

AGREEMENT BETWEEN THE  
BLOOMFIELD BOARD OF EDUCATION

AND

BLOOMFIELD EDUCATION  
ASSOCIATION

JULY 1, 2021 TO JUNE 30, 2022

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**ARTICLE I**  
**TERM AND SCOPE OF CONTRACT**

- A. This Agreement is negotiated under Section 10-153 a-n of the Connecticut General Statutes, in order to fix for its term the salaries, hours and other conditions of employment provided herein.
- B. The Association shall be the exclusive bargaining agent and representative for all certified personnel in the "teachers' unit" as defined in Section 10-153 of the Connecticut General Statutes (the Teacher Negotiation Act) with respect to salaries, hours and other conditions of employment and the negotiation of collective bargaining agreements.
- C. Unless expressly limited by a specific section of this Agreement, the rights, powers and authority held by the Board under any Town Charter, general or special act of legislature, over matters involving the Bloomfield School System, including but not limited to full control over the policies, practices, procedures and regulations with respect to employees of the Board at all its schools, shall remain vested solely and exclusively in the Bloomfield Board of Education.
- D. Nothing in this Agreement shall in any way limit or contravene the authority of the Charter of the Town of Bloomfield.

**ARTICLE II**  
**PROFESSIONAL NEGOTIATION**

Negotiation Over Successor Agreement

The Board and the Association agree to negotiate a Successor Agreement in accord with the provisions of Section 10-153 of the Connecticut General Statutes.

**ARTICLE III**  
**GRIEVANCE PROCEDURE**

- A. The purpose of the following grievance procedure shall be to settle equitably at the lowest possible administrative level issues which arise from time to time with respect to the salaries and working conditions of teachers. The Board and Association agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
- B. A "grievance" is defined as a dispute involving the interpretation or application of a specific section of this Agreement or over the interpretation or application of a specific provision of any Board policy that relates to salaries or other conditions of employment, or over a procedural violation of the teacher evaluation plan, or over any action taken or refused by Administrative personnel which an employee believes unfair to the employee. Only grievances arising out of a claimed interpretation or application of specific provisions of this Agreement or Board policy that relates to salaries or other conditions of employment can proceed to Arbitration.

Claims of unfairness of Administrative personnel and / or procedural violations of the teacher evaluation plan can proceed only to Level Two - Superintendent of Schools.

- C. Since it is important that grievances or disputes be initiated and processed as rapidly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The limits specified may, however, be extended by mutual agreement. All agreements to extend the time lines must be executed in writing.

In the event a grievance is filed on or after June 1, but before the opening of school, the time limits set forth herein will be read as weekdays (Monday through Friday exclusive of holidays) rather than school days, except that either party may extend the time limit at each level by not more than three (3) weekdays.

#### D. Filing Procedure

##### 1. Level One - Principal or Administrator involved

- a. A member of the unit with a grievance or other dispute shall submit the grievance in writing within fifteen (15) school days of the occurrence giving rise to it and discuss it with the building principal or, with the administrator whose decision or action gave rise to the grievance. The grievance shall be in writing and shall specify the grievance asserted, the section of the contract alleged to be involved, or the Board policy involved, if any. However, grievances involving action taken by the Board of Education, the Superintendent of Schools, or other Central Office supervisors or administrators shall be submitted in writing directly at Level Two Superintendent of Schools within fifteen (15) school days of the occurrence giving rise to the grievance.
- b. The building principal or administrator whose decision or action gave rise to the grievance shall represent the administration at this level of the grievance procedure. Within ten (10) school days after receipt of the written grievance, the building principal or administrator whose decision or action gave rise to the grievance shall meet with the aggrieved member of the unit and/or the President of the Association or designee.

##### 2. Level Two - Superintendent of Schools

- a. In the event that such aggrieved member of the unit is not satisfied with the disposition of the grievance at Level one, or in the event that no decision has been rendered within ten (10) school days after presentation of the grievance, the teacher may file the written grievance with the Superintendent or designee above the level of principal within five (5) school days after the decision at Level One or fifteen (15) school days after the grievance was first presented, whichever is sooner. The grievance shall be in writing and shall specify the grievance asserted, the section of

the contract alleged to be involved, or the Board policy involved, if any, and its disposition at Level One.

- b. The Superintendent or designee shall represent the administration at this level of the grievance procedure. Within ten (10) school days after receipt of the written grievance by the Superintendent or designee, the Superintendent or designee shall meet with the aggrieved member of the unit and/or the President of the Association or designee.

### 3. Level Three - Board of Education

In the event that the aggrieved member of the unit is not satisfied with the disposition of the grievance at Level Two, or in the event no decision has been rendered within ten (10) school days after having first met with the Superintendent or designee, the teacher may file a written grievance, indicating such dissatisfaction with the Board within five (5) school days after a decision by the Superintendent or designee or fifteen (15) school days after having first met with the Superintendent, whichever is sooner. Within ten (10) school days after receiving the written grievance, the Board or a committee of the Board shall meet with the aggrieved member of the unit and/or the President of the Association or designee for the purpose of resolving the grievance.

### 4. Level Four - Impartial Arbitration

- a. If the grievance is not settled at Level Three, it may be submitted, at the request of the Association only, to arbitration. The parties may select an arbitrator by mutual agreement to hear the grievance, and retain him or her privately. If the parties cannot agree on an arbitrator within ten days of the Association informing the Superintendent of the Association's intent to pursue the grievance to arbitration, the Association shall file the grievance with the American Dispute Resolution Association. Under these circumstances, the Arbitrator shall be selected from a list submitted by the American Dispute Resolution Association and the arbitration shall be conducted in accordance with their rules and regulations. The Association's request for arbitration shall be in writing and must be filed with the American Dispute Resolution Association no later than ten (10) days after receipt of the written answer or within thirty (30) days of submission to the Board, whichever is sooner.
- b. The arbitrator designated shall hear and decide only one (1) grievance at a time. The award shall be final and binding as provided by law. The arbitrator shall be bound by and must comply with all the terms of this Agreement and shall have no power to add to, subtract from, or in any way modify the provisions of this Agreement. The cost of arbitration shall be borne equally by both parties.

#### E. Miscellaneous

1. If, in the judgment of the Association a grievance affects a group or class of members of the unit, the Association may process such grievance through all levels of the grievance procedure.
2. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
3. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations shall be prepared and approved by the Board and the Association.
4. Neither the Association nor the Board, its members, representatives or agents shall interfere, restrain, or coerce the other, its members, representatives, agents or the Superintendent or designee in the performance of their respective duties and obligations imposed upon them by the laws of the State of Connecticut and the Town of Bloomfield or in the exercise of their rights conferred by this Agreement.
5. Any grievance not processed within the time limits set for each level of the grievance procedure in the Article shall be deemed to have been waived.
6. No reprisals of any kind shall be taken by the Board or by any member of the Administration or by the Association or members of the unit against anyone by reason of participation in the grievance procedure or support of any participant thereto.

### **ARTICLE IV SALARIES**

The salaries of all persons covered by this Agreement are set forth in the following definitions for teacher salary placement:

#### A. Definitions for Teacher Salary Placement

1. Level One - A Baccalaureate Degree earned at any accredited college or university.
2. Level Two - A Master's Degree earned at an accredited college or university; or the completion of thirty (30) credits beyond Level one in a program approved by accredited colleges or universities and approved by the Superintendent of Schools and the Association. All such credits earned for Level Two must be earned within a ten (10) year period.
3. Level Three - The completion of thirty (30) credits beyond Level Two at an accredited college or university in a program approved by the Board; or a "Sixth Year Certificate" from an accredited college or university in a program as approved in advance by the Board of Education; or the completion of thirty (30) credits beyond Level Two in an

academic discipline which in the judgment of the Board enables the teacher to show greater proficiency in his/her field of work; or an MSW degree in Social Work; or the completion of a 60 credit Master's program in a field such as Speech/Language and School Psychology. All such credits earned for Level Three must be earned within a seven (7) year period.

4. Level Four - A Doctor's Degree earned at an accredited college or university in an academic discipline which in the judgment of the Board enables the teacher to show greater proficiency in his/her field of work.
5. Credits beyond the Bachelor's shall be interpreted to mean credits of graduate study. Exceptions to this may be allowed at the discretion of the Superintendent of Schools provided that:
  - a. the course is initiated and completed by the teacher while an employee of the Bloomfield School System;
  - b. a written request is submitted prior to taking the course;
  - c. the course will improve the teacher's competence in the teacher's current teaching assignment.
6. Change of Degree Status - To be placed on Levels Two through Four, a teacher must file a "Degree Change Classification" Form with the office of Human Resources on or before the third Tuesday of November of the school year prior to the change taking effect, and file official transcripts, certificate, or completion of credits must be filed in the Office of the Superintendent prior to October 1<sup>st</sup> of the school year in which the change is to take effect. Once such proof is filed in the Office of Human Resources prior to October 1<sup>st</sup>, payments on the appropriate level will be made retroactive to the first day of the teacher work year. If a teacher files the evidence of such degree, certificate, or completion of credits after October 1<sup>st</sup>, the change shall take effect on the following February 1<sup>st</sup>.

#### B. Long Term Substitutes

1. Long Term Substitute teachers (certified teachers employed more than forty (40) days) will receive all contract benefits.
2. When the Board of Education knows the position will be for over forty (40) days, the Long Term Substitute shall receive contractual benefits beginning on the first day of employment.
3. Long Term Substitutes shall be placed on Step 1 of the BA lane.
4. In the event the Long Term Substitute continues to be employed by the Bloomfield Board of Education in subsequent years, he/she shall be placed on the appropriate lane and step of the salary schedule for subsequent employment, taking into account

years of experience and degree status, per Article IV, Salaries, Section C.3, of this Agreement.

5. BFEP members who are selected to take a Long Term Substitute position will:
  - a. Take a leave of absence from the BFEP in order for them to become a BEA member and keep their seniority as long as the position is not more than one year.
  - b. They will keep their BFEP health benefits.
  - c. Their BFEP sick time and personnel time will be frozen and they will be give BEA sick time and personnel time pro-rated to the length of their position.

C. Salary Schedule - All salary schedules are attached hereto as appendices:

Appendix A-1	Teachers' Salary Schedule
Appendix A-2	Differential Salary Schedule
Appendix A-2	Special Project Remuneration
Appendix A-2	Coordinators Stipend Schedule
Appendix A-3	Coaches' Salary Schedule Extra-
Appendix A-4	Curricular Salary Schedule

The BEA reserves the right to make salary proposals upon receipt of an agreement on the current Training and Experience Grid (TEG).

In addition, each year's total salary account shall be applied to all Appendices and all rates of pay contained within the Agreement for added duties/responsibilities.

D. Placement - All members of the unit shall be placed on the appropriate step in the salary schedule, taking into consideration the following:

1. Level status as defined above.
2. Number of years in the Bloomfield School System.
3. Credit for previous experience shall be evaluated by the Superintendent or his/her designee. Previous experience shall include experience as:
  - a. a teacher in another public school district(s),
  - b. a teacher in a parochial/private school(s),
  - c. a teacher at an institution(s) of higher education, and/or
  - d. a long-term substitute teacher for one or more school years.
4. No new teacher will be placed on a step higher than currently employed Bloomfield teachers having equal education and experience. When hiring in a

shortage area, as defined by the Commissioner of Education, the district may match the previous salary of a new hire, to the best of its ability, for an educator, with prior notification to the Association President.

