

**CONTRACT**

**BETWEEN**

**THE HAMDEN BOARD OF  
EDUCATION**

**&**

**HAMDEN EDUCATION  
ASSOCIATION**

**2022-2025**

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## **PREAMBLE**

THIS AGREEMENT is made and entered into by and between THE HAMDEN BOARD OF EDUCATION, the duly elected and duly constituted Board of Education of the Town of Hamden, State of Connecticut, operating pursuant to the Ordinances and Charter of said Town and the Statutes of the State of Connecticut and charged thereby with responsibility for the system of public education within said Town, and THE HAMDEN EDUCATION ASSOCIATION as Bargaining Agent for all of the members of the Teachers' Unit as defined in Public Act 10-153a of the State of Connecticut who are employed by the Hamden Board of Education.

THE PURPOSE of this Agreement is to encourage an effective working relationship between the parties in order to best serve the cause of public education in the Town of Hamden.

IN FURTHERANCE of this purpose, the parties hereto accept the provisions of this Agreement as their collective and individual commitment; pledge themselves to actively and cooperatively honor and support said provisions in good faith; and seek to fulfill the obligations, commitments, and representations made herein to the best of their respective abilities for the duration of this Agreement.

## **Article I - Recognition, Rights, and Obligations of the Parties**

### **Section 1.1**

The Board hereby recognizes the Hamden Education Association as the exclusive representative of the teachers' unit according to Section 10-153b including certified teachers and persons employed under a durational shortage area permit; the Association having been elected pursuant to a referendum certified by the American Arbitration Association on June 6, 1979.

### **Section 1.2**

Nothing in this Agreement shall in any way limit or contravene the authority of the Board as provided in the General Statutes of Connecticut and the Town of Hamden. The Board shall not, however, exercise any of its authority specified above so as to contravene a specific provision of this Agreement.

The parties agree that innovation in educational programs is important to the Hamden Public Schools. The Board reserves the right, by providing advance written notification to the Association, to request negotiations over provisions in this Agreement that may be affected by such innovations (*e.g.* changes in education delivery models), such as (but not limited to) length of school day, transfers, assignments, and preparation periods. Such negotiations shall be governed by the provisions of Conn. Gen. Stat. Section 10-153f (e).

### **Section 1.3**

As used in this contract the term "employee" shall mean anyone included in the Teachers' Unit according to Section 10-153b of the Connecticut General Statutes.

### **Section 1.4**

Each party to the contract reserves the right to designate its own representative to any meeting or committee concerning terms of this contract.

## **Article II - Teaching Conditions**

### **Section 2.1 Discipline, Suspension, Discharge**

- a. Teachers shall not be disciplined, including suspensions except for just cause. Termination of contract of certified teachers shall be in accordance with the state statute as amended, and termination of persons employed under a durational shortage area permit shall be at the discretion of the Superintendent, and shall not be subject to the grievance procedure.
- b. Notification of suspension shall be given in writing to the employee.
- c. When possible, the president of the HEA shall be notified prior to any disciplinary action involving suspension.
- d. If suspension is found to be unjustified, the full pay and benefits shall be restored for the period of that suspension.
- e. Claims under this provision shall be subject to the grievance procedure.
- f. No derogatory statements shall be put into any teacher's file without that teacher's knowledge.

### **Section 2.2 School Year**

- a. The school year shall be established by the Board of Education. The teacher work year shall include the school year for pupil attendance as established by the Board of Education plus four (4) additional teacher work days plus two (2) additional preparation days.
- b. The Board of Education shall notify the HEA of any change in the school year sixty (60) days prior to the commencement of each school year.
- c. Changes in the school calendar may be made by the Board in the case of emergency, inability to meet the minimum State requirements or when the schools are closed because of weather conditions. The Board agrees to negotiate with the HEA regarding the impact as a result to changes in the school calendar as adopted by the Board.
- d. Teachers will be expected to meet requirements at the end of the school year as defined by the school principal. A teacher may file a grievance under the procedures outlined herein, if they judge that a given requirement is unreasonable.
- e. The school calendar for the Hamden Public Schools will be posted in each school and an electronic copy made available to every employee prior to the end of the current school year.
- f. In the event the Board of Education chooses to lengthen the school year beyond that in effect at the beginning of the 2008-2009 school year, the Board will meet with the Association within thirty (30) days of making such a decision to negotiate the impact of this change.

- g. The school year for guidance counselors shall be extended by five days during the summer recess to provide coverage as follows:
  - 1. The schedule of work dates for guidance responsibilities shall be announced to counselors by the administrator no later than April 1 preceding the summer of work.
  - 2. The counselors shall select, on a first-come, first-served basis, the specific summer hours of summer work.
  - 3. No involuntary assignment of hours shall be made unless the required hours of coverage have not been met through the voluntary system.
  - 4. Involuntary assignments shall be made on a rotating seniority basis, until the required number of summer hours are met.
  - 5. Guidance personnel shall be paid their annual per diem as of July 1 of the summer the assignment occurs.

### **Section 2.3 Work Day**

- a. The school day, with respect to student attendance, is understood to be a matter of educational policy reserved to the Board's discretion.
- b. All teachers in a school will work the same hours unless a change is negotiated with the Association in accordance with Conn. Gen. Stat §10-153f (e). Nothing in this Agreement shall prohibit a teacher from voluntarily working at school before and after the stated time limits.
- c. All teachers who are not assigned to other duties are required to be present in their assigned classrooms no less than fifteen minutes before the beginning of the school day and remain in the school building no less than fifteen (15) minutes after the conclusion of the school day except as specified in Section 2.9 of this Article.
- d. If the Board schedules the student school day to be greater than the hours and minutes described herein in Appendix C, the parties shall negotiate the impact of such change in accordance with Conn. Gen. Stat. §10-153f(e).
- e. Non-tenured teachers may be assigned up to a total of ten (10) additional hours of training in their first ten (10) school months of employment with the district.

### **Section 2.4 Class Assignment**

- a. Notification in writing will be given to all teachers of any changes in their programs, schedules, school assignments, room assignments, grades, and/or subjects for the following year no later than the close of the previous year. However, should an unforeseeable situation (i.e., severe financial difficulty, construction or renovation problems, or other due and sufficient cause) arise during the summer which necessitates a change in any of the items listed herein the teacher will be notified in writing as soon as possible.
- b. Departmentalized teachers in the middle and senior high schools shall be assigned for five (5) teaching periods per day. Should the period structure of the student school day change, the parties shall renegotiate the provisions of this section in accordance with Conn. Gen. Stat. § 10-153f(e).
- c. Any teacher assigned to a non-compensated extra-curricular activity during school hours shall have such an assignment considered a teaching period unless the teacher elects it in place of another assignment.

### **Section 2.5 Lunch Periods**

Middle and senior high school teachers shall be provided uninterrupted duty-free lunch periods of not less than those provided for their students. Elementary school teachers shall be given uninterrupted duty-free lunch periods of 25 minutes, provided that they may volunteer to provide supervision during this time in accordance with the provisions of Section 2.7(b).

### **Section 2.6 Class Size**

- a. Nothing in the Agreement shall require:
  1. Alterations, renovations, or additions to buildings.
  2. Busing pupils out of a school building.
  3. Redistricting of a school area.
  4. Use of portable classrooms.
- b. The Board shall maintain the teacher-pupil ratios listed below, except under circumstances of extreme financial hardship. The Board must successfully demonstrate to the HEA the financial status of the District, that is responsive to the alteration of the below ratios. If the HEA objects to the circumstances, the parties shall file for expedited binding arbitration in accordance with the rules set forth by the American Arbitration Association:
  1. The classroom teacher-pupil ratio in grade levels K-3 shall be one to twenty (20).
  2. The classroom teacher-pupil ratio in grade levels 4-6 shall be one to twenty-five (25).
  3. Every effort will be made to avoid scheduling split grades in (b) 1 and 2 above.
  4. The classroom teacher-pupil ratio in grade levels 7-12 shall be one to twenty-five (25).
  5. The Board will make every effort to adhere to a class size of thirty (30) students in physical education classes.
  6. Nothing in this Agreement shall require the Board to establish a class of less than ten (10) students.
- c. Special education classes shall be regulated according to State Law.
- d. Where specialized pupil stations are provided, as in laboratories, shop, art rooms, keyboarding rooms, music rooms, media centers, and similar situations, the number of students assigned shall 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.

### **Section 2.7 Teaching Load**

- a. The policy of the Board of Education is to make subject teaching assignments in the middle and senior high schools reasonable. Efforts will be made to ensure equitable distribution of class assignments. While it is impractical to predict all potential



assignments, every effort shall be made to avoid requiring middle and senior high school faculty members to teach a combination of subjects and grade levels that will impose an unnecessarily diverse number of preparations. Three separate and distinct preparations shall constitute the desirable maximum. A preparation is defined as subject and grade.

- b. All elementary school teachers shall be relieved of all cafeteria supervision. . Bargaining unit members at the elementary schools may be assigned recess duty up to two days per week on the A-E letter day cycle (or applicable successor schedule), and up to an additional three days per year. The principal may seek volunteers to provide lunch supervision duty or recess duty beyond that required above. Such teachers providing lunch supervision or additional recess duty shall receive a stipend for this assignment at the hourly rate of \$30.00. Payment of this stipend shall be based on a minimum of thirty minutes per day.
- c. Any secondary teacher who is required to substitute for another teacher's class shall be paid \$35.00 per class. Homeroom is not defined as a class. At the elementary level, any elementary teacher who covers a class for an absent LAMP (Library Media, Art, General Music, Physical Education) teacher will be paid \$35.00 per class. A period is defined as a 45 to 60 minute length of time. Any elementary teacher who covers for an absent teacher who has called in at the prescribed time and for whom a substitute has not been provided will be paid \$35.00 per class.
- d. Annually in each elementary school the tentative scheduling of Art, Music, and Physical Education shall be done by a committee of the school principal, representative classroom teachers and the Art, Music and Physical Education teachers, subject to the final approval of the principal. Every reasonable effort shall be made to schedule the meeting prior to the close of school.
- e. The Superintendent will make every reasonable effort to see that students identified by PPT are distributed equitably among the entire faculty. Grievance review of this provision, if any, shall terminate at the Board level.
- f. Reasonable efforts shall be made to assign teachers to no more than two different schools in an academic year.
- g. Every reasonable effort shall be made for teachers of LAMP classes at the elementary level to be scheduled for five (5) minutes transition time between classes on a daily basis.
- h. PPS staff who are required to process Medicaid billing for more than ten (10) students but less than twenty (20) students shall be relieved from one duty every other week selected as determined by the building principal. PPS staff who are required to process Medicaid billing for more than twenty (20) students shall be relieved from one duty every week as determined by the building principal.

## **Section 2.8 Preparation Periods**

- a. Every teacher in the (Grades 9-12) shall have one period per day for preparation. Teachers (Grades 9-12) who are involved in forms of cooperative planning or team planning shall be allotted their daily preparation periods at the same time, insofar as reasonable scheduling permits. Teachers (Grades 9-12) involved in team planning shall be allotted three (3) such periods per week for this purpose. In addition, one period per week shall

be for individual planning and one period per week shall be used for either team or individual planning as determined by the Administration.

- b. Every teacher (Grades 7-8) shall have one period per day for preparation. Team planning shall be allotted two (2) periods per week for this purpose. In addition, two (2) periods per week shall be for individual planning and one (1) period per week shall be used for either team or individual planning as determined by the team leader in consultation with the Administration. If a middle school teacher loses a preparation period due to on-team responsibilities, said teacher will be relieved of one duty within the next five school days.
- c. An elementary teacher (Grades PreK-6) shall be released from class when another teacher is teaching that class. This time shall be used as a preparation period. Media time shall be considered a "specials" class and shall be 45 minutes in length. Teachers may use such time as self-directed preparation time. The previous language notwithstanding, Library Media Specialists shall be excused from conducting classes during the first five (5) days of school and the last five (5) days of school in order to fulfill their professional responsibilities as determined by the Director of Media, Intervention and Assessment.
- d. All elementary teachers shall receive not less than 180 minutes of individual and or team preparation time per week in addition to the media time, as determined by the Administration 120 minutes will be self-directed and 60 minutes will be administrative-directed. There shall be no less than thirty (30) minutes as a planning block.
- e. The specialist schedule should be drawn up in consultation with the administrator and the specialist involved.

## **Section 2.9 Before- and After-School Meetings**

- a. With the aim of continuing to improve communication with parents and of utilizing fully the professional resources of the teaching profession, faculties are required to arrange meetings with parents at times mutually agreeable to the teachers and the principal of each school. Teachers are requested to attend such meetings. When teachers are requested to attend such meetings by the administration and/or parents, the meetings should be scheduled at times mutually convenient to the teachers and the parent(s). When possible, teachers will be informed of the issues to be discussed at this meeting prior to the meeting. Teachers are required to attend the annual Open House.
- b. All teachers recognize their responsibilities to schedule conferences with parents. Conference sessions shall be scheduled by the Superintendent or their designee, and all teachers shall be required to attend all such conference sessions. The Board retains the right to modify the provisions of this Agreement concerning parent-teacher conferences that relate to permissive subjects of bargaining, provided however that the Association reserves the right to negotiate over the impact of any such changes.
- c. Early release days at elementary level: Early release day on fall daytime conference day, early release day on fall evening conference day, full day on other fall evening conference day; early release day on spring daytime conference day, early release day on spring evening conference day, full day on other spring evening conference day.
- d. Teachers at the secondary levels, middle and senior high school shall schedule one evening conference of two hours in duration at the end of the first, second and third marking periods.

