

11.16.2023

## Memo

**To:**

Lisa Arpin,  
Town Clerk

**CC:**

James Cosgrove,  
First Selectman  
Jim Finch,  
Finance Director  
Joseph Mooney,  
BOF Chair  
Victoria Verderame,  
RTM Education Chair  
Don Neel,  
Chief Operating Officer  
Board of Education Members  
Sarah MacDougall,  
BEA Co-President  
Carl Seeley,  
BEA Co-President  
Charlene Russell-Tucker,  
Commissioner CSDE

**From:**

Peter Berdon,  
Branford BOE Chair  
Christopher Tranberg, Ph.D.,  
Superintendent of Schools

**Re:**

BEA Contract Transmittal  
July, 2024 - June, 2027

On October 16, 2023, the Branford Board of Education's Negotiating Committee reached a tentative agreement with the Negotiating Committee for the Branford Education Association (BEA). Subsequently the proposed contract was unanimously ratified by the BEA on October 24, 2023 and unanimously approved by the Branford Board of Education during a special meeting on November 1, 2023. The contract was signed by representatives of both parties on November 14, 2023. This is a three year agreement effective July 1, 2024 through June 30, 2027.

The signed contract is attached and filed today, Thursday, November 16, 2023 in accordance with the Teacher Negotiations Act. The contract was settled in mediation with the parties agreeing to a total increase of 12.12 percent over three years representing step movement in each year. At the time of agreement, this increase is below the median and mean negotiations occurring across the State. The new contract includes the following key terms:

### Salary Schedule

2024-25: Bargaining unit employees at the maximum step will receive a general wage increase of 2.65%. All other bargaining unit employees will advance one step and receive a general wage increase of 1.65%.

2025-26: Bargaining unit employees at the maximum step will receive a general wage increase of 2.65%. All other bargaining unit employees will advance one step and receive a general wage increase of 1.65%.

## Branford Public Schools

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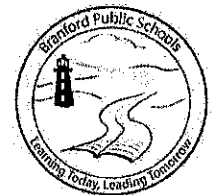
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2026-27: Bargaining unit employees at the maximum step will receive a general wage increase of 2.65%. All other bargaining unit employees will advance one step and receive a general wage increase of 1.65%. Effective June 30, 2027, a new step will be added between the maximum step and penultimate step to smooth the salary schedule and reduce the "bubble" in the salary schedule.

#### **New Hire Incentives**

The parties agreed to afford the Superintendent the discretion to place a new teacher hired into a shortage area up to one step above their normal salary schedule placement and/or to pay such teacher a one-time signing bonus of up to \$5,000. The parties also agreed to expand the district's ability to give salary placement credit to incoming teachers who have worked as a substitute teacher in any school district, rather than only those who have worked as a substitute teacher in Branford. This places the district in a more competitive position to attract a talented teacher workforce in areas of shortage.

#### **Stipends**

2024-25: A 0.5% general wage increase will be applied to existing activity stipends. Coaching stipends will receive a general wage increase of 1.75%.

2025-26: A 1.5% general wage increase will be applied to existing activity stipends. Coaching stipends will receive a general wage increase of 1.75%.

2026-27: A 1.75% general wage increase will be applied to existing activity stipends. Coaching stipends will receive a general wage increase of 1.75%.

Additionally, a new process was established for providing teacher compensation for new activities and a stipend committee will be established to evaluate equitable compensation for activities.

#### **Insurance**

Premium Cost Share: Employees' premium contributions will be 19.5% for 2024-2025, 20.0% for 2025-26 and 20.5% for 2026-27.

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*[Handwritten Signature]*  
BRANFORD BOARD CLERK

**AGREEMENT**

**between the**

**BRANFORD BOARD OF EDUCATION**

**and the**

**BRANFORD EDUCATION ASSOCIATION**

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

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**AGREEMENT**  
between the  
**BRANFORD BOARD OF EDUCATION**  
and the  
**BRANFORD EDUCATION ASSOCIATION**

THIS AGREEMENT IS MADE AND ENTERED INTO by and between the BRANFORD BOARD OF EDUCATION (hereinafter referred to as the "Board") and the BRANFORD EDUCATION ASSOCIATION (hereinafter referred to as the "Association") affiliated with the Connecticut Education Association and the National Education Association.

**Article I**  
**Recognition**

The Board recognizes the Association as the exclusive bargaining representative of the group of professional employees who hold a certificate or durational shortage area permit issued by the State Board of Education under the provisions of §§10-144o to 10-149, inclusive, and are employed by the Board of Education in positions requiring such a certificate or durational shortage area permit and are not included in the administrators' unit or excluded from the purview of §§10-153a to 10-153n, inclusive.

All provisions of this collective bargaining agreement except for Article VIII, Section F, Notification of Terms of Employment, Reduction in Force and Recall Procedure shall apply to persons holding a durational shortage area permit (hereinafter "DSAP").

**Article II**  
**Responsibility**

- A. It is recognized that the Board has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the public schools in the Town of Branford in all its aspects, including but not limited to the following: to maintain public elementary and secondary schools and such other educational activities as in its judgment will best serve the interests of the Town of Branford; to give the children of Branford as nearly equal advantage as may be practicable; to decide the need for school facilities; to determine the care, maintenance and operation of buildings, lands, apparatus and other property used for school purposes; to determine the number, age and qualifications of the pupils to be admitted into each school; to employ, assign and transfer certified personnel; to suspend or dismiss the teachers of the schools; to designate the schools which shall be attended by the various children within the town; to make such provisions as will enable each child of school age residing in the town to attend school for the period required by law and provide for the transportation of children wherever it is reasonable and desirable; to prescribe rules for

the management, studies, classification and discipline for the public schools; to decide the textbooks to be used; to make rules for the arrangement, use and safekeeping of the school libraries and to approve the books selected therefore; to approve plans for school buildings; to prepare and submit budgets and, in its sole discretion, expend monies appropriated by the town for the maintenance of the schools, and to make such transfers of funds within the appropriate budget as it shall deem desirable. These rights, responsibilities and prerogatives are not subject to delegation in a manner inconsistent with or in violation of any of the specific terms and provisions of this Agreement. No action taken by the Board with respect to such rights, responsibilities and prerogatives, other than as there are specific provisions herein elsewhere contained, shall be subject to the grievance provisions of this Agreement.

### **Article III Teacher Duties**

**A. Supervision at Schools**

Pupils will be supervised during the regular school day and at all school functions to which the teacher may be assigned.

**B. Report to Parents**

1. Teachers shall confer with parents as often as deemed necessary by the teacher or parent concerning the development of pupils. Written reports about pupils' development shall be made to the parents in accordance with the general forms and procedures adopted by the Board.
2. The Board agrees that for the duration of the contract, it will hold two evening parent/teacher conferences each semester. If the Board holds additional evening parent/teacher conferences, teachers will be compensated at a rate of pay based upon a prorating of their annual salary equal to the percent of time that the work is increased.

