendent or designee, in an effort to resolve the problem informally. The administrator may be accompanied by a member of the Association in any such meeting.

Section 2.5. FORMAL PROCEDURE

1. Level One - Superintendent of Schools

- (a) If the administrator is not satisfied with the outcome of the informal procedures, he/she may present his/her claim as a written grievance to the Superintendent within twenty (20) days after he/she knew or should have known of the act or conditions on which the grievance is based.
- (b) The Superintendent shall, within ten (10) days after receipt of the written grievance, meet with the aggrieved person and the Association for the purpose of resolving the grievance.
- (c) The Superintendent shall, within eight (8) days after the meeting, render his/her decision and the reasons therefor in writing to the administrator and the Association.

2. Level Two - Board of Education

- (a) If the administrator is not satisfied with the disposition of his/her grievance at Level One he/she may, within ten (10) days after receipt of the decision, file a written grievance with the Chairman of the Board, with copy of such referral to the Association. A copy of the record of Level One of this grievance shall be forwarded to the Board.
- (b) The review shall occur at the next regularly scheduled Board meeting following receipt of the appeal, provided the appeal is received by 4:00 p.m. on the workday that precedes the Board meeting by one (1) full week. An appeal received after that time shall be heard at the next regularly scheduled Board meeting.
- (c) The Board shall, within ten (10) days after such meeting, render its decision and the reasons therefor in writing to the aggrieved person with a copy to the Chairperson.

3. Level Three - Impartial Binding Arbitration

- (a) If the administrator is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within ten (10) days after receipt of the decision, request in writing to the President of the Association that his/her grievance be submitted to arbitration.
- (b) The Association may, within ten (10) days after receipt of such request, submit the grievance to arbitration by so notifying the Board in writing, with a copy to the Superintendent.
- (c) The Board and the Association shall attempt to select a mutually acceptable arbitrator. If they cannot agree, the American Arbitration Association shall be called upon to select an impartial arbitrator.
- (d) The arbitrator selected shall hear and decide only one grievance in each case. The arbitrator shall have no power in any matter to make an award which amends, adds to, deletes from or modifies in any way any provision of this Agreement. The arbitrator shall be bound by and must comply with all the terms of the Agreement.
- (e) The decision of the arbitrator shall be final and binding on all parties, subject to the parties' rights under Connecticut General Statutes Section 52-417, et seq.
- (f) The costs for the services of the arbitrator shall be borne equally by the Board and the Association.

Section 2.6. RIGHTS OF ADMINISTRATORS TO REPRESENTATION

- 1. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
- 2. Any administrator may be represented at Levels One and Two of the formal grievance procedure by a person of his/her own choosing except that he/she may not be represented by a representative of or by an officer of any administrator organization other than the Association. No administrator may proceed to Level Three on his/her own; only the Association may submit a grievance to arbitration.

Section 2.7. MISCELLANEOUS

- 1. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participants, and such documents and records shall have the same status as personnel records. Notwithstanding the foregoing, the parties recognize and agree that the Board has the obligation to retain documents by law, including but not limited to the Connecticut Freedom of Information Act.

2. If a grievance affects a group or class of administrators, the Association may initiate and submit such grievance in writing directly to the Superintendent and the processing of such grievance will be commenced at Level One.

ARTICLE III WORK YEAR

Section 3.1.

The Principal is a twelve (12) month employee, 219 work days per year.

Section 3.2.

The Director of Student Services is a twelve (12) month employee, 219 workdays per year.

Section 3.3.

The Director of Curriculum and Instruction/Associate Principal shall follow the school calendar but work a total of 200 days/year with 14 days of work over the summer.

ARTICLE IV INSURANCE BENEFITS

Section 4.1.

A term life insurance policy in the amount of two (2) times the administrator's salary with accidental death and dismemberment. Premiums for said life insurance will be paid by the Board.

Section 4.2.

The Board shall provide to all administrators, subject to the conditions herein stated, individual and dependent insurance coverage as outlined, for informational purposes only, in Appendix A (Benefit Program). Administrators will continued to be offered the Connecticut State Partnership 2.0 Plan (as administered by the carrier selected by the plan) and the prescription drug plan offered through the Connecticut State Partnership Plan (as administered by the carrier selected by the plan) with the benefits outlined in the attached (See Appendix A, Partnership 2.0 Plan Summary"), and as set forth in the Memoranda of Understanding executed by the Board and its unions (including the Salem Federation of Teacher) in May of 2022, provided that if the plan design changes during the period of time that the Board is a participating member, the new plan design will be adopted.

