

**AGREEMENT**  
**BETWEEN**  
**THE SOUTHLINGTON BOARD OF EDUCATION**  
**AND**  
**THE SOUTHLINGTON EDUCATION ASSOCIATION**

**FOR THE PERIOD JULY 1, 2022 THROUGH JUNE 30, 2025**

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## **AGREEMENT**

THIS AGREEMENT IS MADE AND ENTERED INTO on this 1<sup>st</sup> day of November, 2021 by and between the SOUTHTON BOARD OF EDUCATION (hereinafter referred to as the "Board") and the SOUTHTON EDUCATION ASSOCIATION (hereinafter referred to as the "Association"), affiliated with the CONNECTICUT EDUCATION ASSOCIATION and the NATIONAL EDUCATION ASSOCIATION. This Agreement shall be in force until June 30, 2025.

### **ARTICLE I** **RECOGNITION**

- A. The Board recognizes the Association for the purpose of professional negotiations as the exclusive representative of the entire unit, consisting of all certified professional employees of the Board in positions requiring a teaching or other certificate including long-term substitutes, excluding the Superintendent, all other central office administrators, federally and state funded tutors and members covered by the administrators' bargaining unit other than temporary substitutes (hereinafter referred to as "teachers") pursuant to and with all rights and privileges as provided by §10-153 of the General Statutes of the State of Connecticut, as amended. The Association was designated as the exclusive bargaining agent for the teachers unit pursuant to an election held on December 17, 1975.

### **ARTICLE II** **NEGOTIATIONS**

During the term of such agreement, neither party shall be required to negotiate with respect to any matters whether or not covered by such agreement.

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

- A. Definition
1. A "grievance" is a claim based upon an event or condition which affects the conditions of employment of a teacher or group of teachers and/or the interpretation, meaning or application of any of the provisions of this Agreement.
  2. An "aggrieved person" is the person or persons making this claim.
  3. A "party in interest" is the person or persons making the claim and any person

who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may from time to time arise. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the administration.

C. Procedure

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

In the event a grievance is filed on or after June 1 which, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is possible.

1. Level One

A teacher with a grievance shall first discuss it with his/her principal or immediate superior, either directly or through the Association's school representative, with the objective of resolving the matter informally. In order for an informal meeting to be deemed a Level One meeting under the grievance procedure, the teacher or the Association must notify the principal or immediate supervisor prior to or at the time of such meeting that the teacher or the Association is initiating a Level One meeting under the grievance procedure.

2. Level Two

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within ten (10) school days after presentation of the grievance, he/she may file the grievance in writing with the chairperson of the Association's Committee on Personnel Policies within five (5) school days after the decision at

Level One or fifteen (15) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the chairperson shall refer it to the Superintendent of Schools, or his/her designee.

- b. The Superintendent or his/her designee shall represent the administration at this level of the grievance procedure. Within ten (10) school days after receipt of the written grievance by the Superintendent or his/her designee, the Superintendent or his/her designee shall meet with the aggrieved person in an effort to resolve it.
- c. If a teacher does not file a grievance in writing with the chairperson of the Personnel Policies Committee, and the written grievance is not forwarded to the Superintendent or his/her designee within thirty (30) school days after the teacher knew or should have known of the act or condition on which the grievance is based, then the grievance shall be considered as waived. A dispute as to whether a grievance has been waived under this paragraph shall be subject to arbitration pursuant to Level Four.

3. Level Three

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within ten (10) school days after he/she has first met with the Superintendent or his/her designee, he/she may file the grievance in writing with the chairperson of the Personnel Policies Committee of the SEA within five (5) school days after a decision by the Superintendent or his/her designee, or fifteen (15) school days after he/she has met with the Superintendent or his/her designee, whichever is sooner. Within five (5) school days after receiving the written grievance, the Chairperson of the Personnel Policies Committee of the SEA shall refer it to the Board. Within ten (10) school days after receiving the written grievance, the Board or its designated committee shall meet with the aggrieved person for the purpose of resolving the grievance.

4. Level Four

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, or if no decision has been rendered within ten (10) school days after he/she has first met with the Board/Board Committee, he/she may, within five (5) school days after a decision by the Board/Board Committee or fifteen (15) school days after he/she has first met with the Board/Board Committee, whichever is sooner, request, in writing, the chairperson of the Personnel Policies Committee to

submit his/her grievance to arbitration. If the Personnel Policies Committee determines that the grievance is meritorious, that it involves the interpretation, meaning or application of any of the provisions of this Agreement and that submitting it to arbitration is in the best interest of the Southington school system, it may, by written notice to the Board, submit the grievance to arbitration within fifteen (15) school days after receipt of a request by the aggrieved person. Grievances which do not involve the interpretation, meaning or application of any of the provisions of this Agreement may be processed through Level Three, but shall not be arbitrable.

- b. Within ten (10) school days after such written notice of submission to arbitration, the Superintendent or Superintendent's designee and the Personnel Policies Committee shall agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon the arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators shall be made to the American Dispute Resolution Center (ADRC) by either party. The parties shall be bound by the rules and procedures of the American Dispute Resolution Center (ADRC) in the selection of an arbitrator.
- c. The arbitrator so selected shall confer with representatives of the Board and the Personnel Policies Committee and hold hearings promptly and shall issue his/her decision in accordance with the rules and procedures of the ADRC. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusion on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. Arbitration of grievances involving the interpretation, meaning or application of any of the provisions of this Agreement shall be final and binding.
- d. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, shall be borne equally by the Board and the Association.

D. Rights of Teachers to Representations

1. No reprisals of any kind shall be taken by either party or any member of the administration against any party in interest, any school representative, any member of the Personnel Policies Committee or any other participant in the grievance procedure by reason of such participation.

2. Any party in interest may be represented at all stages of the grievance procedure by an Association representative. When a teacher is not represented by the Association and is representing himself or herself, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

E. Miscellaneous

1. If, in the judgment of the Personnel Policies Committee, a grievance affects a group or class of teachers, the Personnel Policies Committee may submit such grievance, in writing, to the Superintendent directly and the processing of such grievance shall be commenced at Level Two.
2. If a grievance arises from action on the part of a member of the administration at a level above the principal or immediate supervisor, the grievant shall submit such grievance in writing to the Superintendent or his/her designee and the Personnel Policies Committee directly, and the processing of such grievance will be commenced at Level Two. Nothing in this section shall preclude the parties from engaging in informal discussion prior to the filing of a written grievance at Level Two.
3. Decisions rendered at Level One, when the grievance is presented in writing, and at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the chairperson of the Personnel Policies Committee. Decisions rendered at Level Four shall be in accordance with the procedure set forth in Section C, paragraph 4.c.
4. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
5. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations and other necessary documents shall be prepared and given appropriate distribution by the Superintendent so as to facilitate operation of the grievance procedure.
6. The sole remedy available to any teacher for any alleged breach of this Agreement or any alleged violation of his/her rights hereunder shall be pursuant to the grievance and arbitration procedure, provided, however, that nothing contained herein shall deprive any teacher of any legal right which he/she presently has.



**ARTICLE IV**  
**SALARIES**

- A. The salary schedules for all employees covered by this Agreement are set forth in Appendix A.
- B. The salaries listed in such schedules are for services provided by all employees identified in Article I, Section A, for the duration of this Agreement.
- C. All salary payments shall be paid by direct deposit. Teachers shall be allowed to receive their wages in either twenty-two (22) equal payments or twenty-one (21) equal payments plus one (1) balloon check. All employees shall be paid by direct deposit. The following positions are paid their salary in twenty-six (26) equal installments through the fiscal year July 1 – June 30: Agricultural Science and Technology Department Leader, Agricultural Science and Technology Teachers.

Selection forms for the twenty-one (21), or twenty-two (22) payment basis will be supplied by the payroll office and must be completed and submitted to that office no later than August 15<sup>th</sup>. No payment basis plan can be changed after that date.

- D. Yearly increments under multiple-year agreements and/or increases under multiple-year agreements or one-year agreements may be withheld for cause by the Superintendent if supported by at least two (2) supervisors.
- E. In order to advance a step on the salary schedule at the beginning of a school year, a teacher must actually have worked in the district and/or been on paid leave for at least ninety (90) days during the preceding year
- F. Placement of a teacher in any of the five (5) classifications of the salary schedules will be based on the following definitions:

B.A. A baccalaureate degree earned at an accredited college or university resulting in certification as a teacher or a baccalaureate degree earned at an accredited college or university and subsequent courses resulting in certification.

M.A. One (1) year's work beyond and subsequent to the qualification for placement on the B.A. schedule as follows:

- 1. A master's degree in the field of education or related to the teacher's assignment earned at an accredited college or university.
- 2. The completion of thirty (30) credit hours earned at an accredited college or university in an approved program in education beyond and subsequent to the baccalaureate degree qualification above.

3. The completion of thirty (30) credit hours earned at an accredited college or university in a program approved by the Superintendent of Schools.

6th Year

One (1) year's work beyond and subsequent to the qualification for placement on the M.A. schedule as follows:

1. The completion of an approved program in education resulting in a "Certificate of Advanced Graduate Study" or "Sixth-Year Certificate" from an accredited college or university.
2. A second master's degree from an accredited college or university in a discipline in the field of education other than the discipline in which the initial master's degree was attained or related to the teacher's assignment.
3. The completion of thirty (30) credit hours beyond and subsequent to the master's degree qualification in the field of education or related to the teacher's assignment in a program approved by the Superintendent at an accredited college or university.
4. The completion of thirty (30) credit hours beyond and subsequent to the qualifications for the master's degree classification in a program approved by the Superintendent of Schools at an accredited college or university.

6th Year + 30 Hours (7th Year)

One (1) year's work beyond and subsequent to the qualification for placement on the 6th year schedule as follows:

1. The completion of thirty (30) credit hours or an advanced degree beyond and subsequent to the master's and 6th year classification in the field of education or related to the teacher's assignment in a program approved by the Superintendent at an accredited college or university.
2. The completion of thirty (30) credit hours or an advanced degree beyond and subsequent to the qualifications for master's and 6th year degree classification in a program approved by the Superintendent of Schools at an accredited college or university.

Ph.D. or Ed.D.

An earned doctorate at an accredited college or university in the field of education or in a program related to the teacher's assignment.

- G. Classification changes will take place in either September or February following the completion of the requirements leading to the change. Changes in September will take place when and if all courses are completed prior to September as verified by transcripts/certification. Salary reclassification forms must be completed prior to August 15 in order for reclassification to take place in September. If verification is not completed prior to September 30, reclassification shall take place in February. Changes in February will take place when and if all courses are completed as verified by transcripts/certification prior to February 1 and salary reclassification forms are completed prior to January 15. (Salary reclassification forms are available in the Office of the Personnel Manager).
- H. New employees to the Southington Public Schools or former employees returning to the Southington Public Schools shall be placed on the salary schedule in the following manner:
1. Teachers shall be credited for all certified teaching service in a position requiring certification to date of hire in Southington.
  2. New employees with full-time work experience (other than certified teaching experience) relevant to their Southington assignment may be granted step placement credit up to one year for each two years of such relevant work experience to the nearest lower whole number. In no event shall a new employee be placed higher on the salary schedule than teachers with the same number of years of teaching experience as the new employee has work experience divided by two. Work experience shall not be credited if seven or more years have elapsed since the ending date of such work experience and the date of hire in Southington. In addition, notwithstanding section E of this Article, any new employee who was first qualified to teach when he/she obtained his/her master's degree or higher, shall be placed in the Masters or appropriate advanced degree lane. Such lane placement shall apply prospectively to current employees.
  3. In certified employee shortage areas, as determined by the State Department of Education, the Superintendent may place a new employee up to three (3) steps higher than noted in subsection 1 above.

In no event shall new or former employees be placed on a step higher than current employees with the same number of years of teaching experience, except as noted above in Sections 1 & 3.

Up to three (3) years' credit for placement on the salary schedule will be given for active military service in time of national defense which interrupts or has interrupted teaching service in any Connecticut public school with such salary credit to terminate

when that person reaches maximum step.

**ARTICLE V**  
**INDEMNIFICATION**

The Association shall indemnify and save the Board harmless against all claims, demands, suits or other forms of liability, including attorney's fees, which may arise by reason of any action taken in making deductions and remitting the same to the Association under Article VI, Dues Deduction.

