

**PROFESSIONAL AGREEMENT**

**between the**

**THOMASTON EDUCATION ASSOCIATION**

**and the**

**THOMASTON BOARD OF EDUCATION**

**July 1, 2022 - June 30, 2026**

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## **INTRODUCTION**

This Agreement is between the THOMASTON BOARD OF EDUCATION (hereinafter referred to as the "Board") and the THOMASTON EDUCATION ASSOCIATION (hereinafter referred to as the "T.E.A.") affiliated with the Connecticut Education Association and the National Education Association.

## **ARTICLE 1 – GENERAL**

- 1.1. This agreement is negotiated under the General Statutes of the State of Connecticut, as amended in order to fix for its term the salaries and other conditions of employment.
- 1.2. Mutually consented change to this Agreement shall be in writing and in accordance with the consultation procedure provided herein.
- 1.3. This Agreement shall be binding upon the Board, and its successors, assignees, transferees, or appointees and the T.E.A.
- 1.4. The T.E.A. shall have printed and shall present to the Board a single copy of the completed text of this agreement or and successor agreement.

## **ARTICLE 2 – RECOGNITION**

- 2.1 The Board recognizes the T.E.A. as the exclusive bargaining representative for all certified professional employees of the Board who are employed in positions requiring a teaching or other certificate or those holding a durational shortage area permit and who are not included in the administrators' unit or excluded from the purview of the General Statutes of the State of Connecticut inclusive.
- 2.2 All teachers in any capacity shall be free from discrimination, coercion or intimidation by either party hereto in all matters pertaining to T.E.A. activities. There shall be no reprisals of any kind directly or indirectly taken against any teacher by reason of his membership or non-membership in the T.E.A. or participation in its activities.

## **ARTICLE 3 – CONSULTATION AND AMENDMENT PROCEDURE**

- 3.1 Informal meetings may be held between the negotiation teams of each organization if requested by either.
- 3.2 This agreement shall not be altered, amended, or changed except in writing signed by both the Board and the T.E.A., which amendment shall be appended hereto and become a part hereof. In all matters outside this agreement calling for the exercise of judgement or discretion on the part of the Board, the decision of the Board shall be final and binding.

#### **ARTICLE 4 – CONTRACTS**

- 4.1. Upon initial employment, a teacher will be given a contract stating that the teacher will be employed as a certified professional employee of the Board with his/her salary and working conditions as set forth in the collective bargaining agreement between the Board and the Association.
- 4.2. Under the "Teacher's Initial Contract" (Appendix C) and "Teacher's Contract" (Appendix B), a teacher may resign for good reason by submitting thirty (30) calendar days written notice.

#### **ARTICLE 5 – PROGRAM COORDINATORS**

- 5.1. Program Coordinators and Team Leaders at the high school shall have one (1) period per day or five (5) periods a week to discharge the responsibilities of their position, in addition to preparation periods.
- 5.2. Compensation shall be paid per Appendix D.
- 5.3. Program coordinators, and/or team leaders shall be allotted adequate storage space for materials under lock and key.
- 5.4. Each team leader and program coordinator shall be provided with a job description each school year.

#### **ARTICLE 6 – PROTECTION OF TEACHERS**

- 6.1. If criminal, civil or administrative proceedings are brought against a teacher alleging that he/she committed an assault in connection with his/her employment, the Board shall reimburse the teacher for attorney's fees as provided by a competent legal counsel, acceptable to both parties, if it is determined the teacher was acting as an agent of the Board, and performing under the rules and regulations of said Board.
- 6.2. Teachers shall not be held responsible for students' belongings and monies lost or stolen.

#### **ARTICLE 7 – GRIEVANCE OF TEACHERS**

- 7.1. **Purpose**
  - 7.1.1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise in areas covered by this Agreement affecting teachers. Both parties agree that proceedings shall be kept as confidential as is appropriate.

7.2. **Definitions**

7.2.1. Grievance shall mean a claim by a teacher or a group of teachers that there has been a violation, a misinterpretation or a misapplication of the provisions of this Agreement. A grievance filed on behalf of more than one teacher will be filed as a T.E.A. grievance. Individual teachers will be identified at the discretion of the Association. If in the judgment of the T.E.A. a grievance affects a group or class of teachers, the T.E.A. may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two.

7.2.2. Parties in interest shall include the person or persons making the claim including their designated representative as provided for herein, and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.

7.2.3. Days shall mean days when school is in session. In the summer, days shall mean legal business days.

7.3. **Time Limits**

7.3.1. 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 limits specified may, however, be extended by written agreement of the parties in interest.

7.3.2. If a teacher does not file a grievance, in writing, at Level One of the grievance procedure within twenty (20) days after he/she knew, or should have known, of the act or conditions on which the grievance is based then the grievance shall be considered waived.

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

7.4. **Formal Procedures**

7.4.1. **Level One - Teacher's Direct Supervisor/Administrator**

7.4.1.1. An aggrieved teacher must file his/her grievance with his/her direct supervisor/administrator within the twenty (20) day time limit set forth under Section 7.3.2.

7.4.1.2. The direct supervisor/administrator shall, within five (5) days after receipt of the written grievance, render his/her decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the T.E.A. President.

**7.4.2. Level Two - Superintendent of Schools**

- 7.4.2.1. If the aggrieved teacher is not satisfied with the disposition of her/his grievance at Level One, he/she may, within ten (10) days after the decision, file his/her written grievance with the Superintendent of Schools.
- 7.4.2.2. The Superintendent shall, within ten (10) days after receipt of the grievance, meet with the aggrieved teacher and with representatives of the T.E.A. for the purpose of resolving the grievance.
- 7.4.2.3. The Superintendent shall, within five (5) days after the meeting, render his/her decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the T.E.A. President.

**7.4.3. Level Three - Board of Education**

- 7.4.3.1. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level Two, he/she may, within ten (10) days after the written decision, file the grievance with the Board of Education.
- 7.4.3.2. The Board shall at its next regular Board meeting schedule to hear the grievance, provided, if the next regular Board meeting is within ten (10) days of the decision of the Superintendent, the grievance will be heard at subsequent regular Board meeting.
- 7.4.3.3. The Board shall, within ten (10) days after such meeting, render its decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the T.E.A. President.

**7.4.4. Level Four – Arbitration**

- 7.4.4.1. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level Three, he/she may, within ten (10) days after the decision, submit the grievance to arbitration by so notifying the Board and the American Arbitration Association.

An arbitrator shall be chosen pursuant to the Voluntary Labor Rules of the American Arbitration Association.

- 7.4.4.2. The costs for the services of the arbitrator shall be borne equally by the Board and the T.E.A.
- 7.4.4.3. Teachers attending proceedings before an arbitrator, when held during school hours at the request of the Board, shall be given personal leave for time so spent and not charged for personal leave.



**7.4.5. Rights of Teachers to Representation**

7.4.5.1. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.

7.4.5.2. Any party in interest may be represented at Level Two and Three of the formal grievance procedure by a person of his/her own choosing, except that he/she may not be represented by a representative or by an officer of any teacher organization other than the T.E.A. When a teacher is not represented by the T.E.A., the T.E.A. shall have the right to be present and to state its views at all stages of the procedure.

7.4.5.3. The T.E.A. 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.

**7.5. Miscellaneous**

7.5.1. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate folder from the personnel files of the participants.

7.5.2. Forms for filing and processing grievances, and other necessary documents, shall be provided by the Superintendent, with the approval of the T.E.A. and made available through the T.E.A. so as to facilitate operation of the grievance procedure.

7.5.3. Failure to communicate the decision at any step within the specified time limits shall be considered a denial of the grievance.

7.5.4. Title IX Grievance procedure added to the contract for informational purposes only.

**ARTICLE 8 – EVALUATION REPORTS AND ADMINISTRATIVE SUPERVISION OF TEACHERS**

8.1. A representative of the T.E.A. may, at the request of the teacher, accompany the teacher in this review 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 such school district.

8.2. Any complaints by a parent of a student, or any persons directed toward a teacher and deemed serious enough to become matter of formal record shall be promptly called to the attention of the teacher. Teachers are entitled to know the identity or source of all such complaints. A request from a parent or guardian that a student not be placed in a teacher's classroom will not be considered a complaint. Multiple requests, however, may be used as part of the evaluation and/or discipline process and will be viewed as a complaint, if used for such purposes.

- 8.3. No material derogatory to a teacher's conduct, service, character, or personality shall be placed in a teacher's personnel file, unless the teacher has had an opportunity to read the material and affix his/her signature on the actual copy to be filed, with the understanding that the signature merely signifies he/she has read the material to be filed and does not necessarily indicate agreement with its content.

### **ARTICLE 9 – MATERIALS AND INFORMATION**

- 9.1. Teachers shall be provided with access to the Section 504 Plan or IEP, as applicable, within five (5) calendar days of when the District:
- (1) receives the records from another District; or
  - (2) the 504 or IEP is finalized by the District for existing students.