- e. All evening conferences shall be scheduled for two continuous hours between 5:00 P.M. and 8:00 P.M.
- f. During any evening conference, administrative supervision shall be provided at each conference site.
- g. Teachers shall develop the elementary conference schedule, including evening conferences, for the parents of the children they teach reading/language arts.
- h. It is understood that all teachers shall remain on-site during all scheduled in-person parent-teacher conference periods. If the conferencing is conducted remotely, all teachers will remain accessible to parents via zoom or some other administration-approved video-based, remote conferencing mechanism.
- i. All certified secondary staff (grades 7-12) are required to maintain office hours equal in length to one class period on one day each week after school for the purpose of meeting their students. Such staff members will file the schedule of such meetings with the principal on or before September 10 of each year.
- j. All teachers are required to be available for staff meetings on the first two Thursdays of each month. The length of the first meeting shall not be more than ninety (90) minutes and the length of the second meeting shall not be more than sixty (60) minutes, unless those present agree to a longer meeting. Such meetings shall commence at a reasonable time after dismissal. Teachers shall be relieved of meeting responsibilities on the remaining Thursdays of each month.

#### **Section 2.10 Student Discipline**

- a. The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom.
- b. A teacher may temporarily exclude a pupil from class when the grossness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, the teacher will furnish full particulars of the incident to the principal, in writing, as promptly as their teaching obligation will allow. The principal may reinstate the student after advising the teacher that some adjustment has been made or after holding a conference which includes the teacher plus at least one of the following: a counselor, an administrator, the student's parents, the school social worker, or psychological examiner. The teacher shall be informed of the results of any such conference and the adjustment made before the student's return to class.
- c. Student discipline is governed by statute, and the provisions of this Article therefore shall not be subject to the grievance procedure.

#### **Section 2.11 Protection of Teachers**

- a. A teacher shall report immediately in writing to their principal and to the Central Office any case of assault suffered to them in connection with their employment.
- b. Such report shall be forwarded through the Superintendent to the Board. The Board shall comply with any request from the reporting teacher for information possessed by the Board, about the persons involved, which relates to the incident reported, and is not privileged under law.

- c. The Board agrees to provide legal counsel to defend any teacher in any action arising from any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to, or death of, any person or in accidental damage to, or destruction of, property within or without the school building, providing such teacher, at the time of the accident resulting in such injury, death, damage or destruction, was acting in the discharge of their duties within the scope of their employment or under the direction of the Board. The protections of this section are provided in accordance with, and are subject to the limitations of Conn. Gen. Stat. § 10-235. As such, this section shall not be subject to the grievance procedure.
- d. At the discretion of the Board, if criminal proceedings are brought against a teacher alleging that they committed an assault in connection with their employment, the Board may furnish legal counsel to defend them in such proceedings.
- e. Whenever a teacher is absent from school as a result of personal injury caused by an assault upon the teacher arising from and in the course of their employment, they shall be paid their full salary for the period of such absence without having such absence charged to their annual or accumulated sick leave. The protections of this section are provided in accordance with, and are subject to the limitations of Conn. Gen. Stat. § 10-236a. As such, this statutory protection shall not be subject to the grievance procedure. Any amount of salary payable pursuant to this Section, when combined with any Worker's Compensation benefit received, shall not exceed the injured teacher's annual salary. Any teacher filing a successful claim under Worker's Compensation, shall have one-third of an absence charged against their annual or accumulated sick leave.
- f. Any medical expenses not covered by insurance incurred as a result of any injury in any school related function will be paid for by the Board.

### **Section 2.12 Middle School Program**

Should the Board reallocate the minutes in the teaching day at the middle school to permit an extended homeroom period for mentoring or similar programs, upon the request of the Association the Board shall negotiate the impact of any new responsibility in accordance with Connecticut General Statutes, Section 10-153f (e). Any such responsibility shall not be considered a "non-compensated extra-curricular activity" as that term is used in Section 2.4(c) or a "class" under Section 2.7(c).

## **Article III – Grievance Procedures**

### **Section 3.1 Purposes**

The prompt, informal, and confidential adjustment and settlement of grievances is encouraged; therefore, the following procedures to accomplish these purposes are hereby established.

The purpose of the grievance procedures, as set forth herein, is to secure and obtain, at the lowest possible administrative level, equitable solutions to problems which may arise under the terms of the Agreement and which are alleged by a teacher to affect their welfare or working conditions. The parties agree that the purpose of the grievance procedures will be best served if all proceedings there under be kept as confidential as is appropriate.

### **Section 3.2 Definitions**

- a. A grievance shall mean a complaint by an employee or the HEA that (1) they or it has been treated unfairly or inequitably because there has been a violation, misinterpretation

of the provisions of this Agreement and (2) they or it has been treated unfairly or inequitably because there has been a violation, misinterpretation, or misapplication of established policy or practice as set by the Board. Grievances of this type as explained in (2) above shall not be subject to arbitration.

- b. As used in this article, the term "employee" shall mean:
  - 1. Any member of the teachers' unit as defined under Section 1.3.
  - 2. A group of teachers having the same grievance. (Anyone who has been part of a group grievance may not file as an individual on the same matter).
- c. "Days" shall mean days when school is in session.

### **Section 3.3 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.
- b. A grievance must be filed in writing within thirty (30) days of the act or conditions on which the grievance is based.
- c. Failure by the aggrieved employee 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.

### **Section 3.4 Informal Procedures**

If any employee 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 problem informally.

If the employee is not satisfied with such disposition of the matter, they shall have the right to have the HEA assist him/her in further efforts to resolve the problem informally with the principal or other appropriate administrator.

### **Section 3.5 Formal Procedures**

#### **Step 1**

If an employee is not satisfied with the disposition of their grievance by informal proceedings, they may present their grievance as a written grievance to their principal or if they are not directly responsible to a principal, then to the appropriate administrative supervisor and shall have the right to have the representatives of the HEA assist them. The principal or supervisor may request a meeting with the employee and such representatives prior to making their decision; but, in any event, they must render their decision in writing with copies to the employee within five (5) school days of the written submission of the grievance by the employee.

#### **Step 2**

Failing satisfactory settlement within such time limits, the aggrieved may with the assistance of the HEA representative, and within five (5) school days after receipt of the written decision by their superior, appeal in writing to the Superintendent and such writing shall set forth specifically the basis of the grievance. The Superintendent or their representative shall meet with the employee and such representative within five (5) school days of the receipt of such appeal and shall

give their decision in writing to the employee and the HEA within ten (10) school days of such a meeting.

**Step 3** Failing satisfactory settlement at Step 2, the employee may appeal to the Board. Such appeal must be made within five (5) school days of receipt of the decision of the Superintendent and must be in writing and set forth the basis of the grievance. The Personnel Committee of the Board shall hold a hearing and shall render a decision in writing to the employee within thirty (30) school days after the receipt of the appeal. If the Board Personnel Committee fails to schedule a hearing within thirty (30) calendar days of receipt of the appeal, the grievance may be submitted directly to arbitration at the option of the Association.

**Step 4**

- a. Within ten (10) days after receipt of the committee's decision, the Association may submit the grievance to arbitration by notifying the Superintendent of Schools and by filing a demand for arbitration under the voluntary Labor Arbitration Rules of the American Arbitration Association which shall then act as the administrator of proceedings.
- b. The Board and/or the HEA within ten (10) school days after the receipt of such written notice by the Superintendent, shall notify the American Arbitration Association to select a single arbitrator.
- c. The arbitrator shall be bound by the Voluntary Labor Arbitration Rules and shall hear only one grievance at a time, and shall have no power to add to, delete from, or modify any provisions of the agreement. The decision of the arbitrator shall be submitted to the Association and the Board of Education and shall be final and binding on all items which are arbitrable and binding under the agreement.

### **Section 3.6 Miscellaneous**

- a. Any grievance not processed in accordance with the time limits specified herein shall be deemed waived by the grievant.
- b. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the grievant to appeal to the next level. The time limits specified at any step may be extended in any particular instance by written agreement between the Superintendent of Schools or their designee and the employee.
- c. Meetings held under this procedure prior to Step 3 shall generally be conducted during school time at a place which will afford a fair and reasonable opportunity for all persons proper to be present. "Persons proper to be present," for the purpose of this Article, are defined as the employee, the HEA representatives, witnesses, and the appropriate Board representatives and witnesses. Employee counsel and Board counsel shall be permitted at Step 3 of the procedures outlined in Section 3.5 above and at Step 4, during arbitration, outlined Section 3.5. If, at the option of the Board, hearings are held during school hours, persons proper to be present shall be excused from their duties without loss of pay.
- d. A grievance which arises from the actions of an official above the rank of the principal will first be discussed with that official and if not resolved may be submitted to the Superintendent or their designee and processed in accordance with Step 2 above.

- e. Nothing in this Agreement shall be construed as compelling the HEA to submit a grievance to arbitration.
- f. No reprisals of any kind shall be taken by either party or by any member of the administration against any participants in the grievance procedures by reason of such participation.
- g. Forms for filing and processing grievances and other necessary documents shall be prepared by the Superintendent, with the approval of the HEA, and made available through the HEA so as to facilitate operation of the formal grievance procedures.

### **Section 3.7 Representation**

The HEA may be formally represented at any level of the formal procedures by a person or persons representing the bargaining unit. The Bargaining Agent shall have the exclusive right to organizational representation. Similarly, the Board may obtain such representation at the same levels.

## **Article IV – Teachers’ Rights**

### **Section 4.1 Rights Within Buildings**

- a. Adequate bulletin board space in each school shall be reserved for the exclusive use of the official bargaining agent for the posting of official bargaining agent notices or announcements. Copies of any notice to be posted shall be submitted to the principal. Authorized representatives of the official bargaining agent will be permitted reasonable use of duplicating facilities.
- b. The HEA may call meetings in each school before or after school or during lunch hours whenever such meetings do not conflict with other scheduled activities or programs.
- c. The HEA shall have the right to place material in the mail boxes of teachers and other professional employees. Placement will be made by the authorized representative of the HEA and such representative may, with approval of the school administration, use the public address system for HEA announcements prior to and at the end of the teaching day. Such approval will not be unreasonably withheld.
- d. The president of the HEA shall have access to a telephone in the building(s) where they are employed. HEA use of the telephone shall be confined to non-teaching hours.

### **Section 4.2 Operational Rights**

- a. The Board shall make available to the HEA information and raw data which the HEA or the Board considers relevant to negotiations and necessary to the proper enforcement of this Agreement.
- b. If the Superintendent or the HEA requests a meeting with each other to discuss matters of mutual concern, as well as matters relating to the implementation of this Agreement, such a meeting shall be scheduled at a time mutually convenient to both parties.
- c. If the principal of a school or the designated HEA representative for that school requests a meeting to discuss matters of school operations and questions relating to the implementation of this Agreement, such a meeting shall be scheduled at a time mutually convenient to both parties. School operations and policies shall be consistent with this

Agreement. The HEA shall inform the principal in writing of the name of its representative for that school.

- d. The Board shall permit the officers of the HEA or designated members of the HEA to visit the schools during their non-teaching hours in order to investigate working conditions, teacher complaints or problems, or for any other purpose relating to the terms and conditions of this Agreement. Upon the representatives' arrival, they shall notify the principal's office of their presence. If conferences with teachers are necessary, they shall be scheduled so as not to disrupt the teachers' class assignments.
- e. Whenever the parties mutually agree to schedule meetings during the work day, the teachers required to attend shall suffer no loss of pay.
- f. A copy of the agenda of each public meeting of the Board will be mailed to the HEA at the same time it is mailed to members of the Board of Education and shall be posted in each school.

#### **Section 4.3 Deductions**

- a.
  - 1. CONDITIONS OF CONTINUED EMPLOYMENT:  
All teachers employed by the Hamden Board of Education shall may join the Association.
  - 2. DEDUCTIONS:  
The Hamden Board of Education agrees to deduct from each teacher who has authorized such deductions in writing an amount equal to the Association membership dues by means of pay-roll deductions. Deductions for Association membership dues shall occur in equal amounts from the first twenty (20) paychecks of the school year. The amount of Association membership dues shall be certified by the Association to the Board of Education prior to the opening of school each year.
  - 3. SUBSEQUENT EMPLOYMENT:  
Those teachers whose employment commences after the start of the school year shall pay a pro-rated amount equal to the percentage of the remaining school year.
  - 4. FORWARDING MONIES:  
The Board of Education agrees to forward to the Association each pay period a check for the amount of money deducted during that month. The Board shall include with such a check a list of teachers for whom such deductions were made.
  - 5. LISTS:  
No later than the first paycheck in October of each school year, the Board of Education shall provide the Association with a list of all employees of the Board of Education and the position held by said employees. The Board shall notify the Association monthly of any changes in said list.
  - 6. REFERENCE TO ASSOCIATION:  
The singular reference to the "Association" herein shall be interpreted as referring to the Hamden Education Association, the Connecticut Education Association and the National Education Association.
  - 7. SAVE HARMLESS:



The Association agrees to indemnify and save the Board harmless from any claim or lawsuit arising from the Board's fulfillment of its obligation under section 4.3a. The Board agrees that the Association shall assume the exclusive legal defense of any such claim or lawsuit. In assuming such defense on the Board's behalf, the Association will hire and compensate legal counsel. Legal counsel hired by the Association shall confer with the Board. The Association shall have the right to compromise or settle any claim or lawsuit against the Board under this section with the consent of the Board, which shall not be unreasonably withheld.