**ARTICLE VI**  
**DUES DEDUCTION**

A. Deductions

Upon the submission of a voluntary written authorization signed by a teacher, the Southington Board of Education agrees to deduct from the salary of the teacher an amount equal to the Association membership dues by means of payroll deductions. The amount of 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 in September through and including the last paycheck in June. Teachers whose employment commences after the start of the school year shall pay a prorated amount equal to the percentage of the remaining school year unless otherwise notified by the Association. The amount of Association membership dues and/or prorated amounts shall be certified by the Association to the Board of Education prior to the opening of school each year.

B. Forwarding of Monies

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

C. Lists

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

D. New Teacher Orientation

If the Board conducts a new teacher orientation program or meeting, the Association shall be provided time on the agenda.

E. Reference to Association

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

**ARTICLE VII**  
**ANNUITY PLAN**

Teachers shall be eligible to participate in a "tax-sheltered" annuity plan established and maintained by the Board pursuant to Internal Revenue Code Section 403(b) and the regulations thereunder, as amended.

The Southington Board of Education agrees to offer the CASBO 457 Deferred Compensation Plan. All teachers are eligible to participate.

**ARTICLE VIII**  
**HEALTH INSURANCE**

The Board may change insurance carriers provided that the change can be made without reducing coverage. Before making any change in carrier, the Board shall meet with the Association and discuss the nature of the change and the effects on the benefit program. Teachers employed at an FTE status of .5 or more shall be eligible for insurance benefits in accordance with the provisions of this article.

A. The Board shall provide health insurance coverage for teachers through a High Deductible/HSA plan ("HSA plan").

The High Deductible/H.S.A. plan will include the following elements:

Cost Share Provisions	In-Network	Out-of Network (OON)
Annual Deductible (individual/aggregate family)	\$2,250/\$4,500	
Medical Cost Share	0%/100% (no member copays or coinsurance)	20/80% after deductible, up to co-insurance maximum
Prescription Drug Coverage	Subject to deductible then: \$10 Generic, \$25 Preferred Brand, and \$40 Non-Preferred Brand, up	20/80% after deductible, up to co-insurance maximum

	to co-insurance maximum	
Coinsurance Maximum	\$0 Medical \$1,000/2,000 RX  (Includes In-Network Post Ded. RX Copays)	\$2,250/4,500  (Includes OON Medical and OON RX Coinsurance)
Annual Combined In and Out of Network Out-of-Pocket Maximum <sup>(2)</sup>	\$5,500 individual coverage/\$11,000 family coverage (includes deductible and in-network and out-of-network cost shares)	
Lifetime Maximum	Unlimited	Unlimited
Preventive Care	Deductible not applicable	20% after deductible, subject to co-insurance limits

(1) Note: If a participant incurs no out-of-network services after the deductible the total Out-of-Pocket Max would be limited to \$3,250/\$6,500

Following exhaustion of the applicable deductible, prescription drugs shall be subject to post-deductible co-payments of \$10/25/40.

The Board will contribute the following dollar amounts into each teacher's HSA per year, as applicable:

Individual coverage: \$1,125

Family coverage: \$2,250

The Board's HSA contributions shall be pro-rated for employees hired into the teachers' bargaining unit during the contract year, based on the number of months remaining in the contract year. One-half of the Board's contribution toward the deductible will be deposited into the HSA accounts in September and the remaining one-half will be deposited into the HSA accounts in March. The parties acknowledge that the Board's contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed teachers. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment.

A Health Reimbursement Account ("HRA") shall be made available for any teacher who is precluded from participating in a Health Savings Account ("HSA") because the teacher receives Medicare and/or veterans' benefits. The annual maximum reimbursement by the Board for teachers participating in the HRA shall not exceed the dollar amount of the Board's annual HSA contribution for teachers enrolled in the HSA.

B. Individual life insurance of forty-thousand (\$40,000) dollars (group term).

- C. Full service Blue Cross Dental Plan with Rider A for employee and dependents. (As set forth in Dental Rider A, dependents must be unmarried and under the age of 19).
- D. The teachers shall pay the following percentages toward the costs of the insurance coverage set forth above, as applicable, for the 2022-23 and 2023-24 contract years:

Effective July 1, 2022	21.0%
Effective July 1, 2023	21.0%

- E. Wellness Incentive: If a teacher and the teacher’s enrolled spouse and dependents (if applicable) each complete one preventive physical examination during calendar year 2023, the teacher will pay the discounted premium contribution set forth below for the costs of insurance coverage, effective July 1, 2024. If a teacher and the teacher’s enrolled spouse and dependents (if applicable) do not each complete one preventive physical examination during calendar year 2023, the teacher will pay the non-discounted premium contribution set forth below for the costs of insurance coverage, effective July 1, 2024.

	Discounted Contribution	Non-discounted Contribution
Effective July 1, 2024	21.0%	25.0%

The wellness incentive set forth above shall apply to all teachers who are employed by the Board as of January 1, 2023. Any teacher hired after January 1, 2023 will pay the discounted premium contribution percentage for the 2024-25 contract year.

- F. Teachers will pay their insurance contributions by payroll deduction from September through June, for twelve (12) months of insurance coverage, for the period starting on the preceding July 1<sup>st</sup> and continuing through the following June 30<sup>th</sup>.
- G. The Board shall establish and maintain an IRS Section 125 Flexible Spending Account (FSA) for teachers. The account shall be designed to permit exclusion from taxable income each teacher’s share of health and medical premiums as well as the cost of dependent care. The maximum amounts under the FSA shall be established in accordance with applicable law.

The Board makes no representations or guarantees as to the initial or continued viability of such a salary reduction agreement, and shall incur no obligation to engage in any form of impact bargaining in the event that a change in law reduces or eliminates the tax-exempt status of employee insurance premium contributions. So long as the Board

makes a good faith effort to comply with this paragraph, neither the Association or any teacher covered by this agreement shall make any claim or demand, nor maintain any action against the Board or any of its members or agents for taxes, penalties, interest or other cost or loss arising from a flaw or defect in the salary reduction agreement, or from a change in law which may reduce or eliminate the employee tax benefits to be derived therefrom.

- H. Except as otherwise noted in this Article, and except as otherwise required by applicable law, dependent insurance for the above coverages will cover dependent to age 24 for unmarried full-time student.
- I. Employees covered by this Agreement who retire during the term of this Agreement and receive pension benefits under the State Teachers Retirement Fund may participate, at their expense, in any existing health benefits in which they are participating at the time of their retirement, with the following stipulations:
  - 1. such participation is limited through age sixty-five (65);
  - 2. rules and regulations of the insurance carrier will permit such participation.
- J.
  - 1. Notwithstanding the above, teachers may voluntarily elect to waive in writing all health insurance coverages outlined above, and, in lieu thereof, shall receive an annual payment of one thousand (\$1,000) dollars in cash. Payment to those employees waiving such coverage shall be made in one lump sum payment during the month of December. This provision shall only apply to those who have elected this waiver prior to July 1, 2001 and who continue to maintain said waiver thereafter.
  - 2. Where a change in a teacher's status prompts the teacher to resume Board-provided insurance coverage, the written waiver may, on written notice to the Board of Education, be revoked. Upon receipt of revocation of the waiver, insurance coverage shall be reinstated as soon as possible; subject, however, to the rules and regulations of the Internal Revenue Service and the §125 Plan and to any other regulations or restrictions, including waiting periods, which may then be prescribed by the appropriate insurance carriers. Depending upon the effective date of such reinstated coverage, appropriate financial adjustments shall be made between the teacher and the Board to insure that the teacher has been compensated, but not overcompensated, for any waiver elected under Section J.1. above.

Teachers who receive the above noted payment (\$1,000) shall be obligated to refund a prorated amount of said payment upon severance from the system prior to the end of the year.

Notice of intention to waive insurance coverage must be sent to the Business



Manager not later than June 15 of the prior school year.

- K. The Patient Protection and Affordable Care Act ("PPACA"; Public Law 111-148) has set forth and codified under the Internal Revenue Code (IRC) §4980I the imposition of an excise tax related to employer provided health insurance plans that exceed certain value thresholds. Should any Federal statute or regulation including but not limited to IRC §4980I, be mandated to take effect during the term of this Agreement, triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations in accordance with the Teacher Negotiation Act. During such mid-term negotiations, the parties will reopen Article X (Health Insurance) for the purpose of addressing the impact of the excise tax. No other provision of the contract shall be reopened during such mid-term negotiations.

### **ARTICLE IX** **PROTECTION**

- A. Teachers shall immediately report all cases of assault suffered by them in connection with their employment to their principal in writing.
- B. This report shall be forwarded to the Superintendent and then to the Board, which shall comply with any reasonable request from the teacher for information in its possession relating to the incident or the persons involved and shall act in appropriate ways as liaison between the teacher, the police and the courts.
- C. If criminal or civil proceedings are brought against a teacher alleging that he/she committed an assault in connection with his/her employment, such teacher may request the Board to furnish legal counsel to defend him/her in such proceedings. If the Board does not provide such counsel and the teacher prevails in the proceedings, then the Board shall reimburse the teacher for reasonable counsel fees incurred by him/her in defending the proceedings.

### **ARTICLE X** **PERSONAL INJURY BENEFITS**

- A. Whenever a teacher is absent from school as a result of personal injury caused by an accident or an assault arising out of and in the course of his/her employment, he/she shall be paid his/her full salary (less the amount of any workers' compensation award made from temporary disability due to said injury) for the period of such absence, and no part of such absence shall be charged to his/her annual or accumulated sick leave. Such salary continuation shall continue for a maximum of eighteen (18) calendar months from the date of injury, except in the case of an assault covered by Section 10-

236a of the Connecticut General Statutes. The Board shall have the right to have the teacher 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 his/her 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 the said physician as to the said period shall control.

- B. The Board shall allocate a sum not to exceed Two Thousand (\$2,000) Dollars for the purpose of reimbursing teachers for loss or damage to their personal property, excluding cash and automobile, incurred while in the performance of duty. Payment for loss or damage shall not duplicate those losses covered by the teacher's insurance. All reimbursements for the foregoing will be held until the end of the school year, at which time reimbursement will be made in full if the amount allocated is sufficient for such purpose; otherwise prorated reimbursements will be made according to the demands made on the allocated fund of Two Thousand (\$2,000) Dollars.

#### **ARTICLE XI** **SICK LEAVE**

- A. 1. Teachers shall be entitled to fifteen (15) sick leave days each school year. Unused sick leave days may be accumulated up to the number of days in the teacher's work year. Teachers may use up to five (5) days of their accrued sick leave per year, on a non-cumulative basis, for the care of a teacher's spouse, parents or children.
2. Teachers who have accumulated the maximum number of days based on their school year will continue to receive fifteen (15) days each year which are not cumulative above the teacher's maximum accumulation but may be used during that year without reducing the teacher's maximum accumulation.
- B. In the event circumstances arise whereby a member of the unit exceeds the allotted number of days for any of the provisions in Section A above, he/she may, at the discretion of the Superintendent of Schools:
1. receive his/her pay minus substitute's pay for each day provided ample notice and reasons have been submitted and prior approval received;
  2. have 1/186 of his/her base pay deducted for each day in excess of accumulated sick leave; or
  3. have no deduction made.

Such excess as noted above shall in no case exceed fifteen (15) days. Cases of undue hardship exceeding the above may be given additional consideration.

4. In cases of extreme hardship or prolonged illness, a teacher may petition the Board of Education, through the Superintendent of Schools, for additional sick leave. Among the factors to be given consideration of the request will be:
  - a. the nature and projected duration of the illness or disability involved;
  - b. the applicant's prior record of sick leave use;
  - c. loss of further accumulation in past years because the maximum had been reached; and
  - d. any other consideration that the Board deems to be pertinent to the situation.

Board decision in the application of Section B.4 above will not be subject to the grievance procedure.

- C. If a teacher is absent because of illness due to childhood communicable disease definitely traceable to contact made in school, the absence will not be charged against the teacher's sick leave.
- D. The benefit set forth in this section shall apply only to teachers hired prior to July 1, 2013. Upon retirement under the Connecticut Teachers' Retirement Act or death, teachers or their estates will be paid 25% of accumulated unused sick leave up to a maximum of 180 days of such accumulated unused sick leave at their daily rate (based on 1/number of days in their work year) at the time of retirement or death. Teachers intending to retire shall notify the administration in writing prior to January 5<sup>th</sup> that they are retiring effective June 30<sup>th</sup> of that school year. For any teacher who has provided such notice, the Board shall pay the teacher the sum of One Thousand Four Hundred Dollars (\$1,400), subject to all applicable tax withholding, in March of the final year of the teacher's employment with the Board.

