

# Professional Agreement

Between

Regional District 13 Board of Education

and the

Regional District 13 Administrators' Association

July 1, 2024 - June 30, 2027

December 19, 2023

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**Article I**  
**Introduction**

This agreement is made by and between the Regional District 13 Board of Education (hereinafter referred to as the "Board") and the Regional District 13 Association of School Administrators (hereinafter referred to as the "Association") jointly referred to as the "parties".

The following items have been agreed upon as acceptable terms of employment by the Board and Association.

**Article II**  
**Recognition**

The Board of Education recognizes the Association named above as the exclusive collective bargaining agent for those certified administrative personnel included in the administrators' bargaining unit as defined in §10-153b of the General Statutes.

**Article III**  
**Professional Negotiations**

The Board and the Association agree to negotiate in good faith pursuant to §§10-153a through 10-153g of the Connecticut General Statutes as amended in accordance with the procedures as set forth herein to secure a successor agreement relative to all matters concerning salaries and all other conditions of employment.

**Article IV**  
**Grievance Procedure**

**A. Purpose**

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise regarding alleged violations, misinterpretations, and misapplications of the specific terms of this agreement. Both parties agree that proceedings shall be kept as confidential as is appropriate.

**B. Definitions**

1. "Grievance" shall mean a claim based upon an alleged violation, misinterpretation or misapplication of a specific term or terms of this agreement to the detriment of an administrator or administrators.

2. "Administrator" shall mean a certificated professional employee and may include a group of administrators similarly affected by a grievance.
3. "Party in interest" shall mean the person or persons making the claim, including their designated representative as provided for herein, and any person or persons who might be required to take action or against whom action must be taken in order to resolve the problem.
4. "Days" shall mean weekdays.

**C. Time Limits**

1. Since it is important that grievances shall be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If an administrator does not file a grievance in writing twenty (20) days after he or she knew or should have known of the act or conditions in which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the aggrieved administrator at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

**D. Informal Procedures**

1. If an administrator has a grievance, he or she may first discuss the matter with the Superintendent in an effort to resolve the problem informally.
2. If the administrator is not satisfied with such disposition of the matter, he or she shall have the Association assist him or her in further efforts to resolve the problem informally with the Superintendent.

**E. Formal Procedure**

The administrator shall have the right to have the representation and assistance of the Association at all levels in this grievance procedure. The Association shall have observers present at all levels in this procedure.

**1. Level One – Superintendent**

- a. If an aggrieved administrator is not satisfied with the outcome of the informal procedures, or has elected not to utilize such procedures, the administrator may file a written grievance with the Superintendent.
- b. The Superintendent shall, within five (5) days after receipt of the written grievance, render a decision and the reasons therefore in

writing to the aggrieved administrator with a copy to the Association.

**2. Level Two**

- a. If the aggrieved administrator is not satisfied with the disposition of his/her grievance at Level One, he/she may, through the Association, within thirteen (13) days after receipt of the decision, refer the grievance to the Board of Education.
- b. The Board of Education or a committee thereof, shall, within fifteen (15) days after the receipt of the referral, meet with the aggrieved administrator and with representatives of the Association for the purpose of resolving the grievance. When the Board designates a committee to consider the grievance, the Board Committee shall consist of three (3) members.
- c. The Board of Education or a committee (of three) thereof, shall, within five (5) days after the meeting, render a decision and the reasons therefore in writing to the aggrieved administrator, with a copy to the Association.

**3. Level Three – Arbitration**

- a. If the aggrieved administrator is not satisfied with the disposition of his/her grievance at Level Two, he or she may, within three (3) days after the decision, or within six (6) days after the Board meeting, whichever is less, request in writing to the President of the Association that his/her grievance be submitted to arbitration.
- b. The Association may, within five (5) days after receipt of such request, submit the grievance to arbitration by so notifying the Board in writing.
- c. The Chair of the Board of Education and the President of the Association shall, within five (5) days after such written notice jointly select a single arbitrator who is an experienced and impartial person of recognized competence. If the parties are unable to agree upon an arbitrator within five (5) days, the Alternative Dispute Resolution Center (“ADRC”) shall immediately be called upon to select the single arbitrator.
- d. The arbitrator selected shall confer promptly with representatives of the Board and the Association, and shall review the record of prior hearings, and shall hold such further hearings with the aggrieved administrator and other parties in interest as are deemed required.

- e. The arbitrator shall, within thirty (30) days after the conclusion of the hearing(s), render a decision in writing to all parties in interest, setting forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The decision of the arbitrator shall be final and binding upon all parties in interest.
- f. The costs for the services of the arbitrator shall be borne equally by the Board and the Association.
- g. The arbitrator shall have no power to amend, add to, or delete from any of the specific terms of this agreement.

**F. Rights of Administrators to Representation**

- 1. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
- 2. Any party in interest may be represented at Level One and Two of the formal grievance procedure by a person of his or her own choosing, except that the party may not be represented by a representative or by an officer of any administrative organization other than the Association. When an administrator is not represented by the Association, the Association shall have the right to be present and to state its view at all stages of the procedure.

