

# **A G R E E M E N T**

**between the**

**REGIONAL SCHOOL DISTRICT NO. 20  
BOARD OF EDUCATION**

**and the**

**REGIONAL SCHOOL DISTRICT NO. 20  
EDUCATION ASSOCIATION**

**July 1, 2024 - June 30, 2027**

## TABLE OF CONTENTS

<b>ARTICLE I</b>	<b>Recognition</b>	4
<b>ARTICLE II</b>	<b>Board Prerogatives</b>	4
<b>ARTICLE III</b>	<b>Negotiations</b>	4
<b>ARTICLE IV</b>	<b>Work Day - Work Year</b>	5
	Work Day / Work Year	5
	Flex Schedules	6
	Prep Time	6
	Online / Remote Learning	7
<b>ARTICLE V</b>	<b>Salary</b>	7
	Definitions	7
	Lane Advancement	8
	Payroll Deductions	9
	Association Dues Deductions	10
<b>ARTICLE VI</b>	<b>Insurance</b>	11
	Health Insurance	11
	Dental Insurance	13
	Other Insurance	13
<b>ARTICLE VII</b>	<b>Leave</b>	13
	Paid Time Off (PTO)	14
	Attendance Stipend	14
	Sick Bank	14
	Happy Cash	14
	Notification of Retirement	15
	Bereavement	15
	Additional Leave	15
	Religious Holidays	15
	Conventions, Conferences, and Visitations	16
	Jury Duty	16
	Exchange Teacher Leave	16
	Childbearing and Childrearing	16
	General Leave	17
	FMLA Leave	17
<b>ARTICLE VIII</b>	<b>Miscellaneous</b>	17
	Tutoring	17
	Mileage Reimbursement	17
	Tuition Reimbursement	18
	Curriculum Planning and Revision	18

	Class Size / Load Restrictions	19
	Child Enrollment	20
<b>ARTICLE IX</b>	<b>Assignment and Transfer</b>	20
	Teaching Assignments	20
	Sixth Assignment (Secondary)	20
	Position Posting	21
<b>ARTICLE X</b>	<b>Reduction in Force</b>	25
<b>ARTICLE XI</b>	<b>Holdover</b>	25
<b>ARTICLE XII</b>	<b>Severability</b>	25
<b>ARTICLE XIII</b>	<b>Duration</b>	25
<b>APPENDIX A</b>	<b>Salary Schedules</b>	27
	2024-25	27
	2025-26	28
	2026-27	28
<b>APPENDIX B</b>	<b>Stipends and Extra Duty</b>	29
	Extra Duty Positions	29
	Coaching Positions	32
<b>APPENDIX C</b>	<b>Health Insurance</b>	35
<b>APPENDIX D</b>	<b>Dental Provisions</b>	36
<b>APPENDIX E</b>	<b>PTO Time and Sick Bank Rollover</b>	37
<b>APPENDIX F</b>	<b>Initial Contract of Employment</b>	38
<b>APPENDIX G</b>	<b>Annual Salary Agreement</b>	39
<b>APPENDIX H</b>	<b>Sick Bank Regulations</b>	40
<b>APPENDIX I</b>	<b>Grievance Regulations and Forms</b>	42

## **I. RECOGNITION**

1. This agreement is made and entered into by and between the Regional School District No. 20 Board of Education (hereinafter referred to as the Board) and the Regional School District No. 20 Education Association (hereinafter referred to as the Association).
2. The Board recognizes the Association as the representative of all the professionally certified employees who are employed by the Board in positions requiring a teaching or special services certificate or durational shortage area permit ("DSAP") and who are not in the Administrator's unit as described by State Statute 10-153b(a) for the purpose of negotiation with respect to salaries and all other conditions of employment for the duration of this Agreement.
3. Employees holding a DSAP shall be covered by all terms and conditions of this Agreement, except as follows:
  - a. Tuition Reimbursement (Page 18).
  - b. Reduction in Force (Page 23).
4. A DSAP holder shall not accrue seniority or length of service for any purpose in the Regional School District No. 20 Public Schools. Notwithstanding the foregoing, if a DSAP holder becomes certified as a teacher and is retained by the Board as an employee after receiving such certification, with no break in service, then the individual shall be credited with seniority and length of service for all purposes under this Agreement, retroactive to the first date of hire by the Board.
5. The Board shall have the right, in its sole discretion, not to renew and/or to terminate the employment of a DSAP holder, and the DSAP holder shall have no right to file and/or pursue a grievance under this Agreement with respect to such action.

## **II. BOARD PREROGATIVES**

All rights, powers, authority and prerogatives of the Board as defined by law shall continue to remain exclusively vested in the Board unless specifically limited by the express provisions of this Agreement.

## **III. NEGOTIATIONS**

1. **Negotiation Over a Successor Agreement**
  - a. The Board and the Association agree to negotiate in good faith in accordance with the Teacher Negotiation Act, Conn. Gen. Stat. § 10-153a *et seq.*, in accordance with the procedure set forth herein to secure a successor agreement to include the administration of grievances, salaries, fringe benefits, and all other working conditions. The successor agreement so negotiated shall be binding on, and inure to the benefit of, the Board and each and all of its professional employees below the rank of administrator and shall be reduced to writing and signed by the Board and the Association.

- b. During negotiations, the Board and the Association shall confer at reasonable times appropriately scheduled with regard to the budgetary calendar and exchange relevant data, points of view, and proposals and counter proposals.

## **2. Negotiation Over Matters Not Covered by Terms of the Agreement**

- a. It is the intent and purpose of the parties hereto that this Agreement contains the full and complete Agreement between the Board and Association on all issues negotiated, and neither party shall be required during the term hereof to negotiate upon any issue, whether it is covered or not covered in this Agreement.
- b. This Agreement may be amended only by the mutual written agreement of the parties. Any agreement between the parties with respect to a proposed amendment shall be reduced to writing, shall be signed by the Board and the Association, and shall become an addendum to this Agreement.

## **IV. WORK DAY – WORK YEAR**

### **1. Work Day / Work Year**

- 1. The salary schedule in this Agreement is based on a 7-hour and 20 minute work day (with a 6-hour and 40 minute school day), a 186-day work year including 181 student days, five professional development days.
- 2. The work day includes forty minutes of wrap time to be scheduled before and after the school day, and a thirty minute duty free lunch per Connecticut General Statute. No more than twenty (20) minutes of wrap time shall be scheduled after the school day.
- 3. The work year shall include the following:
  - a. One move-in evening before the start of the school year (no early release).
  - b. Elementary conferences in the fall and spring, two days and one night each. (students will have early release).
  - c. Secondary conferences in the fall and spring, one night each (students will have early release).
  - d. An Open House or Curriculum Night in the fall (no early release).
  - e. Two early release days for teachers: the day before winter break and the last day of school.
  - f. District discretion on teacher early release during spring exam time.
  - g. On days when there is a night obligation for all building faculty there will be an early release for all building faculty.
- 4. The Board may employ Guidance, Agricultural Science, and other teacher specialists to work additional days beyond the contractual work year as specified by the Board. The Board will compensate teachers for such work pro-rated in

accordance with the individual's salary. The scheduling of such days shall be by mutual agreement between the teacher and the school administrator.

5. If the Board of Education decides in its discretion to extend the work year or the work day, each teacher shall be compensated at the pro-rata rate of pay based upon seven hours and twenty minutes and a 186-day work year for any increase beyond such normal work day or work year.

## **2. Flex Schedules**

Flex schedules are teacher workday start and end times that occur at different times than the regularly scheduled workday. Participation in a flex schedule is voluntary on the teacher's part and shall be made by mutual agreement between the Board and the Association. The Association President, or designee, must be involved in the creation of each flex schedule. Flex schedule agreements shall be made on an annual basis, but may be terminated earlier by mutual agreement. Flex schedule agreements shall adhere to the length of the contractual workday, preparation time, and duty-free lunch. New hires are not eligible for flex schedules.

## **3. Prep Time**

- a. Preparation time shall mean time free from student instruction and supervision. This time shall not be used as passing time for students. Teachers shall not be required but may choose to attend meetings during their preparation time.
- b. Each elementary bargaining unit member shall have one sixty (60) minute prep period. The sixty (60) minutes shall be consecutive and occur every day. Elementary teachers will have preparation time while their students are at specials, art, music, P.E., library, World Languages and recess. When the elementary teacher is not scheduled for recess duty it will count as preparation time.
- c. Each secondary bargaining unit member shall teach five periods (over two days in an A/B block), have one prep period per day, and have one duty period in a two-day block.
- d. At the secondary level, department heads will teach no more than two periods per day, receive one prep per day, and have one period per day for department head duties.
- e. Any teacher who loses a preparation period because of an assignment to cover classes or other duties shall be paid seventy-five dollars (\$75) for each such lost preparation period.
- f. Duties shall not interfere with prep time. All duties shall be assigned equitably among staff.