Beginning June 2001, the per diem basis used to calculate sick day severance pay for retirees will be derived from the annual salary as reported to the Connecticut State Teachers' Retirement Board. This reported salary presently includes base salary, longevity pay, and department leader stipend, if applicable.

The Southington Education Association understands that this agreement is in effect only for retirees from June 2001 through subsequent years as long as longevity remains in the contract language.

- E. In the event of absence of a teacher for illness in excess of five (5) consecutive working days, the Board may require an examination by an independent physician, such examination to be at the Board's expense.
- F. Temporary disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom shall be interpreted as being within the meaning of the term "sick" as used in Statute, Sec. 10-156 of the Connecticut General Statutes.
- G. The Board of Education shall have full subrogation rights in any case where teachers received court judgments or settlements for lost wages or medical benefits received by teachers covering any period during which the teacher has received continued salary payments or has been reimbursed for medical expenses from the Board during a period of absence. If the Board exercises its subrogation rights and recovers monies covering absences for which accumulated sick leave was utilized, no sick leave shall be deducted from an employee's credit for such periods.

**ARTICLE XII**  
**LEAVE OF ABSENCE**

- A. Up to a maximum of three (3) days' leave of absence in any one (1) year, with pay, will be granted subject to application by the teacher, in writing, to the Principal or designee through the immediate supervisor no later than five (5) school days before the requested absence for August through April and no later than ten (10) school days before the requested absence for May and June (except in the case of emergencies) and written approval of the Principal or designee for the following reasons: (Three days total, not for each reason.) Paid leaves under this Article may not be granted on the day immediately preceding or the day immediately following a school vacation or holiday without the approval of the Superintendent.
  - 1. Illness in the immediate family (parent, husband or wife, son or daughter, or a brother or sister).
  - 2. Attendance at graduation ceremonies (high school, college or military) of self, spouse, son or daughter.
  - 3. Attendance at the funeral services of a person whose relationship to the teacher warrants such attendance.
  - 4. Participation in wedding ceremonies.
  - 5. Birth of a child to spouse or time necessary to complete adoption procedures.
  - 6. Moving one's domicile.

7. Legal affairs which cannot be handled normally outside school hours.
8. Warranted travel time for leaves under this Article.
9. Personal or emergency matters which cannot be handled normally outside school hours. Approval may be granted subsequent to the absence where it is impossible to make a prior request.

In the event that a teacher has two (2) or more unused personal days remaining at the end of a contract year, the Board will credit the teacher with one (1) additional family illness day, in addition to the family illness days set forth in Article XI, Section A.1. Any family illness day credited under this section shall be in addition to, and not deducted from, the fifteen (15) sick days credited to each teacher under Article XI, Section A.1. Any additional family illness day credited under this section may be accumulated by the teacher and used in any future contract year.

- B. Days for the fulfillment of religious obligations will be granted as personal days with pay when they occur on a scheduled school day.
- C. In the event that circumstances arise whereby the teacher exceeds the allotted number of days for any of the provisions above or other extenuating circumstances, he/she may, at the discretion of the Superintendent of Schools, receive his/her pay minus substitute's pay for each day, provided ample notice and reasons have been submitted and prior approval received, or have no deduction made, or have 1/186 of his/her base pay deducted for each day allowed.
- D. Up to a maximum of three (3) days, including the day of the funeral, will be granted, with pay, for each occurrence of death of a parent, spouse, child, brother, sister, mother-in-law or father-in-law.
- E. Up to a maximum of two (2) days, including the day of the funeral, will be granted, with pay, for each occurrence of death of a grandparent, brother-in-law or sister-in-law.
- F. Personnel covered by this Agreement who are called to jury duty shall be granted the difference between jury duty pay and their regular salary and such jury duty is not to be chargeable against allotted sick leave or leave of absence.
- G. When school is not in session and a teacher is requested to appear as a witness by the Superintendent or the Board's representatives at any legal proceeding, such teacher shall be paid his/her per diem hourly rate for all hours requested to be spent at such proceedings. If the teacher has to prepare, said teacher and the Superintendent (or designee) will determine amount of preparation time for which the teacher will be paid.

When school is in session, such leave shall not be charged against allotted sick leave or personal time.

If a teacher is subpoenaed by a third party (a party other than the Administration for the Southington Public Schools) to appear as a witness for a matter arising out of the teacher's professional duties and responsibilities, the Administration and the Southington Education Association will determine an appropriate compensation arrangement for the teacher, based on the applicable circumstances.

- H. Teachers shall be granted a leave of absence of one (1) day per year to participate in professional development activities. Up to a maximum of fifteen (15) teachers, at the discretion of the administration, will be allowed to leave at any one time.
- I. All leaves of absence provided for under the terms of this article are non-cumulative.
- J. Any certified professional employee shall be granted, upon written request submitted to the Superintendent of Schools, a leave of absence without pay for purposes of childrearing. Such employee shall be granted such leave for the school year, or a reasonably requested portion thereof, in which the child is born, adopted or fostered, provided the written request is received within sixty (60) days prior to the anticipated date of commencing the leave.

Any approved leave commencing after February 1 of any school year may be extended through the next school year.

- K. Any certified professional employee may be granted an extended leave without pay or benefits upon the recommendation of the Superintendent and approval of the Board of Education. Such request shall be submitted to the Superintendent in writing stating the reasons for the request.

### **ARTICLE XIII** **SABBATICAL LEAVES**

- A. Sabbatical leaves may be granted at the discretion of the Board of Education to certificated personnel upon recommendation by the Superintendent of Schools providing the following conditions are accepted:
  - 1. No more than one percent (1%) of the certificated staff may be on sabbatical leave at any one time.
  - 2. Application must be made to the Superintendent of Schools no later than December 31 of the school year preceding the school year in which the sabbatical is to be taken.

3. Leaves may be granted for up to a full year to personnel with seven (7) or more years of continuous service in Southington.
4. One-half ( $\frac{1}{2}$ ) the salary rate of the year of leave will be paid provided the recipient agrees:
  - a. to return to teach in Southington for three (3) full years for each year of sabbatical leave; and
  - b. to refund the Town of Southington on a pro-rata basis that fraction of sabbatical payment received which will be equivalent to the fraction of time not completed under paragraph 4.a.
5. The recipient agrees to spend at least four-fifths ( $\frac{4}{5}$ ) of the sabbatical leave time in academic study and submit evidence of such or make refund under the same terms as paragraph 4.b.
6. Sabbatical leave may be used for travel purposes at the discretion of the Board of Education.
7. When teachers return from sabbatical leave, their time of absence shall be credited to them for determining their position on the salary schedule.

**ARTICLE XIV**  
**CLASS SIZE**

- A. 1. By the beginning of the 1987-88 school year, the maximum number of pupils per teacher shall be as follows:
- |   |     |
|---|-----|
| Kindergarten and first-grade classes                                | 27  |
| Traditional classes, both in elementary and secondary schools*      | 31  |
| Maximum load for secondary teachers in traditional classes shall be | 140 |
| Remedial Groups   | 25  |
| Special education classes   | 14  |
| Middle school developmental reading classes, over a two day period  | 170 |

The term "traditional classes" shall not include study halls, team teaching or physical education classes.

Elementary physical education	250 per day
Secondary physical education	35

Elementary music and art – one (1) traditional class at a time.

Special education resource teachers will have a maximum caseload of 35 students.

\*Unless otherwise indicated, the phrase "secondary schools" is used in this Agreement to include both middle school and senior high school.

- 2. The Board and the Association agree that further reduction in the class size limitations set forth above are desirable and, to the extent possible under the circumstances (e.g., availability of staff and facilities), such reductions shall be made.
- 3. The Board and the Association agree that the above class sizes are dependent upon such factors as availability of classroom space and physical plant. No classes which are commenced consistent with the above class sizes will be "split" after ten (10) school days unless the Board agrees to do so.

- B. No teacher shall be assigned responsibility for more than seventy-five (75) pupils at any moment in time.
- C. The provision of sections A or B above may be modified only if the Superintendent of Schools determines that it is necessary to do so. The Association shall be notified in writing of each instance in which the Superintendent has so determined. A disagreement over whether an exception is justified shall be subject to the grievance procedure and shall be initiated at Level Two thereof.

**ARTICLE XV**  
**TEACHING HOURS AND TEACHING LOAD**

- A. Workday
  - 1. Except as noted below, if the Board, at its discretion, lengthens the school day beyond the hours in effect during the 2015-16 school year, it shall compensate the professional staff members at a rate of compensation based upon prorating of



the staff members' annual salary equal to a percentage of the time the school day is extended. The teacher workday (not school day) is seven (7) hours and fifteen (15) minutes.

2. a. All elementary school teachers will be in their classrooms or at their assignments fifteen (15) minutes before the starting time and thirty (30) minutes after the dismissal time of the students in the school to which they are assigned.
- b. All middle school teachers will be in their classrooms or at their assignments fifteen (15) minutes before the starting time and twenty-five (25) minutes after the dismissal time of the students in the school to which they are assigned.
- c. All high school teachers will be in their classrooms or at their assignments ten (10) minutes before the starting time and twenty-seven (27) minutes after the dismissal time of the students in the school to which they are assigned.

Should the Board in its discretion during the term of this Agreement extend the requirements for the beginning or end of the teacher workday beyond those set forth in the preceding paragraph, the Board shall give at least sixty (60) days' written notice of such extension to the President of the Association. Upon request of the Association, the Board and the Association agree to immediately commence bargaining over the impact/effect of such extension upon members of the bargaining unit. Such negotiations, if not amicably resolved, shall be subject to the impasse resolution procedures set forth in Sec. 10-153 of the Connecticut General Statutes, as amended, including mediation and binding arbitration, and either party may make a request for the commencement of mediation under said procedures if agreement has not been reached within thirty (30) days after the start of such negotiations. Once mediation has been requested, the time lines and procedures set forth in Section 10-153 shall be followed for purposes of any additional impasse resolution which shall be necessary.

## B. Work Year

1. The work year of teachers covered by the teacher salary schedule (other than new personnel who may be required to attend orientation sessions amounting to no more than two additional workdays) shall normally terminate no later than June 30, but shall in no event be less than one hundred eighty (180) nor more than one hundred eighty-six (186) scheduled workdays to include a student school year, one (1) day before the student school year, and up to five (5) days for professional development programs. Professional development days shall not be scheduled during Christmas or winter vacation weeks or the day after Thanksgiving. When an administrator requests and a guidance counselor agrees

to work additional days, such days shall be paid at the guidance counselor's per diem rate.

The two additional work days for new teachers shall be designated by the Administration in either full-day or half-day increments. The additional work days will not be scheduled to occur on weekends or on holidays, or during a school recess occurring during the school year. Such additional work days shall be part of the contractual work year for the new teachers, and shall be part of their contractual salaries, as set forth in the salary schedule. Such new teachers shall receive no additional compensation over and above the applicable salaries from the salary schedule.

Should the Board in its discretion extend the scheduled work year for teachers beyond one hundred eighty-six (186) days, the Board shall provide the President of the Association with written notice of such extension at least sixty (60) calendar days before the effective date of the extension. Upon request of the Association, the Board and the Association agree to immediately commence bargaining over the impact/effect of such extension upon members of the bargaining unit. Such negotiations, if not amicably resolved, shall be subject to the impasse resolution procedures set forth in Sec. 10-153 of the Connecticut General Statutes, as amended, including mediation and binding arbitration, and either party may make a request for the commencement of mediation if agreement has not been reached within thirty (30) days after the start of such negotiations. Once mediation has been requested, the time lines and procedures set forth in Sec. 10-153 shall be followed for purposes of any additional impasse resolution which shall be necessary.

2. The school year calendar, when established by the Board, shall be as set forth in Appendix F.
3. Absence Reporting – Absence reporting and attendance recording of personnel shall be as determined by the administration.
4. Reporting of Non-work Days (48-week employees only)  
Employees will report to the Superintendent's office annually, not later than April 30, when they propose to take their non-work days time. They must obtain the approval of the Business Manager or Personnel Manager.

