

AGREEMENT BETWEEN
THE
WOODBIDGE BOARD OF EDUCATION
AND
WOODBIDGE EDUCATION ASSOCIATION

July 1, 2026 – June 30, 2029

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ARTICLE 1.00 EMPLOYMENT RIGHTS

1.01 Permanent Personnel

I. Recognition Clause

The Board recognizes the Woodbridge Education Association as the exclusive bargaining agent for all employees, excluding temporary substitute employees, of the Board of Education who are employed in positions requiring a teaching or other certificate and are not included in the administrators' unit or excluded from the purview of sections 10-153a to 10-153n inclusive.

II. Part Time Employees

Unit members commencing employment after July 1, 1996 shall receive benefits (e.g. sick leave, personal days, health insurance) under this Agreement that are prorated in accordance with the percentage of their assignment (as determined by comparing salary for their position with full-time salary for the position). Unit members employed prior to that time shall receive benefits under this Agreement in accordance with the past practice as to that unit member. Part-time employees will attend a percentage of Full faculty meetings, rather than partial meetings. Full-time employees must attend 14 faculty meetings and would expect that half-time (0.5) employees will attend 7 meetings. Staff who work 0.7 of a day will attend 9.8 meetings; 9 full meetings, and to accommodate the remainder of the eight tenths of the final meeting, will attend either 48 minutes of a 60-minute meeting or 72 minutes of a 90 minute meeting depending on the administrator's directive.

In addition to the faculty meetings, part-time teachers will attend 5 full days out of 6 full-Day Professional Development days. The one day that they do not attend is the classroom set-up day. The district will pay the per diem rate for the excess of the contracted days attended for each of the five days they are required to attend (in reference to the above examples, the district would pay either the remaining 0.5 or 0.3 of each of those 5 days attended. Dates of meetings shall be tentatively set at the start of the school year but shall be subject to change.

1.02 Separation and Recall

I. Layoffs

Non tenured teachers shall be laid off before tenured teachers in accordance with statute.

II. Separation

Seniority shall be the determining factor in layoffs and involuntary transfers caused by layoffs (or to avoid them), except that the Board may retain any teacher who would otherwise be laid off in any given school year if his/her

certification, teaching level experience, and reliable evaluation by certified and qualified evaluators shall convincingly demonstrate that said teacher possess an overriding professional value as a teacher and therefore should be retained in preference to the next more senior teacher. Upon review by the Board of Education, the administration shall have the responsibility for demonstrating these value factors.

III. Recall

- A. Any laid off teacher will retain recall rights to the Woodbridge school system, for any position for which he/she is certified and qualified for a period of eighteen (18) months.
- B. Recall shall be made in reverse order of layoffs provided the teacher is certified and qualified for the position.

1.03 Personal Injury

Whenever a teacher is absent from school as a result of personal injury caused by an accident arising out of and in the course of his employment, he/she may elect to be paid his/her full salary less the amount of any Workmen's Compensation award for incapacity due to said injury during such absence for such period as he/she continues in the employ of the Board of Education and continues to receive Workmen's Compensation payments for total incapacity resulting therefrom. In addition, a teacher absent because of injury as described in this policy may elect to receive full pay for the compensation waiting period set forth in paragraph 9a) of Section 31-295 of the Connecticut General Statutes. In the event of election by teacher to receive full salary as provided in this policy, no part of such absence shall be charged to the teacher's annual accumulated sick leave. Such an accident or injury must be reported in writing to the Business Office as soon after the occurrence as possible.

1.04 Personnel Files

A teacher shall, without prejudice, be entitled to knowledge of, access to, and upon written request, a copy of supervisory records and reports of competence, personal character and efficiency maintained in his/her personnel file as defined by Connecticut General Statutes Section 31-128 and Section 10-151a with reference to evaluation of one's performance in the school system.

A teacher shall be granted access to his/her personnel file within a reasonable time, which normally shall mean one working day of making a request. The file will be reviewed in the presence of an administrator/supervisor, and will be returned to its proper storage place immediately after the review is completed. Access to personnel files normally shall not be delayed beyond one day of request due to the absence or unavailability of an administrator/supervisor.

If a teacher desires to respond to or to make a statement supplementary to supervisory records and reports of competence, personal character and efficiency maintained in one's personnel file with reference to evaluation of his/her performance in the school system, he/she may submit such material in writing to the Superintendent. The

Superintendent shall place a copy of same in the teacher's personnel file and shall also show a copy of same to the person who prepared the original record or report to which the statement is directed. Supplementary reports and statements may be added both by the teacher and by supervisory personnel as each may deem necessary.

However, a teacher or supervisor must request that such supplementary entries to the personnel file be added within sixty working days of the notice of the original placement of an entry into the personnel file.

If a teacher shall deem himself/herself aggrieved by all or any portion of supervisory records and reports of competence, personal character and efficiency maintained in his/her personnel file with reference to evaluation of his/her performance in the school system, he/she may make the existence thereof the subject of a grievance and may follow the grievance procedures outlined in Section 1.06. For purposes of such a grievance, the time period provided for in Section 1.06 shall commence on the date the teacher first became aware of the existence of the information to which objection is taken.

A teacher will be notified whenever entries and/or changes are made to his/her personnel file. Such notice will be in writing and be provided within three working days of the entry.

1.05 Just Cause

No teacher will be disciplined, suspended, reprimanded or denied a salary increment without just cause.

1.06 Grievance Procedure

I. Introduction

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise affecting the welfare or working conditions of teachers. A grievance may be filed by an individual teacher, a group of teachers of the Association.

II. Definitions

A. "Grievance" shall mean one of the following:

1. A claim or dispute arising from the interpretation or application of the language of the enumerated personnel policies or an alleged breach thereof.
2. A claim or a dispute based upon an event or condition which affects the welfare or conditions of employment of a teacher or a group of teachers or the Association.

- B. "Days" shall mean when school is in session, except after the last day of the school year when days shall mean normal working days (i.e., Monday-Friday).