#### **4. Online / Remote Learning**

- a. Nothing in this contract in any way restricts the use of any technology including, but not limited to, online learning opportunities for students. Such programs will be implemented through a cooperative process including the department head/coordinator (if applicable), building administrator, union representative and classroom teacher(s). The building administrator will make the decision regarding use of technology or online learning.
- b. The purpose of distance and online learning is to promote student learning opportunities and not to reduce the total number of bargaining unit members employed, or hours worked.
- c. Any courses currently offered within the school will not be replaced solely by an online option without mutual agreement by the Association and the Board. Conversely, any new course proposed by the district will not be offered solely by an online option without mutual agreement by the Association and the Board. Online classes shall count as a class in the workload for the teacher of record.
- d. The teacher of record will have no more than a 20:1 ratio for online learners.
- e. The district and Association will follow all Connecticut General Statutes with respect to online / remote learning.

### **V. SALARY**

#### **1. Definitions of Columns on the Teacher Salary Schedule**

Placement on the salary schedule shall be determined by the degree and graduate credits earned by each teacher upon employment or completion of additional graduate study. The teacher must present evidence (college transcript) of meeting one of the following listed requirements:

- a. Level BA: Bachelor's degree
- b. Level MA: Master's degree, Bachelor's degree plus thirty (30) additional graduate hours in a planned program approved in advance by the Superintendent.
- c. Level MA+15: Master's degree plus 15 graduate credits in an approved program of studies, Bachelor's degree plus sixty (60) additional credits.
- d. Level MA+30: Sixth Year Professional or Certificate of Advanced Study degree, (confirmed as MA + 30 credits), Master's degree plus thirty (30) additional graduate hours

in a planned program approved in advance by the Superintendent, or a specialized Master's degree requiring sixty (60) credits or more.

Teachers on the MA+30 Schedule as of June 30, 2024, shall remain on that schedule.

All undergraduate and graduate degrees and credits must be earned through an accredited college or university.

2. Newly certified teachers will be employed at the minimum salary of the classification set for the academic preparation of the teacher. Exceptions may be made for highly specialized personnel. The general policy will be to offer an experienced teacher not on the faculty a salary equal to or less than that paid to a teacher of the same experience in Regional School District No. 20.
  - a. The steps of the basic salary schedule do not mean years of experience.
3. The Association President shall be notified in writing of the placement on the salary schedule and the experience of each new employee. The notification shall include the names of school districts and the years experience in each district.

#### **4. Lane Advancement**

- a. All graduate credits earned at or through accredited colleges or universities will be accepted for salary schedule placement purposes so long as they pertain to: (a) the subject/s taught, (b) the students being taught, or (c) the learning process.
- b. Teachers who anticipate a degree change in the following school year must notify the Superintendent or the Superintendent's designee of the anticipated change no later than February 1 in order for the degree change to take effect in the following school year.
- c. In addition to the notification requirement set forth above, teachers must submit transcripts or other satisfactory evidence of course completion to the Superintendent or the Superintendent's designee in accordance with the following schedule in order for such degree changes to take effect on the following dates:

Date of Completion	Date Changes Will Become Effective
August 31	First payroll occurring after September 1*
January 31	First payroll occurring after February 1*

\* Pay adjustment may be retroactive if documentation is not available for submission prior to the payroll period indicated herein.



5. The salaries of all certified professional employees below the rank of administrator shall be in accordance with the salary schedules and other provisions as set forth in Appendix A of this document.
6. Extra duty for which extra compensation shall be paid and the amounts of such compensation are set forth in Appendix B of this Agreement. Teacher participation in extracurricular activities shall be strictly voluntary. Compensation for extra duty assignments will be prorated if a teacher fails for any reason to complete extra duty assignment.

## 7. Payroll Deductions

- a. Salary checks will be issued through direct deposit on a bi-weekly basis. Teachers have the following options available for receiving pay which must be exercised prior to first paycheck and changed only on an annual basis:
    - Twenty-two (22) checks plus balloon check in June.
    - Twenty-two (22) checks with even amounts - no balloon.
    - Twenty-six (26) checks with even amounts. (Starting in 2025-2026)
  - b. In addition to those payroll deductions required by law, the following agencies are eligible for payroll deductions:
    - Tax Sheltered Annuities - 403(b), and 457(b)
    - College Savings Plan - 529
    - Torrington Teachers' Credit Union
    - Local, CEA and NEA Dues
    - Representation or Service Fees
    - Insurance Premiums
  - c. All requests for deductions must be in writing on approved authorization forms and submitted by October 1<sup>st</sup> of each school year; however, changes in the amount of the deduction may be made throughout the school year.
  - d. Teachers hired after the October 1<sup>st</sup> date will have one month to request authorized payroll deductions.
8. Regular teachers beginning their services after the opening of the school year, or terminating their services before the close of the school year, will be paid a prorated

part of their annual salary equal to their annual salary divided by the teacher work year and then multiplied by the number of days actually served. Agricultural Science teachers' annual salary shall be divided by the agricultural science teacher work year and multiplied by the number of days actually worked.

9. All resignations must be submitted in writing to the Superintendent of Schools, who will notice the Board of Education.

**10. Association Dues Deductions**

- a. The Board agrees to deduct from the salary of each teacher, upon submission of an authorized membership form, an amount equal to the Association's membership dues by means of payroll deduction. Association membership dues shall be deducted in accordance with current practice.
- b. All teachers who elect to join the Association shall sign and deliver to the Association, if they have not already done so, an authorization for the payroll deduction of membership dues of the RSD20 Education Association, the CEA and NEA. Said authorization shall continue in effect from year to year unless such teacher shall notify the CEA and the Association in writing in the month of August of any year. Upon confirmation of receipt of the notification, in a timely manner, the teacher will no longer be a member of the Association.
- c. If during the school year, a teacher resigns, retires, receives leave, or has employment terminated, the balance of the annual dues or service fee shall be deducted from the final paycheck.
- d. The Board agrees to forward to the RSD20 Education Association each month all monies deducted during that month for local dues and local service fee deduction.
- e. No later than the first paycheck in October of each school year, the Board shall provide the Association with a list of all certified employees of the Board of Education who are members of the bargaining unit and the positions held by said employees. The Board shall notify the Association monthly of any changes in said list.
- f. The RSD20 Education Association agrees to save harmless and indemnify the Board from all costs, expenses, and damages, including attorney's fees, arising out of or incurred by reason of the implementation of dues deductions and service fee deductions.

## VI. INSURANCE

### 1. Health Insurance

- a. The Board of Education shall provide a High Deductible Plan with Health Saving Account as described in the plan description in this appendix. Full-time (1.0 FTE) and part-time (.5 FTE and greater) employees may enroll in the High Deductible Health Plan with deductibles for single coverage (see below) and for employees plus one or family coverage (see below):

Coverage	2024-2025	2025-2026	2026-2027
Single	\$2,875	\$2,875	\$3,000
Family	\$5,750	\$5,750	\$6,000

- b. The Board will deposit 50% of the deductible (for example: \$1,437.50 for an individual - assuming a \$2,875 deductible, and \$2,875 for couple or family coverage - assuming a \$5,750 deductible) to a HSA (Health Savings Account) established by the Board for the purpose of implementing this insurance coverage option. The Board's contributions will be deposited into H.S.A accounts in two equal installments on the first payroll in July and the first payroll in August of the new work year.
- c. If an employee is precluded from participating in the H.S.A. because they do not meet the minimum requirements of federal tax laws and/or regulations, the Board shall provide the employee with access to a Health Reimbursement Account ("HRA"). The Board's annual contribution to the HRA shall not exceed its annual contribution to the H.S.A, based on the employee's coverage level.
- d. The Board of Education shall have no obligation to fund any portion of the HSA deductible for the High Deductible Health Plan for retirees or other individuals upon their separation from employment.
- e. The Prescription Plan shall be MAC-B Physician Choice. If a brand name drug is dispensed when a generic equivalent is available and the physician requests the brand, the member does not pay the differential copayment (ancillary). If the member requests the brand the differential copay (ancillary) will apply. Dispense as written (DAW) must be on the prescription.
- f. Employees (.5 FTE and greater) will share the costs of health insurance premiums at the following percentages of the total cost to the Board of coverage option they elect.

Cost Share	2024-2025	2025-2026	2026-2027
Board	82%	82%	81%
Family	18%	18%	19%

- g. Deductions for insurance premium cost share will be made over a period of twenty (20) paychecks similar to all other deduction schedules. The deductions are to be paid to the Board of Education on a non-taxable basis under Section 125.
- h. Eligible employees who voluntarily waive health and dental insurance coverage shall be paid \$3,500 per year.
- i. The Board may change or substitute insurance carriers or managed care organizations for the above-referenced health benefit program as long as the level of benefits is substantially equivalent to or better than the existing program. The "substantially equivalent to or better than" standard shall be applied on a program-wide analysis, including the network, and shall not be benefit specific.
- j. The Board shall maintain a Permanent Insurance Study Committee with equal representation from the Board of Education, Educators Unit, and Administrators Unit to investigate ways in which insurance rates for the district can be reduced while maintaining substantially equivalent insurance benefits for all employees. This Committee will share its findings with the full Board of Education at appropriate times throughout the fiscal year.
- k. The Board of Education will provide the following benefits, in accordance with Section 125 of the IRS code:
  - i. Premium conversion (pre-tax dollars for premium co-pay).
  - ii. Flexible spending accounts for medical reimbursement and dependent care reimbursement.
- l. In accordance with the conditions specified in this agreement, insurance benefits are available to each eligible teacher, the teacher's spouse and the teacher's eligible dependent child(ren).