E. Paychecks — First paycheck should be scheduled for the first Friday teachers are back in school and clarification on teachers' deductions should be issued at the same time. The last paycheck of the school year shall be distributed on the last teacher pay period of the school year regardless of the last day of school. This paycheck will be the teacher's balloon check. All teachers shall be paid via direct deposit. An individual teacher who can demonstrate undue hardship to the Superintendent of Schools or his or her designee may be excused from the requirement of payment by direct deposit.

## **ARTICLE V**

### **DUES DEDUCTION**

A. The Board agrees to deduct from the salaries of its employees dues for the Bloomfield Education Association, Connecticut Education Association, National Education Association, and any other Board and teacher approved deductions as said employees individually and voluntarily authorize in writing to the Board to deduct, and to remit the monies monthly as they are deducted beginning with the first deduction to the designated Association, or Agency.

#### **B. Dues Deductions and Agency Fee**

##### **1. Conditions of Continued Employment**

All teachers employed by the Bloomfield Board of Education shall, as a condition of continued employment, join the Association or pay an agency fee to the Association. Said agency fee shall be equal to the proportion of Association dues uniformly required of members to underwrite the cost of collective bargaining, contract administration, and grievance adjustment. In the case of a teacher employed for less than half time, the teacher's fee shall be half the award of membership dues or half the agency fee.

##### **2. Deductions**

The Bloomfield Board of Education agrees to deduct from each teacher an amount equal to the Association membership dues or agency fees by means of payroll deduction. The Board shall deduct dues from twenty (20) pay periods as determined by the Chief Operating Officer throughout the school year. The Board shall deduct agency fees from the pay of teachers who are not members of the Association in equal amounts on each pay day of each month commencing in January and ending in June. The first deduction of the agency fee shall reflect any adjustment, and the remaining service fee deductions shall be in equal installments. Under normal circumstances, the amount of Association Dues shall be certified by the Association to the Board of Education not later than August 15th of each school year. Under normal circumstances, the Agency Fee amount shall be certified by the Association to the Board of Education not later than January 15th of each

school year.

**3. Subsequent Employment**

Those teachers whose employment commences after the start of the school year shall \_\_\_\_\_ pay a pro-rated amount equal to the percentage of the remaining school year.

**4. Forwarding of Monies**

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

**5. Lists**

No later than the first paycheck in October of each school year, the Board of Education shall provide the Association with a list of all certified employees of the Board of Education and the positions held by said employees. The Board shall notify the Association monthly of any changes in said list.

**6. Save Harmless**

The Association shall hold the Board harmless against any and all claims, demands, liabilities, lawsuits, attorneys' fees, or other costs which may arise out of, or by reason of, actions taken against the Board as a result of the enforcement or administration of this Section.

## **ARTICLE VI PROTECTION**

- A. The Board shall reimburse a teacher for any clothing, jewelry or personal phone damaged or destroyed as a result of defective equipment or furniture and student negligence or malice. The Board will also reimburse a teacher under the same conditions stated above for eyeglasses or contact lenses, hearing aids, medical and dental appliances, or watches not to exceed \$400 per occurrence. Any teacher who wishes to file a claim for reimbursement under this paragraph must notify the Business Operations one week after the incident and will be offset by any insurance claim.
  
- B. The Board will allocate \$3,000 for the purpose of reimbursing teachers for vandalism to their cars while on school duty, whether or not the car is covered by insurance. Any teacher who wishes to file a claim for reimbursement under this paragraph must notify the Business Operations by the end of the school day immediately following the incident giving rise to the claim. All reimbursements for car vandalism will be held until the end of the school year at which time reimbursement will be made in full if the amount allocated is sufficient for such purpose. Otherwise, prorated reimbursement will be made according to the demands made on the fund. It is agreed that a teacher filing for reimbursement for automobile vandalism will provide a statement that no claim is filed with the teacher's insurance carrier for reimbursement, except for any deductible that is not covered by the carrier.

C. Teachers shall report immediately in writing to their principal all cases of assault suffered by them in connection with their employment. The principal shall forward a copy of the report to the Superintendent. Pursuant to C.G.S. Section 10- 233g(a), the principal shall file a copy of such assault report with the local police authority.

Pursuant to C.G.S. Section 10-233g(b), no administrator shall interfere with the right of any bargaining unit member to contact and/or file a complaint with the local police authority in cases of threats of physical violence and physical assaults by a student.

D. Unusual Incident

Teachers shall fill out the district's unusual incident form when they believe it is needed (see Appendix --- for form). No administrator shall interfere with the right of any bargaining unit member in filling out said form. The form will be submitted to the building principal within one day of the incident. The principal will conference with the teacher whom submitted the form no more than twenty-four hours from submission of form to discuss the **matter**.

## **ARTICLE VII** **LEAVE POLICIES**

### A. Sick Leave

1. Each employee is entitled to sick leave with full pay of up to fifteen (15) days in each school year for personal illness, quarantine, or absence because of injury or for illness in the family (spouse, parent (not in-law) or child.) Professional communication, consideration and judgement will be used by both the teacher and administrator to determine whether teacher sick time is required to attend to occasional short-duration personal health and familial health matters. In dialogue between the administrator and teacher, sick time for brief and infrequent absences should generally not be required if student instruction is not directly impacted. Sick time will only be used in ½ day (3.4 hours) or full days (7.25 hours) increments.

Unused sick leave may be accumulated from year to year, as long as the employee remains continuously in the employ of the Board up to a maximum of one hundred and eighty (180) days. The Board of Education may grant an extension dependent on the nature of the illness or injury, the circumstances involved, or the service record of the teacher. In the event of absence of a teacher for illness or for illness in the family (spouse, parent (not in-law) or child in excess of five (5) consecutive working days, or in the event the Superintendent or Assistant Superintendent reasonably suspects that the teacher is abusing sick leave based on documentation of sick leave taken, the principal, Assistant Superintendent, or the Superintendent may request a filing of a doctor's statement.

2. From time to time, on an as needed basis, a Bloomfield Employee who has exhausted his/her accrued sick time and is suffering from a long term or terminal illness or disability, and a contributor to the Sick Bank, can request a donation of days from the Sick Bank. The Sick Bank will be run by the Bloomfield Public Schools and all decisions made for Sick Bank eligibility are not subject to the Grievance Process. The district shall be held harmless in the decision making process of Sick Bank eligibility.

a. The Sick Bank Committee

- i. A Committee comprised of one (1) member from each bargaining unit will govern the Sick Bank Each bargaining unit will appoint a member for a two-year term. If that appointed member cannot serve the full term, the bargaining unit will replace that member for the remaining balance of the term.
- ii. The Committee members will be required to sign a confidentiality agreement regarding all employee information received by the Sick Bank.
- iii. The Committee will meet, as needed, based on the receipt of an employee request.
- iv. If there is no request, the Committee will meet quarterly to review Sick Bank balance and procedures.
- v. The Committee must have a quorum of four (4) members to meet and make a decision on an employee request.
- vi. The Committee will make the final decisions on all employee requests.

b. Enrollment and Contributions

- i. Open Enrollment will be held on a yearly basis during the annual health insurance enrollment period. A robo call will go out to all staff announcing open enrollment. A notification will be placed on staff members pay stubs announcing open enrollment. An email with sick bank information will go out during the open enrollment period. If a staff member is on leave during open enrollment, a telephone call and a letter will be sent to inform the employee of all their sick bank open enrollment options.
- ii. The initial Sick Bank contribution will be four (4) days. An employee who had previously donated four (4) days will be granted automatic enrollment into the Sick Bank.
- iii. All Sick Bank time will be calculated in days.
- iv. On a quarterly basis, the district will share the Sick Bank balance with the President.
- v. The Sick Bank will be replenished outside of the enrollment process when the Bank falls below one hundred (100) days. During this period, an employee must contribute two (2) days to have continued access to Sick Bank benefits.

c. Benefit

- i. The Sick Bank will be for the benefit of any teacher who has contributed to the Bank during the set enrollment process.
- ii. The Sick Bank benefit does not extend to family members.
- iii. An employee, or his/her designee, must apply to the Sick Bank, in writing, to receive days. This letter should be sent to the Superintendent or his/her designee.
- iv. The district holds the right to request additional medical information when making a decision on eligibility.
- v. The employee who receives an approved donation may accumulate up to sixty (60) days of accumulated sick time.
- vi. If the problem extends beyond the initial sixty (60) work days, the employee, or his/her designee, may ask for another sixty (60) work days. This additional request does not guarantee automatic approval.

B. Personal Leave

1. A total of six (6) additional days without salary deduction shall be allowed for the following:
  - a. Serious illness/death in the family, household, or death of a close friend, or quarantine of a household member.
  - b. Moving one's domicile, court appearances, legal matters, graduation of the teacher or a member of the family or household from an institution of learning, emergencies, or other business of a personal nature that demands the teacher's presence which cannot reasonably be conducted outside the school day.
  - c. Religious holidays.
2. At no time is personal leave to be taken to extend a vacation (two (2) or more consecutive non-school days not including Saturday or Sunday) for any purpose that might be deemed essentially social or recreational.
3. All requests for personal leave shall be submitted for prior approval electronically in ESS at least two (2) days prior to the requested leave. The form shall state the reason for the requested leave. A teacher shall be entitled to take personal leave only if he or she receives approval from the principal. Where prior approval is not possible due to the emergency nature of leave, the teacher shall submit the request on the first day he or she returns from leave.

C. Leaves of Absence

Certified personnel may apply to the Superintendent of Schools for a leave of absence without salary stating in writing the reasons. The Superintendent, upon evaluating the reasons, may grant such leave for a period not to exceed one (1) year. Upon return from such leave, a teacher will be placed on the salary schedule according to the years of

experience gained at the time of commencement of the leave. A teacher who is on unpaid leave for more than 50% of the school year (90 school days or more) will not increase a step the following year they return to work.

Any teacher(s) granted leave of absence under this provision shall be entitled to full participation in any insurance plan in which he/she is enrolled at the time of application. The cost of such participation shall be the responsibility of the teacher until the time of return to school.

Any teacher(s) granted a leave of absence without pay under these provisions must notify the Superintendent in writing by certified mail or hand delivery by March 1 prior to the expiration of such leave of his/her intent to return. Failure to do so will be treated as a voluntary resignation from Bloomfield on the date the leave expires.

#### D. Attendance at Professional Meetings

1. Teachers may be authorized to attend conferences, institutes, or other professional meetings or visits without loss of pay or loss of annual leave on approval of the principal and the Superintendent of Schools. Such authorization shall be made in accordance with the Staff Development Plan adopted by the Board of Education.
2. Individuals will submit a request to attend, in writing, to the building principal two (2) weeks in advance of date or dates requested.
3. Permission or denial will be given to the request in writing by the principal and/or the Superintendent.
4. A reimbursement form with procedures in writing to be followed for expenses accrued at such meetings will be provided by the principal and/or Superintendent so as to clarify the policy that is to be followed.

#### E. Excused Absence Without Pay

Teachers absent for any reason other than those listed above must have prior approval of the Superintendent or Designee and shall have 1/186 of the annual salary deducted for each day of such absence.

A teacher taking a leave of absence under this provision shall notify the Superintendent or Designee at least forty-eight (48) hours before taking such leave (except in case of emergencies).