### **ARTICLE 10 – CURRICULUM REVISION**

- 10.1. Curriculum development and the updating of curriculum guides are among the basic responsibilities of the teaching staff and shall be performed by the teaching staff in conjunction with and at the direction of the school administration. It is expressly understood, however that the final determination on curriculum revision or adoption lies solely with the Thomaston Board of Education. Authoring of new curriculum shall be performed outside of the contracted work day (i.e. - during the summer recess, school recess, evenings, weekends or holidays).

If a teacher in the content area where the new curriculum is necessary does not volunteer to author the new curriculum, the Superintendent or his/her designee may assign the work to a teacher in the content area with a minimum of forty-five (45) calendar day notice.

- 10.2. At the Superintendent or his/her designee's discretion, substitutes shall be used to enable teachers working on curriculum revision to draft, in writing, curriculum or to attend meetings regarding curriculum revision, if revisions take place during the school day.
- 10.3. Teachers working on curriculum revision when not receiving remuneration as a teacher (i.e. during regular work hours) shall be compensated at a rate calculated by the BA minimum divided by the teacher work day as described in Article 13.1.
- 10.4. Teachers who author new curriculum, as set forth herein, shall be paid in accordance with Article 10, Section 10.3 for up to thirty (30) hours per contract year (inclusive of training) for each new curriculum the teacher drafts that is approved by the Board.

### **ARTICLE 11 – EMPLOYMENT YEAR**

- 11.1. The teacher year will be one hundred eighty-five (185) days. Should the teacher employment year exceed these limits in each of the school years, the teacher shall be compensated at the per diem rate of their annual salary for each additional day worked.

## ARTICLE 12 - PAY SCHEDULE

- 12.1. Each teacher shall be paid every other Friday on a bi-weekly basis commencing with the first payroll period after the commencement of the school year).
- 12.2. A teacher can elect to have his/her annual salary divided into:
- Twenty-six (26) equal payments, paid in twenty-six (26) bi-weekly payments;
  - Twenty-six (26) equal payments, the first twenty-two (22) payments paid on a bi-weekly basis and the twenty-third (23<sup>rd</sup>) payment shall be the remaining four (4) payments paid two (2) weeks after the twenty-second (22<sup>nd</sup>) payment; or
  - Twenty-two (22) equal payments paid on a bi-weekly basis.

Teachers shall provide the Superintendent or his/her designee with written notice of the option selected by June 1<sup>st</sup>.

- 12.3. Regardless of the payment schedule elected by the teacher, any deductions (except for applicable federal and state taxes) shall be in equal amounts over the bi-weekly payments.

In the event a pay day shall fall on a bank holiday, teachers shall receive his/her direct deposit on the day prior to the bank holiday.

- 12.4. All teachers shall be paid by direct deposit.

## ARTICLE 13 - SCHOOL DAY

- 13.1. The teacher work day shall be seven (7) hours and fifteen (15) minutes.
- 13.2. Should the length of the teachers' work day be increased, the parties will negotiate the amount of additional compensation.

## ARTICLE 14 - TEACHING ASSIGNMENT

- 14.1. Teachers initially employed by the Board shall receive their building grade and/or subject assignments from the Superintendent or his/her designee.
- 14.2. Teachers already in the system shall receive notification in writing of their assignments and programs for the ensuing school year no later than June 1<sup>st</sup> of the current school year. If changes to the initial assignment, program or schedule occur after the teachers' initial assignment, program or schedule has been provided, teachers affected shall be notified in writing by August 1<sup>st</sup>, whenever feasible.
- 14.3. Teachers shall be notified in writing of any changes in their programs and schedules for the ensuing school year.

- 14.4. In the determination of assignments, the convenience and wishes of the teacher shall be considered.
- 14.5. In arranging schedules for teachers who are assigned to more than one (1) school, every effort shall be made to limit the amount of inter-school travel.
- 14.6. Teachers shall not be responsible for bus supervision to sporting events.
- 14.7. The parties understand the needs of parents and teachers to be able to confer with one another about students. In order to facilitate fulfillment of these mutual needs and obligations, each teacher should be available for conferences with parents or guardians during school conference days, school conference evenings, and at mutually agreeable times. In addition to school conference days, teachers shall attend three (3) evening conferences during each academic year. Such evening conferences shall include conferences, open houses or parent night called by the Administration. The dates of the conferences shall be established by the Thomaston Board of Education. The parties agree that the language set forth in Article 18 Section 18.1 shall not apply to conferences with parents or guardians.
  - 14.7.1. On conference days teachers shall be allowed to leave the building when not scheduled for conferences.
  - 14.7.2. Teachers shall be provided with parent teacher conference schedules two (2) days before the scheduled conference.

On conference days' teachers shall have a lunch of not less than sixty (60) minutes. Such sixty (60) minutes shall not be contiguous. Rather, thirty (30) minutes shall be during the normal lunch hours and thirty (30) minutes shall be post-dismissal.
- 14.8. Residence shall not be claimed as the reason for not participating in school activities in the town or school district.
- 14.9. Teachers new to the system will be required to attend orientation sessions without additional remuneration.
- 14.10. The number of rooms to which a teacher is assigned shall be kept at a reasonable minimum.

#### **ARTICLE 15 – CLASS SIZE**

- 15.1. The Board and the T.E.A. recognize that class size is an important factor in good education and will, whenever possible, subject to space availability and all other educational considerations, insure that class size is limited to that which is most effective for both teachers and pupils. Prior to making a decision to increase current class size, the

T.E.A. shall be granted an opportunity to provide input for the consideration of the Board. However, the final decision as to class size will be made by the Board in the best interest of all students.

- 15.2. Delegates of the T.E.A. will request and meet with the Superintendent relative to class size.

#### **ARTICLE 16 – TEACHING PERIODS**

- 16.1. Academic subject area middle and high school teachers shall not be assigned more than five (5) teaching periods per day, wherever feasible.
- 16.2. Teachers teaching under a secondary school certificate, wherever possible shall not be required to teach more than two (2) subjects or to have more than three (3) teaching preparations within said subjects or combination of subjects at any one (1) time.

Teachers teaching under an elementary certificate in grades five (5) through eight (8) wherever possible, shall teach language arts and mathematics and/or social studies and science, with no more than three preparations.

- 16.3. All teachers shall have, in addition to their lunch period, five (5) preparation periods per week. A teacher shall be asked to substitute for the specialist only on the unanticipated first days' absence of the specialist. If these specialists are eliminated, these preparation periods will remain intact. A specialist is defined under Article 27.
- 16.4. Preparation periods are for the purpose of preparing assignments and other school related activities. Teachers may leave the building, provided the teacher is not scheduled for a school related activity and notifies the school office beforehand. At such time, while off school property and any other time the teacher leaves the building for personal matters, he/she will not be considered to be acting within the scope of his/her employment unless performing school related business and will not be considered on work time.

#### **ARTICLE 17 - TEACHER TRANSFERS**

- 17.1. **Reassignment**  
Prior to posting a position due to a vacancy, the Administrator may reassign a teacher within his/her building or department (if the teacher is not assigned to a specific school building). If the Administrator decides not to reassign a teacher, he/she shall request that the position be posted for not less than five (5) calendar days.
- 17.2. **Vacancies filled by Voluntary Transfers**
  - 17.2.1. If a vacancy is not filled by a reassignment as set forth above, the vacancy shall be posted in each building and simultaneously posted on the Thomaston Public School's website for internal and external candidates.

17.2.2. Said notice of vacancy of position shall clearly set forth the qualifications for the position.

17.2.3. Prior to hiring an external candidate, consideration will be given to qualified Thomaston teachers who apply for the position.

17.2.4. Where two (2) or more applicants for a position are substantially equal in experience qualifications, the applicant with the greatest amount of seniority in a bargaining unit position covered by this Agreement shall be given preference.

17.2.5. An external candidate will not be hired until all internal candidates who applied for the vacancy have either been awarded or denied the vacancy.

17.3. **Involuntary Transfers**

17.3.1. There shall be no involuntary transfer of a teacher before a meeting has been held between the teacher and the Superintendent or his designee to discuss the reason(s) for transfer.

17.3.2. An involuntary transfer shall be made only after a meeting, between the teachers involved and the Superintendent, at which time the teacher shall be notified of the reason(s) for the transfer.

**ARTICLE 18 – AFTER SCHOOL MEETINGS**

18.1. If a teacher is scheduled, assigned, or otherwise required to attend meetings, outside of the work day, in excess of two (2) hours per week, the Board shall compensate the teacher at his or her per diem pro rate. After school meetings will not be used to draft new curriculum, however, after school meetings may be used to update, modify and/or revise drafts of existing or new curriculum.

**ARTICLE 19 – GUIDANCE AND CLERICAL RESPONSIBILITIES**

19.1. Guidance Department shall be responsible, for scoring, interpreting, and recording on pupil report cards all series of scheduled standardized tests as scheduled by guidance department.

