

**CONTRACT BETWEEN THE
EAST WINDSOR BOARD OF EDUCATION AND
THE
EAST WINDSOR EDUCATION ASSOCIATION**

July 1, 2026 to June 30, 2029

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ARTICLE 1 PREAMBLE

- 1.1 Legal Reference. This Agreement is negotiated under Section 10-153b through 10-153f of the Connecticut General Statutes, as amended, in order to (a) fix for its term the salaries and all other conditions of employment provided herein, and (b) to encourage and abet effective and harmonious working relationships between the Board and the professional staff in order that the cause of public education may best be served.
- 1.2 Communication. The Board and the Association recognize the importance of responsible participation by the entire professional staff in the educational 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.
- 1.3 Legal Power and Duties of Board of Education. It is recognized that except as such powers are specifically limited by an express provision of this Agreement, the Board has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the East Windsor Public Schools in all its aspects.

ARTICLE 2 RECOGNITION

- 2.1 EWEA - Exclusive Representative. The Board hereby recognizes the East Windsor Education Association (EWEA) as the exclusive representative, as defined in Section 10-153b through 10-153f of the Connecticut General Statutes as amended, for the group of certified professional employees employed by the Board in positions requiring a teaching or other certificate, and/or a durational shortage area permit, excluding temporary substitutes and excluding employees in positions requiring an intermediate administrator or other supervisory certificate.
- 2.2 No teacher shall be disciplined (i.e., written reprimand, or suspended without pay) without just cause.
- 2.3 Unless otherwise indicated, the term "teacher" when used hereinafter in this agreement shall refer to all employees in the above unit.
- 2.4 All teachers employed by the East Windsor Board of Education may join the Association including the East Windsor Education Association, the Connecticut Education Association and the National Education Association.
- 2.5 For those teachers who have joined the East Windsor Education Association and turned in a written authorization, the Board of Education agrees to deduct the Association

membership dues from their salaries through payroll deductions. The amount of the dues shall be certified by the Association to the Board prior to opening of school.

- 2.6 The Board shall notify and provide time to the Association to meet with new teachers when they are oriented to the district in August and/or other times through the year. The Board shall distribute pertinent information provided by the Association during the orientation or when they submit their contract of employment.

ARTICLE 3 DURATION

- 3.1 The provision of this Agreement shall be effective on July 1, 2026 and shall continue and remain in full force and effect to and including June 30, 2029.

ARTICLE 4 BOARD POLICY REVISION

- 4.1 The Board shall make available to the teachers the complete and up-to-date texts of its Policies and Administrative Regulations.
- 4.2 The Superintendent shall notify the Association President when a new or revised Board Policy that affects the welfare of the children and the teachers in the school system is approved by the Board.
- 4.3 No later than the day prior to the start of school, the Board shall ensure that each teacher has received a copy of the Board's policy concerning student discipline.
- 4.4 All notifications and documents in this Article shall be provided electronically.

ARTICLE 5 PROFESSIONAL NEGOTIATION

- 5.1 Negotiating in Good Faith Before Budget Deadline. The Board and Association agree to negotiate in good faith, pursuant to Section 10-153b through 10-153f of the General Statutes as amended.
- 5.2 Procedure for Negotiations. The Board and the Association shall negotiate with respect to salaries and any other conditions of employment which are negotiable. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

ARTICLE 6 SEVERABILITY

- 6.1 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 7 HOLDOVER

- 7.1 In the event that the Board and the Association shall fail to secure a Successor Agreement, as hereinbefore provided in Article 1 prior to the termination of this Agreement, the Agreement will remain in effect until the execution of a Successor Agreement.

ARTICLE 8 NO STRIKE CLAUSE

- 8.1 The Association agrees that it will not cause, condone, sanction, or take part in any strike, walk-out, slowdown, or work stoppage, picketing or other similar forms of interference with the operation of the school system.

ARTICLE 9 PROTECTION OF TEACHERS

- 9.1 Teachers shall report immediately in writing to their principal and to the Central Office all cases of assault and/or battery suffered by them in connection with their employment. Teachers have the right to have any such report of physical assault or threat of physical violence be reported to police by the building principal or to make their own police report without interference.
- 9.2 Such report shall be forwarded unedited through the Superintendent to the Board, which shall furnish said teacher with any information in its possession not privileged under law which relates to the incident or persons involved.
- 9.3 The Board will inform the Association of their decision as soon as reasonable investigation and deliberation permit.
- 9.4 The Board shall protect and save harmless any teacher in accordance with Section 10235 and Section 10-236a of the Connecticut General Statutes as amended.
- 9.5 Teachers shall not be required to transport students in their personal vehicles.
- 9.6 Teachers shall be notified and provided with a written copy of any material placed in

their personnel file. Anonymous complaints shall not be investigated unless they involve a safety or security risk that affects the daily operations of the school. Correspondence related to unsubstantiated complaints, including meeting notices and investigatory documentation, shall be removed from personnel files within 30 business days after the complaint has been closed. Teachers placed on administrative leave shall receive written notification and shall be informed of the circumstances leading to their leave.

ARTICLE 10 GRIEVANCE PROCEDURE

10.1 Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise affecting the welfare or working conditions of teachers. Both parties agree that the proceedings shall be kept as confidential as is appropriate.

10.2 Definitions

- A. "Grievance" shall mean a dispute between a teacher or teachers and/or the Association with the Board or Administration over the interpretation or application of a specific provision of this Agreement and/or a dispute based upon an event or condition which affects the welfare or conditions of employment of a teacher or group of teachers, except that the contents of an evaluation of a teacher's performance is not subject to grievance, and the procedures followed in the completion of an evaluation of a teacher's performance shall advance directly from Level Two to Level Four, and shall not be heard by the Board of Education.
- B. "Teacher" shall mean any certified professional employee below the rank of administrator and may include a group of teachers similarly affected by the grievance.
- C. "Party in interest" shall mean the aggrieved person or persons or their designated representative as provided herein.
- D. "Days" shall mean days when school is in session, except for initiating a grievance during the last two (2) weeks of school, when "days" shall mean business days.
- E. "Business Days" shall mean days when the Superintendent of Schools' office is open for regular business.

10.3 Time Limits

- A. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limit

specified may, however, be extended by written agreement of the parties in interest, at which time new evidence may be introduced by written agreement of the parties.

- B. If a teacher does not file a grievance in writing within fifteen (15) days after which he/she knew, or should have known, of the act or condition on which the grievance is based, then the grievance shall be considered to have been waived.
- C. During the last two (2) weeks of school, if a teacher does not file a grievance in writing within fifteen (15) business days after which the grievance is based, then the grievance shall be considered to have been waived. A grievance filed during the last two (2) weeks of school shall be filed at formal Level Two (2) and all preceding levels of the grievance procedure shall be waived by the parties. When a grievance is filed under Section C, the grievance shall not be processed until the start of the forthcoming school year, unless the parties involved mutually agree in writing to continue the grievance.
- D. Failure by the Aggrieved Teacher 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.
- E. Failure by the Administrator involved to render his/her decision within the specified time limits shall be deemed to be a denial of the grievance submitted.

10.4 Informal Procedure

- A. If a teacher feels that he/she may have a grievance, he/she will first discuss the matter with his/her principal in an effort to resolve the problem informally, with or without the assistance of the Association. The time utilized to pursue the informal procedure shall not toll the time limit for the filing of the formal grievance at Level One or Level Two, whichever is applicable, unless the parties have agreed to waive said timeline.
- B. If a teacher is not satisfied with such disposition of the matter, he/she shall have the right to have the Association assist him/her in further efforts to resolve the problem informally with the principal.

10.5 Formal Procedure

A. Level One - School Principal

- a. If the Aggrieved Teacher is not satisfied with the outcome of informal procedures, he/she shall submit his/her claim as a written grievance to his/her principal, with a copy to the Association. The written statement of the grievance shall contain a statement of the facts, the remedy requested and a reference to that provision of this Agreement which the teacher claims has been violated.

- b. The Principal 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 Association.

B. Level Two - Superintendent of Schools

- a. If the Aggrieved Teacher is not satisfied with the disposition of his/her grievance at Level One, he/she shall, within three (3) days after the decision, or within eight (8) days after his/her formal presentation, file his/her written grievance with the Association for referral to the Superintendent of Schools.
- b. The Association shall, within five (5) days after receipt, refer the grievance to the Superintendent, but prior to so doing, the Association shall provide an opportunity for the Aggrieved Teacher to meet with the appropriate Association committee to review the grievance.
- c. The Superintendent, or his/her designee, shall, within ten (10) days after receipt of the referral, meet with the Aggrieved Teacher and with representatives of the Association (if the teacher so desires) for the purpose of resolving the grievance.
- d. The Superintendent shall, within five (5) days after the hearing, render his/her decision and the reasons therefore in writing to the Aggrieved Teacher with a copy to the Association.

C. 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 shall, within three (3) days after the decision, or within five (5) days after the final hearing, file the grievance again with the Association for appeal to the Board of Education.
- b. The Association may, within three (3) days after receipt, refer the appeal to the Board of Education.
- c. The Board of Education shall, within fifteen (15) days after receipt of the appeal, meet with the aggrieved and with representatives of the Association (if the teacher so desires) for the purpose of resolving the grievance.
- d. The Board shall, within five (5) days after such meeting, render its decision and the reasons therefore in writing to the Aggrieved Teacher, with a copy to the Association.

D. Level Four – Arbitration

- a. If the Aggrieved Teacher is not satisfied with the disposition of his/her grievance at Level Three and the grievance is based upon a dispute arising from the interpretation of the specific language of this Agreement, he/she shall, within three (3) days after the decision, or within six (6) days after the Board meeting, request in writing to the President of the Association that his/her grievance be submitted to arbitration. The decision of the Board shall be final and binding on all other matters.
- b. The Board and the Association or their designated representatives shall, within five (5) days after such written notice, jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree upon an arbitrator within five (5) days, the American Arbitration Association shall immediately be called upon to select the single arbitrator.
- c. The arbitrator selected shall confer promptly with representatives of the Board and the Association, shall review the records of prior hearings, and shall hold such further hearings with the Aggrieved Teacher and other parties in interest as he/she shall deem appropriate. The Arbitrator shall hear and decide only one grievance in each case. He/she shall be bound by and must comply with all of the terms of this Agreement. He/she shall have no power to add to, delete from, or modify in any way any of the provisions of this Agreement.
- d. The Arbitrator shall render his/her decision in writing to all parties in interest in accordance with AAA rules, setting forth his/her findings of fact, reasoning and conclusions on the issues submitted. The decision of the Arbitrator shall be final and binding upon any parties in interest.
- e. The cost of the service of the arbitration shall be borne equally by the Board and the Association.

10.6 Rights of Teachers to Representation

- A. No reprisals of any kind shall be taken by either party or any member of the administration or teachers' association against any participant in the grievance procedure by reason of such participation.
- B. The Association may, if it so declares, call upon the professional services of the Connecticut Education Association for consultation and assistance at any stage of the procedure.

10.7 Miscellaneous

- A. All documents, communications and records dealing with the processing of a

grievance shall be filed separately from the personnel file of the participants.

- B. Forms for filing and processing grievances are found in the Appendix attached hereto and are made part of this Agreement. The Superintendent shall have a supply of the forms as needed for the filing of a grievance.
- C. When it is necessary, pursuant to the Grievance Procedure, for a School Representative, a member of the Committee on Professional Rights and Responsibilities, or other representative designated by the Association to attend a grievance meeting or hearing during a school day, he/she shall, upon advance notice to his/her building principal and to the Superintendent by the President of the Association, be released without loss of pay, as necessary, in order to permit participation in the foregoing activities. Any teacher whose presence in such meetings or hearings as a witness is necessary shall be accorded the same right. At no time shall more than two (2) members of the Association, in addition to any witnesses, be released from his or her duties pursuant to this section.

ARTICLE 11 SCHOOL CALENDAR

- 11.1 To the extent required by law, the Board and Association will negotiate mandatory items, as such items affecting the calendar.
- 11.2 The work year for certified personnel shall be 185 days. The total workdays in the year shall include a minimum of four (4) in-service days for professional development, plus one (1) day on which convocation will occur, all of which shall be scheduled prior to the last student day. One (1) professional day shall be designated for district convocation as scheduled. Following the convocation program, a consecutive block of no less than one (1) hour shall be reserved for teacher-directed preparation and classroom setup. In addition, one (1) consecutive hour shall be designated for teacher-directed preparation during one (1) of the remaining two (2) professional days scheduled prior to the start of the student school year.

Time equivalent to the time needed to complete online professional development training shall also be provided during the in-service days and/or during the school work day.

The Superintendent or designee will offer the Association President or designee the opportunity to review and offer input into the professional development/in-service schedule.

If the Board schedules additional school days beyond the scheduled days, such days shall not include Saturdays, Sundays or legal holidays on which state statute prohibits the Board from scheduling school or work days. If the Board schedules additional workdays other than school days beyond the scheduled days, such days shall not include Saturdays, Sundays or scheduled vacation periods or legal holidays. Teacher workdays shall not be

scheduled between July 1 and no earlier than five (5) weekdays (Monday-Friday) prior to the start of the student school year, except for new teacher orientation, which may occur outside these guidelines.

Guidance Counselors may be scheduled up to an additional ten (10) days beyond the normal work year. The Guidance Counselor/Guidance PLC Leader (5-12) shall be scheduled an additional five (5) workdays beyond the guidance work year.

- A. For every full workday beyond the scheduled number of workdays, certified personnel shall be paid 1/n of his/her annual rate of pay:
 - B. For any additional workday of two (2) hours and fifteen (15) minutes or less beyond the scheduled number of workdays, certified personnel shall be paid 1/3 of 1/n of his/her annual rate of pay.
 - C. For any additional workday that exceeds two (2) hours and fifteen (15) minutes beyond the scheduled number of workdays certified personnel shall be paid a full day's pay (1/n) of his/her annual rate of pay.
- 11.3 If April vacation or any part thereof is to be used to make up lost days, teachers must be notified no later than March 20 of the year the vacation is to be used, unless the decision to use some or all of April vacation is made due to circumstances arising on or after March 20.
- 11.4 The Superintendent will share a draft of the school calendar with the Association President for input prior to placing it on a Board agenda for approval. The adopted calendar will be shared with staff. If there are any proposed changes to the calendar after adoption, all reasonable efforts shall be made to share a draft of the proposed changes with the Association President.

ARTICLE 12 TEACHERS' SCHOOL DAY AND ADDITIONS TO

- 12.1 The teacher's workday shall be seven hours (7) and ten (10) minutes. Up to six (6) hours and thirty-five (35) minutes of the teacher workday may be used for the student school day. If the Board exercises its unilateral right to increase the student school day at one or more of its schools, the Board and the Association shall bargain over the impact of such increase, if any.
- 12.2 Teachers are not required to remain after the teacher workday, or to arrive before the teacher workday for longer than one (1) hour to attend the following staff meetings:
- General faculty meetings or other staff meetings called by the Superintendent.
 - Building meetings called upon specific days of each month.