**C. Building Regulations**

The Association shall appoint a committee in each school to meet with the Administration on a regular basis to discuss, suggest and advise changes in existing procedures, rules and regulations as they directly affect the teachers in each building.

**D. Planning Time**

The parties recognize the importance of both personal and collaborative planning time.

1. All elementary school teachers in Levels K-4 shall have a minimum of 40 minutes personal planning time per day and not less than 205 minutes personal planning time per week.

2. All intermediate and secondary teachers shall have a minimum of 45 minutes of personal planning time per day and not less than 225 minutes of personal planning time per week.
3. Pre-K teachers shall have not less than 205 minutes of personal planning time per week.
4. If a K-12 teacher is required to give up a personal planning period in order to cover another teacher's class, the teacher shall be compensated for the lost personal planning period at an hourly rate equal to the summer school rate established in Article VII, Section G.

If a Pre-K teacher does not have 205 minutes of personal planning time in a week due to being required to give up personal planning time in order to cover another teacher's class, the teacher shall be compensated for the lost personal planning time at an hourly rate equal to the summer school rate established in Article VII, Section G.

E. Duty Free Lunch

1. All teachers shall have a continuous duty-free period for lunch not less than thirty (30) minutes in length.

**Article IV  
Class Size**

A. Elementary Schools

1. In grades pre-kindergarten through four, no regular class group shall have more than twenty-eight pupils.
2. Where multiple classes exist at a given grade level within a school building, the Board will make every effort to have equal numbers of students in classes at each grade level.

B. Intermediate School

No regular class shall have more than 28 pupils. In academic team teaching arrangements, the ratio will be no more than 28 students per teacher.

C. Senior High School

No regular class size shall have more than 30 pupils. In academic team teaching arrangements, the ratio will be no more than 30 students per teacher.

D. Enrollment Increases

If student enrollment increases on or after October 1 of any school year, the

administration may exceed the class size restrictions noted above. This exception to the class size restrictions will be exercised to safeguard the educational continuity of students. The elementary, intermediate, and senior high school class size restrictions may be exceeded by not more than one student per class due to enrollment increases on or after October 1 of any school year.

E. Special Education

Classes in special education shall not contain more pupils than designated by standards developed and promulgated by the State Department of Education.

**Article V**  
**Teaching Assignments**

A. Appointment of Teachers

Teachers shall be appointed in accordance with Provisions of the General Statutes of the State of Connecticut.

B. Notification of Teaching Assignments

1. Teachers will be notified in writing by June 1 of any anticipated change in their teaching assignments for the ensuing year. The Board reserves the right to make necessary changes after that date and agrees to notify those involved as soon as decisions are reached.
2. Teachers will be notified in writing of actual teaching schedules prior to August 15th whenever possible.

C. Notification of Teaching Vacancies

Position vacancies caused by death, retirement, discharge, resignation or by the creation of a new position shall be filled pursuant to the following procedures.

1. The existence of position vacancies shall be publicized both within and outside the system, including a notice sent by electronic mail to all teachers, as far in advance of the date of filling such a vacancy (at least 30 days in advance where possible and, in no event, less than 2 weeks in advance). Where need to fill a position vacancy arises during the summer months, notification shall be by electronic mail to all teachers.
2. Said notice of position vacancy shall clearly set forth the qualifications of the position. When the position includes compensation beyond a teacher's regular salary the notice shall list the salary, and a description of the duties, additional time, and certification required.
3. All internal (incumbent employee) candidates for any vacant position shall



be interviewed before external applicants. All internal applicants shall be interviewed only by school administrators.

**D. Transfer of Teachers**

1. The Board of Education reserves the right to transfer teachers within the system in the best interest of the entire school system. All teachers shall have the right to request a transfer to any unit position provided that they are certified and qualified as set forth in the job posting or job description to fill the position.
2. The Board acknowledges that several factors must be taken into consideration in making teacher assignments. The factors include certification, teaching experience, the wishes and interests of the teachers involved, seniority within the Branford School System, and the best interests of the entire school system. These criteria are not listed in any particular order of significance.
3. Transfer within the system should, whenever possible, be made on a voluntary basis.
4. Personnel involved in transfers will be contacted by the Superintendent or designee to discuss the transfer before final action is taken.
5. Teachers who desire to transfer to another building shall file a written statement or electronic mail of such desire with the Superintendent not later than May 15th. Such statement shall include the grade and/or subject which the teacher desires to be assigned or the school or schools (in order of preference if the teacher has a preference) to which they desire to be transferred.
6. Teachers who desire a change in grade and/or subject assignment shall speak to the principal and/or immediate supervisor.
7. Grievances involving transfers that are resolved after the start of a school year will not be implemented until the following school year if the resolution will result in any disruption to students.

**Article VI**  
**Health and Insurance Benefits**

**A. Health Care Benefits**

1. All full-time personnel covered by this Agreement shall be eligible to receive group medical coverage and prescription coverage for themselves as individuals and for their families under the Connecticut State Partnership Plan 2.0 (the "SPP") and group dental coverage for themselves as individuals and for their families.

- a. The health plan benefits shall be as set forth in the SPP, including any subsequent amendments or modifications made to the SPP by the State and its employee representatives. The administration of the SPP, including open enrollment, beneficiary eligibility and changes, and other administration provisions shall be as established by the SPP.
- b. The premium rates shall be set by the SPP.
- c. The SPP contains a Health Enhancement Plan (“HEP”) component. All employees participating in the SPP are subject to the terms and provisions of the HEP. In the event that the Partnership Plan 2.0 administrators impose a HEP non-participation or non-compliant penalty on the basis of an employee’s non-compliance with the terms of the HEP or any non-compliance on the part of any individual covered under the employee’s insurance, any such penalty shall be fully paid by the non-compliant employee. The imposition of any resulting premium cost increase shall be paid by the non-complaint employee by payroll deduction and the imposition of any deductible shall be implemented through claims administration.
- d. In the event any of the following occur, the Board or the Association may reopen negotiations in accordance with Conn. Gen. Stat. § 10-153f(e) as to the sole issue of health insurance, including plan design and plan funding, premium cost share and/or introduction of replacement medical insurance in whole or in part.
  - i) If the SPP in its current form is no longer available, or if the benefit plan design of the SPP is modified as a result of a change in the State’s collective bargaining agreement with SEBAC, if such modifications would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan; and/or
  - ii) If Conn. Gen. Stat. Section 3-123rrr *et seq.* is amended, or if there are any changes to the administration of the SPP, or if additional fees and/or charges for the SPP are imposed so as to affect the Board, any of which amendments, changes, fees and/or charges (individually or collectively) would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan.
- e. If negotiations are triggered under subparagraph d. above, the parties shall consider the High Deductible Health Plan with Health Savings Account set forth in Article VI of the 2021-24 Collective Bargaining Agreement and its corresponding Attachment including plan design, coverage and benefits, managed care elements, and deductible funding to be the baseline for such

negotiations and the parties shall consider the following additional factors:

- Trends in health insurance plan design outside of the SPP; and
- The costs of different plan designs.

