NEW LONDON BOARD OF EDUCATION

AND

NEW LONDON ADMINISTRATORS' EDUCATION ASSOCIATION

AGREEMENT

JULY 1, 2026 – JUNE 30, 2029

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AGREEMENT

This Agreement is made and entered into by and between the New London Board of Education (hereinafter referred to as the "Board") and the New London Administrators' Education Association (hereinafter referred to as the "Association").

ARTICLE I – PURPOSE

This Agreement is negotiated in accordance with Section 10-153a et seq., of the Connecticut General Statutes, as amended, in order:

a. To fix for its term the salaries and other conditions of employment provided herein and,
b. To encourage and abet an effective and harmonious working relationship between the Board and the administrative staff in order that the cause of public education may best be served.

ARTICLE II – RECOGNITION

Section 1

The Board hereby recognizes the Association as the exclusive representative for the purpose of collective bargaining pursuant to Connecticut General Statutes Section 10-153a et seq., as amended, for all certified professional employees employed by the Board in positions requiring an intermediate administrator's or supervisor's certificate or the equivalent thereof, principals, assistant principals, supervisors, directors and assistant directors, but excluding the Superintendent of Schools (hereinafter referred to as the "Superintendent"), certified professional employees who act for the Board in negotiations with certified professional personnel or who are directly responsible to the Board for personnel relations or budget preparations, temporary substitutes and all non-certified employees of the Board.

Section 2

No individual employee in the bargaining unit or representative, agent or employee of or any member of the Board may enter into any separate agreement or understanding which will be inconsistent with the terms of this Agreement. Any such separate, inconsistent agreement will not be binding upon the parties unless expressly adopted in writing and mutually agreed upon between the Board and the Association.

ARTICLE III – MANAGEMENT RIGHTS AND PRIOR PRACTICES

Section 1

The Board retains all rights it had prior to entering into this Agreement, except as such rights are relinquished in, abridged by or in conflict with the other provisions of this Agreement.

Section 2

Nothing in this Agreement shall be construed as abridging any rights, benefits or privileges that certified administrative personnel have enjoyed heretofore, unless this Agreement is in conflict with such rights, benefits or privileges, in which case this Agreement will supersede such prior rights, benefits or privileges.

ARTICLE IV – SCOPE OF AGREEMENT

This Agreement contains the full and complete agreement between the Board and Association on all negotiable issues, and neither party shall be required during the term thereof to "negotiate" (within the meaning of Section 10-153a et seq., as amended, of the Connecticut General Statutes) upon any issue, excepting only with respect to the limited salary and fringe benefit reopeners specified in Article XXII, Duration.

ARTICLE V – ADMINISTRATOR/CABINET EXCHANGES (ACE)

The Board agrees that the Superintendent, together with such resource person as they deem appropriate, will meet, at least monthly, with the Executive Board of the Association to discuss matters of importance facing the Administration.

ARTICLE VI – PROFESSIONAL WORKING RULES AND SCHEDULES

The Board and the Association recognize and agree that the Administrators are entitled to regular time and work schedules on which they can ordinarily rely throughout the school year. All Administrators will work 221 days as 12 month employees. Administrators will collaborate to flex their summer schedules to ensure adequate building coverage.

The work year for Administrators extends from July 1 to June 30 of the fiscal year. Administrators shall have twenty-two (22) vacation days. For the purpose of this Agreement, the phrase "work year" shall mean the period commencing on July 1st of a given calendar year and continuing through the next succeeding June 30th. Intertwined with the concept of "work year" is the concept of "vacation" time off and time off for school holidays for a total work year of 260 days.

Any Administrator who works beyond their scheduled work days with prior approval of the Superintendent or designee shall be paid at their per diem rate, calculated as 1/221 of the Administrator's salary, for each such additional day.

Each Administrator shall submit to the Superintendent for approval a proposed summer schedule detailing the dates on which the Administrator proposes to take days off for the months of July and August by May 15 of each year. The Superintendent shall respond no later than June 15. In the event there is not a response by June 15, the schedule shall go into effect.

Additionally, each Administrator shall submit to the Superintendent or designee proposed schedule for days off during the school year detailing remaining days off by August 15. The Superintendent shall respond no later than September 15. In the event there is not a response by September 15, the schedule shall go into effect.

Schedules for days off may be adjusted based on mutual agreement between the Administrator and the Superintendent or designee.

Administrators shall normally be expected to work all days in which students or teachers are required to be in school.

Administrators shall be entitled to payment for unused vacation on a pro-rated basis credited during the fiscal year in which they separate from employment, at a per diem rate of 1/221 of the Administrator's salary, for each such additional day.

All Administrators will be granted the following holidays regardless of what day they fall upon. If a holiday falls when school is in session, it shall be stipulated as a holiday to be taken at a mutually agreed date between the Administrator affected and their immediate supervisor (except for Three Kings Day and Juneteenth).