III. Time Limits

- A. A grievance must be filed in writing within 15 days of the act or occurrence of the conditions on which the grievance is based.
- B. Each successive step in the nature of an appeal as outlined below shall be taken within 15 days from the date the teacher is notified in writing of the decision from which appeal is taken, except that if the grievance is presented to the Board of Education or its duly appointed committee, the Board of Education shall meet to consider the appeal and shall hear the matter and render its decision all within 30 days from the next regularly scheduled meeting of the Board of Education after any such appeal is presented to the Board of Education.
- C. Notification must be given to the aggrieved person or persons involved at each level of this procedure within fifteen (15) days or the aggrieved person may proceed to the next level, except that notice to the grievant from the Board of Education shall be in accordance with the time provision set forth in paragraph B above.
- D. The specified time limits at each level shall be considered as a maximum. When the last day on which notice can be given is not a business day, the time to give notice shall be extended to the next business day.

IV. Procedure

A grievance shall be initiated at the lowest level at which a remedy can be appropriately accomplished.

Level A. The Director of Special Services, if applicable, or the Principal of the school to which the individual is assigned shall be designated as the person to whom grievances shall be presented.

Level B. Should grievances fail to be solved at the school unit level, appeal shall be made to the Superintendent of Schools.

The aggrieved teacher may be represented at Level A or Level B by a person of his own choosing. If a grievance proceeds beyond Level B, only the WEA shall have the right to represent the aggrieved. The WEA shall have the right to be present and to state its view at all levels of the Grievance Procedure.

Level C. Should grievances fail to be solved by the Superintendent, appeal shall be presented in writing and in person to the Board of Education.

Level D. If the WEA chooses to submit the grievance to arbitration, it shall do so within fifteen (15) school days of the Board's decision on the grievance, or in the absence of a decision by the Board, within forty-five (45) school days after the grievance to arbitration was presented to the Board at Level C. An arbitrator agreeable to both parties will be selected to hear the case, pursuant to the rules of the American Arbitration Association. In the event that an arbitrator cannot be agreed upon by both parties, then one will be appointed by the American Arbitration Association. The arbitrator shall render an award in writing. The decision of the arbitrator shall be final and binding upon all parties. The arbitrator shall have no power to add, delete from, or modify in any way the provisions of this agreement. Each party will bear half the cost of the arbitrator's fees.

Only claims or disputes arising from the interpretation or application of the language of enumerated personnel policies shall be subject to arbitration; claims or disputes based upon an event or condition which affects the welfare of conditions of employment of a teacher or group of teachers or the Association may only be appealed up to the Board of Education whose decision shall be binding on both parties.

V. Confidentiality

Documents relating to grievances shall be viewed as confidential by both parties to the fullest extent permitted by law and no such documents shall be placed in the grievant's personnel file, but shall be maintained in a separate grievance file.

VI. Rights of Teachers to Representation

- A. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
- B. Any party in interest may be represented at any level of the grievance procedure by a person of his/her choosing. The Woodbridge Education Association shall be present at all levels of the grievance procedure and state the position of the Woodbridge Education Association on the issue.
- C. The Association may, if it so desires, call upon the professional services of the Connecticut Education Association for consultation and assistance at any stage of the procedure.

VII. Miscellaneous

The Association may, if so agreed to by the grievant, elect to process any grievance of any teacher, grievant, group of individuals or party in interest, on its own behalf at any step of the grievance procedure.

Either party may bypass Level C (Board Level) and forward the grievance directly to arbitration by providing the ether party written notification of such action within 15 days of the time the teacher is notified of the decision at Level B (Superintendent Level).

ARTICLE 2.00 WORKING CONDITIONS

2.01 Contract Period

I. Work Days

The contract between the Woodbridge Board of Education and the individual teacher will include a maximum of 187 working days in the school year, 182 of which shall be instructional days. Work days will not be scheduled earlier than five business days before the first day of school for students, nor later than five business days after the last day of school for students. The equivalent of one full day of work before the first day of school for students shall be available for teachers to prepare their classrooms. No provision is made for absences other than those defined by policy. No arrangements can be made for prolonged absences because of vacation or travel. In the year of their hire only, new employees shall work up to two (2) days prior to the start of the school year, as determined by the district, for orientation purposes. In addition, they shall attend up to three (3) days of responsive classroom training if they have not received comparable training in a prior district.

II. Minimum Days

The last day of school shall be a minimum day for teachers . Two (2) conference days in September, October or November, and two (2) in March, April, or May shall be minimum days for students and teachers. Teachers will make every effort to honor a reasonable request of a parent for a conference before, during, or after the school day which could occasionally include early evening hours, if requested by parents/guardians. Additionally, the day before Thanksgiving shall be a minimum day for teachers. The last day of school before the December holiday break shall also be a minimum day for teachers and students.

III. Extra Days

Staff members in the Woodbridge Public Schools shall be compensated at a per diem rate based on their annual salaries for every day added to the school year above those stipulated in Section I.

IV. Work Days (length)

The Board may schedule student contact time, including instructional time, for the entire length of the seven hour and ten minute teacher work day, less contractual preparation time and lunch time; and provided further, that during said seven hour and ten minute work day teachers shall not be required to report more than ten minutes before and remain more than fifteen minutes after the

student school day. However, the Woodbridge Education Association shall be flexible to consider changes within the twenty-five minute aggregate time before and after the school day. If the work day is lengthened beyond seven hours and ten minutes, the Board of Education shall compensate staff members at a rate of compensation based upon a pro-rating of their annual salaries with the percentage increases in salaries equivalent to the percentage increase in the length of the work day.

2.02 Preparation Period

During each student school day, every full-time teacher will be granted an average minimum of sixty (60) minutes per day (minimum of 360 minutes per six day cycle) for use to:

- * Prepare lessons
- * Evaluate student performance, and other similar tasks
- * Meet with colleagues, parents and administrators
- * Conduct Professional Learning Community activities (two (2) per six (6) day cycle and a 3rd every other cycle)
- * Attend Planning and Placement Team (PPT) Meetings (once per six (6) day cycle)

In two (2) six (6) day cycles each full-time teacher will have a minimum of 300 minutes of the total preparation time during which the teacher will not be assigned by the administration to any responsibility other than to independently make preparations for instruction. This will normally be accomplished in the school building. Every reasonable effort shall be made to assure that teachers do not go more than one day without a preparation periods.

Teachers shall receive such time in blocks of no less than twenty (20) minutes where reasonably possible.

The administration will attempt to notify members of the collective bargaining unit at least two (2) days in advance of any meetings to be scheduled during preparation time.