19.2. Guidance personnel will work at least eight (8) and up to ten (10) days beyond the work year of one hundred eighty-five (185) days. Normally, four (4) days will be assigned consecutively immediately prior to the commencement of the teacher school year and four (4) days will be assigned consecutively at the conclusion of the teacher school year. Additional days, if any, will be determined by the administration, upon consultation with the Association, and will be compensated at their per diem rate.

## **ARTICLE 20 – DUTY FREE LUNCH**

- 20.1. If the duty-free lunch period of thirty (30) minutes is shortened for any bargaining unit members, the Board shall compensate the teacher at his/her hourly rate of pay. The teachers' hourly rate of pay is calculated by dividing his/her per diem rate by seven (7) hours.
- 20.2. All teachers shall be permitted to leave the school for the duration of their lunch period. Those teachers wishing to leave the building shall notify the school office beforehand. At such time and any other time the teacher leaves the building for personal matters, he/she, while off school property, will not be considered to be acting within the scope of his/her employment unless performing school related business and will not be considered on work time.
- 20.3. No teacher shall normally be required to perform cafeteria duty. If a teacher agrees to perform cafeteria duty, he/she shall be compensated at his/her hourly rate of pay (the teachers hourly rate of pay is calculated by dividing his/her per diem rate by seven (7) hours).

## **ARTICLE 21 – TEACHER FACILITIES**

To the extent feasible in existing buildings the board shall provide:

- 21.1. Teachers' rooms adequately lighted, ventilated, and furnished to be used as a faculty lounge.
- 21.2. Well lighted and clean teachers rest rooms.
- 21.3. A system whereby teachers can effectively and expeditiously communicate with the main office in the event of an emergency.
- 21.4. All new schools or additions shall be designed to include all of the above facilities and the T.E.A. shall be invited to take part of the planning hereof.

## **ARTICLE 22 – T.E.A. PRIVILEGES**

- 22.1. There will be one (1) bulletin board in each school building, which will be placed in the faculty lounge, for the purpose of displaying notices, circulars, and other T.E.A. material. Copies of such material shall be given to the building principal upon his/her request.
- 22.2. Computers, printers and copiers shall be made available for the use of teachers in school preparing instructional materials and for school or T.E.A. business.

- 22.3. At reasonable times, the T.E.A. shall have the right to use designated areas in school buildings for meetings of teachers, provided that there is no interference with any scheduled school activities. The use of such designated area shall be arranged with the principal in advance. All requests for building use shall conform to Board rules and regulations, provided, however, that there shall be no cost to the T.E.A. for such meetings so long as no additional custodial cost to the Board is involved.
- 22.4. The T.E.A. may distribute to teachers within the schools' materials dealing with proper and legitimate business of the T.E.A. except during class time.
- 22.5. Officers and building representatives of the T.E.A. may request of the Superintendent that they may be granted professional leave to attend meetings and workshops held by the Connecticut Education Association and/or by the National Education Association. Such leave days shall not exceed an aggregate total of five (5) for each school year.
- 22.6. The Board shall comply with any reasonable request by the T.E.A. for available information, excluding confidential personal records, possessed by the Board which is relevant to the processing of any grievance by the T.E.A. or to the negotiation by the T.E.A. and the Board of any condition of employment.
- 22.7. The T.E.A. President shall be provided with a copy of the Official Agenda of each regular School Board meeting prior to such meeting. The T.E.A. shall be provided with copies of the official minutes of each regular Board meeting as soon as possible after the approval of said minutes by the Board.
- 22.8. Any teacher elected president of the National Education Association or its Department of Classroom Teachers, or president of the Connecticut Education Association shall, upon his written request to the Superintendent of Schools, be granted an unpaid leave of absence with full privileges not to exceed two (2) year duration for the purpose of discharging the duties of such office.
- 22.9. When it is necessary, and subject to the approval of the Superintendent of Schools, during the school year, pursuant to the grievance procedure of this Agreement, for T.E.A. representatives to investigate a grievance during a school day, they shall, upon advance written notice to their principals, be released for this purpose therefore with pay and without charge against any leave.  
  
Any teacher whose appearance at a grievance hearing is necessary shall be released without loss of pay and without charge against any leave.
- 22.10. Due to the nature of his/her work the President of the T.E.A. shall be relieved of bus, detention, and lunch duties.



## ARTICLE 23 – SUMMER SCHOOL

- 23.1 Openings shall be filled on the basis of competence and experience and preference shall be given to applicants from the regularly appointed staff in the Thomaston School system.
- 23.2 These provisions apply to Board required summer school programs.
- 23.2.1 Positions in those programs shall be filled first by teachers regularly employed in the school system.
- 23.2.2 In filling such positions, consideration shall be given to the teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record, length of service in the system and prior experience in these programs, if any.
- 23.2.3 All openings for these positions shall be listed as early as possible so interested teachers may apply.
- 23.3 These provisions apply to voluntary summer school:
- Compensation shall be at a rate calculated by the BA minimum divided by the teacher work day as described in Article 13.1.

## ARTICLE 24 – LEAVES

- 24.1. **Sick Leave**
- 24.1.1. Unused sick leave shall be accumulated from year to year at the rate of fifteen (15) days per year so long as the employee remains continuously in the service of the same Board of Education, and as authorized by such Board, but such authorized accumulation of sick leave shall not be more than one hundred seventy-five (175) school days.
- 24.1.2. Each staff member is to receive a statement of accumulated days to date if requested.
- 24.1.3. The School Administration may require a medical report of illness, signed by a physician after four (4) or more consecutive days absence for illness. Additionally, patterns of absences may be the basis for discipline. Any discipline imposed pursuant to this paragraph in subject to Article 39, Just Cause, and Article 7, Grievances of Teachers.

24.2. **Jury Duty**

24.2.1. Any teacher who is called for jury duty shall notify the Superintendent immediately upon receipt of notice and receive the necessary leave to fulfill this obligation if he/she is not released from such jury duty. During such absence, the teacher shall receive his/her daily rate of pay less the amount the teacher received as jury fee.

24.3. **Sabbatical Leave**

24.3.1. A committee selected by the T.E.A. including the Superintendent shall review and approve worthwhile programs or independent work subjects for consideration by Board and its possible approval.

24.3.2. No more than two (2) persons shall be absent on sabbatical leave at any one time.

24.3.3. Requests for sabbatical leave must be received by the Committee and Superintendent in writing on such form as may be required no later than December 31<sup>st</sup> of the year preceding the school year in which the sabbatical is requested. It is understood that the deadline of December 31<sup>st</sup> shall be waived at the discretion of the Committee and the Superintendent when fellowships, grants or scholarships awarded later in the year make such a deadline unreasonable.

24.3.4. The teacher shall be eligible for an initial sabbatical leave after at least seven (7) consecutive full school years of active service in the system, the last three (3) of which shall be consecutive. A second sabbatical may be granted after a ten (10) year period.

24.3.5. A sabbatical leave shall be for a full academic year and the professional staff member shall be paid the B.A. minimum for the year the leave is granted.

24.3.6. A teacher returning from sabbatical leave shall be placed on the appropriate step on the salary schedule as though he/she had been in active service in the system for the year of the sabbatical leave. The sabbatical shall not affect continuity of service or accrual of seniority toward longevity benefits. The teacher agrees to remain for three (3) consecutive years following the sabbatical leave.

24.4. **Exchange Teachers Leave**

24.4.1. In any year teachers may be exchanged for teachers from some other school administration district in the United States or in a foreign country. Such exchange shall be initially recommended by the T.E.A. and the Superintendent to the Board, which shall recommend final action. All rights and privileges of the Thomaston teacher shall continue in full force and effect during the exchange period.

**24.5. Childrearing Leave**

24.5.1. A teacher, who becomes a parent, either through the birth of a child or adoption, shall be granted upon written request to the Superintendent a childrearing leave of absence without pay, not to exceed a period of one (1) year. In the case of adoption, the childrearing leave shall commence on the first date that the employee is absent from active service for purposes of the adoption. For the birth of a child, the childrearing leave shall commence when the teacher is unable to work due to the pregnancy, the actual birth of the child or, in no event, to commence later than six (6) weeks after termination of his/her employment.

Child rearing leave shall be in conjunction with family and medical leave under state and federal law and shall run concurrently with such leave.

24.5.2. Any teacher who does not return to work either upon the expiration of his/her temporary disability or the expiration of his/her childrearing leave of absence shall be deemed to have resigned.

24.5.3. All insurance benefits as provided in Article 32 of this agreement shall continue and be in effect for any teacher during his/her childrearing leave of absence.

24.5.4. A teacher shall be guaranteed return to the same position at the end of temporary disability or at the close of his/her childrearing leave of absence, whichever he/she designates.

24.5.5. A teacher who is temporarily disabled or on a child-rearing leave of absence shall be advanced on the salary schedule as though there were not interruptions in his/her employment, provided, however, that she/he has been employed and has worked for more than fifty percent of the school year, next previous to his/her next schedule salary step, and further provided that he/she returns to his/her position either at the end of her/his temporary disability period or at the close of his/her childrearing leave of absence.