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

- f. The Board and the Association each retain their respective rights under Article VI, Section A.2 of the Collective Bargaining Agreement, and this Agreement shall not be construed to waive and/or limit such rights. For the purposes of Article VI, Section A.2 of the Collective Bargaining Agreement, the parties agree that the High Deductible Health Plan with Health Savings Account set forth in Article VI of the 2021-24 Collective Bargaining Agreement and its corresponding Attachment, including plan design, coverage and benefits, managed care elements, and deductible funding, shall be the baseline plan.
2. The Branford Board of Education may provide insurance programs as required by this Article for bargaining unit members through alternate carriers or through self-insurance. The programs, when taken as a whole (meaning coverages, benefits and administration; i.e., timeliness of payments and claims processing), provided through alternate insurance carriers, through self-insurance or through a combination of such alternatives shall be substantially equivalent to the programs available to teachers under the group health insurance policies provided under the 2021-24 Collective Bargaining Agreement. Should the Board of Education desire to change insurance carriers, prior to any such change the Association shall be notified and given an opportunity to review the proposed changes. Should the Association and the Board disagree that the alternative programs proposed will not provide substantially equivalent programs (coverage, benefits and administration) to those currently provided, arbitration as set forth under Article XIV of this Agreement may be implemented at the request of the Association. Such arbitration shall take place before an impartial arbitrator with expertise in insurance.

#### B. Life Insurance

1. All full-time staff members covered by this Agreement shall receive group term life insurance with accidental death and dismemberment provision in the amount of \$100,000.
2. All full-time staff members covered by this Agreement may elect to purchase additional term life insurance at group rates and with payroll deduction privileges, provided:

- a. That said coverage is offered only in equal amounts.
- b. That participation requirements set forth by the insurance carrier are met.

C. Benefit Premium Cost Share

- 1. For the SPP, the Board and the teachers shall be responsible for the following percentages of the premium cost for all employees hired to work 100% of the normal work week:

	<u>Board</u>	<u>Teachers</u>
2024-25	80.5%	19.5%
2025-26	80.0%	20.0%
2026-27	79.5%	20.5%

Those employees hired for a less than 100% position may participate in such insurance programs provided they pay that percentage of the costs of such programs which corresponds to the difference between a 100% position and the percentage position for which they have been hired. Such premium cost sharing may be made on a pre tax basis in accordance with the Section 125 Plan.

- 2. The Board, by the first day of annual open enrollment, shall make available the insurance rates, via memo to all members of the Branford Education Association. Said memo shall show the current rates (separated by medical/pharmacy rates and dental rates), and the final renewal rates (separated by medical/pharmacy rates and dental rates). The memo shall also include Association members' current and renewal premium cost share percentages and annualized and per pay period dollar amount. The rates provided via memo will be the rates in effect for the coming plan year.

D. Section 125 "Cafeteria Plan "

The Board shall adopt an Internal Revenue Code, Section 125 pre-tax premium conversion plan, which will allow teachers to meet any required insurance premium contribution and will include a medical care account and a dependent care account. Participation in such plans shall be at the teacher's option.

The Board shall provide, through its section 125 plan, a healthcare Flexible Spending Arrangement ("FSA") and a dependent care FSA for bargaining unit members.

**Article VII**  
**Salaries**

A. Teacher Salary Schedule

- 1. There shall be a single salary schedule for all teachers. The salary schedules shall be as included on the following pages of this Agreement.

2. The annual salary of the teacher shall be in accordance with the provisions of the prevailing salary schedule of the Board.
3. Increments on the schedule will be allowed except in instances in which service has been less than satisfactory. Such withholding of increments shall not be made, however, until voted by the Board.
4. Reimbursement shall be made for professional improvement as specified in the salary schedule and included in this Agreement under Section B of this Article.
5. The Board reserves its discretionary right to fill any vacancy at the salary that may be necessary.
6. One-half of the negotiated salary increase may be withheld by the Board of Education for any teacher who has reached the top step on the salary schedule, if such teacher's performance is less than satisfactory. Such withholding shall not be made, however, until voted by the Board.
7. The just cause standard defined in Article VIII shall apply to subsections 3 and 6 above.
8. Subject to subsections 3, 6 and 7 above, step increments during the contract years referenced in Article XIX (Duration) shall be as set forth in the chart which appears under Attachment A.

**2024-2025 SALARY SCHEDULE**

<b>Step</b>	<b>BA</b>	<b>MA</b>	<b>SIXTH</b>	<b>6TH +15</b>	<b>6TH +30</b>
1					
2	55,139	57,986	61,789	63,305	65,588
3	56,290	59,134	62,938	64,459	66,735
4	57,883	60,511	64,314	65,829	68,111
5	59,317	62,171	65,967	67,486	69,767
6	61,303	64,155	67,956	69,472	71,754
7	62,656	65,500	69,305	70,827	72,755
8	65,465	68,317	72,111	73,634	75,520
9	68,757	71,611	75,412	76,931	78,770
10	72,597	75,444	79,248	80,764	82,559
11	77,272	80,120	83,921	85,442	87,187
12	81,942	85,333	89,260	90,830	92,827
13	86,239	90,155	94,189	95,802	98,042
14	95,842	99,089	103,409	105,137	107,728

Effective July 1, 2024, teachers who are not on the maximum step shall advance one step on the salary schedule.

**2025-2026 SALARY SCHEDULE**

<b>Step</b>	<b>BA</b>	<b>MA</b>	<b>SIXTH</b>	<b>6TH +15</b>	<b>6TH +30</b>
1					
2	56,049	58,943	62,809	64,350	66,670
3	57,219	60,110	63,976	65,523	67,836
4	58,838	61,509	65,375	66,915	69,235
5	60,296	63,197	67,055	68,600	70,918
6	62,314	65,214	69,077	70,618	72,938
7	63,690	66,581	70,449	71,996	73,955
8	66,545	69,444	73,301	74,849	76,766
9	69,891	72,793	76,656	78,200	80,070
10	73,795	76,689	80,556	82,097	83,921
11	78,547	81,442	85,306	86,852	88,626
12	83,294	86,741	90,733	92,329	94,359
13	87,662	91,643	95,743	97,383	99,660
14	98,382	101,715	106,149	107,923	110,583

Effective July 1, 2025, teachers who are not on the maximum step shall advance one step on the salary schedule.

