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**Agreement**  
**Between the**  
**Cromwell Board of Education**  
**and the**  
**Education Association of Cromwell**

**July 1, 2023 - June 30, 2026**

## TABLE OF CONTENTS

<u>Article</u>		<u>Page</u>
I	Recognition and Board Prerogatives .....	1
II	Professional Negotiation .....	2
III	Grievance Procedure .....	2
IV	Work Year .....	6
V	Salary Contracts .....	7
VI	Salaries .....	7
VII	Insurance Benefits .....	9
VIII	Termination Pay .....	11
IX	Longevity .....	11
X	Tuition Reimbursement .....	12
XI	Sick Leave .....	13
XII	Personal Leave .....	14
XIII	Maternity and Childrearing Leave .....	15
XIV	Conference Leave .....	17
XV	Military Leave/Jury Duty .....	17
XVI	Protection of Teachers .....	17
XVII	Homebound Instruction and Curriculum Writing .....	18
XVIII	Teaching Assignments .....	19
XIX	Parent Conferences/Evening Meetings .....	19
XX	Teaching Conditions .....	20
XXI	Vacancies .....	22
XXII	Sick Leave Bank .....	23
XXIII	Advanced Degree Definition .....	24
XXIV	Part-Time Teachers .....	24
XXV	Work Stoppages .....	25
XXVI	Employment Security .....	25
XXVII	Personnel Files/Evaluation Guidelines .....	27
XXVIII	Teacher Transfers .....	27
XXIX	TEAM Mentor Program .....	28
XXX	Duration .....	28
XXXI	Notice of Retirement .....	28
 <b>Appendix A</b>		
	Salary Schedule 2023-24 .....	29
	Salary Schedule 2024-25 .....	30
	Salary Schedule 2025-26 .....	31
 <b>Appendix B</b>		
	Stipend Schedules .....	32

THIS AGREEMENT MADE AND ENTERED INTO on the \_\_\_ day of \_\_\_\_\_, 2023 by and between the Cromwell Board of Education (hereinafter referred to as the "Board") and the Education Association of Cromwell, Connecticut Education Association and the National Education Association (hereinafter referred to as the "Association").

A. This Agreement is negotiated under Section 10-153a through 10-153f of the General Statutes of the State of Connecticut, as amended, in order (a) to fix for its term the salaries and all other conditions of employment provided herein, and (b) to encourage the development of an effective professional staff in order that the cause of public education may best be served. It is recognized that a professional staff will be most effective if it has both a high quality and a high morale.

B. The Board and the Association recognize the importance of responsible participation by the entire professional staff in the education process, planning, development and growth. To this end they agree to maintain communication to inform about programs, to guide in development and to assist in planning and growth either by committee, individual consultation or designated representatives.

### **Article I**

#### **Recognition and Board Prerogatives**

A. The Board hereby recognizes the Association as the exclusive representative agent for teacher negotiations, as defined in Sections 10-153a through 10-153n of the Connecticut General Statutes, as amended, for all certified personnel employed in positions requiring a teaching or other certificate and employees holding a durational shortage area permit (herein called "teachers"), excluding those requiring an administrative or supervisory certificate.

B. Except as otherwise specifically provided in this agreement, as amended from time to time, the Board has and will continue to retain the sole right, responsibility and prerogative to direct the operation of the public schools of the town of Cromwell including but not limited to the following: to maintain public elementary and secondary schools and such other educational activities as in its judgment will best serve the interests of the town of Cromwell; to give the children of Cromwell as nearly equal advantages as may be practicable; to decide the need for school facilities; to determine the need and program for summer school, if any; to determine the number, age and qualifications of the pupils to be admitted into each school; to employ, assign and transfer certified professional employees in accordance with this agreement; to suspend or dismiss certified professional employees in accordance with statute; to designate the schools which shall be attended by the various children within the Town; to make such provisions as will enable each child of school age residing in the Town to attend school for the period required by law and provide for the transportation of children wherever it is reasonable and desirable; to prescribe rules for the management, studies, classification and discipline for the public schools; to decide the textbooks to be used; to make rules for arrangement, use and safekeeping of the school libraries and to approve the books selected therefore; to approve plans for school buildings; to prepare and submit budgets and in its sole

discretion, expend monies appropriated by the Town for the maintenance of the schools and make such transfers of funds within the appropriated budget as it shall deem desirable; to adopt policies, practices and procedures for the conduct of school business and from time to time change or abolish such policies, practices and procedures with the exception of mandatory subjects of bargaining; to prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the school system; to establish job descriptions and job classifications and from time to time change such job descriptions and job classifications; and to determine the length and scheduling of the student school day and the student school year. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with or in violation of any of the specific terms and provisions of this agreement.

## **Article II**

### **Professional Negotiation**

A. It is the intent and purpose of the parties hereto that their agreements promote and improve the quality of education in the Town of Cromwell, provide for orderly professional negotiation between the Board and the Association, and secure prompt and fair disposition of grievances so as to promote positive influences upon the operation of the educational process.

#### Representation

1. The Association agrees to represent equally all certified personnel and those holding a durational shortage area permit in the teachers' unit without regard to membership or participation in, or association with, the activities of the Association or any other employee organization.

## **Article III**

### **Grievance Procedure**

#### A. Purpose

The purpose of this procedure is to secure, at the lowest administrative level, equitable solutions to problems which may from time to time arise concerning the interpretation or application of this Agreement. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

## B. Definitions

1. "*Grievance*" shall mean a claim by a teacher, a group of teachers or the Association that:

- (i) there has been a violation, misinterpretation or misapplication of this Agreement.
- (ii) that the Administration has violated a procedure contained within the district's teacher evaluation plan. Nothing herein shall be interpreted to provide a right to any teacher, or the Association, to file a grievance regarding the contents, merits, or any aspect of any teacher's evaluation except for procedural violations.

Whether a grievance involves a member or several members of the bargaining unit, the grievant shall be represented by the Association. The Association shall have the sole authority to determine if a grievance will proceed to arbitration.

Teachers employed under a Durational Shortage Area Permit cannot utilize the grievance procedure in cases of termination, layoff and recall.

2. "*Teacher*" shall mean any professional employee in the teachers' unit as defined under Section 10-153 of the Connecticut General Statutes.

3. "*Principal*" shall mean the principal of the school in the case of an aggrieved teacher assigned to one school, and in the case of an aggrieved teacher with multiple school duties, "principal" shall mean immediate supervisor. However, the Board shall not be bound by a decision rendered by a member of the teachers' unit.

4. "*Days*" shall mean working days when school is in session, except that after June 1 "days" shall mean calendar days, so that the matter may be resolved before the end of the school term or as soon as possible thereafter.

## C. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limit specified may, however, be extended by written agreement of the parties.

2. If a teacher does not file a written grievance at Level One of the formal procedure within thirty (30) days after the teacher knew or can reasonably be expected to have known of the act or condition on which the grievance is based, then the grievance shall be considered waived. Grievances regarding the district's teacher evaluation plan shall be in writing and filed within twenty (20) business days of the alleged act or omission regarding procedure(s) under the evaluation plan and shall recite the specific procedure(s) under the evaluation plan allegedly violated and the specific relief requested.

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

4. Failure of the Administration or the Board to render a decision within the specified time limit shall be deemed to be a denial of the grievance submitted, and the aggrieved may proceed to the next level within the time limit which would apply if a written denial had been rendered on the day on which the time period for response expired.

5. Grievances regarding the district's teacher evaluation plan shall only be processed to the Board of Education level of the formal grievance procedure. The decision of the Board of Education shall be final. These grievances shall not proceed to arbitration.

#### D. Informal Procedure

If a teacher feels that he/she may have a grievance, he/she is encouraged but not obligated to discuss the grievance with his/her principal first with the objective of resolving the matter informally.

##### Level One -- Principal

- (a) If the teacher feels that his/her grievance has not been resolved through the informal procedure set forth above or has elected not to follow the informal procedure under (D), he/she may then present his/her claim to the principal as a written grievance setting forth the facts on which the claim is based, the provisions of this Agreement which are in issue, if any, and the remedy requested.
- (b) The principal shall, within five (5) days after receipt of the written grievance, meet with the aggrieved and render his/her decision and the reasons therefore in writing to the aggrieved teacher with a copy to the Association.