2.03 Assignment and Transfer

I. Assignment

The Superintendent shall have responsibility for the assignment of all teachers.

II. Transfers

Any teacher desiring a change of assignment should discuss the matter with the Building Principal and then submit to the Superintendent a written request for a transfer on or before April 1st.

Such transfer decisions are by mutual agreement between the Superintendent and the requesting teacher.

III. Changed Assignments

The school principal or appropriate building administrator shall notify teachers of possible changes in assignment for the upcoming year in writing by May 31st. However, in an emergency or extenuating circumstances the administration may make further changes in the assignment for any teacher after that date. The affected teacher will be notified in writing as soon as possible.

An assignment change or involuntary transfer shall be made only after a meeting between the teacher involved and the school principal or appropriate building administrator. If not satisfied, the teacher may request that the Superintendent meet with him/her and the supervisor within ten (10) working days for the purposes of discussing the transfer.

IV. Vacancies

Whenever a teaching vacancy occurs, caused by retirement, death, resignation, or the creation of a new position, notice of the vacancy, with a statement of any special requirements, will be emailed to all staff. Whenever such vacancies occur during school vacations, notice of the vacancy will be emailed (and mailed upon request) to each staff member. The WEA will assume the postage costs. Any teacher desiring consideration for the position must apply in writing to the Superintendent within two weeks of posting or two weeks from the date of the email. Notwithstanding the foregoing, during the month of August the time period for responding to a posting shall be one week.

Current staff members will be interviewed for the position before the hiring of other personnel, provided that the staff member is certified for the position. The decision on the requested transfer/change in assignment will be by mutual agreement of the Superintendent and interested teacher (as in Section II above).

If it is determined that a transfer/change of assignment will seriously disrupt established classes if enacted while the current school year is in progress, the transfer/change of assignment will be made effective at the start of the succeeding school year.

2.04 Cafeteria Duty Assignments

No teachers will be asked to perform cafeteria duty, except in an emergency or extraordinary circumstance. For the purpose of this Article, emergency or extraordinary circumstances are defined as unforeseen situations disrupting the regular work environment and limited in duration.

2.05 Faculty Meetings

During the months when parent conferences are not held, not more than a total of fourteen (14) meetings of the faculty will be scheduled. Twelve (12) of such faculty meetings shall not exceed 90 minutes and two (2) shall not exceed 60 minutes. In the months when parent-teacher conferences are held, the Board may schedule just one additional faculty meeting each, not to exceed sixty (60) minutes in duration (for a total of 16 faculty meetings), except given extenuating circumstances for the following purposes: *(not an exclusive list)*

- a. Dissemination of information not easily or completely communicated another way.
- b. Curriculum discussions or planning.
- c. Instructional concerns and workshops.
- d. Discussion of committee reports.
- e. Discussion of school procedures and events.
- f. Dissemination of information from individuals attending out-of-district meetings, workshops, conferences or visitations.
- g. Proposals to improve the school.

However, much information will be communicated through memo, small group meetings, personal contacts, written reports, etc. Emergency meetings may be called by either the Principal or the WEA President. Such meetings are in addition to those mentioned above. However, the agenda for an emergency meeting is limited to the subject or conditions of the emergency.

Regular faculty meetings will not be scheduled the day preceding a scheduled holiday or vacation period. Meetings may be cancelled if agreed to jointly by the WEA President and the Principal.

Members of the collective bargaining unit shall attend faculty meetings. Members of the administration may attend such meetings. Other individuals may not attend faculty meetings unless invited by the Principal and the President of the WEA; however, the Principal may from time to time invite other employees or members of the Board of Education or town government or other persons to attend part of a meeting as the meeting agenda dictates.

The Principal shall establish the agenda for faculty meetings which may include professional development. Other individuals may propose agenda items. It is expected that an agenda will be distributed by e-mail by noon of the day preceding each faculty meeting. One Tuesday per month shall be set aside for a Woodbridge Education Association business meeting.

The Board shall be allowed one (1) additional faculty meeting each marking period, as needed, which may be called by the Superintendent. These meetings are subject to a two (2) week notice requirement, except in cases of emergency.

2.06 Meet and Discuss

At the request of either party, the Woodbridge Board of Education and the administration will meet with the officers of the Woodbridge Education Association at least once a year between October and March to discuss matters of mutual concern including but not limited to:

- a. Professional responsibilities and conduct
- b. Duties of teachers
- c. Short and long-term planning
- d. Class size
- e. The condition and cleanliness of the building
- f. Parental conferences

Members of the Bargaining Unit, Board and Administration and their representatives may attend provided both parties agree. The Board Chair and the WEA President will confer to schedule a mutually agreeable date and time for this meeting and will attempt to set an agenda.

The parties are encouraged, but not required, to provide each other with a written list of items it intends to raise for discussion during this meeting. Agenda items which are mandatory subjects of bargaining, must be placed in the agenda if requested by either party. Non-mandatory subjects of bargaining may only be placed on the agenda if both parties agree.

Nothing herein will preclude the Board or WEA from requesting or attending additional Meet and Discuss meetings.

No meeting, discussions or disagreement hereunder shall constitute negotiations for purposes of mid-term interest arbitration under the Connecticut General Statutes. This item (2.06) may be grieved but not taken to arbitration.

2.07 Moving Classrooms

When teacher classrooms are relocated or otherwise vacated, the Administration shall make arrangement for moving furniture, supplies and equipment other than personal items.

2.08 Duty-Free Lunch

Teachers will be provided a duty-free lunch period each school day of no less than thirty (30) consecutive minutes. For classroom teachers, this period will coincide with the lunch period of their homeroom class. For other members of the bargaining unit, this period will be within the schedule lunchtime for students. Except in extenuating circumstances, teachers may leave the building during their lunch periods with prior notification to the office.

2.09 School Calendar

The Superintendent shall share the proposed school calendar with the WEA President, and upon request, shall meet with the WEA Executive Committee to review concerns prior to submitting the proposed calendar to the Board of Education.

2.10 Class Composition Committee

The Board and Association recognize and agree that class composition is a significant factor affecting instructional effectiveness. Annually, the principal will convene a committee of administrators and teachers in early spring. This committee will review and make recommendations involving the class placement process. The committee will comprise representatives of the following: general education grade level teachers, special services staff, the coordinators and specialists. A report detailing any recommendations on the placement process will be submitted to the Superintendent. All class placements are ultimately the administrator's decision.