The holidays are as follows:

1. New Year's Day
2. Three Kings Day *(observed only when school is in session)*
3. Martin Luther King's Birthday
4/5. Presidents' Day *(observed as per the school calendar over two days)*
6. Good Friday
7. Memorial Day
8. Juneteenth *(observed only when school is in session)*
9. Fourth of July
10. Labor Day
11. Indigenous Peoples Day *(observed on what was formerly known as Columbus Day)*
12. Veteran's Day
13/14. Thanksgiving Day and the day following
15. Christmas Day

Administrators may work one-half day on December 24th and also on December 31st, provided that in each instance the Administrators' professional duties and responsibilities have been discharged and provided that the Superintendent has been notified.

Administrators shall receive four (4) floating holidays each year between Christmas and New Year's Day, said holidays to be scheduled by the Superintendent. However, if December 31st is selected for a floating holiday to be scheduled during Christmas vacation, then Administrators shall have the right to work a half day on another day during that Christmas vacation as agreed between the Administrator and the Superintendent. If the Superintendent determines that it is not in the best interests of the New London Public Schools (hereinafter referred to as the "District") to schedule all four of the above-specified floating holiday for all Administrators between Christmas and New Year's Day, they will schedule the remaining floating holiday(s) for affected Administrators on some other day.

Administrators are expected to fully utilize their annual vacation time off each year, and each Administrator will make reasonable efforts to utilize the entire allotment of vacation during the year in which it is earned. However, from time to time pressing educational and administrative issues result in an Administrator's vacation request being turned down, so the Administrator is not able to utilize their annual vacation allotment during the year in which it is earned, and will thus lose the unused vacation. In cases where an Administrator has made reasonable efforts to utilize their vacation allotment and where their request to take earned vacation has been denied by the Superintendent due to the needs of the District, the Administrator shall carry over five (5) accrued and unused vacation days into the following fiscal year which must be used and cannot accumulate. If there is any remaining vacation time after such carry over, the Administrator shall be paid for a maximum of one week of the vacation which would otherwise be lost.

ARTICLE VII – GRIEVANCE PROCEDURE

Section 1

The prompt, informal and confidential adjustment and settlement of grievances is encouraged, and therefore the following procedures to accomplish these purposes are hereby established. The purpose of the grievance procedure as set forth herein is to secure and obtain, at the lowest possible administrative level, an equitable solution to the grievance. The parties agree that the purpose of the grievance procedure will best be served if all proceedings thereunder be kept as confidential as appropriate.

Section 2 – Definitions

a. A grievance shall be defined as an alleged violation, misapplication or misinterpretation of a specific section of this Agreement or of any written Board Policy.
b. An "aggrieved person" is the person making a claim.
c. A "party in interest" is the person making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
d. "Business days" shall mean days on which Central Office is open.

Section 3 – Time Limits

a. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limit specified may, however, be extended by mutual agreement.
b. A grievance shall be deemed waived unless it is submitted within fifteen (15) business days after the aggrieved party knew or should have known of the events or conditions on which it is based.
c. Failure by the grievant at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

Section 4 – Informal Procedure

The parties both agree that the resolution of the grievance should, to the extent possible, be handled informally. Therefore, if an Administrator feels that they may have a grievance, the matter shall first be discussed informally with the Superintendent or designee in an effort to resolve the problem. If, after such discussion, the Administrator is not satisfied with the informal attempts to resolve the matter, they shall have the right to file a grievance in writing.

Section 5 – Formal Procedure

Step One:

a. If a grievant is not satisfied with the disposition of their grievance by informal proceedings, they may present their grievance as a written grievance to the Superintendent or designee within the above mentioned fifteen (15) day period, and shall have the right to have the Association assist.
b. The Superintendent or designee shall have fifteen (15) business days to meet with the grievant, starting from the date that the written grievance is filed with the Superintendent. At this meeting, the grievant shall explain the grievance to the Superintendent or designee in an effort to reach a mutually acceptable settlement.
c. The Superintendent shall have a period of ten (10) business days, commencing with the day of the last grievance meeting within the above described fifteen (15) day period, in order to respond in writing to the grievant.

Step Two:

a. If, upon receipt of the Superintendent's or designee's written decision, the Administrator is not satisfied with the disposition of the matter, the Administrator shall have five (5) business days in which to file a written appeal of the Superintendent's decision to the Board.
b. Upon receipt of such written appeal, the Board shall schedule a meeting on the grievance within fifteen (15) business days after the appeal of the Superintendent's decision is filed.

c. At this meeting, the grievant shall be permitted to explain and discuss the claim with the Board. The Board shall have fifteen (15) business days following the conclusion of the grievance meeting in which to respond in writing to the grievance.