**2026-2027 SALARY SCHEDULE**

Step	BA	MA	SIXTH	6TH +15	6TH +30
1					
2	56,974	59,916	63,845	65,412	67,770
3	58,163	61,102	65,032	66,604	68,955
4	59,809	62,524	66,454	68,019	70,377
5	61,291	64,240	68,161	69,732	72,088
6	63,342	66,290	70,217	71,783	74,141
7	64,741	67,680	71,611	73,184	75,175
8	67,643	70,590	74,510	76,084	78,033
9	71,044	73,994	77,921	79,490	81,391
10	75,013	77,954	81,885	83,452	85,306
11	79,843	82,786	86,714	88,285	90,088
12	84,668	88,172	92,230	93,852	95,916
13	89,108	93,155	97,323	98,990	101,304
14	100,989	104,410	108,962	110,783	113,513

Effective July 1, 2026, teachers who are not on the maximum step shall advance one step on the salary schedule.

Effective June 30, 2027:

- The Board and the Association agree to split the bubble between the penultimate step and the maximum step by adding a step in between those steps (that is the average of the penultimate step and the maximum step).
- The new penultimate step shall be numbered Step 13A, as set forth in the schedule below.
- No step advancement will occur on June 30, 2027, and no teacher's actual salary will change on June 30, 2027. The parties agree that the salary schedule set forth below will be used as the basis for the parties' negotiations for a successor collective bargaining agreement.

**Effective June 30, 2027 - SALARY SCHEDULE**

Step	BA	MA	SIXTH	6TH +15	6TH +30
1					
2	56,974	59,916	63,845	65,412	67,770
3	58,163	61,102	65,032	66,604	68,955
4	59,809	62,524	66,454	68,019	70,377
5	61,291	64,240	68,161	69,732	72,088
6	63,342	66,290	70,217	71,783	74,141
7	64,741	67,680	71,611	73,184	75,175
8	67,643	70,590	74,510	76,084	78,033
9	71,044	73,994	77,921	79,490	81,391
10	75,013	77,954	81,885	83,452	85,306
11	79,843	82,786	86,714	88,285	90,088
12	84,668	88,172	92,230	93,852	95,916
13	89,108	93,155	97,323	98,990	101,304
<b>13A</b>	<b>95,049</b>	<b>98,783</b>	<b>103,143</b>	<b>104,887</b>	<b>107,409</b>
14	100,989	104,410	108,962	110,783	113,513

B. Professional Improvement

1. Bachelor's Degree Schedule

Teachers holding a Bachelor's degree shall be paid on the Bachelor's degree salary schedule.

2. Master's Degree or Equivalent Schedule

In order to be placed on the Master's Degree or equivalent salary schedule, a teacher must have a Master's Degree from an accredited institution or have completed thirty (30) graduate credits within the subject field or in a related field of the teacher's present area of employment, or be in the field of educational administration. All other courses of study must be preapproved by the Superintendent of Schools. When a Master's Degree Program requires more than thirty (30) graduate credits, the additional hours shall not be counted toward movement on the salary schedule without prior approval of the Superintendent or without authorization by the Superintendent in the event that the course work was accomplished prior to coming to Branford.

The above language shall not adversely affect any teacher's present track, placement, or currently enrolled degree program prior to July 1, 1986.

Notwithstanding the provisions set forth above, teachers hired on or after July 1, 2012 shall not be placed on the Master's Degree salary schedule or move to a higher salary schedule unless the teacher has earned a Master's Degree from an accredited institution. The preceding sentence shall not adversely affect any teacher hired on or before June 30, 2012.

3. Sixth Year or Equivalent Schedule

In order to be placed on the Sixth Year or equivalent salary schedule, a teacher must have a Sixth Year Certificate from an accredited institution or have completed a planned thirty credit graduate program beyond the Master's Degree or equivalent, at an accredited institution, provided that such Sixth Year Certificate from an accredited institution, or completed planned thirty credit graduate program beyond the Master's Degree or equivalent, at an accredited institution be within the subject field or in a related field of the teacher's present area of employment, or be in the field of educational administration. All other courses of study must be preapproved by the Superintendent of Schools.

The above language shall not adversely affect any teacher's present track, placement, or currently enrolled degree program prior to July 1, 1986.

The parties agree that, beginning July 1, 2015, social workers, school psychologists and speech language pathologists who have earned at least sixty graduate credits in their degree program from an accredited institution shall be placed on the Sixth Year lane.



The parties further agree that no social worker, school psychologist or speech language pathologist shall be entitled to any retroactive pay or retroactive placement on the Sixth Year Lane pursuant to this memorandum of agreement. The BEA agrees that it shall not file any grievance regarding retroactive pay or placement.

4. Sixth Year or Equivalent Plus Fifteen

In order to be placed on the Sixth Year or equivalent plus fifteen schedule, a teacher must have completed at least fifteen graduate credits beyond the Sixth Year or equivalent at an accredited institution, provided that such fifteen graduate credits beyond the Sixth Year or equivalent at an accredited institution be within the subject field or in a related field of the teacher's present area of employment, or be in the field of educational administration. All other courses of study must be preapproved by the Superintendent of Schools.

The above language shall not adversely affect any teacher's present track, placement, or currently enrolled degree program prior to July 1, 1986.

The Sixth Year or Equivalent Plus Fifteen Schedule shall not be available to teachers hired on or after July 1, 1997.

5. Sixth Year or Equivalent Plus Thirty

In order to be placed on the Sixth Year or equivalent plus thirty schedule, a teacher must have completed at least thirty graduate credits beyond the Sixth Year or equivalent at an accredited institution, provided that such Sixth Year or equivalent plus thirty be within the subject field or in a related field of the teacher's present area of employment, or be in the field of educational administration. All other courses of study must be preapproved by the Superintendent of Schools.

The above language shall not adversely affect any teacher's present track, placement, or currently enrolled degree program prior to July 1, 1986.

6. Elimination of Plus Fifteen Schedules

Effective July 1, 1997 the following provisions shall apply to the Bachelor's + 15 and Sixth Year +15 schedules:

- a. Said schedules shall not be available to teachers hired on or after July 1, 1997;
- b. Any teacher currently on any of said schedules shall be entitled to continue on that schedule;

7. National Board Certification

Members of the teaching staff who obtain National Board Certification shall receive a one-time stipend of \$1,000 upon successful completion of the certification. The teacher shall notify the Superintendent of the anticipated completion date of their certification by December 30 the previous calendar year.

8. Accredited Institution

The term "accredited institution" as used in this contract shall mean an institution of higher learning accredited by the New England Association of Schools and Colleges or other equivalent regional accrediting authority. Courses taken by an individual over the internet or through other electronic distance learning programs must be accredited by the New England Association of Schools and Colleges or other equivalent regional accrediting authority or have received prior approval of the Superintendent of Schools.