ARTICLE 3.00 LEAVES OF ABSENCE

3.01 Personal and Family Illness

I. Sick Leave

- A. Absence with pay for illness, injury, and medical appointments will be earned at the rate of fifteen (15) days each year. Unused sick leave may be accumulated up to 180 days. Ten (10) days of sick leave per year may be used by the staff member to cover family illness, which necessitates the teacher's presence to provide care.
- B. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom shall be treated as temporary disabilities for all job related purposes.
- C. If the Superintendent has reasonable cause to believe that there has been an abuse of sick leave through chronic, excessive or patterned use of sick leave, he or she may require a doctor's certificate and/or a consult between the Board Medical Director and the teacher's physician. A doctor's note shall be required after five (5) consecutive days in a ten (10) day period.

II. Sick Leave Bank

In cases of serious health condition (as defined in the FMLA) when an individual has used up all of his/her available personal sick leave, (sick leave shall mean the leave a staff member has for that year plus his/her accumulation), he/she will be permitted to draw sick leave from the sick leave bank established by the WEA and the Board of Education. The days will be voluntarily donated by staff on

behalf of those who under extreme circumstances may need assistance. The following guidelines shall apply:

1. Each teacher who has not accumulated one hundred eighty (180) days of sick leave, choosing to enroll in the bank will donate one day of his/her accumulated sick leave to the bank annually by the first day of school for students. The day will be deducted from their accumulated sick days. New employees will be permitted to enroll during the first week of their employment, if starting work other than at the beginning of a school year. No additional days shall be added until the bank is depleted, at which time the bank will be re-established. Teachers who have accumulated one hundred and eighty (180) days or more of sick leave may also donate one day and the day shall be deducted from the year-end accumulation.
2. Initially a teacher may be permitted on written application to draw no more than fifteen (15) days from the sick leave bank for each year of service to a maximum of 45 days, prorated for part-time teachers. Thereafter, the committee will review each applicant's need on a monthly basis and may grant additional necessary days. The total maximum lifetime eligibility for sick bank leave shall be 187 days for full-time teachers; prorated for part-time teachers. Notwithstanding the foregoing, a teacher who has used all 187 days, after five (5) years of exhausting the initial 187 days shall be eligible for up to an additional 187 days.
3. A teacher withdrawing from membership in the Sick Leave Bank will not be able to withdraw his/her contributed days.
4. Participating teachers who withdraw sick leave days from the Sick Leave Bank will not have to replace these days except as a regular contributing member to the bank.
5. No days may be donated to a specific individual.
6. The WEA and the Board are responsible for the administration of this bank, through one (1) WEA member appointed by the President of the WEA and two (2) delegates appointed by the Chairperson of the Board of Education to serve until replaced, with appointments stated in writing by the President of the WEA and the Superintendent of Schools or Chairperson of the Board of Education.
 - a. Written application must be made to the sick leave bank committee ten (10) working days before the anticipated need whenever possible.
 - b. Medical verification of said serious prolonged illness or injury shall be forwarded to the Superintendent upon initial application by a participating teacher for Sick Leave Bank benefits and upon any subsequent application for additional benefits. The committee shall have the right to have any teacher applying to the Sick Leave Bank for benefits permit a consult between the Board Medical Director and the teacher's provider and/or be examined any time by a doctor

designated by the committee. The committee shall use the report of any such examination to verify the teacher's medical condition for eligibility for sick leave benefits. The Board of Education shall pay for any portion of the cost of any such exam not covered by insurance. If the teacher fails to submit to such an exam, he/she shall immediately be denied eligibility for sick Leave Bank benefits.

- c. The Sick Leave Bank committee will provide each person requesting sick leave days with a written response to his/her request.
 - d. If illness or disability spans two (2) years, members must reapply each school year.
 - e. A teacher is no longer eligible for Sick Leave Bank benefits if he/she is medically determined to be permanently disabled.
- 7. The WEA/Board Committee shall be empowered to apply on behalf of an incapacitated member.
 - 8. If a beneficiary of the Sick Leave Bank recovers damages from another party for the condition which he/she is receiving Sick Leave Bank benefits, one component of which damages is lost compensation, then to the extent of such recovery the beneficiary shall reimburse the Board of Education to the extent that he/she received compensation from the Sick Leave Bank. The Board of Education shall replenish the Sick Leave Bank for each day that it recovers payment. This provision shall include all insurance payments except those which result from coverage paid for by the beneficiary.
 - 9. The Committee will annually supply the WEA and the Board of Education with statistics regarding the status of the bank, i.e., number of participants, numbers of days contributed for the current school year, number of WEA members withdrawing days from the bank, number of days remaining in the bank, and other such information requested by the WEA and/or the Board.
 - 10. Any costs of administering the Sick Leave Bank shall be born equally by the WEA and the Board of Education.

3.02 Bereavement

Absence due to death in the immediate family will be allowed for a period up to five days. For purposes of this section, immediate family is defined as spouse, child, parent, sibling, grandparent and grandchild. Employees shall be entitled to one (1) day off for attendance at the funeral of an aunt, uncle, niece, nephew, mother or father-in-law. An extension may be granted by the Superintendent if there are any extreme conditions of travel, unusual responsibilities, non-traditional family structure, etc.

3.03 Personal Leave Days

I. Definition

Absence with pay of three (3) days per year will be granted a teacher upon request for important personal matters which cannot be attended to outside of normal school hours. Areas appropriate for Personal Leave days shall include:

- A. Legal matters, and court appearances.
- B. Medical appointments which cannot be made at other times.
- C. Attendance at important personal affairs such as weddings, funerals and graduations.
- D. Any emergency of a critical nature not provided for in other leave policies.
- E. Significant religious observances.

The Superintendent may, at his/her sole discretion, approve an additional two (2) personal leave days for good and adequate reason.

II. Limitations

- A. Absences for reasons such as extensions of holidays or weekends, travel not associated with any emergency situation or routine personal affairs which can ordinarily be accomplished outside of normal school hours shall not be proper occasions for use of personal days.
- B. Family or personal illness, professional days, jury duty and other leaves provided for in these policies shall not be proper occasions for use of personal leave days.

III. Notification

A teacher is required to notify his/her Principal of the intent to use personal days. Notification should be made in writing in advance of the desired date, but in no event less than 24 hours in advance, except in an emergency.