##### Level Two -- Superintendent of Schools or his/her designee

- (a) If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level One, he/she may, within five (5) days after receipt of the decision, file his/her written grievance with the Superintendent of Schools or his/her designee.
- (b) The Superintendent or his/her designee shall, within seven (7) days after receipt of the grievance, meet with the aggrieved teacher for purposes of resolving the grievance. The Superintendent shall within fifteen (15) days after the meeting, render his/her decision and the reasons therefore in writing to the aggrieved teacher with a copy to the Association.

### Level Three -- Board of Education

- (a) If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within five (5) days after receipt of the decision, file his/her grievance with the Board of Education.
- (b) The Board of Education shall within ten (10) days after receipt of the grievance, meet with the aggrieved teacher for the purpose of resolving the grievance. The Board shall, within ten (10) days after such meeting, render its decision and the reasons therefore in writing to the aggrieved person with a copy to the Association.

### Level Four -- Arbitration

- (a) If the grievance alleges a violation, misinterpretation or misapplication of this Agreement, the Association may, within ten (10) days after receipt of the decision at Level Three, submit the grievance to arbitration by filing a request for arbitration with the American Arbitration Association with a copy of such request to the Board. The Association may, upon mutual agreement with the Board, file the grievance with a designated arbitrator or with an alternate dispute resolution center or forum.
- (b) Arbitration shall be conducted according to the rules and procedures of the American Arbitration Association or rules of the designated alternate center or forum. Unless otherwise agreed to by the parties, the arbitrator shall hear and decide only one grievance in each case. He/she shall be bound by and must comply with all the terms of this Agreement. He/she shall have no power to add to, delete from, or modify in any way the provisions of this Agreement. If the grievance alleges a violation, misinterpretation or misapplication of this Agreement, the arbitrator's decision shall be final and binding upon the Board, the Association and the aggrieved teacher.
- (c) The costs of the arbitration shall be borne equally by the Association and the Board.

### E. Rights of Teachers to Representation

- 1. No reprisals of any kind shall be taken by either party or by any member of the Administration or Association against any participant in the grievance procedure by reason of such participation.

F. Miscellaneous

1. If a grievance affects teachers in more than one school, the Association may elect to submit such grievance in writing commencing at Level Two of the formal procedure.
2. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
3. Grievance processing forms shall be mutually agreed upon by the Association and the Board and shall be made available through the Association and in each school's main office.
4. Either the Association or the Board may, at any level of the grievance procedure, act through a committee of its members designated for that purpose.
5. No teacher or group of teachers may file for arbitration as individuals; only the Association may file an appeal to arbitration hereunder.
6. Meetings held under this procedure shall be conducted at a time and place that will afford a fair and reasonable opportunity to attend such meetings for all persons requested to be present. Whenever possible, such meetings are to be held at times when none of the participants have obligations to classes or individual students. When such meetings are held during school hours, all persons requested to be present shall be excused without loss of pay or leave time for that purpose.

Article IV  
Work Year

A. The salaries in Appendix A shall be based upon a teacher work year, which, as of the date of this Agreement, is one hundred and eighty-seven (187) days. Four (4) days shall be used for professional development and curriculum development. The Board will bargain over the impact that any increase in the number of school days may have upon the conditions of employment.

B. School Counselors, Social Workers, School Psychologists, Special Education Teachers, and/or Pre-School Teachers shall be paid at their per diem rate for any days, assigned as directed by their administration, beyond or before the teachers' scheduled work year.

The District Instructional Coach, K-5 Reading Coach and K-5 Math Coach shall be paid at their per diem rate for ten (10) additional work days, assigned as directed by their administration, beyond or before the teachers' scheduled work year



C. Every effort shall be made to schedule PPT's at a time convenient for the teacher if such meetings must take place beyond or before the teacher's scheduled work year. In no event shall a teacher be required to attend a PPT outside the normal work year on a day when he or she is scheduled to be away from his or her town of residence. PPT's and 504 meetings shall not take place more than ten (10) times in a school year during a teacher's planning time. If PPT's/504's are scheduled during a teacher's planning time, such meetings shall be counted towards the ten (10) preparation periods that may be used for other purposes as defined in Article XX Section C of this Agreement. If PPT's/504's are required more frequently than that on a teacher's planning time, that planning time shall be made up elsewhere during the same school day.

## Article V Salary Contracts

The Board agrees to provide each teacher with an annual electronic notice, for informational purposes only, of the following:

1. Teaching assignments
2. Salary Schedule step
3. Annual salary
4. Insurance costs

For stipend positions, the Board of Education shall notify teachers of their stipends subsequent to official Board of Education authorization.

## Article VI Salaries

A. Salaries under this Agreement shall be paid according to the salary schedule set forth in Appendix "A," which is attached hereto and which is a part of this Agreement. The Superintendent may grant one step on the salary schedule for every two steps of previous relevant non-public school full-time employment to a maximum of seven steps.

### B. Stipend Positions

1. Stipend positions for which compensation shall be paid and the amounts of such compensation are set forth in Appendix "B" which is attached hereto and which is a part of this Agreement.
2. Teachers shall apply annually, upon posting, for any stipend position set forth in Appendix B.

C. Schedule of Payments

1. Pay will be issued via direct deposit on the first Friday after the opening of school and every two weeks thereafter. Teachers may opt to receive 1/22 of their salary per direct deposit or 1/26 of their salary per direct deposit. In the latter case, the final four twenty-sixths of the salary shall be paid with the last direct deposit in June.
2. If a scheduled payday shall fall on a non-school day, the check shall be paid, via direct deposit, on the last school day preceding.
3. All teachers shall be paid via direct deposit.

D. Payroll Deductions

1. In addition to those payroll deductions required by law, other agencies are eligible for payroll deductions in accordance with past practice. Such deductions shall be authorized by the teacher prior to the end of the preceding school year, and later changes in such deductions must be justified. All requests for deductions must be made in writing on approved authorization forms. Such deductions shall be transmitted to the receiving authority within one week after deductions are made.

2. Dues Deduction

a. Deductions

Upon submission of a voluntary written authorization signed by a teacher, the Cromwell Board of Education agrees to deduct from each teacher an amount equal to the Association membership dues by means of payroll deductions. The amount of the deduction for membership shall be equal to the total Association membership dues divided by twenty (20) paychecks from September to June. The amount of Association membership dues shall be certified by the Association to the Board of Education prior to the opening of the school year.

b. Subsequent Employment

Subject to the provisions of Section 2 above, those teachers whose employment commences after the start of the school year shall pay a prorated amount equal to the percentage of the remaining school year.

c. Forwarding of Monies

The Board of Education agrees to forward to the Association each month a check for the amount of money deducted during that month. The Board shall include with such check a list of teachers for whom such deductions were made.

d. Save Harmless

The Association shall indemnify and save the Board and/or Town of Cromwell harmless against all claims, demands, suits or other forms of liability, including attorney's fees, which may arise by reason of any action taken in making deductions and remitting the same to the Association. If the Association fails to meet its obligations under this provision, Section D of this article shall be null and void and shall be severed from this Agreement.

e. The singular reference to the "Association" herein shall be interpreted as referring to the Education Association of Cromwell, the Connecticut Education Association and the National Education Association.

**Article VII**  
**Insurance Benefits**

A. The Board shall offer a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). The HDHP will be the sole plan for all teachers.

B. The HDHP shall have the following benefit elements

	In Network Expenses	Out of Network Expenses
Base Insurance Plan	Flex POS Plan	
Annual Deductible	\$2,500/\$5,000	\$5,000/\$10,000
Co-Insurance	0% after deductible	20% after deductible, up to co-insurance maximum
Co-Insurance Maximum	\$0	\$5,000/\$10,000
Out of Pocket Maximum	\$3,500/\$7,000	\$10,000/\$20,000
Preventive Medicine	\$0	
Prescription Drugs	\$5/\$30/\$40 after deductible	20% after deductible, up to co-insurance maximum

The Board's contribution to the applicable HSA deductible during the term of this contract shall be as follows: For each contract year, for each teacher who elects to participate in the HSA-HDHP, the Board will deposit into the teacher's HSA account one thousand two hundred fifty dollars (\$1,250) for single coverage and two thousand five hundred dollars (\$2500) for two person or family coverage in each year the teacher selects HSA-HDHP coverage. The

Board's contributions toward the applicable HSA deductible amount will be deposited into the teacher's HSA account in two equal installments: the first shall be on the same day as the teacher's first payroll check at the start of the academic year, and the second shall be the teacher's first payroll check following January 1. The Board shall have no obligation to fund any portion of the HSA deductible amount for retired teachers or other individuals upon their separation from employment.