**24.6. Peace Corps Leave and AmeriCorps**

24.6.1. Leaves of absence may be granted of up to two (2) years to teachers with tenure status who join the Peace Corps AmeriCorps as full-time participants in such programs.

24.6.2. No compensation shall be paid for such service.

24.6.3. The teacher returning from the Peace Corps AmeriCorps leave shall be placed on the appropriate step in the salary schedule as though he/she had been in active service in the system for the period of such leave if a position is available.

24.7. **Association Leave**

24.7.1. When it is necessary for official representatives of the T.E.A. to engage in T.E.A. activities directly relating to their duties as representatives of the teachers, they shall be given free time, without loss of pay as is reasonably necessary to perform any such activities provided such free time has been approved in advance by their principal.

24.8. **Conference Leave**

24.8.1. 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 school building or school system to teachers without loss of pay.

24.8.2. The Board agrees to reimburse all teachers attending a convention or conference, or observing activities in another school system, subject to Superintendent's approval.

24.9. **Military Leave**

24.9.1. Any teacher entering military service shall be reinstated upon return therefrom in the same class or position previously occupied by him/her at a salary thereafter which shall include any salary advance to which he/she would have been entitled had his/her employment by the Board not been interrupted by the period of military service if a position for which he/she is qualified is vacant.

24.9.2. All teachers having previously taught in Thomaston and being hired to the Thomaston School System the year following their military service shall be given full credit for such service at the rate of one step per year of service not to exceed two (2) years.

24.9.3. Any teacher who is called for National Guard Duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The staff member shall receive his/her full pay less government pay.

24.10. **General Leave**

24.10.1. A teacher may be allowed leave, without loss of pay, to begin programs of study which result from foundation or scholarship grants and which necessitate personal presence in advance of the close of the school year. Other extended leaves, with or without salary, may be granted at the discretion of the Board.

24.11. **Personal Leave**

24.11.1. Personal leave shall be three (3) days per year with accrument to a maximum of five (5).

Except as set forth below, personal days may not be used on restricted days.

Restricted days shall be defined as during the last week of the school year, the day before or after a school recess or the day before or after a holiday (except when the day is necessitated by a religious holiday). "School recess" shall be defined as a scheduled break in school days for a period of greater than one (1) day or a holiday period of greater than one (1) day.

A personal day may be used on a restricted day with prior written approval of the Superintendent or his/her designee in accordance with the following.

If a teacher requires the use of a personal day on a restricted day, he/she will email the Superintendent at least forty-eight (48) hours prior to the requested day (unless it is an emergency). The Superintendent or his/her designee, at his/her discretion, may inquire of the teacher the reason(s) for the need to use a personal day on a restricted day. The Superintendent or his/her designee will inform the teacher if the day is approved as soon as practicable. Denial of the use of a personal day on a restricted day shall not be subject to the grievance and arbitration procedure.

- 24.11.2. Application for use of personal leave shall be made to the teacher's immediate supervisor via the software program used by the Board for submission of requests for personal leave at least forty-eight (48) hours before taking such leave, except in the case of bona fide emergencies.

Except for use of personal leave on a restricted day (or in the case of a bona fide emergency), personal leave shall not be denied if application is submitted in a timely manner (as set forth above).

- 24.11.3. Leave taken pursuant to the above provisions shall be in addition to any sick leave to which the teacher is entitled.
- 24.11.4. For Board approved leaves of absence other than those covered by any portion of this agreement, the rate of deduction shall be 1/185<sup>th</sup> of the year's basic salary per day.
- 24.11.5. When a year's leave of absence is granted to a teacher to pursue full time graduate study, one (1) increment on the salary schedule shall be granted upon return to a teaching position in Thomaston (provided increment movement was agreed to for the applicable contract year). Such advancement shall not apply to persons meeting minimum requirements for certification in their area.

## **ARTICLE 25 – FUNERAL LEAVE**

- 25.1. Wherever death occurs, a maximum of five (5) school days per death with full pay is allowed; this is to include the immediate family of the teacher or immediate family of the spouse. Immediate family is defined as: wife, husband, children, mother, father, brother, sister, grandparents of both spouses.
- 25.2. One (1) day of leave per death shall be granted for the attendance at funeral of aunts, uncles, nieces, nephews, and cousins. Additional days, as needed, may be taken from accrued personal days.

## **ARTICLE 26 – SUBSTITUTE TEACHERS**

- 26.1. Except in emergency situations, regularly assigned teachers will not be required to perform substitute service. If teachers are asked to substitute for an absent colleague, the absent teacher will not be charged with the loss of any of his/her sick days.
- 26.2. Each teacher shall be required to leave class assignments and seating plans for the substitute teacher on or inside his/her desk or in the principal's office. The class assignments should be made for three (3) days in advance.

## **ARTICLE 27 – SPECIALISTS**

- 27.1. Certified personnel who are members of the bargaining unit hired for other than regular classroom assignment will be considered specialists. Specialists will be under the direct supervision of the building principal at the school where working.

## **ARTICLE 28 – SEPARATION AND RECALL**

- 28.1. **Reasons for Elimination of Professional Staff Positions**
  - 28.1.1. It is recognized that the Board of Education has the sole and exclusive prerogative to eliminate professional staff positions, consistent with the provisions of the State Statute, providing such elimination does not result in a failure in its duty as a state agency to implement the educational interests of the State and to provide good public elementary and secondary schools. Elimination of professional staff positions may result from increases in student enrollment, changes in curriculum, severe financial conditions, or other circumstances as determined by the Board.
- 28.2. **Definitions**
  - 28.2.1. As used herein, the term "days" shall mean calendar days.
- 28.3. **Procedure**
  - 28.3.1. The Board may, in the first instance, exercise its right and power to reduce the number of staff positions without determining which teacher contracts will be terminated, if any, or what other staffing changes will be made to effectuate the purpose of position elimination.

28.3.2. Prior to commencing action to terminate teacher contracts under this procedure, the Board will give due consideration to its ability to effectuate position eliminations and/or reduction in staff by:

- (1) voluntary retirements;
- (2) voluntary resignation;
- (3) transfer of existing staff members;
- (4) voluntary leaves of absence.

28.3.3. In the event that it appears necessary to terminate teacher contracts in order to effectuate the elimination of professional staff positions, the Superintendent will propose to the Board, for its consideration, an orderly plan for elimination of positions, identifying professional personnel whose contracts he/she recommends for termination. If the Board considers termination of the contract of a teacher, it shall authorize the Superintendent to notify the teacher, in writing, that termination of his/her contract is under consideration or, where appropriate, that his/her contract will not be renewed for the coming school year. Such notification, and any subsequent proceedings with regard to contract termination, will be in accordance with the provisions set forth in the Connecticut Fair Dismissal Law (§10-151 of the Connecticut General Statutes).

28.3.4. The following criteria will be used to select those employees whose contracts are to be considered for termination as a consequence of elimination of professional staff position:

- (1) **Tenure Status:** If a teacher has attained tenure status, his/her contract of employment may be terminated if his/her position is eliminated, but only if there is no other position available in the school system for which the teacher is certified and qualified. Therefore, teachers who have acquired tenure will have first preference for retention in positions for which they are certified and qualified. This shall include first preference and with regard to positions that are held by non-tenure teachers, in addition to positions which are open and available.
- (2) **Other Criteria:** Within the separate categories of tenure teachers and non-tenure teachers, the following criteria will be applied sequentially:
  - (a) areas of certification
  - (b) in schools where there exists departments, the position eliminated in the department shall be deemed to be the position of the most junior member of the department;
  - (c) total years of experience in the Thomaston School System;
  - (d) in the event total years experience in the Thomaston School System is equal, total years of teaching experience shall be considered;
  - (e) In the event that the application of the criteria (a)(b)(c)(d) is not sufficient to determine which teacher's contract will be subject to termination, the date of contract signing will be the determining factor.

**28.4. Policy Provisions Not Applicable to Promotions**

28.4.1. Nothing herein shall require the promotion of a teacher to a position of higher rank, authority, or compensation although the teacher whose contract is to be terminated because of elimination of position is qualified and/or certified for the promotional position.

**28.5. Recall Procedure**

28.5.1. If the contract of employment of a teacher is terminated because of elimination of positions, the name of that teacher shall remain on such recall list for a period of two (2) years unless such teacher obtains employment as a public-school teacher in another district during that period. Teachers on the recall list shall be recalled in inverse order of dismissal. Notice of recall shall be at least thirty (30) days prior to the anticipated date of reemployment. The teacher shall accept or reject the appointment in writing within ten (10) days. If the appointment is accepted, the teacher shall receive a written contract within twenty (20) days of receipt of the teacher's reply by the Board. If the teacher rejects the appointment offer or does not respond accordingly to this procedure within the ten (10) days, then the name of the teacher will be removed from the recall list. Upon reemployment in a permanent position the teacher shall be given full credit on the salary schedule for all previous teaching experience credit. Teachers who accept long-term substitute positions shall be placed on the first step of the Bachelor's column. Such teachers shall remain on the recall list at their appropriate ranking for recall to any permanent position for which they are certified.