The health plan benefits shall be as set forth in the State Partnership 2.0 Plan ("SPP"), 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, plan design (including co-pays) and other administration provisions shall be as established by the SPP.

The Connecticut State Partnership 2.0 Plan ("SPP") contains a Health Enhancement Plan ("HEP") component. All employees participating in the SPP are subject to the requirements, terms and

provisions of the HEP. In the event SPP administrators impose the HEP non-participation or noncompliance penalties/costs (including increases in premiums or annual deductibles), those sums shall be paid 100% in their entirety by the non-participating or non-compliant employee(s). No portion or percentage shall be paid by the Board. The cost increase shall be implemented through payroll deduction. The monthly premium cost increase shall be implemented through payroll deduction, and the increased annual deductible(s) shall be implemented through the claims administration.

The carrier network for the SPP plan will be the carrier network selected by the SPP.

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 health insurance, including plan design and plan funding, premium cost share and/or introduction of replacement medical insurance in whole or in part.

- a. 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 insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan; and/or
- b. 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 insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan.

In any negotiations triggered above as well as negotiations for a successor to this collective bargaining agreement, the parties shall consider the High Deductible Health Plan with Health Savings Account in the CBA between the Board and the Salem Federation of Teacher effective July 1, 2022 through June 30, 2025, which was likewise offered to the administrators prior to July 1, 2022 (see Appendix B) to be the baseline for such negotiations, and the parties shall consider the following additional factors:

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

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

The Board shall pay eighty-two percent (82%), and the administrator shall pay eighteen percent (18%) of the cost of providing the health insurance coverage described herein during the term of this collective bargaining agreement.

The Board may substitute insurance carriers and plans as it sees fit so long as the new carrier or plans provides reasonably comparable coverage and administration. The agreement of the Association must be obtained in writing before a carrier or plan is changed by the Board. The agreement of the Association shall not be unreasonably withheld. The HDHP/HSA plan referenced above shall be the baseline for determining reasonable comparability. Disputes as to comparability are to be resolved forthwith by final and binding arbitration before a mutually agreeable arbitrator experienced in matters of insurance coverage.

In the event the SPP is amended by the State, such amendments shall be in full force and effect for the term of this Agreement, without the necessity of any action by either the Board or the Association; but shall not limit or curtail the Board's rights to leave the SPP for a reasonably comparable or better plan as set forth above.

Section 4.3.

The Board will provide each administrator and his/her family with full service dental insurance according to the provider of record. The plan shall include a \$1,500 annual maximum. The premium cost share for such dental insurance for administrators shall be as follows: the Board shall pay eighty percent (80%), and the administrator shall pay twenty percent (20%) of the cost of providing the dental insurance coverage described herein.

Section 4.3A

- a. To be eligible to receive the insurance benefits set forth in Sections 4.2 and 4.3 of this Article, each administrator must submit a written wage deduction authorization permitting the Board to deduct the administrator's share of the cost from his/her salary. Each administrator will be informed in writing of the cost and the amount of the deduction.
- b. Subject to law, including the rules and regulations of the Internal Revenue Service, the Board, shall, no later than the effective date of this Agreement, implement and maintain a "Section 125" salary deduction agreement which shall be designed to permit exclusion from taxable income of the employee's share of health insurance premiums, dependent care costs and unreimbursed medical expenses.

Section 4.4.

Any administrator not desiring all of the aforementioned medical and dental coverage shall be eligible to receive an annual payment of \$3,500, providing the employee notifies the Board of his/her desire to discontinue coverage by July 1 of the school year. The decision to discontinue coverage will remain in effect to the following July 1 unless extenuating circumstances (such as marriage, etc.) require a change and is permissible by the company. Such change must be with the approval of the Superintendent. Payments will be prorated in these cases.

**ARTICLE V
VACATION**

Section 5.1.

Twelve (12) month administrators will be granted twenty-seven (27) non-cumulative vacation days annually in their entirety on July 1 of the new contract year, with such days to be taken during the school year.

Section 5.2.

Twelve (12) month administrators may carry over up to ten (10) days from one year into the next without any further accumulation. Vacation for a partial year of service shall be prorated. Unused vacation days shall be paid to the administrator when they resign or retire.