Step Three:

a. Grievances which do not involve the interpretation, meaning or application of any of the provisions of this Agreement may only be processed through Step Two but shall not be arbitrable (Step Three).

b. If the grievant is not satisfied with the disposition of their grievance at Step Two, they may, within three (3) business days after the decision, request that the Association submit the grievance to arbitration.

c. If the Association elects to submit the grievance to arbitration, the President of the Board and the President of the Association, or their designated representatives shall, within five (5) business days after such written notice, shall jointly select an arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree on an arbitrator within five (5) business days, the matter shall be submitted to the American Arbitration Association under the Rules of Voluntary Arbitration of the American Arbitration Association.

d. The arbitrator so selected shall confer promptly with representatives of the Board and the Association and shall hold a hearing with the grievant and other parties in interest as they shall deem requisite.

e. The arbitrator shall render a decision in writing transmitting it to all parties in interest, setting forth findings of fact, reasoning and conclusions on the issues, submitted within twenty (20) business days from the date of the close of the hearing. The decision of the arbitrator shall be final and binding upon all parties in interest to the extent permitted by law.

f. The cost of the services of the arbitrator shall be borne equally by the Board and the Association.

<u>Section 6 – General Provisions About Grievances</u>

a. No reprisals of any kind shall be taken by the Board, the Administration, or individual Administrators against any participant in the grievance procedure by reason of such participation.

b. The grievant may be formally represented at any level of the formal procedures by a person or persons of their own choosing. Similarly, the Board may obtain such representation at the same levels.

c. All documents, communications, and records dealing with the processing of grievances shall be filed separately from the personnel files of the participants.

ARTICLE VIII – MEMBERSHIP DUES

Section 1

All Administrators in the bargaining unit employed by the Board may join the Association. No Administrator is required to become a member of the Association as a condition of employment or continued employment with the Board, and there shall be no discrimination by the Association against any Administrator on account of their membership or nonmembership in the Association.

Section 2

It is recognized that the Association, as the exclusive bargaining representative of all bargaining unit members, owes the same duties to all members whether Association members or not. All bargaining unit members covered herein, who voluntarily join or voluntarily remain members of the Association may voluntarily pay Association dues to the Association, as set forth below, during the life of this Agreement, or any extension thereof.

Section 3

It shall be the sole responsibility of the Association to solicit Administrators who may join the Association and/or to explain Association membership to the Administrators, and the Board will refrain from engaging any Administrators in discussion of the same but will direct all questions regarding membership, dues or fees, etc. to the President of the Association. All changes to Association membership shall come from and/or through the Association to the Board.

All Administrators who elect to join the Association shall pay monies directly to the Association or sign and deliver to the Association (on forms mutually developed by the Board and the Association), a written authorization for payroll deduction of membership dues of the Association and any state or national organization which is affiliated with the Association, and any bargaining unit member electing not to join the Association may voluntarily pay service fees in the same manner.

The Board agrees to deduct such dues or fees from the salaries from each of its Administrators who have submitted to the Association such written authorization. Said authorization shall continue in effect from year to year unless the Administrator notifies the Association that such Administrator does not wish to continue membership. It shall be the Association's responsibility to notify the Board of changes to an Administrator's dues or fees.

Section 4

The Association shall notify and certify to the Board in writing at least thirty (30) days in advance of any changes to the amount of the membership dues and fees to be deducted from each Administrator's salary. The Board shall deduct such amounts from each Administrator's paycheck and submit the same to the Association monthly by the 15th of each month.

Section 5

The Association agrees to defend, indemnify and hold harmless the Board against any and all expenses, liability suits or claims which arise under this article and/or from the Board's action in compliance with the provisions of this Article.

ARTICLE IX – PROTECTION

Section 1

In accordance with the Superintendent's administrative directive, all Administrators shall properly report all accidents which occur in their schools or within their area of responsibility.

Section 2

The Board shall protect and save harmless any individual Administrator employed by the Board from financial loss and expense, including legal fees and costs, if any, arising out of claim, demand, suit or judgment by reason of alleged negligence or other acts resulting in accidental bodily injury to or death of any person, or in accidental damage or destruction of property, within or without the school building or other acts, including, but not limited to the infringement of any person's civil rights, resulting in any injury, which acts are not wanton, reckless or malicious, provided such Administrator, at the time of the acts resulting in such injury, damage or destruction, was acting in the discharge of their duties or within the scope of employment under the direction of such Board. The Board agrees to comply with all the above-noted requirements of Connecticut General Statutes Section 10-235, as amended.

Section 3

The Board will comply with the requirements of Connecticut General Statutes Section 10-236a concerning indemnification of personnel assaulted in the line of duty.

Section 4

While the Board recognizes that it is obligated to investigate any and all complaints from parents and/or taxpayers, whether serious or frivolous, in regard to the professional conduct of Administrators, the Board also recognizes its obligation to protect the Administrator from undue harassment, embarrassment or unwarranted public notoriety.

If the Superintendent or designee relays to an Administrator a complaint relating to an Administrator's professional work, the Superintendent or designee shall inform the Administrator of the source of the complaint at the time the Administrator is informed of the nature, facts and/or circumstances of complaint by the Superintendent or designee, to include the name of the complainant unless otherwise expressly prohibited by law, and the date the complaint was received by the District . This provision does not obligate the Superintendent or designee to relay complaints to Administrators, provided the Superintendent or designee shall not reference said complaints or otherwise rely on said complaints in any internal or administrative process or procedure affecting the Administrator's employment.