- Committee meetings, grade level meetings, department meetings, or special groups authorized by the Superintendent.
- A. A schedule for faculty meetings, department meetings, and other administrative meetings shall be given out in September, for the first quarter. All other schedules shall be given out five (5) days prior to the start of the new quarter. Specific content for meetings shall be given out the month prior to the start of each month, where practicable. This schedule is subject to change, and where practical, a notice of twenty-four (24) hours will be provided.
 - B. In any event, teachers shall not be required to remain for more than four (4) meetings per month, except in months when parent teacher conferences or Open House occurs. In those months, teachers shall not be required to remain for more than three (3) meetings, none of which shall be scheduled during conference week.
 - C. One of the four (4) meetings per month shall be used for teaming, collaboration, and other efforts to enhance uniformity of instruction. This meeting shall not be used for a general faculty meeting or a building meeting and shall not be administrator dominated.
 - D. Teachers hired on a part-time basis will attend the corresponding percentage of those meetings based on their full time equivalent (FTE) status.
- 12.3 In the event that special or unusual circumstances such as weather cause the school day to be terminated early, teachers will be allowed to leave after the students are dismissed and supervision has been transferred.
 - 12.4 Teachers shall continue to attend Open House except under unusual circumstances, which must be approved by the principal or his or her designee.
 - 12.5 Teachers shall be available for evening conferences with parents on two (2) dates in the fall and two (2) dates in the spring. If there are more than two evening conferences scheduled in any school year, the third (3rd) and fourth (4th) conferences shall be in lieu of conferences that occur during the day. The Superintendent shall designate the evenings on which each school shall be open for this purpose. Elementary teachers who stay beyond the contracted workday due to bus departure logistics, on days they attend evening parent-teacher conferences, may end their conferences early on Friday of that week, commensurate with the amount of time they worked beyond said workday, not to exceed forty (40) minutes on Friday.
 - 12.6 At least every other year, each teacher shall serve on a committee of his/her choice (which may include, but not be limited to Curriculum, Early Intervention, Leadership, Professional Development, and Family Engagement), which shall meet monthly or the equivalent during work hours. If the committee does not have voluntary representation, the Administration reserves the right to select staff based on previous participation.

- 12.7 A. Each teacher in grades 5 through 12 shall remain before or after school for either two (2) one-half hour sessions per month or one (1) one-hour session per month. These sessions shall be at the teacher's discretion and scheduling, to assist students and parents with academic work and concerns, or to implement teacher-directed consequences. The teacher shall not be permitted to schedule the sessions at times that will discourage student attendance. There shall be no lesson plans required. Teachers who perform afterschool work for stipends, including but not limited to coaches, shall remain before or after school for a total of ten (10) hours over the course of the school year. Teachers shall provide an updated calendar of anticipated dates via the online portal at the beginning of each month.
- B. Teachers at all levels shall be required to attend one (1) parent engagement activity in the evening each year. These activities shall be scheduled by the Administration.
- 12.8 Emergency Procedures. Should an emergency occur which affects the safety of the students and/or the employees of the East Windsor Public Schools, the following guidelines are set forth to govern an orderly resolution to the emergency:
- A. The Board delegates all responsibility for development and implementation of emergency procedures to the Superintendent of Schools.
- B. The Superintendent has the responsibility to determine and implement the emergency procedures that may result in a shortened day for students and employees.
- C. Should the emergency situation result in an adjustment to the regularly scheduled and published school day schedule, the Superintendent or his/her designee will authorize teachers to be dismissed from their assignments after the last student has safely departed from the school.
- D. The principal of the school, as authorized by the superintendent or his/her designee will determine when the last student has safely departed and that all of the staff responsibilities have been met in order to safeguard the welfare of the students. The principal will then dismiss teachers from the school site.
- E. Should students not be able to leave the school, the principal may designate staff to remain with their students to provide appropriate supervision until the emergency situation has passed or parents have assumed the responsibility for their children. In such situations, the Superintendent or his/her designee shall notify the Association President.
- F. In the event of an extreme emergency situation, the Superintendent or his/her designee may deviate from the aforementioned procedure when in the best interest of the safety of the students and/or staff. He/She will attempt to notify the President of the Association as soon as possible after the emergency situation has passed to

apprise the Association of the circumstances surrounding the deviation from the procedure.

- 12.9 The Board reserves the right to change the workday set forth above. Should the Board change the length of the workday, **Appendix A** shall be subject to reopening for the year in which such change is effective, and the Board shall negotiate with the Association over the impact of such change, if any, on the members of the bargaining unit.

ARTICLE 13 DUTY-FREE LUNCH

- 13.1 All teachers shall have an uninterrupted duty-free lunch period in accordance with applicable state law at the same time as the students' lunch period.
- 13.2 It is understood that teachers are free to leave the school during their scheduled lunch period provided the district's security procedures are followed.

ARTICLE 14 TEACHING PERIODS AND ASSIGNMENTS

- 14.1 A. All teachers at the middle school levels shall be scheduled for no more than five (5) teaching periods per day. Those middle school teachers hired on a part-time basis will be scheduled for no more than the corresponding percentage of the day as it relates to their 1.0 full-time equivalent (FTE) status (i.e. .6 FTE, .8 FTE, etc.).
- B. All teachers at the high school level shall be scheduled for no more than five (5) teaching periods in a seven (7) period day schedule. Those high school teachers hired on a part-time basis shall be scheduled for no more than the corresponding number of periods in the seven (7) period day schedule as it relates to their FTE status (i.e. .6 FTE scheduled for no more than three (3) teaching periods over a seven (7) period day schedule; .8 FTE scheduled for no more than four (4) teaching periods). All part-time teachers shall be scheduled in consecutive periods or minutes.
- C. Teachers at all levels shall be assigned no more than fifty (50) minutes of duty time per day averaged over a thirty (30)-day period.
- D. A duty shall be defined as both administrative and supervisory duties before, during or after the student day. Duties may include, but are not limited to, general supervision, homeroom, playground duty, bus duty, recess, lunch duty, hall/corridor monitoring a.m./p.m. or during class time, achievement centers, and study hall. Duties shall not require preparation of materials and/or lesson planning, however, teachers shall access and utilize the materials provided.
- E. The parties recognize the Board's unilateral right to alter the scheduling of the student

day and or create new programs, including block scheduling. If the Board exercises such rights, the parties will bargain over any impact for which impact bargaining is required under C.G.S. 10-153f.

- 14.2 Teachers initially employed by the Board shall receive a statement of their building, grade, subject assignments, and step placement from the Superintendent's office.
- 14.3 Teachers already in the system shall receive notification of their assignment for the ensuing year, as soon as practical, but prior to the last day of school, if the town budget is adopted before June 1. In the absence of a budget, assignments will be sent to teachers by the last Friday in July. This notification may be electronic.
- 14.4 Teachers shall be notified in writing of any changes in their programs and schedules for the ensuing school year, including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes or assignments that they will have. In the event of a change in circumstances or conditions during the months of June, July or August (resignation, death, promotion, termination and leave of absence, for example) such assignments may be changed only after consultation with the teacher; if the teacher is not available for consultation, he/she shall be notified by mail. This can only be done after a letter to consult has been mailed and seven (7) calendar days have passed.
- 14.5 In the determination of assignments, certification, seniority and then the convenience and wishes of the teacher shall be considered to the extent that these considerations do not conflict with the instructional requirements.
- 14.6 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. Such teachers shall be reimbursed at the Standard Mileage Rate currently allowed by the Internal Revenue Service, for travel between schools during any given school day. At no time should the travel time be considered part of a teacher's preparation time or duty-free lunch period.
- 14.7 Upon the request of his/her physician subject to consultation with the school medical advisor, an expectant teacher or the spouse may be excused from his /her duties when there exists a risk of contagion of a disease potentially harmful to the fetus (including but not limited to Fifth's Disease.) Said teacher shall be reassigned to another building or be assigned to an out of school task supplied by the Superintendent provided one is available. If none is available then the teacher shall be allowed to pay the substitute and retain their sick days for every other day, e.g., out for 12 days pays substitute for 6 days.

ARTICLE 15 PREPARATION PERIODS

- 15.1 A. Middle School and High School teachers shall have, in addition to their lunch period, one (1) preparation period per day within the student school day. In the secondary schools, the length of the preparation period shall be the same as the length of a regular class period. Preparation time shall not include transition time for teachers traveling between schools (per Article 14.6).
- B. Elementary School teachers shall have, in addition to their duty-free lunch period, the preparation time and meeting time outlined below in this subsection.
1. Preparation Time: During a normal school week (i.e., a week without weather delays, shortened days, or holidays), certified elementary staff shall receive a total of two hundred twenty-five (225) minutes of preparation time per week. This time shall be scheduled as follows:
 - Three (3) days per week: one (1) forty (40) consecutive-minute block per day
 - One (1) day per week: one (1) twenty-five (25) consecutive-minute block
 - One (1) day per week: two (2) forty (40) consecutive minute blocks
 - Pre-Kindergarten preparation time may be scheduled in non-consecutive blocks.
 - Preparation time shall not include transition time for teachers traveling between schools (per Article 14.6).
 2. Meeting Time: The reallocation of preparation time is intended to provide common, uninterrupted grade-level meeting time during the student school day to address curriculum and individual student needs. Accordingly, the schedule shall include:
 - Four (4) days per week with one (1) uninterrupted forty (40) minute grade-level meeting. (In the event of inclement weather or a school cancellation on a scheduled grade-level meeting day, the forty (40) minute meeting may be rescheduled to another day within the same week); and
 - One (1) additional uninterrupted twenty-five (25) minute grade-level meeting per week.
- 15.2 With regard to the assignment of duty periods at the high school, when making the duty schedule, administration will make every effort to limit splitting of preparation periods. The Association will have input into the duty schedule before it is implemented.
- 15.3 The Building Principal, or his/her designee, may cancel teacher preparation periods in the event of an emergency. Such emergencies include late openings, late arrival by teachers during inclement weather, early dismissals, unexpected illness, injury or emergencies which require that a teacher leave school after the start of the school day, or other similar emergencies.

- 15.4 When a preparation period is lost under the condition enumerated in Pay for Extra Duty Article 33, a teacher shall be compensated as stated in that Article.
- 15.5 In any week in which an alternative schedule results in shortened preparation periods, one (1) fewer grade level meeting shall be held during the regular student school day.

ARTICLE 16 TEACHER TRANSFER

- 16.1 The major factor in deciding any question related to transfers shall be in the best interests of the educational system.
- 16.2 When a reduction in the number of teachers in a school is necessary, qualified volunteers shall be transferred first.
- 16.3 When involuntary transfers are necessary, considerations shall include certification, experience, ability, qualifications, and all things being equal, such transfers shall be determined by length of service with teachers who hold the least seniority being involuntarily transferred first.
- 16.4 An involuntary transfer shall be made only after a meeting between the teacher involved and, if the teacher so desires, an EWEA Representative, the Superintendent or his/her designees, at which time the teacher shall be notified of the reason(s) for the transfer. If the Teacher believes that he/she has been aggrieved by the transfer, he/she may initiate a formal grievance at Level Three.
- 16.5 Teachers who desire to transfer to another building shall apply on the district's electronic applicant tracking program for any open position they are interested in transferring to.
- 16.6 Notification of involuntary transfer shall be given to the teacher as soon as practical and under normal circumstances not later than June 1st.
- 16.7 Transfers shall not be made in an arbitrary or capricious manner.
- 16.8 Prior to any involuntary transfer taking place, the President of the East Windsor Education Association will be notified in writing of such transfer within the teaching unit.

ARTICLE 17 POSITIONS AND VACANCIES

- 17.1 The Superintendent shall post a list of all vacancies and new positions within five (5) days of their occurrence on the district's website and emailed to the Association President, Secretary and all teachers during the school year and summer.

- 17.2 Positions/vacancies shall be posted for five (5) business days within the district first, then the district shall open the position to the public except during the month of August, during which the position shall be posted simultaneously. Qualifications for the vacancy or new position shall be listed in the posting.

ARTICLE 18 TEACHER TERMINATION

- 18.1 Recognizing that it may become necessary, in certain circumstances, to eliminate certified staff positions, this Article provides a fair and orderly process, should such eliminations become necessary.
- 18.2 As used herein, the term "Teacher" shall apply to any employee of the Board of Education who holds a regular certificate issued by the Connecticut State Board of Education, and is within the Teachers' Bargaining Unit.
- 18.3 The Board of Education may exercise its right and power to reduce the number of staff positions without determining which teacher contracts will be terminated.
- 18.4 Prior to commencing action to terminate teacher contracts as outlined in this Article, the Board of Education will give due consideration to eliminate positions and/or reduce staff by:
- A. Voluntary resignations
 - B. Voluntary retirements
 - C. Voluntary leaves of absence
 - D. Transfer of existing staff members
- 18.5 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 teacher position available in the school system for which the teacher is certified. Therefore, teachers who have acquired tenure will have first preference for retention in positions for which they are certified. This shall include first preference with regard to positions which are held by non-tenure teachers in addition to positions which are open and available. Determination of those to be released shall be in the following order:
- A. Non-tenure teachers by contract signing date
 - B. Tenure teachers holding Provisional Certification
 - C. Tenure teachers holding Professional Certification
- 18.6 Within the separate categories established under 18.5, the following criteria will be applied when selecting those non-tenure teachers who are to be considered for termination. But within the separate categories of tenure teachers, the following criteria shall be applied in sequential order to select those teachers who are to be considered for

termination:

- E. Areas of certification;
- F. Total years of teaching in the East Windsor System;
- G. Over-all performance and ability, as determined by the evaluation process;
- H. Total years of teaching experience;
- I. Degree status;
- J. Teaching experience in other positions which may be available.

- 18.7 An employee who has been laid off pursuant to this Article may continue to participate in any group insurance program in which he/she was a member for a period of two (2) years, provided he/she pays the full cost for the premium for such coverage and that the provisions of the appropriate group policy permit such continuation.
- 18.8 All terminations to teachers, under this Article, shall take place in accordance with the provisions of Section 10-151 of the Connecticut General Statutes and shall not be subject to any grievance procedure or arbitrations, except in cases where the Board violates the Contract. Instead, any hearings necessary, in cases of reduction in staff, shall be conducted in accordance with the provisions of Section 10-151 of the Connecticut General Statutes.