## **2. Insurance Plan Description**

- a. The individual deductible and out-of-pocket maximum applies if you have coverage only for yourself and not for any dependents. The family deductible and out-of-pocket maximum applies if you have coverage for yourself and one or more eligible dependents. In addition, if you have family coverage, any applicable copayments or coinsurance will not apply to services until the total deductible is met for the family, without regard to how much any one family member has met.
- b. See Appendix B-1 for the most frequently used services. Refer to your certificate of coverage on connecticare.com for a complete list of benefits.

### 3. Dental Insurance

The Board of Education shall provide a dental plan (full family benefits) as described in Appendix D with a reasonable and customary fee schedule, 100% routine treatment, 50% major treatment. Teachers who elect to participate in this plan will contribute to the premium (paid through payroll deduction) based on the rate in effect July 1<sup>st</sup> of the contract year as follows:

Cost Share	2024-2025	2025-2026	2026-2027
Board	82%	82%	81%
Family	18%	18%	19%

### 4. Other Insurance

- a. In addition to the Health and Dental Insurance indicated above the Board will also provide full time and part time employees (.5 FTE and greater) the following insurance plans with no employee premium cost share:
  - i. Long Term Disability Insurance Plan: 60% of salary with \$5,000 per month cap. *Note: A teacher must work a minimum of 20 hours per week to be eligible for this benefit.*
  - ii. Life Insurance Plan: \$50,000 Life and \$50,000 AD&D. Teachers participating in the District Wellness program will receive \$75,000 life insurance coverage. Supplemental term insurance may be purchased through payroll deduction. The rate will be dependent upon the applicant's age, health and the amount of coverage. A minimum enrollment and volume must be covered at all times.
  - iii. Any unit member with fifteen (15) years experience in the District may, upon retirement, elect to continue \$50,000 life insurance coverage, at retiree's own expense. Retirement is defined as not being employed in a full-time teacher position in the State of Connecticut.

## VII. LEAVE

### 1. Paid Time Off (PTO)

- a. The regular yearly leave allotment shall be twenty (20) days, including personal leave, sick leave, and family illness leave. Paid Time Off (PTO) will be granted at the beginning of the year. Unused leave may accumulate to a total of 200 days unless increased by law. Up to fifteen (15) of the twenty (20) paid leave days may be carried over. PTO is not intended to extend holidays or school vacations. Employees are expected to use such days in good faith.
  - i. The Board reserves the right to require a physical examination by a physician of the Board's choice at the Board's expense.

- ii. A physician's medical verification of illness/inability to work may be required of teachers for any prolonged absences of five (5) or more consecutive working days (before returning to work). Additional physician verification of prolonged illness and inability to work may be required periodically as determined necessary by the Superintendent.
- iii. At the beginning of each school year, each faculty member will be given a written account of accumulated Paid Time Off days.
- iv. Violation of the provisions of the Paid Time Off provision will result in the loss of pay for those days involved.
- v. For each day of absence in excess of the accumulated paid leave or other approved leave with pay, the deduction from annual salary shall be at the teacher's regular per diem rate (annual salary divided by work year).

## **2. Attendance Stipend**

On a semi-annual basis, at the end of January and June, any bargaining unit member who has not utilized Paid Time Off in the previous semester will receive a \$200 bonus in the first term and a \$400 bonus in the second term.

## **3. Sick Bank**

- a. From time to time, on an as-needed basis, a Regional School District No. 20 Public School Employee, who has exhausted their Paid Time Off, who is suffering from a long term or terminal illness or disability, and is a contributor to the Sick Bank, can request a donation of days from the Sick Bank.
- b. The Sick Bank will be run by the Regional School District No. 20 Public Schools and all decisions made for Sick Bank eligibility are not subject to the Grievance Process and the district is held harmless.
- c. The rules for the Sick Bank are found in Appendix H.

## **4. Happy Cash**

Beginning in the 2025-26 school year, on an annual basis in November, a bargaining unit member with a Paid Time Off balance of over 90 days, who has not utilized more than 10 Paid Time Off days in the last calendar year, may convert PTO days for payment. The conversion will be 4 Paid Time Off days for one (1) day of pay. The maximum conversion will be 20 days. Bargaining unit members with chronic

illnesses will be exempt from the 10 PTO day cutoff with medical documentation provided to HR upon diagnosis and/or at the start of the school year. Teachers who use PTO on a professional development day in the last calendar year shall not be eligible for Happy Cash. Payment will be made on or before December 15<sup>th</sup>.

**5. Notification of Retirement**

Irrespective of any other retirement incentive, if by December 15<sup>th</sup> a bargaining unit member informs the district of their retirement for the next fiscal year they will be eligible for a one-time \$5,000 payment. Payment will be made by July 15<sup>th</sup> of the next fiscal year.

**6. Work Days**

For all teachers whose work is governed by the school calendar, a day's full pay for the purpose of deduction shall be the annual salary divided by 186 work days.

**7. Bereavement Leave**

- a. Three (3) days of leave will be allowed at the time of death for a staff member's brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, spouse's grandparent or grandchild, or any relative residing permanently in the staff member's household. Five (5) days of leave will be allowed at time of death for a staff member's spouse, child or parent. Such leave will not be deducted from the accumulated PTO leave of the staff member. One (1) day of bereavement leave will be allowed at the time of the death of a spouse of any relative listed in this section.
- b. If additional time is needed, days may be deducted from the teacher's Paid Time Off at the teacher's request.

**8. Additional Leave**

Since there may be good and sufficient reason requiring the absence of a teacher from school, the Board reserves the right to grant additional leave at its discretion.

**9. Religious Holidays**

A maximum of three (3) days without loss of pay or other leave benefit will be allowed to those who are unable to accommodate their religious obligations to the school calendar. Such leave will not be deducted from the accumulated PTO leave of the staff member.

## **10. Conventions, Conferences, and Visitations**

The Superintendent of Schools, or designee, may approve leave for the purpose of attending conventions, conferences, or making visitations at other schools if, in the Superintendent's judgment, such leave is in the best interests of Regional School District No. 20. All requests for conventions, conferences, or visitations must follow Board of Education policy and District process.

## **11. Jury Duty**

Any teacher who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. The Board of Education shall be notified within forty-eight (48) hours of the notification of jury duty if possible. This leave shall not be deducted from PTO. The staff member shall receive a rate of pay equal to the difference between the professional salary and the jury fee.

## **12. Exchange Teachers Leave**

In any year teachers may be exchanged for teachers from some other school administration district in the United States or in a foreign country. Such exchange shall include an application process, be reviewed by the Principal, approved by the Superintendent and recommended to the Board of Education for final action. All rights and privileges of the exchanged teacher shall continue in full force and effect during the exchange period.

## **13. Childbearing and Childrearing Leave**

- a. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, shall be treated as temporary disabilities for all job-related purposes. Up to 12 weeks of accumulated PTO leave shall be available for use during periods of such disability. Disability leave beyond any accumulated sick leave shall be available without pay for such further reasonable period of time as an employee is determined by their physician to be disabled from performing duties because of pregnancy and conditions attendant thereto, if such leave would be available under the federal Family and Medical Leave Act, ("FMLA"), 29 U.S.C. 2601 *et seq.*, as it may be amended from time to time. Upon return from leave, a teacher shall be assigned to their former or an equivalent position as may be required by the FMLA as it may be amended from time to time.
- b. After any FMLA leave has been exhausted, at the employee's request and upon the recommendation of the Superintendent and written request, with the approval of the Board of Education, a teacher may be granted a child-rearing leave of absence without pay for the purpose of care or rearing of a natural or adopted child. Leave under this section may be granted for up to one school year. Upon return from leave, a teacher will be placed in an equivalent position to the extent possible. Those teachers utilizing unpaid FMLA leave, not to exceed 12 weeks, may continue to pay the Premium Cost Share (PSC) of insurance during unpaid leave.



**14. General Leave of Absence**

A teacher may be granted a year's leave of absence at request with the Board's approval. This leave is without any benefits. All insurance, retirement, and other benefits shall continue in force for any employee on leave of absence without pay, provided that the employee pays, monthly in advance, all premiums, contributions, and other costs requisite to keep such benefits in force during such period.

**15. FMLA Leave**

Bargaining unit members may use up to 60 days of PTO annually for any qualifying FMLA event.

**16. Association President Release Time**

The President of the RSD 20 Education Association will be released from the equivalent of one teaching class and all duties.

**17. Release Time**

At the discretion of the Superintendent of Schools, teachers may be released from instructional duties to attend in-service workshops of two hours, or longer, duration.