The Board shall contribute the following percentages for the annual premium of the HDHP for individual, two person, and family

2023-24	79.0%
2024-25	78.5%
2025-26	78.0%

Participating employees shall contribute the following percentages for the annual premium of the HDHP for individual, two-person, and family:

2023-24	21.0%
2024-25	21.5%
2025-26	22.0%

C. 1. The Board shall contribute the following percentages for the annual premium of the full service Blue Cross/ Blue Shield dental plan for individual, two person, and family coverage for full-time teachers.

2023-26	76.5%
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2. Participating full-time employees shall contribute the following percentages for the annual premium of the full service Blue Cross/ Blue Shield dental plan for individual, two person and family coverage.

2023-26	23.5%
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3. Teachers may elect coverage under Dental Rider A, but the cost of such coverage shall be borne entirely by the teacher.

4. Contribution levels for part-time teachers are detailed in Article XXIV.

5. Dependent dental coverage shall continue until age 26.

D. The Board shall provide Group Life Insurance coverage of \$35,000 for all teachers.

E. Insurance carriers may be changed at any time providing that the overall level of benefits remain substantially equivalent.

F. Teachers who are on leave of absence shall have the opportunity to continue under group coverage at their own expense, at 100% of the cost of the annual premium, to the extent permitted by the carrier.

G. Subject to law, including the rules and regulations of the Internal Revenue Service, the Board shall no later than the effective date of this Agreement, implement and maintain a "Section 125" salary reduction agreement which shall be designed to permit exclusion from taxable income of the employee's share of health insurance premiums.

H. The Board has the right to implement a Workers' Compensation Managed Care Plan, also known as a Workers' Compensation Preferred Provider Plan, in accordance with Connecticut General Statutes 31-279, et al.

I. Board agrees to offer a Long-Term Disability Plan for teachers. Teachers who elect to participate in the plan shall pay 100% of the cost of the premium.

J. The Board shall offer a HDHP with a Health Reimbursement Account ("HRA") option as the base health insurance plan for teachers who are not eligible to participate in an HSA. The plan itself will have the same benefits and deductible as the HDHP/HSA. However, it will feature an HRA that will reimburse eligible claims that are applied to the medical plan deductible up to the same total dollar amount as would otherwise have been contributed to a participant in the HSA at the same enrollment coverage.

#### Article VIII Termination Pay

A. When a teacher leaves the Cromwell School System before the end of the year, he/she shall be paid on a per diem basis for those days he had worked.

#### Article IX Longevity

A. Teachers hired after July 1, 1999, are ineligible for the longevity benefit described within this article.

B. After twenty (20) years of employment as a teacher, fifteen (15) of which must be cumulative service in the Cromwell School System and subject to the provisions in Section C below, a teacher shall receive an increment above the maximum for which he or she is eligible as follows:

\$550.00

C. After twenty-five (25) years of employment as a teacher, fifteen (15) of which must be cumulative service in the Cromwell School System and subject to the provisions of

Section D below, a teacher shall receive an increment above the maximum for which he or she is eligible as follows:

\$700.00

D. Longevity shall be granted only in recognition of continued professional growth. The criteria for professional growth shall include but not be limited to the following considerations:

1. Educational advancement
2. Experience beneficial to the teacher as a professional (e.g., travel)
3. Research and writing of a professional nature
4. Participation in special school programs and committee work
5. Creativity in teaching
6. Leadership in professional organizations

#### **Article X** **Tuition Reimbursement**

A. The Board shall reimburse teachers for tuition costs as follows: three hundred (\$300) dollars for each credit which is acceptable toward fulfillment of the requirements toward the State requirements for a second M.A. degree, a 6<sup>th</sup> year degree, a Ph.D. degree, or an Ed.D. degree.

B. To be eligible for tuition reimbursement under this Article, the teacher must meet the following conditions:

- The courses toward fulfilling the second M.A. degree, the Sixth Year Degree, the Ph.D. degree, or the Ed.D. degree must be directly related to the teacher's academic area or the education field in general;
- The teacher must have completed one year of satisfactory service in the Cromwell School System;
- The teacher must have successfully completed the semester course. For purposes of this article, successful completion means, at a minimum, receipt of a B or a P (in a pass-fail course) for the completed course work. The teacher shall submit a copy of the course transcript along with the request for reimbursement;
- The teacher must be actively employed by the Board when applying for tuition reimbursement;
- Such grants are subject to the prior approval of the Superintendent who shall determine, whether the chosen course is appropriate, and whether the above conditions have been met.

C. The Board shall reimburse teachers for full tuition costs at a state college or university and reasonable costs for books and materials of any course the Board requires beyond educational qualifications mandated by the State Department of Education.

D. A tuition reimbursement form will be made available for the applicant and the Superintendent to sign.

E. Each teacher shall be limited to 9 credits per year.

F. Teachers shall be eligible for tuition reimbursement as set forth in this Article, provided that they agree to remain employed by the Board for at least two (2) full school years following the payment of any such reimbursement, and provided further that they actually remain employed by the Board for at least two (2) school years following the payment of any such reimbursement. Such agreements shall be executed in writing on forms provided by the Board. In the event that such a teacher separates from employment by the Board prior to the expiration of such two (2) year period (other than involuntary separation initiated by the Board) the teacher shall be required to repay to the Board the full amount of any such reimbursement paid by the Board, at the time of such separation.

G. Should a teacher need to be excused from his/her classroom in order to attend a Superintendent approved academic class, he/she shall be allowed to leave one hour early, one day per week, if end of the day arrangements have been made and the building principal has been notified 48 hours in advance.

H. Should PD days need to be made up as a result of a teacher needing to be excused from his/her classroom in order to attend a Superintendent approved academic class, the time shall be made up independently by mutual agreement between the teacher and the principal.

#### **Article XI** **Sick Leave**

A. All certified professional employees and those holding a durational shortage area permit shall be granted annually seventeen (17) days of sick leave with full pay. Sick leave shall be accumulative to one hundred eighty-three (183) days. All certified professional employees and those holding a durational shortage area that are hired on or after July 1, 2014, shall be granted annually fifteen (15) days of sick leave with full pay and such sick leave shall be accumulative to one hundred eighty (180) days. A doctor's certificate showing date of illness or incapacity may be required after three (3) consecutive working days of absence or in cases where abuse is reasonably suspected. The Board further reserves its right to require reasonable documentation of absences due to chronic or extended employee illness. If the Board requires a physician's opinion, the Board will pay for any associated cost not covered by insurance. The Board will pay within thirty (30) days of proof of cost (e.g. exceeding policy maximum). Teachers shall be allowed to utilize sick leave time for wellness appointments and/or routine preventative appointments. Sick leave shall be taken in half day increments. Teachers shall be

allowed to utilize up to one (1) hour of sick leave at any time during the school day with no deduction from a teacher's sick leave bank up to three (3) times per school year. Teachers electing to utilize up to one (1) hour of sick leave on a particular day shall request such leave utilizing a District-approved method and viewable only to the teacher, the teacher's building principal, the Director of Human Resources, and the President of the Education Association of Cromwell. If the building principal does not approve such request within a reasonable period in advance of the requested leave, the teacher shall email the principal and the Director of Human Resources to obtain approval to utilize that one (1) hour sick leave benefit. Such one (1) hour leave shall be approved up to three (3) times per year in response to all requests except in cases of school emergency situations necessitating the teacher's attendance.

B. Teachers shall be allowed, on an annual basis, to use up to ten (10) accumulated sick days for illness in the immediate family, and/or well baby/child visits. For purposes of this article, "immediate family" shall be defined as follows: parent, child, spouse and any person living in the employee's household.