3.04 Legal Commitments and Transactions - Jury Duty

All employees shall be granted leaves of absence with pay on days required for jury duty, or for responding to any legal summons or subpoena for court appearances in which the employee is neither a defendant nor a plaintiff. An amount equivalent to payments received for jury services shall be deducted from employee's regular salary.

3.05 Professional Leave Days

Teachers may request time to visit other schools or to attend conferences as a means of extending their professional interest, knowledge or competence. Such professional days should be planned with the administration and must have the approval of the

Superintendent. Days granted for professional reasons shall not be deducted from the teacher's sick leave or personal leave. Teachers attending said conferences shall share information received from said conferences with colleagues.

3.06 Unpaid Leaves of Absence

I. Types of Leave

A. Extended Disability

Leaves of Absence beyond regular sick days and accumulated unused sick leave and beyond the additional period(s) provided for in policy 3.01 (Article 3.00, Section 3.01 of the collective bargaining agreement), shall be available without pay for such reasonable further period of time as a teacher is determined by his/her physician to be disabled from performing the duties of his/her job by reason of such temporary disability, resulting from pregnancy or conditions attendant thereto. Requests for such leave should be made in writing to the Superintendent whenever an individual becomes aware of the need for such leave.

B. Personal-Professional Revitalization

For the purpose(s) of personal and/or professional revitalization and renewal, staff members may be granted a one (1) year absence from the Woodbridge Public Schools. To be eligible for such leave a staff member must have a minimum of ten years of professional employment by the Woodbridge Board of Education. A written request shall be made to the Superintendent of Schools by April 1 preceding the year of absence. Such absence will be granted only for a full school year, September through June, and will be granted without pay. The decision whether to grant a staff member such leave rests solely within the discretion of the Woodbridge Board of Education.

C. Childrearing Leave

1. Bargaining unit members shall be entitled, upon submission of a written request to the Superintendent, to a leave without pay or other benefits for the purpose of childrearing, provided that such written notice must be tendered within three (3) weeks from the date of giving birth. In the event of adopting or otherwise fostering the child, said notice shall be given as soon as possible.
2. In the event of giving birth, such leave shall commence upon expiration of the teacher's disability. In the event of adopting or otherwise fostering the child, said leave shall commence upon receipt of the written request to the Superintendent.
3. Such teacher shall be entitled to leave for the remainder of the school year in which the child is born, adopted, or fostered, and for up to one (1) additional school year, provided that a teacher shall only be entitled to return from a childrearing leave on the first day of

the school year, provided further, that the Superintendent may, in his/her discretion, waive this return date limitation. The teacher's written request for childrearing leave must include the duration thereof. The teacher shall have no right to return prior to or extend the duration of the leave as requested by the teacher in writing, without approval of the Board of Education.

4. Upon expiration of such leave, the teacher shall return to a position for which he/she is certified, provided, however, that there has not been any program change or reduction in the number of teaching positions within his/her certification during the period of such leave. If any such change or reduction has occurred, the teacher will be reinstated in accordance with the provisions of Section 1.02, Separation and Recall.

D. Other Types of Leaves

1. Teachers desiring leaves of absence for reasons other than temporary disability, personal/professional revitalization or childrearing as defined herein, may submit to the Superintendent a request for such leave of absence, including a statement of the reasons and the time for which the leave is requested. Reasons for such requests may include desired absence for (a) graduate study, (b) health problems, (c) teaching elsewhere for a time of limited duration and (d) similar reasons. The Board of Education may review such requests and act upon them in light of the needs of the Woodbridge School System.
2. Such requests shall be submitted in writing on or before April 1st of the school year immediately preceding the requested leave.
3. Where tenured teachers are involved, the Board may grant such request for a period of up to one (1) year for reasons (a), (b) or (c), so long as the request will not be detrimental to the needs of the school system. Leaves of absence for purposes of further study by teachers who are fulfilling any part of a sabbatical leave agreement to be deemed not to fall within this provision. Leaves of absence for other than those for reasons (a), (b) or (c), above, and leaves of absence requested by non-tenured teachers for any purpose, may be granted only if the Board finds that the needs of the school system will be best be served by such leave.
4. Notice of intent to return or request for extension of leave must be made in writing to the Board by April 1st of the year the leave of absence ends. Upon return, the teacher will be offered the first position available for which he/she is qualified.

- E. Any unpaid leave of absence granted under Section 3.06 shall be without pay or benefits.

- F. Any teacher granted an unpaid leave of absence by the Board of Education shall have the opportunity to continue to participate in the medical and life insurance plans at their own expense for the duration of said leave. Said premiums shall be paid in advance on the same schedules as the Board pays the insurance carrier.

3.07 Family and Medical Leave Act

The Board reserves the right to designate leave provided under Article 3 as leave under the Family and Medical Leave Act, if so permitted under said Act.

ARTICLE 4.00 BENEFITS

4.01 Health Benefits

I. Insurance

All full time (50% or more) employees hired prior to July 1, 1996, except when otherwise noted, shall be eligible for the following benefits. Employees commencing employment after July 1, 1996 shall receive the following insurance benefits pro-rated in accordance with the percentage of their assignment (determined by comparing salary for the position with full-time salary for the position).

A. A plan, with the following features:

1. A high deductible health plan with a health savings account (HDHP/HSA) and deductibles of \$2,250/\$4,500 funded 50% by the Board, in-network coinsurance of 100%, and post deductible prescription copayments as set forth below, in-network and out of pocket maximum of \$4,000/\$8,000 and out-of-network out of pocket maximums of \$4,000/\$8,000. Effective July 1, 2020, the out-of-network deductible shall no longer cross accumulate.
2. Teachers not eligible to participate in an HSA shall have the option of participating in a health reimbursement account (HRA).
3. During the contract, the cost of the above health insurance plans shall be shared as follows:

	<u>Board</u>	<u>Teacher</u>
2026-27	81%	19%
2027-28	81%	19%
2028-29	80%	20%

4. Prescription drug benefit (standard Anthem plan, i.e. not public sector) with an unlimited maximum and co-payments of \$5 for generic drugs, \$25 for brand name drugs and \$40 for non-preferred

name brand (non-listed) drugs; two (2) times retail copays for mail order. There may be concurrent review for manufacturers' dosage limits and drug interactions. Prescriptions may be filled for up to 34 days or up to 100 units doses at retail or a 35 to 100 day supply by mail order. Experimental drugs for cancer treatment, undergoing clinical trials, are covered, while other drugs require FDA approval.