**VIII. MISCELLANEOUS**

**1. Tutoring**

Teachers covered by this Agreement who teach summer school for the system, or who tutor for the system, will be compensated at the rate of \$46.00 per hour for each hour of assigned tutoring. This rate includes travel to and from all tutoring assignments as well as preparation time. There is no additional payment for mileage or lesson preparation.

**2. Mileage Reimbursement**

Teachers who travel on official school business in the performance of their jobs as directed and approved by their supervisor and who use their personal vehicles, will be reimbursed according to the published IRS rate.

**3. Compensation for In-service Training**

The Superintendent of Schools may elect compensation for professional development activities outside of the school work day. Participation in professional development

shall be on a voluntary basis. Payment will be at the hourly rate listed in the Extra Services Schedules of the contract.

#### **4. Tuition Reimbursement**

- a. Teachers will be reimbursed for full course(s) for a first masters subject to available funds per Section C below.
- b. Tuition reimbursement forms must be submitted within thirty (30) days of the registration period for each semester. Reimbursement will be on a semester by semester basis.
- c. Teachers who meet the following conditions shall receive full reimbursement for the cost of tuition incurred in taking graduate level courses for an initial Master's degree:
  - i. The Board shall make available sixty thousand dollars (\$60,000) for tuition reimbursement. Teachers applying for tuition reimbursements toward an initial Master's Degree. If the pool is exhausted, funds will be distributed equally.
  - ii. Any teacher whose course is approved for tuition reimbursement shall submit evidence of the costs of tuition and an official transcript identifying the grade received in the course. The teacher must receive a grade of at least a "B" or its equivalent for the entire course to be eligible for tuition reimbursement.
- d. The Association will receive an accounting in December and again in April.

#### **5. Curriculum Planning and Revision**

The Board of Education and the Association agree to continue the present practice of cooperative curriculum planning and revision by the administration and the staff. Curriculum planning and revision, outside of the workday or year, shall be compensated at \$46 per hour.

#### **6. Substitute Teachers**

The Board of Education and the Association agree to continue the present practice of hiring substitute teachers whenever necessary, provided a substitute is available. However, nothing in this language prevents the district from utilizing Association teachers whose positions have been eliminated under Article X: Reduction in Force as substitutes.

#### **7. Just Cause**

No teacher shall be given a written reprimand, reduced in rank or compensation, denied an increment, suspended without pay, or denied professional advantage without just cause.

## **8. Board Meetings**

The Association President is to be provided with a digital copy of the minutes of all official Board meetings. A digital copy of the agenda of said Board meetings will be given to the Association President prior to any official Board meeting.

## **9. Member Access**

- a. Representatives of the Association shall be permitted to conduct official Association business on school property at all reasonable times, including during the school day, provided that this shall not interfere with scheduled meetings or assigned duties of the employees.
- b. If the Board conducts a new teacher orientation program or meeting, the Association shall be provided one hour's time on the agenda to discuss Association business. Additionally, the Association shall have the right to set up a display table, distribute materials, and engage in organizational activities which are non-disruptive of the orientation program. No other competing organization shall be extended this right.
- c. The Board shall notify the Association in writing of all new hires within seven (7) calendar days of hire.

## **10. Class Size/Load Restrictions**

Where specialized pupil stations are provided (for example but not limited to laboratories, shop, art rooms, keyboarding rooms, music rooms, and media centers) the number of students assigned should not exceed the number of pupil stations as determined by members of the department concerned and the administrator of the school in accordance with Board of Education policy and applicable OSHA regulations.

The Board and the Association recognize and agree that the range of learner-types (such as mandated special education students, ESOL, gifted) a teacher is assigned is also a significant factor affecting instructional effectiveness. The Administration will consider this factor in organizing classes and sections.

The Board and the Association agree that the pupil teacher ratio for students assigned to all special education classes/learning centers/resource rooms will be maintained at appropriate levels for effective education programming and the effective implementation of the student(s) I.E.P.(s).

In recommending the individual class size or special education teacher's caseload, each Principal should include in his or her consideration the following factors: 1. identification of student needs and recognition of the concept of flexibility in terms of establishing programs and staffing to meet these needs; 2. the economics of

education; 3. teacher individuality; 4. physical environment; 5. nature of subject taught.

**11. Child Enrollment**

Bargaining unit members shall be allowed to enroll their out of district children in RSD20 schools on a space available and no cost basis. No transportation will be provided to children of staff that reside out-of-district.

**12. Length of Service**

When used anywhere in this contract, length of service shall be calculated from the most recent date of hire including RSD 6 and Litchfield Public Schools.

**13. Classroom Safety Committee**

There shall be a safety committee for the purpose of discussing issues of classroom safety that may arise during the course of the school year. The committee will be made up of an equal number of members selected by the Association and the Superintendent, and will meet on a regular basis.

**IX. ASSIGNMENT AND TRANSFER**

**1. Teaching Assignments**

- a. Teachers initially employed by the Board shall receive their building grade and/or subject assignments from the Superintendent's office.
- b. Teachers already in the system shall receive notification of their tentative assignments for the ensuing school year prior to the close of the current school year.
- c. Teachers being rehired for the following year will be notified in writing of any first semester assignment changes prior to June 30, and will be notified of any second semester changes prior to December 1. Any changes made after such dates will be made only in the event of emergencies or unforeseen events. In the event of a change in circumstances or conditions prior to the beginning of the next school year, for example, changed financial circumstances of the district, resignations, death, promotion, or leave of absence, such assignments may be changed only as required thereby, with prompt notice to the teacher. Teachers who have a change in assignment will be granted up to 10 hours at a rate of \$46 per hour in order to prepare for the new assignment.

**Sixth Assignment (Secondary Level)**

- a. Teachers shall have a sixth assignment on a voluntary basis.

- b. Teachers with a sixth assignment shall be paid 1/8 of their salary, to a maximum of \$5000 per semester and \$10,000 a year.
- c. If there are no volunteers for a sixth assignment, the class will be assigned on a rotating basis. No teacher will be involuntarily assigned for two consecutive years.

## **2. Position Posting**

Vacancies of positions which are caused by death, retirement, discharge, resignation, which the Board of Education decides to fill or any new positions created by the Board of Education will be posted pursuant to the following procedures:

- a. The existence of vacancies of position shall be adequately publicized by a notice in every school and via the Region 20 Public Schools website for a period of two weeks. At all times, consideration will be given to present qualified staff members who have evinced an interest in the vacated position.
- b. Said notice of vacancy of position shall clearly set forth the qualifications for the position.
- c. Teachers who desire to apply for such vacancies of position shall file their applications in writing with the Superintendent.
- d. In determining whether to grant the transfer, the Superintendent, or designee, shall apply the following:
  - i. Qualifications and certification of the teacher
  - ii. Experience in the discipline and/or grade level and/or building
  - iii. The programming needs and educational interest of the district students
  - iv. Systemwide seniority
- e. During July and August the Superintendent shall notify the President in writing of any vacancy within five (5) days of such vacancy and not less than ten (10) days prior to filling said positions. These vacancies during the summer months shall be posted in all four schools and on the Region 20 website.
- f. Preference will be given to qualified staff upon application for an extracurricular position.
- g. Homebound instruction and tutoring vacancies will be filled as follows. First, the vacancy will be offered to the student's teacher, then a teacher in the same department, then any teacher in the school, then any teacher in the district, then to the public. The vacancy shall be posted for one and one-half days if someone from inside the district is not available to fill the vacancy.

- h. If an opening occurs during the summer months, the Association, recognizing the need to speed up the process of posting in emergency situations, agrees to expedite and shorten the posting period when requested.
- i. A decision regarding awarding of the position may be appealed pursuant to the grievance procedure.

**3. Involuntary Transfers**

- a. When a reduction in the number of teachers on a grade level or in a major field of study in a school is necessary, volunteers for transfer will be sought among the staff affected by the reduction and knowledge of existing or anticipated vacancies in the system is to be shared immediately with them.
- b. Teachers being transferred will be transferred only to a position which is comparable in compensation. Any teacher who is transferred will be notified in writing of the reasons for the transfer by the Superintendent or their designee as soon as possible.
- c. A teacher administratively transferred due to a projected change in enrollment will have the first option for any vacancy for which they are qualified that occurs in the school from which they were transferred if the vacancy occurs prior to August 1 of the same year.

**X. REDUCTION IN FORCE**

**1. General Statement of Policy**

It is recognized that under Sections 10-220 and 10-4a of the Connecticut General Statutes, the Board of Education has the responsibility to maintain good public elementary and secondary schools, and to implement the educational interests of the state. However, recognizing also that it may become necessary to eliminate professional staff positions in certain circumstances, this policy is adopted to provide a fair and orderly process should such eliminations become necessary.

**2. Reasons for Elimination of Professional Staff Positions**

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

**3. Definitions**

- a. As used herein, the term "days" shall mean calendar days.

