

**EAST HARTFORD BOARD OF EDUCATION**

**- and -**

**EAST HARTFORD EDUCATION ASSOCIATION**

**2025 to 2028**

## TABLE OF CONTENTS

<u>Article</u>	<u>Page</u>
I..... GENERAL.....	1
II..... RECOGNITION .....	2
Section 2.2 (Dues Deductions) .....	2
III..... NEGOTIATION FOR SUCCESSOR AGREEMENT .....	3
IV..... TEACHING HOURS AND TEACHER LOAD .....	3
Section 4.1 (Work Day) .....	3
Section 4.2 (Work Year) .....	5
Section 4.3 (Extracurricular Activities) .....	6
Section 4.4 (Elementary School Schedule) .....	6
Section 4.5 (Middle School Schedule) .....	7
Section 4.6 (High School Schedule) .....	8
Section 4.7 (Resource/Supportive Staff) .....	9
V..... REDUCTION IN FORCE .....	9
VI..... FACILITIES .....	11
VII..... NON-DISCRIMINATION .....	11
VIII..... INSTRUCTIONAL PROGRAMS .....	12
IX..... STAFFING CONSIDERATIONS .....	12
X..... NON-TEACHING DUTIES .....	12
XI..... SUMMER SCHOOL PROGRAM .....	12
XII..... PROTECTIONS .....	13
XIII..... ACCIDENT BENEFITS .....	13
XIV ..... LEAVE PROVISIONS .....	14
Section 14.1 - 14.6 (Sick Leave) .....	14
Section 14.7 (Personal Leave) .....	15
Section 14.8 (Bereavement Leave) .....	16
Section 14.9 (Jury Duty) .....	16
Section 14.10 (Professional Conferences-Visiting Day) .....	16
Section 14.11 (Religious Leave) .....	16
Section 14.12 – 14.13 (Maternity/Adoptive/Childrearing Leave)...	16
Section 14.14 (General Purpose Leaves) .....	18
XV ..... SALARIES .....	18
XVI ..... INSURANCE .....	19
XVII ..... VACANCIES, ASSIGNMENTS AND TRANSFERS .....	20

XVIII .....	GRIEVANCE PROCEDURE .....	21
	Section 18.3 (General Principles) .....	22
	Section 18.4 (Procedure) .....	23
	Section 18.5 (Right of Teachers to Representation) .....	24
	Section 18.6 (Miscellaneous) .....	25
XIX .....	ITEMS NOT IN AGREEMENT .....	25
XX .....	CURRICULUM DEVELOPMENT .....	26
XXI .....	MISCELLANEOUS.....	26
XXII .....	SALARY PLACEMENT.....	28
XXIII .....	RETIREMENT/SEPARATION PAY.....	30
XXIV .....	TUITION REIMBURSEMENT.....	31
XXV .....	WAIVER CLAUSE .....	32
XXVI .....	DURATION .....	32

## Appendices

SCHEDULE A (Salary Schedules)	
A-1: 2025-2026 .....	33
A-2: 2026-2027 .....	34
A-3: 2027-2028 .....	35
SCHEDULE B-1 (Differentials) .....	36
SCHEDULE B-2 (Coaches).....	37
SCHEDULE B-3 (Extra-Curricular Areas) .....	40
APPENDIX C .....	42

THIS AGREEMENT MADE AND ENTERED INTO by and between the EAST HARTFORD BOARD OF EDUCATION (hereinafter referred to as the "Board") and the EAST HARTFORD EDUCATION ASSOCIATION (hereinafter referred to as the "Association").

## **ARTICLE I**

### **GENERAL**

1.1 This Agreement is negotiated under the law in order (a) to fix for its term the salaries and other conditions of effective and harmonious working relationships between the Board and the Association and the professional staff in order that the cause of public education may be best served in East Hartford.

1.2 To this end, the Board and the Association recognize the importance of orderly, just and expeditious resolution of issues which may arise as the result of those provisions of this Agreement dealing with salaries and conditions of employment, and accordingly agree herein upon a grievance procedure for the effective processing of such disputes.

1.3 The Board and the Association accept the provisions of this Agreement as commitments which they will cooperatively and in good faith honor, support and seek to fulfill and perform under governing law.

1.4 Subject to the provisions of the law the Board agrees not to negotiate with any teachers' organization other than the Association for the duration of this Agreement. Except for such negotiations, however, the Board shall be free to communicate with teachers or other representatives, or any other persons, individually or by group, for whatever purpose the Board may deem desirable in the discharge of its responsibilities.

1.5 Despite reference herein to the Board or the Association as such, each reserves the right to act hereunder by committee, individual member, or designated representative, professional or lay, whether or not a member. Each party will provide to the other, upon request, satisfactory evidence (such as official minutes or certificate of resolutions) of authority so to act.

1.6 It is recognized that the Board has and will continue to retain, whether exercised or not the sole and unquestioned right, responsibility and prerogative to direct the operation of the public schools in the Town of East Hartford in all its aspects, including but not limited to the following: To employ, assign, and transfer teachers; and those powers specified in Sections 10-220, 10-221 and 10-222 of the Connecticut General Statutes. These rights, responsibilities and prerogatives are not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent

with or in violation of any of the specific terms and provisions of this Agreement. No action taken by the Board with respect to such rights, responsibilities and prerogatives, other than as there are specific provisions herein elsewhere contained, shall be subject to the grievance and arbitration provisions of this Agreement.

## **ARTICLE II** **RECOGNITION**

2.1 The Board recognizes the Association for the purpose of professional negotiation, as the exclusive representative of the entire teachers' unit consisting of all professional employees of the Board in positions requiring a teaching or special services certificate, other than substitutes, and excluding persons in the administrators' unit pursuant to and with all the rights and privileges as provided by law. As used in this Agreement, the term "teacher" shall refer to any and all employees whose positions are included in the teacher bargaining unit, as described in Section 2.1.

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

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

### **2.2 DUES DEDUCTIONS**

A. The Board agrees to deduct from each teacher for whom a voluntary written dues deduction authorization is submitted an amount equal to the Association membership dues by means of payroll deductions. The amount of the dues

deduction from each paycheck shall be equal to the total Association membership dues divided by the number of paychecks from and including the first paycheck during the school year through and including the last paycheck in June. In the case of any such teacher who commences employment after the school year has begun, dues deductions shall be pro-rated, based on the number of months remaining in the school year, unless the Association notifies the Administration otherwise. The amount of Association membership dues shall be certified by the Association to the Board prior to the opening of school each year.

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

C. 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 article.

### **ARTICLE III**

#### **NEGOTIATION FOR SUCCESSOR AGREEMENT**

3.1 It is the obligation of the parties to meet in accordance with the provisions of Section 10-153d of the Connecticut General Statutes for the purpose of good faith bargaining with the object of entering into a renewal agreement.

### **ARTICLE IV**

#### **TEACHING HOURS AND TEACHER LOAD**

##### **4.1 WORK DAY**

A. The Board and the Association recognize and agree the teachers' responsibility to students and the profession generally entails the performance of responsibilities and the expenditure of time beyond the normal working day. Faculty meetings, in-service education sessions, curriculum work sessions and extra help periods shall be a normal part of the teacher's duties. It is recognized, however, that personnel are entitled to weekly schedules on which they can rely in the ordinary course and which should be fairly and evenly maintained throughout the school system, except in emergencies and instances of staffing problems, and without prejudice to voluntary service above and beyond contract requirements as aforesaid, the following schedules are hereby adopted:

B. Whether or not double sessions or similar type programs are instituted, the length of the regularly required work day shall be no more than a maximum

of seven hours and twenty minutes of continuous time during which each teacher shall have a duty-free lunch. preK-12 teachers shall not be required to report earlier than fifteen (15) minutes before the start of the student day and shall not be required to remain longer than thirty (30) minutes after the close of the student day. In the event of an emergency closing, preK-12 teachers shall not be required to remain longer than 10 minutes after the students are dismissed, provided that there must be some teacher supervision in the building until all students have left the building. In the event of a late opening, preK-12 teachers shall not be required to report earlier than fifteen (15) minutes before the start of the altered student day.

C. A directive will be issued to all principals to the effect that they are empowered to make individual arrangements for teachers who, on a schedule or intermittent basis, require an adjustment in their scheduled arrival and departure time. Otherwise the staff will adhere to the scheduled starting and ending time for teachers.

D. The parties acknowledge that the student school day at Woodland School and Synergy Alternative High School is shorter than the length of the student school day at other schools in the district. In recognition of that shorter school day, the parties agree that notwithstanding the provision from Section 4.1B set forth above, teachers at Woodland School and Synergy Alternative High School shall be required to be at work for a total of seven hours and twenty minutes, in accordance with the total teacher work day set forth in Section 4.1B.

E. Certified personnel will be required to set aside one hour beyond the end of the student day each Tuesday. For all grade levels, the Administration may hold faculty or departmental meetings for up to sixty minutes of the time to be set aside in accordance with this section. The remaining time will be teacher directed for the purpose of data team meetings, data collection and similar activities, at the sole discretion of the teacher. No teacher, regardless of level, shall be required to attend more than one meeting per week. This provision shall not preclude the call of other meetings on other days by proper authorities, but such other meetings shall be held within the time limits prescribed by paragraph B.

F. In-service education sessions and curriculum work sessions may be scheduled on days when students spend less than a full day in school or during full days when teachers are released from other responsibilities. Except in extraordinary circumstances, teachers shall not be required to attend such special programs later than the end of their normal workday. When such special programs are scheduled on a day when students are not in school, the work day limit specified in Section 4.1B shall apply.

G. With the aim of continuing to improve communication with parents and of utilizing fully the professional resources of the teaching profession, teachers will be required to attend the annual open house/parent night of their assigned building. Itinerant teachers will be required to attend the annual open house/parent night at the building which represents the major portion of their teaching assignments. In addition to

the regular work day and the annual open house/parent night, teachers will be required to attend two (2) district sponsored and/or building-sponsored evening events and/or meetings per year. The choice of which events to attend shall be at the sole discretion of the teacher, unless the Administration schedules evening parent-teacher conferences, in which case an evening of parent-teacher conferences shall count as one of the required evening events. Activities for which the teacher is receiving a stipend shall not count toward such minimum requirements.

H. The parties recognize that early childhood education teachers are required to be available within the regular work day for family programs, home visits, conferences with students' families and similar activities, and that the scheduling of such activities must be determined at least in part by the availability and convenience of the students' families.

I. The East Hartford Board of Education and the East Hartford Education Association recognize that the current practice with respect to home visits by early childhood education teachers is to have such teachers accompanied by another employee of the district during such visits. If the Board anticipates modifying or discontinuing this practice, the Board will notify the Association and provide the Association with an opportunity to discuss such modification or discontinuance prior to the implementation of any such change.

J. It is the mutual intent that the period of time designated in the Agreement as "preparation time" is reserved for teachers' use in the preparation of instruction. The Administration may designate up to two days per week of preparation time to be used for the purposes of individual teacher planning and/or for the purposes of common planning, provided that for scheduled shortened school weeks, the Administration will use its best efforts to provide teachers with three individual planning periods during such weeks. Except in discernible emergencies, this time should not be used for other activities which do not have a direct bearing on the teacher's preparation for education instruction in the teacher's classroom. This includes infringement for PPT's. In addition, every reasonable effort should be made to schedule a preparation period on each individual school day and avoid any "doubling-up" of two preparation periods on any one day. In unusual circumstances where the foregoing is unavoidable, repetition on a yearly basis should be avoided.