**G. Miscellaneous**

- 1. All documents, communications, and records dealing with the processing of the grievance shall be filed separately from the personnel files of the participants.
- 2. Forms for filing and processing grievances, and other necessary documents, shall be made available through the Association so as to facilitate operation of the grievance procedure.

**Article V**  
**Description of Work Year**

All District 13 Administrators are 12-month administrators.

**Article VI**  
**Vacations**

- A. 12-month administrators will be entitled to twenty-five (25) vacation days each fiscal year. 12-month administrators shall notify the Superintendent in writing

fifteen (15) days in advance of taking vacation time except in cases of short term periods (i.e. less than five days). In the latter cases, the administrators must notify the Superintendent as soon as possible prior to taking the vacation time. In the event an administrator is required to work on a legal holiday, he/she shall be given compensation time off at a time mutually agreeable to the Superintendent and the administrator but no later than thirty (30) days from the holiday.

All vacation time must be approved in advance by the Superintendent.

- B. Reimbursement for accumulated unused vacation days shall be at the rate of 1/235<sup>th</sup> of the administrator's annual salary and payable upon separation from the District, unless the administrator's contract of employment with the District is terminated pursuant to Section 10-151 of the Connecticut General Statutes.
- C. If, in extraordinary circumstances, the Superintendent requires an administrator to work beyond the administrator's work year, 12-month administrators shall be paid 1/235<sup>th</sup> of his/her annual salary for each day worked beyond his/her work year or will be allowed to accumulate vacation days beyond the above-noted limits, at the discretion of the Superintendent.
- D. While vacation days shall be credited to employees' accounts on July 1<sup>st</sup> of each contract year, vacation days shall be considered to be earned pro-rata on a month to month basis over the scheduled work year. In the event that an administrator retires or resigns from employment during a contract year, the administrator agrees to reimburse the Board for any vacation days or portion thereof which have been taken but have not been earned in accordance with this provision, and agrees to authorize the Board to withhold from salary such amounts as are necessary to reimburse the Board of Education for the use of such unearned vacation days.
- E. Administrators may carry over ten (10) vacation days per year, provided that such carried over days from a given school year must be used during the next school year and may not carry over into a second school year. Therefore, an administrator may not have more than ten (10) carried over vacation days as set forth in this section in any given school year. Any unused vacation days that are not used or carried over as permitted under this section shall be forfeited. Any carried over vacation days under this section shall not be included in any calculation for accumulated unused vacation days under section B of this Article, above.
- F. On days when school is not in session due to inclement weather, Administrators may choose to work from home as a work day, with notification to the Superintendent, unless otherwise directed by the Superintendent.

## **Article VII Protection**

- A. Administrators shall report immediately in writing to the Superintendent all cases of assault suffered by them in connection with their employment.
- B. Such report shall be forwarded through the Superintendent to the Board which shall comply with any reasonable request from the administrator for information in its possession not privileged under law which related to the incident or the persons involved.
- C. Administrators shall be indemnified and "saved harmless" in accordance with Sections 10-235 and 10-236a of the Connecticut General Statutes as amended, except in the case of wanton, reckless or malicious conduct.
- D. Whenever an administrator is absent from school as a result of personal injury caused by an assault arising out of or in the course of his or her employment, full salary shall be paid for the period of such absence without having such absence charged to annual or accumulated sick leave. Any amount of salary payable pursuant to this section shall be reduced by the amount of any workmen's compensation award for temporary disability due to the said assault, injury for the period for which such salary is paid. The Board shall have the right to have the administrator examined by a physician designated by the Board for the purpose of establishing the length of time during which the administrator is temporarily disabled from performing duties.

### **Article VIII Reduction in Force**

It is recognized that the Board of Education has the sole and exclusive prerogative to eliminate administrative positions consistent with the provisions of the state statutes.

Elimination of administration positions may result from decreases in student enrollment, changes in curriculum, severe financial conditions or other circumstances as determined by the Board of Education.

#### **Definition**

- A. As used herein, the term "days" shall mean calendar days.
- B. As used herein, the term "administrator" shall apply to any employee of the Board of Education who holds a certificate issued by the Connecticut State Board of Education, is employed in an administrative position below the rank of Superintendent, and who is included in the "administrators' unit" as defined in Section 10-153b(a) of the Connecticut General Statutes.