28.5.2. The Administration shall publish the recall list prior the March 1<sup>st</sup> of each year.

28.5.3. Persons holding durational area shortage permits are not entitled to this Article.

**ARTICLE 29 – PAYROLL DEDUCTIONS**

29.1. In addition to those payroll deductions by law, the following agencies are eligible for payroll deductions. All requests for deductions must be in writing on approved authorization forms.

29.2. A list of approved deductions is as follows:

- Washington National Insurance
- Thomaston Education Association
- Connecticut Education Association
- National Education Association
- Tax Sheltered Annuity Plans
- First Bristol Teachers Federal Credit Union

29.3. The T.E.A. shall, no later than October 15<sup>th</sup> of each year, give written notice to the business office of the amount of its dues and those of the CEA and NEA, which are to be deducted in that school year under such authorization.



- 29.3.1. The balance of the annual dues shall be deducted from final paycheck of any employee resigning his position, receiving a leave of absence or terminating his employment after the opening of school.
- 29.3.2. The right to refund to employees' monies deducted from their salaries as such authorization shall lie solely with the T.E.A. The T.E.A. agrees to reimburse any employee for the amount of any dues deducted by the Board and paid to the T.E.A., which deduction is by error in excess of the proper deduction and agrees to hold the Board harmless from any claims of excessive deduction.
- 29.3.3. The Association shall indemnify and save the Board harmless against all claims, demands, suits, judgements or other forms of liability which may arise by reason of any action taken in making deductions and remitting the same to the Association pursuant to this Article.

29.4. **Dues Deductions**

- 29.4.1. **Deduction**: The Board agrees to deduct from each teacher who elects to join the Association an amount equal to the Association membership dues by means of payroll deductions. The amount of the deduction from each paycheck shall be equal to the total Association membership dues divided by the number of paychecks from and including the first paycheck of the school year through and including the last paycheck of the school year. The amount of Association membership dues shall be certified by the T.E.A. to the Board prior to the opening of school each year.
- 29.4.2. **Subsequent Employment**: Those teachers whose employment commences after the start of the school year shall pay a pro-rated amount equal to a percentage of the remaining year.
- 29.4.3. **Forwarding of Monies**: The Board agrees to forward to the T.E.A. 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.
- 29.4.4. **Lists**: No later than the first paycheck in October of each school year, the Board shall provide the T.E.A. with a list of all employees of the Board and the positions held by said employees. The Board shall notify the T.E.A. monthly of any changes in said list.
- 29.4.5. **Reference to Association**: The singular reference to the "Association" herein shall be interpreted as referring to the Thomaston Education Association, the Connecticut Education Association, and the National Education Association.

29.5. The Association agrees to indemnify and save the Board harmless from any claim or lawsuit arising from the Board's fulfillment of its obligations under Section 30.4.1. The Board agrees that the Association shall assume the exclusive legal defense of any such claim or lawsuit. In assuming such defense on the Board's behalf, the Association will hire and compensate legal counsel. Legal counsel hired by the Association shall confer with the Board or its representatives concerning the defense of claims and lawsuits against the Board. The Association shall have the right to compromise or settle any claim or lawsuit against the Board under this section.

29.5.1. The Association agrees that it will not rely on Stamford Board of Education v. Stamford Education Association, et al, 697 F. 2D 70 (1982), or any claim based thereon, to deny the enforceability of its obligation to indemnify and save the Board harmless.

### **ARTICLE 30 – DEGREE DEFINITIONS**

The salary schedules listed in the Appendices of this Agreement shall be interpreted and applied in accordance with the following definitions:

- 30.1. **Bachelor** - A baccalaureate degree earned at an accredited college or university.
- 30.2. **Master or 5th Year** - A master's degree earned at an accredited college or university or the completing of thirty (30) credits beyond the baccalaureate degree from an accredited college or university in a planned program.
- 30.3. **6th Year** - A second master's degree or the completion of thirty (30) credits in addition to the master's degree; or a "sixth-year certificate", or sixty (60) credits in addition to the baccalaureate degree from an accredited college or university.
- 30.4. **Doctorate** - A doctor's degree at an accredited college or university in teacher's subject area or education.
- 30.5. All degrees shall be substantiated by the Superintendent.
- 30.6. The Superintendent or his designee shall have sole discretion as to whether or not a course and/or credits may be used toward degree status. Moreover, the teacher must receive written approval from the Superintendent of Schools or his designee prior to taking the course in order for credit(s) received from the course to be considered toward degree status.

For purposes of degree status, accredited college or university shall be defined as a college or university that has been accredited by the Council for the Accreditation of Educator Preparation ("CAEP").

- 30.7. At the commencement of each school year, teachers will be placed on the salary schedule in accordance with their degree status as of the commencement of the academic year. A teacher's degree status will not be changed for purposes of placement on the salary schedule until the following academic year. Teachers are required to inform the Superintendent in writing of an anticipated change in their degree status by December 31<sup>st</sup> of each year. Teachers are required to inform the Superintendent in writing of a change in their degree status by June 1<sup>st</sup> of each year.

**ARTICLE 31 – SALARIES**

- 31.1. The salaries of all teachers covered by this Agreement are set forth in Appendices E and D which are attached hereto and made a part of this Agreement.

- 31.2. All teachers shall be placed on the appropriate step in the salary schedule, taking into consideration the following:

31.2.1. Degree status as defined under "Degree Definitions" Article 30.

31.2.2. For employees hired after September 1, 2000, full credit for teaching experience in public, private, state, and military dependence schools may be considered by the Superintendent in placing new hires on the salary schedule provided that the teaching experience shall have been continuous service of at least ninety (90) days of any school year.

For employees hired after September 1, 2000 full credit for associated or related work experience may be considered by the Superintendent in placing new hires on the salary schedule.

- 31.3. Teachers shall be entitled to longevity increments based on years of credited service in Thomaston as follows:

13-20 years	\$300.00	21-25 years	\$400.00	26 years	\$500.00
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- 31.4. Except as set forth under Article 20, Sections 20.1 and 20.3, a teacher's hourly rate of pay shall be calculated by dividing his/her per diem rate by the length of the school day (currently 7.25 hours).

**ARTICLE 32 – EXTRA DUTY ASSIGNMENTS**

- 32.1. The following provisions shall apply to all items found in Appendix D.

- 32.2. All extra duty assignment vacancies will initially be posted within the building that requires the individual. After the initial five (5) calendar day posting period, the extra duty assignment vacancies shall be adequately publicized including a notice in every school as far in advance of the date of filling such vacancy as possible.

- 32.3. Positions in these programs shall be filled from within the Thomaston school system, when qualified personnel are available.
- 32.4. All monetary consideration granted for extra duty assignments shall be listed in Appendix D.
- 32.5. Any newly created extra duty assignments will be posted and filled by the Superintendent of Schools at his/her discretion.
- 32.6. When feasible:
- a. Teachers shall be notified of their Appendix D-1 assignments on or before August 1<sup>st</sup> for the upcoming school year; and
  - b. A teacher who was interested in an Appendix D-1 assignment who was not selected will also be notified by August 1<sup>st</sup> of the upcoming school year.
- 32.7. Extra duty for which extra compensation shall be paid and the amounts of such compensation are set forth in Appendix D which is attached hereto and made a part of this agreement. Appendix D appointments shall be determined by the Superintendent on an annual basis. Appendix D-1 payments shall be made based on either twenty-two (22) or twenty-six (26) pay periods. Appendix D-2 payments will be paid at the midpoint of a season (fifty percent (50%)) and upon the return of uniforms by the coach (the remaining fifty percent (50%)).

### **ARTICLE 33 – INSURANCE AND BENEFITS**

- 33.1. The Board shall provide a policy of insurance for each teacher.

For the High Deductible Health Plan, effective July 1, 2022 teachers shall pay twenty-two percent (22%) of the annual premium; effective July 1, 2023 teachers shall pay twenty-two and one-half percent (22.5%) of the annual premium; effective July 1, 2024 teachers shall pay twenty-three percent (23%) of the annual premium; and effective July 1, 2025 teachers shall pay twenty-three and one-half percent (23.5%) of the annual premium.

The Thomaston Board of Education shall implement and maintain a Section 125 pre-tax wage deduction plan in accordance with applicable provisions of Section 125 of the Internal Revenue code (and in accordance with any amendments to said provisions) so long as said provisions allow for such a plan. Said plan will be designed to permit exclusion from taxable income of the employee's share of health insurance premiums, allowable medical expenses and dependent care pursuant to IRS regulations for those employees who complete and sign the appropriate wage deduction form. The Thomaston Board of Education shall incur no obligation to engage in any form of impact bargaining in the event that a change in law reduces or eliminates the tax-exempt status of the employee insurance premium contributions, allowable medical expenses and dependent care. Neither the Association nor any employee covered by this agreement shall make any claim or demands nor maintain any action against the school district or any of its

members or agents for taxes, penalties, interests or other costs or loss arising from the use of the wage deduction form or from a change in law that may reduce or eliminate the employee tax benefits to be derived from this plan. Rather, the parties agree that the health insurance benefits and the administration of those benefits shall continue to be governed by the collective bargaining agreement and the carriers' insurance plan.