#### 4.2 WORK YEAR

A. The work year of teachers covered by the classroom teacher's salary schedule shall consist of not more than 185 days, including the day before the opening of school. There shall be a minimum of 180 student school days with the option of two additional student days, with no impact issues arising out of the Board increasing the number of student days to 182. Non student days shall be set aside for professional purposes as specified in Section 4.1D.



In addition to the work year set forth above, the work year for new teachers covered by the classroom teachers' salary schedule shall include up to five (5) days of required orientation sessions as scheduled by the Administration, with no additional compensation for such days. New teachers required to attend additional sessions, beyond the five days, shall be paid at the instructional rate as stated in Section 15.3 of the collective bargaining agreement.

Notwithstanding any provision to the contrary in this Agreement, with the Superintendent's approval, High School guidance counselors may be assigned to work up to ten (10) additional work days beyond the regular teacher work year, and Middle School guidance counselors may be assigned to work up to six (6) additional work days beyond the regular teacher work year. The Administration will determine when these days shall be worked. Such additional work days shall be compensated at the teacher's regular per diem rate

B. The parties recognize the Board's unilateral right to alter the scheduling of the student day and or create new programs, including block scheduling. If the Board exercises such rights, the parties will bargain over any impact for which impact bargaining is required under C.G.S. 10-153f.

#### 4.3 EXTRACURRICULAR ACTIVITIES

A. Assignments to extracurricular and cocurricular activities beyond the work day shall be voluntary. In the event that no volunteers are forthcoming for a given extracurricular or cocurricular activity for which there is a provision for payment in the Differentials annexed to this Agreement, an employee may be appointed by the administrator, provided that no teacher may be required to accept such appointment in two successive years.

B. Assignments to extracurricular and cocurricular activities are for one school year only, and appointments to such assignments shall be made annually in writing.

#### 4.4 ELEMENTARY SCHOOL SCHEDULE

A. Elementary school teachers shall have a continuous duty-free lunch period of thirty (30) minutes.

B. Elementary school teachers shall have, in addition to their lunch period, forty-five (45) minutes of preparation/conference time at least five times each week, during which they shall not be assigned to any other duties, except in emergencies. Such forty-five (45) minutes shall be in no more than two blocks of time, with a minimum of thirty (30) minutes in one such block. The other block of fifteen (15) minutes may be the portion of the lunch/recess period which exceeds the thirty (30) minutes prescribed in the preceding paragraph. If the fifteen (15) minute lunch extension is taken away on a day of inclement weather, then the teacher may leave fifteen (15) minutes before the end of the work day. Any teacher who loses planning time to fulfill testing duties as a bilingual or EL

teacher shall receive an equal amount of compensation planning time during the same week.

C. Elementary art, music, physical education, etc., teachers may not be assigned annually more than six (6) teaching periods per full or shortened day. If a special area teacher is assigned to teach both elementary school and middle school classes in the same day, such teacher shall not be assigned more than a combination of five (5) teaching periods on such days.

D. It is understood that duties to be performed within the elementary school are to be evenly distributed among the staff at each school. The involuntary assignment of more than one duty to any one teacher on any given day should not be made when there is another teacher on the staff with no duties assigned on that day.

#### 4.5 MIDDLE SCHOOL SCHEDULE

A. Middle school teachers shall have a continuous duty-free lunch period of thirty (30) minutes.

B. Middle school teachers shall have, in addition to their lunch period, a preparation/conference period equivalent to a class period at least five times each week, during which they shall not be assigned to any other duties, except in emergencies.

C. In addition to homeroom or equivalent duty, academic subject area teachers in middle schools shall not be assigned annually more than five (5) teaching periods plus one (1) duty assignment per day. If a middle school teacher agrees to teach an additional class for a period of more than sixty (60) school days, the teacher shall be compensated at an additional  $\frac{1}{7}$  (14.28%) of the teacher's per diem pay rate for each day on which the teacher teaches the additional class. The teacher's additional class shall be in lieu of the teacher's assigned duty assignment for each day on which the teacher teaches the additional class. As used in this paragraph, the term "teaching period" shall include only classroom instructional groups. The term "duty assignment" shall include study halls, tutoring, resource centers, general supervision, directed activities, small group instruction, team conferences called by the Administration and other similar assignments.

D. Middle school academic subject area teachers shall not be required to prepare annually more than three academic subject areas. For the purposes of this Section, courses organized by ability levels or phases are not to be considered separate preparations.

#### 4.6 HIGH SCHOOL SCHEDULE

A. High school teachers shall have a continuous duty free lunch period of thirty (30) minutes.

B. High school teachers shall have, in addition to their lunch period, a preparation/conference period equivalent to a class period at least five (5) times each week, during which they shall not be assigned to any other duties, except in emergencies.

C. In addition to homeroom or equivalent duty, academic subject area high school teachers shall not be assigned annually more than five (5) teaching periods plus one (1) duty assignment per day. If a high school teacher agrees to teach an additional class for a period of more than sixty (60) school days, the teacher shall be compensated at an additional  $\frac{1}{7}$  (14.28%) of the teacher's per diem pay rate for each day on which the teacher teaches the additional class. The teacher's additional class shall be in lieu of the teacher's assigned duty assignment for each day on which the teacher teaches the additional class. As used in this paragraph, the term "teaching period" shall include only classroom instructional groups. The term "duty assignment" shall include conventional study halls, tutoring, resource centers, general supervision, and other similar assignments.

Teachers may be assigned a duty period in lieu of a teaching assignment. Science teachers responsible for laboratory courses may be assigned one (1) laboratory period in lieu of a duty assignment on any given day.

D. High School teachers shall not be required to make more than three (3) teaching preparations by course title within subject areas at any one time. Such teachers, in addition, may be required to teach one limited enrollment course (i.e. less than ten students) provided that they are relieved of homeroom obligations and duties such as study hall.

E. Subject to the Board's rights under Section 4.2(B) of this Agreement, the parties agree that to the extent that the high school schedules include "Straight Eight Days," "Modified Block Days" and "Connections Days," the following provisions shall apply:

Straight Eight Days (Eight periods): Teachers may be assigned five (5) teaching periods.

Modified Block Days (Four periods): During Modified Block Days teachers will receive half of one block for daily preparation/conference period within one of the blocks. Teachers may be assigned a duty for the remaining portion of the block period. If it is not possible for administration to create a schedule for an individual teacher in which the teacher receives half of one period for preparation/conference during each of the two modified block days in a week, then the teacher will receive a full period over the course of the two-day period of Modified Block Days and only after the teacher has the opportunity to meet with the administration and Association to discuss the teacher's schedule.

Connections Days (Eight periods and one Connections period): Teachers may be assigned five (5) teaching periods.

#### 4.7 RESOURCE/SUPPORTIVE STAFF

A. It is recognized that the most efficient use of resource and/or supportive staff may involve work day and work year schedules which differ from those set forth elsewhere in this Article. As used herein the term "resource and/or supportive staff" means library media specialist, instructional resource teacher, guidance counselor, psychologist, social worker, speech and language pathologist, and any position which becomes a part of school planning and placement teams (excluding classroom teachers).

B. The Board may during the term of this Agreement propose changes in the work day and work year for resource and/or supportive staff. If such a proposal is made, the parties shall meet promptly for the purpose of negotiating such proposal. Such negotiation shall include the issue of appropriate security arrangements. No proposed change may be implemented by the Board within thirty (30) days after the proposal is made, without prior written agreement of the Association.

C. Special education teachers required to do diagnostic testing will have in addition to their conference period, scheduled time necessary, within the student day, to fulfill testing needs as determined by the administration.

### **ARTICLE V** **REDUCTION IN FORCE**

5.1 In the event of a reduction in the number of certified personnel in East Hartford, the following procedure shall be followed subsequent to the Board of Education's determination of the number of positions to be eliminated:

A. Establish the names of people who are in the affected instructional areas (within elementary, middle and high school grade levels, considered separately).

B. List the names of said personnel by ranking those most senior at the top and those most junior at the bottom on the basis of length of continuous service in the district.

C. Terminate the employment of the least senior person if no other position exists in any other instructional area in which the person may be placed based upon the teacher's certification endorsements and length of service.

D. In the event that administrative positions below the rank of Director are eliminated such personnel may elect to exercise seniority based upon their certification endorsement/endorsements and length of continuous service in the district. In which case, the procedure established in paragraphs A, B and C above shall be followed to ascertain whether a position shall be made available to such administrator.

E. No tenured certified teacher (as defined in Section 10-151 (b) of the Connecticut General Statutes) shall be laid off when a position exists which is either vacant or occupied by a non-tenured teacher and for which the tenured teacher is certified or immediately certifiable.

5.2. A. In the event of a tie in length of service for a position defined in the Recognition Clause of this Agreement, Article II, Section 2.1, the following criteria shall be applied in the order listed:

1. Previous regular teaching service in East Hartford.
2. Previous long-term substitute service in East Hartford.
3. Previous per diem substitute service in East Hartford.
4. Date contract signed.

B. Seniority shall be determined on the basis of length of continuous service in the district.

C. Length of service shall be defined as continuous service in the East Hartford School System under a contract of employment. Such length of service shall not include leaves of absence without pay in the excess of one school year. Provided, however, that required military leaves of absence shall be covered as to length of service as required by the Connecticut General Statutes pertaining thereto.

D. Tenured teachers who are laid off shall be placed on a "recall list" for a period of fifteen months and shall be re-employed on the basis of length of service, provided they hold the necessary certification endorsement for the position. Any person refusing a full time position when recalled shall thereafter have no further recall rights.

E. Personnel who are re-employed from a recall list shall be entitled to reinstatement of sick days, length of service credit and placement on the salary schedule at the level above the level held when laid off.

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

## **ARTICLE VI**

### **FACILITIES**

The Board will make every reasonable effort to provide in each school building:

6.1 Space in each classroom in which teachers may safely store instructional materials and supplies;

6.2 A teacher workroom containing adequate equipment and supplies to aid in the preparation of instructional materials;

6.3 An appropriately furnished room to be used as a faculty lounge (said room to be in addition to the aforementioned teachers' workroom) containing a telephone;

6.4 Clean, well-lighted, well-supplied and well-ventilated teachers' rest rooms restricted to staff use;

6.5 A system whereby teachers can effectively and expeditiously communicate with the main building office in the event of an emergency;

6.6 Teachers' cafeterias or rooms provided for teachers' lunch in all schools;

6.7 Two-way communication system between classrooms and office in all school buildings;

6.8 Working, conference and storage facilities for special instructional and non-instructional personnel.

## **ARTICLE VII**

### **NON-DISCRIMINATION**

7.1 Both parties agree to continue their policies of not discriminating against any teacher by reasons of membership or non-membership in, participation or non-participation in the activities of the Association or any other employee organization. Both parties also agree to continue their policies of not discriminating against any teacher on the basis of race, color, religion, age, sex, national origin, disability, marital status, national origin, gender identity or expression, alienage, ancestry, pregnancy, genetic information, veteran status, status as a victim of domestic violence, or sexual orientation.