C. Placement on the Salary Schedule

1. No newly hired teacher shall be placed on a step higher than any teacher currently in the system with the same teaching experience, and all teachers shall be placed on the salary schedule which accords with the number of years of their prior public school experience, including teaching experience in nonpublic schools that includes teachers as members of the State Teachers' Retirement System, and professional training, except as follows:
  - a. A fractional part of a school year of public school experience under contract, of not less than five months in one school system, shall entitle the teacher to credit for one full year of experience. No teacher may receive credit for more than one year of experience based on service for a fractional part of a school year.
  - b. Experience as a substitute teacher shall be given no credit for salary schedule placement unless the teacher has continuously substituted for not less than five months in the same position in any school year and providing that the teacher was fully certified for that position.
  - c. Credit may be allowed toward placement on the salary schedule for continuous experience under contract in private and military dependency schools prior to the date of employment in Branford, at the discretion of the Superintendent. (This provision applies to teachers hired after July 1, 1994.)
  - d. Credit for prior service in cases where teaching has not been continuous to the date of appointment shall be at the discretion of the Superintendent. Each person who has not taught continuously, who has at least a Bachelor's degree, has met the study requirements in Section

VII-B, and is on tenure, may be granted one extra increment, at the discretion of the Superintendent, per year until that person is on schedule.

- e. Credit will be allowed toward placement on the salary schedule for Peace Corps and Teacher Corps experience, provided that such experience is documented as successful formal teaching experience. Such credit will be granted under the same conditions as found in paragraphs f, g, and h of this subsection. Credit may be allowed toward placement on the salary schedule for documented non-teaching Peace Corps experience upon approval of the Superintendent of Schools.
- f. Teachers who served in the active armed forces shall be given credit for such service up to the maximum of three years on the basis of twelve months of such service being held equal to one school year, six months but less than twelve months of such service shall be given credit for one full school year. For example, eighteen months of such service would get credit for two school years for placement.
- g. Authoritative certification of prior experience and military service and transcripts of records of professional preparation shall be filed with the Superintendent of Schools.
- h. Credit may be given at the discretion of the Superintendent of Schools for a teacher's experience in another field prior to entering the teaching profession provided that such experience was related to their teaching field.
- i. No rule governing placement of teachers on the various steps of this salary schedule shall be retroactive whether it affects a teacher beneficially or adversely.
- j. Notwithstanding any provision to the contrary, the Superintendent of Schools shall have the sole discretion to place a new teacher hired into a shortage area as designated by the State Department of Education up to one (1) step above their normal placement on the salary schedule and/or to pay a new teacher hired into a shortage area as designated by the State Department of Education a one-time signing bonus of an amount up to \$5,000. A newly hired shortage area teacher who does not remain employed by the Board for at least two (2) school years shall be required to repay the Board the amount of any signing bonus awarded upon separation from employment.

2. Teachers who qualify for transfer to a higher salary schedule by professional preparation shall be placed on the new schedule within sixty (60) days after providing the Superintendent with a copy of the transcript as described in Section c. below, providing:
  - a. The teacher has notified the Superintendent of Schools by December 30 of the previous fiscal year of the anticipated completion date of the program in the subsequent fiscal year. In the event the program or degree is not completed or will not be completed until a future fiscal year, the teacher must renotify the Board in each prior fiscal year for budget development purposes.
  - b. The teacher's notification to the Superintendent of the anticipated completion of the program was formal (i.e., on a separate and specific written letter or form with a copy of the approved program of study attached). An addendum or attachment to any other document is not considered formal notification.
  - c. The completed program was officially documented via transcript.
  - d. For any teacher hired after January 1, the Superintendent shall transfer the teacher to the higher salary schedule within sixty (60) days provided the teacher notified the Superintendent at the time of hire of their anticipated completion of the degree program and they have fulfilled the requirements of paragraphs b. and c. above.

D. Guidance Counselors

1. Guidance counselors shall receive a salary commensurate with their positions on the teacher salary schedule plus an additional amount based upon responsibility and additional working time.
2. Guidance counselors shall work ten days in addition to the time scheduled for teachers. For this additional two weeks of work, counselors shall receive a ratio of .05 of the appropriate step of the teachers' salary schedule. Of the 10 days, three will be scheduled in the week immediately following the close of the regular school year. Five of the remaining days shall be scheduled prior to teachers returning to school. The remaining days shall be scheduled in full day allotments by the counselors involved and the guidance supervisor. The days scheduled shall be consistent from week to week. If the counselors do not reach agreement among and between themselves as to the schedule and assignment of days on or before March 1, the Superintendent or their designee shall schedule and assign such days following consultation with the Association and counselors involved by April 1.
3. Guidance counselors may request to work beyond the regularly scheduled two additional weeks for completion of projects. Such requests for additional time must be approved by the principal and the Superintendent of Schools prior to

being submitted to the Board of Education for final approval. Requests must be received by the Board of Education for their approval on or before January 1. If approved, additional working time will be compensated on the basis of a ratio of the annual salary.

E. Special Contracts

1. Student Body Activities

- a. Base salary for each student body activity position is listed below for each school year.
- b. Advisors having more than three years experience in the assigned activity shall be increased by 5% above their base for each year of experience to a maximum of seven years (25%). This provision shall not apply to any individual newly appointed to a stipend position on or after July 1, 2012. Any employee appointed to a stipend position prior to July 1, 2012 will continue to be eligible for the 5% increases set forth in this section for additional years of continuous service in that position.
- c. The Association and the Board shall mutually agree on the stipend rate for new activities established by the Board. In the first year of the new activity, the student body activity position shall be paid at 33% of the applicable stipend rate. In the second year of the new activity, the student body activity shall be paid at 66% of the applicable stipend rate. In the third year of the new activity and thereafter, the student body activity shall be paid at 100% of the applicable stipend rate.
- d. Effective July 1, 2024, the base salary for student body activity positions will increase by 0.5%. In addition, effective July 1, 2024, the allocation of \$30,000 in Board funding shall be applied as determined by agreement of the stipend committee prior to July 1, 2024, in accordance with the terms of the Memorandum of Agreement attached hereto as Attachment B. Effective July 1, 2025, the base salary will increase by 1.50%. Effective July 1, 2026, the base salary will increase by 1.75%. The activity stipend schedule will be developed by July 1, 2024 as a result of the stipend committee process.

2. Special Contracts Coaches Positions

- a. The base salary for each coaching position is listed below for each school year.
- b. Coaches having more than two years experience in the assigned sport shall be increased by 5% above their base for each year of experience to a maximum of seven years (25%). This provision shall not apply to any individual newly appointed to a coaching position on or after July 1, 2012. Any employee appointed to a stipend position prior to July 1, 2012 will continue to be eligible for the 5% increases set forth in this

section for additional years of continuous service in that position.