C. After School Meetings

1. Regular classroom teachers may be required to remain for up to one (1) hour beyond the teacher work day to attend the following staff meetings, which shall be held on Tuesdays:

- a. One (1) day each month - building meetings called by the school principal.
- b. One (1) day each month - subject field groups, grade level groups, special groups or individual meetings as authorized by the Superintendent of Schools, or other meetings called by the Superintendent of Schools.

If a meeting scheduled for a Tuesday is canceled due to a school closing or early dismissal, the Administration will reschedule the meeting, with notice of at least one (1) week to teachers.

2. Up to one (1) two hour meeting shall be held each month for curriculum work as authorized by the Superintendent of Schools. The Superintendent of Schools shall notify the Association no later than August 15th of the day of the week on which the meeting shall be held during the first semester of the academic year, and shall notify the Association no later than December 1, of the day of the week on which such meetings shall be held during the second semester of the academic year.
3. Other than regular classroom teachers may be required to attend meetings in addition to, or instead of, the above if required for the proper performance of their job functions. Should the Board in its discretion determine to schedule additional staff meetings during the term of this Agreement beyond the schedule of such meetings set forth above, the Association shall be notified in writing at least sixty (60) calendar days in advance and shall be furnished with the amended meeting schedule by the Board. Upon request of the Association, the Board and the Association agree to immediately commence bargaining over the impact/effect of such extension upon members of the bargaining unit. Such negotiations, if not amicably resolved, shall be subject to the impasse resolution procedures set forth in §10-153 of the Connecticut General Statutes, as amended, including mediation and binding arbitration, and either party may make a request for the commencement of mediation if agreement has not been reached within thirty (30) days after the start of such negotiations. Once mediation has been requested, the time lines and procedures set forth in §10-153 shall be followed for purposes of any additional impasse resolution which shall be necessary.
4. All part-time teachers will attend one 2-hour Tuesday meeting per month and shall attend all meetings contiguous to their work day.
5. Less than full-time staff are required to attend professional development days on a prorated basis based on their part-time status. Said teachers shall be paid for professional development days beyond those required at their per diem rate.

- D. All teachers shall have an uninterrupted duty-free lunch period daily.
1. Elementary school teachers, including itinerant teachers, shall have an uninterrupted duty-free lunch period equivalent in length to that of the students' lunch period or one-half (1/2) hour, whichever is the greater. It is understood and agreed that students' lunch period does not include any portion of a student's recess time.
  2. Secondary school teachers and special class elementary school teachers shall have an uninterrupted duty-free lunch period equivalent in length to that of the students' lunch period or one-half (1/2) hour, whichever is the greater. It is understood and agreed that the students' lunch period does not include any portion of a student's recess time.
  3. In the event of having to implement a three-hour delay or an emergency early dismissal schedule, the Board and the SEA mutually agree that the length of a teacher's lunch period be equivalent in length to that of the students' lunch period while school is in session, which may be less than one-half (1/2) hour as stipulated in Article XV Sections D.1 and D.2 of the collective bargaining agreement between the Board and the SEA. If the dismissal occurs prior to a teacher's regularly scheduled lunch period, the teacher shall forego his/her lunch period for that workday.
- E. Teachers shall be allowed to leave the school building during their duty-free lunch period only if they give prior notice to their principal of this intention and do not abuse the privilege.
- F. All secondary school teachers shall, in addition to their lunch period, have at least one (1) preparation period each day, during which they shall not be assigned to any other duties.
- G. 1. Except in instances of 504, PPT or Evaluation and Supervision meetings, all elementary school teachers shall have at least one (1) uninterrupted self-directed preparation period each school day of not less than thirty (30) minutes duration during which time they shall not be assigned to any other duties. The administration shall make every reasonable effort to avoid scheduling the above-referenced meetings during such preparation periods.

All elementary classroom teachers shall have at least three (3) of the aforementioned preparation periods extended to forty (40) minutes. During school weeks of fewer than five (5) days of instruction, or shortened days, preparation time shall be adjusted on a pro rata basis.

- H. 1. Academic subject area secondary school teachers shall not be assigned more than five (5) teaching periods per day in a seven (7) period day and a sixth teaching period in an eight (8) period day with the sixth period being subject to the conditions set forth below. Special subject area secondary school teachers may be assigned six (6) teaching periods per day provided they are relieved of homeroom duties.
- a. Academic subject areas are defined as English, Languages, Social Studies, Mathematics, Science, and High School Special Education.
  - b. Special subject areas are defined as Technology Education, Family and Consumer Education, Business, Music, Art, Physical Education, Vocational Agriculture, Vocational Education, and Middle School Special Education.

Academic subject area teachers listed in Section H.1.a above may be assigned to teach a 6<sup>th</sup> class and will be compensated for such 6<sup>th</sup> class at 1/6 of his/her base salary for for the semester or year (as applicable). The administration shall first seek volunteers before assigning a 6<sup>th</sup> class to such teachers. Except in the case of a mutual agreement by a non-tenured teacher, a non-tenured teacher covered by Section H.1.a will not be assigned to teach a 6<sup>th</sup> class. Assignment of a teacher to a 6<sup>th</sup> period shall not be used to reduce a three-fifths (3/5) or more position.

- 2. Academic area secondary school teachers shall not be required to teach more than three (3) teaching preparations at any one time. Classes which require different syllabi, teaching materials or textbooks shall be considered different teaching preparation.
  - 3. Exceptions to the provision of paragraphs H.1 or H.2 above may be made only if the Superintendent determines that it is necessary to do so in the best interests of the educational process. The Association shall be notified in writing of each instance in which the Superintendent shall so determine. A disagreement over whether an exception is justified shall be subject to the grievance procedure and shall be initiated at Level Two thereof.
- I. Teacher participation in extracurricular activities for which no additional compensation is paid shall be strictly voluntary. At the same time, the teachers recognize that their responsibility to their students and their profession requires the performance of duties that involve the expenditure of time beyond that of the normal working day.
- J. In the event of an early dismissal due to weather conditions, the teachers will be dismissed fifteen (15) minutes after the students are dismissed. At the discretion of the Superintendent this time can be extended to meet an emergency situation.

- K. Self-contained special education teachers shall be given two (2) released days each spring to complete required paperwork (i.e., annual reviews, triennials, IEPs, etc.). All other special education teachers shall be given one released day to complete required paperwork. The dates of these released days will be mutually agreed on by the special education teacher and his/her immediate supervisor.
- L. Middle school and high school teachers shall be required to attend two evening meetings per school year. One shall be for Open House and the other will be for evening parent conferences. Teachers shall not be required to stay longer than two hours at such meetings.
- M. Elementary school teachers shall be required to attend one evening meeting per year for Open House. Teachers shall not be required to stay longer than two hours at such meetings.
- N. The high school library will be open for student use ten minutes each morning before the student day. The library shall remain open until 3:00 p.m. on two afternoons per week. Teacher librarians will be required to provide coverage during those hours. The teacher remaining late may arrive in the morning late so that the length of the teacher's required on-site workday remains unchanged.
- O. The middle school libraries will be open ten minutes in the morning each day before the commencement of the student day for student use. Teacher/librarians will be required to provide coverage for this time.

**ARTICLE XVI**  
**NON-TEACHING DUTIES**

The Board and the Association acknowledge that a teacher's primary responsibility is to teach and that his/her energies should, to the extent possible, be utilized to this end. Therefore, they agree as follows:

- A. To the extent possible, teachers shall be relieved of non-teaching administrative assignments. Administrative assignments shall not become burdensome.
- B. Secondary school teachers, other than physical education teachers and nurse-teachers shall be relieved of health service duties (e.g., administering eye or ear examinations, weighing and measuring pupils).
- C. Teachers shall not be required to collect money from students for non-educational purposes (e.g., charities, P.T.A. dues). Although teachers may be required to collect and transmit to an appropriate person within their school buildings student accident

insurance premiums and money to be used for educational purposes, they shall not be required to tabulate or account for such money.

**ARTICLE XVII**  
**TEACHING ASSIGNMENTS**

- A. Teachers shall be notified in writing of their programs for the coming school year, including the schools to which they will be assigned, the grades and/or subject that they will teach and any special or unusual classes that they will have, as soon as practicable and under normal circumstances not later than the last day of school. In the event that some change such as resignation, death, leave of absence, promotion, etc., takes place during the period between the last day of school and the first work day of the following school year, the assignment of a teacher may be changed as required thereby with prompt notice to the teacher.
- B. Changes in grade assignment in the elementary schools and in subject assignment in the secondary schools are sometimes necessary and even beneficial. To the extent possible, such changes in grade and subject assignments shall be voluntary (especially changes affecting probationary teachers), but the Board reserves the right to make such changes.
- C. In arranging schedules for teachers who are assigned to more than one school, an effort shall be made to limit the amount of inter-school travel. Such teachers shall be notified of any changes in their schedules as soon as practicable. Teachers who are assigned to more than one school in any one school day shall receive IRS rates for all inter-school travel.
- D. Teachers' assignments shall be made without unlawful discrimination with regard to race, creed, color, religion, national origin, ancestry, genetic information, sex, sexual orientation, gender identity or expression, age, marital status or disability as provided by applicable statutes.

**ARTICLE XVIII**  
**TRANSFERS**

In the determination of transfers, the convenience and wishes of the individual teacher will be honored to the extent that these considerations do not conflict with the instructional requirements and best interest of the school system and the pupils.

A. Voluntary Transfers

- 1. A teacher wishing to be transferred to another school or teaching position must file such a request with the Superintendent of Schools prior to April 1 of each

year.

2. Such teacher's name will be placed on a "request for transfer" list which will be kept by the Superintendent of Schools.
3. A tentative list of teaching vacancies shall be publicized and posted in all schools on or about May 1 of each year.
4. A teacher on intensive assistance (as defined in the district's evaluation plan) cannot volunteer for a transfer until the intensive assistance has been lifted.
5. When a reduction in the number of teachers in a school is necessary, volunteers shall be transferred first, except where pupil welfare may otherwise dictate.

B. Involuntary Transfers

1. Involuntary transfers shall be made by the Superintendent or his/her designee.
2. Such transfers will be made only on the recommendation of two (2) supervisors to the Superintendent or designee.
3. Non-tenured teachers will not be involuntarily transferred, if at all possible.
4. Subject to the provisions of paragraph B.3 above, when transfers are necessary, an effort shall be made to transfer teachers with lesser service in the Southington Public Schools. Involuntary transfers will be to positions within the teacher's area of certification.
5. Prior to an involuntary transfer, the transfer shall be made only after a meeting with the teacher involved and an Association representative, at which time the teacher shall be notified of the reason(s) for the transfer.

**ARTICLE XIX**  
**PROMOTIONS**

- A. All openings for positions paying a salary differential and positions other than regular teaching assignments (i.e., career education, drug education, drama coordinator) shall be adequately publicized by posting in every school as far in advance of the appointment as possible, and ordinarily at least thirty (30) days in advance and the qualifications for the positions shall be clearly set forth.
- B. All teachers certified for the posted vacancies shall be given adequate opportunity to make application for such positions. If, in the determination of the Superintendent, the



qualifications of applicants are substantially equivalent, preference shall be given to Board employees in positions requiring teacher certification who are qualified and certified for the position. Appointments shall be made without regard to race, creed, color, religion, national origin, ancestry, genetic information, sex, sexual orientation, gender identity or expression, age, marital status or disability as provided by applicable statutes.

- C. All salary differential positions shall be posted separately and not combined with regular contracted teaching positions.

**ARTICLE XX**  
**REDUCTION IN FORCE AND RECALL**

- A. The Board may reduce the teaching staff according to the needs of the school system as determined by the Board.

In the event that it becomes necessary to lay off one or more teachers, the following provisions shall apply:

1. The Board will first determine the positions to be eliminated. For the purposes of this Article, the teachers holding such positions shall be referred to as “the affected teachers.”
2. If any of the affected teachers are non-tenured, those teachers shall be laid off first.
3. If any of the affected teachers are tenured, the following provisions shall apply in order to determine which tenured teachers shall be laid off:
  - a. For each such teacher, the Board shall review all certifications held by the teacher at the time of such determinations.
  - b. The affected teacher shall bump the least senior teacher in all areas in which the affected teacher is certified (taking all of such certification areas together in the aggregate), over whom the affected teacher has greater seniority. For the purposes of this Article, the teacher bumped as a result of such movement shall be referred to as “the bumped teacher.” In the event that there is no teacher whom the affected teacher can bump in accordance with this provision, then the affected teacher shall be laid off.
  - c. The bumped teacher shall in turn bump the least senior teacher in all areas in which the bumped teacher is certified (taking all of such

certification areas together in the aggregate), over whom the bumped teacher has greater seniority. In the event that there is no such teacher, then the bumped teacher shall be laid off.