Section 7.1 is included in this Agreement for informational purposes only. Section 7.1 shall not be subject to the grievance procedure.

**ARTICLE VIII**  
**INSTRUCTIONAL PROGRAMS**

8.1 Prior to changing a textbook, instructional program, or standardized assessments, the classroom teachers affected and/or a committee including such teachers (appointed by the Superintendent after consultation with the Association) shall be given the opportunity to meet and consult with the Superintendent or designee regarding the proposed change or selection.

**ARTICLE IX**  
**STAFFING CONSIDERATIONS**

9.1 In order to establish class size for Grades K-12, enrollment shall be examined on the twentieth (20th) student day in the school year. Where a class size exceeds 25 in Grades K-2, 27 in Grades 3-4 or 28 in Grades 5-6 on such twentieth (20th) day, the class(es) affected shall be split and an additional teacher shall be hired for the remainder of the school year. If at any point during the school year after such twentieth (20th) day a class size exceeds 29 in Grades K-2, 29 in Grades 3-4 or 31 in Grades 5-6, the class(es) affected shall be split and an additional teacher shall be hired for the remainder of the school year. The Administration may make the class size determination set forth in this section prior to the twentieth (20<sup>th</sup>) day in its discretion.

At each elementary school, class sizes within the same grades shall not deviate by more than two (2) students, unless there are sound educational reasons for such deviation of numbers. The preceding sentence shall not apply to any deviation caused by the disenrollment of one or more students for any reason during the school year.

**ARTICLE X**  
**NON-TEACHING DUTIES**

10.1 The Board and the Association agree that a teacher's primary responsibility is to teach and that the teacher's energy should be utilized to this end.

**ARTICLE XI**  
**SUMMER SCHOOL PROGRAM**

11.1 The Board and the Association recognize that the summer school program may vary substantially from year to year, offers the opportunity for experimentation, and calls for flexibility in approach. The parties understand and agree that the early childhood education student school year normally extends beyond the K-12 school year,

and that the term "summer school program" as used in this Article shall not be deemed to include such extended year programs in the early childhood education area.

11.2 The Board will publicize electronically the general scope and content of the summer school program, and the positions to be filled by teachers as soon as possible.

11.3 Subject to special requirements of the program (e.g. in-service training for new personnel), position openings shall be filled on the basis of competence and experience, and other things being equal preference shall be given to applicants from the regularly appointed teacher staff in the East Hartford school system.

## **ARTICLE XII** **PROTECTIONS**

12.1 Teachers shall immediately report verbally to their supervisor, to be followed by a written report, all cases of assault suffered by them in connection with their employment.

12.2 Such report shall be forwarded to the Superintendent and the Board which shall comply with any reasonable request from the teacher for information in its possession not privileged under the law which relates to the incident of the persons involved.

12.3 The Board shall comply with the provisions of Section 10-235 of the Connecticut General Statutes with respect to civil proceedings initiated against a teacher.

## **ARTICLE XIII** **ACCIDENT BENEFITS**

13.1 Whenever a certified person is absent from school as a result of personal injury, compensable under the Connecticut Workers' Compensation Laws, and arising out of and in the course of employment, the teacher may use the teacher's accumulated sick leave to supplement payments received for temporary total disability under the Workers' Compensation Act. Sick leave used for this purpose will be deducted at the rate of one-half day for each date of absence. The Board shall have the right to have such person examined by a physician designated by the Board for the purpose of establishing the length of time during which the teacher is temporarily disabled from performing the teacher's duties, and, in the event that there is no adjudication in the appropriate workers' compensation proceeding for the period of temporary disability, the opinion of said physician as to the said period shall control.



A teacher who is unable to work as a result of an incident falling within the provisions of Conn. Gen. Stat. § 10-236a shall be eligible for continuation of full salary payments in accordance with said statutory provision.

13.2 If a teacher is absent because of illness of a contagious communicable disease, other than the common cold or flu, traceable to contact made in school, the absence will not be charged against that teacher's sick leave.

## **ARTICLE XIV**

### **LEAVE PROVISIONS**

#### **SICK LEAVE**

14.1 Each certified person shall receive leave of absence with full pay for sickness at a rate of fifteen (15) days a year. These fifteen (15) days may be accumulated up to one hundred eighty-five (185) days. Notwithstanding the foregoing, any teacher who has accrued more than one hundred eighty-five (185) sick days as of June 30, 2007 shall be permitted to retain such accumulated sick days, but shall not be permitted to accumulate any additional sick days on or after July 1, 2007 unless and until such time as such teacher's total sick leave accumulation falls below one hundred eighty-five (185) days. Sick leave days used by a teacher in any contract year shall first be charged to the teacher's 15-day sick leave allotment for that year, prior to any charge against the teacher's accumulated sick leave. Accumulated sick leave will be determined on the basis of such person's service with the Board since the most recent date of hire.

14.2 Sick leave credits will not accumulate while such teacher is absent from work on leave without pay.

14.3 Sick leave may be used in the following cases:

- (a) Personal illness or physical incapacity.
- (b) Enforced quarantine of such person in accordance with the community health regulations.
- (c) Illness or physical incapacity in such teacher's immediate family. For the purposes of this paragraph (c) immediate family is defined as any parent, stepparent, spouse, child, stepchild, or any relative who resides in the employee's primary residence. In addition, if a teacher is eligible for leave under the federal Family and Medical Leave Act in order to provide necessary care for a spouse, parent or child with a serious health condition, the teacher may use accumulated sick leave for up to thirty (30) of such leave.

14.4 In exceptional cases, the Superintendent/designee may grant additional sick leave with or without pay. Requests for such additional sick leave shall be in writing and must be signed by such person when possible.

14.5 Sick leave may not be used for recuperation from illness or injury which is directly traceable to employment by another employer.

14.6 It shall be the responsibility of the certified person to notify the central office in advance of extended absence if possible.

- (a) The Superintendent/designee may request an appropriate medical certificate from any certified person for any leave of any duration.
- (b) When required to provide a certificate, the teacher shall have the option of providing a certificate from a doctor of the teacher's own choosing, in which case the teacher shall pay, or a doctor chosen by the Superintendent/designee in which case the Board shall pay. In any case, the Superintendent/designee may seek the judgment of the district's designated physician.

#### PERSONAL LEAVE

14.7 Up to a total of three (3) personal days per year will be granted for absence for business beyond the individual's control which cannot be conducted outside of school hours. Except in emergencies or a funeral (as set forth in #5 below), the request for such leave must be made at least five (5) business days prior to such leave by the individual to the Director of Human Resources, acting as designee of the Superintendent, provided that for two (2) days per year said request need not state the reason for the leave. Such two (2) days may not be used in conjunction with any other leave day or school holiday, but may otherwise be used in conjunction with each other.

Leave under this section 14.7 will be granted for the following reasons:

- (a) Court appearance where the teacher is a party or is subpoenaed.
- (b) House and mortgage closing of the teachers' domicile.
- (c) Wedding of teacher or member of immediate family.
- (d) Graduation of teacher or member of immediate family.
- (e) Funeral not covered in Section 14.8 (multiple requests to attend the same funeral will be granted at the discretion of the Director of Human Resources).

Immediate family for purposes of this section 14.7 is defined as parent, stepparent, grandparent, spouse, child, stepchild, sibling, grandchild and also any relative who resides in the employee's primary residence.

The number of days allowable for each of the above reasons shall be subject to reasonable limitations. Personal days shall not be used to extend student recess periods.

- (f) Additional personal days for the above or personal days for reasons not mentioned above may be granted at the discretion of the Director of Human Resources.

#### BEREAVEMENT LEAVE

14.8 Three (3) days special leave with full pay shall be granted for bereavement and attendant activities in the event of a death in the immediate family of a teacher. Immediate family for purposes of this clause is defined as parent, stepparent, grandparent, spouse, brother, sister, child, stepchild, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law and father-in-law of a teacher and also any relation who is domiciled in the teacher's house. Additional days may be requested pursuant to Section 14.7.

#### JURY DUTY

14.9 A teacher who is absent from work in order to report for jury duty or appear as a witness under a legally enforceable subpoena shall receive a leave of absence with full pay. A teacher shall remit per diem jury pay, but not traveling expenses, to the Board when the teacher receives jury duty pay from the state. This provision shall not apply to legal proceedings wherein the teacher, or the Association, is a party.

#### PROFESSIONAL CONFERENCES--VISITING DAY

14.10 Upon approval of the Superintendent or designees, a visiting day or leave with full pay shall be granted to a teacher for visiting classes in other schools, attending conferences or important professional meetings. Travel expenses will be granted.

#### RELIGIOUS LEAVE

14.11 Up to three full days of paid leave may be granted to teachers for the celebration of religious high holy days. The request for such leave must be submitted at least five (5) business days prior to such leave to the Director of Human Resources, acting as designee of the Superintendent.

#### MATERNITY/ADOPTIVE/CHILDREARING LEAVE

14.12 Notwithstanding any provision in this contract to the contrary, the Board shall comply with all provisions of applicable federal and/or state law concerning disability maternity leave and/or family and medical leave.

14.13 Childrearing or adoptive leave for purposes other than disability must be requested, in writing, prior to (a) the time disability sick leave due to pregnancy commences, or (b) the time that the spouse of a certified staff member is determined to be disabled as a result of pregnancy, or (c) the adoption of a minor child, whichever is applicable.

A. Childrearing or adoptive leave shall commence at the end of disability sick leave as determined by medical authority, as applicable.

B. If disability sick leave commences between September 1 and January 31, the child-rearing leave may extend up to the remainder of the school year. Notification of intent to return shall be submitted by March 1 of the calendar year in which the certificated staff member plans to return. Failure to notify will constitute a resignation.

C. If the disability sick leave commences between February 1 and August 31, the child-rearing leave may extend up to the remainder of the school year and may extend for the next full school year if the teacher elects to do so in writing at the time the leave is requested. Notification of intent to return shall be submitted by January 1 of the calendar year in which the certified staff member plans to return. Failure to notify will constitute a resignation.

D. The certified staff member will be reinstated to a position for which the teacher is certified and qualified provided the teacher's status has not been affected by Article 5.1 of this Agreement.

E. A certified staff member absent on child-rearing leave will be given credit for the year for the purpose of step movement on the salary, provided teaching service exceeded ninety (90) school days in the school year.

F. Upon the expiration of any FMLA leave applicable to the teacher's childrearing leave, the teacher may continue insurance coverage at the teacher's expense for the duration of the childrearing leave.

G. Credit toward longevity shall not be granted for this period of leave.

H. Sick leave not used during disability leave shall be restored upon return to the system.

## GENERAL PURPOSE LEAVES

14.14 The Administration shall consider and may grant such leaves as requested in writing for general purposes under the following conditions:

- A. Such leaves shall be without pay.
- B. Such leaves shall normally be for a period of one school year.
- C. Application must be submitted at least ninety (90) calendar days prior to the date the leave is expected to commence, unless the leave will commence at the beginning of a school year, in which case the application must be submitted prior to March 1st of the school year preceding the school year for which the leave is being requested.
- D. Candidate must have completed at least ten (10) years of satisfactory service with the Board.
- E. During such leave, the teacher may continue insurance coverage provided that the teacher pays the costs for such insurance, except as otherwise provided by law. This subsection E will not apply in any situation in which a teacher is employed by a charter school or any other employer during the period of leave.
- F. Teachers must notify the Board by March 1st of the leave year of their decision whether or not to return to teaching. Failure to notify, results in automatic resignation. This date is of the essence.
- G. Teacher returns to normal salary sequence and benefits accrual excluding the year of leave.
- H. Return to same position is dependent upon needs of school system.