On an annual basis, in the event that the employee and his/her family members on the Board health insurance plan completes a health risk assessment and biometric screening, his/her premium share for the ensuing contract year shall be reduced by one percent (1%).

On July 1<sup>st</sup> of the subsequent contract year, the premium share set forth herein shall be in effect for the employee. Accordingly, the reduction in the premium share by one percent (1%) shall be based on the then current premium share negotiated by the parties for the contract year in question, as set forth herein.

The information included on the assessment and from the screening will not be provided to the Board. The only information provided by the carrier to the Board is whether the assessment and screening were completed.

The health risk assessment shall be:

- An annual physical (and any tests related to such physical);
- An annual dental examination;
- A vision exam (in accordance with the frequency requirements of the health care provider);
- Women's Wellness (a mammogram and/or clinical breast exam in accordance with the frequency requirements of the health care provider); and
- Applicable cancer screenings (in accordance with the frequency requirements of the health care provider).

Biometric screening shall measure the following:

- Height and weight in order to calculate the individuals body mass index (BMI);
- Systolic and diastolic blood pressure;
- Total cholesterol;
- HDL cholesterol; and
- Glucose

33.1.1. The Board will provide a High Deductible Health Plan (HDHP) to full-time employees that elect to participate. The program shall be offered on a contract year basis with open enrollment to be available in May. The HDHP shall have:

- \$2,250/\$4,500 Annual Deductible
- 100% in network after deductible (except with respect to prescription drugs)
- 80%/20% out of network
- Upon satisfaction of the (HDHP) deductible, prescriptions subject to:

- \$5 Generic/\$20 Brand Name/\$30 Non-Formulary Brand Name co-pay (unlimited maximum) (2x retail co-payment for 90-day supply)
- The co-pays for drugs shall not apply to prescriptions under either the Women's Health and Wellness Act or for diabetes

Enrollees in the HDHP shall have a Health Savings Account (HSA) to defray deductible expenses.

In year one of the contract (July 1, 2022 – June 30, 2023), the Board agrees to contribute thirty-five percent (35%) of the deductible.

In year two of the contract (July 1, 2023 – June 30, 2024), the Board agrees to contribute thirty-five percent (35%) of the deductible.

In year three of the contract (July 1, 2024 – June 30, 2025), the Board agrees to contribute thirty-five percent (35%) of the deductible.

In year four of the contract (July 1, 2025 – June 30, 2026), the Board agrees to contribute thirty-five percent (35%) of the deductible.

Fifty percent (50%) of the Board's percentage of the contribution toward the deductible shall be deposited in the HSA bank account of the employee in the first paycheck of the then current school year and the remaining fifty percent of the Board's percentage of the contribution shall be deposited on or about February 1<sup>st</sup> in each contract year.

The employee's contribution toward the deductible shall either be, at the employee's option, via payroll deduction or contributed directly by the employee in his/her HSA bank account.

An employee shall receive a prorated contribution toward his/her HSA, if the employee: (a) is hired by the Board after the commencement of the applicable plan year; or (b) he/she elects health insurance after the commencement of the plan year due to a change in status.

The prorated amount of the contribution shall be based on the first day that the employee is covered under the plan through June 30<sup>th</sup> of the applicable contract year.

A HSA is not health insurance; it is a bank account. The parties acknowledge that the Board's contribution toward funding the deductible is not an element of the underlying plan, but rather relates to the manner in which the deductible shall be funded for active employees.

- 33.1.2. The Board provides a forty thousand dollars (\$40,000.00) life insurance policy with forty thousand dollars (\$40,000.00) of accidental death and dismemberment.
- 33.1.3. The T.E.A. shall maintain the opportunity to add any riders that a majority of its members agree upon. The premium of any riders that are added shall be borne by participants.
- 33.1.4. The Board shall provide the necessary dependent riders and shall pay the full premium. Dependent rider – medical: up to 25 years old for full-time student or dependent child; dental: up to 21 years old for dependent, 25 years old for full-time student.
- 33.1.5. The Board agrees to pay the cost of the Anthem Dental Plan, less the applicable premium shares set forth in Section 33.1. Dental Dependent Clause: Age 21 for dependent children. Age 25 for full time students.
- 33.1.6. The Board may change or substitute insurance carriers or managed care organizations for the above-referenced health benefit program as long as the level of benefits are substantially equivalent to or better than the existing program. The “substantially equivalent to or better than” standard shall be applied on program-wide analysis, including the network, and shall not be benefit specific.
- 33.1.7. Prior to any change in carrier, the proposed change shall be discussed with the T.E.A. Any dispute as to the contention that coverage is not equal may be referred to the grievance procedure. The grievance will be submitted directly to the American Arbitration Association. Such submission must be filed within twenty (20) calendar days from the meeting where the issue was discussed with the T.E.A. The Board will not change to the new insurance carrier until the arbitrator’s decision has been issued in writing. If no grievance is submitted within the twenty (20) day period, the Board may implement the change of carrier.
- 33.1.8. Except as set forth below, teachers are given the opportunity, via the flexible benefit form, to voluntarily waive health and dental coverages which are extended to them. Any teacher electing this option will be reimbursed one thousand five hundred dollars (\$1,500.00) (single), three thousand dollars (\$3,000.00) (single plus one) or four thousand dollars (\$4,000.00) (family). Should a life style change occur resulting in a teacher’s desire to reinstate his/her coverage, then said teacher should notify the Superintendent in writing of that decision. They will then be allowed to participate in the insurance program at the earliest date permitted under the rules and regulations of ConnectiCare at the commencement of the next quarter following such request. The teacher shall reimburse the Board the pro rata share of the reimbursement he/she received.

Teachers who waived health insurance as of June 30, 2019 (and enrolled in dental coverage) shall continue to be eligible the aforementioned waiver based on his/her health and dental insurance tier (single, single plus one or family).

- 33.2. Insurance benefits for teachers shall commence on the teacher's first day of work as a teacher for the Thomaston Board of Education.

#### **ARTICLE 34 – ANNUITY PLAN**

- 34.1. Teachers shall be eligible to participate in a "tax sheltered" Annuity Plan established pursuant to Section 26 U.S.C.S. 403 or the Internal Revenue Code.

#### **ARTICLE 35 – SPECIFIC PERFORMANCE**

- 35.1. In the event of breach or anticipatory breach of any of the terms or provisions of this Agreement, either party shall have the right to institute and prosecute an action to secure an order or decree directing the specific performance hereof or enjoining such breach. Such equitable relief shall be in addition to any award of damages which would otherwise obtain.

#### **ARTICLE 36 – SEVERABILITY**

- 36.1. 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 37 – MISCELLANEOUS**

- 37.1. No notices, bulletins, or loudspeaker announcements to interrupt classroom routine and teaching shall be allowed except in dire emergencies.
- 37.2. Part time employees hired after September 1, 1980 shall be subject to prorated fringe benefits at a percentage equal to the percentage for which they are employed. This includes all provisions of Article 33.
- 37.3. When a teacher's schedule requires commuting between schools, he/she shall be reimbursed for such transportation at the prevailing IRS mileage rate.

#### **ARTICLE 38 – RETIREMENT**

- 38.1. Upon retirement, a teacher with twenty (20) years or more of service as a teacher in the Thomaston Public Schools shall receive payment for one-third (1/3) of his or her accumulated sick leave, based on his/her per diem rate, provided the teacher applies for this benefit in writing no later than December 31<sup>st</sup> of the fiscal year he/she will retire. This letter of application will be presented to the Board in Executive Session.



Extenuating circumstances will be given serious consideration by the Board. Teachers with twenty-five (25) years of service shall receive payment for two-thirds (2/3) of accumulated leave. To be eligible, a teacher must have been employed by the Board of Education prior to July 1, 1992. The payment for such accumulated sick leave shall be as follows:

- 1/3 upon retirement
- 1/3 one year following retirement
- 1/3 two years following retirement

38.2. For any teacher hired in a bargaining unit position covered by this Agreement prior to June 30, 2019, the Thomaston Board of Education agrees to provide forty thousand dollars (\$40,000) life insurance policy up until age seventy (70) for teachers who retire with a minimum of ten (10) years teaching experience in the Thomaston school system and who retire after attaining fifty-five (55) years of age. Teachers hired on or after July 1, 2019 must have a minimum of twenty (20) years of teaching experience in the Thomaston school system and retire after attaining fifty-five (55) years of age in order to receive the aforementioned life insurance policy benefit.