#### **Procedure**



- A. Prior to commencing action to terminate administrative contracts under this procedure, the Board of Education will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:
1. Voluntary retirements
  2. Voluntary resignations
  3. Transfer of existing staff members
  4. Voluntary leave of absence
- B. A contract of employment may be terminated if a position is eliminated, but only if there is no other position for which that administrator is certified and qualified available in the school system. Determination of those to be released shall be as follows:
1. Any administrator relieved of his/her duties because of reduction of staff or elimination of position shall be offered an administrative opening, if one exists, in his/her classification for which he/she is certified and qualified.
  2. If there is no existing administrative opening in his/her classification, the displaced administrator shall be offered the position of an administrator who has the least seniority in his/her present classification, provided he/she is certified and qualified for the position.
  3. If there is no existing administrative opening in his/her classification and the displaced administrator has the least seniority in his/her present classification, he/she will be offered an administrative opening, if one exists, in any other administrative classification for which he/she is certified and qualified provided, however, such appointment does not constitute a promotion to a higher classification.
  4. If there are no existing administrative openings in any administrative classification, and the displaced administrator has the least seniority in his/her present classification, but has administrative seniority over an administrator in another classification for which the displaced administrator is certified and qualified, the displaced administrator will be offered such position, provided, however, such appointment does not constitute a promotion to a higher classification.
  5. If an administrator is relieved of his/her duties because of a reduction in staff or elimination of position and another administrative position is not otherwise available as aforesaid, he/she will be offered a teaching position subject to the Reduction in Force provision of the Regional School District 13 Education Association's contract with the Regional School District 13 Board of Education.

6. If an administrator is relieved of his/her duties because of a reduction in staff or an elimination of position and employed as a teacher, he/she will be given the experience credit on the salary schedule according to the teacher's contract for his/her total accumulated administrative and teaching experience within the school system and shall retain all accumulated sick leave, providing the latter does not violate the teacher's contract or pertinent state statutes.
7. Any administrator who has been displaced as aforesaid shall be placed on a reappointment list for two (2) years for his/her former administrative position, and shall remain thereon until reappointed, provided such administrator does not refuse a reappointment. Administrators shall be recalled to positions for which they are certified and qualified according to their administrative seniority in the Regional School District 13 School System. If a reappointment is offered consistent with the above and is refused by the administrator, he/she shall thereupon be removed from the reappointment list.
8. For purposes of this Article, administrative classifications shall be as follows:
  - a. High School Principal
  - b. Director of Student Services and Special Education
  - c. Middle School Principal
  - d. Elementary School Principal
  - e. High School AP
  - f. Associate Directors
  - g. Athletic Director
  - h. MTA Coordinator
9. The Superintendent of Schools shall determine whether an administrator is qualified under this Article provided that his/her decision shall not be unreasonable. A decision that is not unreasonable shall be upheld. Decisions of termination from the unit are not subject to the grievance procedure.
10. In the event an administrator is displaced to an administrative classification or teaching position with a salary schedule lower than that which the displaced administrator would have enjoyed, such administrative salary shall not be reduced for a period of one (1) school year, providing that the Superintendent shall have the right to assign additional work days to the displaced administrator up to the amount representing the difference in the displaced administrator's prior administrative work year and the displaced administrator's current work year.

**Article IX  
General Leave**

- A. At the discretion of the Superintendent, the Superintendent may permit members of the professional staff to take leave with or without pay not to exceed one school year for reasons including further study or travel. Upon completion of such leave the administrator will be returned to that assignment which he or she vacated, or to an equivalent position. Upon return, the administrator who was on leave shall be reinstated at the salary level and with the benefits to which he/she would have been entitled had his/her employment by the Board not been interrupted by the leave.
- B. Other extended leaves (i.e. rest, restoration of health, etc.), with or without pay, may be granted at the discretion of the Superintendent. When such leave is granted, the administrator will be returned to the assignment which he or she vacated, or to an equivalent position. Upon the administrator's return, the salary level and benefits will be those accrued and earned prior to the year's leave of absence.
- C. An administrator on a general leave who fails to give notice of his/her intent to return from such leave on or before the March 1<sup>st</sup> preceding the date scheduled for his or her return, or who has failed to secure an extension of said leave, shall be considered to have resigned his or her employment.

**Article X  
Personal Leave**

- A. Leaves of absence with pay and not chargeable against the administrator's sick leave allowance shall be granted for up to a total of five (5) days per year for such "events" as weddings, family or member of bridal party, birth of a child by spouse, attendance at a college graduation (self, son, daughter, spouse), court appearances when subpoenaed as a witness (to the extent not otherwise reimbursed) and other personal reasons approved by the Superintendent. Administrators shall be allowed five (5) of these personal days for sensitive necessary private, personal business. Such absences shall not directly precede or follow a school vacation or holiday.
- B. Application for any personal leave shall be made to the Superintendent at least twenty-four (24) hours before taking such leave (except in the case of emergencies) and such leave shall be granted, except in cases of extreme hardship or disability to the school system, on the basis of application. The Superintendent shall reply within twenty-four (24) hours.
- C. Administrators shall have the right to appeal to the Board any decision by the Superintendent through the accepted grievance procedure.