## **ARTICLE XV** **SALARIES**

15.1 The salary schedules and differentials for the school years covered by this Agreement are set forth on Schedules A and B attached hereto and hereby made a part of this Agreement.

15.2 Certified personnel shall have the option of choosing either 21 equal pay periods or 22 pay periods where the first 21 pays are equal to 1/26 of the teachers' pay and the 22<sup>nd</sup> pay period is equal to 5/26 of the teachers' pay.

15.3 The following hourly rates of compensation shall apply to the work set forth below:

	<u>Rates Per Hour</u>		
	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
Home Instruction	\$34.05	\$34.56	\$35.08
Summer Work	\$34.05	\$34.56	\$35.08
Supervision of school dances, athletic events and other activities	\$27.30	\$27.71	\$28.13
Assigned detention supervision which occurs beyond the teacher's normal work day	\$34.05	\$34.56	\$35.08
Special education summer work	\$57.73	\$58.60	\$59.48

## **ARTICLE XVI**

### **INSURANCE**

16.1 The Board shall maintain a High Deductible Health Plan/Health Savings Account (hereinafter "HSA Plan") as set forth in Appendix C. Enrollment in the insurance plans shall be subject to any and all eligibility requirements established by the insurance carrier and/or plan administrator, at group rates subject to conditions imposed by the carriers, with such coverage to be paid by the employee through payroll deduction.

Effective July 1, 2025, the deductibles for the High Deductible Health Plan shall be: \$2,250 (Individual)/\$4,500 (Family) (with corresponding increases in the out-of-pocket maximum).

The High Deductible Health Plan includes the following components:

- Pharmacy Edits and Preferred Generics
- Specialty Drug Management
- Incentive Preventive Rx Rider
- American Imaging Management (AIM) Radiology Management for High Cost Diagnostics and Rehabilitative Services

The Board will not fund any portion of the deductible under the HSA Plan.

The teachers' premium contributions toward the HSA Plan will be as follows:

Effective July 1, 2025: 13.0%

Effective July 1, 2026: 14.0%

Effective July 1, 2027: 15.0%

The Board will also provide for all teachers Blue Cross Full Service Dental Plan with riders A, B, C. The teachers' premium contributions toward the dental plan will be as follows:

Effective July 1, 2025: 27.5%

Effective July 1, 2026: 28.0%

Effective July 1, 2027: 28.5%

The teachers' HSA Plan premium contributions shall be based on the allocation rates for the plan selected.

The Board will adopt an Internal Revenue Code Section 125 plan which allows teachers to pay insurance contributions with pre-tax dollars.

16.2 The Board shall provide and pay for a life insurance policy with a double indemnity provision for each teacher in the amount of \$25,000.

16.3 Teachers retiring under Chapter 167A shall be permitted to continue their health insurance in accordance with C.G.S. 10-183t.

16.4 The Board shall have the right to self-insure for any of the insurance benefits described in this Article and/or to change administrators/carriers/plans for any of the insurance benefits, provided the overall level of benefits, when considered as a whole, remains substantially comparable to the overall level of benefits in effect immediately preceding any such change.

## **ARTICLE XVII**

### **VACANCIES, ASSIGNMENTS AND TRANSFERS**

17.1 Promotional positions are defined as those positions requiring an administrative or supervisory certificate or positions set forth on Schedule B attached hereto.

17.2 When the Superintendent determines that a vacancy exists in a promotional position or a new promotional position is created, notice of such vacancy or newly created position shall be publicized to all teachers electronically for a minimum period of ten (10).

17.3 Notice of all such vacancies that arise during the summer months shall be publicized to all teachers electronically for a minimum period of ten (10) days.

17.4 A written notice of the decision on each application shall be forwarded to the applicant.

17.5 Qualifications, work requirements and the effective date for vacancies or newly created positions shall be clearly defined for all prospective applicants.

17.6 Nothing herein shall preclude the Board in an emergency from filling such positions with any person whom it finds qualified.

17.7 Teachers shall be notified in writing annually of their teaching assignments ideally not later than the June 1 and in no case later than the last day of school. Such notification shall include grade level, subject area and building assignment. In the event of a change in circumstances, such assignments may be changed as required to meet the situation, and the teacher shall be notified as soon as possible. No transfer of teachers will occur after the first thirty (30) days of school, except in unforeseen circumstances such as death, resignation, changes in student enrollment or emergency school closing, or by agreement with the affected teacher after consultation with the Association. In the event that a teacher is reassigned from one building to another building after the start of the school year, the affected teacher shall be given two (2) school days to complete the required move. If the teacher is reassigned within the same building after the start of the school year, the teacher shall be given one (1) school day to complete the required move. Appointments to extracurricular or cocurricular positions shall be confirmed in writing to the teachers appointed to such positions.

17.8 Teachers who desire a change in assignment or who desire to transfer to another building shall file a written statement of such desire with the Department of Human Resources no later than January 1. Such statement shall include the grade and/or subject to which the teacher desires to be assigned or the school or schools (in order of preference, if the teacher has preferences) to which the teacher desires to be transferred.

17.9 Any teacher whose request for transfer is denied or who is involuntarily transferred shall be entitled, upon the request of the teacher, to a personal conference between the teacher involved and the Superintendent or designee. The teacher shall have the right of Association representation at any such meeting.

17.10 In arranging schedules for teachers who are assigned to more than one school, an effort will be made to limit the amount of inter-school travel. Such teachers shall be notified of any change in their schedules as soon as practicable. Such teachers shall have sufficient travel/set-up time in addition to their regularly scheduled conference periods.

## **ARTICLE XVIII**

### **GRIEVANCE PROCEDURE**

18.1 The purpose of the following grievance procedure shall be to settle equitably at the lowest possible administrative level issues which may arise from time to time with respect to the salaries and working conditions of teachers provided for in this Agreement. The Board and the Association agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure, subject to the provisions of the Freedom of Information Act. The Board also agrees to make



available to any grievant and/or the grievant's Association representative all records within the possession of the Board which bear on the issues raised by the grievance, to the extent required by the Freedom of Information Act.

18.2 A. Grievance. A grievance shall mean (i) a complaint by a certified teacher or teachers that the teacher(s)'s rights under the specific language of this agreement have been violated or that as to the teacher(s) there is a misinterpretation or misapplication of a specific provision of this agreement, or (ii) a complaint concerning an event or condition which affects the welfare or conditions of employment of a teacher or group of teachers. However, grievances defined in (ii) above may only be processed as far as level three of the grievance procedure, and level four shall not apply.

B. Grievant. An individual or group of individuals alleging that a grievance exists.

C. Teacher. Any person who is included in the unit as defined in Article 2.1.

D. Days shall mean days when school is in session. During the summer, days shall mean business working days.

#### GENERAL PRINCIPLES

18.3 A. It shall be the firm policy of the Board to assure to every teacher an opportunity to have the unobstructed use of this grievance procedure without fear of reprisal or without prejudice in any manner to the teacher's professional status.

B. A teacher may seek and use the assistance of an officer or representative of the Association in the presentation and/or filing of any grievance at any level including the informal level. Such assistance shall include, but not be limited to, the direct representation of a teacher at all steps of the grievance procedure.

C. Nothing contained in this grievance procedure shall be construed to deny any teacher's constitutional rights under the laws of the State of Connecticut.

D. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level of grievance procedure should be considered maximum. These time limits may, however, be extended by mutual agreement. The failure of a grievant and/or the Association to proceed to the next step of the grievance procedure within the time limits set forth shall be deemed to be an acceptance of the decision previously rendered and shall constitute a waiver of any future filing or advancement of the particular grievance. The failure of the Administration or Board at any step to communicate a grievance decision to the grievant/Association within the specified time limits shall permit the grievant/Association to proceed to the next step.

E. The primary function of this procedure is to seek to resolve the professional problems of individual teachers or groups of teachers. This is to be done with the least possible publicity maintaining professional confidences so as to curtail any adverse effect on the school system or profession.

## PROCEDURE

### 18.4 1. Informal Level.

A teacher with a grievance shall first discuss it with the teacher's immediate supervisor or other appropriate administrator with the objective of resolving the matter informally.

### 2. Level One.

A. If the grievance remains unresolved, the grievant or the grievant's representative shall submit a written grievance to the immediate supervisor within the time period set forth in Section 18.6.C.

B. The immediate supervisor shall give a written decision to the grievant and the Association within five days of receipt of the grievance.

### 3. Level Two.

A. If the grievance remains unresolved, the grievant or the grievant's representative shall file the grievance in writing with the Superintendent within five days of receipt of the Level One response.

B. Within five days after the receipt of the written grievance, the Superintendent or designee shall meet with the grievant in an effort to resolve the grievance. The Superintendent/designee shall render the decision in writing to the grievant and the Association within five days after the conclusion of said meeting.

### 4. Level Three.

A. In the event that the grievance remains unresolved the Association may file the grievance in writing with the Board Chair, with a copy to the Superintendent, within five days of receipt of the Level Two decision.

B. Within ten days after the receipt of the written grievance, the Board of Education shall meet with the grievant in an effort to resolve the grievance. The Board's decision shall be rendered in writing to the grievant and the Association within five days after the conclusion of said meeting.

5. Level Four.

A. In the event that the grievance remains unresolved the grievant may, within five days after a decision by the Board, request in writing that the Association submit the grievance to arbitration. The Association may submit the grievance to arbitration with a written copy to the Superintendent within ten days after the Board's decision.

B. Within five days after written notice of such arbitration, representatives of the Board and the Association shall agree upon and select an arbitrator or arbitrators. If the parties cannot agree upon an arbitrator or arbitrators at this meeting, the grievance shall be submitted to American Arbitration Association by the Association. The arbitration shall be conducted in accordance with the administrative procedures, practices and rules of American Arbitration Association.

C. The arbitrator so selected shall confer with representatives of the Board and the Association and hold hearings promptly and, render the decision. The arbitrator's decision shall be in writing and shall set forth the arbitrator's findings of fact, reasoning and conclusion on the issues submitted. The arbitrator shall hear and decide only one grievance in each case. The arbitrator shall be bound by and must comply with all of the terms of this Agreement. The arbitrator shall have no power to add to, delete from, or modify in any way any of the provisions of this Agreement. The decision of the arbitrator shall be binding upon all parties to this agreement during the life of this agreement, except as otherwise provided by law.

D. The cost of the services of the arbitrator including per diem expenses, if any, and actual travel and subsistence expenses, shall be borne equally by the Board and the Association.

RIGHT OF TEACHERS TO REPRESENTATION

18.5 A. Any teacher may be represented in this grievance procedure only by the Association. If a teacher proceeds alone, without Association representation, at the Informal Level and/or Levels One and Two, the Association shall have the right to be present and to state its views.