- b. In addition to the payroll deductions required by law the following agencies are eligible for payroll deductions. All requests for deductions must be in writing on approved authorization forms. The list of approved deductions is as follows:

- Life Insurance
- CEA/NEA/HEA recognized agencies and vendors
- Hamden Education Association
- Connecticut Education Association
- National Education Association
- Credit Union
- Tax Deferred Savings Plans

- c. No later than September 30 (for new teachers) and June 30 (for those currently employed) of each year, the Board shall provide the HEA with a list of those employees who have voluntarily authorized the Board to deduct dues for the HEA. The Board shall notify the HEA monthly of any changes in said list.
- d. There shall be direct deposit to any bank a teacher's choosing, and teachers shall be notified of such deposits by electronic pay advice.

## **Article V – Leaves**

### **Section 5.1 Sick Leave**

- a. Sick leave is to be used only for the purpose of compensating an employee who is unable to attend their regularly scheduled classes because of a bona fide illness.
- b. As long as the teacher remains in the continuous service of the Board, they shall be entitled to sick leave with full pay up to fifteen (15) working days each year cumulative to 220 days. Accumulated sick leave may not be used in increments of less than one-half ( $\frac{1}{2}$ ).
- c. For absences because of sickness or accident beyond earned and accumulated sick leave, in its discretion for good cause the Board may grant an employee who has at least three years of service in the Hamden system and who is suffering from a lengthy illness or injury the difference between their regular per diem salary and the substitute's daily rate of pay (whether or not a substitute is required).
- d. With prior written warning to a teacher of a suspected pattern of sick leave abuse, the Superintendent may require that members of the bargaining unit present certification from a doctor following absence due to illness.

- e.
  - 1. The Board of Education will cooperate in the establishment of a sick leave bank on a voluntary basis.
  - 2. The sick leave bank will not become effective unless there is participation by at least fifty (50%) percent of all teachers.
  - 3. Membership in the sick leave bank is voluntary on the part of all teachers in the Hamden school system. Each participating teacher, upon initially enrolling in the bank, shall contribute two days of their accumulated sick leave.
  - 4. Each teacher enrolled in the bank will continue to donate one day of his or her accumulated sick leave to the bank in September of each year. If at the start of a school year the bank contains 1,000 days or more, that year the enrolled teacher will not be assessed.
  - 5. The bank will not be depleted below a level of 100 days. If the bank is depleted below 100 days, each participating teacher will be required to contribute an additional day at this time.
  - 6. A participating teacher shall apply to the Superintendent to withdraw days from the sick leave bank. The Superintendent or a duly authorized designee, will require the submission of medical proof of illness at any time a participating teacher utilizes the sick leave bank, either by the teacher's own physician or by a physician named by the Hamden Board of Education, at its own expense.
  - 7. The teacher withdrawing membership in the sick leave bank will not be able to withdraw contributed days.
  - 8. Participating teachers shall be permitted to withdraw days from the sick leave bank according to the following criteria:
    - a. A teacher must exhaust his or her own sick leave.
    - b. A teacher must utilize Article 5 – Leaves, Section 5.1c as per the teacher's contract.
    - c. A teacher must be sick sixty (60) consecutive days before they are eligible to apply to the sick leave bank.
  - 9. Maximum withdrawal from the sick leave bank per occurrence is ninety (90) days for those participating teachers.
  - 10. Participating teachers who withdraw sick leave days from the sick leave bank will not have to replace these days except as a regular contributing member to the bank.
- f. Up to five (5) sick days per year may be used to care for a short-term illness or injury of a family member which is or is not covered by the Family and Medical Leave Act. Teachers who use FMLA leave for the care of family members, as defined by the statute, shall be entitled to use up to eight (8) additional individual sick days per school years during said period of FMLA leave.

## **Section 5.2 Military Leave**

Teachers who leave the system for the purpose of serving in the Armed Forces, shall upon return to service in Hamden, retain all prior benefits.

## **Section 5.3 Child Rearing/Maternity Leave**

- a. Teachers may utilize paid sick leave during periods of disability due to pregnancy and delivery, or complications related thereto.
- b. A teacher who becomes pregnant shall so notify the Superintendent or their designee at least four (4) months prior to the expected date of delivery. Disability leave shall begin at the date when, in the judgment of the teacher's physician, she is no longer able to perform her teaching duties. The physician's statement shall be in writing and filed with the Superintendent or their designee. The teacher shall return from her disability when a written statement is filed with the Superintendent or their designee by her doctor that she is physically able to return to work.
- c. If a teacher or their spouse gives birth or adopts after January 1 of a given school year, they may be granted a child rearing leave for the remainder of that school year, if they so request. Teachers returning from a child rearing leave may be returned to their previously held or similar position. Teachers may be granted additional child rearing leave at the discretion of the Superintendent of Schools. Except as provided by the FMLA, teachers will not be eligible for childrearing leave at the same time as their spouse if their spouse has been granted child rearing leave by the Board for the same birth or adoption event.
- d. Any teacher who becomes pregnant shall adhere to the notification and reporting procedures, as stipulated in Section (b) above, for as long as she remains teaching, whether or not she intends to return to teaching after her child is born.

## **Section 5.4 Sabbatical Leave**

- a. The Board envisions sabbatical leave as a special means of invigorating teaching in the Hamden Public Schools. The John Hay Fellowships have demonstrated that superior teachers residing and studying for a year in the lively academic atmosphere of great universities gain new insights and bring back to their fellow teachers, as well as to their pupils, a sense of excitement of learning. Sabbatical leave will be granted to those teachers most likely to feel keenly and convey to others this excitement.
- b. Annually, no more than three teachers may be granted sabbatical leaves with fellowships to support a year of university study.
- c. A candidate must meet the following requirements:
  1. Hold at least a Bachelor's Degree.
  2. Be a member of the bargaining unit who carries at least three-quarters (3/4) of a full teaching load and who has taught in the Hamden Public School for the six years preceding the sabbatical year.
  3. Submit a proposed plan of study, at a designated university in the United States or abroad, to be followed during sabbatical leave. (Extensive research or travel may be substituted for such study). Study shall be in the liberal arts and sciences. Candidates will not necessarily be limited to work in the particular area in which they teach; some may profit if part or all of their work is in different areas; others,

if they have freedom to do so, and not necessarily for university credit, may explore a range of subjects. Upon their return, the teacher shall make a report to the Board.

4. Agree not to engage in any remunerative employment during the period of their leave, vacations excepted, without the permission of the Superintendent. They shall also agree to return to their position as teacher in the Hamden Public Schools, barring circumstances beyond their control, for the three years immediately following their leave.
- d. During a sabbatical leave, which shall be for a full year, the teacher shall receive a fellowship in an amount determined by the Board of up to seventy-five percent (75%) of the annual salary to which they would have been entitled had they remained in teaching service in Hamden that year. Where deemed appropriate, an allowance may be made toward travel expenses. The teacher may supplement their sabbatical salary with other fellowship aid.
  - e. A teacher taking sabbatical leave shall advance on the salary schedule as if they were teaching and retain all the rights and privileges of an active teacher.
  - f. Application for sabbatical leave shall be made on a form furnished by the Superintendent and filed prior to December 1 of the year preceding that for which leave is requested. It shall be the responsibility of the Superintendent to present the application to the Board (through the Curriculum Committee) with their recommendation. The Board shall have the responsibility of making sabbatical awards. Any teacher whose application has been denied shall be entitled to a meeting and discussion regarding that denial.
  - g. Annually, no more than five teachers may be granted summer fellowships under the same requirements which apply to the sabbatical leave program for the school year. Each fellowship shall be in an amount equal to three-quarters (3/4) of the teacher's annual salary for the preceding school year, pro-rated.
  - h. Mini-Sabbatical Program:  
All applicants must be tenured, and have taught in Hamden for four years. A waiver of the latter requirement may be granted by the Superintendent/Assistant Superintendent of Schools.

Mini-sabbaticals are designed to supplement the staff development program and may not exceed a total of eight weeks. Only one mini-Sabbatical per year will be granted to any one teacher. Recipients of mini-sabbaticals will be expected to return to the Hamden school system for a minimum of one year following the year of the mini-sabbatical. All materials produced during a leave will become the property of the Hamden Public Schools, to be shared within the district, wherever appropriate, unless external use or dissemination is mutually agreed upon by the parties in writing.

Full pay and benefits of the teacher shall be maintained during the time of leave. Approved mini-sabbatical projects are subject to the availability of a suitable substitute teacher. In the event that such suitable substitute is not available, such approved projects will retain priority status until a suitable substitute is available. In all cases, the granting of mini-sabbaticals rests solely with the Board of Education.

### **Section 5.5 Professional Leave**

- a. A teacher in the system who is an officer of a professional association and/or who is appointed to the staff of a professional association shall, upon written application filed with the Superintendent prior to June 1 of any year, be granted a leave of absence to commence the following September and to terminate on September 1 of the succeeding year. Such leave shall be without pay and may be renewed for one additional year, provided notice has been given to the Board by March 1 of the year of the leave.
- b. Failure of such person to notify the Board in writing of their intention to return to work by March 1 of the year in which they are on leave shall result in a determination that such teacher has resigned from the system. Any teacher on such leave of absence shall receive credit toward annual salary increments on the salary schedule appropriate to their rank.

### **Section 5.6 Miscellaneous Leaves**

- a. Personal leave without pay may be granted by the Superintendent to meet serious problems.
- b. Should death occur in the immediate family of a faculty member, they shall be allowed five (5) days of leave with pay. These days shall not be charged to sick leave. "Immediate family" means spouse, parent, child, brother, sister, or any member of their household. Reasonable time off to attend the funeral of an aunt, uncle, grandchild, grandparent, brother-in-law, sister-in-law, mother-in-law, or father-in-law not living in the household shall be granted. Such leave shall be with pay.
- c. Teachers will be granted two (2) personal days per year for personal business that cannot be conducted outside of school hours and/or for religious observation. One (1) unused personal day may be carried over into the next school year. Every reasonable effort shall be made to provide prior notice to the teacher's principal or immediate supervisor and the District's on-line absences service of at least seventy-two (72) hours before the request is needed. Three (3) consecutive days may be granted with the Superintendent's approval.
  1. The personal day(s) or any fraction thereof may not be used the day before or after a legal holiday or school vacations without the permission of the Superintendent or their designee. The decision of the Superintendent or their designee under this Article 5.6, subsection (c) (1), shall not be subject to the grievance provision in the collective bargaining agreement.
  2. The personal day(s) may not be used during the first two weeks of the school year nor during the last two weeks of school year without the permission of the Superintendent.
  3. Teachers requesting such leave shall do so in writing, stating the reason for such leave and providing such additional information as the Administration may reasonably request to assure compliance with the requirements above. Approval shall not be withheld for the following reasons:
    - a. birth/adoption of a child;
    - b. attendance at graduation exercises for self, spouse, children, or grandchildren up to a maximum of two (2) days, if required;
    - c. any illness or injury of spouse or children;

- d. mandatory court appearances;
- e. marriage (children, parents, siblings, siblings of spouse). One day annually will be allowed for marriage.

Reference to Superintendent herein shall include a designee.

- d. There shall be no loss of salary or sick leave allowance when a teacher is subject to quarantine by order of the Health Department or duly authorized Board of Education Health Official for reasons other than the personal illness of the teacher.
- e. A leave of absence without pay or benefits not to exceed four (4) years may be granted to any teacher for the purpose of serving in a public office. However, upon written request from the teacher, said leave may be extended with the approval of the Superintendent and the Board of Education.
- f. A teacher will be allowed to take a general leave, without loss of salary, to begin a program of study which necessitates personal presence in advance of the close of the school year, if a volunteer can be found to cover the classroom responsibility of said teacher. The teacher shall attempt to find the volunteer with the assistance of the appropriate administrator. If no volunteer can be found, said teacher must remain.
- g. An exchange teacher's leave may be granted to any teacher who is exchanged in a given year for a teacher from some other school administrative district in the United States or a foreign country. Such exchange shall be initially recommended by the Superintendent to the Board of Education which shall recommend final action. All rights and privileges of the exchanged teacher shall continue in full force and effect during the exchange period.
- h. The Board may grant leaves of absence without pay to teachers for study. Upon return, a teacher taking such a leave will be guaranteed a position for which they are certified.
- i. If school is held on the first day of Rosh Hashanah, Yom Kippur, Christmas and/or Good Friday, personal leave shall be available for teachers.