#### F. Military Leave

Teachers who are unable to fulfill their obligation for a short tour of duty in the Armed Forces at any time other than during a portion of the school year shall be allowed leave from the school system to the extent specified by law. This leave shall not be deducted from Sick Leave

or Personal Leave and teachers shall receive during said period a rate of pay equal to the difference between the professional base pay and said military base pay which they receive.

## G. Long Term Leaves of Absence

### 1. Military and Peace Corps Leave

The Board may grant a written leave of absence without salary to any teacher who officially and actively serves in the Armed Services of the United States or in the Peace Corps.

### 2. Exchange Teaching Leave

Upon recommendation of the Superintendent of Schools, leaves for exchange teacher positions under either national or international programs may be granted by the Board to teachers who have taught successfully for five (5) years in Bloomfield. Any period served as an exchange teacher shall be applied to the salary schedule set forth in Article IV of this Agreement as if such period had been served by the teacher in the Bloomfield School System.

### 3. a. Pregnancy and Childbirth Leave

- (1) Disabilities caused by or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, shall be treated as temporary disabilities for all job-related purposes. (The term "temporary disability" shall be interpreted as being within the meaning of the term "sick" as used in Section 10156 of the Connecticut General Statutes.)
- (2) Teachers who become pregnant shall be granted leave for the period of disability related to pregnancy. Except in cases of unusual medical problems, such paid leave shall not extend for more than six (6) weeks prior to and after delivery. Such exceptions must be affirmed in writing by the teacher's doctor and include the reason(s) for the exceptions.
- (3) Disability leave beyond any accumulated sick leave shall be available without pay for such reasonable further period of time as a female employee, is determined by her physician to be disabled from performing the duties of her job because of pregnancy or conditions attendant thereto.
- (4) Policies involving commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, protection under health or temporary disability plans, and payment of sick leave shall be applied to disability due to pregnancy and childbirth on the same terms and conditions as they are applied to other temporary disabilities.
- (5) Pregnancy or childbirth shall not be the basis for termination of employment or

compulsory resignation.

b. Childrearing Leave, Adoption Leave and Paternity Leave

(1) Any teacher, who has been employed for at least one (1) year, shall be entitled to an extended leave of absence for the purpose of childrearing without pay by submitting to the Superintendent a written request. Such leave shall be for not more than one (1) full school year, or reasonably requested portion of a school year, to the extent it is not disruptive of the educational program.

(2) Employees requesting such leave shall provide the following advance notification:

- (a) In the case of childbirth, notification shall be given at least one (1) month after the birth of the child.
- (b) In the case of adoption, notification shall be given at least one (1) month prior to the start of the requested leave.
- (c) Any teacher who adopts shall be entitled to use up to thirty (30) of his/her accumulated sick days.
- (d) Immediately following the birth or adoption of a child, a teacher shall be entitled to use up to ten (10) of his/her accumulated sick days for paternity leave.
- (e) Salary placement and insurance coverage shall be subject to the provisions of section C of this Article.
- (f) The specific position to which the teacher shall return shall be subject to the provisions of Article VIII, Section I.

4. Sabbatical Leave

The Bloomfield Board of Education, desiring to reward professional performance and encourage independent research and achievement, hereby initiates a policy of sabbatical leave for professional personnel. The Board advises the Association to advise its members to consult with the Superintendent or his or her designee concerning the availability of the funds prior to commencing the process of applying for a sabbatical.

- a. Members of the professional staff who will have completed at least seven (7) years of full-time service to Bloomfield Schools may, upon recommendation of the Superintendent and with the approval of the Board, be granted a sabbatical leave for study, travel, or research and writing.
- b. At any time not more than one percent (1%) of the total of professional staff members regularly employed shall be on leave of absence.

In case the number of applications shall exceed one percent (1 %), selection shall be made in accordance with the following principles:

- (1) Length of service, preference being given to those longest in the school system.
- (2) Distribution by schools, care being taken that the number from any school shall not be comparatively excessive.
- (3) Nature of service, provisions being made that the benefits of such leave of absence shall be distributed as fairly as possible among all grades, high school, and supervisory positions.

c. Applications for this leave must be submitted to the Superintendent of Schools on the prescribed form not later than November 1st or not later than sixty (60) days after the execution of this Agreement in the year preceding the sabbatical year, whichever is later, in order that proper budgetary allowance may be planned and provided.

(1) A member of the professional staff applying for a leave to attend college must plan to earn not less than the number of semester hours of credit required of the average student enrolled as a full time student in the graduate program of that institution.

(2) A member applying for leave to travel for educational purposes must file with the application a detailed itinerary on a form to be jointly developed by the Association and the Board.

(3) A member applying for leave for research and writing must file with the application an outline of the plan on a form to be jointly developed by the Association and the Board.

(4) Sabbatical leave may be granted for one-half of the school year or for one entire school year. The rate of compensation for a sabbatical leave will be at a rate equivalent to three-quarters of the salary in effect immediately prior to the beginning of such leave.

Upon return to their regular teaching duties, staff members will be given credit for regular annual salary increments earned during the time of leave, but in no event shall a teacher receive more than the total salary on the salary scale when the leave pay is added to any grants and/or stipends they may receive. Applicants or people on leave shall advise the Board of any and all grants or stipends they receive.

d. Upon return from sabbatical leave, a teacher's salary shall be the same as the teacher would have received had the period of the leave been spent in the Bloomfield School System and the teacher shall be returned to the same position which was held at the time said leave commenced, if available, or, if not, to a substantially equivalent position.

e. Prior to the granting of a sabbatical leave, the teacher shall enter into written agreement with the

Board of Education that upon the termination of such leave, the teacher will return to service in the Bloomfield School System for a period equal to twice the length of the leave and that, in default of completing such service, shall refund to the Town of Bloomfield an amount equal to such proportions of salary received while on leave as the amount of service not actually rendered as agreed bears to the whole amount of services agreed to be rendered.

- f. Persons granted sabbatical leave of absence are required to report twice each semester to the Superintendent of Schools during such absence indicating the progress to date with respect to their filed plan. If such reports are unsatisfactory, the leave may be terminated by the Board at any time at the recommendation of the Superintendent of Schools.
- g. Applications of such leave of absence for any school year shall be acted on by the Board of Education at its first regular meeting in January of the preceding year.
- h. Deviations from the above may be recommended by the Superintendent.

5. Bloomfield Education Association, President's Release Time

- a. The Bloomfield Education Association President will be permitted to use release time during the school year for the purpose of conducting Association business that cannot be performed or scheduled during non-teaching hours. The specific amount of release time granted per year shall be at the discretion of the Superintendent of Schools and denial of release time will not be subject to the grievance process. Permission for release time shall not be unreasonably withheld.
- b. All applicable absences shall be pre-approved by the Superintendent of Schools or his/her designee and reported in the normal manner to Kelly Educational Services and charged as "Alternate Assignment."

**ARTICLE VIII**  
**WORKING CONDITIONS**

A. Work Day

Recognizing that the teacher's professional responsibility extends beyond the classroom, all teachers are to share equitably in the ordinary extra classroom responsibilities of the school, including clubs, special programs, intramural sports, School Governance Committees, where applicable, and special supervision. Extra compensation, whether in time or salary, may be made when the Board of Education and the Association determine that an assignment involves extraordinary, regular, daily activity of several hours duration over a significant period of time in which case the Board and the Association will determine the method and amount of extra compensation to be awarded.

Extra duties must be completely voluntary, adequately compensated, and properly defined. In the event the Board of Education is unable to fill positions by the date indicated, the Board of Education shall have the right to fill said positions through direct negotiations with any individual outside of the Bloomfield School System.

Teachers serving on School Governance Committees will meet with the Committee after school hours and will be compensated at the hourly rate set forth in Appendix A-4 of this Agreement. Each teacher who returns to school for an evening School Governance Council meeting shall be compensated for his/her mileage at the IRS rate.

Notification of appointment for the school year shall be as follows:

Fall Sports	by last day of previous school year
School Activities	by September 1
Winter Sports	by October 1
Spring Sports	by December 1

All teachers shall be entitled to an uninterrupted duty-free lunch period of thirty (30) minutes, exclusive of passing time.

In grades 9 through 12 a 1.0 Full Time Equivalent (FTE) teaching load is considered to be five instructional classes, with duty time, preparation time and lunch time.

At the High School and GEMS, when a four period block schedule is in effect, no teacher will instruct more than 3 classes per day, unless a teacher volunteers to instruct more than a 1.0 FTE teaching load.

The work day for teachers at all schools shall be seven hours and twenty-five minutes. Normally, teachers are expected to be present up to one-half (1/2) hour before the official opening of classes and to remain for up to one-half (1/2) hour following the official end of classes (not to exceed forty-five (45) minutes in total), but variations in the timing of these unscheduled activities are at the discretion of the principal. Principals will communicate their building's schedule at the beginning of each school year.

Carmen Arace Intermediate and Middle Schools have agreed to the following:

1. The teachers work day is 7:40 am — 3:05 pm.
2. Per Article 8 of the collective bargaining agreement, teachers receive 45 minutes of "wrap time" (7:40-8:05 am and 2:45-3:05 pm).
3. In maintaining the parties desire to be flexible with each other, no more than 50% of teachers will be assigned a duty during "wrap time." The scheduling of duties during wrap time will be equitably distributed among teachers. The schedule will be jointly determined by the administration of the buildings and the staff of the buildings during the professional development days prior to the school year beginning.
4. Students may not enter the building unless with a specific pass to receive extra help by an individual teacher prior to 7:50 am.

If the school day for teachers is lengthened beyond seven (7) hours, twenty-five (25) minutes the Board shall compensate members of the bargaining unit at a rate of compensation based upon a proration of their annual salary equal to a percentage of time

the school day is extended. It is hereby understood and agreed that the workday for high school teachers during exam weeks shall be the same as any other work day.

Six (6) early release days shall be set aside for parent conferences for grades Pre-K-12 as designated on the school calendar approved by the Board of Education. If conferences are held in the evenings of those days, teachers shall be compensated with appropriate time off.

#### Steps to Success Program:

The teachers' work year will be two hundred one (201) days based on the per diem rate. The teacher day will be 7 hours and 25 minutes (8:00am-3:25pm) with a shortened student day and half day PD each Wednesday. Contract language concerning parent conferences is not applicable. Article VIII D, 2 regarding duties is not applicable to teachers in this program. Teacher to student ratio will be 5:1 and any additional students beyond that threshold will prompt a search for additional staff. Additional staff will be added within a reasonable period of time.

#### B. After School Meetings

1. The principal or superintendent may hold teachers beyond the workday three (3) times per month for meetings, professional development or other professional activities. Normally, such meetings shall be limited to one hour, but may be extended beyond one hour in extenuating circumstances. These activities may occur on the first, second, and third Wednesdays. If a vacation occurs on the first, second, or third Wednesday the meeting may be rescheduled to the fourth Wednesday of that month without fourteen (14) days' notice.
2. In the event that it is impossible to schedule this extended time on a Wednesday, the one (1) hour time can be scheduled to another day, if teachers are given fourteen (14) calendar days' notice of such a change.
3. The fourth and fifth Wednesdays of each month shall be reserved for voluntary attendance at committee meetings.
4. Teachers will attend one (1) Open House during the school year, except if a teacher is assigned to more than one (1) school.
5. Attendance at meetings such as PTA/PTO affairs shall be at the option of the individual teacher, but the Board and the Association encourage active participation in such meetings as part of the teacher's professional responsibility.