B. No teacher may file for a Level Three Board hearing or Level Four arbitration as an individual and only the Association may file a grievance to a Level Three Board hearing or Level Four arbitration hereunder.

C. Meetings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity to attend for all persons proper to be present. When such meetings are held during school hours, all persons who participate shall be excused without loss of pay or leave time for that purpose.

D. The Association shall have the right to initiate a grievance which in the opinion of the President of the Association or designee affects a group or class of teachers and such action shall be taken in the name of the President of the Association or designee. If such a grievance is the result of action or inaction by the Board or central administration, it shall be initiated at Level Two.

E. The Association representatives shall be permitted, when otherwise free from teaching assignment, to investigate and process grievances to ascertain compliance with the provisions of this Agreement, provided their principal or supervisors have been notified of where they are going and why they are leaving their school buildings and have received permission therefor, and provided further that upon entering a school building they shall inform the principal or the building administrative office personnel why they are there and received permission to carry out their purpose. This permission in both instances shall not be unreasonably withheld.

#### MISCELLANEOUS

18.6 A. Forms and instructions for filing and processing grievances and other documents necessary under the procedure shall be prepared by the Association and shall be made available at each school office. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

B. All grievances must be processed through and in accordance with the grievance procedure set forth herein.

C. Any complaint or grievance not presented in writing at level one for disposition through the grievance procedure set forth above within fifteen (15) school days of the occurrence of the facts or condition giving rise thereto, or within fifteen (15) school days of the grievant's knowledge of their occurrence, whichever comes later, shall not thereafter be treated or processed as a grievance under this Agreement. In the case of an individual grievance, knowledge shall be presumed to take place no later than thirty (30) calendar days after the occurrence in question.

#### **ARTICLE XIX** **ITEMS NOT IN AGREEMENT**

19.1 Any item not covered in this agreement may hereafter be governed by the modification of existing policies, rules and/or regulations or by the adoption by the Board of a new policy, and/or regulations.

## **ARTICLE XX**

### **CURRICULUM DEVELOPMENT**

20.1 The Association is interested in curriculum and recognizes that rapid technological and sociological changes and growth mandate constant study of and revision in our curriculum and instructional program. Therefore, curriculum revision shall be thoroughly researched by committees composed of appropriate certified personnel. The teachers are expected to play an active role in preparation, implementation, evaluation of curriculum and facilities. In order to reach their goals the Board is expected to utilize release time during the school day and/or sponsor summer curriculum workshops. The rate of pay for summer workshops shall be the same as the rate for summer school work.

## **ARTICLE XXI**

### **MISCELLANEOUS**

21.1 Any teacher may inspect and/or copy any material in the teacher's personnel file upon giving three (3) working days' written notice to the Human Resources department. 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.

21.2 If negotiation meetings between the Board and the Association are scheduled during normal working hours of a school day, representatives of the Association shall be relieved from all regular duties without loss of pay as necessary in order to permit their attendance at such meetings.

21.3 The Board agrees that two (2) teachers designated by the Association shall, upon request, be granted a leave of absence for up to two years without pay for the purpose of engaging in Association activities. A teacher on leave of absence under this Section, who returns to the teacher's position at the end of that leave, shall upon such return be placed on the salary step the teacher would have been on without the leave. Such teachers may continue their health insurance benefits, at their own expense, in accordance with applicable law.

21.4 Duties and responsibilities of teachers shall not be changed without the opportunity for negotiations upon request concerning fair and equitable adjustment of compensation. Any negotiated adjustment shall be effective as of the date of the change in duties and responsibilities.

21.5 Reasonable released time for teachers shall be arranged when, and if, requested by the Association leadership for meetings.

21.6 No teacher shall in an effort to effect a settlement of any disagreement with the Board, engage in any strike or concerted refusal to render services.

21.7 Any teacher assigned to teach less than one-half the regular full-time teaching load shall not be entitled to medical or life insurance benefits. All benefits, including insurance benefits and paid leave of any kind, shall be available on a prorated basis to those assigned to teach less than a full teaching load. Notwithstanding the foregoing, any part-time teacher assigned to teach one-half or more of the regular teaching load as of June 30, 2007, and who thereafter continues teaching in a part-time position equal to one-half or more of the regular teaching load, on a continuous basis, shall receive the same insurance benefits accorded a full-time teacher.

21.8 Any teacher who uses the teacher's personal vehicle on approved Board business in or out of the district during the work day or after hours will be reimbursed at the IRS rate, in accordance with all applicable IRS regulations. In order to be eligible for such reimbursement, the teacher must submit a written request for reimbursement to the Business Office no later than the thirtieth (30<sup>th</sup>) calendar day of the calendar month following the travel, except that reimbursement requests for mileage for the months of May and June must be submitted by the tenth (10<sup>th</sup>) calendar day of the calendar month following the travel. Payment will be monthly.

21.9 Certified long-term substitutes who are hired for an assignment expected to last less than one full school year shall be paid at a rate to be determined by the Board. In no case shall any such long-term substitute be eligible for benefits under this contract, except that long-term substitutes may participate in the health insurance plan(s) offered to teachers, at their own expense (except as otherwise required by law). As used in this section, the term "benefits" shall include, but shall not be limited to, the provisions set forth in Articles V, XIII, XIV, XV, XVI, XVII, XXI (except Section 21.1, if a formal evaluation is prepared for such teacher), XXII and XXIII.

21.10 No teacher shall be issued a written reprimand, suspended, reduced in rank or compensation or denied an increment without just cause. Grievances concerning written reprimands may only be advanced to Level One and Level Two of the grievance procedure.

21.11 Teachers may submit requests for job sharing arrangements to the Administration. The Administration shall have the sole discretion to approve or deny such requests, and no such decisions shall be subject to the grievance procedure.

## **ARTICLE XXII**

### **SALARY PLACEMENT**

22.1 Schedule credit shall be given for active military service, or Peace Corps service up to two (2) years.

22.2 In order to be eligible for a degree status change on the salary schedule for a contract year, a teacher must provide written notification to the Superintendent/designee by August 31<sup>st</sup> of the prior contract year that the teacher is enrolled in a planned educational program and anticipates completing that program prior to the start of the following contract year, in order to enable the Board to budget for the degree status change. Failure to provide such notification shall delay the degree status change for salary purposes until the following contract year.

For example, if a teacher anticipates a degree status change that will become effective for the 2026-27 school year, the teacher must provide advance notification to the Superintendent/designee by August 31, 2025 that the teacher is enrolled in a planned educational program and anticipates completing that program prior the start of the 2026-27 school year. If the teacher fails to provide such advance notification, the degree status change for salary purposes will be delayed until the 2027-28 school year.

Additionally, in order to become effective for salary purposes, verification of changes in degree status (together with official transcripts or other satisfactory evidence of course completion) must be submitted to the Director of Human Resources in accordance with the following schedule:

<u>Deadline for Submission</u>	<u>Date Changes Will Become Effective</u>
August 15	First payroll occurring after 9/1
January 15	First payroll occurring after 2/1

22.3 (a) For salary placement the District will recognize all previous full-time pre-K through 12 teaching experience from East Hartford Public Schools, another public school district and/or parochial/private schools if a regular teacher (not substitute) with appropriate State certification is hired. No new teacher will be placed on a step higher than currently employed East Hartford teachers having equal education and experience.

(b) Under extenuating circumstances exceptions to 22.3(a) will be permitted after notification to EHEA of reasons.

#### 22.4 Salary Guides

##### (a) Bachelor's Degree

Placement on the appropriate salary step will be granted for teachers who have earned a Bachelor's Degree from an accredited college or university in accordance with their acceptable teaching experience on the Bachelor's salary schedule.

(b) Bachelor's Degree + 30 Graduate Hours

Placement or movement on the appropriate salary step will be granted for teachers who have completed thirty (30) graduate credits beyond the Bachelor's degree in a planned program approved in advance by the Superintendent/designee, in their teaching field or an approved related area, from an accredited college or university, but where the Master's Degree has not been awarded.

(c) Master's Degree

Placement or movement on the appropriate salary step will be granted for teachers who have earned a Master's Degree at an accredited college or university in a related educational field (e.g. M.A., M.S., M.Ed., M.Music, etc.).

(d) Master's Degree + 30

Placement or movement on the appropriate salary step will be granted for teachers who have completed graduate credits beyond the Master's Degree as follows:

1. Only those courses undertaken after completion of the Master's Degree shall be considered for M.A. + 30 or Sixth year salary level.
2. Teachers who have earned an additional Master's Degree, a certificate of advanced graduate study, a sixth year professional diploma, or who have completed thirty (30) graduate credits beyond the previously awarded Master's Degree in a planned program approved in advance by the Superintendent/designee, in their teaching field or an approved related area, from an accredited college or university, shall be placed on the appropriate salary step of the M.A. + 30 schedule.

(e) Doctoral Degree

Placement or movement on the appropriate salary step will be granted for teachers who have earned a Doctoral degree from an accredited college or university in a related educational field (e.g. Ph.D., Ed.D., J.D.).

22.5 The following provisions shall apply to teachers who complete an Alternative Route to Certification (ARC) program that has been approved by the Connecticut State Department of Education:

- (a) The teacher must have been employed by the Board for at least one year prior to enrolling in the ARC program.
- (b) The ARC program must be comparable to a 30-credit planned educational program, as determined by the Superintendent/designee.
- (c) The teacher's participation in the ARC program must be approved in advance by the Superintendent/designee.



- (d) The teacher must earn at least one additional certification endorsement as a result of the completion of the ARC program.
- (e) The teacher must actually work in an assignment requiring such additional certification endorsement.

If the teacher meets all of the requirements set forth above, the teacher will be eligible for advancement from the BA degree track to the BA +30 degree track, or from the MA degree track to the MA +30 degree track, as applicable. In no event shall a teacher be eligible for advancement to the MA degree track or the Doctoral degree track based on the completion of an ARC program.

### **ARTICLE XXIII**

#### **RETIREMENT SEPARATION PAY**

23.1 Teachers who were hired prior to July 1, 2004 and who retire from public school teaching while eligible for retirement under the State Teachers' Retirement Plan shall receive retirement separation pay for serving a minimum fifteen (15) years of continuous teaching service in East Hartford. Such payment shall be made as follows: The following payment formula shall apply:

<b>Date</b>	<b>Percentage</b>	<b>Maximum Days Paid</b>
July 1, 2025 through June 30, 2026.	35%	64.75
Effective July 1, 2026	30%	55.5

Payment is at 1/185 of the teacher's annual salary based on degree and step in retirement year. The Board shall pay to the estate of a teacher who dies before retirement, but would otherwise be eligible for a benefit under this paragraph, an amount computed as if the teacher had retired on the date of death. This provision applies only to teachers who retire from teaching service, as described above, and it shall not under any circumstances apply to a teacher whose employment is terminated by the Board and/or who loses or surrenders the teacher's teaching certificate as a result of moral misconduct (as defined in Conn. Gen. Stat. § 10-151) occurring prior to the teacher's separation from employment with the Board. In order to receive the payments described in Section 23.1 on or about June 30 of the year in which the teacher retires, the teacher must submit written notice of retirement to the Superintendent or designee on or before January 1 of the year in which the teacher retires. If notice of retirement is not submitted to the Superintendent or designee on or before such date, such payments will be made on or about June 30 of the following year.