ARTICLE 19 TEACHER RECALL

- 19.1 Any teacher laid off pursuant to Article 18 shall have recall rights for a period of fifteen (15) months from June 30 of the year in which he/she was laid off, to any teacher position in the school system which becomes vacant, or open, for which he/she is certified.
- A. If a teacher position becomes open during such a period, and a teacher on the reappointment list is certified to hold that position, then the teacher will be notified, in writing, by registered mail, sent to the teacher's last known address, with a copy to the teacher's last known personal email and to the Association President, at least twenty (20) calendar days prior to the anticipated date of re-employment where possible.
 - B. Any teacher so notified shall accept or reject the appointment, in writing, to the Superintendent's office within ten (10) calendar days after receipt of such notification. If the teacher rejects the appointment or fails to respond according to this procedure: The teacher's name shall be removed from the reappointment list, and he/she shall forfeit all such recall rights. Teachers shall be recalled in their inverse order of layoff, to positions for which they are certified.
 - C. In the event of recall, the teacher shall be placed on the salary schedule at the level he/she had attained when terminated unless the recalled teacher position filled specifically pays a lesser compensation.

- D. A laid-off teacher who is recalled shall be granted any sick leave entitlement he/she has accrued, up to the point of lay-off, for which he/she was not compensated.

ARTICLE 20 JURY DUTY

- 20.1 Any teacher who is called for jury 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 amount of compensation received for duty, excluding traveling expenses, shall be deducted from the staff member's salary.

ARTICLE 21 PERSONAL BUSINESS AND RELIGIOUS LEAVE

- 21.1 In the event a certified employee has personal or legal business which cannot be transacted other than during the school day, an annual maximum of three (3) days of leave will be granted at full pay. Such days may be taken on a half-day basis.
- 21.2 Such leave is not cumulative from year to year.
- 21.3 The teacher shall submit a request electronically to their building principal for approval at least three days prior to taking the leave.
- 21.4 In the event a teacher needs leave for the observance of a religious holy day, the Superintendent shall grant the teacher up to two and one half (2 ½) additional personal days, provided that the request for approval is submitted at least five (5) school days prior to the date of the leave.
- 21.5 Personal leave cannot be used to extend vacation periods or holidays, unless approved by the Superintendent.

ARTICLE 22 EMERGENCY LEAVE

- 22.1 In cases of emergency which must be attended to during the school day, an annual maximum of one (1) day of leave will be granted at full pay.
- 22.2 Such leave is not cumulative.
- 22.3 Prior notification to the Building Administrator is required where applicable.

ARTICLE 23 BEREAVEMENT LEAVE

- 23.1 In case of death in the immediate family, a teacher will be allowed a maximum of five (5) days of absence for each occurrence at full pay.
- 23.2 Immediate family is defined as follows:
- A. Spouse
 - B. Children
 - C. Father and Mother, Father-in-law and Mother-in-law
 - D. Brother and Sister, Brother-in-law and Sister-in-law
 - E. Grandfather and Grandmother
 - F. Any person who is domiciled in such teacher's house
- 23.3 In case of death of family and friends outside the immediate family, a teacher may make a special request for additional leave at full pay, which may be granted at the Superintendent's discretion.

ARTICLE 24 SICK LEAVE

- 24.1 Fifteen (15) days. Teachers shall be entitled to sick leave with full pay up to fifteen (15) working days per year accumulative to one hundred and eighty-five (185). Such accumulated leave shall be calculated in June and added to the fifteen (15) days for the following year. Teachers shall be allowed to use five (5) days per year for illness in the immediate family or shall be allowed to use up to 10 days for illness covered by the Family and Medical Leave Act (FMLA).
- 24.2 When a teacher has accumulated one hundred and eighty-five (185) days as of June and receives his/her additional fifteen (15) days at the beginning of the next school year, such teacher shall be eligible to receive twenty five dollars (\$25.00) per unused sick days for all days above 185 provided the teacher has not used more than three (3) sick days in the respective school year. Payment will be made to the teacher within fifteen (15) calendar days of the close of the school year.
- 24.3 Teachers who are on workers' compensation leave shall be entitled to use one (1) sick day for every three (3) days of workers' compensation leave for the purpose of supplementing their workers' compensation reimbursement. Partial sick days cannot be used to supplement workers' compensation reimbursement.
- 24.4 An administrator may require an employee to provide a physician's certificate when there is reasonable suspicion of abuse of sick leave. Such reasonable suspicion shall be based on a demonstrated pattern of work attendance, including but not limited to repeated absences preceding or following weekends, holidays, or scheduled vacations; frequent

use of leave on specific days; or other attendance irregularities that reasonably suggest misuse of leave privileges.

ARTICLE 25 PARENTHOOD LEAVES

25.1 Child Bearing Leave shall be granted in cases of maternity-related disability in accordance with the Connecticut General Statutes.

25.2 Child Rearing Leave may be available to teachers on tenure according to the following provisions.

A. Child rearing leave shall be in addition to any leave granted for child bearing purposes, under Section 25.1 above.

B. Application for child rearing leave must be submitted to the Superintendent, in writing, on forms provided by the Superintendent, no less than thirty (30) days prior to the anticipated date of the commencement of either child bearing or child rearing leave, whichever is sooner.

C. Child bearing and child rearing leave shall be subject to FMLA regulations. If the teacher normally pays a portion of the premiums for their health insurance, these payments will continue during the period of FMLA-qualifying leave. Teachers may use their paid personal days during the FMLA period for child rearing leaves.

D. Unpaid leave, following the FMLA limits, may be requested with leave dates mutually agreed to by the Superintendent and teacher, or any teacher who commences child rearing leave following the FMLA limits during any one of the following segmented periods will select either option #1 or #2 which designates the month and school year that the teacher will return:

<u>SEGMENTED PERIODS</u>	<u>Option #1</u>	<u>Option #2</u>
Sept./Dec.	January or the beginning of the second semester of the same school year	August of the next school year
Jan./June	August of the next school year	January of the beginning of the second semester of the next school year

E. The commencement and return dates of such leave shall be mutually determined by the Teacher and the Superintendent.

F. During child rearing leave granted beyond FMLA limits, employees will be responsible for the full cost of all insurances and other fringe benefits, and payment to the State Teacher's Retirement System.

- G. A teacher on leave under the Article shall be assigned to his/her original position or to another professional position consistent with the teacher's certification and qualifications subject to Article 25.2D and/or Article 18.

ARTICLE 26 ACADEMIC LEAVE

- 26.1 Graduate Program Requirements During the School Year. A teacher may, upon recommendation of the Superintendent and approval of the Board, be allowed leave, without loss of pay or fringe benefits, to participate in graduate study which necessitates personal presence in advance of the close of the school year. The teacher will commit to pay for substitute costs during the leave, and remain in the district the entire ensuing school year (August/September through June) following the school year in which the leave was completed, or the teacher must refund the fringe benefits received while on leave.
- 26.2 The Superintendent shall accept or deny requests within six (6) school days of their receipt and in the case of denial, the Superintendent shall within three (3) days meet with the Teacher to discuss the reasons for denial.

ARTICLE 27 PROFESSIONAL LEAVE

- 27.1 Professional leave days may take the form of observation of an activity in another school system, attendance at conventions, workshops, or other such activities that will contribute to the effectiveness of the instructional program.
- 27.2 All requests for professional days shall be forwarded electronically to the Building Principal for approval by the Superintendent. The Superintendent or designee shall have the discretion to permit or deny professional leave.
- 27.3 Such leave shall not be charged to the individual teacher's personal day

ARTICLE 28 ASSOCIATION LEAVE

- 28.1 If negotiation meetings between the Board and the Association are scheduled during normal working hours of a school day, not more than six (6) representatives of the Association shall be relieved from all regular duties without loss of pay, as necessary, in order to permit their attendance at such meetings.
- 28.2 The President of the Association may request of the Superintendent, permission to use a portion of the school day to conduct Association business that cannot otherwise be

conducted outside of the school day. Additionally, the President of the Association may request of the Superintendent, each semester, to be released from duties for this purpose.

ARTICLE 29 SABBATICAL LEAVE

- 29.1 The number of sabbaticals granted each year is within the Board of Education's discretion. However, that discretion shall not be abused by arbitrarily denying all sabbaticals.
- 29.2 The Superintendent of Schools shall review applications for sabbatical leave and may recommend worthwhile programs or independent work to the Board for final action subject to the following conditions:
- A. Professional employees seeking sabbatical leave may appeal to the Board if their application is not recommended by the Superintendent.
 - B. No more than two (2) of the total staff shall be absent on sabbatical leave at one time.
 - C. Requests for sabbatical leave must be received by the Board of Education in writing in such form as may be required no later than January 15th of the year preceding the school year in which the sabbatical is requested. It is understood that the deadline of January 15th shall be waived at the discretion of the Board of Education when fellowships, grants or scholarships awarded later in the year make such a deadline unreasonable.
 - D. The teacher shall be eligible to be considered for a sabbatical leave after at least seven (7) consecutive, full years of active service in the East Windsor School System.
 - E. Sabbatical leave shall be for up to a full academic year and the professional staff member shall receive no salary.
 - F. The Board of Education shall pay the professional staff members fringe benefits as stated in the Fringe Benefit Article of this Agreement.
 - G. The teacher, as a condition to the acceptance of the sabbatical leave, shall agree to return to employment in the system for one (1) full year. In the event the teacher shall not so return, the teacher shall reimburse the Board fully for health insurance payments made by the Board.
 - H. The 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 nor accrual of years of service toward longevity benefits.

- I. The Board of Education maintains the right to reject requests for sabbatical leave.

ARTICLE 30 LEAVES OF ABSENCE

- 30.1 Upon the recommendation of the Superintendent and the Board's approval, leave of absence without pay may be granted to a teacher for up to one (1) year.

ARTICLE 31 SALARY GUIDES, COURSE CREDIT AND TUITION REIMBURSEMENT

- 31.1 The Board shall reimburse teachers according to basic salary schedules and other salary conditions. The salary schedules in **Appendix A** attached hereto are hereby made part of this Agreement.
- 31.2 Teachers shall be given an electronic statement at the start of the school year that includes salary, appropriate salary schedule, step, number of years of teaching or equivalent experience and number of years employed in the East Windsor school system.
- 31.3 In order to be eligible for a change in degree status at the start of school in September, the teacher must notify the Superintendent of Schools of anticipated changes in degree status by December 1 of the previous school year on forms provided by the Superintendent. The teacher must submit official transcripts and/or notice of completion of degree program on the letterhead of the degree granting institution by October 15th in order to receive a degree change to a higher salary classification in that school year.
- 31.4 The Board of Education will allocate twenty percent (20 %) of any grant specifically written for teacher professional development, up to a maximum of \$5,000 per year, for tuition reimbursement, assuming the allocation will not result in the loss of staff, should staff be funded through the grant.

Teachers shall be eligible to request reimbursement for tuition costs only, up to \$500 per course or the cost of the course, whichever is lower. Each teacher shall have the opportunity to submit reimbursement for one (1) course per year until grant funds are exhausted. Teachers shall submit a request electronically requesting approval of such course and reimbursement prior to the start of the course. Reimbursement may be requested for the current school year only.

If additional funds remain, prorated reimbursement may be requested for a second course until the funds for the year have been exhausted. If staff requested reimbursement but funds were not available, the names of such staff will be maintained and will have priority if a request for approval and reimbursement for a new course is submitted in the fall of the subsequent year.

- 31.5 For work beyond the Bachelor's Degree, the Superintendent or his/her designee must approve any courses, prior to staff starting the course, unless it is part of a planned graduate program approved by the college or university, as the Superintendent is authorized to make the final decision on courses for which non-program credit will be allowed. All such courses must be approved by the Superintendent prior to the start of the course.
- 31.6 For work beyond the Bachelor's Degree, a grade average of "B" or better must be earned by the teacher for purposes of movement on the salary schedule or reimbursement.
- 31.7 Loss of pay shall occur for any unauthorized absences based on the rate of the teacher's annual pay. The denominator will be equal to the number of teacher workdays in the school calendar. The numerator will be equal to the number of days of pay to be lost.
- 31.8 A. Teachers shall be compensated at the Base Step of the BA + 30 hourly rate of the current teachers' salary schedule in Appendix A for work performed outside of the regular workday, including at-home tutoring, curriculum writing, preparation for and presentation of workshops, Saturday detention support, required summer training and associated curriculum development or completion (e.g., Summer College Board training) extending beyond one (1) day, as well as for services performed by a Board-Certified Behavioral Analyst outside their normal workday. All such work will be performed within a mutually agreed upon timeframe between the teacher and the administrator.
- B. Teachers shall receive Base Step of the BA + 60-hourly rate of the current teachers' salary schedule in Appendix A for summer school teaching.
- 31.9 The District shall annually reimburse Speech-Language Pathologists for the cost of renewing their Department of Public Health license, as required to maintain their Connecticut State Department of Education educator certification, upon providing receipt of payment.

ARTICLE 32 STAFF SALARIES

- 32.1 During the duration of this Agreement no newly hired teacher shall be placed at a salary level (step) higher than any teacher currently in the system with the same teaching and/or equivalent experience in the subject and/or related area. The Superintendent shall have the right to offer a signing bonus of \$1,000 to any teacher new to the District who is certified in and hired into a position in a shortage area recognized by the State of Connecticut Department of Education.
- 32.2 The salaries of all teachers covered by this Agreement are set forth in **Appendix A** which

is attached hereto and made part of this Agreement.

- 32.3 All teachers shall be paid on a ten (10) month basis, via biweekly direct deposit, with either twenty-two (22) equal paychecks per year, or twenty-two paychecks including one balloon check (equivalent to the 22nd check plus four (4) paychecks) at the end of the school year
- a) If a teacher wants to elect the balloon check option, the Board must receive said election by June 1 of the prior school year;
 - b) Elections for balloon checks shall remain in place unless changed by the teacher by June 1 of the prior school year;
 - c) New hires may not elect balloon checks for the first year of their employment;
 - d) Balloon check elections cannot be changed in the middle of the year;
 - e) If no election is made by a teacher, the teacher will receive twenty-two equal pays.
- 32.4 A first paycheck shall be issued on the first scheduled payday of the district's normal pay schedule once the work year begins. Thereafter, paydays will occur biweekly in accordance with said schedule.
- 32.5 A schedule of paydays shall be listed on the district website before September 1st.
- 32.6 The Board of Education shall make payroll deductions for any teacher who lives in Massachusetts and wants Massachusetts state taxes deducted from his/her pay.
- 32.7 The employee will authorize the deduction in writing within the first ten (10) school days of each school year.
- 32.8 The Board shall provide direct deposit of employee paychecks to the bank or credit union of their choice. Employees shall provide the Board of Education with the proper forms by August 1.
- 32.9
- A. Inasmuch as no future increment is offered beyond the last step of the salary schedule, the Board shall grant a longevity payment of \$750 to teachers with twenty-five (25) years of experience in East Windsor, and \$1,500 to teachers with thirty (30) years of experience in East Windsor.
 - B. For those teachers hired before September 1, 2002, the Board shall grant a longevity payment of \$750 to teachers with twenty-five (25) years of total teaching experience, and \$1,500 to teachers with thirty (30) years of total teaching experience. For those hired after September 1, 2002, the longevity payments of \$750 and \$1,500 will be paid for in-district teaching only.
 - C. The longevity payments shall be issued in a single lump sum no later than the end of October each year.