### **Section 5.7 Miscellaneous**

- a. The Board will protect vested interest in life insurance for any teacher on leave.
- b. The Board will extend to anyone on leave the right to pay into any health insurance plan but will not reimburse the teacher upon return.
- c. A teacher, who returns to full time employment in the Hamden Public Schools upon the termination of any voluntary leave of absence, excluding disability leave shall have their accumulated sick leave and all other accrued rights retained. Notice of intention to return, shall be received in the Personnel Office no later than April 1 of the school year preceding the termination of the leave of absence. Placement shall be guaranteed after those being involuntarily and voluntarily transferred have been placed.
- d. Unless specified otherwise, all leaves shall be without pay, benefits, advancement on the salary schedule or accumulation of seniority. Seniority will not be accrued while on leave unless specified otherwise.
- e. The teacher has the privilege of requesting time off for the following: conventions sponsored by any group affiliated with the HEA or with whom the Association is affiliated.

## **Article VI – Transfers and Promotions**

### **Section 6.0 Definitions**

- a. A transfer is the placement of a teacher from their current assignment which involves either of the following:
  - 1. Transfer to another school; or
  - 2. Transfer to another department(Transfer may be either involuntary or voluntary.)
- b. A re-assignment is any other placement of a teacher
- c. A vacancy is any position which the administration determines as being vacant.

### **Section 6.1 Transfers**

- a. Teacher input will be considered when assignments and reassignments are made. When reassignment occurs, volunteers shall be sought before teachers are reassigned. Absent any volunteers, the teacher(s) with the least amount of seniority shall be reassigned before a more senior teacher is reassigned, unless in the judgment of the Superintendent, which shall not be arbitrary or capricious, the best interests of the school district make it inadvisable to do so. Subject to the above, in the event more than one reassignment is necessary, the teacher with the greatest amount of seniority shall have the choice of assignments.
- b. Prior to any involuntary transfer occurring, volunteers shall be sought.
- c. There will be no unjustified “involuntary” transfer. In determining which teacher shall be involuntarily transferred following the identification of vacant positions, seniority within certification area shall be the determining factor in identifying the teacher to be transferred, provided that the Board reserves the right to deviate from seniority for just cause. If a teacher feels an involuntary transfer is unjustifiable, they may process a grievance.
- d. The Board shall determine and post open positions for those interested in voluntary transfers. This list will be made available the first of the month beginning with April through July 15<sup>th</sup>. From July 15<sup>th</sup> to August 1<sup>st</sup>, the list shall be posted at the Central Office. The HEA shall receive copies of all such postings. The Board may post such positions on the District website in lieu of the posting provisions set forth above. Upon reasonable notice, a list which indicates length of service in the system of the applicants for a given position will be prepared and made available to the HEA upon request. Generally, transfers shall be effective at the commencement of the following school year.
- e. A teacher who makes application for transfers must list therein choices of schools in order of preference and should also list preferences for grade and subject matter.
- f. Applications for transfer must be submitted to the Human Resources office on/before May 1<sup>st</sup> of each school year. Vacancies that are available prior to July 15<sup>th</sup> shall be filled in accordance with the following procedure. Voluntary requests for transfer shall be determined and announced after involuntarily transferred teachers, including those who

have been given lay-off notices or who are recalled from layoff are placed; but, before teachers returning from a leave of absence are assigned, except for a disability leave of absence. The HEA President shall receive a list of all transfers and reassignments once placement has been finalized.

In deciding upon an application for a voluntary transfer, the Superintendent will consider: (1) applicants from outside the bargaining unit may be interviewed for any vacant position concurrently with any internal candidates seeking a transfer; (2) only if internal candidate(s) or internal and external candidate(s) are equally qualified, the applicant with the greatest service in the Hamden school system shall be assigned to the vacant position.

## **Section 6.2 Promotions**

- a. Promotional positions are defined as follows: Positions paying a salary differential and/or positions on the administrative-supervisory level that are outside the bargaining unit.
- b. When a position becomes or is about to become vacant, the applicant shall be asked to supply at least the following information:
  1. Statement of teaching or educational administrative experience. (Verification is required of all experience other than obtained in the Hamden school system).
  2. Evidence of certification to cover the open position.
  3. Statement of reasons why the candidate considers himself/herself fit for the position.
  4. Description of pertinent experience in field related to the position for which the application has been submitted.
- c. The Board of Education and/or the Central Administration should interview all applicants within the system who meet the qualifications stated. No one need be interviewed twice in the same school year for the same position.
- d. For positions within the bargaining unit, the following shall apply: (1) The position need not be filled from within the Hamden school system; (2) applicants outside the system must meet the same conditions as specified above; (3) if two applicants are equal in qualifications, the position shall be assigned to the applicant with service in the Hamden school system.
- e. All vacancies for promotional positions shall be published by a notice to the Association representative in each school and to the school principal, and during the school year said notice is to be posted on the teachers' bulletin board by the school administrator at least five school days prior to the date applications are closed. During the summer recess, such notices shall be sent to the HEA President and shall be posted at the Central Office for five work days prior to the date applications are closed. All postings shall include job descriptions and necessary qualifications.
- f. Prior to the close of school in June, teachers who are qualified for positions paying a salary differential may notify the Personnel Office of their interest in said positions. All openings shall also be submitted to the local newspapers for publication. Vacancies that must be filled during the summer months will not be filled until said teachers have received notification of the openings by mail. The Board may post



such positions on the District website in lieu of the mailing and posting provisions set forth above.

- g. In the event a position vacancy within a building becomes known to the district after July 15<sup>th</sup>, the School Principal or Department Director/Coordinator may fill such vacancies within the building or department after having approached and receive the voluntary agreement of the affected teacher.

## **Article VII – Personnel Files**

### **Section 7.1 Personnel Files**

- a. A teacher shall have the right to inspect their personnel files and to question or to reproduce any material therein. The Board agrees to continue its policy of treating these personnel files with the highest degree of confidentiality.
- b. Teachers shall receive a copy of all material to be placed in their files after the original date of employment that may form the basis for any disciplinary action or become a part of a formal evaluation. A copy of any externally generated material directed to the administration that will be used in an evaluative manner shall be shared with the teacher upon its receipt.

## **Article VIII – Non-Professional Duties**

It is agreed that the teacher's primary responsibility is to teach and to otherwise supervise the children they teach. Teachers shall not be required to correct standardized tests.

## **Article IX – Teacher Facilities**

**Section 9.1** Budget permitting, the following facilities should be provided for teachers, and the Board shall insure their accessibility:

1. A room which contains the required equipment and supplies to aid the teacher in the preparation of educational materials. This room is to be known as the Teachers' Workroom. Required equipment shall include an electronic copying machine.
2. Space in each school in which teachers may safely store instructional materials and supplies.
3. Well-lighted teacher restrooms.
4. Lunchroom facilities and/or a furnished faculty lounge, separate from the students, where a vending machine may be installed. This room may not be used for other purposes.
5. A system whereby teachers can expeditiously communicate with the main office in an emergency.
6. The Board will provide parking facilities on school grounds for teachers unless off-street parking is available in close proximity to the school.

Where facilities are not available now and where providing the same would require the re-design of a new or existing building, the administration of the school will work with the teachers in providing such facilities.

**Section 9.2** A teacher shall notify in writing their immediate supervisor of any conditions that they believe may be unsafe or hazardous or which they believe may endanger their health or safety. The Administration shall investigate any such report promptly and shall notify the teacher and the Association of the results of any such investigation.

## **Article X – Maintenance of Standards**

This Agreement shall not be interpreted or applied to deprive teachers of professional advantages heretofore enjoyed unless expressly stated herein. The duties of any teacher or the responsibilities of any position in the Teachers' Unit will not be substantially altered or increased without discussion with the teacher who may request the assistance of the HEA.

## **Article XI– Miscellaneous**

### **Section 11.1 School Visitors**

- a. The Board and the HEA agree that parents or guardians of students who attend the schools are not only welcome to the public schools but also shall be encouraged to visit such schools. However, such visits should be conducted in such a way so as not to interrupt the educational program.
- b. The procedure for visits of parents, guardians, and/or others in a particular school shall be established by the principal in accordance with the Superintendent's general policy with respect thereto, but only after consultation with and advice from the faculty of that school.
- c. The provisions of this section are stated as a matter of policy, and are not subject to the grievance procedure.

### **Section 11.2 Teacher Directory**

- a. Each teacher shall have access to a Teacher Directory including names, addresses, and phone numbers of staff members.
- b. As early in the school year as possible, the HEA will be provided with a manual which gives the names, addresses and phone numbers of all members of the professional staff.

### **Section 11.3 Personal Data Statement**

Each teacher shall be provided with a statement of their accumulated sick leave and personal days with the first paycheck or direct deposit in August, November, February and May. Notwithstanding the foregoing, should there come a time when the Board is able to make Board-recognized employee accruals available through electronic means the Board will no longer need to comply with this provision and shall cease to provide copies of these statements.

### **Section 11.4 Summer School**

- a. The Board shall determine annually whether a summer school is to be held.
- b. If such is held, the following conditions will prevail:
  1. Teachers from the previous year's public summer school shall be given preference in summer school positions in their certified areas, if their evaluations show satisfactory performances.
  2. Teachers from the previous year's regularly appointed staff shall be given opportunities to fill vacancies in their certified areas which exist in the faculty of

the summer school. Length of service and qualifications for the particular vacancy shall determine who is chosen for the vacancy.

3. The regular teaching staff will be notified of vacancies in the summer school faculty by May 15 of any year. Teachers selected for summer school will be notified by June 1 annually.

### **Section 11.5 Adult Education**

Preference shall be given to qualified teachers in the system who apply for positions in the adult education program. Known or anticipated vacancies shall be posted by September 15.

### **Section 11.6 Pupil Evaluation**

- a. The evaluation and/or grade given to a pupil for the completion of an assigned task pursuant to the study of a required or elective subject in the curriculum taught by the teacher, or an approved extra-curricular activity under the supervision of the teacher, is the teacher's indication of the quality and effort of performance by the pupil in relation to the particular task or activity.
- b. The teacher shall be considered to be the expert in evaluating the pupil's work, and the integrity of the teacher shall be respected in grading the work of the pupil. The evaluation and/or grade given by the teacher shall not be changed by another person, except as provided for in 11.6(d) below.
- c. In the event that the evaluation and/or grade should be challenged by the pupil and/or their parent(s), and after appropriate conference it appears that all factors involved in the performance of the pupil may not have been known or taken into consideration by the teacher, the teacher has the prerogative and duty to raise or lower such evaluation and/or grade in accordance with all factors involved.
- d. The parent and/or student has the right to appeal the decision to the Superintendent's office. If the Superintendent changes a mark or evaluation, the teacher's name shall be deleted from the permanent record. If identification of the teacher is required by the Connecticut Department of Education or the United States Department of Education, the teacher's name may be provided by the Board.
- e. No minimum limitations shall be set on the number who pass or fail, but every teacher will be expected to give all possible assistance and encouragement to pupils whose work may be below passing standards and to challenge those who may be finding the work too easy.
- f. The provisions of this Section are stated as a matter of policy, and are not subject to the grievance procedure.

### **Section 11.7 Residual Rights**

The work of any teacher developed on their own time will be used outside of the school system only with the consent of the individual teacher.

### **Section 11.8 Operational Agreements**

- a. The HEA and the Board agree that this Agreement represents the complete agreement between the parties concerning all conditions of employment and salaries of teachers for the duration of this Agreement.
- b. Individual contracts with teachers shall be consistent with the provisions of this Agreement.

- c. The Board and the HEA shall comply with all State and Federal laws applicable to the collective bargaining process.
- d. The terms "teacher" and "employee" as used in this Agreement, except where otherwise indicated, are considered to apply to the regular certified employees referred to in Article I.
- e. Whenever written notice is required to be given herein, such notice shall be given by letter to the last address of the person as contained in the files of the Board of Education.

## **Article XII– Amendments to the Agreement**

With regard to matters not covered by this Agreement, the Board agrees to make no changes in existing working conditions without prior consultation with the HEA.

## **Article XIII– Duration**

The provisions of this Agreement shall be effective as of July 1, 2022, and shall continue to remain in full force and effect to and including June 30, 2025; and during such term; no further conditions of employment or other matters shall be negotiated by the parties without the express consent of both parties.