- c. Assistant coach shall receive 60% of the value calculated for a coaching position. Assistant coaches having more than two years experience in the assigned sport shall be increased by 5% above their base for each year of experience to a maximum of seven years (25%). The preceding sentence shall not apply to any individual newly appointed to an assistant coaching position on or after July 1, 2012. Any employee appointed to a stipend position prior to July 1, 2012 will continue to be eligible for the 5% increases set forth in this section for additional years of continuous service in that position.
- d. Effective July 1, 2024, the base salary will increase by 1.75%. Effective July 1, 2025, the base salary will increase by 1.75%. Effective July 1, 2026, the base salary will increase by 1.75%.

<u>Sport</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>
	<u>Base Salary</u>	<u>Base Salary</u>	<u>Base Salary</u>
Band	6,263	6,373	6,485
Band Assistant	3,759	3,825	3,892
Baseball/Softball	6,263	6,373	6,485
Baseball (WIS)	4,237	4,311	4,386
Basketball (B/G)	7,301	7,429	7,559
Basketball Int. (B/G)	5,219	5,310	5,403
Cross Country	4,178	4,251	4,325
Cross Country (WIS)	3,835	3,902	3,970
Field Hockey	6,263	6,373	6,485
Field Hockey (WIS)	3,835	3,902	3,970
Football	8,345	8,491	8,640
Hockey Club Girls	7,301	7,429	7,559
Golf	3,654	3,718	3,783
Gymnastics	6,263	6,373	6,485
Ice Hockey Boys	7,301	7,429	7,559
Indoor Track	5,217	5,308	5,401
Lacrosse (B/G)	6,263	6,373	6,485
Sailing	3,654	3,718	3,783
Soccer (B/G)	6,263	6,373	6,485
Softball (WIS)	4,237	4,311	4,386
Swimming (B/G)	6,263	6,373	6,485
Tennis	4,178	4,251	4,325
Track (B/G)	6,263	6,373	6,485
Volleyball	5,217	5,308	5,401
Volleyball (WIS)	3,835	3,902	3,970
Weight Room (per season)	1,460	1,486	1,512
Wrestling	6,263	6,373	6,485
Wrestling WIS	3,835	3,902	3,970

3. Cooperative Work Experience

Diversified Occupations Teacher/Coordinator shall be compensated at .10 above the salary schedule. Such position shall be for four weeks beyond the teachers' standard contract year.

4. Additional Duties

Additional duties shall not carry extra compensation except as specified in a special contract approved by the Board.

5. Other Positions

a. Elementary School Lead Teacher:

Ten month position; compensated at a rate of \$2,503 in 2024-25, \$2,547 in 2025-26 and \$2,592 in 2026-27. Reports to school principal. Position to be posted annually.

b. Coordinator-BHS Student Support Services:

Ten month position; compensated at the same rate as the High School Department Leader. Reports to school principal. Position to be posted annually.

F. Homebound Instruction

Teachers of homebound students shall be compensated at the rate of \$49.40 per hour in 2024-25, \$50.26 per hour in 2025-26 and \$51.14 per hour in 2026-27.

G. Summer School

Teachers of summer school shall be paid at the rate of \$49.40 per hour in 2024-25, \$50.26 per hour in 2025-26 and \$51.14 per hour in 2026-27.

H. Department Leaders

1. Intermediate School

In departments in the Branford Intermediate School where Department Leader positions are established by the Board of Education, Department Leaders shall teach a normal teaching schedule and be compensated at the following rate:

2024-25	\$4,256
2025-26	\$4,330
2026-27	\$4,406

2. High School

- a. In each department at the High School where the Board establishes a Department Leader position, with compensation at the following rate:

2024-25	\$5,319
2025-26	\$5,412
2026-27	\$5,507

- b. Department Leaders shall not be required to teach in excess of 4/5 of a normal teaching schedule. However, the administrative duties assigned to Department Leaders shall not exceed 50% of the normal school day.
- c. Any days required of Department Leaders in excess of the negotiated school year shall be paid at the hourly rate of the Department Leader, including the above compensation.

I. Teacher Coaches

- a. The parties acknowledge and agree that the responsibilities of Teacher Coaches extend beyond their contractual obligations as teachers, as set forth in this collective bargaining agreement (including responsibilities that extend beyond the teacher work day and teacher work year set forth in the collective bargaining agreement). Such responsibilities stem from the Teacher Coaches' role in curriculum development, professional learning, District/building leadership, and enhancement of the instructional program for the Branford Public Schools, and shall include but not be limited to, participation in Board meetings (as needed), parent nights, procedural tasks related to teaching and learning, and other events and related activities, as designated by the Administration.
- b. In addition to their contractual obligations as teachers, and in addition to the events and activities referenced in subsection (a) of this Section, Teacher Coaches shall remain for a total of ten (10) hours beyond the teacher work day per year in order to engage in responsibilities related to the enhancement of the district's instructional program, as scheduled by the Administration.
- c. In carrying out their responsibilities, Teacher Coaches shall work six (6) days beyond the teacher work year. Two (2) of such days shall occur immediately before the start of the school year and two (2) of such days shall occur immediately following the end of the school year. Two (2) of such days shall be determined by mutual agreement between the Teacher Coach, the Principal and the Curriculum Coordinator.



- d. Teacher Coaches shall be paid a stipend per year as compensation for their responsibilities as Teacher Coaches. The parties acknowledge that the stipend reflects the responsibilities of Teacher Coaches that extend beyond their contractual obligations as teachers.

2024-25	\$6,105
2025-26	\$6,212
2026-27	\$6,321

- e. In the event that the Administration determines that it is necessary for one or more Teacher Coaches to work additional days beyond the six (6) days as set forth in subsection (c) of this Section, any such days shall be determined by mutual agreement between the Administration and the Teacher Coaches. Any such additional work days shall be compensated at the curriculum rate.

J. Department Liaisons

- a. In departments in which Department Liaison positions are established by the Board of Education, Department Liaisons shall teach a normal teaching schedule and be compensated at the following annual rates:

2024-25	\$3,192
2025-26	\$3,248
2026-27	\$3,305

- b. Contracts for Department Liaisons shall be subject to the approval of the Board upon recommendation of the Superintendent.

K. Special or Additional Duties

1. Teachers who receive compensation for any special and/or additional duties above the basic salary schedule shall not have tenure with regard to those duties.
2. Special contracts shall be issued no later than two weeks prior to the commencement of the contracted activity or responsibility.
3. Teachers holding activity or coaching contracts shall be notified by June 1st or thirty days after completion of the contracted activity or responsibility, whichever is later, if they are not be issued a special contract for the following year in the same activity.
4. Such notification shall not preclude the Board's right to eliminate the contracted activity at a later date to meet budget considerations and to eliminate the position included in the special contract.