- b. As used herein, the term "teacher" shall apply to any employee of the Board of Education who holds a regular certificate issued by the Connecticut State Board of Education and is employed in a teaching position below the rank of Superintendent. For purposes of this Article, "teaching years of experience" shall include service as an administrator employed by the Regional School District No. 20 Board of Education.
- c. As used herein, the term "termination" shall apply to any employee of the Board of Education whose individual contract of employment with the Board of Education is severed completely or whose individual contract of employment with the Board is reduced below the full-time equivalent status at which they are currently employed.
- d. Length of service with RSD 20 shall be counted from the most recent date of hire with either Litchfield Public Schools or RSD 6 Public Schools.
- e. Years of experience in RSD 20 shall mean continuous number of years employed by the district.

#### **4. Procedure**

- a. The Board of Education may, in the first instance, exercise its right and power to reduce the number of staff positions without determining which teacher contracts will be terminated, if any, or what other staffing changes will be made to effectuate the purpose of position elimination.
- b. Prior to commencing action to terminate teacher contracts under this procedure, the Board of Education will give due consideration to its ability to effectuate position eliminations and/or reduction in staff by:
  - i. voluntary retirement,
  - ii. voluntary resignation,
  - iii. transfer of existing staff members,
  - iv. voluntary leaves of absence.
- c. In the event that it appears necessary to terminate or non-renew teacher contracts in order to effectuate the elimination of professional staff positions, the Superintendent will propose to the Board, for its consideration, an orderly plan for elimination of positions, identifying professional personnel whose contracts they recommend for termination or non-renewal. If the Board considers termination or non-renewal of the contract of a teacher, it shall authorize the Superintendent to notify the teacher, in writing, within one week from authorization, that termination of their contract is under consideration. This notification, and any subsequent proceedings with regard to contract termination, will be in accordance with the provisions set forth in the Connecticut General Statutes.
  - i. Determination of those who are to be released to be in the following order:

1. Non-tenured teachers: Shall be terminated based on certification and qualification as determined by the Board of Education.
2. Tenured teachers: If a teacher has obtained tenure status, the teacher's contract of employment may be terminated if their position is eliminated, but only if there is no other position in the school system for which the teacher is certified and qualified. In the event two or more tenured teachers are then certified and qualified for a position, the following criteria shall be used to determine the terminated teacher. The criteria shall determine those to be released in the following order:
  - a. Least number of teaching years of experience within the system-experience begins with the initial date of contract signature.
  - b. Least number of years teaching experience in position (elementary and or secondary, not grade or subject taught) in the system.
  - c. Least number of total years teaching experience in any district.
3. No teacher shall be required to accept a less than full-time position provided a full-time position is available for which such teacher is certified.

## **5. Policy Provisions Not Applicable to Promotions**

Nothing herein shall require the promotion of a teacher to a position of higher rank, authority, or compensation, although the teacher whose contract is to be terminated or non-renewed because of elimination of position is qualified and/or certified for the promotional position.

## **6. Recall Procedure**

- a. The name of any tenured teacher whose services have been terminated because of elimination of a position or a reduction in professional staff shall be placed upon a reappointment list and remain on such list for two years, commencing with notification of layoff, following the Board vote to terminate the teacher's contract, provided such teacher does not refuse a reappointment.
- b. Any teacher on the reappointment list shall receive a written offer of reappointment at least thirty (30) days prior to the date of reemployment. The teacher shall accept or reject the appointment within ten (10) days. If they accept the appointment, they shall receive a written contract at least twenty (20) days prior to the effective date of reemployment.
- c. Recall will be based on reversal of the staff reduction criteria.
- d. No new teacher shall be hired in a subject area or grade level until all laid-off teachers from that subject area or grade level have been recalled or decline the opening.



- e. If the teacher rejects the appointment offer, or does not respond according to the procedure, then the name of the teacher will be removed from the recall list.
- f. No new teacher shall be hired in a subject area or grade level before teachers who are laid off from other subject areas or grade levels who are qualified and who possess the necessary certification, are recalled or decline the opening.
- g. The temporary separation of a teacher will not affect any fringe benefits earned and/or accumulated, or benefits to be earned and/or accumulated when reemployed, with the exception of salary schedule increments and years of service as applied to teachers' retirement.
- h. A teacher terminated and placed on the recall list or placed in a part-time position with recall rights to a full-time position, cannot by a change in certification status, demand and have a position held by a teacher.

## **7. Teacher Dismissal**

It is understood that a layoff is a termination of employment subject to administrative and/or judicial review in the manner set forth in Connecticut General Statutes 10-151 as amended from time to time, and in no other manner. In the case of judicial review under those statutory provisions, the parties agree that the provisions of this Article can and should be submitted to the court. However, dismissal of a teacher is not subject to the grievance and arbitration provisions of this Agreement.

## **XI. HOLDOVER**

In the event that the Board and the RSD20EA shall fail to secure a successor agreement as hereinbefore provided in Section III. A., page 3, prior to the termination of this Agreement, this Agreement shall continue for any period not to extend beyond the date of execution of a successor agreement.

## **XII. SEVERABILITY**

In the event that any provision or portion of this Agreement is ruled invalid by any reason by an authority of established and competent legal jurisdiction, that provision or portion shall be severed from this Agreement, shall not be enforced or implemented, and the balance and remainder of this Agreement shall remain in full force and effect.

## **XIII. DURATION**

This Agreement shall take effect on July 1, 2024 and shall remain in full force and effect until June 30, 2027.

The Board of Education shall make a digital copy of this agreement available to each bargaining unit member.

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

REGIONAL SCHOOL DISTRICT NO. 20  
BOARD OF EDUCATION

  
Emily Cole, Chair

6/22/2023  
Date

REGIONAL SCHOOL DISTRICT NO. 20  
EDUCATION ASSOCIATION

  
Lynn Rice Scozzafava, President

07.17.2023  
Date

**APPENDIX A**  
**SALARY SCHEDULES**  
**2024-2025 SALARY SCHEDULE**

Previous LPS	Previous RSD6	New R20 Step	BA
	B-E	1	\$ 53,947
4	F	2	\$ 56,543
5	G	3	\$ 58,384
6		4	\$ 60,170
7		5	\$ 61,039
8		6	\$ 62,855
9	H-K	7	\$ 64,784
10		8	\$ 69,604
11		9	\$ 73,897
12		10	\$ 78,189
13		11	\$ 82,293
14		12	\$ 85,790
15		13	\$ 89,436

Previous LPS	Previous RSD6	New R20 Step	MA	MA + 15	MA + 30
	B	1	\$ 58,089	\$ 59,223	\$ 60,642
4	C	2	\$ 60,803	\$ 62,069	\$ 63,567
5		3	\$ 62,588	\$ 64,085	\$ 65,581
6	D	4	\$ 64,572	\$ 66,101	\$ 67,597
7		5	\$ 66,144	\$ 67,959	\$ 69,435
8	E	6	\$ 69,151	\$ 71,249	\$ 72,611
9	F	7	\$ 72,441	\$ 74,880	\$ 76,809
10	G	8	\$ 77,092	\$ 79,759	\$ 81,630
11	H	9	\$ 82,741	\$ 85,558	\$ 87,723
12		10	\$ 88,390	\$ 91,358	\$ 93,816
13	I	11	\$ 93,823	\$ 96,934	\$ 99,679
14	J	12	\$ 97,810	\$ 101,054	\$ 103,915
15	K	13	\$ 101,967	\$ 105,349	\$ 108,331

**Please note:** Employees will start on the new step system on the step that corresponds with their 2023-24 step place. For example, if you were in RSD6 on Step E, you would be placed at step 6; if you were in Litchfield on Step 8, you would be placed on step 6.

2025-2026 SALARY SCHEDULE				
Step	BA	MA	MA + 15	MA + 30
1	\$ 53,947	\$ 58,089	\$ 59,223	\$ 60,642
2	\$ 56,543	\$ 60,803	\$ 62,069	\$ 63,567
3	\$ 58,384	\$ 62,588	\$ 64,085	\$ 65,581
4	\$ 60,170	\$ 64,572	\$ 66,101	\$ 67,597
5	\$ 61,039	\$ 66,144	\$ 67,959	\$ 69,435
6	\$ 62,855	\$ 69,151	\$ 71,249	\$ 72,611
7	\$ 64,784	\$ 72,441	\$ 74,880	\$ 76,809
8	\$ 69,604	\$ 77,092	\$ 79,759	\$ 81,630
9	\$ 73,897	\$ 82,741	\$ 85,558	\$ 87,723
10	\$ 78,189	\$ 88,390	\$ 91,358	\$ 93,816
11	\$ 82,293	\$ 93,823	\$ 96,934	\$ 99,679
12	\$ 85,790	\$ 97,810	\$ 101,054	\$ 103,915
13	\$ 89,436	\$ 101,967	\$ 105,601	\$ 108,331
14	\$ 93,237	\$ 106,301	\$ 109,826	\$ 112,935