38.3. For any teacher hired in a bargaining unit position covered by this Agreement prior to June 30, 2019, the Thomaston Board will allow teachers with a minimum of ten (10) years of experience in the Thomaston school system and who retire after attaining fifty-five (55) years of age to purchase the dental package for the individual and his/her spouse. Teachers hired on or after July 1, 2019 must have a minimum of twenty (20) years of teaching experience in the Thomaston school system and retire after attaining fifty-five (55) years of age in order to be eligible to purchase the aforementioned dental package for the individual and his/her spouse.

#### **ARTICLE 39 – JUST CAUSE**

39.1. No teacher shall be disciplined without just cause. This language shall not apply to terminations and non-renewals under the tenure laws.


#### **ARTICLE 40 – DURATION**

40.1. All provisions of this Agreement shall be effective as of July 1, 2022 and remain in full force and in effect to and including June 30, 2026.

**APPENDIX A – SIGNATURE BLOCK**


IN WITNESS WHEREOF, the parties hereunto have caused these presents to be executed by their proper officers, hereunto duly authorized, and their seals affixed hereto as of the date and year first above written.

**THOMASTON BOARD OF EDUCATION**

By:  \_\_\_\_\_

Date: 10/20/2021

**THOMASTON EDUCATION ASSOCIATION**

By:  \_\_\_\_\_

Date: 10/20/21

**APPENDIX B – TEACHER'S CONTRACT**

The Board of Education of the Town of Thomaston, Connecticut, hereby agrees to employ \_\_\_\_\_ and \_\_\_\_\_ hereby agrees to serve, under the direction of the Superintendent of Schools, as a Certified Professional employee in the public schools of said Town beginning \_\_\_\_\_ 20\_\_\_\_, both parties agree to salary and working conditions as determined by collective negotiations agreement.

This contract is subject to the Statutes of the State of Connecticut (10-151 as amended) and the rules and regulations of the Board of Education.

SIGNED:

Teacher \_\_\_\_\_

Board of Education Thomaston

Date \_\_\_\_\_

By \_\_\_\_\_  
Superintendent

Date \_\_\_\_\_

**APPENDIX C – THOMASTON PUBLIC SCHOOLS TEACHER’S INITIAL CONTRACT**

The Board of Education of the Town of Thomaston, Connecticut, hereby agrees to employ \_\_\_\_\_, and \_\_\_\_\_ (to whom the term “teacher” hereinafter refers) hereby agrees to serve, under the direction of the Superintendent of Schools as a \_\_\_\_\_ in the public schools of said Town, for the school year beginning \_\_\_\_\_, 20\_\_, and ending \_\_\_\_\_, 20\_\_, subject to the conditions stated below.

In accordance with the provisions of the prevailing salary schedule of the Board of Education for said Town, the Board has voted and hereby agrees to pay said teacher, and said teacher hereby agrees to accept, for service during the above-stated period, an annual salary of \$ \_\_\_\_\_ in \_\_\_\_\_ periodic installments, beginning \_\_\_\_\_, 20\_\_, and subject to required deductions for the State Teachers’ Retirement Fund and the United States Withholding Tax, Medicare, and State Withholding Tax, and other agreed-to deductions which the teacher may in writing authorize.

This contract shall be renewed annually by operation of law during the period of said teacher’s first three years of continuous employment by said Board, unless the teacher has been notified in writing prior to May 1<sup>st</sup> in one school year that the contract will not be renewed for the following year. For each year for which this contract is renewed the annual salary of the teacher shall be in accordance with the provisions of the prevailing salary schedule of the Board of Education for said Town, and as determined through the signing of a teacher’s annual salary agreement.

This contract may be terminated by mutual consent at any time. It may be terminated by the Board for cause as provided by statute. The teacher may resign for good reason by submitting at least thirty days’ written notice at any time except during the month of August, during which month, unless the contract has been terminated by mutual consent or Board action, the teacher will accept employment with no other Board of Education in Connecticut; provided that in the event no salary agreement for the ensuing year has been signed by August first, limitations on the teacher’s resigning shall not be binding until such an agreement has been signed.

SIGNED:

Teacher \_\_\_\_\_ Board of Education \_\_\_\_\_

Date \_\_\_\_\_ By \_\_\_\_\_  
(Superintendent)

Date \_\_\_\_\_

*The Thomaston Board of Education does not discriminate on the basis of an individual’s race, color, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, present or past history of mental disorder, mental retardation, learning or physical disability, including but not limited to blindness. The Thomaston Board of Education is an Equal Opportunity Employer.*

**APPENDIX D-1 – POSITIONS, RESPONSIBILITIES, COMPENSATION**

	2022-2023	2023-2024	2024-2025	2025-2026
Band Director	\$4,066	\$4,147	\$4,230	\$4,315
Choral Director	\$2,515	\$2,565	\$2,616	\$2,668
Advisory Coordinator	\$2,860	\$2,917	\$2,975	\$3,035
Assistant Advisory Coordinator	\$1,716	\$1,750	\$1,785	\$1,821
Yearbook Advisor	\$2,113	\$2,155	\$2,198	\$2,242
Drama Coach	\$1,806	\$1,842	\$1,879	\$1,917
Assistant Drama Coach	\$306	\$312	\$318	\$324
School Newspaper Advisor	\$1,224	\$1,248	\$1,273	\$1,298
Mock Trial	\$1,031	\$1,052	\$1,073	\$1,094
National Honor Society	\$1,031	\$1,052	\$1,073	\$1,094
G.S.A. Advisor	\$1,031	\$1,052	\$1,073	\$1,094
Student Council Advisor - High School (THS)	\$1,360	\$1,387	\$1,415	\$1,443
Student Councils Advisor - Middle School (THS)	\$634	\$647	\$660	\$673
Class Advisor - Grade 12	\$2,113	\$2,155	\$2,198	\$2,242
Class Advisor - Grade 11	\$706	\$720	\$734	\$749
Class Advisor - Grade 10	\$706	\$720	\$734	\$749
Class Advisor - Grade 9	\$706	\$720	\$734	\$749
Class Advisor - Grade 8	\$706	\$720	\$734	\$749
Class Advisor - Grade 7	\$693	\$707	\$721	\$735
Director of Athletics – High School (THS)	\$6,362	\$6,489	\$6,619	\$6,751
Athletic Coordinator – Middle School (THS)	\$2,231	\$2,276	\$2,322	\$2,368
Grade Level Team Leader (K-12)	\$3,281	\$3,347	\$3,414	\$3,482
Naviance School Site Manager	\$2,348	\$2,395	\$2,443	\$2,492
Communication/Technology Coordinator	\$2,348	\$2,395	\$2,443	\$2,492
Vocational Coordinator	\$2,348	\$2,395	\$2,443	\$2,492
Advance Placement Coordinator	\$2,348	\$2,395	\$2,443	\$2,492
Special Education Program Coordinator (THS)	\$2,348	\$2,395	\$2,443	\$2,492
Computer Technology Coordinator	\$2,348	\$2,395	\$2,443	\$2,492
Team District Facilitator	\$2,348	\$2,395	\$2,443	\$2,492
Math Remediation	\$2,348	\$2,395	\$2,443	\$2,492
Subject Area Coordinator – K-12	\$2,315	\$2,361	\$2,408	\$2,456
Communications Advisor	\$2,315	\$2,361	\$2,408	\$2,456
Web Page Coordinators (District/BRS/TCS/THS)	\$2,113	\$2,155	\$2,198	\$2,242
Student Mentor Coordinator	\$2,113	\$2,155	\$2,198	\$2,242
TEAM Mentor	\$915	\$933	\$952	\$971
Audio Visual Coordinator – Middle School (THS)	\$1,703	\$1,737	\$1,772	\$1,807
Publicity Coordinator – High School (THS)	\$1,224	\$1,248	\$1,273	\$1,298
Regional Reflection Reviewer	\$514	\$524	\$534	\$545
Teacher in Charge ½ date rate	\$82	\$84	\$86	\$88
Program Coordinators with 092 Certification	\$371	\$378	\$386	\$392
Link Crew Advisor	\$1,031	\$1,052	\$1,073	\$1,094
Chemical Hygiene Officer	\$2,315	\$2,361	\$2,408	\$2,456
STEM Competition Club Advisor	\$1,031	\$1,052	\$1,073	\$1,094
Social Media Coordinator	\$1,224	\$1,248	\$1,273	\$1,298
Experiential Learning Program Coordinator	\$9,514	\$9704	\$9,898	\$10,096

Additionally, individuals receiving any of the aforementioned stipends, shall not receive any additional pay (i.e. per diem pay) for the performance of such duties.