**ARTICLE VI
HOLIDAYS**

Administrators receive thirteen (13) paid holidays per year. The list is as follows:

- | | |
|--|------------------------|
| New Year's Day | Columbus Day |
| Martin Luther King Day | Thanksgiving Day |
| Presidents' Day | Day after Thanksgiving |
| Memorial Day | Veteran's Day |
| Independence Day | Labor Day |
| Floating Holiday | Good Friday |
| (to be designated annually by the | Christmas Day |
| Superintendent-may include Juneteenth) | |

**ARTICLE VII
SICK LEAVE**

Administrators will be allowed twenty (20) sick leave days annually. Sick days earned but unused at the close of each school year may accumulate up to two hundred (200) days for 10-month/school year employees and two hundred twenty (220) days for 12-month employees provided the administrator remains in the continuous service of the Board.

**ARTICLE VIII
PERSONAL LEAVE**

Section 8.1.

All administrators will receive five (5) days per year non-cumulative leave for personal reasons without loss of pay. Requests for leave must be in writing and forwarded to the Superintendent at least two (2) days before the leave is taken.

Section 8.2.

All administrators are allowed up to five (5) days of funeral leave for each occurrence of death in the immediate family (spouse, children and other members at the same household; father and mother; brothers and sisters; grandfathers and grandmothers; father-in-law; mother-in-law).

Section 8.3.

Extended Unpaid Personal Leave: A personal leave of absence without pay may be granted by the Board for illness or other personal reasons. The leave shall extend only for one (1) school year, beginning in September. Administrators on a personal leave of absence must notify the Superintendent in writing prior to February 1 if he/she intends to return to the Salem School District the following year. In the event the administrator so indicated his/her intention to return, the administrator shall be given the right to be reappointed to his/her original position. Personal leave of absence shall be taken without pay or seniority increments and will terminate at the end of the approved period of time. An administrator on personal leave shall retain the sick leave accumulated prior to the commencement of leave. During leaves granted under this section, no sick leave, service increment, or seniority will be accumulated; however, medical and insurance benefits may be continued at the expense of the administrator.

**ARTICLE IX
PROFESSIONAL DEVELOPMENT**

Section 9.1.

The Board shall reimburse administrators up to \$1,000 per year (July 1 — June 30) to cover reasonable costs directly associated with Professional Development opportunities, conferences, or mini courses which are in the interest of the school system, subject to the prior consent of the Superintendent. Costs may include tuition, materials, and/or travel expenses.

Section 9.2.

The Board shall reimburse administrators up to 75% for those reasonable costs directly associated with courses taken in connection with a planned program of study, and/or additional graduate work in a major field, and/or courses which are in the interest of the school system, subject to the prior consent of the Superintendent. Costs directly associated with courses shall be limited to tuition, fees and books, and shall be limited to the school year in he/she commences work in the course.

**ARTICLE X
SALARY**

Section 10.1.

Administrators shall be paid salaries as indicated below. Salary will be paid in 26 equal payments.

Position	Salary SY 2025-26	Salary 2% SY 2026-27	Salary 2.75% SY 2027-28
Principal	\$141,866	\$144,724	\$148,704
Director of Student Services	\$135,445	\$138,153	\$141,952
Director of Curriculum and Instruction/Associate Principal	\$125,000	\$131,523	\$138,487

Section 10.2. Doctorate Stipend

The Board will pay \$1,200.00 additional per year upon attainment of an earned doctorate.

Section 10.3. Annuity

After one year of service, the Board will establish a 403(b) account with a yearly contribution of \$1,500.00. After the second year of service, the Board will contribute to a 403(b) account with a yearly contribution of \$2,500.00. Such annuity shall be paid as an elective deferral and be reported as salary to the Teachers' Retirement Board, consistent with the law.

**ARTICLE XI
TRAVEL**

The Board agrees to reimburse each administrator at the current IRS business rate to defray the cost of business travel inside and outside the District that is authorized by the Superintendent.

**ARTICLE XII
MEMBERSHIP**

The Board agrees to pay membership dues not to exceed \$1,000.00 per administrator per year for membership in professional organizations approved by the Superintendent and upon submission of a voucher.

**ARTICLE XIII
REDUCTION IN FORCE**

Section 13.1.