In cases where an Administrator is under investigation or subject to discipline due to a staff complaint, upon the earlier of the time any Administrator is placed on leave pending an investigation, or any investigation is commenced, the Administration shall be provided with the source of the complaint unless the disclosure of the source Is expressly prohibited by law in such instances, but in any event will, at such time, be informed of the nature, facts and/or circumstances of complaint by the Superintendent or designee and the date the complaint was received by the District. This Section 4 does not mean, however, that any complaint made by an Administrator or other staff against another Administrator need be supplied unless it results in investigation and disciplinary action as stated herein, or will otherwise be referenced or relied upon in any process or procedure affecting the Administrator's employment.

ARTICLE X – REDUCTION OF ADMINISTRATIVE STAFF/ELIMINATION OF POSITIONS

The Board and the Association agree that it is within the discretion of the Board to reduce the educational program, curriculum, and staff when the economy, student enrollment decline, and other reasons as determined by the Board dictate.
If, in the Board's opinion, it is necessary to reduce the administrative staff within a particular administrative service within the District, the following procedures will be followed in order to promote orderly reduction in force.

DEFINITIONS

For purposes of the Article, administrative classifications shall be as follows or as may be subsequently established by the Board:

1. Director of Curriculum, Instruction and Assessment/Secondary Campus Principals/Directors
2. Academic/Magnet/Climate/Athletic Directors/Elementary Principals
3. Assistant Director/Assistant Campus Principal
4. Elementary Assistant Principal
5. Supervisor

Note: This is for reduction in force purposes only and not reflective of the District's organizational structure.

PROCEDURES

1. Any Administrator relieved of their duties because of reduction of staff or elimination of position shall be offered an administrative opening if one exists in their administrative classification for which they are certified and qualified.

2. For those Administrators who have three (3) or fewer years of administrative experience in the District, reductions in force shall be made by the Superintendent on the basis of the following criteria, which are listed in order of priority:
    a. Contribution which the staff member could make to students in the new position.
    b. Qualifications of the staff member compared to all other candidates for the position to be vacated and for the position to be filled.
    c. Compliance with Board programs, federal and state guidelines, and Board goals concerning affirmative action.
    d. Length of service in the District.

3. For those Administrators who have more than three (3) years of administrative experience in the District, reductions in force shall follow the following procedure:
    a. If there is no existing administrative opening in their classification, the displaced Administrator shall be offered the position of an Administrator who has the least seniority in their present classification, provided they are certified and qualified for the position.
    b. If there is no existing administrative opening in their classification, and the displaced Administrator has the least seniority in their present classification, they will be offered an administrative opening, if one exits, in any other administrative classification for which they are certified and qualified provided, however, that such an appointment does not constitute a promotion to a higher qualification.
    c. If there are no existing administrative openings in any administrative classification, and the displaced Administrator has the least seniority in their present classification, but has administrative seniority over an Administrator in another classification for which the displaced Administrator is certified and qualified, the displaced Administrator may be offered such position provided, however, that such appointment does not constitute a promotion to a higher classification.
    d. Consistent with state law and the Agreement between the Board and the Association, if an Administrator is relieved of their duties because of a reduction in staff or elimination of position and another administrative position is not otherwise available as aforesaid, they may be offered a teaching position for which they are certified.
    e. If an Administrator is relieved of their duties because of a reduction in staff or elimination of position and employed as a teacher, they will be given the experience credit on the salary schedule according to the teachers' contract for their administrative and teaching experience within the District and shall retain all accumulated sick leave, providing the latter does not violate the teachers' contract or pertinent state statutes.
    f. Any Administrator who has been displaced as aforesaid shall be placed on a reappointment list for two (2) years for their former administrative position and shall remain thereon until reappointment, provided such Administrator does not refuse a reappointment. Administrators shall be recalled to positions for

which they are certified and qualified and in which they have previously acceptable experience, according to their administrative seniority in the District. If a reappointment is offered consistent with the above and is refused by the administrator, they shall thereupon be removed from the reappointment list.

g. For purposes of this Article, qualifications shall be determined by the Superintendent, provided that the decision is not arbitrary or capricious.

4. For purposes of calculating years of service, 60/40 Administrators shall accrue seniority on a pro-rated basis.

5. Notwithstanding all of the above, no displaced Administrator shall have the right to "bump" another Administrator if the displaced Administrator has not improved their performance after having been previously made aware, in writing, of performance concerns by their immediate supervisor for which recommendations for improvement have been developed by the immediate supervisor and a reasonable opportunity (sixty [60] calendar days or forty-five [45] school days) given to the Administrator to remove such deficiency(ies).