## **Article XIV– Severability**

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

## **Article XV– Salary Schedules**

### **Section 15.1 General Schedules**

#### **HAMDEN BOARD OF EDUCATION SALARY SCHEDULE 2022-2023**

<b>2022-2023 Teachers Salary Grid</b>					
Step	BA	MA	6th Year	6th +30	6th +45
2					
3	46,421	50,263	55,389	57,951	59,813
4	48,397	52,659	57,375	59,752	61,449
5	49,723	54,102	58,955	61,394	63,131
6	51,365	55,785	60,558	63,067	64,859
7	53,750	58,047	62,215	64,793	66,635
8	55,895	59,944	64,245	67,105	68,771
9	58,047	62,101	66,388	69,244	71,163
10	59,943	64,005	68,299	71,145	73,112
11	62,093	66,150	70,442	73,088	75,453
12	64,406	68,581	72,781	75,643	78,032
13	69,027	73,282	77,828	80,884	83,221
14	73,649	77,984	82,874	86,126	88,410
15	78,204	82,711	87,929	91,381	93,705
16	84,647	89,466	95,130	98,865	101,320
17	88,943	93,970	99,930	103,855	106,397

Effective July 1, 2022, all teachers shall advance one step to the next higher numbered step on the salary schedule. A new step has been created between steps 14a and 15 of the 2021-22 salary schedule. The steps have been re-numbered as follows:

14a on the 2021-22 salary schedule	15
New step	16
15 on the 2021-22 salary schedule	17

Master's Equivalent: 30 credits beyond Bachelor's in a program approved by the Superintendent

6<sup>th</sup> Year Equivalent: 30 credits beyond Master's in a program approved by the Superintendent

Sixth Year or Equivalent is referred to by colleges as: Certificate of Advanced Study or "CAS"

The above course work or degree programs should be in the area in which the teacher is teaching or has taught or in the field of education. Other course work or degree programs should be approved by the Superintendent.

Sixth Year equivalent and 30 credits shall receive a \$1,000 stipend, above the appropriate sixth year or equivalent salary step. This stipend shall be added to their annual salary.

Holders of a doctorate degree shall receive a \$1,000 stipend above the appropriate sixth year and 45 credit salary step. This stipend shall be added to their annual salary.

#### **HAMDEN BOARD OF EDUCATION SALARY SCHEDULE 2023-2024**

<b>2023-2024 Teachers Salary Grid</b>					
Step	BA	MA	6th Year	6th +30	6th +45
<b>3</b>					
4	48,397	52,659	57,375	59,752	61,449
5	49,723	54,102	58,955	61,394	63,131
6	51,365	55,785	60,558	63,067	64,859
7	53,750	58,047	62,215	64,793	66,635
8	55,895	59,944	64,245	67,105	68,771
9	58,047	62,101	66,388	69,244	71,163
10	59,943	64,005	68,299	71,145	73,112
11	62,093	66,150	70,442	73,088	75,453
12	64,406	68,581	72,781	75,643	78,032
13	69,027	73,282	77,828	80,884	83,221
14	73,649	77,984	82,874	86,126	88,410
15	78,204	82,711	87,929	91,381	93,705
16	84,647	89,466	95,130	98,865	101,320
17	90,277	95,380	101,429	105,413	107,993

Effective July 1, 2023 all teachers will advance one step on the salary schedule.

Master's Equivalent: 30 credits beyond Bachelor's in a program approved by the Superintendent

6<sup>th</sup> Year Equivalent: 30 credits beyond Master's in a program approved by the Superintendent

Sixth Year or Equivalent is referred to by colleges as: Certificate of Advanced Study or "CAS"

The above course work or degree programs should be in the area in which the teacher is teaching or has taught or in the field of education. Other course work or degree programs should be approved by the Superintendent.

Sixth Year equivalent and 30 credits shall receive a \$1,000 stipend, above the appropriate sixth year or equivalent salary step. This stipend shall be added to their annual salary.

Holders of a doctorate degree shall receive a \$1,000 stipend above the appropriate sixth year and 45 credit salary step. This stipend shall be added to their annual salary.

## HAMDEN BOARD OF EDUCATION SALARY SCHEDULE 2024-2025

2024-2025 Teachers Salary Grid					
Step	BA	MA	6th Year	6th +30	6th +45
4	48,397	52,659	57,375	59,752	61,449
5	49,723	54,102	58,955	61,394	63,131
6	51,365	55,785	60,558	63,067	64,859
7	53,750	58,047	62,215	64,793	66,635
8	55,895	59,944	64,245	67,105	68,771
9	58,047	62,101	66,388	69,244	71,163
10	59,943	64,005	68,299	71,145	73,112
11	62,093	66,150	70,442	73,088	75,453
12	64,406	68,581	72,781	75,643	78,032
13	69,027	73,282	77,828	80,884	83,221
14	73,649	77,984	82,874	86,126	88,410
15	78,204	82,711	87,929	91,381	93,705
16	84,647	89,466	95,130	98,865	101,320
17	91,451	96,620	102,748	106,783	109,397

Effective July 1, 2024 all teachers will advance one step on the salary schedule.

Master's Equivalent: 30 credits beyond Bachelor's in a program approved by the Superintendent

6th Year Equivalent: 30 credits beyond Master's in a program approved by the Superintendent

Sixth Year or Equivalent is referred to by colleges as: Certificate of Advanced Study or "CAS"

The above course work or degree programs should be in the area in which the teacher is teaching or has taught or in the field of education. Other course work or degree programs should be approved by the Superintendent.

Sixth Year equivalent and 30 credits shall receive a \$1,000 stipend, above the appropriate sixth year or equivalent salary step. This stipend shall be added to their annual salary.

Holders of a doctorate degree shall receive a \$1,000 stipend above the appropriate sixth year and 45 credit salary step. This stipend shall be added to their annual salary.

### **Section 15.2 Hourly Pay**

- a. Summer school teachers - \$42.00.
- b. Homebound teachers - \$35.00.
- c. Teachers involved in summer workshops - \$40.00.  
Teachers who desire to attend professional development in the summer that is not at the behest of the district may accept compensation that is less than \$35.00 per hour (inclusive of professional development opportunities where no remuneration is offered). The acceptance of less than \$35.00 per hour would be voluntary on the part of the teacher.
- d. The Administration will, whenever possible, hold PPT meetings during the school day. There shall be no payment for meetings held at other times.
- e. Teachers involved in rehearsals and/or preparations for public programs - \$42.00.
- f. Teacher-trainers - \$40.00. Per hour defined as a 2:1 ratio of preparation time to length of workshops.
- g. Independent Study Instructors (at Hamden High School) - \$42.00.
- h. TEAM Reflection Paper Reviewer - \$52.00 per paper.
- i. Hamden Middle School Late Bus Duty –\$35.00.
- j. Curriculum Writing - \$47.00
- k. Hamden High School Office Detention Duty (after school) –\$40.00.

### **Section 15.3 Advancement on the Salary Schedule**

Teachers who are employed prior to February 1 shall be entitled to a step increase for the following year. Teachers employed after February 1 shall not be entitled to a step increase. Effective for teachers employed after July 1, 1987.

### **Section 15.4 Extra-Load Remuneration**

Teachers asked to teach classes above their required class load shall receive an annual stipend of \$10,000 for teaching such class during their preparation time. This stipend shall be prorated for classes that are less than full-year classes. This provision shall neither change nor apply to the established practice of providing additional compensation to teachers who teach more than five (5) class sessions weekly as part of a regular class assignment. Extra-load opportunities shall be offered on a rotating basis based on seniority (within departments), starting with the most senior faculty member, with the approval of the Building Administrator. Such approval shall not be unreasonably withheld.

### **Section 15.5 Salary Adjustment For Change In Degree Status**

Any teacher receiving a change in degree status will be placed on the appropriate salary step at the first paycheck of the school year or if notice occurs after the first paycheck of the year but prior to February 1, at the first paycheck in February. It shall be the teacher's responsibility to file all validating original transcripts and/or credentials in the office of the administrator in charge of



personnel functions. This must be done no later than one month after the effective date of increased salary recognition.

### **Section 15.6 Adult Education/Evening High School Teachers**

Adult Education teachers who are full time teachers employed by Hamden Board of Education will be paid as follows:

2022-25  
School Years  
\$40.00

Coordinator \$45.00  
*Released time may be arranged for this position.*

## **Article XVI - Fringe Benefits**

### **Section 16.1 Premium Co-Payment**

- a. Teachers will contribute 16.5% of the applicable premium cost of their medical insurance under Section 16.2 (attached as Appendix A) and 16.3 of this Article (attached as Appendix B). The contribution shall increase to 17% effective in 2023-24 and 17.5% effective 2024-25. Such payment shall be made via payroll deduction. The Board will make available an Internal Revenue Code Section 125 program which will allow premium contributions to be made on a pre-tax basis. In addition the Board will provide a Flexible Spending Account so as to allow dental and dependent care expenses to be treated in the same way.
- b. The health care premium cost shall be calculated from the rates defined as follows: the expected claims plus the stop loss and administrative fee annually adjusted for claim fluctuation and claim cost including the dental premium, apportioned by class.
- c. Payroll adjustments for all contributions mentioned above shall be made on a pro rata basis and deducted over the twenty-one (21) pay period schedule as developed by the administration.

### **Section 16.2 Health Care**

The Board shall provide a high deductible health insurance plan consistent with that set out as Appendix A and includes the following provisions:

- a. Plan year deductible of \$2,000 for individuals, \$4,000 for families.
- b. The Board will deposit 55% of the deductible amount in a Health Savings Account for eligible employees. Half of the deposit will be made on July 1 and January 1 respectively in each year of the collective bargaining agreement.
- c. After the deductible is satisfied, in-network services will be covered at 100%, except that prescription drugs will be subject to copayments of \$5/\$25/\$40 for generic, brand preferred and brand non-preferred drugs, up to the stated in-network out-of-pocket maximum.
- d. After the deductible is satisfied, out-of-network services will be covered at 80% of reasonable and customary charges for such services, up to the stated out-of-network out-of-pocket maximums.

- e. Out-of-pocket maximums shall be as follows:
  - In-network: \$3,000/\$6000
  - Out-of-network: \$4,000/\$8,000
- f. Teachers not eligible to have a Health Savings Account shall participate in a Health Reimbursement Account.
- g. Personal contribution amounts may be changed up to twice/year.
- h. Maintenance fees paid by the Board per Benefit Wallet.
- i. The Board shall post the respective current rates for the available insurance plans on its website at least two weeks prior to the annual election at reenrollment.

### **Section 16.3 Insurance**

- a. Life Insurance - \$45,000 term life.
- b. Blue Cross Flex Dental Plan (Appendix B) including Type I, Preventative Services; Type II, Basic Services; Type III, Major Services.

### **Section 16.4 Insurance Waiver**

- a. Notwithstanding 16.1 and 16.2 above, teachers who do not otherwise have access through a spouse to health insurance coverage provided by the Town of Hamden or the Board of Education may elect to waive all Blue Cross and Blue Shield coverage and in lieu thereof, to receive a payment of \$1,000.00. The Board reserves the right to increase the amount of this incentive payment after consultation with the Association. Payment to those employees waiving coverage will be made on a pro-rated basis each month during the school year.
- b. Where there is a change in a teacher's status such as, but not limited to, change in the spouse's employment or changes in the spouse's benefit program, the waiver may, by written notice to the Board of Education, be revoked. Upon receipt of revocation of the waiver, coverage by Blue Cross and Blue Shield shall be subject to any regulations or policy restrictions, including waiting periods, which may then be in effect. Depending upon the effective date of coverage, appropriate financial adjustments shall be made between the teacher and the Board so as to insure that the pro-rated basis in Section (a) above was accurate.
- c. Notice per 16.4a., above must be sent by June 15<sup>th</sup> of the previous school year.
- d. Payment of the insurance waiver, shall be subject to an I.R.S. Section 125. The Board will make available an Internal Revenue Code Section 125 Program which will premium reimbursement only for those electing to waive their benefits.

### **Section 16.5 In-Service Education**

An in-service program designed to foster professional growth will be conducted by the school system, local staff and cooperating colleges and universities.

### **Section 16.6 Benefits For Retirees**

The following provisions apply only to teachers employed prior to the 1999-2000 school year. The Board reserves the right to offer an incentive of \$2,500 to eligible retirees to waive the benefits set forth below.

The Board shall provide health insurance coverage for those teachers who retire with twenty (20) years of service in the Hamden Public Schools in accordance with the same plan that is provided for teachers who are actively employed. This coverage shall also be provided for the teacher's spouse and eligible dependents (dependents as defined by the carrier). Benefits will continue for the spouse and eligible dependents as defined by the carrier, after the death of the retired employee. If the spouse remarries, the spouse no longer will receive this benefit. Any employee hired after July 1, 1989, shall receive the individual benefits only, and the Board shall not bear the cost of providing benefits for employee's spouse or dependents. Participating employees shall contribute a percentage of the applicable premium cost as follows. The insurance subsidy provided by the Teachers' Retirement Board shall be applied first to pay for Medicare B, if applicable. The subsidy (or remaining portion thereof) shall then be applied to reduce the cost of the applicable insurance plan. The retired employee shall then make a percentage premium contribution on the remaining cost of the applicable plan at the same percentage that applies to active employees at the time of retirement (e.g. 10% in 2002-2003). This percentage premium contribution shall not increase in future years.

All Medicare-eligible retirees shall be required to access Medicare as their primary payor, and the Hamden plan shall be a secondary payor in excess of Medicare A and B for such employees. When employees reach age sixty-five (or otherwise may be eligible for Medicare), the Hamden plan will only provide benefits that are not available through Medicare unless the employee affirmatively establishes that they are not eligible for Medicare.