5. Any newly hired teacher who forward their signed initial contract to the Superintendent by September 1 will have their health insurance coverage commence September 1.
 6. Any teacher who is employed as of the last day of school and has completed all of their obligations to the district, will continue to receive health insurance through August 31.
- B. A full service dental plan (substantially equivalent to or better than the current plan) with additional coverage for orthodontics, caps and crowns, and prosthodontics.
- C. Vision Care Rider
- D. Life Insurance equal to one and one-half times (1.5 X) current salary.
- E. The district may change carriers or self insure for the benefits mentioned above provided that the coverage provided is substantially equivalent to the coverage specified above. "Substantially equivalent" means that when the plan, benefits, coverage and function of the previous carrier or plan are compared to the current carrier or plan, they are approximately similar when compared in total, notwithstanding that individual or specific benefit level coverage or functions may be different or less than was provided in the previous plan.

II. Voluntary Waiver of Health Insurance Coverage

- A. Any teacher may elect, on a completely voluntary basis, to waive Board-provided health insurance coverage. Teachers electing to do so shall sign a voluntary waiver of coverage from prior to the beginning of any contract year.
- B. In consideration of such voluntary waiver of insurance, the Board will pay \$1,800.00 per year in equal installments, payable on the regular payday, each year that the waiver is in force; and in consideration of such step down of insurance, the Board will compensate as follows: from family coverage to 2 person coverage, \$599.94 annually, from 2 person to individual coverage, \$400.18 annually, and from family to individual coverage, \$1000.12 annually.
- C. Any teacher who, because of changed circumstances, wishes to revoke his or her insurance waiver may do so by notifying, in writing, the Superintendent of Schools. Upon receipt of such notification, the

Superintendent will contact the applicable insurance carriers and request reinstatement of the teacher under Board-approved health insurance coverage.

- D. Insurance coverage waivers and step downs are subject to any limitations or restrictions which may be imposed by the applicable insurance carriers. Teachers who waive or step down insurance coverage and subsequently apply for reinstatement shall be subject to all reinstatement provisions imposed by the applicable insurance carriers including any waiting period or periods. The terms of this waiver provision must also be acceptable to the underwriting carriers.
 - E. The Board may increase any of the payments set forth herein at any time provided the WEA is notified in writing of the Board's decision to do so.
 - F. The Board shall implement a Section 125 plan in connection with this subsection.
- III. The Managed Benefits Program from Anthem Blue Cross and Blue Shield of Connecticut shall become a part of the insurance benefits provided by the Board.
- IV. Self-Insurance
- The Board shall have the right to self-insure in whole or in part in order to provide the insurance coverage set forth above, provided that there shall be no reduction or diminution in the above coverage and no increase in expense to any bargaining unit members, and provided further that coverage which result from self-insurance are at least equal to coverage described above, in terms of coverage, benefits and administration.
- V. The President of the Association shall be notified in writing with thirty (30) days of any intention to self-insure or change carriers and shall have a reasonable opportunity to review the proposed changes. Should the Board and Association disagree that the changes proposed will provide coverage at least equal to the coverage, benefits and administration described above at no additional cost to staff members, the disagreement(s) shall be subject to impartial arbitration as set forth in Section 1.07 of the Agreement, preferably before an arbitrator with experience and expertise in insurance matters. Arbitration may be demanded by either party and, should either party elect, such arbitration shall be expedited under the rules of the AAA for expedited arbitration. No change of carrier or institution of self-insurance shall be made until the arbitrator has rendered his/her award.
- VI. This Section may amended by mutual agreement or, absent agreement, through negotiations pursuant to Conn. Gen. Stat. 10-153f(e). Either party may initiate such negotiations by providing a written request for negotiations to the other party.

4.02 Travel Expenses

Professional staff members using their own vehicles for approved professional activities (workshops, conference, professional days, etc.) shall be reimbursed by the Board of Education at the rate approved by the Internal Revenue Service.

4.03 Retirement Benefits

I. Payments

Upon retirement from the Woodbridge Public Schools under the provisions of the Connecticut State Teachers' Retirement system, a teacher hired before July 1, 1994 may choose either one of the following benefits: Section A or B. If hired on or after July 1, 1994, a teacher is entitled to only Section A. The cost of these benefits will be paid by the Woodbridge Public Schools:

A. Years of Service Recognition

Payment of an honorarium based on the number of years of teaching in Woodbridge:

20 years -	9% of base salary
25 years -	10% of base salary
30 years -	11% of base salary
35 years -	12% of base salary
40 years -	13% of base salary

B. Credit for Unused Sick Leave:

Payment for each day of accumulated sick leave, not to exceed 30 days, at the daily rate pro-rated on the teacher's annual salary.

C. Upon the death of an employed teacher who has made application to the State of Connecticut for retirement and gives notification to the Woodbridge Board of Education, the benefits payable in A or B above, shall be made as directed by the last will and testament of such teacher; otherwise, to the teacher's spouse, if any; otherwise, to the teacher's children, if any; otherwise, to the teacher's estate.

D. In order to be eligible the teacher must notify the District by December 31 for June 30 retirement; or if other than June 30 retirement, by December 31 of the prior school year.

II. Continuation of Medical Coverage

A. Pre-65 - A teacher/spouse may continue participation in the employee medical coverage plan, and as said plan may be subsequently amended or modified, at the employee's own expense until age 65.

- B. Post-65 - For employees hired before July 1, 2020, upon retirement from the Woodbridge Public Schools under the provisions of the Connecticut State Teachers' Retirement System, at age 65 and above, coverage for retiree and spouse under the State of Connecticut Teachers' Retirement Board Health and Prescription Drug Benefits Plan, including but not limited to medical, dental, prescription drug, vision and hearing care plans provided by the State of Connecticut Teachers Retirement Board (TRB). The Woodbridge Board of Education (Board) agrees to pay the unsubsidized premium cost of all retiree and spouse TRB plan coverages.