ARTICLE XI – PROMOTIONS

Section 1

All vacancies in promotional positions caused by death, retirement, discharge or resignation, and all promotional positions hereafter created, when such positions are to be filled, shall be filled pursuant to the following procedure, except as otherwise provided in Article X of this Agreement.

a. Such vacancies shall be adequately publicized, including a notice in every school (through Superintendent's Notice or otherwise), for at least fifteen (15) business days prior to the filling of the vacancy.
b. Said Notice of Vacancy shall clearly set forth the qualifications for the position.
c. Administrators who desire to apply for such vacancy shall file their application in writing with the Office of the Superintendent within the time limit specified in the notice.
d. Such vacancy shall be filled on the basis of the fitness and qualifications for the vacant post; provided, however, that where two (2) or more applicants in the District are substantially equal in fitness and qualifications as determined by the Board, the applicant with seniority in the District will be given preference.
e. Promotional opportunities are defined as follows: administrative positions in the administrative unit which pay a higher salary and require a greater amount of responsibility than an individual Administrator's present position.
f. In accordance with applicable law, all appointments made to the aforesaid vacancies and openings shall be made in a non-discriminatory way with regard to marital status, age, sex, sexual orientation, gender identity, creed, national origin, color, race, religious belief, physical or mental handicap, or any other status otherwise prohibited by law.

g. Acting appointments to a vacant position shall be effective no longer than six (6) months except with the written agreement of the Association, which agreement shall be sought at least thirty (30) calendar days prior to the expiration of the acting appointment.

ARTICLE XII – EVALUATION – FILES OF ADMINISTRATORS

a. The Board agrees to comply with Connecticut General Statutes Section 10-151b concerning evaluation procedures and a program of evaluation.
b. Administrators shall have the opportunity to review and discuss their observation and evaluation with their supervisors. Administrators shall have the right to receive copies of their individual evaluations. The Administrator shall acknowledge that they have read such material by affixing their signature on the actual copy to be filed.
c. The Administrator shall have the right to answer any material filed, and the answer may be attached to the file copy.
d. Upon written request to the Executive Director of Talent and Human Resources, an administrator shall have the right to review or receive a copy of their personnel file within five (5) business days of the written request.
e. The Administrator shall be permitted to reproduce any material in their file within five (5) business days of this request at their own expense.

ARTICLE XIII – LEAVES

Section 1 – Conference/Workshops

a. Administrators may be allowed to attend educational conferences and workshops, without loss of pay, upon the written approval of the Superintendent.
b. When an Administrator's written request for permission to attend a workshop or educational conference is approved in writing, in advance, by the Superintendent, or when the Superintendent so requests that the Administrator attend, the Administrator's expenses while attending a workshop, seminar or conference shall be paid by the Board. Such expenses shall include only the reasonable expenses such Administrator incurs for their own meals, lodging and/or transportation and registration fees. If the Administrator uses their own automobile, the rate of reimbursement shall be the maximum allowable non-taxable rate under the IRS code.

Section 2 – Sick Leave

a. Sick leave is to be used only for the purposes of compensating an Administrator who is unable to attend to their regular duties because of a bona fide illness.
b. Administrators will be granted eighteen (18) days sick leave cumulative to a maximum of days equivalent to the total days in the work year of the Administrator's position.
c. After three (3) consecutive sick days, an Administrator may be required to submit doctor's certification verifying medical reason for absences.

Section 3 – Personal and Professional Leave

Each Administrator shall be entitled, as a right, to a maximum of three (3) days of absence with pay each year for legal, business matters which require absence during the school hours. These personal days are noncumulative and may not be carried over from one year to the next. Unless the matter involves an emergency issue, Administrators will provide as much advance notice as possible, but at least two days' notice prior to taking personal days.

Section 4 – Bereavement Leave

a. A leave of absence not to exceed five (5) days immediately following the date of the death shall be granted to any Administrator whose spouse, parents, father-in-law, mother-in-law, brother, sister, child, or grandchild dies.

b. Time off to attend the funeral of aunts, uncles, or grandparents shall be granted. Such leave shall be with pay, not to exceed one (1) day, and shall not be charged to the Administrator's sick leave.

Section 5 – Jury Duty

a. If the law permits an exemption from jury duty for public school administrators, then Administrators summoned to jury duty who seek an exemption shall be assisted in obtaining the exemption by the Superintendent through such things as a letter attesting to the need for the Administrator to remain on duty in the District.

b. Any Administrator ordered to report to jury duty during July or August shall receive a rate of pay equal to the difference between the professional salary and the jury fee for each day served as a juror, provided the Administrator submits proof of the jury summons.