- D. Leave may be granted without pay at the appropriate per diem rate.
- E. **Family and Medical Leave Act:** The types of leaves in this contract that are covered under the Family and Medical Leave Act shall run concurrently with any leave entitlement under that Act.
- F. **Reduction in Force:** Any administrator returning from any leave granted under this contract is subject to the terms of the Reduction in Force Article of this agreement.
- G. **Bereavement Leave:**  
\_Leaves of absence with pay and not chargeable against the administrator's sick leave allowance shall be granted for the following reasons:
1. A maximum of five (5) days per school year for death in the immediate family (immediate family is defined as including a parent, brother or sister, spouse, son or daughter, or any other person who, preceding such death, has been a member of the same household as the administrator).
  2. One (1) day per school year for death in the extended family (extended family is defined as including parents-in-law, brothers-in-law, sisters-in-law, grandparents, nieces, nephews, aunts or uncles).
  3. The Superintendent may grant such additional bereavement leave, with or without pay, as deemed appropriate at the discretion of the Superintendent.
- H. **Religious Holiday Leave:**
1. Leaves of absence with pay and not chargeable against the administrator's sick leave allowance shall be granted for:  
  
Up to a total of three (3) days per year for major religious holidays not in the school calendar.

## **Article XI Sick Leave**

- A. Administrators will be entitled to sick leave with full pay up to fifteen (15) working days each year. Unused sick leave shall be accumulated from year to year as long as the administrator remains in the service of the Board.
- Administrators shall only accumulate sick days equal to the number of days in their work year.
- B. A medical certificate may be requested for sick leave if the administrator's absence from duty recurs frequently or, in judgment of the Superintendent, evidence indicates reasonable cause for requiring such a certificate.

- C. The Board of Education does not pay for unused sick leave upon severance of employment.

## **Article XII Parenthood Leaves**

### **A. Pregnancy and Childbirth Leave**

1. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, shall be treated as temporary disabilities for all job-related purposes. (The term "temporary disability" shall be interpreted as being within the meaning of the term "sick" as used in §10-156 of the Connecticut General Statutes).
2. Accumulated sick leave shall be available for use during periods of such disability.
3. Disability leave beyond any accumulated sick leave shall be available for such reasonable further period of time as a female administrator is determined by her physician to be disabled from performing the duties of her job because of pregnancy or conditions attendant thereto.
4. Policies involving commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits and privileges, protection under health or temporary disability plans, and payment of sick leave shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other disabilities.
5. Pregnancy or childbirth shall not be the basis of termination of employment or compulsory resignation.

### **B. Childrearing Leave**

Any certified professional administrator shall be entitled upon written request submitted to the Superintendent prior to adoption, or thirty (30) days prior to either the last day of work or the commencing of childbirth disability leave in any school year, to one of the following two (2) options:

1. The administrator may elect disability leave as outlined in Section A subsection 2, 3, 4, and 5 of this article with no additional leave.
2. The administrator may elect long-term childrearing leave for the remaining portion of a school year in which a child is born or adopted and, for one additional school year if requested. The length of childrearing leave must be declared prior to the taking of such leave. The administrator under this option shall receive an amount equal to fifteen

(15) days at the administrator's per diem rate and upon return; the administrator will have restored all benefits that were accrued prior to commencement of said leave. This leave commences with the end of the administrator's last day of work.

### **Article XIII Sabbatical Leave**

- A. An administrator who has completed seven (7) years of service as an administrator in Regional District 13 may apply for sabbatical leave for purposes of professional development, provided there is benefit to the District.
- B. After review of such applications, the Superintendent shall forward the application and his/her recommendations to the Board for consideration. No more than one administrator may be on leave at one time. The Board may approve such sabbatical leave requests in its discretion.
- C. While on sabbatical leave, administrators shall receive all benefits referred to in Schedule B, Insurance Program. Administrators will advance on salary schedule as if they were continuing to work in District 13. Earned sick leave accumulated will be retained, but not be paid during sabbatical leave.
- D. As a condition to such leave the administrator shall agree to return to, and to continue in the service of the District public schools for a period of at least one year after the expiration of the sabbatical leave except in the case of disability or death. Prior to receipt of the sabbatical stipend, the administrator must execute a demand promissory note in a form satisfactory to the Board. This note shall be voided following the completion of one year of service.
- E. The terms of a sabbatical stipend of at least 50% of the salary will be agreed upon by the administrator, the Superintendent and the Board, in writing, prior to the commencement of the leave.

### **Article XIV Professional Leave/Expenses**

- A. Administrators may be permitted time to attend recognized educational meetings or outstanding school systems. Arrangements for attendance must be made in advance, and the completed plans approved by the Superintendent.
- B. The Board shall pay, within the limits of appropriations, the reasonable expenses (including fees, meals, lodging, and/or transportation) incurred by administrators who attend workshops, seminars, conferences, or other professional improvement sessions at the request and/or with the advance approval of the Superintendent.