**Please note:** All employees move forward a step for the 2025-2026 school year.

2026-2027 SALARY SCHEDULE				
Step	BA	MA	MA + 15	MA + 30
1	\$ 53,947	\$ 58,089	\$ 59,223	\$ 60,642
2	\$ 56,543	\$ 60,803	\$ 62,069	\$ 63,567
3	\$ 58,384	\$ 62,588	\$ 64,085	\$ 65,581
4	\$ 60,170	\$ 64,572	\$ 66,101	\$ 67,597
5	\$ 61,039	\$ 66,144	\$ 67,959	\$ 69,435
6	\$ 62,855	\$ 69,151	\$ 71,249	\$ 72,611
7	\$ 64,784	\$ 72,441	\$ 74,880	\$ 76,809
8	\$ 69,604	\$ 77,092	\$ 79,759	\$ 81,630
9	\$ 73,897	\$ 82,741	\$ 85,558	\$ 87,723
10	\$ 78,189	\$ 88,390	\$ 91,358	\$ 93,816
11	\$ 82,293	\$ 93,823	\$ 96,934	\$ 99,679
12	\$ 85,790	\$ 97,810	\$ 101,054	\$ 103,915
13	\$ 89,436	\$ 101,967	\$ 105,601	\$ 108,331
14	\$ 93,237	\$ 106,301	\$ 109,826	\$ 112,935
15	\$ 97,200	\$ 110,818	\$ 114,494	\$ 117,735

**Please note:** All employees move forward a step for the 2026-2027 school year.

## APPENDIX B

### STIPENDS AND EXTRA DUTY – PAYMENT SCHEDULE

Category	2024-2025	2025-2026	2026-2027
A	\$16500	\$17200	\$17930
B	\$6300	\$6570	\$6850
C	\$5200	\$5420	\$5650
D	\$3100	\$3230	\$3370
E	\$2750	\$2870	\$2990
F	\$2250	\$2350	\$2450
G	\$1570	\$1640	\$1710
H	\$1250	\$1300	\$1360

### ANNOUNCEMENT OF ANTICIPATED EXTRA DUTY POSITIONS 2024-2025

Assignments are for one school year or season and will be made annually for each school year. Extra Duty Assignments do not necessarily require certification and may be assigned to individuals who are not teachers or staff members. However, in circumstances where the qualifications and experience of applicants are equal, Bargaining Unit Members will be given priority in these assignments.

The Board of Education reserves the right to eliminate or not fill any assignment on the schedule. The Board also reserves the right to determine the number of assignments to be filled each year. Based upon need, there may be multiple assignments within the categories listed herein. Qualified individuals must submit a written letter of application for these assignments to the Principal's office. The principal will review it and, if approved, forward it to the Superintendent's Office.

The closing date for applications will be no later May 1, 2024, with notification no later than July 1, 2024. Applications will continue to be accepted for positions that are not filled by that date. Positions may be split or shared and stipends will be adjusted accordingly.

### INSTRUCTIONAL SUPPORT AND EXTRA-CURRICULAR ASSIGNMENTS CATEGORY A - \$16,500 STIPEND

\* Athletic Director/Athletic Coordinator

\* Director of ASTE

\*If not filled through an administrative position\*

**CATEGORY B - \$6,300 STIPEND**

Middle School Athletic Director/Coordinator  
Drama Director (High School- Fall)  
Drama Director (High School - Spring)  
Drama Director (Middle School - Fall)  
Drama Director (Middle School - Spring)

**CATEGORY C - \$5,200 STIPEND**

Lead Teacher – Litchfield Center School (Note: Admin Designee – no teacher evals)  
Lead Teacher – Litchfield Intermediate School (Note: Admin. Designee – no teacher evals)  
Lead Teacher - Goshen Center Elementary School (Note: Admin. Designee – no teacher evals)  
Lead Teacher - Warren Elementary School (Note: Admin. Designee – no teacher evals)  
Lead Teacher - Morris Elementary School (Note: Admin. Designee – no teacher evals)  
Instructional Area Coordinator  
Advisor – Yearbook 9-12 (When not assigned as a full year class Teaching assignment)  
Advisor – Band (High School)  
6th Grade Team Leader  
7th Grade Team Leader  
8th Grade Team Leader

**CATEGORY D - \$3,100 STIPEND**

Assistant Athletic Director/Athletic Coordinator  
Advisor – Band – Jazz (High School)  
Advisor – Band – Jazz (Middle School)  
Advisor – Band – (Middle School)  
Advisor – Music – Choral (High School)  
Advisor - Chorus - (Middle School)  
Advisor – Music – Chamber Choir (High School)  
Advisor – Music – Chamber Choir (Middle School)  
Advisor - Middle School Yearbook  
Advisor – Student Council (High School)  
Class Advisors 12th Grade  
Class Advisors 11th Grade  
Drama Music Director (High School- Fall)  
Drama Producer (High School- Fall)  
Drama Music Director (High School - Spring)  
Drama Producer (High School - Spring)  
Drama Music Director (Middle School - Fall)  
Drama Producer (Middle School - Fall)  
Drama Music Director (Middle School - Spring)  
Drama Producer (Middle School - Spring)  
FFA Lead Advisor

**CATEGORY F - \$2250 STIPEND**

Assistant Testing Coordinator  
Extracurricular Elementary Band

Extracurricular Secondary Art  
Extracurricular Elementary Vocal Music

**CATEGORY G - \$1,570 STIPEND**

Advisor - FBLA  
Advisor – High School – grade 6  
Advisor – High School – grade 7  
Advisor – High School – grade 8  
Advisors – High School – grade 9  
Advisors – High School – grade 10  
Capstone Coordinator  
Chemical Hygiene Officer  
School to Career Coordinator  
Skills 21 Expo Coordinator  
Video Broadcast Coordinator

**CATEGORY H - \$1,250 STIPEND**

Mentor – TEAM, Teacher  
Advisor – Academic Awards  
Advisor – AFS  
Advisor – AOK Club  
Advisor – Art Activities  
Advisor – Art Club  
Advisor – Book Club  
Advisor – CLOSE-UP  
Advisor – Debate Team  
Advisor – Envirothon  
Advisor – Game Club  
Advisor - Pride Coalition  
Advisor – Interact  
Advisor – Leadership Council  
Advisor – Lego Team  
Advisor – Literary Club  
Advisor – Mock Trial  
Advisor – Music Activities  
Advisor – Music Activities Jazz Band, Grades  
Advisor – Newspaper  
Advisor – NFLHS  
Advisor – NAHS  
Advisor – NHS  
Advisor - NMHS (music)  
Advisor – Peer Education  
Advisor – Project Purple  
Advisor – Relay for Life  
Advisor – Robotics Team  
Advisor – Spanish Club  
Advisor - STEM Club

Advisor – Student Council Grades  
Advisor – TSA  
ECE Coordinator  
CTE Grant Administrator  
Froshfest Organizer  
Froshfest Facilitators  
5th Grade Activity Coordinators  
Extracurricular Elementary Art  
Extracurricular Pep Band  
Elementary Garden Summer Work

Additional stipends will be recommended by both a building principal and union representative before being submitted to the Superintendent of Schools for approval.

The following applies to the above Extracurricular Salary Schedule. At the beginning of the 6th and continuing through the 10th year of continuous service in the above categories, an increment of 10% will be added to the base. At the beginning of the 11th and continuing through the 15th year of continuous service, an increment of 20% will be added. From the 16th year of continuous service on, an increment of 30% will be added.

#### **ANNOUNCEMENT OF ANTICIPATED EXTRA DUTY ASSIGNMENTS 2024-2025 – COACHING**

Assignments are for one school year or season and will be made annually for each school year. Extra Duty Assignments do not necessarily require certification and may be assigned to individuals who are not teachers or staff members. However, in circumstances where the qualifications and experience of applicants are equal, Bargaining Unit Members will be given priority in these assignments.

The Board of Education reserves the right to eliminate or not fill any assignment on the schedule. The Board also reserves the right to determine the number of assignments to be filled each year. Based upon need, there may be multiple assignments within the categories listed herein. Qualified individuals must submit a written letter of application for these assignments to the Principal. The principal will review it and, if approved, forward it to the Superintendent’s Office. The closing date for applications will be due April 1, 2024, with notification no later than July 1, 2024. Applications will continue to be accepted for positions that are not filled by that date.

Positions may be split or shared and stipends will be adjusted accordingly. Note: If the same person coaches two teams during the same CIAC-sanctioned season, they will receive 1.5 times the lesser stipend.