Section 6 – Sabbatical Leave

Desiring to reward professional performance and encourage independent research and achievement, the Board may grant a sabbatical leave for an Administrator for approved scholarly programs subject to the following conditions:

a. Request for sabbatical leave must be received by the Superintendent in writing in such form as may be required by the Superintendent no later than December 31 of the year proceeding the school year in which the sabbatical leave is requested. A summary of the proposed program to be followed during the sabbatical year must accompany the application.
b. A leave will not be granted for a program of study that will result in the completion of the requirement for a certificate or degree to permit the Administrator to obtain their standard administrator's certificate as per the Connecticut State Board of Education's regulations and Connecticut law.
c. Only one (1) Administrator may be granted a sabbatical leave in any one (1) school year.
d. The Administrator has completed at least seven (7) consecutive full years of service as an Administrator in the District.

e. The Administrator on sabbatical leave will be paid seventy-five percent (75%) of their annual salary rate up to one (1) school year.
f. The Administrator shall agree in writing to return to the Administrator's employment for two (2) years in the event of a full year's leave.
g. Upon return from sabbatical leave, the Administrator shall be placed in the same or comparable administrative position in status and pay on the appropriate step in the salary schedule as though such Administrator had not been on leave.
h. An Administrator on sabbatical leave shall continue to have their life insurance and retirement benefits paid by the Board.
i. An Administrator on sabbatical leave shall maintain sick days accumulated prior to such leave and full seniority.

Section 7 – Childbearing Leave

Administrators shall be granted a childbearing leave in accordance with all mandated state and federal laws and/or regulations.

Section 8 – Family Illness

Each absence caused by serious illness to the immediate family (immediate family shall be defined as the Administrator's spouse, civil union partner as provided by Connecticut law, parent, sibling, child, grandchild, or grandparent, or anyone residing in the household one year or more) up to and including five (5) days in any school year will not result in any reduction from an Administrator's salary.

Section 9 – Emergency

Administrators shall be permitted emergency leave with pay in situations where the issue is of unusual and important significance, normally not weather, wholly beyond the control of the staff member, and shall not be used to extend holidays, weekends or vacation periods. Emergency leave will normally be limited to one (1) school day at a time. All emergency leave situations shall be referred to the Superintendent or designee.

Section 10 – Prior Notice

No Administrator shall receive leave under this Article unless they have notified the Superintendent or designee of the anticipated absence as far in advance as is possible under the circumstances.

ARTICLE XIV – STRIKES

All Administrators in this Association will not, in an effort to effect a settlement of any disagreement with the Board, engage in any strike or concerted refusal to render services.

This Association agrees that in the event of a strike by any bargaining unit under the Board's jurisdiction, all members of the Association shall perform the duties necessary to ensure the continuity in the operation of the District as determined by the Board and the Superintendent.

ARTICLE XV – EARLY RETIREMENT

Not applicable to members of the bargaining unit hired after June 30, 1998.

The Board and the Association agree to implement jointly an early retirement program.

Section 1 – Eligibility

a. Minimum Experience Requirement. At least fifteen (15) years of certified service in the Connecticut Teachers' Retirement System, the last ten (10) years of which shall have been served in the District, will be necessary for an Administrator to qualify for this early retirement clause.

   An Administrator may avail themselves of this plan if they are:
   1) Age 55-60 with 20 years of Connecticut service
   2) Age 61-65 with 15 years of Connecticut service

b. Notification of Intent. Notification of one's intent to retire under this plan shall be filed at least one year prior to one's last day of employment.

c. The provisions of the Article shall be applicable only to members of the bargaining unit hired on or before June 30, 1998, and shall be inapplicable to Administrators hired July 1, 1998 or later.

Section 2 – Payment

The Board will pay four thousand dollars ($4,000) to an Administrator who avails him/herself of this Early Retirement Clause.

Section 3 – Age

Age shall be determined as the actual age in years that the Administrator's retirement from the District becomes effective.

Section 4 – Years of Credit

Years of credit shall be defined as that service recognized by the Connecticut Teachers' Retirement System. The maximum number of creditable years of service used shall be thirty (30) years.

Section 5 – Dates of Payment

All Administrators will receive four thousand dollars ($4,000) in addition to their annual salary in the year of their retirement. This additional money will become part of their annual salary during the month of January to June of their last year of service, and will be paid entirely by the effective date of retirement. This consideration will not apply to resignations.

Section 6 – Survivorship Payment

Payments shall go to the designated beneficiary in case of death. Such beneficiary shall be noted on the application at the time the Administrator files for the Early Retirement Plan.

Section 7 – Retirement Benefits

Administrators retiring from the District under provisions of the Teachers' Retirement System will be eligible to be continued in the Health Insurance Group Plan(s) of the Board. Eligible dependents of such retiring administrator shall also be eligible for continuation in the plan(s). (See Article XXI) The premiums of such coverage shall be borne by the retiring Administrator by reimbursement of such cost to the Board.

ARTICLE XVI – FRINGE BENEFITS

Section 1 - HEALTH INSURANCE AND DENTAL INSURANCE

Administrators who are eligible for health and dental insurance may receive insurance benefit coverage for the Administrator and their legal spouse and eligible dependents under the Connecticut State Partnership Plan.

Effective July 1, 2026, Administrators who elect coverage under the State Partnership Plan will contribute twenty-three and one-half percent (23.5%) of the total cost of their coverage for themselves and any eligible dependents. The Board shall pay the remaining cost of the insurance. Contributions shall be made via payroll deductions.