**APPENDIX D-2 – COACHES SALARIES**

<b>High School Coaches</b>				
	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>
Cross Country Varsity (Fall)	\$3,568	\$3,639	\$3,712	\$3,786
Cross Country Assistant (Fall)	\$2,405	\$2,453	\$2,502	\$2,552
Field Hockey (Fall)	\$3,911	\$3,989	\$4,069	\$4,150
Field Hockey Assistant (Fall)	\$2,405	\$2,453	\$2,502	\$2,552
Soccer Boys Varsity (Fall)	\$3,911	\$3,989	\$4,069	\$4,150
Soccer Boys Assistant (Fall)	\$2,405	\$2,453	\$2,502	\$2,552
Soccer Girls Varsity (Fall)	\$3,911	\$3,989	\$4,069	\$4,150
Soccer Girls Assistant (Fall)	\$2,405	\$2,453	\$2,502	\$2,552
Indoor Track (Winter)	\$2,564	\$2,615	\$2,667	\$2,720
Indoor Track Assistant (Winter)	\$1,743	\$1,778	\$1,814	\$1,850
Basketball Boys Varsity (Winter)	\$5,276	\$5,382	\$5,490	\$5,600
Basketball Boys Assistant (Winter)	\$3,651	\$3,724	\$3,798	\$3,874
Basketball Boys Freshman (Winter)	\$1,680	\$1,714	\$1,748	\$1,783
Basketball Girls Varsity (Winter)	\$5,276	\$5,382	\$5,490	\$5,600
Basketball Girls Assistant (Winter)	\$3,651	\$3,724	\$3,798	\$3,874
Basketball Girls Freshman (Winter)	\$1,680	\$1,714	\$1,748	\$1,783
Wrestling Varsity (Winter)	\$5,276	\$5,382	\$5,490	\$5,600
Wrestling Assistant (Winter)	\$3,651	\$3,724	\$3,798	\$3,874
Cheerleading (Winter)	\$2,347	\$2,394	\$2,442	\$2,491
Cheerleading Assistant (Winter)	\$1,596	\$1,628	\$1,661	\$1,695
Baseball Varsity (Spring)	\$4,104	\$4,186	\$4,270	\$4,355
Baseball Assistant (Spring)	\$2,405	\$2,453	\$2,502	\$2,552
Softball Varsity (Spring)	\$4,104	\$4,186	\$4,270	\$4,355
Softball Assistant (Spring)	\$2,405	\$2,453	\$2,502	\$2,552
Golf (Spring)	\$3,911	\$3,989	\$4,069	\$4,150
Golf Assistant (Spring)	\$2,307	\$2,353	\$2,400	\$2,880
Tennis Boys (Spring)	\$3,515	\$3,585	\$3,657	\$3,730
Tennis Boys Assistant (Spring)	\$1,878	\$1,916	\$1,954	\$1,993
Tennis Girls (Spring)	\$3,515	\$3,585	\$3,657	\$3,730
Tennis Girls Assistant (Spring)	\$1,878	\$1,916	\$1,954	\$1,993
Track & Field Varsity (Spring)	\$4,298	\$4,384	\$4,472	\$4,561
Track & Field Assistant (Spring)	\$2,405	\$2,453	\$2,502	\$2,552
<b>Middle School Coaches</b>				
Cross Country (Fall)	\$1,617	\$1,649	\$1,682	\$1,716
Field Hockey (Fall)	\$1,617	\$1,649	\$1,682	\$1,716
Soccer (Fall)	\$1,617	\$1,649	\$1,682	\$1,716
Basketball Boys (Winter)	\$1,617	\$1,649	\$1,682	\$1,716
Basketball Girls (Winter)	\$1,617	\$1,649	\$1,682	\$1,716
Wrestling (Winter)	\$1,617	\$1,649	\$1,682	\$1,716
Cheerleading (Winter)	\$1,617	\$1,649	\$1,682	\$1,716
Baseball (Spring)	\$1,617	\$1,649	\$1,682	\$1,716
Softball (Spring)	\$1,617	\$1,649	\$1,682	\$1,716
Track and Field (Spring)	\$1,617	\$1,649	\$1,682	\$1,716

Additionally, individuals receiving any of the aforementioned stipends, shall not receive any additional pay (i.e. per diem pay) for the performance of such duties.

**APPENDIX E – T.E.A. SALARY – 2022-2023**

<b>Step</b>	<b>BA*</b>	<b>MA</b>	<b>6<sup>th</sup> YEAR</b>
1	\$41,699	\$45,894	\$48,848
2	\$43,914	\$48,354	\$51,504
3	\$46,248	\$50,946	\$54,304
4	\$48,705	\$53,677	\$57,257
5	\$51,293	\$56,554	\$60,370
6	\$54,018	\$59,585	\$63,653
7	\$56,888	\$62,778	\$67,113
8	\$59,911	\$66,143	\$70,762
9	\$63,094	\$69,688	\$74,610
10	\$66,446	\$73,424	\$78,666
11	\$69,976	\$77,359	\$82,944
12	\$74,123	\$81,879	\$87,767
13	\$79,247	\$87,479	\$93,746

\*Teachers employed after July 1, 1985, shall not progress on the BA column past step 8.

Effective July 1, 2022, all teachers not at the maximum step shall move up one (1) step from their 2021-2022 step in accordance with the salary schedule set forth above.

A teacher who has a doctorate in his/her subject area of education shall receive an additional \$2,073.00.

**APPENDIX E – T.E.A. SALARY – 2023-2024**

<b>Step</b>	<b>BA*</b>	<b>MA</b>	<b>6<sup>th</sup> YEAR</b>
1	\$41,699	\$45,894	\$48,848
2	\$43,914	\$48,354	\$51,504
3	\$46,248	\$50,946	\$54,304
4	\$48,705	\$53,677	\$57,257
5	\$51,293	\$56,554	\$60,370
6	\$54,018	\$59,585	\$63,653
7	\$56,888	\$62,778	\$67,113
8	\$59,911	\$66,143	\$70,762
9	\$63,094	\$69,688	\$74,610
10	\$66,446	\$73,424	\$78,666
11	\$69,976	\$77,359	\$82,944
12	\$74,123	\$81,879	\$87,767
13	\$80,040	\$88,354	\$94,684

\*Teachers employed after July 1, 1985, shall not progress on the BA column past step 8.

Effective July 1, 2023, all teachers not at the maximum step shall move up one (1) step from their 2022-2023 step in accordance with the salary schedule set forth above.

A teacher who has a doctorate in his/her subject area of education shall receive an additional \$2,073.00.



**APPENDIX E – T.E.A. SALARY - 2024-2025**

<b>Step</b>	<b>BA*</b>	<b>MA</b>	<b>6<sup>th</sup> YEAR</b>
1	\$41,699	\$45,894	\$48,848
1.5	\$42,807	\$47,124	\$50,176
2	\$43,914	\$48,354	\$51,504
2.5	\$45,081	\$49,650	\$52,904
3	\$46,248	\$50,946	\$54,304
3.5	\$47,477	\$52,312	\$55,781
4	\$48,705	\$53,677	\$57,257
4.5	\$49,999	\$55,116	\$58,814
5	\$51,293	\$56,554	\$60,370
5.5	\$52,656	\$58,070	\$62,012
6	\$54,018	\$59,585	\$63,653
6.5	\$55,453	\$61,182	\$65,383
7	\$56,888	\$62,778	\$67,113
7.5	\$58,400	\$64,461	\$68,938
8	\$59,911	\$66,143	\$70,762
8.5	\$61,503	\$67,916	\$72,686
9	\$63,094	\$69,688	\$74,610
9.5	\$64,770	\$71,556	\$76,638
10	\$66,446	\$73,424	\$78,666
10.5	\$68,211	\$75,392	\$80,805
11	\$69,976	\$77,359	\$82,944
11.5	\$72,049	\$79,619	\$85,355
12	\$74,123	\$81,879	\$87,767
12.5	\$77,081	\$85,116	\$91,225
13	\$81,801	\$90,298	\$96,767

\*Teachers employed after July 1, 1985, shall not progress on the BA column past step 8.

Effective July 1, 2024, all teachers not at the maximum step shall move up one-half (1/2) step from their 2023-2024 step in accordance with the salary schedule set forth above.

A teacher who has a doctorate in his/her subject area of education shall receive an additional \$2,073.00.

**APPENDIX E – T.E.A. SALARY - 2025-2026**

<b>Step</b>	<b>BA*</b>	<b>MA</b>	<b>6<sup>th</sup> YEAR</b>
1	\$41,699	\$45,894	\$48,848
2	\$43,914	\$48,354	\$51,504
3	\$46,248	\$50,946	\$54,304
4	\$48,705	\$53,677	\$57,257
5	\$51,293	\$56,554	\$60,370
6	\$54,018	\$59,585	\$63,653
7	\$56,888	\$62,778	\$67,113
8	\$59,911	\$66,143	\$70,762
9	\$63,094	\$69,688	\$74,610
10	\$66,446	\$73,424	\$78,666
11	\$69,976	\$77,359	\$82,944
12	\$74,123	\$81,879	\$87,767
13	\$83,200	\$91,842	\$98,422

\*Teachers employed after July 1, 1985, shall not progress on the BA column past step 8.

Effective July 1, 2025, all teachers not at the maximum step shall move up one-half (1/2) step from their 2024-2025 one-half (1/2) step in accordance with the salary schedule set forth above.

A teacher who has a doctorate in his/her subject area of education shall receive an additional \$2,073.00.