It is agreed and understood that the provisions of such coverage shall be determined by the availability of the policies from the identified carriers and that the Board is not undertaking an obligation to furnish coverage to retired staff members or their spouses if such coverage is not available through the identified policy. If the coverage by the identified carrier is no longer available in the future, the Board of Education will re-open negotiations on medical coverage for retirees.

4.04 Tuition for Faculty Children

The children of teachers who do not reside in Woodbridge may attend school in Woodbridge, on a reduced tuition basis, subject to the following terms and conditions:

- A. The teacher must pay as tuition, for any given school year, 50% of the per pupil cost of general education for the prior school year, as reported in the District's strategic school profile.
- B. Admission of new students shall be subject to available space as determined based upon the District's class-size guidelines.
- C. Notwithstanding paragraph B, once admitted, a student shall be allowed to remain through sixth grade irrespective of the class-size guidelines, provided the teacher remains employed by the Board.
- D. The teacher shall be responsible for any cost beyond the general education per pupil cost, including any special services required for the student such as a one-on-one aide, out of district services, testing and the like.
- E. The school district shall not be responsible for transporting the student.
- F. Payment of such tuition and/or additional costs shall be made through payroll deduction.

ARTICLE 5.00 COMPENSATION/ADDITIONAL ITEMS

5.01 Credit for Previous Experience

I. Previous Teaching Experience

At the discretion of the district, applicants with previous teaching or intern experience shall be given full credit for pay purposes for each year's prior teaching experience. A teacher must have taught at least eight months in no more than two different class assignments in a school year to earn a full year's credit.

II. Service Credit

Woodbridge teachers, whose teaching careers have been interrupted by military service or by a tour of duty with the National Service Corporation and who return to teaching within one year after completion of such service, shall be granted full credit in the salary schedule for the time spent in such service.

III. Service Steps

New teachers who have satisfactorily completed at least 21 months of military or National Service Corporation service, or such other employment as deemed appropriate by the district before entering teaching shall be granted a maximum of two steps on the salary schedule.

5.02 Compensation; Long Term Substitutes

A substitute employed to replace a teacher who has been granted a leave of absence for any reason by the Board of Education for a period of at least sixty (60) days shall be compensated at a salary level not less than BA Column Step 4 (with benefits).

5.03 Salary Checks and Deductions

When a day's deduction is necessary it shall be made at the rate of the contracted number of work days stated in 2.01 (Contract period) of the annual salary.

Salary deductions for separation during the contract period shall be deducted at the rate of work days stated in 2.01 (Contract period) of the teacher's annual salary for each teacher work day remaining in the school year.

The Board agrees to make deductions for the Wepawaug Flagg Credit Union or such other credit union as the parties may mutually agree.

5.04 Annuity Plan

Staff members shall be eligible to participate in tax-sheltered annuity plans as allowed by law. Enrollments or changes may be made by August 15 shall be effective with the first paycheck of the work year, December 15 shall be effective with the first paycheck in January, or by April 15 shall be effective with the first paycheck in May of any year.

The number of said annuity plans shall not exceed ten (10), except that all current plans will continue in effect until terminated by each employee participating in a plan.

Determination of ten (10) annuity plans and any changes in those plans shall be mutually agreed upon.

5.05 Association Dues

I. Deductions and Transmittals

The Board agrees to deduct from each member executing a signed authorization the Association dues from each Association member's salary by means of payroll deduction either:

Dues shall be deducted in twenty (20) equal amounts from the first two (2) paychecks per month throughout the year. The amount of Association dues shall be certified to the Board no later than August 15 of each year.

II. Subsequent Employment

Association members whose employment commences after the start of the school year shall pay a pro-rated amount equal to the percentage of the remaining school year. Association members whose employment terminates before the end of the school year shall not be required to pay any dues amount after termination. The Board of Education shall provide the Association with a list of all certified professional employees each school year. Such list will be provided to the Association no later than the first paycheck in October. The Board shall notify the W.E.A. of any changes in said list as they occur.

III. Indemnification

The Association agrees to indemnify and hold the Board of Education harmless against any or all claims, demands, suits or other forms of liability, including but not limited to attorney's fees and the cost of administrative hearings that shall or may arise out of, or by reason of, action taken by or against the Board of Education for complying with the provision of this Article.

5.06 Advancement to Higher Salary Lane (Horizontal Salary Movement)

Advancement to a higher salary column shall be effective only at the start of a school semester provided that the teacher has completed the required coursework or degree requirements prior to the start of the school semester in which the salary adjustment is to be made. In addition, the teacher must notify the Board in writing prior to February 1

of the preceding school year of his/her intention to complete such coursework or degree requirements and of the expected completion date. Written documentation of said satisfied coursework or degree must be submitted to the Board of Education no later than November 1 for increases retroactive to September 1, or no later than April 1 for increases retroactive to February 1, whichever is applicable. Salary adjustments will be made as soon as practicable but no later than thirty days following the recording of said satisfactory written documentation (degree certificate, transcript, etc.).

5.07 Sixth Year Graduate Credit

The Board of Education encourages its teachers to pursue a sixth year program both to enrich their professional competence and also to enhance the educational program of the school. Programs which are not certified by a college or university may be accepted when, in the judgment of the Board, the selected courses contribute to the intellectual growth of the candidate and to the advantage of the Woodbridge School system.

Any certified program at the sixth year level from an accredited college or university shall be accepted by the Board of Education.

Any combination of graduate courses totaling 30 credits beyond the masters degree shall be construed as a program and shall be accepted in lieu of paragraph 2 above provided the program has had prior written approval by the Board of Education.

Any professional, such as Speech and Language Pathologists, whose Master's degree program has requirements of over 50 graduate credits shall qualify for placement on the 6th year lane.

Programs which have not been certified or received approval of the Board shall be evaluated by the Sabbatical Leave Committee subject to final approval by the Board.

New candidates, whose previous Board granted them placement at the sixth year level, shall be placed at that level upon appointment.

New candidates, who finished non-certified sixth year programs, shall submit evidence of their programs for evaluation by the Superintendent before appointment. Final approval for placement on the sixth year level shall be decided by the Board in its sole discretion.

5.08 Extra Employment Compensation

I. Hour/Contract Payment

Remuneration for summer school teaching and curriculum work shall be \$50.00 per hour. Individuals may agree to a contracted fee for a defined project. Such "extra" work opportunities will be posted in the teachers' room and in the offices of the school building. For curriculum writing activities, first consideration will be given to employing individuals who have served on a directly-related curriculum review committee.