- d. For the purposes of applying the provisions set forth above, an affected or bumped teacher shall not be required to take a position of a lesser FTE status unless the teacher wishes to do so. If the affected or bumped teacher does not wish to do so, then the affected or bumped teacher shall bump the least senior teacher having an equivalent FTE status.
  - e. For the purposes of applying the provisions set forth above, an affected or bumped teacher shall be required to take a position of a greater FTE status. If the teacher does not wish to do, then the affected or bumped teacher shall be laid off.
  - f. In the event that a teacher is on an approved leave of absence and a long-term substitute is filling in for the teacher at the time that the Board makes the determinations set forth above, the teacher on leave (and not the long-term substitute) shall be considered for the purposes of applying such provisions.
  - g. Teachers who are laid off shall have recall rights as set forth in Article XX, Section B.
4. After applying the provisions set forth in Section 3 above to determine which tenured teachers shall be laid off, the following provisions shall be applied to determine the teaching assignments for tenured teachers who were displaced from their teaching positions, but not laid off:
- a. The Superintendent/designee shall provide an opportunity for all of such displaced teachers to provide input concerning their potential teaching assignments and/or to volunteer for specific teaching assignments. The Superintendent/designee shall consider such input, with the understanding that such input is not binding upon the Superintendent/designee.
  - b. In making such assignments, the Superintendent/designee shall give consideration to all of the following factors:
    - the depth and breadth of the displaced teachers' teaching experience (based on a review of the personnel records of the displaced teachers);
    - each displaced teacher's professional development;
    - each displaced teacher's seniority.

- c. The Superintendent will make the final determinations regarding the teacher assignments for displaced teachers. Taking into account all of the factors set forth above, the Superintendent shall make such determinations based on the best educational interests of students (including an effort to have the least disruptive impact on students) and the Superintendent's determination regarding which teachers are most qualified for each teaching position.
  - d. Prior to finalizing the teaching assignments for the displaced teachers, the Superintendent/designee shall meet with the SEA in order to review the proposed teaching assignments.
  - e. All voluntary transfer requests must still be submitted by the deadline set forth in the contract. However, no such transfers will be awarded until any potential assignments resulting from a reduction in force have been made.
5. For the purposes of this Article:
- a. Seniority shall include the total length of employment with the Board, commencing with the teacher's first contractual day of work. (Summer curriculum writing prior to the first contractual day of work shall not be included for the purposes of seniority). In the event that two or more teachers have equal seniority, the following factors shall be applied, in the order set forth below, as tie-breakers:
    - 1) Most recent summative evaluation rating. For the purposes of this Article, Exemplary and Proficient ratings shall both be considered satisfactory and shall be considered equivalent. If a teacher is not rated, the previous summative rating will be used. The Administration reserves the right to include the current academic year's rating should any affected teacher's rating be projected as less than proficient, which shall have been communicated in writing to the teacher prior to May 1<sup>st</sup>.
    - 2) Long-term substitute service for the Board added to total seniority (solely for the purposes of this tie-breaker analysis).
    - 3) Total years of teaching experience in any public school
    - 4) Full-time vs part-time status, with priority granted to full-time status (solely for the purposes of this tie-breaker analysis).

- 5) Degree status (Most advanced degree).
  - 6) The date and time of a teacher's signing of the letter confirming the teacher's employment.
- b. In the event that a teacher separates from employment with the Board for any reason and subsequently becomes re-employed by the Board, the teacher's seniority shall not continue to accrue during the period in which the teacher is not employed by the Board, but the teacher's prior period of employment with the Board shall be included in determining the teacher's total seniority.
  - c. A teacher on an approved paid leave of absence shall continue to accrue seniority during the period of such leave.
  - d. There shall be no pro-ration of seniority based on a teacher's part-time employment (notwithstanding the provisions of Section 5.a.4 above).
6. The provisions set forth in this Article shall apply only to the actual layoff of one or more teachers, and not to any other circumstance in which there is a reduction in the number of teaching positions within a school, grade or department, or within the district as a whole, but no actual layoff of teachers.
- B.
    1. The Board agrees to maintain a "recall list" of all teachers who have been separated as a result of the above procedure. Each separated teacher's name shall remain on the "recall list" for a period of one (1) year provided that, if a reappointment is offered by the Board and refused by the teacher, such teacher's name shall be stricken from the "recall list."
    2. The Board agrees to offer employment to former teachers on the "recall list" who are qualified and possess the necessary certification for an opening before new teachers are hired.
    3. The offer of employment as provided for above shall be made to the teacher who formerly had the longest period of service within the area of certification for the position to be filled in the Southington School System.
    4. Teachers who are recalled under this article will not lose prior service for purposes of seniority, salary or sick leave.
  - C. In the event that the Board determines to close a school, the Association will be provided as much advance notice as is feasible and will be given an opportunity to express to the Board and/or the administration its views on such matters as transfers. Written guidelines for transfers in connection with school closings shall be prepared by

the Board and copies shall be posted in each school.

- D. All administrators employed by the Southington Board of Education who are covered by the provisions of the Teacher Fair Dismissal (tenure) Law and who are laid off from work due to a reduction in administrative staff shall have rights to displace teachers covered by this Agreement in positions where said administrators are qualified and certified as determined by this article in a manner provided by applicable law. No administrator shall be discriminated against with respect to such displacement rights by virtue of his/her service outside the teacher bargaining unit.

This provision is negotiated subject to the decision of the Connecticut State Board of Labor Relations (Case No. TDR-7161; Decision No. 2225, August 15, 1983, In the Matter of the Petition for Declaratory Ruling Filed by: Connecticut State Council of AFSA Locals, AFL-CIO). In the event that such decision is reversed or modified by a court decision or legislative enactment, any layoff rights set forth herein shall be restricted, to the extent permitted by such decision or enactment, to the members of the teachers' bargaining unit exclusively.

## **ARTICLE XXI** **TEACHER FACILITIES**

Each school shall have the following facilities:

- A. space in which teachers may safely store instructional materials and supplies;
- B. a teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials; and
- C. an appropriately furnished room to be used as a faculty lounge. To the extent possible, said room shall be in addition to the aforementioned teacher work area.

## **ARTICLE XXII** **TEXTBOOKS**

Prior to changing a textbook or selecting a new textbook, the teachers affected and/or a committee of such teachers shall be given the opportunity to meet and consult with the Superintendent or his/her designee regarding the proposed change or selection.

**ARTICLE XXIII**  
**SUBSTITUTE TEACHERS**

The Board will make every reasonable effort to provide well-qualified substitute teachers who are certified either as substitute or regular teachers whenever a certified teacher is absent.

**ARTICLE XXIV**  
**SUMMER SCHOOL PROGRAM**

- A. Positions in the Southington Summer School Program shall, to the extent possible, be filled by regularly appointed teachers in the Southington Public Schools.
- B. In filling such positions, consideration shall be given to a teacher's area of competence, major and/or minor field of study and quality of teaching performance.

**ARTICLE XXV**  
**ADULT EDUCATION PROGRAM**

Non-resident employees of the Board covered by this Agreement will be eligible to take courses in the Southington Adult Education Program in accordance with the tuition rate charged to Southington residents on a space-available basis after final registration for Southington residents is completed.

**ARTICLE XXVI**  
**STRIKES**

During the term of this Agreement the Association shall not cause or sponsor, and no professional employee shall cause or participate in, any strike or work stoppage. If the Association disclaims in writing to the Board responsibility for any act prohibited hereby, it shall not be liable in any way therefore. Employees who participate in any such act may be disciplined or discharged without recourse to arbitration; provided, however, that the question of their participation shall itself be subject to arbitration.

**ARTICLE XXVII**  
**GENERAL**

- A. There shall be no reprisals of any kind taken against any teachers by reason of their membership in the Association or participation in its activities, or by reason of non-membership in the Association.

- B. Teachers shall be given a copy of any evaluation report prepared by their supervisors which relates to the salary or other benefits which they are to receive in the course of their employment, and they shall have the right to discuss such reports with their supervisors. Any such evaluation report or other written statement or criticism may not be contained in the individual teacher's personal or other file longer than thirty (30) days unless such report has been shown to the subject teacher and such individual has been afforded an opportunity to acknowledge the report by signature. Additional comments within a thirty (30) day period beginning with the date of the report may be added to the evaluation report by the teacher for the purpose of clarification.
- C. If negotiation meetings between the Board and the Association are scheduled during a school day, the representatives of the Association shall be relieved from all regular duties without loss of pay as necessary in order to permit their participation in such meetings. When it is necessary, pursuant to Article III, Grievance Procedure, for a school representative, member of the Professional Rights and Responsibilities Committee or other representatives designated by the Association to investigate a grievance or attend a grievance meeting or hearing during a school day, he/she shall, with the permission of his/her principal or immediate superior and upon notice to the Superintendent by the Association, and with the approval of the Superintendent or his/her designee, be released without loss of pay as necessary in order to permit participation in the foregoing activities. Any teacher whose appearance in such investigations, meetings or hearings as a witness is necessary shall be accorded the same right. The Association agrees that these rights shall not be abused.
- D. The Board agrees that two (2) teachers designated by the Association shall, upon request, be granted a leave of absence for up to two (2) years without pay for the purpose of engaging in Association activities. A teacher on leave of absence under this section for no more than one (1) year who returns to his/her position at the end of that leave shall, upon such return, be considered as if he/she were actively employed by the Board during the leave and receive the same salary he/she would have received if he/she had not been absent.
- E. Each teacher shall be provided with a copy of whatever school handbook is available at his/her school.
- F. It is understood that this Agreement is subject to, and shall operate within the framework of, the statutes of the State of Connecticut.
- G. It is understood that teachers shall continue to serve under the direction of the Superintendent of Schools and in accordance with Board and administrative policies, rules and regulations, including those set forth in the Southington Teachers' Manual, as amended, provided that the provisions of this Agreement shall supersede and prevail over any conflicting provisions.

- H. If any portion of this Agreement is ruled invalid for any reason, the remainder of this Agreement shall remain in full force and effect.
- I. 1. It is recognized by the Board and the Association that all situations and developments could not be anticipated at the time of negotiation of this document. To achieve rapport between the Board and the Association, periodic and formal meetings may be held by the negotiating groups of any organization as requested by either the Association or the Board.
2. Any agreement approved by both the Board and the Association as a result of said consultation procedure shall be reduced to writing, signed by the Board and the Association and shall become an addendum or amendment to the existing Agreement.
3. Consultations with respect to this Article XXVII, Sections I.1 and 2, as set forth hereinabove shall apply only to those portions of the Agreement that do not relate to salaries and fringe benefits.
4. Notwithstanding the language herein contained, it is agreed by the Board and the Association that the Board may, in its sole discretion, consult with the Association with respect to any article of this Agreement.
- J. Any substantive, serious complaint made against a teacher or person for whom the teacher is administratively responsible, by any parent, student or other person, as determined by the responsible administrator, shall promptly be called to the attention of the teacher. In no case shall a complaint, not investigated by the Administration, be called to the attention of the teacher. In no case shall any anonymous complaint be placed in any teacher's file.
- K. No employee shall be demoted, suspended or otherwise disciplined without just cause.
- L. The President of the Association shall be released from one duty period per day in order to carry out his/her responsibilities as President of the Association.

**ARTICLE XXVIII**  
**MAINTENANCE OF STANDARDS**

All present benefits and working conditions shall be maintained during the term of this Agreement.



**ARTICLE XXIX**  
**TUITION REIMBURSEMENT**

- A. Teachers who take and satisfactorily complete courses in an area identified by the Board of Education as one of special need in the Southington School System shall receive tuition reimbursement within the constraints of the Board of Education's budget. This section shall apply only to courses in areas designated as such courses shall be subject to the prior approval of the Superintendent of Schools or his/her designee. Once such approval has been given, tuition reimbursement will be made upon satisfactory completion regardless of the budgetary constraints.
- B. For eligible teachers (as described in this section), the Board will provide tuition reimbursement for up to two three-credit graduate level courses taken at an accredited college or university during each fiscal year, subject to a total maximum reimbursement of twenty thousand dollars (\$20,000) dollars in the aggregate for the bargaining unit for each fiscal year.