#### **CATEGORY C – \$5,200 STIPEND**

Baseball – Varsity  
Basketball, Boys – Varsity  
Basketball, Girls – Varsity  
Cheerleading  
Equestrian Team



Field Hockey – Varsity  
Golf – Varsity  
Indoor Track Boys – Varsity  
Lacrosse - Varsity Boys  
Lacrosse - Varsity Girls  
Soccer, Boys – Varsity  
Soccer, Girls – Varsity  
Softball – Varsity  
Swimming – Varsity  
Tennis, Boys  
Tennis, Girls  
Track, Boys - Varsity  
Track, Girls - Varsity  
Volleyball - Girls  
X-Country, Boys - Varsity  
X-Country, Girls – Varsity

**CATEGORY D – \$3,100 STIPEND**

Baseball – Junior Varsity  
Basketball, Boys – Junior Varsity  
Basketball, Girls – Junior Varsity  
Field Hockey – Junior Varsity  
Indoor Track – Junior Varsity  
Lacrosse - Junior Varsity Boys  
Lacrosse - Junior Varsity Girls  
Soccer, Boys – Junior Varsity  
Soccer, Girls – Junior Varsity  
Softball – Junior Varsity  
Swimming – Junior Varsity  
Track, Boys – Junior Varsity  
Track, Girls – Junior Varsity

**CATEGORY E - \$2750**

Baseball – Middle School  
Basketball, Boys – Freshman  
Basketball, Boys – Middle School  
Basketball, Girls – Freshman  
Basketball, Girls – Middle School  
Field Hockey – Middle School  
Soccer, Boys – Middle School  
Soccer, Girls – Middle School  
Softball – Middle School  
Swimming Coaches – Middle School  
Track, Boys – Middle School  
Track, Girls – Middle School  
X-Country, Boys – Middle School  
X-Country, Girls – Middle School

**CATEGORY F \$2250**

ESports

Weight Room Supervisor (3 times per week)

Timber Team

Baseball, Assistant

Basketball, Assistant – Middle School

Diving, Assistant

Swimming, Assistant

X-Country, Assistant - Varsity

The following applies to the above Extracurricular Salary Schedule. At the beginning of the 6th and continuing through the 10th year of continuous service in the above categories, an increment of 10% will be added to the base. At the beginning of the 11th and continuing through the 15th year of continuous service, an increment of 20% will be added. From the 16th year of continuous service on, an increment of 30% will be added.

If a team extends its regular season by qualifying for a CIAC tournament, its coach will be paid \$50 per practice and \$100 per game. Any coach whose team wins the Berkshire League regular season will receive \$1,000. Any coach whose team plays in but does not win the championship game in the state tournament will receive \$1,000. Any coach whose team wins the state tournament will receive \$2,000.

**APPENDIX C**

**PLAN SUMMARY: HEALTH INSURANCE**

**Letter of Agreement  
Between  
The RSD20 Education Association  
And  
The RSD20 Board of Education**

The parties agree that when the Board solicits bids for the health benefit program described in the collective bargaining agreement, the level of benefits must be substantially equivalent to or better than the existing Connecticare plan offered to the Wamogo Education Association in the 2023-24 school year. The "substantially equivalent to or better than" standard shall be applied on a program-wide analysis, including the network, and shall not be benefit specific.

\_\_\_\_\_  
For the Association                      Date

\_\_\_\_\_  
For the Board                              Date

**ADD HEALTH INSURANCE PLAN WHEN FINALIZED**

**APPENDIX D**

**PLAN SUMMARY: DENTAL PROVISIONS**

**Letter of Agreement  
Between  
The RSD20 Education Association  
And  
The RSD20 Board of Education**

The parties agree that when the Board solicits bids for the dental benefit program described in the collective bargaining agreement, the level of benefits must be substantially equivalent to or better than the existing plan offered to the Wamogo Education Association in the 2023-24 school year. The "substantially equivalent to or better than" standard shall be applied on a program-wide analysis, including the network, and shall not be benefit specific.

\_\_\_\_\_  
For the Association                      Date

\_\_\_\_\_  
For the Board                              Date

**ADD DENTAL PLAN WHEN FINALIZED**

## APPENDIX E

### PTO TIME AND SICK BANK

**Letter of Agreement  
Between  
The RSD20 Education Association  
And  
The RSD20 Board of Education**

The parties agree that bargaining unit members of RSD20 who were bargaining members of the Litchfield Education Association or the WAMOGO Education Association at the end of the 2023-24 school year shall carry over their PTO accrual to RSD20.

The parties further agree that the balance of PTO days in the Sick Bank will also carry over to the new sick bank.

\_\_\_\_\_  
For the Association                      Date

\_\_\_\_\_  
For the Board                                      Date

**APPENDIX F**

**BOARD OF EDUCATION  
REGIONAL SCHOOL DISTRICT NO. 20**

**INITIAL CONTRACT OF EMPLOYMENT**

\_\_\_\_\_ hereby agrees to serve as teacher in the public schools of the Regional No. 20 School District subject to the conditions stated below, beginning \_\_\_\_\_, and is responsible to the Board of Education through the Superintendent of Schools, and in return for such service the Board of Education agrees to pay an annual salary of \$ \_\_\_\_\_, with future salary adjustments to be determined by the parties or their legally designated representatives. This salary is (Lane and Step) and this placement considers \_\_\_\_\_ years of prior experience.

This contract may be terminated by mutual consent at any time or terminated or not renewed by the Board of Education in accordance with applicable statutes. The teacher may resign for good reason by submitting at least thirty days' written notice at any time.

This contract is subject to the Rules and Regulations of the Board of Education for Regional School District No. 20.

This contract will become effective upon receipt of confirmation of valid State of Connecticut teaching certification.

SIGNED:

Employee \_\_\_\_\_

Board of Education of  
REGIONAL SCHOOL DISTRICT NO. 20

Date \_\_\_\_\_

By \_\_\_\_\_  
Superintendent of Schools

Time \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX G

### TEACHERS' ANNUAL SALARY AGREEMENT

is employed as a teacher by the Regional School District No. 20 Public Schools, Connecticut, and is hereby notified that the Board of Education hereby agrees in accordance with the provisions of the prevailing salary schedule of the Board of Education, to pay said teacher for the school year beginning \_\_\_\_\_, and ending June 30, \_\_\_\_\_, at an annual salary at the rate of

\$ \_\_\_\_\_ *Degree Track* \_\_\_\_\_ *Step*

\$ \_\_\_\_\_ *Stipend*

\$ \_\_\_\_\_ *Stipend*

\$ \_\_\_\_\_ *Longevity*

\$ \_\_\_\_\_ *Total Annual Salary (exclusive of benefits)*

payable in accordance with the existing Agreement Between the Board of Education and Region 20 Education Association, and subject to the required deductions for Teachers' Retirement, Federal and State taxes, and other agreed-to deductions which the teacher may, in writing, authorize.

Said teacher, under the terms and conditions of the aforementioned, hereby agrees to accept the above-stated salary in return for service during the above-stated period.

This salary agreement shall become operative when properly signed in duplicate and one copy returned by the teacher to the Office of the Superintendent of Schools.

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***Note: The Board reserves the right to change the format of this salary agreement based on updated human resources software abilities.***

## **APPENDIX H**

### **SICK BANK REGULATIONS**

#### **Sick Bank Committee**

- a) The Association will appoint two members to the Committee for a two-year term. If either appointed member cannot serve the full term, the bargaining unit will replace that member for the remaining balance of the term.
- b) The Sick Bank Committee will consist of the following membership.
  - i. Superintendent, or Designee (1)
  - ii. HR Designee (1)
  - iii. Association Representative (2)
  - iv. Administrator Representative (1)
- c) The Committee members will be required to sign a confidentiality agreement regarding all employee information received by the Sick Bank.
- d) The Committee will meet as needed based on the receipt of an employee request.
- e) If there is no request for a meeting the Committee will meet quarterly to review sick bank balance and procedures.
- f) The Committee must have a quorum of three members, including one member of the Association, to meet or make a decision on an employee request.
- g) The Committee will make the final decision on all employee requests.

#### **15. Enrollment and Contribution**

- a) During the annual health insurance enrollment there will be an open enrollment period for all members with at least 4 years of service and at least 30 Paid Time Off days. The initial Sick Bank contribution will be four (4) days per employee.
- b) For the purpose of the Sick Bank all time will be calculated in days.
- c) On a quarterly basis, the district will share the Sick Bank balance with the Association President.



- d) The Sick Bank will be replenished outside of the enrollment process when the bank falls below 100 days. During this period a person must contribute to have continued access to the sick bank benefits.

**16. Benefit**

- a) This Sick Bank will be for the benefit of any bargaining unit member who has contributed to the sick bank during the set enrollment process.
- b) The Sick Bank benefit does not extend to family members.
- c) An employee, or their designee, must apply to the Sick Bank, in writing, to receive days. This letter should be sent to the Superintendent, or designee.
- d) The District holds the right to request additional medical information when making a decision on eligibility.
- e) The employee who receives an approved donation may accumulate up to 45 days of donated Paid Time Off days.
- f) If the problem extends beyond the initial 45 work-days the employee, or their designee, may ask for another request for donated sick time for another 45 work days. This additional request does not guarantee automatic approval

## **APPENDIX I**

### **GRIEVANCE REGULATIONS**

#### **1. Purpose**

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

#### **2. Definitions**

- a) Teacher shall mean any member of the bargaining unit as defined in Article I. Grievance shall mean a claim based upon alleged violation, misinterpretation or inequitable application of the specific terms of this Agreement or administrative decisions which directly affect the grievant. When the grievance is based on this Agreement, the grievant shall cite the specific term or terms of the Agreement upon which the grievance is based. Grievances that are not based on this Agreement may be processed only through the Board level of the grievance procedure and may not be submitted to arbitration.
- b) RSD 20 Education Association, hereinafter referred to as the Association, shall mean the fully elected official association representing the teaching staff.
- c) Day shall mean Monday through Friday, excluding legal holidays. Either party may, by mutual written agreement, suspend the running of time periods during the summer vacation period once a grievance has been filed.