### **Section 16.7 Longevity**

The longevity schedule outlined will be in force in each year of the collective bargaining agreement:

1. After 15 years service - \$258;
2. After 20 years service - \$517;
3. After 23 years service - \$688;
4. After 25 years service - \$917;
5. After 27 years service - \$1,061;
6. After 29 years service - \$1,205;
7. After 31 years service - \$1,462;
8. After 33 years service - \$1,635;
9. After 35 years service - \$1,778.

Longevity will be paid on the above schedule for service in Hamden only. Longevity payments shall be made in the second paycheck of the subsequent school year for those teachers actively employed on that date.

### **Section 16.8 Severance Pay**

Severance pay will be paid employees who retire with twenty (20) years of service in the town of Hamden at the rate of \$150 per year with a maximum not to exceed fifteen (15) years.

### **Section 16.9 Change in Carrier**

The Board reserves the right to change insurance carriers for any of the coverages stated above, provided that the new coverage and administration is substantially equivalent to the previous plan. Thirty (30) days prior to any changes the HEA shall be notified and provided with the changes for their review prior to implementation.

### **Section 16.10 IRS Section 457 Plan**

The Board will establish and maintain an IRS Section 457 plan for teachers, provided that any administrative costs of such plan shall be borne by the participants.

## **ARTICLE XVII-MISCELLANEOUS COMPENSATION**

### **Section 17.1 STIPEND POSITIONS**

- ❖ All stipend positions should be posted and applied for annually.
- ❖ Teacher(s) and /or administrators cannot change the number of advisors per position
- ❖ No stipend position can be performed in lieu of a duty.
- ❖ Only one stipend per teacher, except if a position cannot be filled, then a teacher may be granted a second position or if special training/experience is required.
- ❖ Prior to the end of May, club advisors must submit attendance records, minutes from meetings/activities and a summary of accomplishments. These documents are to be submitted to the Human Resources Office.

## **ARTICLE XVII-MISCELLANEOUS COMPENSATION**

### **Section 17.1 STIPEND POSITIONS**

	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
Elementary Teachers in charge 1 per bld.	\$3,699	\$3,736	\$3,773
IAQ/Tools for School Advisor	\$881	\$889	\$898
Faculty Manager - Athletics – HHS	\$5,989	\$6,049	\$6,109
Bank Accountant:			
HHS	\$7,045	\$7,116	\$7,187
HMS	\$5,284	\$5,337	\$5,390
DECCA–Green Dragon HHS Enterprises Advisor	\$6,165	\$6,226	\$6,289
Theatre Director			
(max 3 productions) HHS	\$3,523	\$3,558	\$3,594
(max 2 productions) HMS	\$3,082	\$3,113	\$3,144
Theatre Producer Advisor HHS	\$1,761	\$1,779	\$1,797
Debate Coach-High School	\$3,082	\$3,113	\$3,144
YES – Young Educators Society			
HHS	\$881	\$889	\$898
HMS	\$881	\$889	\$898
Advisor to Student Newspaper:			
HHS (2) each	\$2,290	\$2,313	\$2,336
HMS	\$1,321	\$1,334	\$1,348
Yearbook Advisors			
HHS (2) each	\$3,523	\$3,558	\$3,594
HMS	\$2,202	\$2,224	\$2,246

	2022-23	2023-24	2024-25
National Honor Society			
HHS (2) each	\$1,145	\$1,156	\$1,168
HMS (2) each	\$1,145	\$1,156	\$1,168
National World Language HHS (2) each	\$1,321	\$1,334	\$1,348
Peer Orientation – HMS (2)	\$1,057	\$1,067	\$1,078
Student Council Advisor:			
HHS	\$2,290	\$2,313	\$2,336
HMS	\$2,290	\$2,313	\$2,336
Class Sponsors HHS:			
9th Grade (2) each	\$1,233	\$1,245	\$1,258
10th Grade (2) each	\$1,673	\$1,690	\$1,707
11th Grade (2) each	\$2,026	\$2,046	\$2,066
12th Grade (2) each	\$2,378	\$2,402	\$2,426
AP Coordinator HHS	\$6,165	\$6,226	\$6,289
Independent Study Coordinator HHS	\$2,642	\$2,668	\$2,695
Video Yearbook HHS	\$2,290	\$2,313	\$2,336
Marching Band/Color Guard HHS	\$6,165	\$6,226	\$6,289
Marching Band HMS (2) each	\$352	\$356	\$359
TEAM Advisor	\$4,227	\$4,270	\$4,312
TEAM Assistant Advisor	\$1,761	\$1,779	\$1,797
Math Team Advisor HHS	\$2,114	\$2,135	\$2,156
Science Bowl Advisor (2) HHS each	\$1,849	\$1,868	\$1,887
Chemical Lab Co-Supervisors HHS (2) each	\$2,642	\$2,668	\$2,695
Chemical Lab Supervisor HMS	\$2,642	\$2,668	\$2,695
Technology Coach			
HHS	\$1,761	\$1,779	\$1,797
HMS	\$1,761	\$1,779	\$1,797
Robotics HHS	\$3,523	\$3,558	\$3,594
Math Coach HMS	\$2,114	\$2,135	\$2,156
Hamden Musical Production: (1 production per year)			
Vocal Director HHS	\$1,761	\$1,779	\$1,797
Music Director HHS	\$1,761	\$1,779	\$1,797
Musical Producer HHS	\$881	\$889	\$898
Vocal Director HMS	\$1,321	\$1,334	\$1,348
Music Director HMS	\$1,321	\$1,334	\$1,348
Hamden High School Chamber Choir	\$1,057	\$1,067	\$1,078
Jazz Band Director			
HHS	\$1,761	\$1,779	\$1,797
HMS	\$1,761	\$1,779	\$1,797
Mock Trial			
HHS	\$2,202	\$2,224	\$2,246
HMS	\$2,202	\$2,224	\$2,246
Human Relations			
HHS	\$3,523	\$3,558	\$3,594
HMS (2) each	\$1,761	\$1,779	\$1,797

	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
BHSU HHS	\$3,523	\$3,558	\$3,594
Asian Pride Club HHS	\$881	\$889	\$898
STOPP HHS	\$881	\$889	\$898
Spanish Club HHS	\$881	\$889	\$898
After Prom Sponsors HHS	\$1,937	\$1,957	\$1,976
SADD HHS	\$1,937	\$1,957	\$1,976

## **Section 17.2 High School and Middle School Coaches**

	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b><u>HIGH SCHOOL-HEAD COACHES COACHING/ATHLETIC POSITIONS</u></b>			

### **FALL**

Football Head Coach	\$8,190	\$8,272	\$8,355
Assistants (5)	\$4,756	\$4,803	\$4,851
Girls Swim Head Coach	\$6,957	\$7,027	\$7,097
Assistant	\$3,787	\$3,825	\$3,863
Girls Soccer Head Coach	\$6,957	\$7,027	\$7,097
Assistant	\$3,787	\$3,825	\$3,863
Boys Soccer Head Coach	\$6,957	\$7,027	\$7,097
Assistant	\$3,787	\$3,825	\$3,863
Girls Badminton Head Coach	\$4,403	\$4,447	\$4,492
Girls Volleyball Head Coach	\$5,724	\$5,782	\$5,839
Assistant	\$3,787	\$3,825	\$3,863
Girls Cross Country Head Coach	\$4,844	\$4,892	\$4,941
Boys Cross Country Head Coach	\$4,844	\$4,892	\$4,941
Girls Field Hockey Head Coach	\$5,724	\$5,782	\$5,839
Assistant	\$3,787	\$3,825	\$3,863

### **WINTER**

Girls Basketball Head Coach	\$6,957	\$7,027	\$7,097
Assistants (2)	\$3,787	\$3,825	\$3,863
Boys Basketball Head Coach	\$6,957	\$7,027	\$7,097
Assistants (2)	\$3,787	\$3,825	\$3,863
Boys Swimming Head Coach	\$6,957	\$7,027	\$7,097
Assistant	\$3,787	\$3,825	\$3,863
Boys Indoor Track Head Coach	\$4,844	\$4,892	\$4,941
Assistant	\$3,787	\$3,825	\$3,863
Girls Indoor Track Head Coach	\$4,844	\$4,892	\$4,941
Assistant	\$3,787	\$3,825	\$3,863
Girls Ice Hockey Head Coach	\$6,957	\$7,027	\$7,097
Assistant	\$3,787	\$3,825	\$3,863
Boys Ice Hockey Head Coach	\$6,957	\$7,027	\$7,097
Assistants (2)	\$3,787	\$3,825	\$3,863
Girls Gymnastics Head Coach	\$4,844	\$4,892	\$4,941

### **SPRING**

Boys Baseball Head Coach	\$7,574	\$7,650	\$7,726
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	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
Assistants (2)	\$4,139	\$4,181	\$4,222
Girls Softball Head Coach	\$7,574	\$7,650	\$7,726
Assistants (2)	\$3,787	\$3,825	\$3,863
Boys Track Head Coach	\$6,957	\$7,027	\$7,097
Assistant	\$3,787	\$3,825	\$3,863
Girls Track Head Coach	\$6,957	\$7,027	\$7,097
Assistant	\$3,787	\$3,825	\$3,863
Girls Tennis Head Coach	\$4,844	\$4,892	\$4,941
Boys Tennis Head Coach	\$4,844	\$4,892	\$4,941
Boys Lacrosse Head Coach	\$5,724	\$5,782	\$5,839
Assistant (2)	\$3,787	\$3,825	\$3,863
Girls Lacrosse Head Coach	\$5,724	\$5,782	\$5,839
Assistant (2)	\$3,787	\$3,825	\$3,863
Golf Head Coach	\$4,844	\$4,892	\$4,941
Pep Squad	\$881	\$889	\$898
Cheerleader Head Coach	\$2,554	\$2,580	\$2,605
Dance Team Advisor	\$5,724	\$5,782	\$5,839
Dance Team Assistant (2)	\$3,787	\$3,825	\$3,863

#### **MIDDLE SCHOOL HEAD COACHES COACHING/ATHLETIC POSITIONS**

Boys Football	\$2,554	\$2,580	\$2,605
Boys Football Assistant	\$1,497	\$1,512	\$1,527
Boys Soccer	\$2,554	\$2,580	\$2,605
Girls Soccer	\$2,554	\$2,580	\$2,605
Boys Basketball	\$2,554	\$2,580	\$2,605
Girls Basketball	\$2,554	\$2,580	\$2,605
Girls Softball	\$2,554	\$2,580	\$2,605
Boys Baseball	\$2,554	\$2,580	\$2,605

### **Section 17.3 Intramural Instructors**

	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b>HIGH SCHOOL</b>			
Fall Season (8 weeks)	\$1,497	\$1,512	\$1,527
Winter Season (8 weeks)	\$1,497	\$1,512	\$1,527
Spring Season (8 weeks)	\$1,497	\$1,512	\$1,527
<b>MIDDLE SCHOOL</b>			
Fall Season (8 weeks)	\$1,057	\$1,067	\$1,078
Winter Season (8 weeks)	\$1,057	\$1,067	\$1,078
Spring Season (8 weeks)	\$1,057	\$1,067	\$1,078
<b>Intramural Coordinator</b>	\$3,082	\$3,113	\$3,144
<b>Unified Sports - High School (2)</b>	\$881	\$889	\$898

### **Section 17.4 Department Chairpersons**

**2022-23      2023-24      2024-25**

Department Chair	base stipend	\$4,683	\$4,730	\$4,777
Department Chair without director	additional	\$1,873	\$1,892	\$1,911
Additional Grade Level responsibilities	additional	\$468	\$473	\$478

#### **High School/Middle School Curriculum Leaders**

	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b><u>Curriculum Leaders</u></b>	\$2,994	\$3,024	\$3,054

#### **Section 17.5 Team Leaders**

		<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b>Team Leaders</b>	High School	\$3,699	\$3,736	\$3,773
	Middle School	\$5,284	\$5,337	\$5,390

#### **Article XVIII - Reduction in Force**

In the event it becomes necessary to reduce the number of teachers due to declining enrollment, program elimination or reduction, or to reduce the number of teachers in a given subject area or program, or eliminate or consolidate positions, the Board shall consider mitigating the effect of any potential reduction in force through voluntary retirements and voluntary resignations. Should reductions remain necessary, the Board shall follow the procedures listed below:

1. Teachers not holding a regular Connecticut teaching certificate will be laid off first, provided there are fully certified and qualified teachers to replace them and perform all the needed duties of the laid-off teacher.
2. If further reduction is necessary, pre-tenured teachers with the least number of years of service in the Hamden Public School System will be laid off first, provided there are remaining fully certified and fully qualified teachers to replace them and perform all the needed duties of the laid-off teachers.
3. If still further reduction is necessary, tenured teachers with the least number of continuous years of teaching experience in the Hamden Public School System will generally be laid off first as set forth in Section 5, provided there are fully certified and fully qualified teachers to replace them and perform all the needed duties of the laid-off teachers.
4. The order of teacher reduction among teachers in the certification area being reduced shall be:
  - a. Temporary employees (i.e. long term substitutes, holders of durational shortage area permits (or such successor temporary authorization as may be adopted)).
  - b. Pre-tenured teachers, according to seniority in the school system.
  - c. Tenured teachers, according to the following procedures set forth in paragraph 5 below:
5. In reaching a decision, the following criteria will be observed in identifying tenured teacher(s) for layoff:
  - a. Seniority, i.e., the least senior teacher in the certification area affected will be identified for layoff, subject to rights such teacher may have to bump into another certification as set forth in Section 5(c) below. If the layoff of a particular teacher would result in a program or course of study being substantially altered or



completely eliminated, however, the teacher serving in such program or course of study shall be deemed most senior and shall not be laid off.