#### C. Work Year

1. The total work year shall be 186 days, including 180 instructional days and 6 non-

instructional days.

2. During the work year, all teachers shall be allowed the vacations and holidays as determined by the Board of Education, after conferring with the Association.
3. Two (2) non-student work days will be held immediately prior to the first day of school during the last week in August. One (1) of these days will be devoted to convocation and staff meetings with the other half devoted to teacher preparations. The Professional Development Committee will recommend the scheduling of the four (4) other non-student work days to be scheduled throughout the year.
4. The last work day for teachers shall be the last day of student attendance. Teachers may leave on the last day of school after students are dismissed and all their record keeping as well as teacher closeouts are completed.

If the work year is lengthened beyond the hours set forth in paragraph 1 above, the Board of Education shall negotiate with the Association over the impact of such change, if any.

5. Prior to the adoption of the calendar, the Superintendent shall consult with the Association.

#### D. Non-Teaching Duties

1. The Board and the Association agree that a teacher's primary responsibility is to teach and that the teacher's energy should, to the extent possible, be utilized to this end.
2. Assignments such as corridor duty, playground duty, homeroom duty, cafeteria supervision, bus duty, office detention, tutorials and study hall are the responsibility of the principal and shall be equitably distributed among all teachers and shall not exceed an average of one hundred ninety (190) minutes per week, per year. The parties understand that the list of duties set forth herein is not exhaustive.\
3. At the high school, assignments such as corridor duty, homeroom duty, cafeteria supervision, bus duty, office detention, tutorials and study hall are the responsibility of the principal and shall be equitably distributed among all teachers and shall not exceed an average of two hundred and twenty-five (225) minutes per week, per year. The parties understand that the list of duties set forth herein is not exhaustive. No teacher shall be assigned corridor, cafeteria supervision, or bus duty for more than one hundred seventy-five (175) of the total two hundred twenty-five (225) minutes per week. The remaining fifty (50) minutes of duty time shall be related to instructional support, such as tutorials, study halls, math or reading labs, or similar duties related to academic support. All teachers will have up to 225 duty minutes per week at GEMS.
4. Due to the age of preschool children, teachers will be flexible in the definition of

"duty" minutes. At the beginning of the school year, and at other appropriate times, all preschool teachers will have bus duty before and after school.

- Outside time will be considered instructional time for preschool teachers.
  - Quiet Time and Snack time shall be considered duty minutes and supervised by teachers. However, the parties agree to be flexible in regards to the expectations during these times. This time can be used for planning and preparation time if the children do not need the teacher's assistance.
  - Preschool Teachers shall be required to change diapers of non-potty trained students. This requirement will be disclosed to all applicants prior to the applicants accepting a position at the school.
5. Where there are exceptional demands upon a particular individual for time over and beyond that which is considered a reasonable working load, the principal shall attempt to adjust the individual's work load by eliminating such assignments as cafeteria duty, corridor duty, or other such assignments which are normally assumed as part of regular duties.
  6. Student Support Personnel who have case management responsibilities will be entitled to one hundred (100) minutes each week for IDEA compliance responsibilities. This time will be considered part of those teachers' duty minutes as defined in Article VIII D.2 Non-Teaching Duties.

#### E. Preparation Period

##### 1. Definition

Preparation time shall mean that time during a teaching day that a teacher shall use for preparing lesson plans or materials, correcting papers, conferring with students, parents, or colleagues, or performing any other professional responsibility. The Board and the Association understand that the list set forth herein is not exhaustive. For Pre-K teachers, preparation time will come at the end of the instructional day after the teaching day has ended, but prior to the work day ending for teachers.

2. On a shortened school day the length of the preparation period will be determined by the length of the class period. If school is dismissed early or starts late for emergency or other reason, the Board shall be held harmless if a class period(s) is eliminated and therefore no preparation period can be given on that day.
3. All elementary classroom teachers in grades K-4 shall have 180 minutes of preparation time per week.
4. Teachers at the intermediate and middle schools in grades 5-8 shall have one hour of non-student contact time per day.

5. Teachers at the high school in grades 9-12 shall have two hundred and twenty-five (225) minutes of preparation time per week, including at least fifteen (15) minutes of preparation time per day. All teachers at GEMS will have two hundred and forty (240) minutes of individual preparation time per week and two hundred and forty (240) minutes of common planning time per week.
6. A building principal, after consultation with the Superintendent or designee, may cancel teacher preparation periods if in the principal's and Superintendent's professional opinions an emergency exists that could affect the health and safety of the students or staff.
7. In addition to prep time, PK-12 teachers shall receive two (2) data entry periods per month to work on data responsibilities including but not limited to preparation for data teams, PPT's, SRBI, updating data management systems. The duration of each data entry period shall be for a minimum of sixty (60) minutes.

#### F. Teachers' Assignments

1. The assignment and transfer of teachers is the responsibility of the Superintendent, who will make reasonable effort to satisfy the reasonable requests and desires of teachers concerned.

In cases of involuntary transfers, the Superintendent will confer with the Association prior to proceeding with necessary transfers. When an involuntarily transfer is necessary, the teachers' length of service and number of previous involuntary transfers shall be considered.

2. Under normal circumstances, teachers will be individually notified of their assignments and programs for the coming school year in writing before June 1 or two weeks after approval of the Board of Education Budget, whichever comes later.
3. Where possible, changes in grade/unit assignment in elementary schools, change in subject assignment in secondary schools, and transfers between schools will be voluntary.
4. When involuntary transfers are necessary, length of service in Bloomfield will be an important, but not exclusive factor in determining which teacher is to be transferred. Involuntary transfers will be made only after a meeting between the teacher concerned and the Superintendent or designee at which time the teacher will be notified of the reasons for the transfer.
5. The Board and the Association agree that all possible consideration will be given to length of service in Bloomfield and to teacher preferences, but that the best interests of the system must prevail in all cases.

6. All openings for teaching positions shall be posted on the Bloomfield Board of Education's website for ten (10) calendar day with notice provided to the Association President.
7. Teaching assignments should not normally exceed 1.0 Full Time Equivalent (FTE). However, both parties recognize that from time to time, extraordinary circumstances develop whereby a teacher may be offered more than a 1.0 FTE assignment. Accordingly, in those situations the Board and the Association agree that the following procedures will be effective:
  - a. The Board shall notify the Association when the aforementioned circumstance arises.
  - b. The Board shall post the fractional position internally, for all interested teachers to apply for as set out in Article VDT of the collective bargaining agreement.
  - c. However, the parties understand that an individual's schedule might preclude him/her from being selected.
  - d. Any teacher exceeding a 1.0 FIE shall receive additional compensation in the rate of each additional class equaling .17 of the teacher's salary.

#### G. Vacancies

Vacancies of position which are caused by death, retirement, discharge, resignation, or by the creation of a new position shall be filled pursuant to the following procedures:

1. The existence of vacancies of position shall be posted for ten (10) calendar days via the Bloomfield Public Schools website. At all times, consideration will be given to present qualified staff members who have expressed an interest in the vacated position.
2. Said notice of vacancy of position shall clearly set forth the qualifications for the position.
3. Teachers who desire to apply for such vacancies of position shall file their applications in writing with the Superintendent.
4. Such vacant positions shall be filled on the basis of qualification for the vacant position.
5. During July and August the Superintendent shall notify the B.E.A. President in writing of any vacancy within five (5) days of such vacancy and not less than ten (10) days prior to filling said positions.

6. The sole basis for a grievance under this provision shall be a claim that an internal candidate was not considered for the position. Under no circumstances shall an unsuccessful candidate be permitted to file a grievance under this provision claiming that he or she should have been selected for the positions.

#### H. Promotions

1. All openings for positions covered by the Administrative Salary Schedule, positions paying a salary differential and/or special project teachers, shall be listed in a notice and posted in each school, not less than fifteen (15) days prior to the filling of the vacancy. The notice shall set forth the qualifications for the positions.
2. All teachers shall be given adequate opportunity to make application for such positions. The candidates' previous professional experience in Bloomfield will be considered.
3. When need to fill a vacancy or position arises during the summer months, notification shall be made by mail to those who have a written request for such notification on file with the Superintendent and have left a self-addressed stamped envelope.

#### I. Teacher Facilities

1. The Board and the Association agree that it is desirable that each school building have the following facilities on an equal basis:
  - a. An appropriately furnished room, which shall include a telephone, to be used as a faculty lounge.
  - b. Clean teacher rest rooms, well-lighted and of adequate size, will be provided with facilities for men and women.
  - c. Adequate parking space for all teachers.

#### J. Contracts

1. Each teacher shall receive annually a statement of his/her step on the proper salary schedule and his/her annual salary.
2. Any teacher who wishes to resign his/her position must notify the Superintendent in writing at least thirty (30) days prior to its effective date, except during the month of August when sixty (60) days' notice must be given.

K. Outside Employment

Teachers will engage in no outside employment that will impair the effective and proper execution of assigned professional duties in the Bloomfield School System.

L. Separation and Recall Procedure for Reduction in Staff

1. In the event it becomes necessary to reduce the teaching staff, the following procedure shall be followed in selecting the teacher(s) to be terminated. The Association shall be notified of the need for staff reduction as soon as possible, and before any determination shall be made of the individual teacher to be dropped.

- a. Retirement, resignations, transfer requests, non-renewal, and termination for cause among the teaching staff will first be reviewed to determine if the staff may be reduced in sufficient number or adjusted to avoid further release of teachers.
- b. If additional teachers must be released, then non-tenured teachers shall be terminated or non-renewed on a system-wide basis before any tenured teacher shall be terminated, provided that a tenured teacher is qualified to perform the duties of a non-tenured teacher as set forth in (c) below. In determining who, among two (2) or more non-tenured teachers in the area of reduction shall be released, seniority as well as performance and ability shall be considered.
- c. If, after the above steps, it is necessary to terminate the contracts of tenured teachers, the least senior tenured teacher within the following categories shall be terminated first:

(If a teacher's assignment overlaps two (2) or more categories, the teacher shall be placed in the category where the largest portion of his/her current assignment occurs.)

- (1) Elementary - Pre-K through Fourth grades.
  - (2) Middle - Fifth through Eighth grades.
  - (3) High - Ninth through Twelfth grades - within the department where the position is eliminated.
  - (4) Teachers in the following areas where certification is traditionally K-12 will be grouped on a system-wide basis: music, art, physical education, special education, speech and hearing, social workers, guidance, library and media, reading consultants.
- d. Tenured teachers whose contracts are to be terminated shall be entitled to "bump" non-tenured teachers outside of their level of teaching assignment or department (as

outlined in paragraph c, above) provided that the tenured teacher is qualified to perform the duties of the non-tenured teacher. In the event that there are no non-tenured teachers whom a tenured teacher is qualified to "bump", then the tenured teacher may bump outside of his/her level of teaching experience or department (as defined in paragraph c, above). In order for any tenured teacher to be qualified within the meaning of this Article to "bump" either a non-tenured teacher or a less senior tenured teacher outside of his/her level of teaching experience or department, the tenured teacher must have the necessary certification and must have taught in a Connecticut public school system within the area of assignment of the teacher to be "bumped" for at least one (1) school year within the previous ten (10) years, or must possess other relevant experience and qualifications which, in the judgment of the Superintendent, qualify the teacher to "bump".