## Article XII Personal Leave

A. Each member of the bargaining unit may receive full pay for a maximum of five days (5) in any school year for personal reasons that cannot be transacted outside the normal school day to include, but not be limited to, care of ill family members, religious holidays, attendance and travel at graduation for family members, marriage of family members, compulsory legal matters, doctor appointments and funerals of family members. Under unusual circumstances, the Superintendent of Schools may extend the maximum allowance of five (5) days per year. Personal leave shall be taken in half day increments. Teachers shall be allowed to utilize up to one (1) hour of personal leave at any time during the school day with no deduction from a teacher's personal leave bank up to three (3) times per school year. Teachers electing to utilize up to one (1) hour of personal leave on a particular day shall request such leave utilizing a District-approved method and viewable only to the teacher, the teacher's building principal, the Director of Human Resources, and the President of the Education Association of Cromwell. If the building principal does not approve such request within a reasonable period in advance of the requested leave, the teacher shall email the principal and the Director of Human Resources to obtain approval to utilize that one (1) hour personal leave benefit. Such one (1) hour leave shall be approved up to three (3) times per year in response to all requests except in cases of school emergency situations necessitating the teacher's attendance.

For purposes of this article, the term "family" shall include, but not be limited to, the following: parents, spouse, children, siblings, grandparents, grandchildren, aunts, uncles, nieces, nephews, spouse's parents, domestic partner, legal guardian, and any person living in the employee's household.

B. To qualify for such leave, the teacher must request it through the District's online system and, whenever possible, must make the request at least four (4) business days in



advance. The teacher's supervisor or his/her designee shall respond through the District's online system two (2) business days of the request whenever possible.

C. Such days cannot be taken immediately before or after a vacation or holiday unless the teacher provides the reason to the Superintendent and/or his/her designee and she/he approves. No more than ten (10) members of the teachers' unit from a single school shall be granted such a personal day on the same date. Such requests shall be granted in the order received by the Superintendent and/or his/her designee.

D. Not more than three (3) officers or other representatives of the Association may be granted leave with full pay to attend administrative hearings or judicial proceedings related to negotiation or administration of the collective bargaining agreement, or to attend to other Association business if approved by the Superintendent and/or his/her designee. The Association shall provide the Superintendent and/or his/her designee with the names of teachers who the Association wishes to attend at least 48 hours prior to the meeting.

E. The Board may in its discretion grant a long term leave of absence without pay and without salary step advancement for one school year, renewable in the discretion of the Board for a second school semester, for the following reasons:

1. Illness or disability of the teacher beyond accumulated sick leave.
2. Serious extended illness in the immediate family.
3. Study or research.
4. Other personal problems necessitating extended absence from school.

### Article XIII Maternity and Childrearing Leave

A. The Board and the Association recognize that teachers are entitled to extended leaves for maternity related disabilities in accordance with federal and/or state law.

B. 1. Any tenured teacher shall be entitled, upon written request submitted to the Superintendent of Schools, to an extended leave of absence without pay for purposes of childrearing, apart from any period of maternity disability leave with pay.

2. The Superintendent must receive initial notification of intent to take childrearing leave in writing no less than seventy-five (75) calendar days prior to the time such leave is to commence, or in the case of adoption or foster care, as soon as possible.

3. Childrearing leave will commence on the date that maternity disability leave ends, or on a date established by agreement with the Superintendent of Schools or his/her designee.

4. If childrearing leave commences before January 1, in any twelve-month period from July through June 30, such leave will be for the balance of the school year. The

teacher shall return to work on the first teacher workday of the subsequent school year. If childrearing leave commences after January 1, the teacher may choose to return to work on either the first teacher workday of the subsequent school year or the first teacher workday of the second subsequent school year. A teacher may submit a request in writing to the Director of Human Resources requesting to return to work prior to the dates outlined in this Paragraph. Such requests will be granted at the discretion of the Superintendent or his/her designee considering the educational impact of the teacher's requested return date.

5. A teacher on childrearing leave must submit written notice to the Superintendent of Schools or his designee of intention to return to active employment upon termination of leave in accordance with the following schedule:

- (a) Generally, such notice must be submitted no later than April 1 of the school year leave is to end.
- (b) However, a teacher may submit a notice to take childrearing leave after April 1 and request leave only for the balance of that school year. In such a case, the teacher must notify the Superintendent or his/her designee of intention to return to active employment at the same time that the request for leave is submitted.
- (c) The Superintendent or his/her designee may waive this requirement in cases of extreme hardship.

6. Such leave shall be without pay, but upon return, service credit and benefits accrued prior to the leave shall be reinstated. Upon return, any teacher whose leave exceeded ninety days shall be placed on the step of the salary schedule he or she occupied during the last school year worked by the teacher. Any returning teacher whose leave did not exceed ninety days shall be placed on the salary schedule one step higher than that he or she occupied during the last school year worked (unless said leave and said reinstatement occurs in the same school year), provided the relevant salary schedule in Appendix A includes step movement. This leave shall apply to parents who expect the birth or adoption of a child within the period of such leave as well as foster parents and shall be available to both male and female teachers. Leaves of absence under this paragraph may be granted to non-tenured teachers and those holding a durational shortage area permit at the absolute discretion of the Board.

7. If any portion of this Article is inconsistent with federal or state laws, the provisions of such laws will prevail.

C. The employment rights of bargaining unit members under Article XXVIII shall neither be diminished nor expanded as a result of a teacher's right to parenthood reinstatement.

D. The Board may designate leave under this Article as leave under the Federal Family and Medical Leave Act (FMLA), codified at 29 U.S.C. § 2654 *et seq.*, in accordance with said law, as amended.

E. FMLA eligible employees may request to apply any available accrued paid sick leave concurrent with the use of otherwise unpaid FMLA leave time. Such leave shall run concurrently with FMLA leave and therefore both the employee's FMLA leave entitlement and available accrued sick leave entitlement shall be reduced at the same time. While on FMLA leave, insurance benefits shall continue as if the teacher were not on leave. If the FMLA leave is unpaid, the teacher will make arrangements with the Payroll & Benefits Coordinator for payment of the teacher's premium cost share of the insurance premium.

#### **Article XIV** **Conference Leave**

A. When it is evident that convention or conference attendance or the observation of an activity in another school building or school system will contribute to the effectiveness of the instructional program, the Superintendent may grant convention or conference leaves or permission to observe an activity in another building or school system to teachers without loss of pay within applicable budget limitations.

B. The Board agrees to reimburse all teachers attending a convention or conference or observing activities in another school system for reasonable and necessary expenses. The teacher and the Superintendent shall agree prior to the leave as to what categories of expenses are appropriate for reimbursement under the circumstances. This shall not preclude approval of unanticipated expenses after the conference. Social expenses are not reimbursable.

#### **Article XV** **Military Leave/Jury Duty**

A. A teacher who is called for National Guard or reserve duty shall try to have his/her service deferred to a time that will not conflict with his/her obligations to his/her students. If the teacher must serve in any emergency, he/she shall receive the difference between his/her regular pay and his/her military pay for the duration of the emergency.

B. All teachers who are called to serve as jurors shall receive their regular pay less their pay as jurors for each day of jury duty, provided that such teacher gives written notice to the Superintendent or his/her designee within 48 hours after he/she receives the call to jury duty and provided the teacher furnishes the Superintendent or his/her designee with a copy of any check stub or receipt indicating the dates for which jury duty pay was received.

#### **Article XVI** **Protection of Teachers**

A. The Board agrees to protect and save any teacher harmless in accordance with the provisions of Connecticut General Statutes §10-235.

B. Except in compelling circumstances teachers shall report within two working days in writing to their principal and to the central office all cases of assault suffered by them in connection with their employment. Such report shall be forwarded through the Superintendent to the Board which shall comply with any request from the teacher for information in its possession not privileged under law which relates to the incident or the persons involved.