#### **3. Time Limits**

- a) Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
- b) If a teacher does not file a grievance in writing within twenty (30) days after they knew, or should have known, of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
- c) Failure by the grievant 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) Failure by the Administrator involved to render their decision within the specified time limits shall be deemed to be a denial of the grievance submitted.

#### **4. Informal Procedures**

- a) If a teacher feels that they may have a grievance, they may first discuss the matter with their principal or other appropriate administrator in an effort to resolve the matter informally and shall notify the principal or administrator that the discussion is conducted as part of the grievance procedure.
- b) If a teacher is not satisfied with such disposition of the matter, they shall have the right to have the Association assist them in further efforts to resolve the problem informally with the principal or other appropriate administrator.

#### **5. Formal Procedures**

##### **Level One - School Principal**

- a) If the grievant is not satisfied with the outcome of informal procedures, or if they have elected not to utilize such procedure, they may present their claim as a written grievance to their principal or other appropriate administrator, subject to the thirty (30) day limitation.
- b) The principal or other appropriate administrator shall, within five (5) days after receipt of the written grievance, render their decision and the reasons therefor in writing to the grievant, with a copy to the Association.

##### **Level Two - Superintendent of Schools**

- a) If the grievant is not satisfied with the disposition of their grievance at Level One, they may file their written grievance with the association for referral to the Superintendent of Schools.
- b) The Association shall, within eight (8) days after the decision or thirteen (13) days after formal presentation at Level One, whichever is sooner, refer the grievance in writing to the Superintendent.
- c) The Superintendent shall, within five (5) days after receipt of the referral, meet with the grievant and with representatives of the Association for the purpose of resolving the grievance.
- d) The Superintendent shall, within five (5) days after the hearing, render their decision and the other reasons therefor in writing to the aggrieved teacher, with a copy to the Association.

### **Level Three - Board of Education**

- a) If the grievant is not satisfied with the disposition of their grievance at Level Two, they may again file the grievance with the Association for appeal to the Board of Education.
- b) The Association shall, within six (6) days after the decision, or nine (9) days after the hearing at Level Two, whichever is earlier, file an appeal to the Board of Education.
- c) The Board of Education shall, at its next regularly scheduled meeting following receipt of the appeal, (but not less than seven (7) days from receipt of the appeal unless by mutual agreement), meet with the grievant and with representatives of the Association for the purpose of resolving the grievance. Either party may tape record the grievance hearing at that party's own expense.
- d) The Board shall, within seven (7) days after such meeting, render its decision and the reasons therefore in writing to the grievant with a copy to the Association.

### **Level Four - Arbitration**

- a) If the grievant is not satisfied with the disposition of their grievance at Level Three, they may, within ten (10) days of the Board's decision, request in writing to the President of the Association that their 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 of Education in writing, and by filing a demand for arbitration to the Regional Office of the **American Dispute Resolution Center**. The arbitrator shall be bound by the rules of procedure of the ADR Center. In no case shall said arbitrator add to, subtract from, modify or delete any provision or word of this Agreement. The arbitrator shall hear only one grievance in each case.
- c) The arbitrator shall, within thirty (30) days after the close of the hearing, render an arbitration award in writing to all parties in interest, setting forth the arbitrator's findings of fact, reasoning and conclusions on the issues submitted. The decision of the arbitrator shall be final and binding on all matters except as otherwise provided by law.
- d) The parties shall share equally the fee of the arbitrator and all other costs and expenses incidental to the hearing, provided that each party shall pay the costs of its own representative(s).

## **6. Rights of Teachers to Representation**

- a) 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.
- b) The Association may, if it so desires, call upon the professional services of the Connecticut Education Association for consultation and assistance at any stage of the procedure.

**7. Miscellaneous**

- a) All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- b) Forms for filing and processing grievances and other necessary documents, shall be prepared by the Association and made available through the Association so as to facilitate operation of the grievance procedure.
- c) If the grievance occurs as the result of an action of other than the teacher's immediate superior or affects a group or class of teachers, the grievance may be processed immediately at the level at which it occurs.
- d) The Association may elect to process any grievance of any teacher, grievant, or group of individuals on its own behalf at any step of the grievance procedure.

**FORMAL GRIEVANCE PRESENTATION**

(To Be Completed by Aggrieved Person)

Aggrieved Person \_\_\_\_\_

Date of Presentation \_\_\_\_\_

Home Address of aggrieved person:

Street \_\_\_\_\_

Town / State / Zip \_\_\_\_\_

School \_\_\_\_\_

Principal (or other administrator) \_\_\_\_\_

Years in school system \_\_\_\_\_

Subject area or grade level \_\_\_\_\_

Name of R20 EA School representative \_\_\_\_\_

***STATEMENT OF GRIEVANCE:***

***ACTION REQUESTED:***

\_\_\_\_\_  
Signature of Aggrieved

\_\_\_\_\_  
Date of Presentation

**DECISION OF PRINCIPAL**

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

Aggrieved Person \_\_\_\_\_

Date of Formal Grievance Presentation \_\_\_\_\_

School \_\_\_\_\_

Principal (Or Other Administrator) \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date of Decision

**AGGRIEVED PERSON'S RESPONSE:** (To be completed within 3 days of decision)

I accept the above decision of Principal (or other administrator).

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

\_\_\_\_\_  
Signature of Aggrieved

\_\_\_\_\_  
Date of Decision

**REFERRAL BY PR&R COMMITTEE**

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

Aggrieved person \_\_\_\_\_

Date of Formal Grievance Presentation \_\_\_\_\_

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

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

\_\_\_\_\_  
Signature of PR&R Chairman

\_\_\_\_\_  
Date of Referral



**DECISION BY SUPERINTENDENT OF SCHOOLS**

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

Aggrieved Person \_\_\_\_\_

Date of Formal Grievance Presentation \_\_\_\_\_

Date Appeal Received by Superintendent \_\_\_\_\_

Date Hearing Held By Superintendent \_\_\_\_\_

***DECISION OF SUPERINTENDENT AND REASONS THEREFOR:***

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date of Decision

***AGGRIEVED PERSON'S RESPONSE:*** (To be completed by aggrieved within 3 days of decision.)

I accept the above decision of the Superintendent of Schools.

I hereby appeal, through the Association PR&R Committee, to the Board of Education for a review of this grievance.

\_\_\_\_\_  
Signature of Aggrieved

\_\_\_\_\_  
Date of Decision

**REVIEW BY BOARD OF EDUCATION**

Aggrieved Person \_\_\_\_\_

Date of Formal Grievance Presentation \_\_\_\_\_

***PR&R COMMITTEE REFERRAL TO BOARD:***

(To be completed within 7 days of PR&R receipt of appeal from aggrieved)

The attached grievance is hereby appealed to the Board of Education for a review and hearing.

\_\_\_\_\_  
Signature of Chairman

\_\_\_\_\_  
Date of Referral to Board

***BOARD RESPONSE:*** (To be completed by Board of Education Chairman within 3 days after Board Hearing with aggrieved and Association PR&R Committee representative; Board Hearing to be held within 10 days after receipt of appeal.)

\_\_\_\_\_  
Date Appeal Received by Board of Education

\_\_\_\_\_  
Date Hearing Held by Board of Education

***DECISION OF BOARD OF EDUCATION AND REASONS THEREFOR:***

\_\_\_\_\_  
Signature of Chairman of Board of Education

\_\_\_\_\_  
Date of Decision

***AGGRIEVED PERSON'S RESPONSE:***

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

I accept the above decision of the Board of Education.

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

\_\_\_\_\_  
Signature of Aggrieved

\_\_\_\_\_  
Date of Response

**DETERMINATION REGARDING ARBITRATION**

(To be completed by Association President and PR&R Committee Chairman within 4 days of receipt of request from aggrieved that grievance be submitted to arbitration)

Aggrieved Person \_\_\_\_\_

Date of Formal Grievance Presentation \_\_\_\_\_

Association President \_\_\_\_\_

Date Request Received For Arbitration \_\_\_\_\_

***DETERMINATION BY ASSOCIATION:***

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

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

\_\_\_\_\_  
Signature of PR&R Chairman

\_\_\_\_\_  
Date of Determination

\_\_\_\_\_  
Signature of Association President

***DESIGNATION OF ARBITRATOR:*** (To be completed by Board Chairman and Association President within 5 days of submission to the State Board of Education.

The parties have agreed upon and selected \_\_\_\_\_ as the arbitrator to whom the appended grievance is hereby submitted.

Date of Designation \_\_\_\_\_

\_\_\_\_\_  
Signature of Association President

\_\_\_\_\_  
Signature of Board Chairman