- C. With advance approval of the Superintendent, any administrator holding office in a professional organization or invited to participate in a program of that organization, may be excused from duty because of such obligations.
- D. The Board shall provide each administrators with a district issued cellular telephone and data plan, to be selected by the district.
- E. The Board agrees to reimburse administrators mileage expenses for use of their own automobiles for authorized business of the District. Administrators shall be reimbursed by the Board at the IRS reimbursement rate on vouchers to be submitted by them, in accordance with District procedures.

**Article XV**  
**Professional Growth**

- A. In an effort to encourage professional growth, the Board agrees to reimburse administrators up to six semester hours per year at the tuition rate charged by the University of Connecticut or the college attended, whichever is less.
  - 1. In the event that an administrator is unable to utilize this professional growth benefit on an annual basis, the Board shall grant payment for three (3) additional semester hours that following year.
  - 2. To qualify for reimbursement under this section, courses must have received prior approval of the Superintendent. Reimbursement will be made upon submission of completion of the course with a grade of B or better to the Superintendent's office in the form of a college grade report. An administrator having received approval and completing courses during the summer will be reimbursed only if the administrator returns to the District as a contracted administrator in September.
- B. In addition to the formal course work identified in Section A, above, administrators may apply to the Superintendent for partial reimbursement for participation in a Connecticut Superintendent of Schools certification program at an accredited graduate program that leads to eligibility for an 093 certification from the Connecticut State Department of Education. An administrator must apply to the Superintendent for approval for such partial reimbursement prior to the administrator commencing the program. The Board shall allocate a total amount of Ten Thousand Dollars and No Cents (\$10,000.00) for such reimbursement under this paragraph. Payment shall be made to eligible administrators on a pro-rata basis, if the approved reimbursements exceed the total amount listed herein.

Administrators shall be eligible for tuition reimbursement as set forth in this paragraph, provided that they have been employed by the Board for at least two (2) full school years prior to applying for such reimbursement and, provided

further, that they actually remain employed by the Board for at least three (3) school years following the payment of any such reimbursement. Such agreements shall be executed in writing on forms provided by the Board. In the event that such an administrator separates from employment by the Board prior to the expiration of such three (3) year period following the payment of such reimbursement, (other than involuntary separation initiated by the Board), the administrator shall be required to repay to the Board a pro-rated amount of any such reimbursement paid by the Board, at the time of such separation. For example, if the administrator completes only one (1) full year, the administrator shall be required to repay 67% of the total reimbursement amount. Reimbursement will be made upon submission of completion of the course with a grade of B or better to the Superintendent's office in the form of a college grade report.

- C. In addition to formal course work, administrators may apply to the Superintendent to attend professional development opportunities such as workshops, curriculum studies, conferences etc. When such activities are approved, administrators may be compensated for such services through the professional growth account as set forth herein. When in the judgment of the Superintendent, a professional development opportunity would make a meaningful contribution to a more effective performance of the duties to which the administrator is assigned, then reimbursement for such an opportunity may be granted by the Superintendent. The Board shall allocate a total amount of Ten Thousand Dollars and No Cents (\$10,000.00) to the professional growth account for reimbursements under this paragraph. Administrators shall substantiate such expenses in accordance with district procedures. Expenses shall be paid within thirty (30) business days of the complete submission of the expense reimbursement documentation.

#### **Article XVI Jury Duty**

Any administrator called for jury duty, who notifies the Board within twenty-four (24) hours, or at the earliest practicable time, and notifies the court of his/her position as an administrator but is not excused, shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The staff member shall receive a rate of pay equal to the difference between the professional salary and the jury fee. An administrator called for jury duty shall submit verification of such duty and compensation for jury service to the Superintendent or designee.

#### **Article XVII Health Examinations**

Health examinations may be required of each administrator in the District. The school medical advisor, or other qualified physician who may be selected by the District, will make such examination when requested to do so by the Board of Education or when, in



such medical advisor's opinion, such examination is necessary for the protection of health. The Board shall pay the costs of such examination. If requested by the administrator, the Board shall provide the administrator with the opportunity to seek a second opinion from a mutually agreed upon physician. The Board shall pay the costs of such second opinion examination.

## **Article XVII Consultation Procedure**

- A. It is recognized by the Board and the Association that all situations and developments could not be anticipated at the time of negotiation of the Agreement. To achieve rapport between the Board and the Association, periodic informal meetings shall be held between the negotiating groups of each organization as requested by either the Association or the Board.
  
- B. In the event situations or developments indicate that strict letter of this document cannot be adhered to, and change in the existing Agreement is deemed necessary by the Board or the Association, then in such event, the Board and the Association agree to the following procedure, which shall not be construed to constitute formal bargaining under applicable state statutes:
  - 1. If a proposal is initiated by the Association, it shall be submitted in writing with the request for a meeting to the Superintendent who shall acknowledge receipt within three (3) days thereafter and meet with the Association to discuss the proposal within fifteen (15) days thereafter. If, as the result of this meeting or subsequent meetings arranged to the mutual satisfaction of the Association and the Superintendent, agreement is reached on the proposal, it shall be presented to the Board as a joint recommendation of the Superintendent and the Association. If such discussions do not result in agreement, or if the Association is dissatisfied with the course of discussion, the Association may so notify the Board in writing and shall have the right to present its proposal directly to the Board in a working session not more than one (1) month thereafter.
  