C. The Board shall reimburse for damage to personal property used for instructional purposes up to a maximum of \$2,000 total for all claims per year. The Board will take into account negligence, if any, by the teacher. As a condition of reimbursement, a teacher bringing personal property to school shall email their direct supervisor prior to use of such property for instructional purposes. To submit a claim for damage to personal property used for instructional purposes, a teacher shall email their direct supervisor with a description of the property, nature of the damage, and estimated cost to repair or replace such property as soon as possible after discovery of the damage.

D. The Board and the Association wish to declare their mutual intent to promote a harmonious working relationship to ensure that the cause of public education may be best served in Cromwell. With this key principle in mind, it is the policy of the board of education to maintain a working environment free from harassment, insults or intimidation. Any infraction of this policy by supervisors or co-workers should be reported immediately to the Superintendent or his/her designee and the EAC President in accordance with the district's policies and procedures. The Superintendent or his/her designee shall investigate and address the complaint and communicate how the issue was addressed to the Association at the next labor management meeting. This section shall not be subject to the grievance procedure outlined in Article III of this Agreement.

E. In accordance with Connecticut General Statute §10-220a(b), the Professional Development and Evaluation Committee (PDEC) shall have 4 teachers as representative members of the bargaining unit being appointed to the committee by the Association President, and such other representatives as the Board deems appropriate. The committee shall maintain an equal ratio of representatives from both the Association and the Board. The PDEC shall be a voluntary committee meeting outside of school hours four (4) times per school year. Each PDEC meeting shall be two (2) hours in duration from 4:00 p.m. to 6:00 p.m. All committee members shall be given adequate time to review relevant documentation in advance of any PDEC meetings.

## **Article XVII**

### **Homebound Instruction and Curriculum Writing**

A. When members of the bargaining unit are used for homebound instruction, teachers will be paid at the rate of \$45.00 per hour during the term of this contract.

B. When it is the desire of the Board to provide volunteer opportunities for curriculum writing, the opportunity shall be posted for five (5) days so that members of the bargaining unit will have an equal opportunity to participate. Members shall be paid at the rate of \$35.00 per hour during the term of this contract for work completed outside of the contract.

### **Article XVIII** **Teaching Assignments**

A. "Teaching Assignment" shall be defined as any certified teaching position to which a teacher may be assigned.

B. Teachers initially employed by the Board shall receive their building, grade and/or subject assignments from the Superintendent of Schools.

C. Teachers already in the System shall receive notification of their programs for the ensuing school year, including grade, subject and specific preparations, as soon as assignments are finalized, in any event prior to the end of the current school year.

D. In the event of a change in circumstances or conditions during the months of June through August (resignation, death, promotion, leave of absence, and so forth), such assignments may be changed only as required thereby with prompt notice to the teacher.

E. The Superintendent of Schools shall be responsible for the assignment of teachers. Assignment decisions shall be based on the best interests of the students and the school system. In general, in the determination of assignments, the Superintendent shall consider the training, experience and preference of the teacher to the extent that these considerations do not conflict with the demonstrable instructional requirements and the best interest of the school system and the pupils.

F. When the services of a substitute teacher cannot be obtained, a staff teacher who is not confined with teaching a class may be requested to cover a class or classes. In such instances that teacher so serving as an emergency substitute shall be reimbursed at the rate of twenty-six dollars (\$26.00) per class period. Class periods shall be considered forty-five (45) minutes in elementary schools.

G. If a teacher has previously planned to use his/her planning period for special preparations for his/her instructional program, he/she may decline to cover the class provided another teacher is available to cover the class.

### **Article XIX** **Parent Conferences/Evening Meetings**

A. Teachers shall be required to attend up to four (4) evening meetings/sessions per year, which shall include, but not be limited to, two (2) evening parent conference sessions

and the annual Open House, all of which will be scheduled as determined by the Administration. The Board agrees to negotiate with the Association over the impact on compensation if it increases the number of evening meetings/sessions beyond the four (4) described above. If teachers are scheduled to return for an evening parent conference session, they may leave school at the conclusion of the students' day.

## **Article XX**

### **Teaching Conditions**

A. **Class Size.** The Board shall make every effort to maintain class size at a size that will provide the best instructional program for the pupils of the Cromwell schools. When, in the judgment of the administration, the competence or experience of a teacher, or the group of children, or the subject matter being taught are such that the class size is too great for a suitable program of learning experiences to be conducted, the Board shall consider all feasible means of assisting the teacher to meet his/her responsibilities.

B. **Staffing Policy.** The Board and the Association agree that a teacher's primary responsibility is to teach, and that his/her energies should be utilized to this end. In its staffing policy, the Board shall give this principle every consideration in the staffing of the schools.

C. **Preparation Time.** Teachers in the middle and high schools shall have a minimum of one (1) preparation period per day. All teachers at the elementary level shall have a minimum of two hundred twenty-five (225) minutes per week of preparation time in blocks of no less than forty (40) minutes. Preparation time will ordinarily be scheduled during the period in which specialists are conducting their classes. It is the mutual intent that the period of time in the Agreement as "preparation time" is reserved for teachers' use in the preparation of instruction. Except in discernible emergencies, not to exceed ten (10) times in a school year, this time should not be used for other activities which do not have a direct bearing on the teacher's preparation for instruction in the classroom. For purposes of this section, discernible emergencies shall include but not be limited to, PPT meetings and 504 meetings.

D. **Job Descriptions.** The Board shall make available copies of job descriptions to the members of the Association upon request.

E. **Teaching Load.** The standard teaching load for all secondary teachers shall be five (5) classes per quarter, semester, or year.

1. Volunteers (if any) must be taken first.
2. No teacher can be required to teach a sixth class for more than two (2) consecutive years.
3. A first or second year teacher in the TEAM program will not be required nor can they volunteer to teach a sixth class.

A teacher assigned to teach a sixth class shall be compensated an additional seven and a half percent (7.5%) of his or her current salary for such assignment. If such an assignment is half a year, the stipend shall be prorated.

An academic teacher will not be assigned a duty on a day in which the teacher has a lab section that doubles a teaching period on a particular school day.

**F. Teacher Work Day.** The teacher workday shall be thirty five (35) minutes beyond the length of the student school day.

Each building principal shall determine annually, based on student needs, including transportation, when the teacher workday commences in his/her building. Under no circumstances shall the teacher work day commence more than twenty (20) minutes before the student day, or end more than thirty (30) minutes beyond the end of the student day.

The Board of Education will bargain with the Association concerning any impact an increase in the length of the student day may have upon members of the Association only as required by law.

The Board may change the start or end time at any or all of the schools, provided the total length of the school day remains the same, without bargaining with the Association.

The building administration has determined that the teacher work day for Pre-Kindergarten teachers shall be from 8:15 a.m. to 3:30 p.m. in order to schedule the Pre-Kindergarten student day from 9:00 a.m. to 3:00 p.m. In order to ensure Pre-Kindergarten teachers receive a minimum of two hundred twenty-five (225) minutes per week of preparation time in blocks of no less than forty (40) minutes, as set forth above in Section C, the parties agree that Pre-Kindergarten teachers shall have a daily preparation period from 8:15 a.m. to 9:00 a.m. The parties agree and acknowledge that this schedule remains in compliance with this section.

**G. Professional Activities.** The Board and the Association recognize and agree that teachers' responsibility to their students and their profession entails the performance of duties and the expenditure of time beyond the normal student day. As such, teachers shall be expected to be available for activities of a professional nature outside regular school hours for two and one-half (2.5) hours per month, thirty (30) minutes of which shall be dedicated to faculty meetings when necessary. The remaining two hours will be scheduled in two (2) one (1) hour sessions or one (1) two (2) hour session. Such work will be scheduled as determined by the Administration and provided to all staff members by August 15<sup>th</sup> each year. All teachers shall be required to sign in at such professional activities.

Notwithstanding the preceding section, in the months of December, February and May, the two hours outside the regular school hours shall be used for teacher directed activities of a professional nature, which can be done on or off school grounds, such as voluntary committee work, independent research, and/or professional learning opportunities.

Nothing in this section shall prevent the Administration from holding thirty (30) minute faculty meetings during the months of December, February and May.

## Article XXI Vacancies

A. The Board agrees to publicize all teaching vacancies and positions requiring administrative or supervisory certification or for which an extracurricular or co-curricular salary is paid.