2. For the purpose of this Article, "seniority" is defined as the total number of years of continuous, unbroken contractual service in the Bloomfield school system, starting with the first day of actual teaching experience. In the event that two (2) or more teachers shall have started teaching on the same day and thus have the same seniority date, then the identity of the staff member to be terminated shall be determined by a review of performance and ability as evidenced by written official evaluations contained in the teachers' personnel files. If such review indicates that the performance and ability of the staff members with identical seniority dates is substantially equal, then the date the initial contract was signed shall control.
3. Recall Procedure
  - a. The name of any teacher whose services have been terminated because of the elimination of position or a reduction in staff shall be placed upon a reappointment list and remain on such list for two (2) years provided such teacher does not refuse an appointment and provided such teacher applies, in writing by registered or certified mail, for the retention of his/her name on said list on or before June 1st of each year subsequent to his/her termination.
  - b. Any teacher on the reappointment list shall receive a written offer of replacement at least fifteen (15) days prior to the date of re-employment. The teacher shall accept or reject the appointment within ten (10) days. If he/she accepts the appointment, he/she shall receive a written contract at least five (5) days prior to the date of re-employment, where possible.
  - c. Recall shall be based on a reversal of the staff reduction criteria set forth above.
  - d. No new teacher shall be hired in a subject area or grade level before teachers who are laid off in that subject area or grade levels have been recalled or declined the opening.
  - e. No new teacher shall be hired in a subject area or grade level before teachers who are laid off from other subject areas or grade levels who may possess the necessary certification

and are qualified are recalled or decline the opening.

- f. A teacher who has been recalled shall be placed at the top of the list of all teachers whose length of seniority is the same as that of the returning teacher. Should further staff reduction occur, a recalled teacher would then be the last to be released in his/her category of seniority.
- g. The temporary separation of a teacher shall not affect any fringe benefits earned and/or accumulated, or benefits to be earned, and/or accumulated when reemployed, with the exception of salary schedule increments and years of service as applied to a teacher's retirement. Although there will be no compensation to a teacher during the period of recall, an employee who has been laid off pursuant to this Article may continue to participate in group insurance programs in which he/she was a member at the time of layoff provided he/she pays the full costs for the premium of such coverage and that the provisions of the appropriate group policy permit such continuation.
- h. All separations of teachers under this Article shall take place in accord with the applicable provisions of Section 10-151 of the Connecticut General Statutes. Any hearings necessary in cases of separations of staff members under this Article shall be conducted solely in accord with the applicable provisions of the Teacher Tenure Law (Section 10-151).

#### M. Rights of Administrative Staff Under Section 10-151 of the General Statutes

All administrators employed by the Bloomfield Board of Education in positions covered by the Teacher Tenure Law (Section 10-151) of the Connecticut General Statutes who are removed from their administrative positions due to administrative staff reductions/position eliminations implemented by the Board, shall have all rights to be assigned positions in the bargaining unit covered by this Agreement, including, but not limited to, displacement or "bumping" rights as are provided by applicable state law.

#### N. Class Size

Class sizes shall be determined by such factors as the effect on the pupil, the effect on the teacher, and the classrooms and teachers available. Though a considerable range shall be allowed to accommodate these factors, as a matter of policy, twenty-five (25) shall be deemed the most desirable size for most classes with the exception of practical arts classes, laboratory courses, and remedial classes. In addition, for kindergarten classes, twenty (20) students shall be the recommended size. It shall be the policy to reorganize classes and provide instructors as follows:

<u>Type of Class</u>	<u>Maximum Size</u>	<u>Recommended Size</u>
Pre-K	20	18
Kindergarten	25	20
Grades 1-8	30	25
Secondary Academic and Phys. Ed. Classes	30	25
Secondary Indust. Educ. and Science Labs	25	20
GEMS	20	16

Large group instruction for band and chorus shall be maintained in accordance with the current practice.

In the area of special education as defined in Section 10-76 of the General Statutes, the Board of Education will make every effort to maintain a class size not to exceed twelve (12) students. The case load of special education teachers who service students in mainstreamed classes shall be equitably distributed.

Caseload

The Board agrees to make every effort to provide that Special Education Teachers who service students in the mainstream shall have no more than 16 children on their caseload.

Factors to be considered:

- Severity of the student's disability
- History of physical aggression
- Functioning level of the students
- Total planning and programming responsibilities of the teacher

The Superintendent shall provide the Association with a written report of actual class sizes as of October 1 of each school year.

In the event that the final Board budget for the following fiscal year as approved by the Town Council Town Meeting, or Referendum results in an annual operating budget equal to or less than the present budget, the Board reserves the right, as a matter of public policy, to increase maximum class sizes as necessary, to meet the fiscal exigency created by such budget action until an additional budget increase is granted to permit the hiring of additional certified staff.

## **ARTICLE IX**

### **GENERAL PROVISIONS**

- A. All supplemental pay positions shall be posted annually. All appointments to supplemental pay positions shall be one-year appointments.
- B. It is understood that this Agreement is subject to and shall operate within the framework of the Statutes of the State of Connecticut.
- C. Teachers shall have the opportunity to review and discuss any evaluation reports with their supervisors, and to review the contents of their personal evaluation files as maintained by building principals and supervisors.
- D. Each teacher shall be responsible for the care of all school property including records of equipment and supplies under his/her control and shall make every effort to conserve the resources of the school system.
- E. If any portion of this Agreement is ruled invalid for any reason, the remainder of the Agreement shall remain in full force and effect.

#### **F. Personnel Files**

- 1. No material originating after original employment shall be placed in a teacher's personnel file unless the teacher has been notified and has had an opportunity to review the material. Receipt of the material shall constitute notice that such material may be placed in the personnel file. The teacher may submit a written notation regarding any material, and the same shall be attached to the file copy of the material in question. If the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.
- 2. Any substantive complaint filed with an administrator against a teacher by any parent, student, or other person shall be called to the attention of the teacher, within four (4) days of the completion of the investigation of the complaint, which shall be done expeditiously.
- 3. In no case shall any anonymous and/or unsubstantiated complaint be placed in any teacher's file.

#### **G. Just Cause**

No teacher shall be disciplined or reprimanded in writing or suspended without pay without just cause. If a teacher is to be suspended without pay, he or she shall be entitled to a statement of the reasons in writing within 24 hours of the suspension.

## H. Equipment Costs

The Bloomfield Board of Education assumes all financial responsibility for equipment — costs, materials, and liability for losses, including payment for any and all insurance premiums associated with authorized use of all school equipment including computers.

# **ARTICLE X**

## **PAY AGREEMENTS**

### A. Severance Payment

1. A severance payment of 1/4 of accumulated unused sick days or thirty (30) school days, whichever is greater based on the last annual salary received, will be paid upon retirement to teachers who have completed at least twenty-five (25) years of teaching service in Bloomfield, provided, however, that any teacher intending to retire must give notice to the Superintendent of Schools prior to December 1 of that school year in which he/she will retire, so that necessary budgetary provisions can be made for the following school year's budget. The parties agree that any sick leave taken by a teacher in his/her final year of service shall be deducted from the 15 day allotment for that year and deducted from the teacher's accumulated sick leave only after the 15 day allotment has been exhausted. Teachers hired after July 1, 2018 shall not be eligible for this benefit.
2. The Board shall implement and maintain a pre-tax Special Pay Retirement Plan in accordance with State and Federal Law from which the employee must use this severance benefit to pay for health insurance benefits after retirement. Such Plan shall consist of a post-retirement medical expense trust account and a 403(b) in which the severance benefits shall be distributed as determined by the Board. Each teacher may designate a Beneficiary of any monies in their medical expense account to be conveyed at the time of death.

### B. Longevity Allowance

1. A longevity payment of \$400 will be paid annually to teachers with twenty (20) or more years of experience in the Bloomfield schools. Teachers who complete twenty (20) years of service in Bloomfield will receive their initial payment in June of the 20<sup>th</sup> year. Subsequent payments will be applied to each paycheck. Teachers hired after July 1, 2018 shall not be eligible for this benefit.

### C. Incentive Pool

There shall be an incentive for all bargaining unit members in each year of this agreement, as follows: A group incentive pool and should not be confused with individual merit. Recognizing the need for the entire district to perform better, this 1% pool will be for all bargaining unit members and paid as either a lump sum or in tax-sheltered annuity. The

1% will be divided into eight (8) categories based on the district targets for improvement. Each target will be weighted at .125%. If the district hits all targets the sum will be 1% of the individual's salary (for example: A teacher making \$55,000 would receive \$550). If the district hits a percentage of the targets the bonus will be prorated (for example, Seven targets achieved means 7/8 or .875%). This incentive pool will reset on an annual basis, based upon the targets achieved by the district in that year. In any year that bonuses are awarded, each individual bargaining unit member shall elect to receive his or her bonus as a lump sum or a payment to a tax-sheltered annuity. Payment shall be made no later than the second paycheck in September of the following school year in which the district target(s) was reached. Any teacher who leaves the District due to resignation or retirement at the end of the school year when the district target(s) was reached remains eligible to receive this payment. The following formula will be applied:

1. The incentive will be based on the teacher's base salary, which is the salary that appears in the salary schedule.
2. The incentive will be based on the previous school year's targets.

#### D. Course Reimbursement

Each year, the Board will fund \$40,000 towards course reimbursement. Teachers will be reimbursed on a "first come, first served" basis. Once the pool has been depleted no additional funds will be provided for that year.

Upon submission to and prior approval by the Superintendent of a planned program of study at an accredited college or university, the Board of Education will reimburse \$1,000 per course, for any and all courses taken during the year. The Board will pay for no more than a maximum of two three-credit courses annually. The total course reimbursement per school year shall not exceed \$2,000. Request for reimbursement must be submitted to the Superintendent within ninety (90) days of successfully passing the course. Reimbursement will be for the repayment of funds expended on a course less receipt of grants or scholarships that offset, or lowered the cost of the course. Reimbursement requests received after more than ninety (90) days from completion of the course shall be denied.

#### E. Fringe Benefits

Part-time employees who work a fifty percent (50%) schedule shall be eligible for these benefits. Part-time employees who work less than a fifty percent (50%) schedule shall not be eligible for benefits.

It is hereby understood that Bloomfield Board of Education utilizes a self-insured funding mechanism for the insurance benefits it provides the teachers. Therefore, when speaking of annual cost of the premium of said insurance benefits, annual cost shall be the allocation rate set forth by the carrier.

1. Employees will have the choice between the following two health insurance plans:

i. Cigna Open Access Plus

The Board shall provide a PPO health plan to all eligible employees as described in Appendix B entitled "Bloomfield Benefit Plan Description." effective July 1, 2018.

The following premium cost sharing shall be in effect for the Preferred Provider coverage:

Teachers shall contribute the following towards the cost of the annual premium of the Preferred Provider Plan ("PPO") during the term of this Agreement:

An amount equal to the difference between the Board's total contribution for similar coverage under the High Deductible Plan, including the cost of the deductible contribution, and the annual cost of PPO coverage. For example, if the Board contributes 81% of an \$18,000 premium for family coverage under the HDHP, and contributes \$2,000 towards the annual deductible, the Board's total cost is \$17,300. If the PPO annual premium costs \$23,000, the employee would be responsible for the difference between the Board's costs for the HDHP plan and the deductible and the cost of the PPO plan - \$5,700.