The provision regarding separation pay outlined above shall not apply to any teacher hired on or after July 1, 2004.

23.2 Teachers shall receive their retirement separation pay in one payment.

**ARTICLE XXIV**  
**TUITION REIMBURSEMENT**

24.1 The Board will provide tuition reimbursement as set forth below, subject to a total maximum reimbursement of Fifty Thousand Dollars (\$50,000) dollars in the aggregate for the bargaining unit for each fiscal year.

24.2 The following conditions shall apply to such reimbursement:

- (a) In order to be eligible for tuition reimbursement, an applicant must have attained tenure in East Hartford and must hold a Master's Degree.
- (b) Teachers shall be eligible for reimbursement for fifty percent (50%) of the tuition cost for up to two three-credit graduate level courses taken at an accredited college or university during each fiscal year.
- (c) The reimbursement rate shall be based on the tuition cost for three-credit graduate level courses at the University of Connecticut.
- (d) Courses (including on-line courses) must be taken at an accredited college or university and must be approved in advance in writing by the Superintendent of Schools/designee.
- (e) The teacher must receive a grade of B or better (or Passing in a Pass/Fail class) upon successful completion of each course.
- (f) In applying the limit of two courses per fiscal year, the district shall treat each course as having occurred in the fiscal year in which the course was actually taken, rather than in the fiscal year in which the teacher received the course grades or received the tuition reimbursement. In instances where a course begins in one fiscal year and ends in the next (ex. June 25 – July 30), the district shall treat the course as having occurred in the fiscal year in which the course ends.
- (g) In the event that the total amount available for tuition reimbursement is insufficient to reimburse teachers at the 50% rate set forth above, each eligible teacher shall be reimbursed on a pro-rated basis within the total amount available for the bargaining unit.

**ARTICLE XXV**  
**WAIVER CLAUSE**

25.1 In the event that any portion or portions of this agreement are found to be illegal, void, or voidable, it is agreed that such finding will have no effect on the remaining portion or portions of this Agreement, and both parties will meet immediately and bargain such new language as is necessary to comply with such restrictions.

**ARTICLE XXVI**  
**DURATION**

26.1 This Agreement contains the full and complete Agreement between the Board and the Association on all negotiable issues, and neither party shall be required during the term thereof to negotiate upon any issue, whether it is covered or not covered in this Agreement.

26.2 This Agreement shall be in full force and effect for the period commencing July 1, 2025 – June 30, 2028.

26.3 This Agreement shall bind and inure to the benefit of the Board, certified personnel, and the Association.

EAST HARTFORD  
BOARD OF EDUCATION

By Tyron Harris  
B9034AA95AAEC959CB424AFE895A90C7 readysign

Date: 09/29/2024

EAST HARTFORD  
EDUCATION ASSOCIATION

By Paul Antalan

Date: 09/24/2024

**SCHEDULE A-1**  
**Salary Schedule**  
**2025-2026**

Step	BA	BA+30	MA	MA+30	PHD
1					
2	\$56,564	\$63,353	\$65,050	\$67,879	\$73,533
3	\$58,826	\$66,181	\$67,879	\$71,273	\$76,929
4	\$61,091	\$69,007	\$70,708	\$74,663	\$80,319
5	\$63,353	\$71,839	\$73,533	\$78,059	\$84,280
6	\$65,943	\$75,035	\$76,743	\$81,859	\$88,680
7	\$68,216	\$78,448	\$80,153	\$85,268	\$92,659
8	\$71,060	\$81,859	\$83,562	\$89,246	\$96,637
9	\$73,899	\$85,268	\$86,973	\$93,228	\$100,618
10	\$76,743	\$88,680	\$90,383	\$97,206	\$104,599
11	\$79,860	\$92,349	\$94,089	\$101,354	\$108,903
12	\$82,053	\$94,917	\$96,691	\$104,233	\$111,920
13	\$85,281	\$98,684	\$100,514	\$108,432	\$116,353

The salary schedule set forth above reflects the following increases applied to steps in the 2024-25 salary schedule: 0.50% applied to steps 2-5; 1.00% applied to steps 6-10; 1.5% applied to steps 11-12 and 2.75% applied to step 13.

Teachers not on the maximum step will advance one step on the salary schedule, effective July 1, 2025.

**SCHEDULE A-2**  
**Salary Schedule**  
**2026-2027**

Step	BA	BA+30	MA	MA+30	PHD
1					
2	\$57,130	\$63,987	\$65,700	\$68,557	\$74,268
3	\$59,414	\$66,843	\$68,557	\$71,985	\$77,698
4	\$61,702	\$69,697	\$71,415	\$75,410	\$81,122
5	\$63,987	\$72,558	\$74,268	\$78,840	\$85,123
6	\$66,932	\$76,160	\$77,894	\$83,087	\$90,010
7	\$69,240	\$79,624	\$81,355	\$86,547	\$94,049
8	\$72,125	\$83,087	\$84,816	\$90,584	\$98,086
9	\$75,007	\$86,547	\$88,278	\$94,626	\$102,127
10	\$77,894	\$90,010	\$91,739	\$98,665	\$106,168
11	\$81,457	\$94,196	\$95,971	\$103,381	\$111,081
12	\$83,694	\$96,815	\$98,625	\$106,318	\$114,158
13	\$87,627	\$101,398	\$103,278	\$111,414	\$119,553

The salary schedule set forth above reflects the following increases applied to steps in the 2025-26 salary schedule: 1.00% applied to steps 2-5; 1.50% applied to steps 6-10; 2.00% applied to steps 11-12 and 2.75% applied to step 13.

Teachers not on the maximum step will advance one step on the salary schedule, effective July 1, 2026.

**SCHEDULE A-3**  
**Salary Schedule - 2027-2028**

Step	BA	BA + 30	MA	MA + 30	PHD
1					
2	\$57,701	\$64,627	\$66,357	\$69,243	\$75,011
3	\$60,008	\$67,512	\$69,243	\$72,705	\$78,475
4	\$62,319	\$70,394	\$72,129	\$76,164	\$81,933
5	\$64,627	\$73,283	\$75,011	\$79,628	\$85,974
6	\$67,936	\$77,303	\$79,062	\$84,334	\$91,360
7	\$70,278	\$80,819	\$82,575	\$87,845	\$95,460
8	\$73,207	\$84,334	\$86,088	\$91,943	\$99,558
9	\$76,132	\$87,845	\$89,602	\$96,046	\$103,659
10	\$79,062	\$91,360	\$93,115	\$100,145	\$107,760
11	\$83,087	\$96,080	\$97,891	\$105,449	\$113,303
12	\$85,368	\$98,751	\$100,597	\$108,444	\$116,442
13	\$90,036	\$104,186	\$106,118	\$114,478	\$122,840

The salary schedule set forth above reflects the following increases applied to steps in the 2026-27 salary schedule: 1.00% applied to steps 2-5; 1.50% applied to steps 6-10; 2.00% applied to steps 11-12 and 2.75% applied to step 13.

Teachers not on the maximum step will advance one step on the salary schedule, effective July 1, 2027.

### SCHEDULE B-1

The following teachers shall receive in addition to their basic salary, the differentials listed opposite their classification for added responsibility.

POSITION	2025-26	2026-27	2027-28	# RELEASE PERIODS*
Athletic Coordinator High School	12,051	12,232	12,415	2
Athletic Coordinator Middle School	8,034	8,154	8,277	3/wk
Computer Coordinator	0	0	0	5
Elem. Media Coordinator	0	0	0	5
Prof. Development Coordinator	6,427	6,523	6,621	2
Supportive Coordinator	10,042	10,193	10,346	0
Student Activities Coordinator H.S.	8,034	8,154	8,277	0
Student Activities Coordinator M.S.	2,411	2,447	2,483	0
MS Team Leader	4,019	4,080	4,141	0
HS Program Leader	4,019	4,080	4,141	0
HS Co-Band Director (2)	4,019	4,080	4,141	0
HS Marching Band Field Show	679	689	700	
HS Co-Vocal Director (2)	1,205	1,223	1,241	0
HS Orchestra Director	1,205	1,223	1,241	
MS Co-Band Director (2 at EHMS; 1 at Sunset)	1,098	1,115	1,131	
MS Choir Director	1,098	1,115	1,131	
MS Orchestra Director	1,098	1,115	1,131	
Work Study Advisor	2,812	2,854	2,897	0
MS Academic Areas Coordinator	2,411	2,447	2,483	0
Academic Teams 7-10 Coordinator	4,019	4,080	4,141	1
CAPT & CMT 7-12 Coordinator	4,019	4,080	4,141	0
Printer	3,372	3,422	3,474	0
Academy Coordinator E.H.M.S.	4,019	4,080	4,141	0

**Department Chairperson:**

Stipend is per teacher with a minimum of \$1,000 and a maximum of \$6,000. Those holding positions on June 1, 1994, paying more than \$6,000 will not be subject to the maximum cap for as long as they do not voluntarily leave that position or the number of teachers in the department warrants payment of over \$6,000

1-2	department teachers	1/wk
3-5	department teachers	2/wk
6-10	department teachers	3/wk
11-15	department teachers	4/wk
16+	department teachers	5/wk

\* Release periods are by the day unless indicated with "/wk" which are by the week.

## SCHEDULE B-2

B-2 payments for coaching positions shall be made with the regular payroll process on the first pay day that follows approval by the Human Resources Department, within thirty (30) calendar days after the completion of the regular season.

<u>SPORT</u>		<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
<u>Football</u>				
Head Coach	(1)	8,023	8,143	8,265
Assistant	(3)	6,018	6,108	6,200
Freshman	(2)	6,018	6,108	6,200
 <u>Basketball</u>				
Head Coach	(2)	7,522	7,635	7,750
Assistant	(2)	5,516	5,598	5,682
Freshman	(2)	4,515	4,582	4,651
 <u>Baseball - Softball</u>				
Head Coach	(2)	6,519	6,617	6,716
Assistant	(2)	5,012	5,087	5,164
Freshman	(2)	4,012	4,072	4,134
 <u>Track (Outdoor)</u>				
Head Coach	(2)	6,018	6,108	6,200
Assistant	(2)	4,515	4,582	4,651
Freshman	(2)	3,511	3,564	3,617
 <u>Track (Indoor)</u>				
Head Coach	(1)	4,515	4,582	4,651
Assistant	(2)	3,009	3,055	3,100
 <u>Swimming</u>				
Head Coach	(2)	6,018	6,108	6,200
Assistant	(2)	4,515	4,582	4,651
 <u>ESports</u>				
Head Coach	(1)	6,018	6,108	6,200
Assistant	(1)	4,515	4,582	4,651
 <u>Wrestling</u>				
Head Coach	(1)	6,018	6,108	6,200
Assistant	(1)	4,515	4,582	4,651
Freshman	(1)	3,511	3,564	3,617
 <u>Soccer</u>				
Head Coach	(2)	6,018	6,108	6,200
Assistant	(2)	4,515	4,582	4,651



<u>SPORT</u>		<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
Freshman	(2)	3,511	3,564	3,617
<u>Cross Country</u>				
Head Coach	(2)	4,515	4,582	4,651
Assistant	(1)	3,009	3,055	3,100
<u>Volleyball</u>				
Head Coach	(2)	4,515	4,582	4,651
Assistant	(2)	3,009	3,055	3,100
<u>Golf</u>				
Head Coach	(1)	4,515	4,582	4,651
Assistant	(1)	3,009	3,055	3,100
<u>Badminton</u>				
Head Coach	(1)	4,515	4,582	4,651
<u>Tennis</u>				
Head Coach	(2)	4,515	4,582	4,651
<u>Intramurals</u>				
Coaches	(8)	2,005	2,035	2,065
Coordinator*	(1)	2,005	2,035	2,065
<u>Cheerleading</u>				
Coaches	(2)	3,009	3,055	3,100
Hockey				
Head Coach	(1)	7,522	7,635	7,750
Assistant	(1)	5,516	5,598	5,682
<u>Middle School</u>				
Major Coaches	(9)	3,511	3,564	3,617
Minor Coaches	(12)	2,005	2,035	2,065
Cheerleading	(1)	2,509	2,547	2,585
6 <sup>th</sup> Grade Intramurals	(2)	2,005	2,035	2,065

\*Coordinator will not evaluate staff and must have some direct contact with students.