Effective July 1, 2027, Administrators who elect coverage under the State Partnership Plan will contribute twenty-four percent (24%) of the total cost of their coverage for themselves and any eligible dependents. The Board shall pay the remaining cost of the insurance. Contributions shall be made via payroll deductions.

Effective July 1, 2028, Administrators who elect coverage under the State Partnership Plan will contribute twenty-four percent (24%) of the total cost of their coverage for themselves and any eligible dependents. The Board shall pay the remaining cost of the insurance. Contributions shall be made via payroll deductions.

A. WAIVING COVERAGE

a. Members of the bargaining unit who are eligible for insurance coverages under this section may voluntarily elect to waive such coverages, in whole or in part, provided that such waiver does not conflict with the rules, regulations or requirements of the appropriate insurance carrier(s).

b. Administrators electing such a waiver shall receive cash payments from the Board in an amount equal to fifty percent (50%) of the premium cost which would have been incurred by the Board on their behalf had the insurance coverage not been waived.

c. In order to exercise this waiver option, Administrators must apply in writing to the Superintendent not later than June 30 in any year covered by this

Agreement with such waiver to be effective the following September 1. All waiver applications must be completely voluntary on the part of the staff member and must be accompanied by a signed waiver of coverage document acceptable to the Board. If the waiver application is acceptable to the applicable insurance carrier(s), it shall be effective as of September 1 and shall remain in effect until revoked as provided below. Administrators whose waiver applications are acceptable to the applicable insurance carrier(s) shall receive quarterly cash payments from the Board in September, November, February and June.

d. In the event an Administrator who has obtained a voluntary waiver of insurance coverage pursuant to this section wishes to reinstate insurance for which they are eligible by revoking the waiver, there shall be an annual open enrollment window of May 20th through June 20th each year. At this time an Administrator may choose to reinstate or waive their insurance for the fiscal year commencing September 1.

   There shall be no reinstatement other than the May 20th through June 20th period. However, there shall be no lapse of coverage if an Administrator rescinds their waiver due to:

   1. Coverage was waived by the Administrator because another group health insurance plan provided coverage for the Administrator; and,
   2. Coverage is lost under that plan due to employment termination, death of spouse, or divorce; and,
   3. The Administrator applies for coverage under this Agreement within 30 days after the loss of coverage under the other plan.

All such requested reinstatements shall be subject to all requirements of the applicable insurance carrier(s) including but not limited to any mandatory waiting periods. This and all future language contained within this section shall conform with applicable state and federal COBRA law.

B. CHANGE IN CARRIER

The Board shall have the right to change insurance carriers and/or to self-insure in whole or in part in order to provide the insurance coverage set forth above, provided that the resulting coverage is substantially equivalent to the original coverage when viewed as a whole. The Board shall advise the Association at least 20 days in advance of any desire to change carriers or self-insure. If the Association does not agree that the proposed coverage is substantially equivalent when viewed as a whole, then the parties will proceed immediately to arbitration under the grievance/arbitration provisions of this Agreement over that issue, preferably before an arbitrator with expertise in insurance matters. Such negotiations shall be expedited under the Rules of the American Arbitration Association for expedited arbitration, if either or both parties request, and no change shall be made until the arbitrator has rendered a decision.

Section 2 - LIFE INSURANCE

Term life insurance in the amount of two times annual salary shall be provided for each Administrator.

Section 3 - TUITION REIMBURSEMENT

The Board will expend up to a maximum of $7,500 annually for tuition reimbursement.

Administrators who elect to take and who successfully complete a graduate (post-college) course or courses shall be reimbursed by the Board up to a maximum of twelve (12) credits per year provided that the Administrator has attained, prior to taking the course, their standard administrative certificate as per the Connecticut State Board of Education regulations. Further, the Administrator must take the course in a graduate program and have the prior written approval of the Superintendent to take and receive reimbursement for a course or courses. The Administrator must obtain a passing grade of at least a "B" or better and must supply the Superintendent with an official verification of this grade and an itemized invoice and proof of payment from the accredited institution showing the amount paid for tuition. Failure to submit this documentation shall result in forfeiture of reimbursement.

Partial or full course reimbursement is payable in one lump sum in September of the school year following the school year in which the courses were taken and successfully completed. An Administrator who has left the District as of the date payments are made shall not receive reimbursement.

Should the approved requests for tuition reimbursement exceed the $7,500 cap set forth above, each Administrator will receive a pro-rata payment within the available $7,500.

Section 4 - SUBSTITUTE TEACHERS

The Board will maintain a central teacher substitute calling system, so as to relieve all elementary school principals of the task of calling teacher substitutes.

Section 5 - RETIREMENT

All Administrators will receive one thousand five hundred dollars ($1,500) in addition to their annual salary in the year of their retirement. This consideration will not apply to resignations.

Section 6 - TEXTBOOK REIMBURSEMENT

Administrators with standard certification in administration will be reimbursed for graduate textbooks turned in to the professional library subject to the following stipulations:

1. Prior approval of the Superintendent is required.
2. The Board will reimburse the Administrator fifty percent (50%) of the original purchase price of the textbooks. Evidence of purchase price must be submitted.
3. The maximum amount the Board will reimburse an individual Administrator is fifty dollars ($50) in any calendar year.