L. Payment of Salary

1. Annual salaries will be paid in installments, subject to deductions required by law or contract, and any other mutually agreed upon deductions that the teacher authorizes in writing.
2. A teacher may elect to receive salary payments in one of the following options:
  - a. Twenty-one (21) equal biweekly installments
  - b. Twenty-six (26) equal biweekly installments
  - c. Twenty-one (21) biweekly installments with the twenty-second (22<sup>nd</sup>) installment being equal to five times the other installments.
3. The salary payment schedule option will be selected by the teacher. Once a selection of payments is made, no change will be permitted during the school year.
4. The first payment shall be made on the first biweekly payday following the 26th biweekly installment of the previous year. Thereafter, salary payments shall be made biweekly with payday adjustments to compensate for holiday periods. When it becomes necessary to adjust the pay schedule due to variations in the calendar, the Administration will share the adjusted pay schedule with the Association President on or before June 1st of the prior pay year.
5. An exception to the biweekly payment schedule shall be made in cases of teachers resigning their positions at the close of the school year. In such cases, the final installment will be withheld until notification of completion of final checkout requirements is received by the payroll department from the school administration.
6. Whenever a teacher enters or leaves the school system during the school year, salaries will be prorated on the teacher's daily rate of pay.
7. All teachers will be paid by direct deposit.

M. Professional Development Chairs

Each Professional Development Chair will be paid an annual stipend of \$2,391 in 2024-25, \$2,433 in 2025-26 and \$2,476 in 2026-27 All Professional Development Chairs shall be paid the same amount, regardless of years of service in the position.

N. Longevity

1. In recognition of length of service, each teacher who has attained the appropriate length of service shall receive additional salary above the salary schedule as follows:

15, 16 and 17 years	\$300.00
18, 19, 20 and 21 years	\$500.00
22 years and over	\$700.00
2. Length of service shall be calculated as provided in Article VII, Section C, Placement on Salary Schedule.
3. For any staff hired after July 1, 1992, only appropriate Branford service shall be calculated.
4. Longevity shall not apply to employees hired on and after July 1, 1994.

O. Severance Pay

1. Upon retirement, a certified staff member will be entitled to an employer contribution equal to their daily rate of pay for each day of sick leave not taken while in the employ of the Branford Public Schools to a maximum of fifty (50) days which shall be deposited into an employer directed section 403b plan on behalf of the staff member as permitted by law. As used in this section, the term "retirement" means the teacher's commencement of retirement benefits under the Connecticut Teachers' Retirement System immediately following the teacher's separation from employment with the Branford Board of Education. In the event that employer directed contributions are no longer permitted by law, the certified staff member shall be paid in cash. If a certified staff member dies prior to retirement, their estate will be entitled to a payment of their daily rate of pay for each day of sick leave not taken while in the employ of the Branford Public Schools to a maximum of fifty (50) days.
2. The Board, at its discretion, may pay 1/2 of said employer directed 403b contribution in the second year after retirement, should the teacher fail to notify the Board before February 1 of their intent to retire at the end of that school year. If the Board exercises such option and the teacher dies prior to receipt of the second half of such employer directed contribution, the employer shall pay said second half directly to the estate of the teacher.

P. Tax Sheltered Annuities ("TSAs ")

The Association shall assume the responsibility of determining which TSA vendors will be offered to teachers. The current number of available TSAs shall, through attrition, be reduced to a maximum number of twenty (20). The preceding sentence shall not apply to 457b plans.

Teachers may elect to contribute by payroll deduction to Connecticut's College Savings

Program Connecticut Higher Education Trust (CHET).

The list of available TSA vendors for one school year shall be approved by the end of the July immediately preceding that school year.

The Board shall maintain Section 403b and 457b plans as permitted by law.

### **Article VIII Notification of Terms of Employment**

#### **A. Forms**

Salary notifications shall be issued annually, but not later than June 1. Such notification forms must be signed and returned to central office no later than June 15. Such notifications shall indicate the position of the teacher on the salary schedule and the actual salary for the following school year, as provided for in the approved salary schedule. Such notifications and the signatures thereon do not constitute a contract of employment and are merely intended to provide notice of certain terms of employment as provided in the contract.

#### **B. Procedure**

1. Individual teaching contracts become effective when signed by the teacher and the Superintendent of Schools/designee.
2. All individual teaching contracts become null and void if not signed in acceptance and returned to the Superintendent of Schools/designee within thirty days from the date they are issued.
3. If the teacher cannot show evidence of proper certification to the Board of Education, contracts may be automatically terminated or further payments withheld.

#### **C. Termination of Employment**

1. Individual teaching contracts may be terminated by mutual consent at any time.
2. A teacher may resign for good reasons by submitting at least thirty days written notice at any time, except that such resignation shall not become effective during the months of June, August or September.

#### **D. Notification Regarding Performance Concerns**

1. If the services of a teacher are not satisfactory in the opinion of a principal, a supervisor, or the Superintendent, the teacher will be informed. The administrative and supervisory staff will indicate in writing the specific reasons for dissatisfaction, suggest specific goals of improved teaching performance, suggest means of reaching these goals, and offer positive counseling to reach

these goals. Both the administrator and the teacher will jointly work in a responsible manner to obtain the goals.

E. Just Cause

No teacher will be disciplined, reprimanded, suspended, or deprived of their professional advancement without just cause.

F. Reduction in Force and Recall Procedure

Connecticut State Statutes are clear in mandating the responsibility for the employment and dismissal of teachers with the Board of Education. Emergency or unpredictable situations do not alter that mandate.

In making necessary reductions in professional staff positions, the Board of Education will first attempt to do so through natural attrition, i.e., retirement, leaves of absence, resignations.

When natural attrition does not allow or provide latitude for staff reduction to the level sought, the Board of Education will accomplish any necessary reduction in force in accordance with the criteria set forth below.

In compliance with §10-151 the following will apply:

1. No tenured teacher will be released while non-tenured teachers are retained in positions for which a tenured teacher is qualified.
2. The Board will consider the needs of the school system and qualifications of the individual teachers in determining layoff order.
3. The following factors, not necessarily in this order, will govern the layoff order first of non-tenured teachers, and second of tenured teachers.
  - a. Areas of competence indicated by certification, the individual's grade level or departmental assignment and experience.
  - b. Skills in the areas where the district has instructional needs.
  - c. Quality of performance. In determining the professional competency or efficiency of a tenured or non-tenured teacher, consideration will be given to regular and special evaluation reports prepared in accordance with the Board's regular policy on evaluation of professional staff.
  - d. If all above factors are reasonably equal, seniority will become the determining factor for retention.

4. No new teacher shall be employed before teachers on the recall list, who hold DSAPs or are certified and qualified, are reemployed, or have declined a position. No holder of a DSAP shall be employed or reappointed before teachers on the recall lists who are certified and qualified are reemployed or have declined a position.