ARTICLE 33 PAY FOR EXTRA DUTY

- 33.1 Duty for which extra compensation shall be paid and the amounts of such compensation are set forth in **Appendix B through E** (the Extra Stipend Schedule).
- 33.2 Individual supplementary one (1) year contracts shall be issued for positions listed in **Appendix B through E** (the Extra Stipend Schedule). Qualified internal candidates shall be given preference over external candidates when a position becomes vacant.

The Superintendent, in consultation with the Athletic Director, may place a newly hired coach at an advanced step on the salary schedule based on relevant coaching or professional experience, including experience outside the specific sport for which the coach is hired.

Involuntary assignments shall not be made in an arbitrary and capricious manner.

- 33.3 Any teacher who loses his/her preparation period(s) because they are covering class(es) for another teacher(s) shall be compensated at the rate of Base Step of the BA + 30 hourly rate in the teachers' current salary schedule in **Appendix A** for each period/hour lost. Written notification signed by the Building Administrator shall be given to the teacher prior to fulfillment of the duty. A teacher who has more than the contractual number of preparation periods shall be compensated under this Article only for loss of preparation periods below that contractual number. For example, a teacher with an average of six (6) preparation periods per week who loses one (1) shall not receive compensation, but if the teacher loses two (2) he/she shall be compensated for one (1).
- 33.4 In the event a substitute is unattainable and the teacher covers a period/hour, the teacher shall be compensated at the rate of Base Step of the BA + 30 hourly rate in the teachers' current salary schedule in **Appendix A** per period/hour covered.
- 33.5 Kindergarten teachers required to attend a Kindergarten orientation scheduled outside of their normal working hours may submit a time card for payment at the missed preparation rate. Such payment shall not establish a precedent for compensation for teacher attendance at any other events outside of regular work hours, unless otherwise negotiated. This provision recognizes that the Kindergarten orientation serves as families' and students' first introduction to the school.
- 33.6 Any teacher who serves as a Mentor or a TEAM Advocate shall receive \$500 above his/her salary and two discretionary compensatory days in accordance with Article 21.3. The TEAM mentor will attend one (1) new teacher orientation day, to be determined by the Superintendent, in accordance with Article 11.2.

Any teacher appointed to the position of TEAM District Facilitator shall receive a stipend

in the amount of \$4,000.

Any teacher serving as a Teacher Residency Program (TRP) Mentor shall receive a stipend in the amount of \$6,000.

Any teacher serving as a Teacher Residency Program (TRP) Sponsor Teacher shall receive a stipend in the amount of \$1,600.

- 33.7 The District shall post Teacher-in-Charge positions, and eligible teachers may apply for such positions in accordance with established District procedures.

The District retains sole discretion to set the rate of compensation for Teacher-in-Charge assignments; however, such compensation shall be no less than \$100 for a full day of service and \$50 for a half day of service.

In emergency situations, staff members who serve as part of a designated Response Team may be required to assume Teacher-in-Charge responsibilities as directed by the District.

Participation in a Teacher-in-Charge assignment under this Agreement is intended to provide individual members with a professional development opportunity to expand their experience in an administrative role. Participation in such assignments shall not be construed as a guarantee of appointment to any vacant administrative or other position that may become available.

- 33.8 Any teacher who has attained certification from the National Standards Board of Teacher Certification shall receive \$1,000 added to his/her salary annually.

ARTICLE 34 RETIREMENT

- 34.1 Upon the retirement of any teacher who has served in the school system for at least ten (10) consecutive years, and who does not meet the requirements under Article 32.9, the Board will pay one hundred dollars (\$100.00) per year in the system. All leaves of absence shall not count when determining the years of consecutive service, nor shall they be considered as an interruption in employment.
- 34.2 For any teacher who provides written notice to the administration prior to January 5th that they are retiring effective June 30th of that school year, the Board shall pay the teacher the sum of Two Thousand Five Hundred Dollars (\$2,500), subject to all applicable tax withholding, in May of the final year of the teacher's employment with the Board.

ARTICLE 35 FRINGE BENEFITS

35.1 In each year of the contract, the Board shall offer employees one (1) option for health insurance, which is a Point of Service Plan (POS) offered by the State of Connecticut's State Partnership 2.0 Plan ("Partnership Plan"), including the State vision plan rider at no additional cost to employees. Summaries are attached in **Appendix I**, detailing a comprehensive listing of benefits for health and vision guaranteed to teachers (including dependent coverage to age 26). The Board will pay the following annual premium cost share for employees:

- a) The Board shall pay 78% of the cost of the health plan for full-time employees, their spouses, and dependent children effective July 1, 2026, July 1, 2027, and July 1, 2028.
- b) The Board will pay the pro rata portion of the above amounts for health insurance for part-time employees, their spouses and dependent children.

- 1. The State Partnership Plan contains a Health Enhancement Plan (HEP) wellness component, a summary of which is included in **Appendix I**. All employees participating in the Partnership Plan are subject to the terms and provisions of HEP. Within eighteen (18) months of joining the plan (or other period of time established by the Partnership Plan), all employees and dependents must meet the minimum requirements of HEP or may be subject to a non-participation or noncompliance monetary fee (NCMF) per month premium cost increase or deductible fee increase, paid by the non-participating or non-compliant employee. No portion or percentage shall be paid by the Board. The NCMF per month premium cost increase shall be implemented by the Board through payroll deduction, and any increase to the annual deductible shall be implemented through claims administration.
- 2. Premium rates are established by the State Partnership Plan for the relevant periods, and shall be inclusive of medical, prescription drug (Rx), vision, and dental. Based on such rates, the Board and Association shall agree on a blending methodology and establish a blended rate to provide the same rate to active and retired teachers in accordance with State statute.

35.2 In each year of the contract, the Board of Education shall offer employees two (2) dental plans through the State Partnership Plan (which shall be equal to or better than the dental options available to Board employees upon the transition to the State Partnership Plan). The Partnership Plan tracks HEP compliance for these plans. Summaries with a comprehensive listing of benefits guaranteed to teachers is attached in **Appendix J** and the two (2) plans are further detailed as follows:

- 1. State Partnership Plan (Customized) Dental Plan 1 with Rider A ("Full A") (unlimited annual maximum, enhanced benefits as detailed in Rider A, no Orthodontia). The following annual premium cost share(s) paid by the Board and teachers shall apply:

- a. The Board shall pay 75% of the cost of Dental Plan 1 for full time employees, their spouses and dependent children.
 - b. The Board will pay the pro rata portion of the above amounts for dental insurance for part-time employees, their spouses and dependent children.
- 2. State Partnership Plan (Customized) Dental Plan 2 with Riders A, B, C, D ("Full ABCD") (unlimited annual maximum, enhanced benefits as detailed in Riders A, B, and C, and D, \$600 Lifetime Orthodontia Max). The following annual premium cost share(s) paid by the Board and teachers shall apply:
 - a. The Board shall pay 75% of the cost of Dental Plan 1 for full time employees, their spouses and dependent children. Employees will be responsible for paying to "buy-up" to Dental Plan 2 (paying the difference between the costs of Dental Plan 1 and Dental Plan 2).
 - b. The Board will pay the pro rata portion of the above amounts for dental insurance for part-time employees, their spouses and dependent children. Employees will be responsible for paying to "buy-up" to Dental Plan 2 (paying the difference between the costs of Dental Plan 1 and Dental Plan 2).

The administration of the two dental plan options, including open enrollment, beneficiary eligibility and changes, and other administration provisions shall be as established by the Partnership Plan. If either dental plan is subsequently amended or modified by the State and its employee representatives, the Board and Association shall negotiate to maintain such plan(s) or the Board shall offer alternative plan(s) to maintain equal to or better level of benefits.

- 35.3 Employees shall notify the East Windsor School Business Office, in writing, of their choice for health insurance by the first day of June of each year or during the district Open Enrollment Period, if later.
- 35.4 The Board will pay 100% of the cost of \$30,000 term life insurance, including Accidental Death and Dismemberment (AD&D) benefits for each employee. A summary of these benefits guaranteed to teachers is attached in **Appendix K**.
- 35.5 During the life of this Agreement, the Board may elect to change the insurance carrier(s) or third-party administrator(s) for any of the benefits specified in this article. The base plans used for comparison would be the insurance plans in effect during the 2017-2020 Collective Bargaining Agreement. Prior to changing carriers (or third-party administrator) under this section, the Board shall notify the President of the Association at least sixty (60) days in advance of the nature of the change and the reasons for the change, and no less than thirty (30) days in advance if agreement with the carrier has not been reached before. Any changes in carrier (or third-party administrator) must provide

comparable benefits, administration and network to the members of the bargaining unit and their dependents, considering the plan as a whole. If during the thirty-day period set forth above, the parties cannot agree that this is the case, either the Board or the Association may invoke arbitration as provided under this Agreement for the purpose of determining whether the proposed change or changes will result in comparable benefits, administration and network considering the plan as a whole. Any arbitration under this clause will be final and binding as provided by the contract, preferably before an arbitrator experienced in insurance matters.

- 35.6 The Board and Association agree to maintain the I.R.S. Section 125 for premium costs.
- 35.7 All teachers who retire during the term of this Agreement may participate at their own expense in a package of insurance to the extent permitted by law.
- 35.8 The Board shall offer a full flex benefits plan Section 125 pre-tax premium conversion account to all teachers for the purpose of allowing teachers to meet their insurance premium share contribution and to cover medical expenses and dependent care, on a tax-free basis to the extent permitted by law. The Board shall pay the set-up fee for such account and teachers shall pay the monthly service fee. A summary of the health and dependent care Flexible Spending Arrangements (FSAs) is attached in **Appendix L**.

ARTICLE 36 INSURANCE INCENTIVE

- 36.1 Any teacher in the school system, hired prior to July 1, 2005, may elect to waive the HDHP/HSA or PPO health insurance coverage in Section 35.1 above and in lieu thereof receive a yearly sum of fifteen hundred dollars (\$1,500). Teachers who elect to make such waiver shall notify the Board in writing by July 1 of any year of this Agreement that he/she is canceling his/her participation and coverage and the participation and coverage of his/her dependent(s) in the insurance plans.
- 36.2 The Board shall make payment to all teachers eligible in accordance with Section 36.1 in the following manner:
 - \$750 in the first pay period in December
 - \$750 in the last pay period in June
- 36.3 Any teacher who has notified the Board in accordance with Section 36.1 of this Article and whose insurance coverage and participation has been cancelled or any teacher not now participating in the insurance plan(s) who had a change of circumstances may apply in writing to the Board to be included in the insurance plan(s). Upon such request and subject to any regulations, restrictions, or waiting periods which may be in effect by the insurance carrier, the teacher shall be reinstated.
- 36.4 Any teacher who enrolls in the insurance plan(s) in accordance with Section 36.3 above

shall receive pro-rata payment for those months during which he/she was not participating in or covered by the insurance plan(s) at no expense to the teacher.

ARTICLE 37 TAX-SHELTERED ANNUITIES

37.1 The Board shall make payroll deductions for any teacher who participates in tax-sheltered annuities provided the following conditions are met:

- A. The employee authorizes the deduction in writing by September 15th of each school year;
- B. Deductions in the same amount will be taken from two (2) paychecks per month from September through June. Deductions will not be taken from the third paycheck received in the same month.

37.2 The Association shall provide the Superintendent, by September 15th of each school year, with a list of no more than seven (7) companies who are authorized to receive payroll deduction payments for tax sheltered annuities. Deductions shall be limited to the seven (7) such companies on the list.

ARTICLE 38 DURATIONAL SHORTAGE AREA PERMIT

38.1 In accordance with the provisions of Public Act 03-174, employees working in a teaching position solely on the basis of a Durational Shortage Area Permit (DSAP) shall be included in the bargaining unit. Such individuals shall be covered by all terms and conditions of the collective bargaining agreement, except as follows:

- A. A DSAP holder shall not accrue seniority or length of service for any purpose of this Agreement. Notwithstanding the foregoing, if a DSAP holder becomes certified as a teacher and is retained continuously by the Board as an employee after receiving such certification, with no break in service, then the individual shall be credited with seniority and length of service for all purposes under this Agreement, retroactive to the first date of employment by the Board.
- B. The Board shall have the right, in its sole discretion, not to renew and/or terminate the employment of a DSAP holder, and the DSAP holder shall have no right to file and/or pursue a grievance under this Agreement with respect to such action.
- C. DSAP holders shall have no rights under Article 18 or Article 19 of this agreement.

ARTICLE 39 PROFESSIONAL DEVELOPMENT & EVALUATION COMMITTEE

- 39.1 Professional development and evaluation is under the purview of the district's Professional Development and Evaluation Committee. Each year, the Association President shall appoint one teacher from each school to serve on this committee, including a co-chair. Meetings shall be held immediately after school to the extent possible.

APPENDIX A

SALARY SCHEDULE

2026-2027

3.2% General Wage Increase (GWI)

Each teacher not on Step 15 shall advance one step at the start of the year.

Step	Old Step (2025-2026)	BA	BA+30	BA+60
1	2	\$ 57,081	\$ 62,817	\$ 68,277
2	3	\$ 58,629	\$ 64,636	\$ 70,100
3	4	\$ 60,174	\$ 66,457	\$ 71,920
4	5	\$ 62,270	\$ 68,277	\$ 73,741
5	7	\$ 66,274	\$ 71,553	\$ 81,024
6	8	\$ 68,097	\$ 73,194	\$ 84,666
7	9	\$ 69,641	\$ 75,197	\$ 88,308
8	10	\$ 71,736	\$ 77,927	\$ 91,946
9	11	\$ 73,285	\$ 79,748	\$ 94,678
10	12	\$ 75,377	\$ 83,391	\$ 97,410
11	13	\$ 77,562	\$ 87,033	\$ 100,140
12	14	\$ 79,020	\$ 92,494	\$ 102,871
13	15	\$ 80,478	\$ 96,499	\$ 105,602
14	15a	\$ 81,639	\$ 101,706	\$ 109,445
15	16	\$ 82,800	\$ 106,912	\$ 113,286

Note: All steps have been renumbered in the 2026-2029 contract from the previous 2023-2026 contract due to the following changes: Step 6 has been eliminated, a penultimate Step 14 (formerly Step 15a) has been added, and the first/"Base" step (formerly Step 2) has been renumbered as Step 1. For clarity, a column has been added in this 2026-2027 salary schedule above to show the "Old" step numbers as of the past school year (2025-2026).

APPENDIX A

SALARY SCHEDULE

2027-2028

3.0% General Wage Increase (GWI)

Each teacher not on Step 15 shall advance one step at the start of the year.