- Prescription Drugs: Cigna Public Sector Formulary: \$5/\$20/\$35 retail copays, 1 x's retail for a 100 day supply mail order with unlimited annual maximum (includes oral contraceptives or any contraceptive device).
- Outpatient physical therapy. Occupational therapy, speech therapy and chiropractic visits will be unlimited.

ii Cigna Open Access Plus Health Savings Account Preferred Provider Plan (PPO)

The Board shall provide a Health Savings Account Preferred Provider (PPO) health plan to all eligible employees as described in Appendix C entitled Cigna Open Access Plus HEALTH SAVINGS ACCOUNT PREFERRED PROVIDER PLAN (PPO)." Effective July 1, 2021, the employee pays 14% of the annual cost for, either, the individual or employee plus one / family plan and the Board of Education pays 86% of annual costs.

Beginning July 1, 2018, the Board of Education will contribute 50% of the annual Health Savings Account deductible deposit based on an annual total deposit of \$2,000 for an employee plan and \$4,000 for an employee plus one or family plan. The Board of Education will make this deposit, in full, on July 1, 2018. Beginning July 1, 2019, the Board of Education will deposit their 50% of the deductible in two equal payments: July 1<sup>st</sup> and during the first payroll in January.

For new hires, during their first year of employment, the Board of Education will contribute 50% of the annual Health Savings Account deductible deposit on July 1<sup>st</sup>, based on an annual total deposit of \$2,000 for an employee plan and \$4,000 for an employee plus one or family plan.

The Board will prefund the employee's 50% annual Health Savings Account deductible deposit based on an annual total deposit of \$2,000 for an employee plan and \$4,000 for an employee plus one or family plan, the Board will then deduct the prefunded amount equally from the employees pay checks. The Board will pay set-up and monthly maintenance fees for Health Savings Account plans. Employees will assume responsibility for all other transaction fees. In Network Preventive Care Visits are paid 100% by plan and do not come out of the health savings account. In Network visits are first paid for by the annual deductible/ health savings account and then covered 100% by the plan. Out of Network visits are first paid for by the annual deductible/health savings account and then the employee pays 20% of the claims up to the out of pocket maximum, then the claims are covered 100% up to one million dollars.

2. Group Life Insurance Plan. Employees have the option of purchasing twice their basic annual salary rounded off to the even thousand dollar amount above the sum. The employee pays 15% of the annual cost and the Board of Education pays 85% of the annual cost. Employees have the option of purchasing an additional one times their basic annual salary as insurance at their own cost.
3. Group Long-Term Disability Insurance. Monthly payments will be made following the completion of the required period of continuous total disability (Benefit Waiting Period) resulting from accident or sickness that occurs either at or away from work. The Board of Education shall pay the same share of the cost of the premium for this insurance as the Board pays for health insurance. The monthly maximum benefit will be \$2,000.
4. Medical Insurance for Retired Teachers. Retired teachers may participate in all fringe benefits provided for in the contract, at their own expense.
5. Cigna Full Dental Plan #2 (Formerly Full plan with Rider A (Additional Basic Benefits), Rider B (Prosthetics), Rider C (Periodontics), Rider D (Orthodontics), and Unmarried Dependent Child Rider. The employee shall pay 15% of the cost for the individual, spouse, or family plan and the Board shall pay 85% of the annual cost.
6. Change of Insurance Carriers. The Board of Education shall have the right to change insurance carriers and/or to self-insure in whole or in part in order to provide the insurance coverages set forth above, provided that there shall be no reduction or diminution in the above coverage and no increase in expense to any bargaining unit members, and provided further that coverages which result from change in carriers and/or self-insurance are substantially equivalent to or better than coverages described above, in terms of coverage, benefits and administration. The substantially equivalent to or better than standard shall be applied on a program-wide basis, including network, and shall not be benefit specific.

The president of the Association shall be notified in writing within thirty (30) days of any

intention to change carriers and/or to self-insure and shall have a reasonable opportunity to review the proposed changes. Should the Association and the Board disagree that the changes proposed will provide coverages at least equal to the coverages, benefits and administration described above at no additional cost to staff members, the disagreements shall be subject to impartial arbitration as set forth in

Article III of this Agreement, preferably before an arbitrator with experience and expertise in insurance matters. Should the Association elect, such arbitration shall be expedited under the rules of the American Arbitration Association for expedited arbitration, and no change shall be made until the arbitrator has rendered his/her Award.

#### 7. Waiver of Health Insurance Benefits

Teachers may elect to waive all health insurance benefits and in lieu thereof, be remunerated in the amount of \$500 at the end of each quarter of the year. Teachers choosing this option shall be able to change their option effective on July 1st and each quarter thereafter by notifying, in writing, the Chief Operating Officer at least sixty (60) days prior to the beginning of the quarter for which the change is requested. Upon receipt of revocation of the waiver, coverage by the insurer shall be subject to any regulations or policy restrictions, including waiting periods, which may then be in effect. Waivers under this section must be permitted by the applicable insurance companies and policies.

#### 8. Section 125 - Flexible Spending Account

The Bloomfield Board of Education shall make available on an optional basis at no cost to the teachers a Section 125 Flexible Spending Account for Life Insurance (IRC Section 79), Accident and Health Insurance (IRC Sections 105 and 106), and Dependent Care Assistance (IRC Section 129).

#### 9. Section 457 - Deferred Compensation Plan

The Bloomfield Board of Education shall make available on an optional basis at no cost to the teachers an IRC Section 457 Deferred Compensation plan of the board's choice for the purpose of employee saving through payroll deduction.

#### F. Summer School

The bargaining unit members should be informed of summer school vacancies. In employing teachers for summer programs, teachers in the Bloomfield system will be given preference over other applicants of equal professional background. Bargaining unit members serving as summer school teachers shall receive \$43.58 per hour in 2021-22.

Class sizes for summer school shall adhere to Recommended Size/Maximum Size contained in this Agreement, Article VIII, Working Conditions, Section M, Class Size.

Each teacher selected to teach summer school shall be required to participate in a four (4) hour orientation session. Teachers will receive training/PD and be involved with general classroom set-up and teacher preparation activities. Compensation will be at the hourly rate.

G. Continuing Education Programs

The bargaining unit members should be informed of Continuing Education vacancies. In employing teachers for Continuing Education programs, bargaining unit members will be given preference over other applicants of equal professional background. Bargaining unit members serving as Continuing Education teachers shall receive bargaining unit members serving as summer school teachers shall receive \$43.58 per hour in 2021-22.

H. Curriculum Work

Each participant working on curriculum outside the work day shall receive \$43.58 per hour in 2021-21.

I. Travel Allowance

1. All teachers shall be reimbursed at the I.R.S rate per mile as travel allowance for authorized and approved travel by automobile on school business. School business shall include, but not be limited to required travel between buildings in Bloomfield during the day and travel between Bloomfield and required conferences and workshops. Travel to and from home or between buildings for in-service meetings, general staff meetings, department meetings, evening meetings, performances, athletic events and the like shall not be deemed business travel for the purpose of this provision.
2. Teachers seeking payment of the travel allowance described above shall request same on a form prescribed by the Operations office on the last day of the month. Such form shall require the teacher to list each trip for which a travel allowance is sought, its purpose, and the mileage attributable thereto. Reimbursement shall be made on a monthly basis.

J. Tutors

Each participant serving as tutors shall receive \$43.58 per hour in 2021-22.

K. National Board For Professional Teaching Standards

The Board shall reimburse any teacher applying for National Board Certification, for expenses incurred by the teacher in applying, including the application fee and the costs of materials required, and any necessary travel. The Board shall pay an annual stipend of \$2000 to any teacher who is certified by the National Board. National Board Certifications include the following: NBPTS-National Board for Professional Teaching Standards; NCSP —Nationally Certified School Psychologists; NBCC- The National Board for

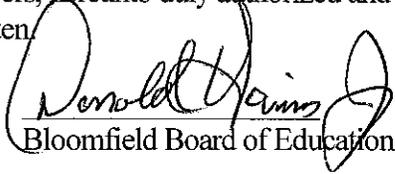
Certified Counselors; ASHA-CCC- ASHA Certificate of Clinical Competence in Speech-  
Language Pathology.

## ARTICLE XI DURATION

The provisions of this Agreement shall be effective on July 1, 2021 and shall continue and remain in full force and effect until June 30, 2022.

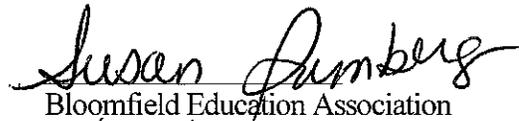
IN WITNESS THEREOF, the parties hereto have caused these presents to be executed by their proper officers, hereunto duly authorized and their seals affixed hereto as of the date and year first above written.

BY:

  
Bloomfield Board of Education

Date: \_\_\_\_\_

BY:

  
Bloomfield Education Association

Date: 1/29/2021

## APPENDIX A-1

### 2021-2022 SALARY SCHEDULE

<u>Step</u>	<u>Years of Experience*</u>	<u>BA</u>	<u>MA</u>	<u>6th Yr</u>
1	0-2	\$51,915	\$54,220	\$57,487
2	3-5	\$53,000	\$56,150	\$59,758
3	6-7	\$54,726	\$58,050	\$62,000
4	8	\$56,700	\$60,572	\$64,805
5	9-11	\$58,859	\$63,385	\$68,619
6	12	\$61,100	\$66,448	\$72,634
7	13	\$63,819	\$69,740	\$76,349
8	14	\$67,330	\$73,640	\$80,401
9	15-16	\$70,770	\$77,660	\$84,276
10	17	\$74,105	\$81,605	\$87,992
11	18-20	\$77,433	\$85,567	\$91,708
12	21	\$82,282	\$91,214	\$97,216
13	22	\$85,402	\$94,755	\$100,832

Doctor's Degree - \$2,000 above Level III at each step.

**All teachers not at maximum in the 2020-2021 school year shall remain on the same step number in the 2021-2022 school year.**

\* For hiring purposes. Not subject to previous placements.

## **APPENDIX A-2**

### **2021-2022 SALARY SCHEDULE DIFFERENTIALS**

#### Department Heads

All Department Heads teach four (4) classes and work two (2) additional weeks; normally, five (5) work days immediately prior to the start of the school year and five (5) work days immediately following the school year. Upon prior approval by the Superintendent Department Heads can work a varied schedule totaling two (2) additional weeks.

#### High School:

During the school year 2021-22, High School Department Heads shall receive \$3,548 per year, plus \$297 for each equivalent full time teacher they supervise, or a fraction thereof

#### Coordinator Positions

All coordinators will work four (4) extra days except the Perkins Grant, Music and Visual Art Coordinators.

**APPENDIX A-2  
2021-22 SALARY SCHEDULE DIFFERENTIALS**

<b>Coordinator Positions</b>	<b>2021-22</b>
Physical Education Vocational Studies English Language Learner Perkins Grant High School Special Education Music Pre-K — 12 Visual Arts (1) Pre-K — 12 High School Science High School World Language High School Social Studies High School Mathematics	\$3,548 Plus \$297/each FT teacher they supervise or fraction thereof
High School English Language Arts High School Student Support Services	\$3,548 Plus \$297/each FT teacher they supervise or fraction thereof
Teacher Evaluation Coordinator (2): Pre-K -12	\$43.58/hr., up to \$10,175
School Governance	\$43.58/hr.,

Team Leaders and Grade Level and/or Content Area Data Team Leaders  
Team Leaders will receive \$4,455 for 2021-21. The work year shall be four (4) days more than the teacher's work year.