  - 2. If the proposal is initiated by the Board or the Superintendent, the Superintendent shall submit the same in writing to the Association which shall acknowledge receipt within three (3) days thereafter and meet with the Superintendent to discuss the proposal within (15) days. Thereafter, the procedure shall be as set forth in paragraph 1.
  
  - 3. Any proposal adopted by the Board and initiated or approved by the Association, shall be reduced in writing, signed by the Board and the Association and shall, when appropriate, become an addendum to this Agreement. In any discussions as aforementioned, the Board or the Association may utilize its representatives to participate.

4. If the parties do not reach agreement through the consultation procedure, this agreement shall remain unchanged. This agreement may not be modified in whole or in part by the parties hereto except by an instrument in writing duly executed by both parties.
5. Notwithstanding the foregoing, neither party waives any right it might have at any time to demand midstream bargaining as provided in Section 10-153f(e) Connecticut General Statutes and the foregoing shall not be deemed a pre-condition to the exercise of such right.

#### **Article XIX Amendment**

This agreement shall not be altered, amended or changed except in writing, signed by both the Board and the Association, which amendment shall be appended hereto and become a part hereof.

#### **Article XX General Provisions**

- A. There shall be no reprisals of any kind taken against any administrator by reason of his/her membership in a professional organization or participation in its activities.
- B. All provisions of the Agreement shall apply equally to all administrators without discrimination in regard to age, race, creed, color, religion, nationality, sex, marital status, sexual orientation, gender identity or expression, genetic information, or disability or status as a veteran, except in the case of a bona fide occupational qualification. This section shall not be subject to the grievance procedure.

#### **Article XXI Severability**

In the event that any provision or portion of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this Agreement shall remain in full force and effect.

#### **Article XXII Duration**

This agreement shall be effective as of July 1, 2024 and shall continue and remain in full force and effect to and including June 30, 2027.

**Article XXIII**  
**Complete Agreement Clause**

This agreement contains the full and complete agreement between the Board and the Association on all bargainable issues, and neither party shall be required to bargain over any issue whether or not included herein during the life of this Agreement. It supersedes all prior Professional Agreements.

**Article XXIV**  
**Salaries**

1. The salaries for each administrative position for each year of this Agreement are set forth in Appendix A attached hereto.
2. If an administrator is designated by the Superintendent to work in an administrative position in a higher salary group than his or her regular group and said Administrator works in the designated administrative position for more than twenty-five (25) days, then he/she shall receive pay at the higher salary group pay.

**Article XXV**  
**Dues Deductions**

1. The Regional District 13 Board of Education agrees to deduct from each Association member an amount equal to the Association membership dues by means of payroll deductions. The amount of the deduction from each paycheck for membership dues 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. The Association shall, no later than August 1st of each year, give written notice to the Business Office of the amount of dues of those members of the Association, which are to be deducted in that school year under such authorization.
2. Administrators commencing employment at any time during the school year shall only be responsible for that portion of the remaining school year's annual dues by means of deductions from the remaining paychecks for that school year.
3. The right to refund to administrators monies deducted from their salaries under such authorization shall lie solely with the Association. The Association agrees to reimburse any administrator for the amount of any dues deducted by the Board and paid to the Association, which deduction is by error, in excess of the proper deduction and agrees to hold the Board harmless from any claims of excessive deduction.

4. Upon request 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 administrators of the Board of Education and the positions held by said administrators.
5. The singular reference to the Association herein shall be interpreted as referring to the Regional District 13 Administrators' Association.
6. The Association shall indemnify and save the Board and/or the district harmless against all claims, demands, suits, judgments or other forms of liability including attorney's fees and the cost of administrative hearings that shall or may arise out of, or by reason of, action taken by the Board of Education for the purpose of complying with the provisions of this article.

IN WITNESS WHEREOF, the parties have hereunto set their hands at Durham,

Connecticut, this 11<sup>th</sup> day of January, 2024.

Regional District 13 Administrators' Association

By Thomas D. R.

1/11/24  
Date

By \_\_\_\_\_

1  
Date

By \_\_\_\_\_

\_\_\_\_\_  
Date

Regional District 13 Board of Education

By L. E.