Step	BA	BA+30	BA+60
1	\$ 58,793	\$ 64,702	\$ 70,325
2	\$ 60,388	\$ 66,575	\$ 72,203
3	\$ 61,979	\$ 68,451	\$ 74,078
4	\$ 64,138	\$ 70,325	\$ 75,953
5	\$ 68,262	\$ 73,700	\$ 83,455
6	\$ 70,140	\$ 75,390	\$ 87,206
7	\$ 71,730	\$ 77,453	\$ 90,957
8	\$ 73,888	\$ 80,265	\$ 94,704
9	\$ 75,484	\$ 82,140	\$ 97,518
10	\$ 77,638	\$ 85,893	\$ 100,332
11	\$ 79,889	\$ 89,644	\$ 103,144
12	\$ 81,391	\$ 95,269	\$ 105,957
13	\$ 82,892	\$ 99,394	\$ 108,770
14	\$ 84,088	\$ 104,757	\$ 112,728
15	\$ 85,284	\$ 110,119	\$ 116,685

APPENDIX A

SALARY SCHEDULE

2028-2029

3.0% General Wage Increase (GWI)

Each teacher not on Step 15 shall advance one step at the start of the year.

Step	BA	BA+30	BA+60
1	\$ 60,557	\$ 66,643	\$ 72,435
2	\$ 62,200	\$ 68,572	\$ 74,369
3	\$ 63,838	\$ 70,505	\$ 76,300
4	\$ 66,062	\$ 72,435	\$ 78,232
5	\$ 70,310	\$ 75,911	\$ 85,959
6	\$ 72,244	\$ 77,652	\$ 89,822
7	\$ 73,882	\$ 79,777	\$ 93,686
8	\$ 76,105	\$ 82,673	\$ 97,545
9	\$ 77,749	\$ 84,604	\$ 100,444
10	\$ 79,967	\$ 88,470	\$ 103,342
11	\$ 82,286	\$ 92,333	\$ 106,238
12	\$ 83,833	\$ 98,127	\$ 109,136
13	\$ 85,379	\$ 102,376	\$ 112,033
14	\$ 86,611	\$ 107,900	\$ 116,110
15	\$ 87,843	\$ 113,423	\$ 120,186

APPENDIX B

EXTRA STIPEND SCHEDULE

GROUPS 1 - 8 *

Group 1: 15%

Athletic Director
Chemical Hygiene Officer

Group 2: 12%

9-12 PLC Leader - Humanities (Minimum of two of ELA, SS, Electives)
9-12 PLC Leader - STEM (Minimum of two of Math, Science, Electives)
5-8 PLC Leader - Humanities (Minimum of two of ELA, SS, Specials)
5-8 PLC Leader - STEM (Minimum of two of Math, Science, Specials)

Group 3: 9%

PLC Leaders:

Broad Brook: PK-4
Special Education
Unified Arts/Specials
Middle School: 5-8
Unified Arts/Specials
Special Education
High School: Electives
Social Studies
English
Science
Special Education
Guidance (5-12)
Math

Group 4: 7%

Advisor – Senior Class
Advisor – Yearbook 9-12
Director – HS Drama
Director – HS Musical
Director – HS Pit Band
Director – Band 9-12 (Special events, instrumental ensembles meeting outside of school day, travel with performance groups, adjudicated performances)

Director – Band 5-8 (Special events, instrumental ensembles meeting outside of school day, travel with performance groups, adjudicated performances)

Director – Vocal 5-12 (Special events, instrumental ensembles meeting outside of school day, travel with performance groups, adjudicated performances)

Group 5: 6 %

Advisor – Junior Class

Advisor – National Honor Society

Advisor – Newspaper 9-12

Advisor – Student Council 9-12

Advisor – Student Council 5-8

Group 6: 5%

Director – Drama 5-8

Director – HS Technical (theatrical)

Group 7: 4%

Advisor – Sophomore Class

Advisor – Yearbook 5-8

Board Certified Behavioral Analyst

Group 8: 3%

Advisor – Diversity Club

Advisor – Freshman Class

Advisor – Gasoline Alley

Advisor – Leo Club

Advisor – Spanish Club

MTSS Facilitator

Advisor Mileage Club

* The amount of payment for each group is based on the given percent for each group times the Base Step of the Bachelor's+ 30 Schedule as listed in the current Teachers' Contract.

Any additional stipend that is grant-funded will indicate such in the job posting (e.g., ED Rising Teacher Leader, DECA, etc).

When considering open stipend or coaching positions, certified staff will receive priority for interviews before outside candidates for vacant or posted positions.

APPENDIX F

EXTRA-STIPEND ATHLETIC SALARY SCHEDULES

2026-2027

3.2% GWI

Teachers who hold these positions as of June 20, 2017 shall be paid in accordance with this schedule. Any teacher hired for any of these positions on or after July 1, 2017 shall be eligible to be paid only up to Step 2 of the schedule.

	Step 1	Step 2	Step 3	Step 4
Position	1-2 yrs	3-4 yrs	5-10 yrs	11+ yrs
Varsity Boys' Soccer	\$4,783	\$5,304	\$5,824	\$5,995
JV Boys Soccer	\$3,250	\$3,770	\$4,289	\$4,460
Varsity Girls' Soccer	\$4,783	\$5,304	\$5,824	\$5,995
JV Girls' Soccer	\$3,250	\$3,770	\$4,289	\$4,460
Asst. Varsity Football	\$4,783	\$5,304	\$5,824	\$5,995
Varsity Coed XC	\$4,783	\$5,304	\$5,824	\$5,995
Asst. XC	\$3,250	\$3,770	\$4,289	\$4,460
Varsity Volleyball	\$4,783	\$5,304	\$5,824	\$5,995
JV Volleyball	\$3,250	\$3,770	\$4,289	\$4,460
Varsity Boys' Basketball	\$6,501	\$7,019	\$7,541	\$7,709
JV Boys' Basketball	\$4,783	\$5,304	\$5,824	\$5,995
Freshman Basketball	\$2,676	\$3,195	\$3,712	\$3,887
Varsity Girls' Basketball	\$6,501	\$7,317	\$7,541	\$7,709
JV Girls' Basketball	\$4,783	\$5,304	\$5,824	\$5,995
Unified Sports	\$5,729	\$6,252	\$6,772	\$6,947
Wrestling	\$5,729	\$6,252	\$6,772	\$6,947
Asst. Wrestling	\$2,125	\$2,643	\$3,164	\$3,337
Varsity Cheerleading	\$3,195	\$3,770	\$4,289	\$4,460
JV Cheerleading	\$1,532	\$3,228	\$2,567	\$2,744
Varsity Baseball	\$5,163	\$5,679	\$6,201	\$6,374
JV Baseball	\$3,443	\$3,964	\$4,481	\$4,654
Varsity Softball	\$5,163	\$5,679	\$6,201	\$6,374
JV Softball	\$3,443	\$3,964	\$4,481	\$4,654
Varsity Coed Track	\$6,501	\$7,019	\$7,540	\$7,712
Asst. Track	\$3,443	\$3,964	\$4,481	\$4,654
Varsity Boys' Track	\$5,162	\$5,679	\$6,201	\$6,457

	Step 1	Step 2	Step 3	Step 4
Position	1-2 yrs	3-4 yrs	5-10 yrs	11+ yrs
Varsity Girls' Track	\$5,162	\$5,679	\$6,201	\$6,457
Indoor Track	\$6,501	\$7,019	\$7,540	\$7,712
MS Sports (standard)	\$2,125	\$2,643	\$3,164	\$3,337
MS Cheerleading	\$1,150	\$1,671	\$2,190	\$2,362
MS Assist Track Coach	\$1,618	\$1,889		
MS Assist X/C Coach	\$1,618	\$1,889		

* Student enrollment must exceed 25 students for an assistant coach to be hired for cross-country and/or track at the Middle School.

APPENDIX G

2027-2028 EXTRA-STIPEND ATHLETIC SALARY SCHEDULES

3% GWI

Teachers who hold these positions as of June 20, 2017 shall be paid in accordance with this schedule. Any teacher hired for any of these positions on or after July 1, 2017 shall be eligible to be paid only up to Step 2 of the schedule.

	Step 1	Step 2	Step 3	Step 4
Position	1-2 yrs	3-4 yrs	5-10 yrs	11+ yrs
Varsity Boys' Soccer	\$4,926	\$5,463	\$5,999	\$6,175
JV Boys Soccer	\$3,348	\$3,883	\$4,418	\$4,594
Varsity Girls' Soccer	\$4,926	\$5,463	\$5,999	\$6,175
JV Girls' Soccer	\$3,348	\$3,883	\$4,418	\$4,594
Asst. Varsity Football	\$4,926	\$5,463	\$5,999	\$6,175
Varsity Coed XC	\$4,926	\$5,463	\$5,999	\$6,175
Asst. XC	\$3,348	\$3,883	\$4,418	\$4,594
Varsity Volleyball	\$4,926	\$5,463	\$5,999	\$6,175
JV Volleyball	\$3,348	\$3,883	\$4,418	\$4,594
Varsity Boys' Basketball	\$6,696	\$7,230	\$7,767	\$7,940
JV Boys' Basketball	\$4,926	\$5,463	\$5,999	\$6,175
Freshman Basketball	\$2,756	\$3,291	\$3,823	\$4,004
Varsity Girls' Basketball	\$6,696	\$7,537	\$7,767	\$7,940
JV Girls' Basketball	\$4,926	\$5,463	\$5,999	\$6,175
Unified Sports	\$5,901	\$6,440	\$6,975	\$7,155
Wrestling	\$5,901	\$6,440	\$6,975	\$7,155
Asst. Wrestling	\$2,189	\$2,722	\$3,259	\$3,437
Varsity Cheerleading	\$3,291	\$3,88	\$4,418	\$4,594
JV Cheerleading	\$1,578	\$3,325	\$2,644	\$2,826
Varsity Baseball	\$5,318	\$5,849	\$6,387	\$6,565
JV Baseball	\$3,546	\$4,083	\$4,615	\$4,794
Varsity Softball	\$5,318	\$5,849	\$6,387	\$6,565
JV Softball	\$3,546	\$4,083	\$4,615	\$4,794
Varsity Coed Track	\$6,696	\$7,230	\$7,766	\$7,943
Asst. Track	\$3,546	\$4,083	\$4,615	\$4,794
Varsity Boys' Track	\$5,317	\$5,849	\$6,387	\$6,651

	Step 1	Step 2	Step 3	Step 4
Position	1-2 yrs	3-4 yrs	5-10 yrs	11+ yrs
Varsity Girls' Track	\$5,317	\$5,849	\$6,387	\$6,651
Indoor Track	\$6,696	\$7,230	\$7,766	\$7,943
MS Sports (standard)	\$2,189	\$2,722	\$3,259	\$3,437
MS Cheerleading	\$1,184	\$1,721	\$2,256	\$2,433
MS Assist Track Coach	\$1,667	\$1,946		
MS Assist X/C Coach	\$1,667	\$1,946		

* Student enrollment must exceed 25 students for an assistant coach to be hired for cross-country and/or track at the Middle School.

APPENDIX H

2028-2029 EXTRA-STIPEND ATHLETIC SALARY SCHEDULES

3% GWI

Teachers who hold these positions as of June 20, 2017 shall be paid in accordance with this schedule. Any teacher hired for any of these positions on or after July 1, 2017 shall be eligible to be paid only up to Step 2 of the schedule.

	Step 1	Step 2	Step 3	Step 4
Position	1-2 yrs	3-4 yrs	5-10 yrs	11+ yrs
Varsity Boys' Soccer	\$5,074	\$5,627	\$6,179	\$6,360
JV Boys Soccer	\$3,448	\$3,999	\$4,551	\$4,73
Varsity Girls' Soccer	\$5,074	\$5,627	\$6,179	\$6,360
JV Girls' Soccer	\$3,448.	\$3,999	\$4,551	\$4,732
Asst. Varsity Football	\$5,074	\$5,627	\$6,179	\$6,360
Varsity Coed XC	\$5,074	\$5,627	\$6,179	\$6,360
Asst. XC	\$3,448	\$3,999	\$4,551	\$4,732
Varsity Volleyball	\$5,074	\$5,627	\$6,179	\$6,360
JV Volleyball	\$3,448	\$3,999	\$4,551	\$4,732
Varsity Boys' Basketball	\$6,897	\$7,447	\$8,000	\$8,178
JV Boys' Basketball	\$5,074	\$5,627	\$6,179	\$6,360
Freshman Basketball	\$2,839	\$3,390	\$3,938	\$4,124
Varsity Girls' Basketball	\$6,897	\$7,762	\$8,000	\$8,178
JV Girls' Basketball	\$5,074	\$5,627	\$6,179	\$6,360
Unified Sports	\$6,078	\$6,633	\$7,184	\$7,371
Wrestling	\$6,078	\$6,633	\$7,184	\$7,371
Asst. Wrestling	\$2,255	\$2,804	\$3,357	\$3,540
Varsity Cheerleading	\$3,390	\$3,999	\$4,551	\$4,732
JV Cheerleading	\$1,625	\$3,425	\$2,723	\$2,911
Varsity Baseball	\$5,478	\$6,026	\$6,579	\$6,762
JV Baseball	\$3,652	\$4,205	\$4,753	\$4,938
Varsity Softball	\$5,478	\$6,026	\$6,579	\$6,762
JV Softball	\$3,652	\$4,205	\$4,753	\$4,938
Varsity Coed Track	\$6,897	\$7,447	\$7,999	\$8,181
Asst. Track	\$3,652	\$4,205	\$4,753	\$4,938
Varsity Boys' Track	\$5,477	\$6,026	\$6,579	\$6,851

	Step 1	Step 2	Step 3	Step 4
Position	1-2 yrs	3-4 yrs	5-10 yrs	11+ yrs
Varsity Girls' Track	\$5,477	\$6,026	\$6,579	\$6,851
Indoor Track	\$6,897	\$7,447	\$7,999	\$8,181
MS Sports (standard)	\$2,255	\$2,804	\$3,357	\$3,540
MS Cheerleading	\$1,221	\$1,773	\$2,324	\$2,506
MS Assist. Track Coach	\$1,717	\$2,004		
MS Assist. X/C Coach	\$1,717	\$2,004		

* Student enrollment must exceed 25 students for an assistant coach to be hired for cross-country and/or track at the Middle School.