The following conditions shall apply to such reimbursement:

1. In order to be eligible for tuition reimbursement, an applicant must hold a Master's Degree and must have been employed by the Board as a teacher for a minimum of two (2) complete school years.
2. All courses must be taken in a program approved by the Superintendent of Schools or designee.
3. An application for tuition reimbursement must be submitted in writing to the Superintendent of Schools or designee prior to the start of the course. The application shall include a statement of purpose, description of content, and endorsement of the supervisor to which the applicant is assigned. Applications for summer classes must be submitted by June 1<sup>st</sup>, applications for fall semester courses must be submitted by August 15<sup>th</sup>, and applications for spring semester courses must be submitted by January 1<sup>st</sup>.
4. In order to be eligible for tuition reimbursement, an applicant must earn a grade of B+ or higher in the course.
5. Upon successful completion of the first course, a teacher whose application for reimbursement was pre-approved, shall be reimbursed as follows: (1) the cost of the course, subject to a maximum reimbursement of six hundred fifty dollars (\$650) for the course. All disbursement of monies for a first course shall be made at the end of the school year. At the end of the school year, any remaining balance in the tuition reimbursement account will be distributed among all eligible and approved applicants who completed a second course, subject to a maximum reimbursement of six hundred fifty dollars (\$650) for the course.
6. "Summer class" shall be defined as any class starting on April 1 or after. Reimbursement for such classes shall be made in the following fiscal year.

Such classes will be deemed “first courses” for the purposes of Section 5 above.

7. In the event that the total amount available for tuition reimbursement is insufficient to reimburse all eligible teachers as set forth above, each eligible teacher shall be reimbursed on a pro-rated basis within the total amount available for the bargaining unit.

### **ARTICLE XXX** **INCENTIVE PAY PROGRAM**

This program enables teachers who make exceptional contributions to student performance, professional growth applied to teaching, curriculum development or professional development to earn \$1,089 in addition to their regularly scheduled salary. The plan's key features include:

- A. Teachers who apply for incentive payments shall be on tenure and shall have received an overall acceptable evaluation in the most recent year evaluated.
- B. Applicants for incentive pay are to present evidence of one or more of the following accomplishments:
  1. Significant pupil performance growth in one or more instructional areas for students taught.
  2. Substantial growth in personal professional competence during the year, including evidence of applying such growth to the instructional program.
  3. Substantial contributions to the improvement of the curriculum of the schools or the professional competence of Southington teachers.
- C. A letter of interest in applying for incentive pay shall be submitted to the Superintendent by October 1. (See the attached Incentive Pay Proposal Form, which must be submitted with teacher's letter of interest, and which will produce the responses outlined in D. below). This letter of interest does not commit a teacher to submitting a final application the following May.
- D. An Incentive Pay Review Committee shall consist of two teachers each from the high school, middle schools, and elementary schools (selected by the SEA President), and six administrators designated by the Superintendent. This committee will review all proposals, comment on each, and state whether each proposal meets the incentive pay program requirements. Proposals that the Committee feels do not meet Incentive Pay requirements may be revised and resubmitted by November 15.

- E. The Incentive Pay Review Committee shall be available to teachers during the year for consultation and advice. Any teacher wishing such consultation purposes will then be set up.
- F. Teachers shall gather evidence of successful accomplishment of their proposal and prepare a Final Incentive Pay Report.
- G. Final Incentive Pay Reports shall be received by the Superintendent no later than May 1 each year. These reports shall be reviewed by the Incentive Pay Review Committee. Incentive pay shall be awarded in June to those recommended by the committee.
- H. An Incentive Pay Application Rating Sheet shall be completed by the committee for each application received. This Rating Sheet shall be returned to the teacher.
- I. Teachers, whose final applications are not approved, will be provided with the opportunity to meet with the committee and submit additional documentation and explanation to support the accomplishment of their proposal. Such requests must be submitted in writing within three (3) working days after receiving the Incentive Pay Committee's Rating Sheet.
- J. The Committee shall use the following criteria to determine whether an incentive pay will be granted or not:
  - 1. Significant pupil performance -
    - performance above that which would normally be expected
    - the intensity of the impact on individual students
    - the relatedness of the performance to system goals
  - 2. Substantial professional growth applied to teaching -
    - the importance of the growth
    - the relatedness of the growth to system goals or teacher assignment
    - the degree to which the growth affects pupil performance
  - 3. Substantial contributions to curriculum or professional development -
    - the importance of the curriculum or the professional development to the system

- the scope or breadth of the curriculum or professional development
- the degree to which the curriculum or professional development was applied in the classroom

K. Evidence to support the criteria, which may include the following:

1. Evidence of significant pupil performance -
  - process evidence - for example, samples of lessons or work completed by students which are above and beyond what is normally expected
  - product evidence - show the effect of the teacher's work, such as pre and post test comparisons on standardized tests, comparison of test scores to the norm, previous students, or comparison of pre and post writing samples or speech tapes by independent rates
2. Evidence of substantial professional growth applied to teaching -
  - evidence of substantial professional growth signifies the acquisition of real knowledge or skills of considerable worth to the teacher, such as a course completed or workshop or conference attended
  - evidence of the application to teaching again may be process or produce, as explained above (J.I.). A videotape, audio tape, or observation may also be evidence
3. Evidence of substantial contributions to the improvement of curriculum or training of Southington teachers -
  - evidence that curriculum is written with an eye to implementation
  - evidence curricular materials are useful to a number of other teachers, not just the writer
  - evidence of implementation or follow-up activities for teacher professional development

**ARTICLE XXXI**  
**DURATION**

This Agreement shall become effective July 1, 2022, and shall remain in full force and effect through June 30, 2025.

If no successor agreement is reached prior to June 30, 2025, the provisions of this Agreement shall continue to be in full force and effect until such time as a successor agreement has been reached and signed by the parties.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this 1<sup>st</sup> day of November, 2021.

SOUTHINGTON EDUCATION ASSOCIATION

Date 10-29-2021

By Jason Ghidini  
Jason Ghidini, President

SOUTHINGTON BOARD OF EDUCATION

Date 11-1-2021

By Terri Carmody  
Terri Carmody, Chairperson

**APPENDIX A**  
**TEACHER SALARY SCHEDULES**

**2022-2023**

<b>STEP</b>	<b>BA Salary</b>	<b>MA Salary</b>	<b>6<sup>th</sup> Year Salary</b>	<b>6<sup>th</sup> Yr. + 30 Salary</b>
1				
2	50,000	54,000	58,000	60,000
3	52,000	56,000	60,000	62,000
4	54,900	59,300	63,500	65,600
5	57,800	62,600	67,000	69,200
6	60,700	65,900	70,500	72,800
7	63,600	69,200	74,000	76,400
8	66,500	72,500	77,500	80,000
9	69,400	75,800	81,000	83,600
10	72,300	79,100	84,500	87,200
11	75,200	82,400	88,000	90,800
12	78,100	85,700	91,500	94,400
12a	81,000	89,000	95,000	98,000
13	83,900	92,300	98,500	101,600
14	84,398	93,564	99,493	102,546

Effective at the beginning of the 2022-23 contract year, each teacher on steps 11-13 in 2021-22 shall advance one step on the salary schedule. There shall be no other step advancements during the 2022-23 contract year.

**2023-2024**

<b>STEP</b>	<b>BA Salary</b>	<b>MA Salary</b>	<b>6<sup>th</sup> Year Salary</b>	<b>6<sup>th</sup> Yr. + 30 Salary</b>
1				
2	50,000	54,000	58,000	60,000
3	52,000	56,000	60,000	62,000
4	54,900	59,300	63,500	65,600
5	57,800	62,600	67,000	69,200
6	60,700	65,900	70,500	72,800
7	63,600	69,200	74,000	76,400
8	66,500	72,500	77,500	80,000
9	69,400	75,800	81,000	83,600
10	72,300	79,100	84,500	87,200
11	75,200	82,400	88,000	90,800
12	78,100	85,700	91,500	94,400
12a	81,000	89,000	95,000	98,000
13	83,900	92,300	98,500	101,600
14	85,664	94,967	100,986	104,085

Effective at the beginning of the 2023-24 contract year, each teacher not on the maximum step of the salary schedule shall advance one step on the salary schedule.

**2024-2025**

<b>STEP</b>	<b>BA Salary</b>	<b>MA Salary</b>	<b>6<sup>th</sup> Year Salary</b>	<b>6<sup>th</sup> Yr. + 30 Salary</b>
1				
2				
3	52,000	56,000	60,000	62,000
4	54,900	59,300	63,500	65,600
5	57,800	62,600	67,000	69,200
6	60,700	65,900	70,500	72,800
7	63,600	69,200	74,000	76,400
8	66,500	72,500	77,500	80,000
9	69,400	75,800	81,000	83,600
10	72,300	79,100	84,500	87,200
11	75,200	82,400	88,000	90,800
12	78,100	85,700	91,500	94,400
12a	81,000	89,000	95,000	98,000
13	83,900	92,300	98,500	101,600
14	86,521	95,917	101,996	105,126

Effective at the beginning of the 2024-25 contract year, each teacher not on the maximum step of the salary schedule shall advance one step on the salary schedule.

**APPENDIX A**

**2022-23, 2023-24 AND 2024-25 STIPEND SCHEDULE**

1. **Agricultural Science and Technology Education Department:**

**Department Leader:**

Work Year: 220 to 225 days (as designated by the Administration) in fiscal year July 1 through June 30 to include the school calendar, and the remaining days by mutual consent. Salary is based on additional duties, including supervision of Agricultural Science and Technology Education and related activities.

Compensation: Payment at per diem rate for the additional days beyond the teacher work year, plus an annual stipend of \$3,447 in 2022-23, \$3,516 in 2023-24 and \$3,586 in 2024-25.

**Teachers:**

Work Year: 220 to 225 days (as designated by the Administration) in fiscal year July 1 through June 30 to include the school calendar, and the remaining days by mutual consent. Salary is based on additional duties, including supervision of Agricultural Science and Technology Education and related activities.

Compensation: Payment at per diem rate for the additional days beyond the teacher work year.

2. **Alternative to Suspension** Hourly per diem of step on salary schedule.

**After School Program**  
**Social Worker/Psychologist**

3. **Department Leaders – High School:**

- Language Arts, Math, Special Education, Science, and Social Studies department leaders will receive 1.08 on salary schedule.
- World Language and Physical Education department leaders will receive 1.065 on salary schedule
- Remaining department leaders will receive 1.053 on salary schedule.

Five (5) or less in department – assignment of five (5) class periods with the fifth period on a voluntary basis.

Six (6) and above in department – assignment of three (3) class periods with additional periods on a voluntary basis.