Athletic Trainer - \$20,527 in 2025-26, \$20,835 in 2026-27 and \$21,148 in 2027-28.  
Payments are made in three installments, one for Fall sports, one for Winter and one for Spring.

The following provisions shall apply to coaching positions:

1. The Board and the Association agree that it is in the best interests of the district to maximize the opportunities for all interested individuals to apply for athletic coaching positions within the district, and to maximize the district's ability to select the most qualified applicant for all coaching positions.
2. Accordingly, the parties agree that all athletic coaching positions will be posted in a two-year cycle. Intramural coaching positions will also be included with their respective seasons.
3. In the event of a vacancy in any coaching position occurring during a two-year cycle for any reason (including, but not limited to, resignation, retirement, non-renewal for the following season and/or termination), the Administration will retain the right to post the vacancy for the remainder of the two-year cycle.

Postings of athletic coaching vacancies will be prepared by Department of Human Resources and will be posted shortly after the conclusion of each coaching season. All qualified individuals wishing to apply for any coaching position (including current incumbents who wish to be considered for reappointment) must apply in accordance with the procedures established by the Department of Human Resources. For each coaching position, the Administration shall have the right to appoint the individual determined by the Administration to be most qualified for the position in question.

### SCHEDULE B-3

Schedule B-3 payments for advisor or extracurricular positions shall be made with the regular payroll process twice yearly: the last pay day in January and the last pay day in June. Persons holding position(s) on Schedule B-3 do not receive release periods.

<u>ACTIVITY</u>		<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
<u>High School</u>				
<u>Class Advisors</u>				
Freshman	(2)	733	744	755
Sophomore	(2)	1,098	1,115	1,131
Junior	(4)	1,465	1,487	1,509
Senior	(4)	2,198	2,231	2,265
<u>Extra-Curricular</u>				
Yearbook		4,029	4,089	4,150
Newspaper Advisor		2,198	2,231	2,265
Select Choirs Director		2,198	2,231	2,265
District Choir Accompanist		1,098	1,115	1,131
EHHS Choir Accompanist		1,098	1,115	1,131
Drama Director & Advisor		6,519	6,617	6,716
Technical Director		3,009	3,055	3,100
Music/Vocal Director		3,009	3,055	3,100
Musical Choreographer		1,357	1,377	1,398
Musical Producer		1,678	1,703	1,729
Stage Manager		2,198	2,231	2,265
Jazz Band Director		2,198	2,231	2,265
Color Guard Director		1,819	1,846	1,874
Tri-M Advisor		1,465	1,487	1,509
Drill Team Advisor		1,465	1,487	1,509
School Publicity		1,465	1,487	1,509
Business Manager		1,465	1,487	1,509
Ass't Newspaper Advisor		1,465	1,487	1,509
Literary Magazine Advisor		1,098	1,115	1,131
Student Council		1,098	1,115	1,131
Co-Curricular and Other Activities		367	373	379
Lead Teacher/Site Coordinator - UCONN PDC		583	591	600
Schools (paid by UCONN)				
EHHS/EHMS iPad Coordinator (1 position responsible for both schools)		612	621	631
TEAM Module Readers		612	621	631

The parties acknowledge and agree that any and all compensation provided to each Lead Teacher/Site Coordinator shall be the sole responsibility of the University of Connecticut. The Board shall not be responsible for compensating any Lead Teacher/Site Coordinator.

The Board agrees to provide appropriate release time for the Lead Teacher/Site Coordinator, as required, to conduct observations of pre-service teachers and attend educational consortium meetings as offered by the Neag School of Education at the University of Connecticut.

<b><u>ACTIVITY</u></b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
<b><u>Middle School and Sunset Ridge</u></b>			
Stage Manager (EHMS only)	2,198	2,231	2,265
Talent Show Advisor (EHMS only)	1,098	1,115	1,131
Jazz Band Director	1,465	1,487	1,509
Select Choir Director	1,098	1,115	1,131
Choir Accompanist	733	744	755
Class Advisors (4)	1,465	1,487	1,509
Newspaper	1,465	1,487	1,509
Yearbook Advisor	1,465	1,487	1,509
Student Council	1,098	1,115	1,131
Ski Club	733	744	755
<b><u>Inter-Elementary</u></b>			
Co-Band Director (2)	1,099	1,116	1,132
Co-Orchestra Director (2)	1,099	1,116	1,132
Co-Choir Director (2)	1,099	1,116	1,132
<b><u>Elementary</u></b>			
Extracurricular Activities per school (6) (includes choral, art & physical education)	733	744	755
Coordinator of Science & Embedded Task Materials	634	644	654
Instrumental Music (A stipend shall be received for each school the teacher is assigned)	733	744	755
Grade level data team leader (data teams of 3 or more teachers)	598	607	616
Grade level data team leader (data teams of 2 or fewer teachers)	297	302	306
<b><u>CIBA</u></b>			
Yearbook Club	1,225	1,243	1,262
Peer Tutoring	1,098	1,115	1,131
Interact Club	1,098	1,115	1,131
Student Advisory Board	1,098	1,115	1,131
Chinese Club	367	373	379
Model UN	367	373	379
Mock Trial	367	373	379
Dance Club	367	373	379
GSA	367	373	379
Art Club	367	373	379
Chess Club	367	373	379
Animal Rights Club	367	373	379
Choir	367	373	379

## Your summary of benefits



Anthem® Blue Cross and Blue Shield

Your Plan: TOWN OF EAST HARTFORD: Anthem Century Preferred PPO HSA PS

Your Network: Century Preferred

Visits with Virtual Care-Only Providers	Cost through our mobile app and website
Primary Care, and medical services for urgent/acute care	No charge after deductible is met
Mental Health & Substance Use Disorder Services	No charge after deductible is met
Specialist care	No charge after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Overall Deductible</b>	\$2,250 person / \$4,500 family	\$2,250 person / \$4,500 family
<b>Overall Out-of-Pocket Limit</b>	\$4,500 person / \$9,000 family	\$4,500 person / \$9,000 family
<p>The family deductible and out-of-pocket limit are non-embedded, meaning the cost shares of all family members apply to one family deductible and one family out-of-pocket limit. The per person deductible and per person out-of-pocket limit apply to individuals enrolled under single-only coverage.</p> <p>The In-Network and Non-Network deductibles and out-of-pocket are combined and accumulate toward each other.</p>		
<b>Doctor Visits (virtual and office)</b> <i>You are encouraged to select a Primary Care Physician (PCP).</i>		
<b>Primary Care (PCP) and Mental Health and Substance Use Disorder Services</b> <i>virtual and office</i>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Specialist Care</b> <i>virtual and office</i>	No charge after deductible is met	20% coinsurance after deductible is met
<b><u>Other Practitioner Visits</u></b>		
<b>Routine Maternity Care</b> (Prenatal and Postnatal)	No charge	20% coinsurance after deductible is met
<b>Retail Health Clinic</b> <i>for routine care and treatment of common illnesses;</i>	No charge after	20% coinsurance after

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<i>usually found in major pharmacies or retail stores.</i>	deductible is met	deductible is met
<b>Manipulation Therapy</b> <i>Coverage for rehabilitative and habilitative physical therapy, occupational therapy, speech therapy, and manipulative treatment is limited to 60 visits combined per benefit period.</i>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Acupuncture</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b><u>Other Services in an Office</u></b> <b>Allergy Testing</b>  <b>Prescription Drugs</b> <i>Dispensed in the office</i>  <b>Surgery</b>	No charge after deductible is met  No charge after deductible is met  No charge after deductible is met	20% coinsurance after deductible is met  20% coinsurance after deductible is met  20% coinsurance after deductible is met
<b>Preventive care / screenings / immunizations</b>	No charge	20% coinsurance after deductible is met
<b>Preventive Care for Chronic Conditions</b> <i>per IRS guidelines</i>	No charge	20% coinsurance after deductible is met
<b><u>Diagnostic Services</u></b> <b>Lab</b> Office  Freestanding/Site of Service Lab  Outpatient Hospital	No charge after deductible is met  No charge after deductible is met  No charge after deductible is met	20% coinsurance after deductible is met  20% coinsurance after deductible is met  20% coinsurance after deductible is met
<b>X-Ray</b> Office  Freestanding/Site of Service Radiology Center  Outpatient Hospital	No charge after deductible is met  No charge after deductible is met  No charge after deductible is met	20% coinsurance after deductible is met  20% coinsurance after deductible is met  20% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Advanced Diagnostic Imaging</b> <i>for example: MRI, PET and CAT scans</i>  Office  Freestanding/Site of Service Radiology Center  Outpatient Hospital	No charge after deductible is met  No charge after deductible is met  No charge after deductible is met	20% coinsurance after deductible is met  20% coinsurance after deductible is met  20% coinsurance after deductible is met
<b><u>Emergency and Urgent Care</u></b>  <b>Urgent Care</b>  <b>Emergency Room Facility Services</b>  <b>Emergency Room Doctor and Other Services</b>  <b>Ambulance</b>	No charge after deductible is met  No charge after deductible is met  No charge after deductible is met  No charge after deductible is met	20% coinsurance after deductible is met  Covered as In-Network  Covered as In-Network  Covered as In-Network
<b>Outpatient Mental Health and Substance Use Disorder Services at a Facility</b>  Facility Fees  Doctor Services	No charge after deductible is met  No charge after deductible is met	20% coinsurance after deductible is met  20% coinsurance after deductible is met
<b><u>Outpatient Surgery</u></b>  <b>Facility Fees</b> Hospital  Ambulatory Surgical Center/Site of Service Provider  <b>Physician and other services</b> <i>including surgeon fees</i> Hospital  Ambulatory Surgical Center/Site of Service Provider	No charge after deductible is met  No charge after deductible is met  No charge after deductible is met  No charge after deductible is met	20% coinsurance after deductible is met  20% coinsurance after deductible is met  20% coinsurance after deductible is met  20% coinsurance after deductible is met