APPENDIX F

GRIEVANCE PROCESS FORMS

PRINT OR TYPE

GRIEVANCE FORM A

FORMAL GRIEVANCE PRESENTATION

(To be completed by aggrieved person)

AGGRIEVED PERSON _____

DATE OF FORMAL PRESENTATION _____

HOME ADDRESS OF AGGRIEVED PERSON _____

SCHOOL _____ PRINCIPAL _____

YEARS IN SCHOOL SYSTEM _____ SUBJECT AREA OR GRADE _____

NAME OF ASSOCIATION SCHOOL REPRESENTATIVE _____

STATEMENT OF GRIEVANCE:

ACTION REQUESTED:

(Signature of Aggrieved)

PRINT OR TYPE

GRIEVANCE FORM B

DECISION OF PRINCIPAL

(To be completed by principal, or other appropriate administrator, within 5 days of formal grievance presentation)

AGGRIEVED PERSON _____

DATE OF FORMAL GRIEVANCE PRESENTATION _____

PRINCIPAL (OR OTHER SCHOOL ADMINISTRATOR) _____

DECISION OF PRINCIPAL (OR OTHER ADMINISTRATOR) AND REASONS THEREFOR:

DATE OF DECISION _____

(Signature of Principal)

AGGRIEVED PERSON'S RESPONSE:

(To be completed by aggrieved within 3 days of decision)

____ I accept the above decision of principal (or other administrator)

____ I hereby refer the above decision to the Association's Professional Rights and Responsibilities Committee for appeal to the Superintendent of Schools.

DATE OF DECISION _____

(Signature of Aggrieved)

PRINT OR TYPE

GRIEVANCE **FORM C**

REFERRAL BY PR&R COMMITTEE

(To be completed by Association PR&R Committee Chairman within 5 days of referral)

AGGRIEVED PERSON

DATE OF FORMAL GRIEVANCE PRESENTATION

CHAIRMAN OF PR&R COMMITTEE

DATE REFERRAL RECEIVED BY PR&R

OPINION OF ASSOCIATION PR&R COMMITTEE AND REASONS THEREFORE:
(OPTIONAL)

_____ The attached grievance is hereby referred to the Superintendent of Schools for a hearing.

DATE OF REFERRAL _____

(Signature of PR&R Chairman)

PRINT OR TYPE

GRIEVANCE **FORM D**

DECISION BY SUPERINTENDENT

(To be completed by Superintendent of Schools within 5 days of hearing with aggrieved and Association PR&R Committee representatives; hearing to be held within 10 days after receipt of appeal)

AGGRIEVED PERSON

DATE OF FORMAL GRIEVANCE PRESENTATION

DATE APPEAL RECEIVED BY
SUPERINTENDENT

DATE HEARING HELD BY
SUPERINTENDENT

DECISIONS OF SUPERINTENDENT AND REASONS THEREFOR:

DATE OF REFERRAL _____

(Signature of Superintendent)

AGGRIEVED PERSON'S RESPONSE:

(To be completed by aggrieved within 3 days of decision)

_____ I accept the above decision of the Superintendent of Schools.

_____ I hereby refer the above decision to the Association's Professional Rights and Responsibilities Committee, to the Board of Education for a review of this grievance.

DATE OF RESPONSE _____

(Signature of Aggrieved)

REVIEW BY BOARD OF EDUCATION

AGGRIEVED PERSON _____

DATE OF FORMAL GRIEVANCE PRESENTATION _____

PR&R COMMITTEE REFERRAL TO BOARD:

(To be completed within 3 days of PR&R receipt of appeal from aggrieved)

DATE OF REFERRAL TO BOARD _____

(Signature of PR&R Chairman)

BOARD RESPONSE:

(To be completed by Board of Education Chairman within 5 days after Board hearing with aggrieved and Association PR&R Committee representatives; Board hearing to be held within 10 days after receipt of appeal.)

DATE APPEAL RECEIVED BY
BOARD OF EDUCATION _____DATE HEARING HELD BY
BOARD OF EDUCATION _____**DECISION OF SUPERINTENDENT AND REASONS THEREFOR:**

DATE OF DECISION _____

(Signature of Board Chair)

AGGRIEVED PERSON'S RESPONSE:

(To be completed by aggrieved within 3 days of decision)

_____ I accept the above decision of the Board of Education.

_____ I hereby request that the Association submit this grievance to arbitration.

DATE OF RESPONSE _____

(Signature of Aggrieved)

DETERMINATION REGARDING ARBITRATION

(To be completed by Association President and PR&R Committee Chairman within 5 days of receipt of request from aggrieved that grievance be submitted to arbitration.)

AGGRIEVED PERSON

DATE OF FORMAL GRIEVANCE PRESENTATION

ASSOCIATION PRESIDENT

DATE REQUEST RECEIVED FOR ARBITRATION

DETERMINATION BY ASSOCIATION:

_____ The Association, through its PR&R Committee, has determined that this grievance is not meritorious and/or that submitting it to arbitration is not in the best interests of the school system. The grievance therefore is closed.

_____ The Association, through its PR&R Committee, has determined that this grievance is meritorious and that submitting it to arbitration is in the best interests of the school system. The grievance therefore is hereby submitted to arbitration.

DATE OF DETERMINATION _____

(Signature of PR&R Chairman)_____
(Signature of Association President)**DESIGNATION OF ARBITRATOR:**

(To be completed by Board Chairman and Association President within 5 days of submission to Board of Association determination to submit grievance to arbitration.)

The parties have agreed upon and selected _____
(Name of Arbitrator)

as the arbitrator to whom the appended grievance is hereby submitted.

DATE OF DESIGNATION _____

(Signature of Association President)_____
(Signature of Board Chair)

APPENDIX I

Summary of Benefits –

State Partnership Plan:

Point-of-Service (POS)
Health Insurance Plan

&

Vision Rider

&

Health Enhancement Plan (HEP)

(See Next Pages)



A Great Opportunity for Very Valuable Healthcare Coverage

Welcome to the Connecticut (CT) Partnership Plan—a low-/no-deductible Point of Service (POS) plan now available to you (and your eligible dependents up to age 26) and other non-state public employees who work for municipalities, boards of education, quasi-public agencies, and public libraries.

The CT Partnership Plan is the same Expanded Access plan currently offered to State of Connecticut employees. You get the same great healthcare benefits that state employees get, including \$15 in-network office visits (average actual cost in CT: \$150*), free preventive care, and \$5 or \$10 generic drug copays for your maintenance drugs. You can see any provider (e.g., doctors, hospitals, other medical facilities) you want—in- or out-of network. But, when you see in-network providers, you pay less. That's because they contract with Anthem Blue Cross and Blue Shield (Anthem)—the plan's administrator—to charge lower rates for their services. You have access to Anthem's State Bluecare POS network in Connecticut, and access to doctors and hospitals across the country through the BlueCard® program.

When you join the CT Partnership Plan, the state's Health Enhancement Program (HEP) is included. HEP encourages you to get preventive care screenings, routine wellness visits, and chronic disease education and counseling. When you remain compliant with the specific HEP requirements on page 6, you get to keep the financial incentives of the HEP program!

Look inside for a summary of medical benefits, and or visit carecompass.ct.gov/ctpartner.

*Source: Healthcare Bluebook: healthcarebluebook.com

BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Preventive Care (including adult and well-child exams and immunizations, routine gynecologist visits, mammograms, colonoscopy)	\$0	20% of allowable UCR* charges
Annual Deductible (amount you pay before the Plan starts paying benefits)	Individual: \$350 Family: \$350 per member (\$1,400 maximum) Waived for HEP-compliant members	Individual: \$300 Family: \$900
Coinsurance (the percentage of a covered expense you pay after you meet the Plan's annual deductible)	Not applicable	20% of allowable UCR* charges
Annual Out-of-Pocket Maximum (amount you pay before the Plan pays 100% of allowable/UCR* charges)	Individual: \$2,000 Family: 4,000	Individual: \$2,300 (includes deductible) Family: \$4,900 (includes deductible)
Primary Care Office Visits	\$15 copay (\$0 copay for Preferred Providers)	20% of allowable UCR* charges
Specialist Office Visits	\$15 copay (\$0 copay for Preferred Providers)	20% of allowable UCR* charges
Urgent Care & Walk-In Center Visits	\$15 copay	20% of allowable UCR* charges
Acupuncture (20 visits per year)	\$15 copay	20% of allowable UCR* charges
Chiropractic Care	\$0 copay	20% of allowable UCR* charges
Diagnostic Labs	\$0 copay (your doctor will need to get prior authorization for high-cost testing)	20% of allowable UCR* charges (you will need to get prior authorization for high-cost testing)
Durable Medical Equipment	\$0 (your doctor may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)

1 IN NETWORK: Within your carrier's immediate service area, no co-pay for preferred facility. 20% cost share at non-preferred facility.
Outside your carrier's immediate service area: no co-pay.

1 OUT OF NETWORK: Within your carrier's immediate service area, deductible plus 40% coinsurance.
Outside of carrier's immediate service area: deductible plus 20% coinsurance.

(continued on next page)

2

BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Emergency Room Care	\$250 copay (waived if admitted)	\$250 copay (waived if admitted)
Eye Exam (one per year)	\$15 copay	50% of allowable UCR* charges
**Infertility (based on medical necessity)		
Office Visit	\$15 copay	20% of allowable UCR* charges
Outpatient or Inpatient Hospital Care	\$0	20% of allowable UCR* charges
**Inpatient Hospital Stay	\$0	20% of allowable UCR* charges
Mental Healthcare/Substance Abuse Treatment	\$0	20% of allowable UCR* charges (you may need to get prior authorization)
**Inpatient		
Outpatient	\$15 copay	20% of allowable UCR* charges
Nutritional Counseling (Maximum of 3 visits per Covered Person per Calendar Year)	\$0	20% of allowable UCR* charges
**Outpatient Surgery	\$0	20% of allowable UCR* charges
**Physical/Occupational Therapy	\$0	20% of allowable UCR* charges, up to 60 inpatient days and 30 outpatient days per condition per year
Foot Orthotics	\$0 (your doctor may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)
Speech therapy: Covered for treatment resulting from autism, stroke, tumor removal, injury or congenital anomalies of the oropharynx	\$0	Deductible plus Coinsurance (30 visits per Calendar Year)
Medically necessary treatment resulting from other causes is subject to Prior Authorization	\$0 (30 visits per Covered Person per Calendar Year)	Deductible plus Coinsurance (30 visits per Calendar Year)

*Usual, Customary and Reasonable. You pay 20% coinsurance based on UCR, plus you pay 100% of amount provider bills you over UCR.

** Prior authorization required: If you use in-network providers, your provider is responsible for obtaining prior authorization from Anthem. If you use out-of-network providers, you are responsible for obtaining prior authorization from Anthem.

When you need information about your benefits...

CareCompass.CT.gov is your one-stop shop for benefits and general information on your coverage. Click Partnership to view medical, dental, pharmacy and vision benefit information.

- Access your personalized benefits portal at **carecompass.quantum-health.com**, or by clicking Sign In on the Care Compass home page
- To view forms, visit **CareCompass.CT.gov/forms**, or click the Forms button at the bottom of the Care Compass home page.

When you need benefits support...

You and any enrolled dependents can speak with a personal **Care Coordinator** (833-740-3258) for help understanding your benefits, finding a doctor, and dealing with the complexities of health care. Quantum Health makes it easier for you to navigate your benefits and access the right care for you by coordinating with your medical, pharmacy, and dental member service teams. Chat with a Care Coordinator 8:30 a.m. – 10 p.m., Monday – Friday, at 833-740-3258, or send a message through your secure portal.

When Seeking Mental Health Support...

It's important to care for your mental and emotional health and your plan makes it easy to find providers and resources. Your benefits include coverage for mental health coaching, therapy, substance use treatment, and addiction recovery. Learn more at **CareCompass.ct.gov/mental-health**.

When you need to find the best provider or to find a location for a routine lab test...

Visit your Quantum Health benefits portal, select **Provider Search**. You pay nothing—\$0 copay—for lab tests, if you visit a preferred Site of Service provider. To find a Site of Service provider, visit your personalized benefits portal at **CareCompass.quantum-health.com**. If you select a provider designated as a "Provider of Distinction", you will **earn a gift card**. Note: The amount of the reward varies by procedure or condition. To view a full list of procedures and incentives, visit **CareCompass.CT.gov/providersofdistinction**.

When you're injured...

Your health plan has resources to help you through orthopedic injuries, from diagnosis to minor aches and pains, to surgery and recovery.

Get help diagnosing minor or lingering injuries through a virtual visit. Your provider will help create a rehab program you can do at home.

For surgical procedures, find the best providers for the care you need. Learn more at **CareCompass.CT.gov/orthopedics**.

Need to Manage or Want to Reverse Diabetes...

Get help managing Type 1 or Type 2 Diabetes with Virta Health. Members are connected and supported with access to a diabetes health coach and receive free testing supplies and tips to manage their A1c. In the diabetes reversal program, where members with Type 2 Diabetes can learn to eat their way to better health with personalized nutrition plans and support from medical providers, professional coaches, and digital health tools.

Need Help Preventing Diabetes...

If you have prediabetes, the digital Diabetes Prevention Program can help you prevent diabetes by focusing on lifestyle changes. This is a 12-month group participation program with health coaches and nurses to help you build healthier habits to prevent the onset of diabetes.

To learn more about these programs, visit **CareCompass.CT.gov/diabetes**.

Want to Learn About Well-being...

30-minute health seminars led by health professionals include ways to manage stress, quit smoking, boost immunity, choose healthy foods, practice meditation, chair exercises, and more. You can also meet your **HEP Chronic Condition education** requirement by attending the corresponding "Basics" seminar.

To see the upcoming schedule, visit **CareCompass.CT.gov/healthy-living**, and click "Wellbeing Seminars"

Prescription Drugs	Maintenance* (31-to-90-day supply)	Non-Maintenance (up to 30-day supply)	HEP Chronic Conditions
Generic (preferred/non-preferred)**	\$5/\$10	\$5/\$10	\$0
Preferred/Listed Brand Name Drugs	\$25	\$25	\$5
Non-Preferred/Non-Listed Brand Name Drugs	\$40	\$40	\$12.50
Annual Out-of-Pocket Maximum	\$4,600 Individual/\$9,200 Family		

+ Initial 30-day supply at retail pharmacy is permitted. Thereafter, 90-day supply is required—through mail-order or at a retail pharmacy participating in the State of Connecticut Maintenance Drug Network.

++ Prescriptions are filled automatically with a generic drug if one is available, unless the prescribing physician submits a Coverage Exception Request attesting that the brand name drug is medically necessary.

Preferred and Non-Preferred Brand-Name Drugs

A drug's tier placement is determined by Caremark's Pharmacy and Therapeutics Committee, which reviews tier placement each quarter. If new generics have become available, new clinical studies have been released, new brand-name drugs have become available, etc., the Pharmacy and Therapeutics Committee may change the tier placement of a drug.

If your doctor believes a non-preferred brand-name drug is medically necessary for you, they will need to complete the Coverage Exception Request form (available at www.osc.ct.gov/ctpartner) and fax it to Caremark. If approved, you will pay the preferred brand co-pay amount.