1/12/24  
Date

By \_\_\_\_\_

\_\_\_\_\_  
Date

By \_\_\_\_\_

\_\_\_\_\_  
Date

**Appendix A**  
**Administrators Salary Schedules**

<b>2024-2025</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
High School Principal	\$159,059	\$163,034	\$167,111	\$171,288	\$176,864
Director of Student Services and Special Education	\$152,256	\$155,928	\$159,693	\$163,553	\$168,747
Middle School Principal	\$148,368	\$152,076	\$155,878	\$159,776	\$164,981
Elementary School Principal	\$144,675	\$148,293	\$152,000	\$155,800	\$160,876
High School Assistant Principal	\$132,669	\$135,987	\$139,386	\$142,871	\$147,524
Associate Director of Learning, Innovation & Development and Associate Director of Learning, Innovation & Accountability	\$119,840	\$122,772	\$125,778	\$128,858	\$132,991
Athletic Director	\$115,217	\$118,097	\$121,049	\$124,075	\$127,177
MTA Program Coordinator	\$117,303	\$120,235	\$123,240	\$126,321	\$130,435

<b>2025-2026</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
High School Principal	\$161,445	\$165,480	\$169,618	\$173,857	\$180,843
Director of Student Services and Special Education	\$154,540	\$158,267	\$162,088	\$166,006	\$172,544
Middle School Principal	\$150,594	\$154,357	\$158,216	\$162,173	\$168,693
Elementary School Principal	\$146,845	\$150,517	\$154,280	\$158,137	\$164,496
High School Assistant Principal	\$134,659	\$138,027	\$141,477	\$145,014	\$150,843
Associate Director of Learning, Innovation & Development and Associate Director of Learning, Innovation & Accountability	\$124,175	\$127,151	\$130,202	\$133,328	\$138,540
Athletic Director	\$116,945	\$119,868	\$122,865	\$125,936	\$130,038
MTA Program Coordinator	\$119,063	\$122,039	\$125,089	\$128,216	\$133,370

<b>2026-2027</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
High School Principal	\$163,867	\$167,962	\$172,162	\$176,465	\$184,912
Director of Student Services and Special Education	\$156,858	\$160,641	\$164,519	\$168,496	\$176,426
Middle School Principal	\$152,853	\$156,672	\$160,589	\$164,606	\$172,489
Elementary School Principal	\$149,048	\$152,775	\$156,594	\$160,509	\$168,197
High School Assistant Principal	\$136,679	\$140,097	\$143,599	\$147,189	\$154,237
Associate Director of Learning, Innovation & Development and Associate Director of Learning, Innovation & Accountability	\$128,575	\$131,596	\$134,693	\$137,865	\$144,213
Athletic Director	\$118,699	\$121,666	\$124,708	\$127,825	\$132,964
MTA Program Coordinator	\$120,849	\$123,870	\$126,965	\$130,139	\$136,371

Step Movement

2024-2025: There shall be step advancement for all positions.

2025-2026: There shall be step advancement for all positions.

2026-2027: There shall be step advancement for all positions.

Doctorate

Administrators who earn or have earned a Doctorate degree will receive a stipend of \$2,500 per year.

**Appendix B**  
**Insurance Programs**

- A. Administrators will be offered the health care plan as provided below and dental insurance.
- B. Should the Board of Education desire to change insurance carriers, it shall notify the Association in writing at least sixty (60) days prior to implementing such change. Coverage by the new carrier must be substantially equivalent or better to existing coverage, providing substantially equivalent benefits and administration. Should the Association object to the coverage provided by the new carrier, it may file directly for arbitration in accordance with the arbitration provision of the collective bargaining agreement. The parties will request a recognized expert in the field of health insurance as the arbitrator. The sole issue before the arbitrator shall be: Is the proposed coverage substantially equivalent or better benefits and administration?
- C. Subject to the conditions set forth below, the Board shall offer each bargaining unit member the opportunity to participate in the State Partnership Plan 2.0 (“SPP”) for health benefits. The health plan benefits shall be as set forth in the SPP, including any subsequent amendments or modifications made to the SPP by the State and its employee representatives. The administration of the SPP, including open enrollment, beneficiary eligibility and changes, and other administration provisions shall be as established by the SPP.
1. The premium rates shall be set by the SPP. Based on such rates, the Board shall establish a blended rate to provide the same rate to active and retired teachers/administrators in accordance with state statute.

2. The employee percentage share of such premium cost shall be as follows:

2024-2025	22.5%
2025-2026	22.5%
2026-2027	22.5%

3. The SPP contains a Health Enhancement Plan (“HEP”) component. All employees participating in the SPP are subject to the terms and provisions of the HEP. In the event that the Partnership Plan 2.0 administrators impose a HEP non-participation or non-compliant penalty on the basis of an employee’s non-compliance with the terms of the HEP or any non-compliance on the part of any individual covered under the employee’s insurance, any such penalty shall be fully paid by the non-compliant employee. The imposition of any resulting premium cost increase shall be paid by the non-complaint employee by payroll deduction and the imposition of any deductible shall be implemented through claims administration.