Grade Level and/or Content Area Data Team Leaders will receive \$574 for 2021-22.

Staff Substitutes

All teachers, high school, middle, and elementary teachers who volunteer to take another teacher's class in lieu of a preparation period in the case of secondary teachers, or in lieu of a specials class in the case of elementary teachers, when a substitute cannot be located or who are assigned another teacher's class in the absence of a volunteer, will be compensated at the rate of \$43.58 per hour in 2021-22.

This rate will be prorated when a class meets for a shorter duration.

### Reimbursement for Weeks Worked Beyond School Year

If persons are required to work extra weeks beyond the professional calendar, they shall be reimbursed at a rate based on the following formula:

2021-22                      \$1,486/week (5 days, 5 hours per day)

Every effort will be made to notify people by June 1st, if possible, when they are required to work extra weeks.

### Compensation For After School Workshops

The parties agree that the hourly compensation for workshops, training or other work sessions scheduled beyond the contracted day will be paid at a rate of \$43.58 in 2021-22.

### Compensation for Board of Education Professional Development Time

Teachers whose regular responsibilities include the provision of training and professional development of teachers, including but not limited to instructional coaches are not compensated for time spent in preparation for presentation of workshops or other professional development activities. Teachers whose regular responsibilities do not include the provision of training and professional development of teachers who are requested by the Superintendent or designee to present a workshop during Board of Education professional development time of at least two hours per day will be paid an hourly rate for preparation completed outside of the normal teacher workday not to exceed 1 1/2 times the total length of presentation time. The hourly rate will be \$43.58 per hour in 2021-22.

### Compensation for Workshop Presentations on Non-Contract Days

Teachers who are requested by the Superintendent or designee to present workshops outside of the contracted work year will be compensated at their per diem rate for presentation time. Compensation for preparation for these workshops will be \$43.58 per hour in 2021-22.



## APPENDIX A-3

### 2021-22 COACHES      SALARY DIFFERENTIALS

<b>Position</b>		<b>2021-22</b>
Football	Head	\$8,380
	Assistant	\$5,266
	Freshman	\$4,564
Baseball	Head	\$5,506
	Assistant	\$3,876
	Freshman	\$2,791
Basketball	Head	\$8,380
	Assistant	\$5,266
	Freshman	\$4,564
Soccer	Head	\$5,506
	Assistant	\$3,876
	Freshman	\$2,791
Track	Head	\$5,506
	Assistant	\$3,876
	Freshman	\$2,791
Indoor Track	Head	\$5,506
	Assistant	\$3,876
Lacrosse	Head	\$5,506
	Assistant	\$3,876
Softball	Head	\$5,506
	Assistant	\$3,876
Wrestling	Head	\$5,506
	Assistant	\$3,876
Gymnastics	Head	\$5,506
Volleyball	Head	\$5,411
	Assistant	\$3,810
	Freshman	\$2,743
Cross Country	(Girls/Boys)	\$5,411
Golf		\$3,810
Tennis	Head	\$3,840
	Assistant	\$2,743
HS Cheerleader		\$5,411
Strength Conditioning		\$3,810
Unified Sports Coach		\$3,840

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<b>Carmen Arace Middle</b>		<b><u>2020-2021</u></b>
Girls Basketball	Head	\$1,732
	Assistant	\$930
Boys Basketball	Head	\$1,732
	Assistant	\$930
Softball	Head	\$1,732
	Assistant	\$905
Golf		\$866
Boys Soccer	Head	\$1,732
	Assistant	\$930
Girls Soccer	Head	\$1,732
	Assistant	\$930
Baseball	Head	\$1,732
	Assistant	\$930
Unified Sports Coach		\$3,840

**APPENDIX A-4  
CLASS ADVISORS**

<b>Position</b>	<b>2021-22</b>
Freshman	\$748
Sophomore	\$748
Junior (2)	\$1,240
Senior (2)	\$2,477

<b>APPENDIX A-4 EXTRA-CURRICULAR ACTIVITIES</b>
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<b>High School</b>	<b>2021-22</b>
Yearbook Advisor	\$2,346
Yearbook Business Manager	\$2,346
Audio Visual Director	\$2,346
Marching Band	\$4,708
Dramatics	\$2,260
Debating Coach	\$2,346
Newspaper	\$2,346
Literary Magazine	\$2,346
National Honor Society	\$2,346
Color Guard/Drill Team Coach (2)	\$3,281
Civic Corp. Advisor	\$2,346
Show Choir Director	\$2,346
Student Council Director	\$2,346
Math Team Advisor	\$2,346
Leadership Advisor	\$2,346
Model UN	\$2,346
Yearbook Accountant	\$2,346
Home Economics Supervisor (funded from fees charged for after-school culinary functions)	\$41
French/Spanish Honor Society	\$2,346
FBLA	\$2,346
Young Woman's Leadership	\$2,346
Young Men's Leadership	\$2,346
Art Advisor	\$2,346
Robotics	\$2,346
Raiders Challenge - ROTC-Fitness	\$1,179
School Accountant	\$2,346

## APPENDIX A-4

### EXTRA-CURRICULAR ACTIVITIES

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<b>GEMS</b>	<b>2021-22</b>
Art Club Advisor	\$641
Basketball, Co-Coach	\$641
Cheerleading Advisor	\$641
Cooking Club Advisor	\$641
Performing Arts	\$641
School Newspaper, Co- Advisor	\$641
Technology/Computers	\$641
Volunteering	\$641
Yearbook Advisor	\$930
10 <sup>th</sup> Grade East Coast College Excursions Experience Coordinator	\$1,175
11 <sup>th</sup> Grade Service Project Excursions Experience Coordinator	\$1,175
<b>Carmen Arace Middle School</b>	<b>2021-22</b>
Literary Magazine Advisor	\$930
Newspaper Club Advisor	\$930
Year Book Advisor	\$930
Student Council Director	\$1,732
Drama Coach	\$1,732
Music Director for Productions	\$930
Music Technology Club Advisor	\$930
Chorus Advisor	\$930
Cooking Club Advisor	\$930
Science Club	\$930
Math Club	\$930
Literacy Club	\$930
Walk to Mexico Advisor	\$930
French Club Advisor	\$930
Full Band Rehearsal Club Advisor	\$930

## **APPENDIX A-4 EXTRA-CURRICULAR ACTIVITIES**

### **Carmen Arace Intermediate School      2021-22**

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Literary Magazine Advisor	\$930
Newspaper Club Advisor	\$930
Yearbook Advisor	\$930
Student Council Director	\$1,732
After School Band Rehearsal	\$930
Art Club Advisor	\$930
Community Outreach	\$930
Drill Team	\$930
Knitting Club	\$930
Spanish Club Advisor	\$930
Sports Club Advisor	\$930
Young Ladies of Tomorrow	\$930
Drama Coach	\$1,732
Music Director for Productions	\$930
Reading Club	\$930
Marathon Math Club	\$930
Technology Club	\$930
Ceramics Club	\$930
French Club	\$930
Environmental Science Club	\$930
Kids Run the Nation Club	\$930
Girl's Talk Club	\$930
Mural Club	\$930
Guitar Club	\$930
Math Counts Club	\$930
Girls Basketball Coach	\$1,732
Boys Basketball Coach	\$1,732
Girls Basketball Assistant Coach	\$930
Boys Basketball Assistant Coach	\$930
Drama Coach	\$1,732

## APPENDIX A-4 EXTRA-CURRICULAR ACTIVITIES

<b>Extra Stipend Positions</b>	<b>2021-22</b>
Elementary Science Facilitator	\$665
High School Chemical Hygiene Officer	\$3,993
TEAM District Facilitator	\$2,792
TEAM Committee	\$1,226
TEAM Mentor Year 1	\$665
TEAM Mentor Year 2	\$665
TEAM Mentor Year 3	\$665
Saint Joseph College Liaison	\$1,002
School Governance Council	\$44
<b>EXTRA-CURRICULAR ACTIVITIES</b>	
IDEA Compliance Coordinator:	
7-12 (1)	\$3,583
K-6 (1)	\$3,583
WECMS, GEMS, and Magnets (1)	\$3,583
Student/Family Assistance Center Team Leader	\$2,718
School Climate Specialist (7)	\$2,718
National Science/Magnet Theme Liaison WECM	\$2,641
504 Coordinator-Laurel	\$2,641
504 Coordinator-Metacomet	\$2,641
Districtwide Climate Facilitator	\$1,655
ELL-BHS	\$1,117
<b>Technology Facilitators</b>	
High School/Agri-Science(3)	\$665
Middle School (2)	\$665
Intermediate School (2)	\$665
GEMS (3)	\$665
Wintonbury Early Childhood School (2)	\$665
Metacomet (2)	\$665
Laurel (2)	\$665

The parties understand that various extra-curricular activities change from year to year to meet the needs of the extra-curricular activity program. The parties agree that stipends for these shall be included in a Memorandum of Understanding between the parties.

## APPENDIX B

### CIGNA HEALTH SAVINGS ACCOUNT PREFERRED PROVIDER PLAN (PPO) SCHEDULE OF BENEFITS

The Board of Education will contribute 50% of the annual health Savings Account deposit based on an annual total deposit of \$2,000 for an employee plan and \$4,000 for an employee plus one or family plan. The Board will pay set-up and monthly maintenance fees for Health Savings Account plans. Employees will assume responsibility for all other transaction fees. In Network Preventive Care Visits are paid 100% by plan and do not come out of the health savings account. In Network visits are first paid for by the annual deductible/health savings account and then covered 100% by the plan. Out of Network visits are first paid for by the annual deductible/health savings account and then the employee pays 20% of the claims up to the cost share maximum, and then the claims are covered 100%.