- b. When a teacher has a FTE (full time equivalent) status of less than 1.0, seniority will be accrued on a pro-rata basis (.6 FTE x 10 years service = 6 years within same accumulated seniority and .1 FTE x 10 years service = 1 year). Seniority accumulated prior to July 1, 1989 will not be affected.
  - c. Should a teacher identified for layoff have certification in another area in which one or more assigned teachers are less senior, that teacher shall be permitted to displace the least senior teacher in that other certification area, provided that such teacher seeking to displace the least senior teacher has taught in that certification area in Hamden in the preceding ten (10) years. Any teacher thus displaced with then be considered for layoff in accordance with this procedure.
6. Teachers shall be recalled by seniority to the first vacancy for which they are certified and have had previous experience in the Hamden Public School System in the preceding ten (10) years. Eligibility for recall is limited to fourteen (14) months (two hiring seasons).
  7. New teachers will not be hired by the Board until all laid-off teachers eligible for recall have been rehired or have declined the opening.
  8. "Seniority" as used in this Article shall be determined by the date and time on which a teacher signs his or her contract commencing continuous employment in Hamden. In the event a tie exists in the seniority totals of two or more teachers potentially affected by reduction in force, the following shall be used to determine who shall be separated:
    1. Total number of years in the teaching profession, if a tie still exists.
    2. The total number of graduate courses completed, as of the effective date of RIF, if a tie still exists.

### **Article XIX- Faculty Senate**


Upon the majority vote of the faculty of any given school, a faculty senate shall be established according to guidelines agreed to by the HEA and Board of Education.

### **Article XX- Non-Discrimination**


The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination because of age, sex, religion, marital status, race, color, creed, national origin, physical or mental disability, sexual orientation, gender identity or expression, genetic information or other characteristics protected by applicable law. Given administrative and judicial remedies otherwise available, the provisions of this paragraph are subject to the grievance procedure up to Step Two.

## APPENDIX A Health Plan

Summary of Benefits and Coverage: What this Plan Covers & What You Pay for Covered Services Coverage Period: 07/01/2021 - 06/30/2022  
 Coverage for: Individual + Family | Plan Type: PPO + HSA  
 HAMDEN: TOWN AND BOARD OF EDUCATION (Non Med Wrap); Anthem Century Preferred PPO HSA PS CSV

 <p>The Summary of Benefits and Coverage (SBC) document will help you choose a health <u>plan</u>. The SBC shows you how you and the <u>plan</u> would share the cost for covered health care services. NOTE: Information about the cost of this <u>plan</u> (called the <u>premium</u>) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, <a href="https://eoc.anthem.com/eocdps/aso">https://eoc.anthem.com/eocdps/aso</a>. For general definitions of common terms, such as <u>allowed amount</u>, <u>balance billing</u>, <u>coinsurance</u>, <u>copayment</u>, <u>deductible</u>, <u>provider</u>, or other underlined terms see the Glossary. You can view the Glossary at <a href="http://www.healthcare.gov/sbc-glossary/">www.healthcare.gov/sbc-glossary/</a> or call (888) 224-4896 to request a copy.</p>		
Important Questions	Answers	Why This Matters:
What is the overall deductible?	\$2,000/person or \$4,000/family for In-Network Providers. \$2,000/person or \$4,000/family for Non-Network Providers.	Generally, you must pay all of the costs from providers up to the deductible amount before this <u>plan</u> begins to pay. If you have other family members on the policy, the overall family deductible must be met before the <u>plan</u> begins to pay.
Are there services covered before you meet your deductible?	Yes. Preventive Care for In-Network Providers.	This <u>plan</u> covers some items and services even if you haven't yet met the deductible amount. But a copayment or coinsurance may apply. For example, this <u>plan</u> covers certain <u>preventive services</u> without cost-sharing and before you meet your deductible. See a list of covered <u>preventive services</u> at <a href="https://www.healthcare.gov/coverage/preventive-care-benefits/">https://www.healthcare.gov/coverage/preventive-care-benefits/</a> .
Are there other deductibles for specific services?	No.	You don't have to meet <u>deductibles</u> for specific services.
What is the out-of-pocket limit for this plan?	\$3,000/person or \$6,000/family for In-Network Providers. \$4,000/person or \$8,000/family for Non-Network Providers.	The <u>out-of-pocket limit</u> is the most you could pay in a year for covered services. If you have other family members in this plan, the overall family <u>out-of-pocket limit</u> must be met.
What is not included in the out-of-pocket limit?	Premiums, balance-billing charges, and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
Will you pay less if you use a network provider?	Yes, Century Preferred. See <a href="http://www.anthem.com">www.anthem.com</a> or call (888) 224-4896 for a list of network providers.	This <u>plan</u> uses a <u>provider network</u> . You will pay less if you use a <u>provider</u> in the <u>plan's network</u> . You will pay the most if you use an <u>Out-of-Network Provider</u> , and you might receive a bill from a <u>provider</u> for the difference between the <u>provider's</u> charge and what your <u>plan</u> pays ( <u>balance billing</u> ). Be aware your <u>network provider</u> might use an <u>Out-of-Network Provider</u> for some services (such as lab work). Check with your <u>provider</u> before you get services.

Do you need a <u>referral</u> to see a <u>specialist</u> ?	No.	You can see the <u>specialist</u> you choose without a <u>referral</u> .
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 All copayment and coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	0% <u>coinsurance</u>	20% <u>coinsurance</u>	none-----
	Specialist visit	0% <u>coinsurance</u>	20% <u>coinsurance</u>	none-----
	Preventive care / <u>screening</u> / immunization	No charge	20% <u>coinsurance</u>	You may have to pay for services that aren't preventive. Ask your <u>provider</u> if the services needed are preventive. Then check what your <u>plan</u> will pay for.
If you have a test	<u>Diagnostic test</u> (x-ray, blood work)	0% <u>coinsurance</u>	20% <u>coinsurance</u>	Costs may vary by site of service.
	Imaging (CT/PET scans, MRIs)	0% <u>coinsurance</u>	20% <u>coinsurance</u>	Costs may vary by site of service.
If you need drugs to treat your illness or condition More information about <u>prescription drug coverage</u> is available at <a href="http://www.anthem.com/pharmacyinformation/">http://www.anthem.com/pharmacyinformation/</a>	Tier 1 - Typically Generic	\$5/prescription (retail) and \$10/prescription (home delivery)	20% <u>coinsurance</u> (retail) and Not covered (home delivery)	*See Prescription Drug section
	Tier 2 - Typically Preferred Brand	\$25/prescription (retail) and \$50/prescription (home delivery)	20% <u>coinsurance</u> (retail) and Not covered (home delivery)	
	Tier 3 - Typically Non-Preferred Brand and Generic drugs	\$40/prescription (retail) and \$80/prescription (home delivery)	20% <u>coinsurance</u> (retail) and Not covered (home delivery)	
	National Drug List			
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	0% <u>coinsurance</u>	20% <u>coinsurance</u>	none-----
	Physician/surgeon fees	0% <u>coinsurance</u>	20% <u>coinsurance</u>	none-----
If you need immediate medical attention	Emergency room care	0% <u>coinsurance</u>	Covered as In-Network	none-----
	Emergency medical transportation	0% <u>coinsurance</u>	Covered as In-Network	none-----
	Urgent care	0% <u>coinsurance</u>	20% <u>coinsurance</u>	none-----

\* For more information about limitations and exceptions, see plan or policy document at <https://eoc.anthem.com/eocdps/aso>.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Non-Network Provider (You will pay the most)	
If you have a hospital stay	Facility fee (e.g., hospital room)	0% <u>coinsurance</u>	20% <u>coinsurance</u>	100 days/benefit period for Inpatient rehabilitation.
	Physician/surgeon fees	0% <u>coinsurance</u>	20% <u>coinsurance</u>	none
If you need mental health, behavioral health, or substance abuse services	Outpatient services	Office Visit 0% <u>coinsurance</u> Other Outpatient 0% <u>coinsurance</u>	Office Visit 20% <u>coinsurance</u> Other Outpatient 20% <u>coinsurance</u>	Office Visit none Other Outpatient none
	Inpatient services	0% <u>coinsurance</u>	20% <u>coinsurance</u>	none
	Office visits	No charge	20% <u>coinsurance</u>	Cost sharing does not apply for preventive services. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound).
	Childbirth/delivery professional services	0% <u>coinsurance</u>	20% <u>coinsurance</u>	200 visits/benefit period.
If you need help recovering or have other special health needs	Childbirth/delivery facility services	0% <u>coinsurance</u>	20% <u>coinsurance</u>	*See Therapy Services section.
	Home health care	0% <u>coinsurance</u>	20% <u>coinsurance</u>	120 days/benefit period for skilled nursing services.
	Rehabilitation services	0% <u>coinsurance</u>	20% <u>coinsurance</u>	*See Durable Medical Equipment Section
	Habilitation services	0% <u>coinsurance</u>	20% <u>coinsurance</u>	none
	Skilled nursing care	0% <u>coinsurance</u>	20% <u>coinsurance</u>	none
If your child needs dental or eye care	Durable medical equipment	0% <u>coinsurance</u>	20% <u>coinsurance</u>	none
	Hospice services	0% <u>coinsurance</u>	20% <u>coinsurance</u>	none
	Children's eye exam	Not covered	Not covered	none
	Children's glasses	Not covered	Not covered	none
	Children's dental check-up	Not covered	Not covered	none

#### Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)	
<ul style="list-style-type: none"> <li>Cosmetic surgery</li> <li>Dental Check-up</li> <li>Long-term care</li> <li>Weight loss programs</li> </ul>	<ul style="list-style-type: none"> <li>Dental care (Pediatric)</li> <li>Glasses for a child</li> <li>Routine foot care unless you have been diagnosed with diabetes</li> </ul>

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)	
<ul style="list-style-type: none"> <li>Acupuncture</li> </ul>	<ul style="list-style-type: none"> <li>Bariatric surgery</li> <li>Chiropractic care 50 visits/benefit period combined with all other therapies</li> </ul>

\* For more information about limitations and exceptions, see **plan** or policy document at <https://eoc.anthem.com/eocdps/aso>.

- Hearing aids 1 Item(s)/ear every 2 benefit periods
- Infertility treatment
- Most coverage provided outside the United States. See [www.bcbstglobalcare.com](http://www.bcbstglobalcare.com)
- Private-duty nursing \$15,000 maximum/benefit period in a Home Setting only

**Your Rights to Continue Coverage:** There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: Connecticut Department of Insurance, 153 Market Street, 7th Floor, Hartford, CT 06103, (860) 297-3000, (800) 203-3447, Department of Labor, Employee Benefits Security Administration, (866) 444-EBSA (3272), [www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform), or contact Anthem at the number on the back of your ID card. Other coverage options may be available to you too, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit [www.HealthCare.gov](http://www.HealthCare.gov) or call 1-800-318-2596.

**Your Grievance and Appeals Rights:** There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact:

ATTN: Grievances and Appeals, P.O. Box 1038, North Haven, CT 06473-4201

Department of Labor, Employee Benefits Security Administration, (866) 444-EBSA (3272), [www.dol.gov/ebsa/healthreform](http://www.dol.gov/ebsa/healthreform)

Connecticut Office of Healthcare Advocate, P.O. Box 1543, Hartford, CT 06144, (866) 466-4446, [www.ct.gov/oha](http://www.ct.gov/oha), [healthcare.advocate@ct.gov](mailto:healthcare.advocate@ct.gov)

#### Does this plan provide Minimum Essential Coverage? Yes/No

Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

#### Does this plan meet the Minimum Value Standards? Yes/No

If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

*To see examples of how this plan might cover costs for a sample medical situation, see the next section.*

\* For more information about limitations and exceptions, see plan or policy document at <https://eoc.anthem.com/eocdps/aso>.