ARTICLE XVII – RIGHTS OF THE ASSOCIATION

a. The Association shall have the right to use equipment when such equipment is not otherwise in use. The use of other school facilities by the Association shall be available with prior approval of the Superintendent. Any general membership meetings shall be held after school hours.

b. All costs for supplies or print shop services shall be noted and reimbursed by the Association to the District.

c. In response to the Association's request, the Board agrees to furnish to the Association all available public records concerning the financial resources of the District, including tentative budgetary requirements and allocations adopted by the Board.

d. The Association President or designee shall be allowed a maximum of two (2) days' release time per year as necessary to conduct Association business outside the District. The President of the Association shall notify the Superintendent in writing at least one (1) week in advance.

e. The Association President shall be furnished copies of the Board agenda at least one (1) calendar day prior to public Board meetings. In the event that a public Board meeting is held during a school day, release time may be provided so that one (1) member of the Association may attend.

ARTICLE XVIII – SALARIES

Salaries for the duration of this Agreement, July 1, 2026 – June 30, 2029, shall be as follows.

Effective July 1, 2026, each salary shall be increased by 2.75%.
Effective July 1, 2027, each salary shall be increased by 3.00%.
Effective July 1, 2028, each salary shall be increased by 3.00%.

The base salaries of administrators shall be comprised of the following two components: 1) cash compensation, in such amounts as are set forth below; and 2) an additional annual sum of Seven Hundred Fifty Dollars ($750) to which each administrator will arrange to have an elective deferral deducted from their salary on a pre-tax basis as permitted under IRC Section 403(b), as amended, and then contributed toward the purchase of a 403(b) annuity with a tax sheltered annuity of their choice from the accounts offered by the Board. The additional sum shall increase to One Thousand Dollars ($1,000), effective July 1, 2027, and One Thousand Two Hundred Fifty Dollars ($1,250), effective July 1, 2028.

ADMINISTRATORS' SALARY SCHEDULE
JULY 1, 2026 – JUNE 30, 2029

Administrative Position	2026-27	2027-28	2028-29
High School Principal	$182,043	$187,504	$193,130
Middle School Principal	$172,787	$177,971	$183,310
Directors	$169,427	$174,509	$179,745
Elementary School Principal	$169,427	$174,509	$179,745
High School Assistant Principal	$163,182	$168,078	$173,120
Assistant Director	$163,182	$168,078	$173,120
Middle School Assistant Principal	$162,305	$167,174	$172,189
Elementary Assistant Principal	$161,927	$166,785	$171,788
Supervisors	$161,640	$166,489	$171,484

Discussion of Alternative Compensation Plans

The Board shall in its discretion offer financial incentives for the recruitment of new Administrators and the retention of existing Administrators. Such financial incentives may include but are not limited to: relocation stipends, increased tuition reimbursements, higher placement on the salary schedule.

ARTICLE XIX – JUST CAUSE

In cases where the Superintendent or their designee elects to impose discipline upon a bargaining unit member by either; 1) the issuance of a written disciplinary reprimand; 2) the imposition of a disciplinary suspension without pay; or 3) involuntary demotion to a lower paying position for disciplinary reasons; then such discipline must be supported by just cause, and may be challenged through the grievance and arbitration provisions of this Agreement. This provision shall not apply to evaluations of professional performance under the evaluation plan, to involuntary demotions as part of a reduction in force, or to non-renewals and/or terminations, which shall be conducted solely in accord with the tenure law.

ARTICLE XX – PAYMENTS

Administrators shall be paid on a bi-weekly basis. Wages shall be paid in accordance with the biweekly payroll calendar established by the Administration at the start of each fiscal year. Wages shall also be pro-rated for any partial service in the first and/or last week of employment with the District.

ARTICLE XXI – MEDICAL INSURANCE COVERAGE FOR THOSE WHO RETIRE

The Board shall permit Administrators who retire from the District under the Connecticut Teachers' Retirement System, to make payment of their medical insurance premiums through the Central Office at the applicable premium rate, for themselves and their eligible dependent(s), as provided by pertinent state and federal laws.

ARTICLE XXII – DURATION

The parties agree to negotiate in good faith in an effort to secure a successor agreement in accordance with Section 10-153 et seq., as amended of the Connecticut General Statutes.

This Agreement shall become effective July 1, 2026 and shall remain in full force and effect for three (3) years until June 30, 2029. Negotiations for a successor agreement to be in effect following the expiration of this Agreement in 2029 shall also be conducted pursuant to the applicable provisions of Section 10-153 of the Connecticut General Statutes.

Dated at New London, Connecticut, this 1st day of December, 2025. The undersigned representatives of the parties have been duly authorized to execute this Agreement.

NEW LONDON BOARD OF EDUCATION

By: _____
Board President

NEW LONDON ADMINISTRATORS' EDUCATION ASSOCIATION

By: _____
Association President

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