		<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
	<b><u>Assistant Department Leader – High School</u></b>			
	English with assignment of five (5) class periods	\$1,283	\$1,309	\$1,335
	Special Education with assignment of five (5) class periods	\$1,283	\$1,309	\$1,335
	Social Studies with assignment of five (5) class periods	\$1,283	\$1,309	\$1,335
	Science with assignment of five (5) class periods	\$1,283	\$1,309	\$1,335
	<b><u>Department Facilitator – High School</u></b>			
	English with assignment of five (5) class periods	\$1,283	\$1,309	\$1,335
	Math with assignment of five (5) class periods	\$1,283	\$1,309	\$1,335
	Special Education with assignment of five (5) class periods	\$1,283	\$1,309	\$1,335
4.	<b><u>Team Leader - High Schools</u></b>	\$1,658	\$1,691	\$1,725
	<b><u>Team Leader – Middle Schools</u></b>	\$1,658	\$1,691	\$1,725
	<b><u>Curriculum Specialist - Middle Schools</u></b>	\$1,658	\$1,691	\$1,725
5.	a) <b><u>Music Specialist K-12</u></b>	(1) \$5,836	\$5,953	\$6,072
	b) <b><u>World Language Specialist 6-12</u></b>	(1) \$5,836	\$5,953	\$6,072
6.	<b><u>Band Camp</u></b>			
	Band Director	\$3,849	\$3,926	\$4,005
	Asst Band Director	\$2,203	\$2,247	\$2,292
7.	<b><u>Class Advisor(s):</u></b>			
	with assignment of five (5) class periods, 2 each class level			
	Freshman Class	\$1,211	\$1,235	\$1,260
	Sophomore Class	\$1,211	\$1,235	\$1,260
	Junior Class	\$1,487	\$1,517	\$1,547
	Senior Class	\$2,428	\$2,477	\$2,527
8.	<b><u>Emblem Advisor</u></b>			
	And with assignment of five (5) class periods; with a fifth period on a voluntary basis.			
	Step 1	\$2,599	\$2,651	\$2,704
	Step 2	\$2,730	\$2,785	\$2,841
	~ OR ~			
9.	<b><u>Yearbook Advisor, High School (Chronicle)</u></b>	\$5,100	\$5,202	\$5,306
	With assignment of four (4) class periods			
10.	<b><u>Yearbook Advisors , Middle School</u></b>	(2) \$1,200	\$1,224	\$1,248
11.	<b><u>Honor Society Advisor, High School</u></b>	(1) \$1,153	\$1,176	\$1,200
	<b><u>Honor Society Advisors, Middle School</u></b>	(2) \$1,038	\$1,059	\$1,080
12.	<b><u>Math Club Advisor ,High School</u></b>	\$1,153	\$1,176	\$1,200
13.	<b><u>Key Club Advisor, High School</u></b>	(1) \$1,153	\$1,176	\$1,200

			<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
14.	<u>DECA Advisor</u>	(2)	\$1,103	\$1,125	\$1,148
15.	<u>FBLA Advisor</u>	(1)	\$1,103	\$1,125	\$1,148
16.	<u>Family, Career &amp; Community Leaders of America (FCCLA) Advisor</u>	(1)	\$1,105	\$1,127	\$1,150
17.	<u>First Robotic Advisor</u>		\$1,523	\$1,553	\$1,584
18.	<u>Student Council Advisor, High School</u>	(1)	\$1,323	\$1,349	\$1,376
	<u>Student Council Advisors Middle School</u> with assignment of five (5) class periods	(2)	\$664	\$677	\$691
19.	<u>SADD Advisor</u>	(1)	\$1,153	\$1,176	\$1,200
20.	<u>Drama Advisor</u> per production, for up to two (2) productions per year		\$1,985	\$2,025	\$2,066
	<u>Drama Asst. Advisor</u> per production, for up to two (2) productions per year		\$1,540	\$1,571	\$1,602
	<u>Drama Advisors, Middle School</u>	(2)	\$1,200	\$1,224	\$1,248
21.	<u>Musical Advisor</u>	(1)	\$1,323	\$1,349	\$1,376
22.	<u>Band Directors</u>				
	High School	(1)	\$5,836	\$5,953	\$6,072
	Assistant High School	(1)	\$3,500	\$3,570	\$3,641
	Middle School	(2)	\$2,039	\$2,080	\$2,122
	Silver Star Band	(2)	\$2,039	\$2,080	\$2,122
	Elementary Band (per night performance)		\$131.08	\$133.70	\$136.37
	Directors and the Orchestra Directors (p/night performance)		\$131.08	\$133.70	\$136.37
	Vocal Music Teachers (per night performance)		\$131.08	\$133.70	\$136.37
23.	<u>Jazz Band Advisor, High School</u>	(1)	\$2,874	\$2,931	\$2,990
24.	<u>Middle School</u>				
	a) Jazz Band	(2)	\$1,200	\$1,224	\$1,248
	b) Select Orchestra	(2)	\$1,200	\$1,224	\$1,248
	c) Select Chorus	(2)	\$1,200	\$1,224	\$1,248
25.	<u>March Band Drill Writer, High School</u>		\$1,216	\$1,240	\$1,265
26.	<u>Marching Band Asst.</u>	(1)	\$1,539	\$1,570	\$1,601
27.	<u>Winter Color Guard Advisor , High School</u>	(1)	\$798	\$814	\$830
28.	<u>Flag Team Color Guard</u>		\$1,539	\$1,570	\$1,601
29.	<u>Adult Education Program</u> (per hour)		\$39.64	\$40.43	\$41.24
30.	<u>Homebound Instructor</u> (per hour)		\$39.64	\$40.43	\$41.24
	<u>Learning Academy Instructor</u>		\$39.64	\$40.43	\$41.24
31.	<u>Summer School Teachers</u> (per hour)		\$39.64	\$40.43	\$41.24

32. **Presenter for Professional Learning Programs**

Any teacher who is requested by the Superintendent or his designee to present a professional learning program will receive an hourly rate for preparation time for each hour of presentations.

\$47.91      \$48.87      \$49.85

2022-23      2023-24      2024-25

33. **Curriculum Work**

Scheduled on non-scheduled work days shall be paid per hour

\$35.18      \$35.88      \$36.60

**Curriculum Unit**

A teacher who is requested by the Assistant Superintendent or his designee to write a curriculum unit will be compensated in accordance with the compensation schedule below. This payment will be made after the Assistant Superintendent or his designee has signed-off on the completed and approved curriculum unit that was prepared.

		2022-2023									2022-2023						
		New Units									Revising Existing Units						
		Number of Curriculum Writers									Number of Curriculum Writers						
# Weeks in Unit		1	2	3	4	5	6	7	# Weeks in Unit		1	2	3	4	5	6	7
	1	\$112	\$56	\$38	\$29						1	\$77	\$39	\$26			
2	\$224	\$112	\$74	\$56	\$45				2	\$153	\$77	\$51	\$39				
3	\$337	\$168	\$112	\$85	\$67	\$56			3	\$230	\$115	\$77	\$57	\$46			
4	\$449	\$224	\$150	\$112	\$90	\$74	\$64		4	\$306	\$153	\$102	\$77	\$61	\$51		
5	\$561	\$281	\$187	\$141	\$112	\$94	\$81		5	\$383	\$192	\$128	\$96	\$77	\$64	\$55	
6	\$673	\$337	\$224	\$168	\$135	\$112	\$96		6	\$459	\$230	\$153	\$115	\$92	\$77	\$65	
7	\$785	\$393	\$262	\$197	\$157	\$131	\$112		7	\$536	\$268	\$179	\$134	\$107	\$89	\$77	
8	\$898	\$449	\$299	\$224	\$180	\$150	\$128		8	\$612	\$306	\$204	\$153	\$122	\$102	\$87	
9	\$1,010	\$505	\$337	\$252	\$202	\$168	\$144		9	\$689	\$344	\$230	\$172	\$138	\$115	\$98	
10	\$1,122	\$561	\$374	\$281	\$224	\$187	\$160		10	\$765	\$383	\$255	\$191	\$153	\$128	\$109	
11	\$1,234	\$617	\$411	\$309	\$247	\$206	\$176		11	\$842	\$421	\$281	\$210	\$168	\$140	\$120	
12	\$1,346	\$673	\$449	\$337	\$269	\$224	\$192		12	\$918	\$459	\$306	\$230	\$184	\$153	\$131	

		2023-2024									2023-2024						
		New Units									Revising Existing Units						
		Number of Curriculum Writers									Number of Curriculum Writers						
# Weeks in Unit		1	2	3	4	5	6	7	# Weeks in Unit		1	2	3	4	5	6	7
	1	\$114	\$57	\$39	\$30						1	\$79	\$40	\$27			
2	\$228	\$114	\$75	\$57	\$46				2	\$156	\$79	\$52	\$40				
3	\$344	\$171	\$114	\$87	\$68	\$57			3	\$235	\$117	\$79	\$58	\$47			
4	\$458	\$228	\$153	\$114	\$92	\$75	\$65		4	\$312	\$156	\$104	\$79	\$62	\$52		
5	\$572	\$287	\$191	\$144	\$114	\$96	\$83		5	\$391	\$196	\$131	\$98	\$79	\$65	\$56	

6	\$686	\$344	\$228	\$171	\$138	\$114	\$98	6	\$468	\$235	\$156	\$117	\$94	\$79	\$66
7	\$801	\$401	\$267	\$201	\$160	\$134	\$114	7	\$547	\$273	\$183	\$137	\$109	\$91	\$79
8	\$916	\$458	\$305	\$228	\$184	\$153	\$131	8	\$624	\$312	\$208	\$156	\$124	\$104	\$89
9	\$1,030	\$515	\$344	\$257	\$206	\$171	\$147	9	\$703	\$351	\$235	\$175	\$141	\$117	\$100
10	\$1,144	\$572	\$381	\$287	\$228	\$191	\$163	10	\$780	\$391	\$260	\$195	\$156	\$131	\$111
11	\$1,259	\$629	\$419	\$315	\$252	\$210	\$180	11	\$859	\$429	\$287	\$214	\$171	\$143	\$122
12	\$1,373	\$686	\$458	\$344	\$274	\$228	\$196	12	\$936	\$468	\$312	\$235	\$188	\$156	\$134
	<b>2024-2025</b>								<b>2024-2025</b>						
	New Units								Revising Existing Units						
	Number of Curriculum Writers								Number of Curriculum Writers						
# Weeks in Unit								# Weeks in Unit							
	1	2	3	4	5	6	7		1	2	3	4	5	6	7
1	\$116	\$58	\$40	\$31				1	\$81	\$41	\$28				
2	\$233	\$116	\$77	\$58	\$47			2	\$159	\$81	\$53	\$41			
3	\$351	\$174	\$116	\$89	\$69	\$58		3	\$240	\$119	\$81	\$59	\$48		
4	\$467	\$233	\$156	\$116	\$94	\$77	\$66	4	\$318	\$159	\$106	\$81	\$63	\$53	
5	\$583	\$293	\$195	\$147	\$116	\$98	\$85	5	\$399	\$200	\$134	\$100	\$81	\$66	\$57
6	\$700	\$351	\$233	\$174	\$141	\$116	\$100	6	\$477	\$240	\$159	\$119	\$96	\$81	\$67
7	\$817	\$409	\$272	\$205	\$163	\$137	\$116	7	\$558	\$278	\$187	\$140	\$111	\$93	\$81
8	\$934	\$467	\$311	\$233	\$188	\$156	\$134	8	\$636	\$318	\$212	\$159	\$126	\$106	\$91
9	\$1,051	\$525	\$351	\$262	\$210	\$174	\$150	9	\$717	\$358	\$240	\$179	\$144	\$119	\$102
10	\$1,167	\$583	\$389	\$293	\$233	\$195	\$166	10	\$796	\$399	\$265	\$199	\$159	\$134	\$113
11	\$1,284	\$642	\$427	\$321	\$257	\$214	\$184	11	\$876	\$438	\$293	\$218	\$174	\$146	\$124
12	\$1,400	\$700	\$467	\$351	\$279	\$233	\$200	12	\$955	\$477	\$318	\$240	\$192	\$159	\$137

		<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
34.	<b><u>Detention Program</u></b> (per hour weekdays) (per hour weekends)	\$39.64 \$59.42	\$40.43 \$60.61	\$41.24 \$61.82
35.	<b><u>Chaperones, High school</u></b> (per event)	\$46.19	\$47.11	\$48.05
36.	<b><u>Lego Advisors, Middle School</u></b>	\$991	\$1,011	\$1,031
37.	<b><u>Newspaper Advisors, Middle School</u></b>	\$991	\$1,011	\$1,031
38.	<b><u>Stock Market Advisors, Middle School</u></b>	\$991	\$1,011	\$1,031
39.	<b><u>Speech Language Pathologist</u></b> (summer per hour)	\$39.64	\$40.43	\$41.24