1. For the purpose of posting vacancies as defined in this article, the administration shall each year first assign and/or transfer existing staff in accordance with applicable contract language. Notice of all known vacancies shall be publicized after all members of the bargaining unit have been assigned and/or transferred.

2. All teaching and extra-curricular vacancies shall be publicized at least five (5) days prior to the filling of vacancies.

When there is to be a vacancy in a coaching or extra-curricular position, the Board shall post a notice of such vacancy in each building at least five (5) school days prior to posting outside the System so that Cromwell teachers have an adequate opportunity to apply for the position and be given due consideration.

When there is to be a vacancy in a teaching position, the Board shall simultaneously post a notice of such vacancy in each building and outside the System. Cromwell teachers will have an adequate opportunity to apply for the position and will be given due consideration. All internal applicants shall be granted an interview provided they possess the requisite certification and/or qualifications.

3. Individual notification shall be made during the summer months to teachers who have requested such notification in writing. In addition, if a vacancy occurs over the summer recess, notice shall be sent to the President of the Association. Vacancies that arise during the school year may be filled on a temporary basis (not to extend beyond June 30 of the current school year) until such procedure can be followed.

4. When in the judgment of the Superintendent and the Board the qualifications, attainments and professional background of an internal and external candidate are comparable, the vacancy shall be given to the internal candidate within the Cromwell School System.

5. Written notification of filling vacancies shall be given to each applicant.



6. The Association recognizes that hiring is within the Administration's purview. To that end, while the Administration will not seek the Association President's signature or approval as a prerequisite to hiring or filling a vacant position, the administration shall:

- a. Notify the Local President year round, via e-mail, of any vacant position, prior to posting.
- b. Include a job description of the position.
- c. Provide the timeline for the posting.

#### Article XXII Sick Leave Bank

For the purpose of providing additional coverage after exhaustion of individual annual and/or accumulated sick leave only in the event of serious illness as evidenced by medical certification, the Board and the Association agree to establish a Sick Leave Bank as of June 30, 1991.

A. Participation by members of the certified staff and those holding a durational shortage area permit shall be mandatory. Teachers shall contribute one (1) day of accumulated sick leave each year to the bank.

B. The bank shall be administered by a committee of two representatives selected by the Superintendent and two selected by the Association and one representative selected by vote of the above-mentioned four representatives. This committee shall consider the eligibility of teachers to draw from the bank.

C. The following criteria shall be used by the Sick Leave Bank Committee in determining the eligibility of a teacher to draw from the Bank and determining the amount of leave:

1. A teacher must have completed two (2) years of service in Cromwell.
2. A teacher must have used up all accumulated full pay sick leave.
3. A teacher must submit competent and timely evidence that a request is necessary due to serious and lengthy illness that is not covered by workers' compensation.

D. Upon compliance with Section C above, the Sick Leave Bank Committee may issue up to two (2) grants of days from the Sick Leave Bank. The cumulative total of the two (2) grants shall not exceed ninety (90) days.

E. The Sick Leave Bank shall have a minimum of seventy-five (75) days in reserve. If the number of days falls below 75, then Section A shall be reapplied. However, the total number of Sick Leave Bank days in reserve shall not exceed three hundred (300). In the event the 300 maximum would be exceeded, then Section A of this Article would not be reapplied.

F. The decisions of the Sick Leave Bank Committee shall be final and binding and not be subject to the grievance procedure or arbitration.

### **Article XXIII**

#### **Advanced Degree Definition**

A. The sixth year equals:

1. A sixth year certificate earned in an accredited college or university in a program approved by the Superintendent.
2. Thirty (30) graduate credits beyond a Master's Degree earned in a planned program approved by an accredited college or university and the Superintendent.
3. State certification in the area of speech clinician.

B. The Ph.D. equals a Ph.D. or Ed.D. earned at an accredited college or university.

C. When a teacher reasonably believes he or she will have completed the necessary coursework to be eligible for an upgrade to a higher degree on the salary schedule, he or she shall notify the Human Resources Department, in writing, by December 15<sup>th</sup> to be eligible for an upgrade in the first payroll period for the following August, or by June 15<sup>th</sup> to be eligible for an upgrade in the first payroll period for the following December. Prior to advancing on the salary schedule, the teacher must provide to the Human Resources Department transcripts from the registrar's office or an official letter signed by the registrar confirming the claimed degree or course requirements have been completed.

### **Article XXIV**

#### **Part-Time Teachers**

A. Any teacher hired prior to July 1, 1991, and working at least one-half the regular student school day shall receive the same insurance benefits accorded to full-time teachers. Any part-time teacher hired on or after July 1, 1991, shall receive the same insurance benefits accorded full-time teachers but on a prorated basis. Thus, teachers who work less than 1.0 FTE for the Board, shall pay a proportionate amount for their insurance that is based on their FTE differential. For example .4 FTE teacher would pay 60% for his/her insurance, and a .7 FTE teacher would pay 30% for his/her insurance. At no time, however,

during the life of this Agreement shall a teacher who works less than full time for the Board pay a lower percentage for his/her insurance than 1.0 FTE teacher.

All other benefits, including paid leave of any kind, shall be available on a prorated basis to those assigned to teach less than full-time. This language is applicable only to computation of benefits.

B. Where the Board of Education elects to permit two teachers to share a single position, all insurance and other benefits shall be prorated. The Board reserves the right to permit or deny job-sharing requests and to terminate existing job-sharing in its sole discretion.

#### **Article XXV** **Work Stoppages**

A. The Association agrees that it will not authorize, instigate, sanction or condone any strike, concerted refusal to render services, or interference with the orderly operation of the Cromwell School System in all its aspects.

#### **Article XXVI** **Employment Security**

This article shall not apply to individuals employed with a durational shortage area permit only. Such individuals have no contractual rights in reference to layoff and/or recall.

A. It is recognized that the Board has the sole and exclusive prerogative to eliminate certified staff positions consistent with the provisions of the state statutes and this agreement. Elimination of certified staff positions may result from the following reasons, among others: decreases in student enrollment, changes in curriculum and changes in financial conditions. Reduction in force shall be non-punitive and non-discriminatory.

B. **Definitions:**

1. The term "days" shall mean calendar days.
2. The term "teacher" shall be as defined in Conn. Gen. Stat. §§10-151(c).

C. Prior to commencing action to terminate teacher contracts under this procedure, the Board of Education will, to its best ability, effectuate reduction in staff by:

1. Voluntary retirements
2. Voluntary resignation
3. Transfer of existing staff members
4. Voluntary leaves of absence

If a teacher has attained tenure status, his or her contract of employment may be terminated because of elimination of the position to which the teacher was appointed if no other position exists to which he/she may be appointed if qualified. No tenured teacher (as defined in Section 10-151(b) of the Connecticut General Statutes as amended) shall be laid off when a position exists which is either vacant or occupied by a non-tenured teacher and for which the tenured teacher is certified or immediately certifiable, provided that this Article shall not require the assignment of any teacher in the bargaining unit to an administrative position.

D. In making staff reduction decisions among non-tenured teachers, the Board shall consider the following criteria:

1. Qualification to teach particular subjects as determined by certification and length of experience in teaching a particular subject.
2. Teaching performance as determined by evaluations.
3. Length of teaching service in the Cromwell School System and total years of teaching experience.

E. In making staff reduction decisions among tenured teachers, the Board will base its decision on the following criteria:

1. Qualification to teach particular subjects as determined by certification and length of experience in teaching a particular subject.
2. Teaching performance as determined by evaluations.
3. Length of teaching service in the Cromwell School System and total years of teaching experience.
4. Commendations and disciplinary actions contained in the personnel file.

F. No new employee shall be hired to fill a position for which an employee on the reappointment list is certified or immediately certifiable. In cases where more than one employee on the reappointment list is certified or immediately certifiable for a particular position to be filled, employees with tenure shall be given preference.

G. The name of an employee who has been laid off shall be placed upon a reappointment list and remain on such list for one (1) year provided such teacher applies in writing by registered mail for retention of his/her name on said list on or before June first of each year subsequent to his/her termination. No teacher hired as a long-term substitute for a teacher on leave, or for any position other than a vacancy, shall have recall rights of any kind under this Agreement.