II. Homebound

Remuneration for a homebound teacher shall be \$50.00 per hour.

III. Professional Development

Bargaining unit members who are requested to serve as a presenter at a staff development or similar meeting, shall be paid two hours of pay, at the rates set forth in Section I above, for each hour of actual presentation time, to compensate the member for time spent preparing the presentation.

IV. National Board for Professional Teaching Standards Certification

For bargaining unit members who apply for certification through the National Board of Professional Teaching Standards (NBPTS) the Board shall provide to employees an amount equal to 50% of any grants or similar funds received from state or federal sources towards the application cost of said program. In addition, the Board shall reimburse employees upon receipt of the NBPTS certificate 50% of the net application fee (net of the total amount of any state or federal reimbursement). In addition, teachers receiving NBPTS certification shall receive an honorarium of \$1,500 for each year they hold NBPTS certifications. Teachers receiving the honorarium agree to conduct in-service/staff training workshops and serve as a mentor for other bargaining unit members applying for NBPTS certification. Any prior practice of applying the above to other certifications shall be discontinued.

V. Employment of Individuals Outside the Bargaining Unit

Bargaining unit members shall be given first preference for all extra employment opportunities as referenced in this section. In the event that no current unit member makes application for a posted position, the Board of Education may hire an individual from outside the bargaining unit at a rate of compensation agreed to by the Board and the individual. In no case, however, shall outside individuals be paid at rates higher than those provided by this agreement.

VI. Supplementary Contracts

The Administration and the Association shall confer about the list of paid stipends and the amounts for each prior to commencement of the budget process, for each school year. Once the budget is finalized, the Board shall provide the Association with notification of all supplemental contract positions and the related stipend amounts. When the Board creates additional supplemental contract positions, stipends shall be as negotiated between the parties. All such positions shall be posted for all bargaining unit members to apply. The Board shall maintain a list of all supplemental positions paid a stipend and shall provide a copy to the Association upon request.

5.09 Course Reimbursement

The Woodbridge Board of Education agrees to meet 85% of tuition and registration fees up to a maximum of \$1,400.00 during any one fiscal year provided the courses for which such fees are paid met the following requirements:

- a. are applicable to the teachers current teaching assignment; or,
- b. the teacher is enrolled in a program leading to a degree in education.

The District is obligated to pay when the teacher submits an application to the Superintendent for prior approval to register for such course(s) prior to the initiation of the course(s). The District will make payment within 30 days of receiving a request for payment provided that the Superintendent has been presented with an official transcript verifying the successful completion of the course(s).

5.10 Management Rights

Except as provided otherwise by specific provisions of this agreement, the determination and administration of educational policies, the operation of the schools and the employment, reduction, termination, assignment and direction of the professional staff and all rights granted to the Board by law, including, Connecticut General Statutes Section 10-220, 10-221 and 10-222, as vested exclusively in the Board or in the Superintendent when so authorized by the Board. The Association recognizes that the Board has the right to adopt and amend reasonable rules and regulations, and it is understood that teachers shall continue to serve under the direction of the Superintendent of Schools and in accordance with Board and administrative policies and such rules and regulations providing that this Agreement shall supersede and prevail over conflicting rules and regulations.

5.11 TEAM Program

The parties agree that all teachers may participate in the TEAM program.

5.12 Severability Clause

If any portion of this Agreement is ruled illegal for any reason, the parties shall negotiate the effects or impacts of said decision. Those portions of the Agreement, which are not the effects or impacts of said ruling, shall remain in full force and effect.

5.13 Job Sharing

Teachers, in consultation with the Association, may request job sharing arrangements. The final judgment whether to grant a job sharing arrangement rests solely with the Administration.

5.14 Duration

Except as otherwise provided herein, this agreement shall be effective from July 1, 2026 through June 30, 2029.

In agreement to the foregoing, the parties affix their signatures hereto this ____ day of October, 2025.

FOR THE WOODBRIDGE
BOARD OF EDUCATION



10.24.2025
Date

FOR THE WOODBRIDGE
EDUCATION ASSOCIATION

MARY VINCITORIO

 10/23/25
Date

SALARY SCHEDULES

2026-2027				2027-2028			2028-2029		
	Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary	Salary
	BA	MA	6th	BA	MA	6th	BA	MA	6th
Step	BA+15	MA+15	6th+15	BA+15	MA+15	6th+15	BA+15	MA+15	6th+15
4	57,163	60,339	64,958	58,735	61,998	66,744	60,350	63,703	68,579
5	59,039	63,514	67,990	60,663	65,261	69,859	62,331	67,055	71,781
6	60,988	67,413	71,887	62,665	69,267	73,864	64,389	71,172	75,895
7	63,947	71,166	75,206	65,706	73,123	77,274	67,513	75,134	79,399
8	67,558	73,617	78,383	69,416	75,642	80,538	71,325	77,722	82,753
9	70,733	76,507	82,280	72,678	78,611	84,543	74,677	80,772	86,868
10	73,617	80,548	86,321	75,642	82,763	88,695	77,722	85,039	91,134
11	75,929	85,166	90,507	78,017	87,508	92,996	80,163	89,915	95,554
12	80,548	89,787	95,126	82,763	92,256	97,742	85,039	94,793	100,430
13	84,301	94,262	100,036	86,620	96,854	102,787	89,002	99,518	105,614
14	85,599	95,126	102,243	87,953	97,742	105,055	90,372	100,430	107,944
15	91,575	102,965	108,766	94,093	105,796	111,757	96,681	108,706	114,830

For 2026-27, teachers not already at the top step for the prior year, shall advance to the next step.
For 2027-28, teachers not already at the top step for the prior year, shall advance to the next step.
For 2028-29, teachers not already at the top step for the prior year, shall advance to the next step.

Footnote:

Teachers in the MA and 6th year column who have: (1) completed at least one full year on step 15 (i.e. are in at least their second year on step 15), and (2) have completed the following years of service, shall receive the following additional payments

Years of Teaching Service

16 - 20	\$2,500
21 - 25	\$3,600
26 and beyond	\$4,250

Teachers with a Ph.D. or Ed.D. shall receive an additional \$1,500

Stipend Positions

Team Members - \$500 first year; \$500 second year