It is understood that it is within the discretion of the Board to eliminate or create any position, program, department, or school, or to recognize or assign the staff thereof. If, in the Board's judgment, it is necessary to eliminate administrative staff, identification of the administrators to be terminated shall be made by its consideration of certification, overall qualifications as an administrator and seniority in a position in the bargaining unit. The Superintendent will inform the Administrator involved at the earliest possible opportunity. When the above criteria are considered by the Board to be equal, selection shall be based on seniority. Seniority shall be determined by the date that the administrator was appointed to a bargaining unit position. In the case of a tie, total years of continuous employment service with the Board shall prevail.

Section 13.2.

Administrators reduced in position or terminated due to a reduction in force shall be placed on a recall list for one (1) year from the date of the reduction. Such administrators shall be given preferential treatment for reappointment to an administrative position that becomes available. Notice of reappointment shall be in writing. It is the responsibility of the employee concerned to provide the Superintendent with any change of address.

**ARTICLE XIV
MANAGEMENT RIGHTS**

Subject to the General Statutes of the State of Connecticut, including §§10-220 and 10-221, and this Agreement, it is recognized that the Board has and will continue to retain, whether exercised or not, the sole and final right, responsibility and prerogative to direct the operation of the public schools in the Town of Salem in all its aspects, including but not limited to the following: to maintain public elementary and secondary schools and such other educational activities as in its judgment will best serve the interests of the Town of Salem; to give the children of Salem as nearly equal advantages as may be practicable; to decide the need for school facilities; to determine the care, 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 certified and DSAP personnel; to suspend or dismiss employees; 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 the arrangements, 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 appropriate 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 XV
JUST CAUSE**

No administrator shall be reprimanded, suspended, or demoted without just cause. Administrators may not grieve a written reprimand beyond the Board level of the grievance procedure.

**ARTICLE XVI
SEVERABILITY**

In the event that any of the provisions of the Agreement are ruled invalid by an authority of established legal jurisdiction, the balance and remainder of the Agreement shall remain in full force and effect.

**ARTICLE XVII
PROFESSIONAL DUES DEDUCTION**

All administrators who elect to join the Association shall sign an authorization for the payroll deduction of membership dues of the Association. Said authorization shall continue in effect unless the administrator notifies the Board and the Association in writing that they no longer authorize the deduction of membership dues of the Association.

**ARTICLE XVIII
DURATION**

The provisions of this Agreement shall be in effect July 1, 2025 and shall continue and remain in full force and effect until June 30, 2028.

**FOR THE SALEM BOARD
OF EDUCATION**

**FOR THE SALEM SCHOOL
ADMINISTRATOR ASSOCIATION**



Its Chairperson
MAN



Its President

Date: 10-6-2025

Date: 9/22/2025

THE UNIVERSITY OF CHICAGO

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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is by and between **THE BOARD OF EDUCATION OF THE TOWN OF SALEM (the "Board")** and **THE SALEM SCHOOL ADMINISTRATOR ASSOCIATION (the "Association")**, the exclusive bargaining agent of the school administrators' unit. The parties hereto agree as follows:

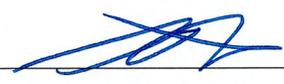
1. Notwithstanding the provisions of Article III, Section 3.2 of the current (2025-2028) collective bargaining agreement between the Board and the Association, the parties hereby agree that consistent with the terms of her prior individual contract with the Board, Ms. Kim Gritman will be granted fifteen (15) on-call remote flex days annually during the summer between July 1 and the first staff day of the school year, provided that she will be available for administration, staff, and faculty.

2. This memorandum of understanding will expire on June 30, 2028.

3. The Board and Association agree that nothing in this memorandum shall be deemed to create an entitlement to remote work/flex days for a) Gritman beyond that offered in #1, above, or b) any other employee or member of the bargaining unit. This memorandum and its content shall not be relied upon by either party as evidence of a) a violation of the collective bargaining agreement (or any past practice) between them, b) an obligation to bargain over this matter, or c) a failure to bargain over terms and conditions of employment. This memorandum and its contents shall not constitute a precedent or an instance of a past practice in any future matter, nor shall it constitute an admission or create an entitlement for any current or future employees to remote work/flex days. This memorandum shall not serve to extinguish any past practice. In addition, nothing herein shall be deemed to affect a) any provision of the collective bargaining agreement between the parties, or b) any other condition or term of employment (including any past practice). The parties herewith reserve their rights in future negotiations under the Teacher Negotiation Act, and further reserve any and all rights that they may have under the Act.

SALEM BOARD OF EDUCATION

10-6-2025

By 

SALEM SCHOOL ADMINISTRATOR
ASSOCIATION

9/22/2025

By 

Its President