H. Any teacher on the reappointment list shall receive a written offer of reappointment at least twenty (20) days prior to the date of reemployment. The teacher shall accept or reject the appointment in writing within one calendar week of receipt of the offer. If the teacher rejects the appointment, the teacher shall be removed from the reappointment list.

I. No employee who has been laid off shall be entitled to payment or accrual of any compensation or fringe benefits, whether or not he/she remains on the reappointment list. However, an employee who is reappointed from the list shall be entitled to reinstatement of any benefits earned or accrued at the time of layoff, and further accrual of salary increments and fringe benefits shall resume where they left off. No years of layoff will be credited as years of service for compensation or retirement purposes.

J. It is understood that a layoff is a termination of employment subject to administrative and/or judicial review in the manner set forth in the subsections of Section 10-151 of the Connecticut General Statutes as amended and in no other manner. In the case of judicial review under those statutory provisions, the parties agree that the provisions of this article can and should be submitted to the court.

#### **Article XXVII** **Personnel Files /Evaluation Guidelines**

A. After original employment no subjective material shall be placed in a teacher's personnel file unless the teacher has been notified and has had an opportunity to review and discuss the material in question. The teacher may submit a written response to any such material, and the same shall be attached to the file copy of the material in question. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but said signature shall not be interpreted to mean agreement with the content of the material.

B. No teacher shall be suspended, disciplined, reprimanded or denied a wage increase or increment without just cause. A teacher shall receive a written statement of reasons for any such action. An employee who is interviewed concerning a matter which may subject the employee to disciplinary action may, upon request, have an available Union representative present during such interview.

This provision shall not apply to the termination of a teacher holding a durational shortage area permit.

#### **Article XXVIII** **Teacher Transfers**

A. "Teacher transfer" shall be defined as the voluntary or involuntary placement of a teacher into another position for which the teacher is certified or holds a durational shortage area permit.

B. When involuntary transfers are necessary, the Superintendent shall base his/her decision upon certification requirements and the best interest of the school system and the pupils. In making such a decision, the Superintendent may consider length of teaching service, qualifications, areas of certification or special training, and years of experience in the kind of position to which the teacher may be assigned.

C. An involuntary transfer shall be made only after a meeting between the teacher involved and the Superintendent or his/her designee at which time the teacher shall be notified of the reasons for the transfer. In the event that a teacher objects to the transfer at this meeting, the teacher may notify the Association. If the teacher and the Association agree to pursue this matter, then the Superintendent or his/her designee will meet with the Association representatives to discuss the transfer. If a grievance is processed thereafter, it shall be initiated at Level 3.

**Article XXIX**  
**TEAM Mentor Program**

A. Teachers who participate as TEAM mentors shall receive the annual stipends as provided by the relevant state or grant allocation. In the event that the state reduces the annual stipend as provided for in 2013-14, the Board agrees to compensate the difference. In addition, the parties agree to operate the program in accordance with the State Department guidelines.

**Article XXX**  
**Duration**

A. The provisions of this Agreement shall be effective as of July 1, 2023, and remain in full force and effect to and including June 30, 2026.

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

**Article XXXI**  
**Notice of Retirement**

The Board shall provide a stipend in the amount of \$2,000 to any teacher with twenty-five years of Connecticut public school teaching experience who gives notice of his/her retirement to the Superintendent of Schools by January 15<sup>th</sup> of the work year in which the teacher plans to retire. The notice of retirement is irrevocable. The stipend shall be paid to the teacher at the end of the work year

Cromwell Board of Education

Education Association of Cromwell

By *Christa Kelleher*

By *Leigha Ne*

Date 11/19/23

Date 01/18/2023

**APPENDIX A**  
**2023-2024 Teachers' Salary Schedule**

<u>Step</u>	<u>Yrs. Of Exp.</u>	<u>BA</u>	<u>MA</u>	<u>6th Yr.</u>	<u>Ph.D./Ed.D.</u>
1	1	50,616	54,168	57,315	
2	2	52,364	56,291	59,526	
3	3-5	54,171	58,642	61,834	
4	6	56,041	60,813	64,240	65,307
5	7	57,980	63,215	66,744	67,894
6	8	59,995	65,724	69,351	70,597
7	9	62,083	68,338	72,071	73,415
8	10-11	64,407	71,232	75,093	76,537
9	12-14	66,999	74,448	78,440	80,004
10	15	68,750	78,004	82,162	84,028
11	16	76,226	82,882	87,268	89,188
12	17		94,014	98,957	101,066

All teachers not yet at maximum who were employed in a bargaining unit position prior to July 1, 2023, shall advance one step.

**APPENDIX A**  
**2024-2025 Teachers' Salary Schedule**

<b><u>Step</u></b>	<b><u>Yrs. Of Exp.</u></b>	<b><u>BA</u></b>	<b><u>MA</u></b>	<b><u>6th Yr.</u></b>	<b><u>Ph.D./Ed.D.</u></b>
1	1	50,616	54,168	57,315	
2	2	52,364	56,291	59,526	
3	3	54,171	58,642	61,834	
4	4-6	56,041	60,813	64,240	65,307
5	7	57,980	63,215	66,744	67,894
6	8	59,995	65,724	69,351	70,597
7	9	62,083	68,338	72,071	73,415
8	10	64,407	71,232	75,093	76,537
9	11-12	66,999	74,448	78,440	80,004
10	13-15	68,750	78,004	82,162	84,028
11	16	78,132	82,882	87,268	89,188
12	17		96,364	101,431	103,593

All teachers not yet at maximum who were employed in a bargaining unit position prior to July 1, 2024, shall advance one step.



**APPENDIX A**  
**2025-2026 Teachers' Salary Schedule**

<b><u>Step</u></b>	<b><u>Yrs. Of Exp.</u></b>	<b><u>BA</u></b>	<b><u>MA</u></b>	<b><u>6th Yr.</u></b>	<b><u>Ph.D./Ed.D.</u></b>
1	1	50,616	54,168	57,315	
2	2	52,364	56,291	59,526	
3	3	54,171	58,642	61,834	
4	4	56,041	60,813	64,240	65,307
5	5-7	57,980	63,215	66,744	67,894
6	8	59,995	65,724	69,351	70,597
7	9	62,083	68,338	72,071	73,415
8	10	64,407	71,232	75,093	76,537
9	11	66,999	74,448	78,440	80,004
10	12-13	68,750	78,004	82,162	84,028
11	14-16	80,085	82,882	87,268	89,188
12	17		98,773	103,967	106,183

All teachers not yet at maximum who were employed in a bargaining unit position prior to July 1, 2025, shall advance one step.

**APPENDIX B**  
**STIPEND SCHEDULE**  
**2023 – 2026**

**Stipends for 2023-26 will be updated based on the Stipend Review Committee**

The parties agree that to be assigned and compensated to fill a position under Appendix B, the employee must apply and be approved through the posting process. This process includes completion and submission of an Application for Posted Stipend Position and approval of administration. In addition, stipends will not be applicable when student participation in an activity is a requirement for class/coursework.