If You Choose a Brand Name When a Generic Is Available

Prescriptions will be automatically filled with a generic drug if one is available, unless your doctor completes Caremark's Coverage Exception Request form and it is approved. (It

is not enough for your doctor to note "dispense as written" on your prescription; a separate form is required.) If you request a brand-name drug over a generic alternative without obtaining a coverage exception, you will pay the generic drug co-pay PLUS the difference in cost between the brand and generic drug.

Mandatory 90-day Supply for Maintenance Medications

If you or your family member takes a maintenance medication, you are required to get your maintenance prescriptions as 90-day fills. You will be able to get your first 30-day fill of that medication at any participating pharmacy. After that your two choices are:

- Receive your medication through the Caremark mail-order pharmacy, or
- Fill your medication at a pharmacy that participates in the State's Maintenance Drug Network (see the list of participating pharmacies on www.osc.ct.gov/ctpartner) and scroll down to Pharmacy under Benefit Summaries.)

The Health Enhancement Program (HEP) is a component of the medical plan and has several important benefits. First, it helps you and your family work with your medical providers to get and stay healthy. Second, it saves you money on your healthcare. Third, it will save money for the Partnership Plan long term by focusing healthcare dollars on prevention.

Health Enhancement Program Requirements

You and your enrolled family members must get age-appropriate wellness exams, early diagnosis screenings (such as colorectal cancer screenings, Pap tests, and mammograms). **Here are the HEP Requirements:**

PREVENTIVE SCREENINGS	Dependent Requirements	Employee and Spouse Requirements				
	6-25 years	18-29 years	30-39 years	40-49 years	50-64 years	65+ years
Preventive Visit		Every 2 years				
Dental Cleaning	At least 1 per year	At least 1 per year				
Cholesterol Screening		Every 5 years (age 20+)				
Breast Cancer Screening (for women)		N/A		Mammogram every 2 years to age 75		
Cervical Cancer Screening (for women)		Pap every 3 years (age 21+)	Pap only every 3 years or Pap/HPV combo every 5 years			N/A
Colorectal Cancer Screening		N/A		Colonoscopy every 10 years (45+), Cologuard screening every 3 years, or Annual FIT/FOBT to age 75		

To check your Health Enhancement Program compliance status, visit [CareCompass.CT.gov](https://carecompass.ct.gov), then [sign in](#) or [register](#) for your Quantum Health benefits portal. To view your status, click the [My Health](#) tab in your portal.

You can also download the MyQHealth app on the App Store or Google Play.

Additional Requirements for Those With Certain Conditions

If you or any enrolled family member has 1) Diabetes (Type 1 or 2), 2) asthma or COPD, 3) heart disease/heart failure, 4) hyperlipidemia (high cholesterol), or 5) hypertension (high blood pressure), you and/or that family member will be required to participate in a disease education and counseling program for that particular condition. You will receive free office visits and reduced pharmacy copays for treatments related to your condition.

These particular conditions are targeted because they account for a large part of our total healthcare costs and have been shown to respond particularly well to education and counseling programs. By participating in these programs, affected employees and family members will be given additional resources to improve their health.

If You Do Not Comply with the requirements of HEP

If you or any enrolled dependent becomes non-compliant in HEP, your premiums will be \$100 per month higher and you will have an annual \$350 per individual (\$1,400 per family) in-network medical deductible.

Quantum Health is the administrator for the Health Enhancement Program (HEP) and gives you access to your personalized health benefits portal. The HEP participant portal features tips and tools to help you manage your health and your HEP requirements. Login to your personal benefit portal at carecompass.quantum-health.com to:

- View HEP preventive and chronic requirements and download HEP forms
- Check your HEP preventive and chronic compliance status
- Complete your chronic condition education and counseling compliance requirement
- Send a secure message to a Care Coordinator for benefits assistance
- Connect you to your medical, pharmacy, dental and other healthcare services covered in your plan- with just one login.

Quantum Health: (833)740-3258, 8:30 a.m.-10 p.m. ET, Mon.-Fri.

Care Compass is your hub for your health benefits: CareCompass.CT.gov/ctpartner

General benefit questions, Medical, and Health Enhancement Program (HEP)

Quantum Health- Care Coordinators

CareCompass.CT.gov/ctpartner or login to your benefits portal from Care Compass

833-740-3258

Prescription drug benefits

CVS Caremark

CareCompass.CT.gov/ctpartner/pharmacy or login to your benefits portal from Care Compass

1-800-318-2572

Dental and Vision Rider benefits (if applicable)

Cigna

CareCompass.CT.gov/ctpartner/dental

CareCompass.CT.gov/ctpartner/vision

or login to your benefits portal from Care Compass

1-800-244-6224

Office of the State Comptroller, Healthcare Policy & Benefit Services Division

www.osc.ct.gov/ctpartner

860-702-3560

For details about specific plan benefits and network providers, contact the insurance carrier. If you have questions about eligibility, enrolling in the plans or payroll deductions, contact your Payroll/Human Resources office.

State of Connecticut Partnership Plan 2.0 - Vision

Effective Dates: July 01, 2026 – June 30, 2027

This is a summary of benefits for your vision plan.

Cigna Vision Benefits		
Benefit	In-Network	Out-of-Network
Materials Copay	\$0	N/A
Single Vision Lenses	Covered in Full	\$40 Allowance
Bifocal Lenses	Covered in Full	\$65 Allowance
Trifocal Lenses	Covered in Full	\$75 Allowance
Lenticular Lenses	Covered in Full	\$100 Allowance
Contact Lenses (Retail Allowance)		
Elective	\$360 Allowance	\$345 Allowance
Therapeutic	Covered in Full	\$345 Allowance
Frame (Retail Allowance)	\$175 Allowance	\$126 Allowance

Cost Per Employee Per Month

Employee Only	\$ 8.11
Employee + 1	\$ 15.03
Employee + Family	\$ 24.50

Frequency is 12 months for lenses, contact lenses, and frames.

In-Network Benefits Include:

One pair of prescription plastic or glass lenses, all ranges of prescriptions (powers and prisms)

Lens Options:

- Standard Polycarbonate: covered for under 18 years of age; min. 20% save, \$40 out-of-pocket max. for adults
- Oversize lenses: covered under plan
- Rose Tints: #1 and #2 - covered under plan
- Solid Tints: min. 20% save, \$15 out-of-pocket max.
- Gradient Tints: \$20 out-of-pocket max.
- Standard photochromic: 20% save, \$78 out-of-pocket max.
- Standard anti-reflective coating: min. 20% save, \$45 out-of-pocket max.
- Standard scratch/UV coating: min. 20% save, \$17 out-of-pocket max.
- Progressive lenses: covered up to bifocal lens amount with 20% savings on the difference;
- \$81 out-of-pocket max. for standard lens

One frame of choice covered up to retail plan allowance, plus a 20% savings on amount that exceeds frame allowance.

One pair or a single purchase supply of contact lenses - in lieu of lenses and frame benefit, (may not receive contact lenses and frames in same benefit year). Allowance applied towards cost of supplemental contact lens professional services (including the fitting and evaluation), and contact lens materials.

Vision Network Savings Program:

- Minimum 20% savings on additional purchases of frames and/or lenses, including lens options, with a valid prescription;
- offered savings does not apply to contact lens materials. Check with your Cigna Vision Network Provider for details.

To Locate a Provider:

1. www.cigna.com Online Provider Directory:

Click on "Find a Doctor" at the top of the page.

Choose the "Eye Doctor" radio button and enter your search criteria.

2. www.myCigna.com: You can search for a provider by name, specialty or location after you enroll for coverage and your plan has taken effect.



APPENDIX J

Summary of Benefits State Partnership Plan:

**Dental Plan 1
(with Rider A)**

&

**Dental Plan 2
(with Riders A, B, C, D)**

(See Next Pages)

Cigna Dental Partnership Plans Effective 7/1/2026

Rates below are for new groups effective 7/1/2026-6/30/2027
 For network access information please contact the Partnership Plan for more details
 Please contact the State Partnership Plan for a comparison vs current or to discuss a custom plan.

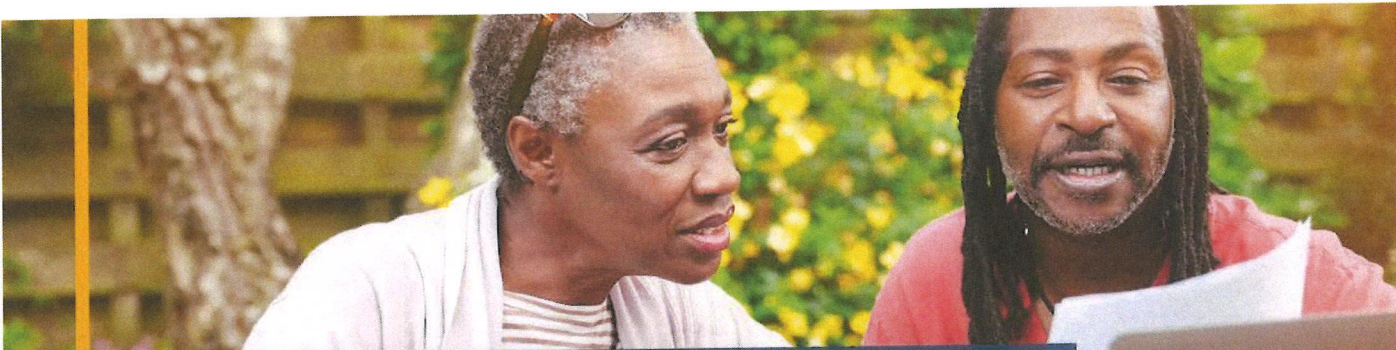
	Option 1: DPPO Plan 1 with or without DHMO	Option 2: DPPO Plan 2 with or without DHMO	Offer Current State Plans		
Plan Name	Plan 1	Plan 2	Basic	Enhanced	DHMO
Network	Any dentist	Any dentist	Any dentist	State of CT DPPO	State of CT DHMO
Out of Network Coverage	Yes, MRC2	Yes, MRC2	Yes, MRC2	Yes, low reimbursement (IAC) In network Deductible \$0 Out of network Deductible \$25/individual, \$75/family	No
Annual deductible	\$25/individual, \$75/family	None	None	Preventive, Periodontal Cleanings & Orthodontia	None
Deductible waived for	Preventive, Perio Cleaning & Orthodontia	Not applicable	Not applicable	In Network Maximum \$5000 Out of Network Maximum \$2500	Not applicable
Annual maximum per person	\$1,000	\$1,500	Unlimited	Annual Max Applies, No annual max for Periodontal cleanings, Scaling & Root Planing	Unlimited
Periodontal Care Maximum per person	Annual Max applies, No annual max for Periodontal cleanings, Scaling & Root Planing	Annual Max applies, No annual max for Periodontal cleanings, Scaling & Root Planing	Unlimited	\$500	None
Implant Maximum (per calendar year)	Not covered	Not covered	Not covered	In Network \$2000, Out of Network \$1000	No dollar annual max, frequency max applies
Ortho Lifetime Maximum per person	\$1,500	\$1,500	Not covered		None
Preventative					
X-Ray	100%	100%	100%	100%	100%
Cleanings	100%	100%	100%	100%	100%
Oral Exam	100%	100%	100%	100%	100%
Fluoride	80%	100%	In Network 80%, Out of Network 70%	100%	100%
Sealants	100%	100%	In Network 80%, Out of Network 70%	100%	100%
Basic					
Fillings	80%	80%	In Network 80%, Out of Network 70%	In Network 80%, Out of Network 70%	85%
Emergency Care	80%	80%	In Network 80%, Out of Network 70%	In Network 80%, Out of Network 70%	100%
Endodontics	80%	80%	In Network 80%, Out of Network 70%	In Network 80%, Out of Network 70%	85%
Periodontal Cleaning	80%	80%	100%	In Network 100%, Out of Network 50%	100%
Periodontal: All Other	50%	80%	50%	In Network 80%, Out of Network 50%	85%
Denture, Bridge, Crown Repair	80%	80%	In Network 80%, Out of Network 70%	In Network 80%, Out of Network 70%	85%
Simple Extractions	80%	80%	In Network 80%, Out of Network 70%	In Network 80%, Out of Network 70%	85%
General Anesthetics	Not covered	80%	not covered	In Network 80%, Out of Network 70%	85%
Major					
Crown/Inlay/Onlay	50%	67%	In Network 67%, Out of Network 50%	In Network 67%, Out of Network 50%	70%
Dentures	Not covered	67%	Not covered	50%	55%
Bridges	Not covered	67%	Not covered	50%	55%
Space Maintainers	50%	100%	In Network 67%, Out of Network 50%	In Network 80%, Out of Network 70%	100%
Oral Surgery (non Simple Extractions)	50%	80%	In Network 70%, Out of Network 50%	In Network 80%, Out of Network 50%	85%
Implants	Not covered	Not covered	Not covered	50%	55%
Orthodontia					
Braces	50%	50%	Not covered	50%	55%
Child & Adults	Yes	Child only	Not covered	Yes	Yes
Rates					
Employee	\$ 42.23	\$ 53.06	\$ 49.96	\$ 47.99	\$ 30.67
Employee + 1	\$ 81.02	\$ 103.04	\$ 107.70	\$ 105.56	\$ 67.49
Employee + Family	\$ 130.94	\$ 169.03	\$ 166.35	\$ 163.13	\$ 82.82

Please note the exhibit is a high level overview of the benefits, full benefit summaries by plan are available by contacting the State Partnership Plan.

APPENDIX K

Summary of Benefits – Life Insurance

(See Next Pages)



CONTINUE CARING FOR YOUR LOVED ONES EVEN AFTER YOU'RE GONE.

COMPASSIONATE SERVICES BEYOND YOUR BENEFITS

It feels good, knowing that you're supporting those who depend on you. But sometimes that support needs to go beyond paying the bills. Your Life insurance coverage comes with access to a suite of services that go beyond the financial benefits – helping you and your loved ones through the moments that matter.

Some of the services available:



... **Will Preparation:** Step-by-step guidance and support for preparing a will.



... **Funeral Planning:** Detailed instructions and on-demand assistance available to help plan a funeral, burial and/or cremation.

GRIEF SUPPORT FOR YOUR BENEFICIARIES

Your loved ones don't have to deal with loss on their own. They'll have access to an online tool that offers personalized checklists of practical tasks. And they'll have compassionate people to talk to who are there to listen and offer support. They can help your beneficiaries better understand some of the challenges that come with loss like:

- Estate planning and probate management
- Immediate arrangements
- Account deactivation
- And more

HOW TO ACCESS THESE SERVICES?

Register online at join.empathy.com/hartfordcare

Once you register, access these services by calling **229-544-2332**.

Support, compassion and guidance are available for you and your loved ones.
REGISTER ONLINE TODAY.