<b>COST SHARE PROVISIONS</b>	<b>In-Network Member pays:</b>	<b>Out-of-Network Member pays:</b>
Annual Deductible <i>(individual / aggregate family)</i>	\$2,000 / \$4,000	
Coinsurance	Not Applicable	20% after deductible up to out of pocket maximum
Out of Network Out of Pocket Maximum <i>(individual / aggregate family)</i>	\$4,000 / \$8,000	
Lifetime Maximum	Unlimited	Unlimited

<b>COVERED SERVICE</b>	<b>IN-NETWORK SERVICES</b>	<b>OUT-OF-NETWORK</b>
<b>PREVENTIVE SERVICES</b>		
<b>Well Child Care</b>	No Cost-Share	Deductible & Coinsurance
<b>Adult Physical Examinations</b>	No Cost-Share	Deductible & Coinsurance
<b>Other Preventive screenings including but not limited to:</b> Routine gynecological care; pap smear and pelvic exam, Prostate screening, Mammography screening, colorectal cancer screening, flexible sigmoidoscopy, colonoscopy, total cholesterol screening, lipid screenings and panels, diabetic screening  (See Preventive Services in the Covered Services section for additional information)	No Cost-Share	Deductible & Coinsurance
<b>Immunizations and Vaccinations</b> (Other than those needed for travel, see OTHER MEDICAL)	No Cost-Share	Deductible & Coinsurance
<b>HOSPITAL SERVICES</b>		

<b>All Inpatient Admissions</b>	Deductible	Deductible & Coinsurance
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**APPENDIX B**  
**CIGNA HEALTH SAVINGS ACCOUNT PREFERRED PROVIDER PLAN (PPO)**  
**SCHEDULE OF BENEFITS**

Specialty Hospital 100 days per Member per Calendar Year. One maximum met rolls over to out-of-network benefit.	Deductible	Deductible & Coinsurance
Outpatient Surgery In a licensed ambulatory surgical center	Deductible	Deductible & Coinsurance
<b>DIAGNOSTIC SERVICES</b>		
<b>Diagnostic, Laboratory and X-ray Services</b>	Deductible	Deductible & Coinsurance
<b>High Cost Diagnostic Tests</b> MRI, MRA, CAT, CTA, PET, and SPECT scans	Deductible	Deductible & Coinsurance
<b>THERAPY SERVICES</b>		
<b>Outpatient Rehabilitation</b> Physical, occupational, and speech therapy and Chiropractic Care unlimited	Deductible	Deductible & Coinsurance
<b>Other Therapy Services:</b> Outpatient cardiac rehabilitation therapy Radiation therapy: Chemotherapy for the treatment of cancer Electroshock Therapy Kidney Dialysis in a Hospital or freestanding dialysis center	Deductible	Deductible & Coinsurance
<b>Allergy Office Visit/Testing</b>	Deductible	Deductible & Coinsurance
<b>Allergy Injections</b> Immunotherapy or other therapy treatments	Deductible	Deductible & Coinsurance
<b>MEDICAL EMERGENCY / URGENT CARE SERVICES</b>		
<b>Emergency Room Treatment</b> Emergency Room Cost- Share waived if the Member is admitted directly to the Hospital from the emergency room	Deductible	Deductible
<b>Urgent Care Services</b>	<b>Deductible</b>	<b>Paid as In-Network Emergency Room</b>
<b>Ambulance</b> Land & Air: Paid according to the Department of Public Health Ambulance Service Rate Schedule	Deductible	Deductible
<b>PHYSICIAN MEDICAL/ SURGICAL SERVICES</b>		
<b>Medical Office Visit</b>	<b>Deductible</b>	Deductible & Coinsurance
<b>Services of a Physician or Surgeon</b> (Other than a medical office visit)	Deductible	Deductible & Coinsurance

**APPENDIX B**  
**CIGNA HEALTH SAVINGS ACCOUNT PREFERRED PROVIDER PLAN (PPO)**  
**SCHEDULE OF BENEFITS**

<b>MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES</b>		
<b>Outpatient Treatment for Mental Health Care and Substance Abuse Care</b>	<b>Deductible</b>	<b>Deductible &amp; Coinsurance</b>
<b>Inpatient Hospital Services</b> In a Hospital or Residential Treatment Center for Mental Health Care	<b>Deductible</b>	
<b>Inpatient Rehabilitation Treatment for Substance Abuse Care</b> In a Hospital or Substance Abuse Treatment Facility	<b>Deductible &amp; Coinsurance</b>	<b>Deductible &amp; Coinsurance</b>
<b>OTHER MEDICAL SERVICES</b>		
<b>Skilled Nursing Facility</b> Up to 120 days per Calendar Year	<b>Deductible</b>	<b>Deductible &amp; Coinsurance</b>
<b>Immunizations and Vaccinations for Travel</b>	<b>Deductible</b>	<b>Deductible &amp; Coinsurance</b>
<b>Prescription Drugs (Retail Pharmacy) The</b> maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 30-day supply.	<b>Deductible</b>	<b>Deductible &amp; Coinsurance</b>
<b>Mail Order Prescription Drugs</b> The maximum supply of a drug for which benefits will be provided when dispensed under any one prescription is a 1-90-day supply.	Deductible	Deductible & Coinsurance
Diabetic drugs and supplies	Deductible	Deductible & Coinsurance
<b>Human Organ and Tissue Transplant Services</b> Unlimited maximum	<b>Deductible</b>	<b>Deductible &amp; Coinsurance</b>
<b>Home Health Care</b> Nursing and therapeutic services limited to 200 visits  Home health aide services unlimited	<b>Deductible</b>	<b>Deductible &amp; Coinsurance</b>
<b>Infusion Therapy</b> Unlimited lifetime maximum	Deductible	Deductible & Coinsurance

**PPENDIX B**  
**CIGNA HEALTH SAVINGS ACCOUNT PREFERRED PROVIDER PLAN (PPO)**  
**SCHEDULE OF BENEFITS**

<b>Durable Medical Equipment and Prosthetic Devices</b>	Deductible	Deductible & Coinsurance
Hearing Aid Coverage Available for dependent children age 12 years and under with a maximum of \$1,000 within a two year period.	Deductible	Deductible & Coinsurance
<b>Diabetic equipment, and supplies</b>	Deductible	Deductible & Coinsurance
<b>Ostomy Related Services</b>	Deductible	Deductible & Coinsurance
<b>Hospice Care (inpatient)</b>	Deductible	Deductible & Coinsurance
<b>Wig</b> No maximum	Deductible	Deductible & Coinsurance
<b>Specialized Formula</b>	Deductible	Deductible & Coinsurance
<b>Infertility Services</b> Please see Maternity/Family Planning Section of this document	Deductible	Deductible & Coinsurance
<b>Office Visit</b>	Deductible	Deductible & Coinsurance
<b>Outpatient Hospital Inpatient</b>	Deductible	Deductible & Coinsurance
<b>Hospital</b>	Deductible	Deductible & Coinsurance
<b>Infertility Drugs</b> The maximum supply of a drug for which benefits will be provided when dispensed under any one	Deductible	Deductible & Coinsurance
<b>Maternity</b>	Deductible	Deductible & Coinsurance

**APPENDIX C**  
**BLOOMFIELD PPO BENEFIT PLAN DESCRIPTION**

Covered services	In Network Service	Out of Network Service
Covered Person Annual Deductible	Not Applicable	\$250 individual \$500 two person \$625 family
Covered Person Coinsurance	Not Applicable	20% after deductible
Covered Person Cost-Share	Not Applicable	\$1,250 individual
Maximum		\$2,500 two person \$3,125 family
Lifetime Maximum	Unlimited	Unlimited
PREVENTIVE SERVICES •		
Well Child Care:	No Copayment	Deductible & Coinsurance
7 exams from birth to 1 year		
7 exams 1 through 5 years of age		
1 exam every year from 5 through 11 years		
1 exam every year from 11 through 22 years		
1 exam every year 22+		
Adult Physical Examinations	No Copayment	Deductible & Coinsurance
Periodic, routine health examinations		
1 exam every year 22+		
Routine Gynecological Visit	No Copayment	Deductible & Coinsurance
1 visit per Calendar Year including pap smear		
Mammography		
One baseline screening for female 35 through 39 years of age		
One screening mammogram every		

Calendar Year for female 40 and older Note: or more frequently if recommended by the woman's Physician (M.D.)	No Charge	Deductible & Coinsurance
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<b>Vision Exams</b>	No Copayment	Deductible & Coinsurance
1 vision exam and refraction every		
Calendar Year		
<b>Hearing Exams</b>	No Copayment: Confirmed	Deductible & Coinsurance
1 hearing exam every 2 Calendar Years	PPACA coverage. Additional exam coverage for those who don't qualify for PPACA coverage	
<b>Immunizations and Vaccinations</b> includes those needed for travel	<b>No Copayment</b>	Deductible & Coinsurance
<b>MEDICAL CARE</b>		
<b>Medical Office Visit</b> Primary care office visits Specialist consultations . OB/GYN care	\$20 Copayment	Deductible & Coinsurance
<b>Maternity Care</b>	\$20 Copayment	Deductible & Coinsurance
Initial visit subject to Copayment, no charge thereafter		
Allergy Office Visit/Testing	No Copayment	Deductible & Coinsurance
<b>Allergy Injections</b> Immunotherapy or other therapy treatments	No Copayment for Allergy	Deductible & Coinsurance
unlimited	Injection	
Calendar Year period		
Diagnostic, Laboratory and X-ray	No Charge	Deductible & Coinsurance
Services		
<b>High Cost Diagnostic Tests</b>	<b>No Charge</b>	Deductible & Coinsurance
MRI, MRA, CAT, CTA, PET and		
SPECT scans		
<b>HOSPITAL CARE — <i>Prior authorization required</i></b>		
<b>All Inpatient Admissions</b> Semi-private room Maternity and newborn care	\$200 Copayment	Deductible & Coinsurance
	Copayment is waived if readmitted within 30 days for same diagnosis	
<b>Skilled Nursing Facility</b>	No Copayment	

up to 120 days per Calendar Year		Deductible & Coinsurance
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Specialty Hospital (Rehabilitation)	No Copayment	Deductible & Coinsurance
60 days per Covered Person per		
Calendar Year		
Outpatient Surgery	No Copayment	Deductible & Coinsurance
In a licensed ambulatory surgical center		
(including colonoscopy)		
<b>EMERGENCY CARE</b>		
<b>Walk-in centers</b>	\$20 Copayment	Deductible & Coinsurance
Urgent care — <i>at participating centers</i>	\$20 Copayment	Paid as an In-Network Service
<b>Emergency Room Treatment</b>		
Emergency Room Copayment waived if the Covered Person is admitted directly		
to the Hospital from the emergency <b>room</b>	\$75 Copayment	Paid as an In-Network Service
<b>Ambulance</b>	No Charge	No Charge
Land / Air		
Unlimited		
<b>MENTAL HEALTH / SUBSTANCE ABUSE CARE</b>		
<b>Inpatient</b> —unlimited	\$200 Copayment	Deductible & Coinsurance
Outpatient / office visits — unlimited -	\$20 Copayment	Deductible & Coinsurance
prior authorization after the 40th visit		
<b>OTHER HEALTH CARE</b>		
<b>Outpatient Rehabilitation</b>	\$20 Copayment	Deductible & Coinsurance
Outpatient rehabilitative and restorative		
physical, occupational, speech and chiropractic therapy unlimited		
<b>Other Therapy Services:</b>		
Outpatient cardiac rehabilitation therapy		
Radiation therapy:		

Chemotherapy for the treatment of cancer	No Copayment	Deductible & Coinsurance
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Electroshock Therapy		
Kidney Dialysis in a Hospital or freestanding dialysis center		
Private Duty Nursing limited to \$15,000 Per Calendar Year	No Copayment	Deductible & Coinsurance
Human Organ and Tissue Transplant	No Copayment	Deductible & Coinsurance
Services		
Unlimited		
<b>Home Health Care</b>	No Copayment	Deductible* & 20% Coinsurance.
Nursing and therapeutic services.		*After a \$50 Deductible has been met, the Covered Person shall pay the applicable Coinsurance, plus amounts above the Maximum Allowable Amount. The Deductible for Home Health Care benefits accrues towards the Covered Person's annual Deductible.
limited to 200 visits		
Home health aide services unlimited		
\$420 Medical Social Services for terminally ill — Subject to Treatment Plan		
<b>Infusion Therapy</b>	No Copayment	Deductible & Coinsurance
<b>Unlimited</b>		
<b>Durable Medical Equipment and Prosthetic Devices</b>		
<b>Up</b> to unlimited maximum per Covered Person per Calendar Year		
Hearing Aid Coverage		
available for all ages with no maximum		

	No Cost Share	Deductible & Coinsurance
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