4. In the event any of the following occur, the Board or the Association may reopen negotiations in accordance with Conn. Gen. Stat. § 10-153f(e) as to the sole issue of health insurance, including plan design and plan funding, premium cost share and/or introduction of replacement medical insurance in whole or in part.

i) If the SPP in its current form is no longer available, or if the benefit plan design of the SPP is modified as a result of a change in the State's collective bargaining agreement with SEBAC, if such modifications would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan; and/or

ii) If Conn. Gen. Stat. Section 3-123rrr *et seq.* is amended, or if there are any changes to the administration of the SPP, or if additional fees and/or charges for the SPP are imposed so as to affect the Board, any of which amendments, changes, fees or charges (individually or collectively) would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan; and/or

iii) If the cost of medical insurance plan offered herein is expected to result in the triggering of an excise tax under The Patient Protection and Affordable Care Act ([ACA; P.L. 111-148], as amended, inter alia, by the Consolidated Appropriations Act of 2016 [P.L. 114-113]) or any other state or federal statute and/or if there is any material amendment to the ACA that would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan.

5. If negotiations are triggered under subparagraph (4) above as well as negotiations for a successor to this collective bargaining agreement, the parties shall consider the High Deductible Health Plan with Health Savings Account set forth in Appendix B of the parties' June 1, 2021 to June 30, 2024 collective bargaining agreement to be the baseline for such negotiations, and the parties shall consider the following additional factors:

- Trends in health insurance plan design outside of the SPP; and
- The costs of different plan designs, including a high deductible health plan structure and a PPO plan structure.

Should such negotiations be submitted to arbitration for resolution, the arbitration panel shall consider the foregoing in applying the statutory criteria in making its ruling.

- D. The Board shall pay one hundred percent (100%) of the employee and sixty percent (60%) of the family cost for the Full Dental Plan with Rider A. Administrators shall have the option of choosing the Flex Plan with orthodontic coverage. Administrators electing such option shall pay the difference between the cost of the Full Plan and the Flex Plan.
- E. The Board shall adopt an Internal Revenue Code Section 125 pre-tax medical expense account also known as a Reimbursement Account Plan ("RA Plan") for the purpose of enabling eligible Association members to divert a portion of their gross salaries, prior to reduction for federal income taxes, by a minimum of \$100 to a maximum as provided by law per Plan Year for Health Reimbursement (including but not limited to their share of the premium costs for such Plans, uncovered medical or dental expenses, and deductibles), and by a minimum of \$500 to a maximum as provided by law per Plan Year for Dependent Care, into an account from which, during the course of the Plan Year, they can be reimbursed for the aforesaid Health Care costs and Dependent Care costs they or their covered dependents incur which are not covered by the Medical or Dental Plans described in the Agreement between the Board and the Association. Such election shall be optional for the administrator.

#### Disability Insurance

Disability insurance shall be provided based upon a benefit of sixty (60) percent of the administrator's wages to a maximum of Five Thousand Dollars (\$5,000) per month, to age 65 and a waiting period of benefits to begin in ninety (90) days.

#### Life Insurance

\$250,000 coverage and \$20,000 A.D. & D. on administrator only.

#### Insurance During Retirement

Retired administrators shall be provided with access to plan(s) offered to active administrators in accordance with law.

#### Alternative Plans

The Board may, at its option, in addition to the plan described in this Appendix B, offer an alternative insurance plan(s) to administrators after review of such proposed plan(s) by a committee of the Board and the Association. The plan design, co-payment amounts, cost sharing and other provisions of these alternative plans need not conform to the provisions of this Agreement. Participation in an alternative plan shall be voluntary.

#### Excise Tax

If the Board determines that the total cost of a group health plan offered under this contract may trigger an excise tax under Internal Revenue Code Section 4980I, or any other local, state or federal statute or regulation, during the term of this contract, the Board and the Association will, upon the request of the Board, engage in mid-term negotiations regarding the impact of such excise tax, in accordance with the Teacher Negotiation Act (TNA). Such midterm negotiations may include proposals designed to address the increased costs of insurance coverage including but not limited to, proposals designed to: modify the plan so as to reduce the cost of the plan below the excise tax thresholds and/or reduce the amount of any applicable excise tax, revise employee contributions to the costs of health insurance coverage, and/or allocate the responsibility for increased costs associated with the imposition of the excise tax.

**Appendix C**  
**Tax Sheltered Annuity**  
**Administrators**

Additional salary amounts shall be paid to eligible administrators for each of the following consecutive years of teaching and administrative experience with the Board:

Years of Teaching and Administrative Experience	<u>Additional Salary Payment</u>		
	<u>2024-2025</u>	<u>2025-2026</u>	<u>2026-2027</u>
1-4	\$500	\$1,000	\$1,000
5-9	\$2,000	\$2,500	\$2,500
10-14	\$2,250	\$2,750	\$2,750
15-19	\$3,500	\$4,000	\$4,000
20-24	\$4,000	\$4,500	\$4,500
25+	\$4,500	\$5,000	\$5,000

The Board will pay the additional sums listed above, as to which amount the administrator will then arrange pursuant to a salary reduction agreement to have contributed as an elective deferral in accordance with Section 403(b) of the Internal Revenue Code toward the purchase of a 403(b) annuity with a tax sheltered annuity company of his/her choice.