School	Level	Title	2022-23
<b>SPORTS-CHS</b>			
CHS		Baseball - MV	\$5,460.89
CHS		Baseball-MJV	\$3,998.16
CHS		Basketball Cheerleaders	\$4,875.80
CHS		Basketball - FV	\$6,387.28
CHS		Basketball -FJV	\$4,632.01
CHS		Basketball -MV	\$6,387.28
CHS		Basketball - MJV	\$4,632.01
CHS		Basketball - Freshman F	\$2,983.75
CHS		Basketball - Freshman M	\$2,983.75
CHS		Cross Country - FV	\$4,193.19
CHS		Cross Country -MV	\$4,193.19
CHS		Football Asst -Coach MJV	\$4,632.01
CHS		Football Coach- MJV	\$5,460.89
CHS		Football Asst Coach - MV	\$4,632.01
CHS		Football Coach - MV	\$6,387.28
CHS		Football/Soccer Cheerleaders (Fall)	\$2,925.48
CHS		Golf - Coed	\$3,656.85
CHS		Lacrosse - JVF	\$3,998.16
CHS		Lacrosse - FV	\$5,460.89
CHS		Lacrosse - JVM	\$3,998.16
CHS		Lacrosse - MV	\$5,460.89
CHS		Soccer - FJV	\$3,998.16
CHS		Soccer - FV	\$5,460.89
CHS		Soccer - MJV	\$3,998.16
CHS		Soccer - MV	\$5,460.89
CHS		Softball - FJV	\$3,998.16
CHS		Softball - FV	\$5,460.89

School	Level	Title	2022-23
CHS		Tennis - F	\$3,656.85
CHS		Tennis - M	\$3,656.85
CHS		Track - F	\$5,460.89
CHS		Track - M	\$5,460.89
CHS		Track -Indoor - Coed	\$3,754.36
CHS		Track - Indoor Assistant	\$2,983.75
CHS		Unified Sports	\$2,925.48
CHS		Volleyball - FJV	\$3,998.16
CHS		Volleyball - FV	\$5,460.89
<b>CLUBS-CHS</b>			
CHS	F	All School Production	\$5,460.89
CHS	D+	All School Production - Assistant	\$2,803.58
CHS	B	C.A.Y.A.C.	\$1,706.53
CHS	C	Carbon Club	\$2,194.11
CHS		Chess Club	\$1,706.53
CHS	B	Class Advisor - 9th	\$1,706.53
CHS	B	Class Advisor - 10th	\$1,706.53
CHS	D+	Class Advisor - 11th	\$2,803.58
CHS	D+	Class Advisor - 12th	\$2,803.58
CHS	F	Connections (Advisor-Coordinator)	\$5,460.89
CHS	D+	Dance Club	\$2,803.58
CHS	B	Debate Club	\$1,706.53
CHS		Detention Monitors (after school) <b>Hourly</b>	\$40.18
CHS	D+	Future Problem Solvers	\$2,803.58
CHS		Future Teachers Club	\$2,803.58
CHS		Gay/Straight Alliance	\$1,706.53
CHS		H.O.P.E. Club	\$1,706.53
CHS	B	History Club	\$1,706.53
CHS	C	Jazz Ensemble	\$5,460.89
CHS	A	Literary Magazine/Newspaper	\$1,218.95
CHS	A	Music Festival	\$1,218.95
CHS	C	National Art Honor Society	\$2,194.11
CHS	D+	National Honor Society	\$2,803.58
CHS		Newspaper Club	\$2,803.58
CHS	A	Pep Band	\$2,803.58
CHS		Robotics Club	\$2,194.11
CHS	F	School to Career	\$5,460.89
CHS		Scoreboard Graphics Club	\$2,803.58

School	Level	Title	2022-23
CHS	C	Senior Activity Advisor	\$2,194.11
CHS		Spanish National Honor Society	\$2,194.11
CHS		French National Honor Society	\$2,194.11
CHS		Ski/Snowboard Club	\$463.64
CHS	F	Student Council	\$5,460.89
CHS		Tri-M Music Honor Society	\$2,803.58
CHS		Ultimate Frisbee Club	\$515.15
CHS	B	Unity Club/Respect Ethic Pride	\$2,803.58
CHS	E	Women's & Men's Choir	\$3,169.27
CHS	C	World Language Club	\$2,194.11
CHS	F	Yearbook	\$5,460.89
<b>SPORTS-CMS</b>			
CMS		Athletic Coordinator	\$5,363.38
CMS		Boys' Baseball	\$3,705.61
CMS		Boys' Basketball	\$4,290.70
CMS		Boys' Soccer	\$3,705.61
CMS		Boys' Track & Field	\$3,705.61
CMS		Cross Country - Coed - Coach	\$3,071.74
CMS		Cross Country - Coed - Asst. Coach	\$3,071.74
CMS		Girls' Basketball	\$4,290.70
CMS		Girls' Soccer	\$3,705.61
CMS		Girls' Softball	\$3,705.61
CMS		Girls' Track & Field	\$3,705.61
CMS		Track Coed Assistant	\$3,218.02
<b>CLUBS-CMS</b>			
CMS	F	All School Production	\$5,460.89
CMS	D+	All School Production - Assistant	\$2,803.58
CMS	B	Art Club, 6-8	\$1,706.53
CMS		ECO Club	\$1,706.53
CMS	D+	Future Problem Solving	\$2,803.58
CMS		Future Teachers Club	\$1,706.53
CMS	B	Grade 8 Advisor	\$1,706.53
CMS		Homework Center <b>Hourly</b>	\$40.18
CMS	D+	Jazz Ensemble	\$2,803.58
CMS		Late Bus <b>Hourly</b>	\$40.18
CMS	F	Math Counts	\$3,413.06
CMS	D	Memory Book	\$2,681.75

School	Level	Title	2022-23		
CMS		Northern Regional Music Festival			\$1,706.53
CMS	A	Newspaper			\$1,218.95
CMS	B	Select Chorus			\$1,706.53
CMS	D+	STEM Robotics Club			\$2,803.58
CMS	B	Student Council, 6th Grade			\$1,706.53
CMS	B	Student Council, 7th & 8th Grade			\$1,706.53
CMS	B	World Language Club			\$1,706.53
CMS	B	Tech Club, 7th & 8th Grade			\$1,706.53
CMS		Team Readers	Hourly		\$40.18
<b>INTRAMURALS- CMS</b>			<b>HOURLY</b>		
CMS		Archery - Coed			\$25.76
CMS		Boys' Baseball			\$25.76
CMS		Boys' Basketball			\$25.76
CMS		Boys' Soccer			\$25.76
CMS		Boys' Volleyball			\$25.76
CMS		Girls' Basketball			\$25.76
CMS		Girls' Soccer			\$25.76
CMS		Girls' Softball			\$25.76
CMS		Girls' Volleyball			\$25.76
CMS		Golf - Coed			\$25.76
CMS		Hockey Handball - Coed			\$25.76
CMS		Skiing - Coed			\$25.76
CMS		Tennis - Coed			\$25.76
CMS		Unified Sports			\$25.25
<b>CLUBS-WIS</b>					
WIS	C	Art			\$1,097.05
WIS	C	Earth Club			\$1,097.05
WIS	D+	Future Problem Solving			\$2,803.58
WIS	B	Newspaper			\$853.26
WIS		Running Club			\$533.00
<b>FACILITATORS</b>					
District-Wide		Professional Development (Under 3 Hours)			\$193.48
District-Wide		Professional Development (3+ Hours)			\$366.01
District K-2		Special Education			\$4,144.43
District 3-5		Special Education			\$4,144.43
District 6-8		Special Education			\$3,656.85

School	Level	Title	2022-23
District 9-12		Special Education	\$3,656.85
Grades 6-12		Guidance Department	\$3,656.85
District K-12		Art	\$4,144.43
District K-12		EL	\$4,144.43
District K-12		Music	\$3,656.85
District K-12		PE/Health/Wellness	\$3,656.85
District K-12		STEM	\$3,656.85
District K-12		TEAM	\$3,656.85
District K-12		Chemical Hygiene Officer	\$5,353.29
District K-5		Math	\$4,144.43
District K-5		Science	\$4,144.43
District K-5		Reading	\$4,144.43
District K-5		Social Studies	\$4,144.43
District 6-12		World Language	\$3,656.85
CHS		Language Arts	\$3,656.85
CHS		Math	\$3,656.85
CHS		Science	\$3,656.85
CHS		Social Studies	\$3,656.85
CHS		Technology	\$3,656.85
CHS		Tech Ed	\$3,656.85
CMS		Science	\$3,656.85
CMS		Social Studies	\$3,656.85
CMS		Language Arts	\$3,656.85
CMS		Math	\$3,656.85
ECS		Reading	\$4,144.43
<b>SUMMER SCHOOL</b>			
District-Wide	Summer School/Reading	Hourly	\$47.07

LEVEL	FREQUENCY OF MEETINGS	MINIMUM # OF HOURS
A	1 Per Month	25
B	Bi-Monthly	35
C	Weekly	45
D	Throughout Year as Needed	55
D+	Only for Specific Period of Time	60
E	Greater Than 1 Time Per Week	65
F	Cannot be Determined	120