About these Coverage Examples:



This is not a cost estimator. Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

**Peg is Having a Baby**  
(9 months of in-network pre-natal care and a hospital delivery)

- The plan's overall deductible \$2,000
- Specialist coinsurance 0%
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This EXAMPLE event includes services like:  
Specialist office visits (*prenatal care*)  
Childbirth/Delivery Professional Services  
Childbirth/Delivery Facility Services  
Diagnostic tests (*ultrasounds and blood work*)  
Specialist visit (*anesthesia*)

Total Example Cost	\$12,700
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In this example, Peg would pay:

Cost Sharing	
Deductibles	\$2,000
Copayments	\$10
Coinsurance	\$0
What isn't covered	
Limits or exclusions	\$60
The total Peg would pay is	\$2,070

**Managing Joe's Type 2 Diabetes**  
(a year of routine in-network care of a well-controlled condition)

- The plan's overall deductible \$2,000
- Specialist coinsurance 0%
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This EXAMPLE event includes services like:  
Primary care physician office visits (*including disease education*)  
Diagnostic tests (*blood work*)  
Prescription drugs  
Durable medical equipment (*glucose meter*)

Total Example Cost	\$5,600
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In this example, Joe would pay:

Cost Sharing	
Deductibles	\$2,000
Copayments	\$700
Coinsurance	\$0
What isn't covered	
Limits or exclusions	\$20
The total Joe would pay is	\$2,720

**Mia's Simple Fracture**  
(in-network emergency room visit and follow-up care)

- The plan's overall deductible \$2,000
- Specialist coinsurance 0%
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This EXAMPLE event includes services like:  
Emergency room care (*including medical supplies*)  
Diagnostic test (*x-ray*)  
Durable medical equipment (*crutches*)  
Rehabilitation services (*physical therapy*)

Total Example Cost	\$2,800
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In this example, Mia would pay:

Cost Sharing	
Deductibles	\$2,000
Copayments	\$0
Coinsurance	\$0
What isn't covered	
Limits or exclusions	\$0
The total Mia would pay is	\$2,000

The plan would be responsible for the other costs of these EXAMPLE covered services.

## (TTY/TDD: 711)



## Language Access Services:

**German (Deutsch):** Wenn Sie Fragen zu diesem Dokument haben, haben Sie Anspruch auf kostenfreie Hilfe und Information in Ihrer Sprache. Um mit einem Dolmetscher zu sprechen, bitte wählen Sie (888) 224-4896.

**Greek (Ελληνικά):** Αν έχετε τυχόν απορίες σχετικά με το παρόν έγγραφο, έχετε το δικαίωμα να λάβετε βοήθεια και πληροφορίες στα γλώσσα σας δωρεάν. Για να μιλήσετε με κάποιον διαμετρήσε, τηλεφωνήστε στο (888) 224-4896.

**Gujarati (ગુજરાતી):** જો આ દસ્તાવેજ અંગે આપને કોઈપણ પ્રશ્નો હોય તો, કોઈપણ ખર્ચ વગર આપની ભાષામાં મદદ અને માહિતી મેળવવાનો તમને અધિકાર છે. કુશાલિયા સારિ વાત કરવા માટે, કોલ કરો (888) 224-4896.

**Haitian Creole (Kreyòl Ayisyen):** Si ou gen nempòt kesyon sou dokiman sa a, ou gen dwa pou jwenn èd ak enfòmasyon nan lang ou gratis. Pou pale ak yon entèprèt, rele (888) 224-4896.

**Hindi (हिंदी):** अगर आपके पास इस दस्तावेज के बारे में कोई प्रश्न हैं, तो आपको निःशुल्क अपनी भाषा में मदद और जानकारी प्राप्त करने का अधिकार है। दुमाबिये से बात करने के लिए, कॉल करें (888) 224-4896 ।

**Hmong (White Hmong):** Yog uas koj muaj lus nug dab tsi ntsig txog daim ntawv no, koj muaj cai tau txais kev pab thiab lus qhia hais ua koj hom lus yam tsim xam tus nqi. Txhawm rau tham nrog tus neeg txhais lus, hu xov tooj rau (888) 224-4896.

**Igbo (Igbo):** O buɔ u na i nwere ajijụj o bula gbasara akwukwọ a, i nwere ikike inweta enyemaka na ozi n'asụsụ gị na akwughị ụgwọ o bula. Ka gị na okowa okwu kwuo okwu, kpoo (888) 224-4896.

**Ilokano (Ilokano):** Nu addaan ka iti aniaman a saludsod panggep iti daytoy a dokumento, adda karbengam a makaala ti tulong ken impormasyon babaen ti lengwahem nga avan ti bayad na. Tapno makatungtong ti maysa nga tagipatanus, awagan ti (888) 224-4896.

**Indonesian (Bahasa Indonesia):** Jika Anda memiliki pertanyaan mengenai dokumen ini, Anda memiliki hak untuk mendapatkan bantuan dan informasi dalam bahasa Anda tanpa biaya. Untuk berbicara dengan interpreter kami, hubungi (888) 224-4896.

**Italian (Italiano):** In caso di eventuali domande sul presente documento, ha il diritto di ricevere assistenza e informazioni nella sua lingua senza alcun costo aggiuntivo. Per parlare con un interprete, chiami il numero (888) 224-4896

**Japanese (日本語):** この文書についてなにかご不明な点があれば、あなたにはあなたの言語で無料で支援を受け情報を得る権利があります。通訳と話すには、(888) 224-4896 にお電話ください。

**Khmer (ខ្មែរ):** បើអ្នកមានសំណួរផ្សេងទៀតអំពីឯកសារនេះ អ្នកមានសិទ្ធិទទួលជំនួយសិក្សាស្រាវជ្រាវពីភាសាខ្មែរឥតគិតថ្លៃ។ ដើម្បីស្វែងយល់ពីការបកប្រែ សូមហៅ (888) 224-4896 ។

**Kirundi (Kirundi):** Ugize ikibazo icyo aho cose kuri iyi nyandiko, ufise uburenganzira bwo kuronka ubufasha mu nuzini rwawe ata giciro. Kugira uvugishe umusermuzi, akura (888) 224-4896.

**Korean (한국어):** 본 문서에 대해 어떠한 문의사항이라도 있을 경우, 귀하에게는 귀하가 사용하는 언어로 무료 도움 및 정보를 얻을 권리가 있습니다. 통역사와 이야기하려면(888) 224-4896 로 문의하십시오.



## Language Access Services:

**Lao (ພາສາລາວ):** ຖ້າທ່ານມີຄຳຖາມໃດໆກ່ຽວກັບເອກະສານນີ້, ທ່ານມີສິດໄດ້ຮັບຄວາມຊ່ວຍເຫຼືອ ແລະ ຂໍ້ມູນເປັນພາສາຂອງທ່ານໄດ້ລະຫວ່າງເວລາທີ່ທ່ານມາຮັບເອກະສານນີ້. (888) 224-4896.

**Navajo (Diné):** Dii naaltsoos bika'igíí lahgo bina'ídiłkidgo ná bohónéédzǫ́ dóó bee ahóót'i' t'áá ni nizaad k'ehj bee níl hodoonih t'áadoo bǫ́áh ń́línígóó. Ata' halne'ígíí la' bich'i' hadeesdzih nínízingo koj' hodíłlínih (888) 224-4896.

**Nepali (नेपाली):** यदि यो कागजातबारे तपाईंसँग केही प्रश्नहरू छन् भने, आफ्नै भाषामा निःशुल्क सहयोग तथा जानकारी प्राप्त गर्न पाउने हक तपाईंसँग छ। दोभाषेसँग कुरा गर्नका लागि, यहाँ कल गर्नुहोस् (888) 224-4896

**Oromo (Oromifaa):** Sanadi kanaa wajjin walqabaate gaffi kamiyyuu yoo qabduu tanaan, Gargaarsa argachuu fi odeeffanoo afaan ketiin kaffalii alla argachuuf miigaa qabdaa. Turjumaana dubaachuuf, (888) 224-4896 bilbilla.

**Pennsylvania Dutch (Deutsch):** Wann du Frooge iwwer selle Document hoscht, du hoscht die Recht um Hilfe um Information zu griege in dei Schprooch mitaus Koscht. Um mit en Iwwersetze zu schwetze, ruff (888) 224-4896 aa.

**Polish (polski):** W przypadku jakichkolwiek pytań związanych z niniejszym dokumentem masz prawo do bezpłatnego uzyskania pomocy oraz informacji w swoim języku. Aby porozmawiać z tłumaczem, zadzwoń pod numer (888) 224-4896.

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**Punjabi (ਪੰਜਾਬੀ):** ਜੇ ਤੁਹਾਡੇ ਇਸ ਦਸਤਾਵੇਜ਼ ਬਾਰੇ ਕੋਈ ਸਵਾਲ ਹੁੰਦੇ ਹਨ ਤਾਂ ਤੁਹਾਡੇ ਕੋਲ ਮੁਫਤ ਵਿੱਚ ਅਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਮਦਦ ਅਤੇ ਜਾਣਕਾਰੀ ਪ੍ਰਾਪਤ ਕਰਨ ਦਾ ਅਧਿਕਾਰ ਹੁੰਦਾ ਹੈ। ਇੱਕ ਦੁਭਾਸ਼ੀਏ ਨਾਲ ਗੱਲ ਕਰਨ ਲਈ, (888) 224-4896 ਤੇ ਕਾਲ ਕਰੋ।

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**Samoan (Samoa):** Afai e iai ni ou fesili e uiga i lenei tusi, e iai lou 'aia e maua se fesoasoani ma faamatalaga i lou lava gagana e auoa ma se totogi. Ina ia talanoa i se tagata faaliliu, vili (888) 224-4896.

**Serbian (Srpski):** Ukoliko imate bilo kakvih pitanja u vezi sa ovim dokumentom, imate pravo da dobijete pomoć i informacije na vašem jeziku bez ikakvih troškova. Za razgovor sa prevodiocem, pozovite (888) 224-4896.

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**Vietnamese (Tiếng Việt):** Nếu quý vị có bất kỳ thắc mắc nào về tài liệu này, quý vị có quyền nhận sự trợ giúp và thông tin bằng ngôn ngữ của quý vị hoàn toàn miễn phí. Để trao đổi với một thông dịch viên, hãy gọi (888) 224-4896.

**Yiddish (אידיש):** אויב איר האט שאלות וועגן דעם דאקומענט, האט איר די רעכט צו באקומען דעם אינפארמאציע אין אייער שפראך און קיין פרייז. צו רעדן צו אן איבערזעצער, רופט (888) 224-4896.

**Yoruba (Yorùbá):** Tí o bá ní èyíkéyí ibèrè nípa àkòsílẹ̀ yí, o ní ètò láti gba ànàwọ̀ àtí wífún ní èdè rẹ lófèfè. Bá wa ògbunfọ kan sọrọ, pe (888) 224-4896.

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

# Your summary of benefits



Anthem® Blue Cross and Blue Shield

Your Plan: HAMDEN:TOWN AND BOARD OF EDUCATION (Non Med Wrap): Anthem Century Preferred PPO HSA PS CSV

Your Network: Century Preferred

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Overall Deductible</b>	\$2,000 person / \$4,000 family	\$2,000 person / \$4,000 family
<b>Out-of-Pocket Limit</b>	\$3,000 person / \$6,000 family	\$4,000 person / \$8,000 family
The family deductible and out-of-pocket maximum are non-embedded meaning the cost shares of all family members apply to one shared family deductible and one shared family out-of-pocket maximum. The individual deductible and individual out-of-pocket maximum only apply to individuals enrolled under single coverage.		
<b>Preventive Care / Screening / Immunization</b>	No charge	20% coinsurance after deductible is met
<b><u>Doctor Home and Office Services</u></b>		
<b>Primary Care Visit</b>	0% coinsurance after deductible is met	20% coinsurance after deductible is met
<b>Specialist Care Visit</b>	0% coinsurance after deductible is met	20% coinsurance after deductible is met
<b>Routine Prenatal Care</b>	No charge	20% coinsurance after deductible is met
<b>Routine Postnatal Care</b>	No charge	20% coinsurance after deductible is met
<b><u>Other Practitioner Visits:</u></b>		
Retail Health Clinic	0% coinsurance after deductible is met	20% coinsurance after deductible is met

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CT/LG/HAMDEN:TOWN AND BOARD OF EDUCATION (Non Med Wrap): Anthem Century Preferred PPO HSA PS CSV/5E9F/07-01-2021

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p>On-line Visit Includes Mental Health and Substance Abuse Live Health Online is the preferred telehealth solution. (<a href="http://www.livehealthonline.com">www.livehealthonline.com</a>).</p> <p>Manipulation Therapy Coverage is limited to 50 visits per benefit period. (Chiropractic, PT, OT, ST combined).</p> <p>Acupuncture</p>	<p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p> <p>0% coinsurance after deductible is met</p>	<p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p> <p>20% coinsurance after deductible is met</p>
<b><u>Other Services in an Office:</u></b>		
Allergy Testing	0% coinsurance after deductible is met	20% coinsurance after deductible is met
Chemo/Radiation Therapy	0% coinsurance after deductible is met	20% coinsurance after deductible is met
Dialysis/Hemodialysis	0% coinsurance after deductible is met	20% coinsurance after deductible is met
Prescription Drugs - Dispensed in the office	0% coinsurance after deductible is met	20% coinsurance after deductible is met
<b><u>Diagnostic Services</u></b>		
<b>Lab:</b>		
Office	0% coinsurance after deductible is met	20% coinsurance after deductible is met
Freestanding/Site of Service Lab	0% coinsurance after deductible is met	20% coinsurance after deductible is met
Outpatient Hospital	0% coinsurance after deductible is met	20% coinsurance after deductible is met
<b>X-Ray:</b>		
Office	0% coinsurance after deductible is met	20% coinsurance after deductible is met
Freestanding/Site of Service Radiology Center	0% coinsurance after deductible is met	20% coinsurance after deductible is met
Outpatient Hospital	0% coinsurance after deductible is met	20% coinsurance after deductible is met