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Life Form Series includes GBD-1000 A (10/08), GBD-1100 (10/08), or state equivalent.
2137337 12/23

SCHEDULE OF INSURANCE

The benefits described herein are those in effect as of: April 1, 2026

Cost of coverage:

Non-Contributory Coverage:

Basic Life Insurance
Basic Accidental Death and Dismemberment

Eligible Class(es) For Coverage: All Full-time Active Employees who are custodian(s), secretary(s), van driver(s) or teacher's aids/paraprofessional(s) who are citizens or legal residents of the United States, its territories and protectorates; excluding temporary, leased or seasonal employees.

Full-time Employment: at least 20 hours weekly

Eligibility Waiting Period for Coverage:

The first day of the month coinciding with or next following the date You were hired.
The time period(s) referenced above is continuous.

The Eligibility Waiting Period for Coverage will be reduced by the period of time You were a Full-time Active Employee with the Employer under the Prior Policy.

Life Insurance Benefit

Basic Amount of Life Insurance:

Maximum Amount

\$30,000

Accidental Death and Dismemberment Benefit

Basic Principal Sum

Maximum Amount

\$30,000

Reduction in Amount of Life Insurance

We will reduce the Amount of Life Insurance for You by any Amount of Life Insurance in force, paid or payable:

- 1) in accordance with the Conversion Right;
- 2) under the Portability Provision; or
- 3) under the Prior Policy.

Reduction in Coverage Due to Age

We will reduce the Life Insurance Benefit and Principal Sum for You by the percentage indicated in the table below. This reduction will be effective on the date You attain the ages shown below. The reduction will apply to the Amount of Life Insurance and Principal Sum in force immediately prior to the first reduction made.

These reductions also apply if:

- 1) You become covered under The Policy; or
- 2) Your coverage increases;

on or after the date You attain age 70.

Percentage by which original amount of coverage
will be reduced.

Your Age

**Your %
Reduction**

3

70	35%
75	55%

The reduced amount of coverage will be rounded to the next higher multiple of \$500, if not already a multiple of \$500. An appropriate adjustment in premium will be made.

Additional Accidental Death and Dismemberment Benefits

Seat Belt Benefit

Percentage of Accidental Death and Dismemberment Principal Sum: 10%
Maximum Amount: \$10,000
Minimum Amount: \$1,000

Air Bag Benefit

Percentage of Accidental Death and Dismemberment Principal Sum: 5%
Maximum Amount: \$5,000

Repatriation Benefit

Percentage of Accidental Death and Dismemberment Principal Sum: 5%
Maximum Amount: \$5,000

Child Education Benefit

Percentage of Accidental Death and Dismemberment Principal Sum: 5%
Maximum Amount: \$5,000
Minimum Amount: \$1,250

Day Care Benefit

Percentage of Accidental Death and Dismemberment Principal Sum: 5%
Maximum Amount: \$5,000
Minimum Amount: \$1,250

Rehabilitation Benefit

Percentage of Accidental Death and Dismemberment Principal Sum: 5%
Maximum Amount: \$5,000

Spouse Education Benefit

Percentage of Accidental Death and Dismemberment Principal Sum: 5%
Maximum Amount: \$5,000
Minimum Amount: \$1,250

Adaptive Home and Vehicle Benefit

Percentage of Accidental Death and Dismemberment Principal Sum: 5%
Maximum Amount: \$5,000

ELIGIBILITY AND ENROLLMENT

Eligible Persons: *Who is eligible for coverage?*

All persons in the class or classes shown in the Schedule of Insurance will be considered Eligible Persons.

Eligibility for Coverage: *When will I become eligible?*

You will become eligible for coverage on the later of:

- 1) the Policy Effective Date;
- 2) the date You become a member of an Eligible Class; or
- 3) the date You complete the Eligibility Waiting Period for Coverage shown in the Schedule of Insurance, if applicable.

Enrollment: *How do I enroll for coverage?*

Your Employer will automatically enroll You. However, You will be required to complete a beneficiary designation form.

APPENDIX L

Summary of Benefits – Flexible Spending Accounts; Healthcare & Dependent Care

(See Next Pages)

Flexible Spending Account (FSA)

Section 125 Program

The East Windsor Board of Education maintains an optional Section 125 Program with two Flexible Spending Accounts ("FSA"s): 1) a standard, General Purpose health care FSA ("Healthcare Flexible Spending Account") and a Dependent Care FSA. The purpose of these Section 125 plans is to enable eligible teachers to divert a portion of their gross salaries, prior to reduction for federal income or Social Security taxes for "Medical Care" Expenses and "Dependent Care" Expenses, and have the following conditions:

- ***Healthcare Flexible Spending Account FSA:*** The "General Purpose" *Healthcare FSA* has a maximum of \$3,400 per plan year (in 2026). The limits are often adjusted annually by federal law. The health care contributions go into an account through Health Equity from which, during the plan year, the member can be reimbursed for covered health care expenses per the IRS.

This FSA is available to employees who participate in the State Partnership Plan or other non-HSA plan. This General Purpose FSA cannot be used by persons enrolled in a high deductible health plan (HDHP) paired with a Health Savings Account (HSA).

The qualified expenses for this FSA are for "Medical Care" expenses as defined by the IRS Section 213 (d) code. The contribution limit is per person, per employer – not per tax return – so in the case of married employees, if both spouses have access to their own FSAs per work, each spouse can contribute the full amount to each employer FSA (unlike the rules Dependent Care FSA – see below).

- ***Dependent Care FSA:*** The *Dependent Care FSA* has a maximum of \$7,500 (or \$3,750 if married, filing separately) contribution per plan year (in 2026) for dependent care and may be adjusted annually by federal law. The dependent care contributions go into an account through Health Equity from which, during the course of the plan year, the employee can be reimbursed for their covered dependent care expenses per IRS guidelines.

Health Equity administers the FSAs for East Windsor Board of Education employees. Please also see the informational fliers in this Appendix and the Health Equity website at <https://healthequity.com/fsa> for more details on this benefit.

April 2026

QUICKSTART GUIDE

Your Flexible Spending Account



At-a-Glance

Your FSA:
The Essentials

Managing Your Account

Using Your FSA Dollars

Register online now!

If you haven't registered online yet, please do so today. To register, just visit www.healthequity.com/wageworks and click "LOG IN/REGISTER" and select "Employee Registration." You'll need to answer a few simple questions and create a username and password.

Questions?

HealthEquity makes it easy for you to get the help you need now. Please call us at 877-924-3967 or visit the Support Center at www.healthequity.com/wageworks where you will find answers to frequently asked questions, important forms, videos and other useful resources.

Download the EZ Receipts® mobile app!

Use your mobile device to file claims and take care of your account paperwork from anywhere. Go to www.healthequity.com/wageworks to learn more.

Welcome to HealthEquity. Start Saving. Here's How.

Welcome to your healthcare and/or dependent care flexible spending account (FSA) sponsored by your employer and brought to you by HealthEquity.

Your FSA is a great way to save on hundreds of eligible expenses like prescriptions, copayments, over-the-counter (OTC) items, and child and elder care.

Your FSA: The Essentials

Your FSA is governed by IRS regulations that detail who is eligible to use the account and where and how the money in it is to be used. Your FSA was designed to be simple. To keep it that way, it's important to comply with the IRS regulations that govern the program. The following guidelines will help you avoid any inconvenience.

- **Make sure account funds are only spent on expenses for those who are eligible.** Typically, those eligible are you, your spouse and your eligible dependents.
- **Know what expenses are eligible.** Log in to your account at www.healthequity.com/wageworks for a complete list of eligible healthcare expenses. Generally, eligible healthcare expenses include services and products that are medically necessary to treat a specific condition. Dependent care expenses typically include care provided for your qualifying child (under age 13) or other qualifying dependent so you can work.
- **Keep your receipts.** Save receipts that describe exactly what you paid for. Make sure the amount and service date—not the payment date—are included.
- **Over-the-counter (OTC) medications, drugs and menstrual care products.** You can pay for items out of pocket and use Pay Me Back to submit your claim to HealthEquity for reimbursement. Pay Me Back claims can be submitted online, or with your smartphone or mobile device. (FSA plans vary by employer, and these changes do not necessarily change the benefits under your employer's plan.)
- **Register for an online account at www.healthequity.com/wageworks.** When you register online and provide a current email, you ensure that you will have 24/7 access to your account and will be automatically signed up to receive important updates and alerts. You also must have an account to use the mobile app and take advantage of features like Submit Receipt or Claim.
- **Keep track of your FSA balance.** Plan ahead to make sure you spend the full amount of your balance

HealthEquity®



Horace Mann

QUICKSTART GUIDE

Managing Your Account

You can manage and check up on your account through HealthEquity online or over the phone. The "Claims and Activity" page online details all your account activity.

For the latest information, visit www.healthequity.com/wageworks and log in to your account 24/7. In addition to reviewing your most recent FSA activity, you can:

- Update your account preferences and personal information.
- View your transactions and account history.
- Schedule payments to healthcare and dependent care providers.
- Check the complete list of eligible expenses for your FSA program.
- Download the EZ Receipts app to file claims.

Using Your FSA Dollars

When you pay for an eligible healthcare and dependent care expense, you want to put your FSA to work right away. HealthEquity gives you several options to use your money the way you choose.

Automatic Health Plan Claim (AHPC) – When you visit a healthcare provider such as a doctor or dentist, your insurance carrier later provides the amount of the transaction not covered by the health plan to HealthEquity. This amount represents the "out-of-pocket" cost for which your FSA can be used. HealthEquity uses this data to initiate payment directly to you from your Healthcare FSA.

If you do not wish to auto pay from your account, simply follow the instructions below.

- Log in to your FSA at www.healthequity.com/wageworks.
- From the Dashboard, select your Health Care FSA program then click on the "Program Options" link.
- Under "Your Options" select the "Automatic Health Plan Claims" "Off" radio button.
- Click "Save Changes."

Using your Mobile Device

With the EZ Receipts mobile app, you can file and manage your reimbursement claims on the spot, with a click of your mobile device camera, from anywhere.

To use EZ Receipts:

- Download at www.healthequity.com/wageworks/employees/go-mobile.
- Log in to your account.
- Choose the type of receipt from the simple menu.
- Enter some basic information about the claim.
- Use your mobile device camera to capture the documentation.
- Submit the image and details to HealthEquity.

Paying online

You can pay many of your eligible healthcare and dependent care expenses directly from your FSA with no need to fill out paper forms.* It's quick, easy, secure and available online at any time.

To pay a provider:

- Log in to your FSA at www.healthequity.com/wageworks.
- Select "Submit Receipt or Claim."
- Request "Pay My Provider" from the menu and follow the instructions.
- Make sure to provide an invoice or appropriate documentation. When you're done, HealthEquity will schedule the checks to be sent in accordance with the payment guidelines. If you pay for eligible, recurring expenses, follow the online instructions to set up automatic payments.

*You must, however, provide documentation. For more information about the documentation requirements and payment guidelines, visit www.healthequity.com/wageworks.

Filing a claim

You also can file a claim online to request reimbursement for your eligible healthcare and dependent care expenses.

- Go to www.healthequity.com/wageworks, log in to your account and select "Submit Receipt or Claim."
- Select "Pay Me Back."
- Fill in all the information requested on the form and submit.
- Scan or take a photo of your receipts, EOBs and other supporting documentation.
- Attach supporting documentation to your claim by using the upload utility.
- Make sure your documentation includes the five following pieces of information required by the IRS:
 - Date of service or purchase
 - Detailed description
 - Provider or merchant name
 - Patient name
 - Patient portion or amount owed

Most claims are processed within one to two business days after they are received, and payments are sent shortly thereafter.

If you prefer to submit a paper claim by fax or mail, download a Pay Me Back claim form at www.healthequity.com/wageworks and follow the instructions for submission.

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Flexible Spending Account

A healthcare FSA lets you use tax-free money to pay for eligible medical, dental, and vision expenses.¹ So you spend less on the healthcare you need. FSA paycheck deductions are tax-free too, which helps reduce your taxable income. The more you contribute, the more you save.

- ✓ Access annual contribution amount on day one.
- ✓ Pay for your spouse and dependents too.
- ✓ Plan ahead because FSA funds eventually expire.

Less tax. More paycheck.

Get \$20 tax savings for every \$100 you contribute.²

FSA

Tax-free

No FSA

Taxed

FSA Contribution Limit³
\$3,400



See how much
you can save.

HealthEquity.com/Learn/FSA

Scan to download the
HealthEquity mobile app.



Already enrolled?
Set up your account
directly in the app.
No need to go online.

Spend tax-free on
eligible expenses.

- Medical
- Vision
- Dental
- Rx and OTC

Discover more: HealthEquity.com/QME

¹FSAs are never taxed at a federal income tax level when used appropriately for eligible healthcare expenses. Also, most states recognize FSA funds as tax deductible with very few exceptions. Please consult a tax advisor regarding your state's specific rules. | ²The example is for illustrative purposes only. Estimated savings are based on a maximum annual contribution and an assumed combined federal and state income tax bracket of 20%. Actual savings will depend on your contribution amount and taxable income and tax status. | ³Contribution limit is accurate as of 10/09/25. Each fall the IRS updates the FSA contribution limits. For the latest information, please visit: HealthEquity.com/Learn | HealthEquity does not provide legal, tax or financial advice.

Dependent Care Flexible Spending Account

A DCFSA lets you use tax-free money to pay for eligible dependent care expenses.¹ A qualifying 'dependent' may be a child under age 13, a disabled spouse, or an older parent in eldercare. DCFSA paycheck deductions are tax-free too, which helps reduce your taxable income. The more you contribute, the more you save.

- ✓ Access funds as you make contributions.
- ✓ Enjoy fast, hassle-free reimbursement.
- ✓ Plan ahead because DCFSA funds eventually expire.

Less tax. More paycheck.

Get \$20 tax savings for every \$100 you contribute.²

DCFSA

Tax-free

No DCFSA

Taxed

DCFSA Contribution Limit³

\$7,500



See how much
you can save.

HealthEquity.com/Learn/DCFSA

Scan to download the
HealthEquity mobile app.



Already enrolled?
Set up your account
directly in the app.
No need to go online.

Spend tax-free on
eligible expenses.

- Daycare
- Babysitter
- Elder care
- Preschool

Discover more: HealthEquity.com/QME

¹DCFSA's are federally tax-deductible for eligible expenses and usually state-deductible; consult a tax advisor for details. | ²Example for illustration only; savings based on a 20% federal and state tax bracket. | ³Contribution limit accurate as of 07.14.2025. Limit increase effective 01.01.2026. See the latest info. at HealthEquity.com/learn | HealthEquity does not provide legal or tax advice.

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 written.

Patrick Tudryn, Ed.D
Superintendent, East Windsor Board of Education



(Signed)

April 21, 2026
(Date)

Patrick Tudryn

(Printed)

Eliza Johnson
President, East Windsor Education Association (EWEA)



(Signed)

April 21, 2026
(Date)

Eliza Johnson

(Printed)