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b><u>Hospital (Including Maternity, Mental Health and Substance Use Disorder Services)</u></b>		
<b>Facility Fees</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Physician and other services</b> <i>including surgeon fees</i>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Home Health Care</b> <i>Coverage is limited to 200 visits per benefit period.</i>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Rehabilitation and Habilitation services</b> <i>including physical, occupational and speech therapies.</i> <i>Coverage for physical, occupational and speech therapies and manipulative treatment is limited to 60 visits combined per benefit period.</i>		
Office	No charge after deductible is met	20% coinsurance after deductible is met
Outpatient Hospital	No charge after deductible is met	20% coinsurance after deductible is met
<b>Pulmonary rehabilitation</b> <i>office and outpatient hospital</i>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Cardiac rehabilitation</b> <i>office and outpatient hospital</i>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Dialysis/Hemodialysis</b> <i>office and outpatient hospital</i>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Chemo/Radiation Therapy</b> <i>office and outpatient hospital</i>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Skilled Nursing Care (facility)</b> <i>Coverage is limited to 120 days per benefit period.</i>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Inpatient Hospice</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Durable Medical Equipment</b>	No charge after deductible is met	20% coinsurance after deductible is met
<b>Prosthetic Devices</b> <i>Coverage for wigs is limited to 1 unit after cancer treatment per benefit period.</i>	No charge after deductible is met	20% coinsurance after deductible is met



Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Hearing Aids</b> <i>Coverage is limited to 1 unit every 24 months.</i>	No charge after deductible is met	20% coinsurance after deductible is met
Covered Prescription Drug Benefits	Cost if you use an In-Network Pharmacy	Cost if you use a Non-Network Pharmacy
<b>Pharmacy Deductible</b>	Combined with In-Network medical deductible	Combined with Non-Network medical deductible
<b>Pharmacy Out-of-Pocket Limit</b>	Combined with In-Network medical out-of-pocket limit	Combined with Non-Network medical out-of-pocket limit
<b>Prescription Drug Coverage</b> <b>Network: Base Network</b> <b>Drug List: National</b> <i>If you select a brand name drug when a generic drug is available, additional cost sharing amounts may apply.</i>		
<b>Day Supply Limits:</b> <b>Retail Pharmacy</b> 30 day supply (cost shares noted below) <b>Retail 90 Pharmacy</b> 90 day supply (3 times the 30 day supply cost share(s) charged at In-Network Retail Pharmacies noted below applies). <b>Home Delivery Pharmacy</b> 90 day supply (maximum cost shares noted below). Maintenance medications are available through CarelonRx Pharmacy. You will need to call us on the number on your ID card to sign up when you first use the service. <b>Specialty Pharmacy</b> 30 day supply (cost shares noted below for retail and home delivery apply). We may require certain drugs with special handling, provider coordination or patient education be filled by our designated specialty pharmacy.		
<b>Tier 1 - Typically Generic</b>	\$10 copay per prescription after deductible is met (retail and home delivery)	20% coinsurance after deductible is met (retail) and Not covered (home delivery)
<b>Tier 2 – Typically Preferred Brand</b>	\$25 copay per prescription after deductible is met (retail) and \$50 copay per prescription after deductible is met (home delivery)	20% coinsurance after deductible is met (retail) and Not covered (home delivery)
<b>Tier 3 - Typically Non-Preferred Brand/Specialty Drugs</b>	\$40 copay per prescription after deductible is met (retail) and \$80 copay per prescription after	20% coinsurance after deductible is met (retail) and Not covered (home delivery)

Covered Prescription Drug Benefits	Cost if you use an In- Network Pharmacy	Cost if you use a Non-Network Pharmacy
	deductible is met (home delivery)	

Covered Vision Benefits	Cost if you use an In- Network Provider	Cost if you use a Non-Network Provider
<i>This is a brief outline of your vision coverage. Adult and children's vision services count towards your out-of-pocket limit.</i>		
<b>Child Vision exam</b> <i>Limited to 1 exam per benefit period.</i>	No charge	20% coinsurance after deductible is met
<b>Adult Vision exam</b> <i>Limited to 1 exam per benefit period.</i>	No charge	20% coinsurance after deductible is met

**Notes:**

- If you have an office visit with your Primary Care Physician or Specialist at an Outpatient Facility (e.g., Hospital or Ambulatory Surgical Facility), benefits for Covered Services will be paid under "Outpatient Facility Services".
- Costs may vary by the site of service. Other cost shares may apply depending on services provided. Check your Certificate of Coverage for details.
- The limits for physical, occupational, and speech therapy, if any apply to this plan, will not apply if you get care as part of the Mental Health and Substance Use Disorder benefit.

*This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Evidence of Coverage (EOC). If there is a difference between this summary and the Evidence of Coverage (EOC), the Evidence of Coverage (EOC), will prevail.*

Anthem Blue Cross and Blue Shield is the trade name of Anthem Health Plans, Inc. Independent licensee of the Blue Cross and Blue Shield Association. © ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross and Blue Shield names and symbols are registered marks of the Blue Cross and Blue Shield Association.

Questions: (833) 899-7070 or visit us at [www.anthem.com](http://www.anthem.com)

# Your summary of benefits



Summary of Benefits

Summary of Benefits

## Get help in your language

Curious to know what all this says? We would be too. Here's the English version:

If you have any questions about this document, you have the right to get help and information in your language at no cost. To talk to an interpreter, call (833) 899-7070

Separate from our language assistance program, we make documents available in alternate formats for members with visual impairments. If you need a copy of this document in an alternate format, please call the customer service telephone number on the back of your ID card.

(TTY/TDD: 711)

**Arabic (العربية):** إذا كان لديك أي استفسارات بشأن هذا المستند، فيحق لك الحصول على المساعدة والمعلومات بلغتك دون مقابل. للتحدث إلى مترجم، اتصل على (833) 899-7070.

**Armenian (հայերեն):** Եթե այս փաստաթղթի հետ կապված հարցեր ունեք, դուք իրավունք ունեք անվճար ստանալ օգնություն և տեղեկատվություն ձեր լեզվով: Թարգմանչի հետ խոսելու համար զանգահարեք հետևյալ հեռախոսահամարով՝ (833) 899-7070:

**Chinese (中文):** 如果您對本文件有任何疑問，您有權使用您的語言免費獲得協助和資訊。如需與譯員通話，請致電(833) 899-7070。

**Farsi (فارسی):** در صورتی که سؤالی پیرامون این سند دارید، این حق را دارید که اطلاعات و کمک را بدون هیچ هزینه ای به زبان مادریتان دریافت کنید. برای گفتگو با یک مترجم شفاهی، با شماره (833) 899-7070 تماس بگیرید.

**French (Français):** Si vous avez des questions sur ce document, vous avez la possibilité d'accéder gratuitement à ces informations et à une aide dans votre langue. Pour parler à un interprète, appelez le (833) 899-7070.

**Haitian Creole (Kreyòl Ayisyen):** Si ou gen nenpòt kesyon sou dokiman sa a, ou gen dwa pou jwenn èd ak enfòmasyon nan lang ou gratis. Pou pale ak yon entèprèt, rele (833) 899-7070.

**Italian (Italiano):** In caso di eventuali domande sul presente documento, ha il diritto di ricevere assistenza e informazioni nella sua lingua senza alcun costo aggiuntivo. Per parlare con un interprete, chiami il numero (833) 899-7070.

**Japanese (日本語):** この文書についてなにかご不明な点があれば、あなたにはあなたの言語で無料で支援を受け情報を得る権利があります。通訳と話すには、(833) 899-7070 にお電話ください。

**Korean (한국어):** 본 문서에 대해 어떠한 문의사항이라도 있을 경우, 귀하에게는 귀하가 사용하는 언어로 무료 도움 및 정보를 얻을 권리가 있습니다. 통역사와 이야기하려면(833) 899-7070로 문의하십시오.

**Navajo (Diné):** Díí naaltsoos biká'ígíí lahgo bina'idilkidgo ná bohónéedzá dóó bee ahóót'i' t'áá ni nizaad k'ehjí bee níl hodoonih t'áadoo bááh ilínígóó. Ata' halne'ígíí la' bich'i' hadeesdzih nínizingo koǫ́' hodiilnih (833) 899-7070.

**Polish (polski):** W przypadku jakichkolwiek pytań związanych z niniejszym dokumentem masz prawo do bezpłatnego uzyskania pomocy oraz informacji w swoim języku. Aby porozmawiać z tłumaczem, zadzwoń pod numer: (833) 899-7070.

**Punjabi (ਪੰਜਾਬੀ):** ਜੇ ਤੁਹਾਡੇ ਇਸ ਦਸਤਾਵੇਜ਼ ਬਾਰੇ ਕੋਈ ਸਵਾਲ ਹੁੰਦੇ ਹਨ ਤਾਂ ਤੁਹਾਡੇ ਕੋਲ ਮੁਫਤ ਵਿੱਚ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਮਦਦ ਅਤੇ ਜਾਣਕਾਰੀ ਪ੍ਰਾਪਤ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਹੁੰਦਾ ਹੈ। ਇੱਕ ਦੁਭਾਸ਼ੀਏ ਨਾਲ ਗੱਲ ਕਰਨ ਲਈ, (833) 899-7070 ਤੇ ਕਾਲ ਕਰੋ।

**Russian (Русский):** если у вас есть какие-либо вопросы в отношении данного документа, вы имеете право на бесплатное получение помощи и информации на вашем языке. Чтобы связаться с устным переводчиком, позвоните по тел. (833) 899-7070.

**Spanish (Español):** Si tiene preguntas acerca de este documento, tiene derecho a recibir ayuda e información en su idioma, sin costos. Para hablar con un intérprete, llame al (833) 899-7070.

**Tagalog (Tagalog):** Kung mayroon kang anumang katanungan tungkol sa dokumentong ito, may karapatan kang humingi ng tulong at impormasyon sa iyong wika nang walang bayad. Makipag-usap sa isang tagapagpaliwanag, tawagan ang (833) 899-7070.

**Vietnamese (Tiếng Việt):** Nếu quý vị có bất kỳ thắc mắc nào về tài liệu này, quý vị có quyền nhận sự trợ giúp và thông tin bằng ngôn ngữ của quý vị hoàn toàn miễn phí. Để trao đổi với một thông dịch viên, hãy gọi (833) 899-7070.

### **It's important we treat you fairly**

That's why we follow federal civil rights laws in our health programs and activities. We don't discriminate, exclude people, or treat them differently on the basis of race, color, national origin, sex, age or disability. For people with disabilities, we offer free aids and services. For people whose primary language isn't English, we offer free language assistance services through interpreters and other written languages. Interested in these services? Call the Member Services number on your ID card for help (TTY/TDD: 711). If you think we failed to offer these services or discriminated based on race, color, national origin, age, disability, or sex, you can file a complaint, also known as a grievance. You can file a complaint with our Compliance Coordinator in writing to Compliance Coordinator, P.O. Box 27401, Mail Drop VA2002-N160, Richmond, VA 23279. Or you can file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights at 200 Independence Avenue, SW; Room 509F, HHH Building; Washington, D.C. 20201 or by calling 1-800-368-1019 (TDD: 1- 800-537-7697) or online at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>. Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.