**COACHES STIPENDS**  
**2022-2023**

	1st STEP	2nd STEP
<b>A. FOOTBALL</b>		
<i>High School:</i>		
Head Coach	\$8,690	\$10,079
Assistant Coach	\$5,211	\$6,326
Freshman Head Coach	\$4,865	\$6,007
Freshman Assistant Coach	\$2,804	\$3,786
<b>B. BASKETBALL &amp; WRESTLING</b>		
<i>High School:</i>		
Head Coach	\$6,950	\$8,207
Assistant Coach	\$4,173	\$5,201
Freshman Coach	\$3,817	\$4,892
<i>Middle School:</i>		
Head Coach	\$3,481	\$4,450
<b>C. BASEBALL, SOCCER, TRACK, FIELD HOCKEY, VOLLEYBALL, CHEERLEADERS, SOFTBALL, GYMNASTICS, LACROSSE, ICE HOCKEY</b>		
<i>High School:</i>		
Head Coach	\$6,085	\$7,268
Assistant Coach	\$3,652	\$4,637
Freshman Coach	\$3,329	\$4,378
<i>Middle School:</i>		
Head Coach	\$3,042	\$3,985
<b>D. CROSS COUNTRY, GOLF, TENNIS, SWIMMING</b>		
<i>High School:</i>		
Head Coach	\$4,349	\$5,396
Assistant Coach	\$2,607	\$3,510
Freshman Coach	\$2,377	\$3,346
<i>Middle School:</i>		
Head Coach	\$2,170	\$3,042
Assistant Coach	\$1,303	\$1,978
<b>E. INTRAMURALS (per session)</b>		\$35.83
<b>F. UNIFIED SPORTS SITE COORDINATOR - ELEMENTARY AND MIDDLE SCHOOL</b>		\$715
<b>G. UNIFIED SPORTS SITE COORDINATOR - SHS</b>		
Fall Soccer		\$804
Winter Basketball/Bowling		\$804
Spring Track/Field/Golf		\$804
Unified CIAC		\$804

**COACHES STIPENDS**  
**2023-2024**

	1st STEP	2nd STEP
<b>A. FOOTBALL</b>		
<i>High School:</i>		
Head Coach	\$8,864	\$10,281
Assistant Coach	\$5,315	\$6,453
Freshman Head Coach	\$4,962	\$6,127
Freshman Assistant Coach	\$2,860	\$3,862
<b>B. BASKETBALL &amp; WRESTLING</b>		
<i>High School:</i>		
Head Coach	\$7,089	\$8,371
Assistant Coach	\$4,256	\$5,305
Freshman Coach	\$3,893	\$4,990
<i>Middle School:</i>		
Head Coach	\$3,551	\$4,539
<b>C. BASEBALL, SOCCER, TRACK, FIELD HOCKEY, VOLLEYBALL, CHEERLEADERS, SOFTBALL, GYMNASTICS, LACROSSE, ICE HOCKEY</b>		
<i>High School:</i>		
Head Coach	\$6,207	\$7,413
Assistant Coach	\$3,725	\$4,730
Freshman Coach	\$3,396	\$4,466
<i>Middle School:</i>		
Head Coach	\$3,103	\$4,065
<b>D. CROSS COUNTRY, GOLF, TENNIS, SWIMMING</b>		
<i>High School:</i>		
Head Coach	\$4,436	\$5,504
Assistant Coach	\$2,659	\$3,580
Freshman Coach	\$2,425	\$3,413
<i>Middle School:</i>		
Head Coach	\$2,213	\$3,103
Assistant Coach	\$1,329	\$2,018
<b>E. INTRAMURALS (per session)</b>		\$36.55
<b>F. UNIFIED SPORTS SITE COORDINATOR - ELEMENTARY AND MIDDLE SCHOOL</b>		\$729
<b>G. UNIFIED SPORTS SITE COORDINATOR - SHS</b>		
Fall Soccer		\$820
Winter Basketball/Bowling		\$820
Spring Track/Field/Golf		\$820
Unified CIAC		\$820

**COACHES STIPENDS**  
**2024-2025**

	1st STEP	2nd STEP
<b>A. FOOTBALL</b>		
<i>High School:</i>		
Head Coach	\$9,041	\$10,487
Assistant Coach	\$5,421	\$6,582
Freshman Head Coach	\$5,061	\$6,250
Freshman Assistant Coach	\$2,917	\$3,939
<b>B. BASKETBALL &amp; WRESTLING</b>		
<i>High School:</i>		
Head Coach	\$7,231	\$8,538
Assistant Coach	\$4,341	\$5,411
Freshman Coach	\$3,971	\$5,090
<i>Middle School:</i>		
Head Coach	\$3,622	\$4,630
<b>C. BASEBALL, SOCCER, TRACK, FIELD HOCKEY, VOLLEYBALL, CHEERLEADERS, SOFTBALL, GYMNASTICS, LACROSSE, ICE HOCKEY</b>		
<i>High School:</i>		
Head Coach	\$6,331	\$7,561
Assistant Coach	\$3,800	\$4,825
Freshman Coach	\$3,464	\$4,555
<i>Middle School:</i>		
Head Coach	\$3,165	\$4,146
<b>D. CROSS COUNTRY, GOLF, TENNIS, SWIMMING</b>		
<i>High School:</i>		
Head Coach	\$4,525	\$5,614
Assistant Coach	\$2,712	\$3,652
Freshman Coach	\$2,474	\$3,481
<i>Middle School:</i>		
Head Coach	\$2,257	\$3,165
Assistant Coach	\$1,356	\$2,058
<b>E. INTRAMURALS (per session)</b>		\$37.28
<b>F. UNIFIED SPORTS SITE COORDINATOR - ELEMENTARY AND MIDDLE SCHOOL</b>		\$744
<b>G. UNIFIED SPORTS SITE COORDINATOR - SHS</b>		
Fall Soccer		\$836
Winter Basketball/Bowling		\$836
Spring Track/Field/Golf		\$836
Unified CIAC		\$836

## **APPENDIX B**

### **LONG -TERM SUBSTITUTES**

Teachers who are hired to replace other teachers who will be out on long-term leaves (for example, on disability leave due to maternity, long-term illness) and are hired to substitute for that teacher for forty (40) days or more will be covered by this Article.

1. Said teacher shall be paid based on the BA first step, on a per diem basis, starting the first day they substitute for the first thirty-nine (39) days of work.
2. From the fortieth (40<sup>th</sup>) day forward, said teacher shall be placed on the proper step on the SEA salary schedule according to their degree status and years of experience.
3. If it is known from the first day that the teacher who is to be out of school is to be out ninety (90) days or more, then the teacher, replacing the teacher who is out, shall be placed on the proper step of the SEA salary schedule from the first day of the long-term substitute assignment.
4. Long-term substitute teachers will not be eligible for insurance benefits unless otherwise required by law. In the event that the Board is required by law to make insurance benefits available to any long-term substitute teacher, the long-term substitute teacher shall be required to pay the full costs for such insurance benefits. Notwithstanding any provision of this Agreement to the contrary, such long-term substitutes shall pay for the costs of insurance on a post-tax basis by check, in accordance with procedures to be established by the Board.



**APPENDIX C**

**LONGEVITY**

Teachers with twenty (20) through twenty-four (24) years of service will receive a longevity payment of \$250 each school year.

Teachers with twenty-five (25) years of service will receive a longevity payment of \$500 each school year.

Teachers hired on or after July 1, 2000 shall not be eligible for longevity pay.

**APPENDIX D**

**SOUTHINGTON PUBLIC SCHOOLS  
SOUTHINGTON, CONNECTICUT**

**INCENTIVE PAY PROGRAM PROPOSAL FORM**

This form is to be submitted to the Superintendent along with your letter of interest in applying for the Incentive Pay Program.

1. Rationale/background. (Why are you proposing the project?)
  
2. Incentive Target Area(s). (Which of the incentive pay target areas are you designing this project to achieve?)
  
3. Brief description of the project you are planning. (Include process outcomes/results.)


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Signature of Teacher

Date

**APPENDIX E**

# Southington Public Schools

2021  2022


FIRST DAY OF SCHOOL: SEPT 2

M	T	W	TH	F
<b>AUGUST 2021</b> 0 DAYS				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
<b>SEPTEMBER 2021</b> 20 DAYS				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	<PD>	22	23	24
27	28	29	30	
<b>OCTOBER 2021</b> 20 DAYS				
				1
4	5	6	7	8
11	12	13*	14	15
18	19*	20	21	22
25	26	27	28	29
<b>NOVEMBER 2021</b> 17 DAYS				
1	2	3	4	5
8	9	10	11	12
15	16	17*	18	19
22*	23*	24	25	26
29	30			
<b>DECEMBER 2021</b> 16 DAYS				
		1	2	3
6	<PD>	8	9	10
13	14	15	16	17
20	21	<22>	23	24
27	28	29	30	31
<b>JANUARY 2022</b> 20 DAYS				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	<PD>	26	27	28
31				

Board Adopted: 12/8/2020  
Updated: 8/31/2021

**ADOPTED SCHOOL CALENDAR**

<b>AUG 26-</b>	<b>Workdays / Professional Development</b>
<b>Sept 1</b>	<b>Days Aug 26 – Sept 1</b>
<b>SEPT 2</b>	<b>First Day Students</b>
<b>SEPT 6</b>	Labor Day
<b>SEPT 21</b>	Professional Development Day–Early Dismissal
<b>OCT 11</b>	Columbus Day
<b>OCT 13*</b>	SHS Early Dismissal PSAT Administration
<b>OCT 19*</b>	Elem/Mid School Prof. Dev. - Early Dismissal
<b>NOV 2</b>	Election Day
<b>NOV 11</b>	Veterans Day
<b>NOV 17*</b>	High School Conferences - Early Dismissal
<b>NOV 22-23*</b>	Elem/Mid School Conferences–Early Dismissal
<b>NOV 23*</b>	High School - Early Dismissal
<b>NOV 24-26</b>	Thanksgiving Recess
<b>DEC 7</b>	Professional Development - Early Dismissal
<b>DEC 22</b>	Early Dismissal for Students
<b>DEC 23-31</b>	Holiday Recess
<b>JAN 17</b>	Martin Luther King Day
<b>JAN 25</b>	Professional Development -Early Dismissal
<b>FEB 18</b>	Professional Development -Early Dismissal
<b>FEB 21</b>	Presidents' Day
<b>FEB 22</b>	No School
<b>MAR 1</b>	Professional Development - Early Dismissal
<b>MAR 14-15*</b>	Elementary School Conferences - Early Dismissal
<b>APR 11-15</b>	Spring Break Includes Good Friday
<b>APR 26</b>	Professional Development – Early Dismissal
<b>MAY 17</b>	Professional Development – Early Dismissal
<b>MAY 30</b>	Memorial Day
<b>JUNE 14</b>	<b>Projected Last Day</b>

 = Holiday/School Recess - No School for Students and Staff

PD = Professional Development – No School for Students

<PD> = <PD> Professional Development – Early Dismissal for Students

< > = Early Dismissal for Students

\* = Early Dismissal Only for Designated School

SCHOOL ENDS: JUNE 14

M	T	W	TH	F
<b>18 DAYS FEBRUARY 2022</b>				
	1	2	3	4
7	8	9	10	11
14	15	16	17	<PD>
21	22	23	24	25
28				
<b>23 DAYS MARCH 2022</b>				
<PD>	2	3	4	
7	8	9	10	11
14*	15*	16	17	18
21	22	23	24	25
28	29	30	31	
<b>16 DAYS APRIL 2022</b>				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	<PD>	27	28	29
<b>21 DAYS MAY 2022</b>				
2	3	4	5	6
9	10	11	12	13
16	<PD>	18	19	20
23	24	25	26	27
30	31			
<b>10 DAYS JUNE 2022</b>				
		1	2	3
6	7	8	9	10
13	<LD>	15	16	17
20	21	22	23	24
27	28	29	30	
<b>Projected Last Day ~</b>				
If weather or other emergencies require the closing of school, these days will be made up after the projected last day to June 30 <sup>th</sup> . If additional weather-related days are needed beyond these days, we will begin with April 14 <sup>th</sup> and move backward.				

**MEMORANDUM OF UNDERSTANDING REGARDING  
ARTICLE XXIX (TUITION REIMBURSEMENT)**



Letter of Agreement  
Between  
The Southington Board of Education  
And  
The Southington Education Association

As CCSU has changed the format of the current 092 Cohort Group by splitting three credit courses into one two credit course and one, one credit course,

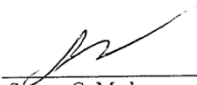
*i.e. EDL 689 Internship for 2 credits and EDL 691 Administrative Program for Diverse Learners for 1 credit*

thereby eliminating it from eligibility for tuition reimbursement per contract language, the Southington Board of Education agrees to handle this change for Spring 2017 as one course thus making it eligible for tuition reimbursement.

This change in contract language is done without precedence or prejudice.

**Southington Board of Education:**

Date: 12/7/16

By:   
Steven G. Madancy,  
Assistant Superintendent of Schools

**Southington Education Association:**

Date: 12/15/16

By:   
Daniel Hart, President