Seniority is defined as the length of contracted employment in the district, beginning on the date the employee first reported to work and excluding any interruptions of service because of involuntary layoff or Board approved leaves of absence. Seniority among all teachers with the same starting date will be determined by the date the employee's original contract was signed. Seniority shall be prorated according to the following formula for employees who work less than full time.

$$\text{FTE} \times \text{Years of Experience} = \text{Years of Seniority}$$

For example: Years of Experience    Years of Seniority

FTE

1.00	10	10.0
.75	10	7.5
.50	10	5.0

#### Recall Procedure

1. The name of any teacher whose services have been terminated because of the elimination of a position or a reduction in professional staff shall be placed upon a reappointment list and remain on such list for three years provided such teacher applies in writing by certified mail or email for retention of their name on said list on or before January 1st of each year subsequent to the teacher's termination.
2. Any teacher on the reappointment list shall receive a written offer of reappointment by email prior to the date of reemployment. The Board shall maintain delivery confirmation of such reappointment offer. The teacher shall accept or reject the appointment in writing within one week. The Board shall issue a written contract to the teacher upon receipt of reappointment acceptance.
3. Recall will be in descending order from the reappointment list with the staff person being most recently terminated placed at the top.
4. No new teacher shall be employed before teachers on the recall list, who are certified and qualified, are reemployed or have declined a position.
5. Separation of a teacher under the staff reduction policy shall not adversely affect accumulated sick leave, accumulated time toward sabbatical leave eligibility or placement on the salary schedule except that time of

unemployment as a teacher shall not be credited for salary schedule advancement upon reappointment.

## Article IX Leaves of Absence

### A. Sick Leave

1. Fifteen days of absence from work shall be allowed with full pay to all full-time teachers and prorated pay for all part-time teachers annually for sick leave as provided in C.G.S. Section 10-156 which may also be used for the care of an immediate family member. Immediate family shall be defined as parent, spouse, child, brother, or sister, and does not exclude these relationships through marriage or adoption.
2. The Superintendent shall cause a record to be kept of the absence of each teacher. For teachers hired prior to July 1, 2015, unused days of absence for sickness shall be allowed to accumulate to a total of two hundred forty-five (245) days for each teacher. For teachers hired on or after July 1, 2015, unused days of absence for sickness shall be allowed to accumulate to a total of one hundred eighty-five (185) days for each teacher.
3. Each teacher, at the request of the Superintendent, may be asked to supply a physician's certificate validating the reason for prolonged absence due to sick leave.
4. Teachers returning to work following the termination of illness or disability shall be governed by applicable state and federal law, if any.

### B. Family and Medical Leave

1. A teacher who is an "eligible employee" as defined under the Federal Family and Medical Leave Act ("FMLA"), 29 U.S.C. Section 1601, et seq., shall be granted up to twelve (12) weeks of FMLA leave during a twelve month period in accordance with the Act. Any accumulated paid leave time must be exhausted first in situations where the leave being taken by the teacher is covered by the Act, and said paid leave shall be included in (and shall not be in addition to) the aforementioned twelve (12) weeks of allowable leave. A medical certificate acceptable to the Board shall be required for FMLA leave situations involving the health of the employee or family member.
2. Teachers on leave without pay shall not be credited with the annual allotment of sick leave until return from such leave. The continuity of employment shall be preserved for purposes of seniority.
3. Teachers on FMLA leave shall have their health insurance coverage maintained during such leave on the same terms as if the teachers had

continued to work; provided if the teacher fails to return to work, the teacher shall be liable for the retroactive premium payments in accordance with the FMLA.

### C. Child Rearing Leave

Teachers in the Branford School System may apply for a child rearing leave because of a birth of a child, because of an adoption of a child, or because of placement of a foster child in their stewardship. The granting of a child rearing leave will be conditioned upon the following:

1. A teacher must be in the employment of the Branford Board of Education for one full year to be eligible for a child rearing leave.
2. The Board of Education must be notified of the teacher's request for a child rearing leave at least thirty days prior to the beginning of the leave whenever possible.
3. The child rearing leave will not exceed one year in duration and must be terminated on June 30th of the school year in which the leave occurs. Unless otherwise agreed to by the Board and the teacher, no teacher may return from a child rearing leave except at the beginning of a marking period. In the event a teacher requests to begin a child rearing leave in the month of April, May, or June, the Board of Education may grant an extension of the leave beyond one year in order to terminate that leave on June 30th of the succeeding school year.
4. Teachers returning from a child rearing leave will move up on the salary scale if they have taught for at least five months during the school year in which the leave commenced.
5. Teachers who are granted a child rearing leave will not be paid by the Board of Education during the time they are on leave.
6. Teachers who are granted a child rearing leave may continue their fringe benefits while on leave, but at their expense.
7. Teachers who request a child rearing leave for other than childbirth must submit to the Board of Education a statement from the Adoption Agency or Foster Child Agency, certifying the pending adoption or placement of a foster child.

Teachers on Child Rearing Leave shall return to the position vacated or to a comparable position.

### D. Death in Family

1. Five days of non-cumulative absence with pay shall be allowed full-time teachers for death in the immediate family.



2. Immediate family to be defined as to include parent, spouse, child, brother or sister and not to exclude these relationships through marriage or adoption.
3. Three days funeral leave may be used for death of grandparent, grandchild, mother-in-law, father-in-law, brother-in-law or sister-in-law.
4. One day of funeral leave may be used for death of aunt or uncle.

#### E. Personal Days

1. Each member of the instructional staff will be allowed a maximum of two days of absence for emergency personal reasons per year, without a deduction in pay, providing that no day of absence for personal reasons occurs during a day immediately preceding or following a vacation period, a day of vacation, or any day scheduled on the school calendar as a holiday unless approved by the Superintendent of Schools and the Board of Education on a request filed prior to a regularly scheduled meeting of the Board of Education.
2. Personal days requested in conjunction with short-term leaves of absence may be approved only in cases of extreme personal hardship. Combination of short-term leave of absence and personal days shall not be used to extend vacation or holiday periods.
3. The teacher who expects to be absent for personal reasons will, whenever possible, give adequate notice to the principal and the Superintendent in order that a suitable substitute teacher may be obtained.
4. A teacher planning to be absent for personal reasons, within the provision of this policy, must file a signed special form with the Superintendent. This form may be obtained from the principal.

#### F. Religious Holidays

Staff members will be granted three days of absence each year for religious holidays without deduction of pay and without deduction of those days from sick leave.

#### G. Professional Improvement

1. For purposes of professional improvement, a teacher wishing to participate in professional activities outside of Branford must obtain approval through the principal or supervisor from the Superintendent in order to be absent without a deduction in pay.
2. Requests for absence for professional reasons should be submitted to the principal at least two weeks in advance of the date when absence is desired.
3. Approval of absence for professional reasons will not be given automatically upon request by a teacher but will be at the discretion of the Superintendent upon

recommendation of a principal or supervisor.

H. Leave for Branford Education Association Activity

1. A total of five days of absence with pay shall be allowed to the Branford Education Association for allocation among members of the executive Board or other designated members of the Association to attend national or state professional meetings.
2. No deduction will be made from the sick days or personal days of individual teachers for days used for authorized Branford Education Association activity.
3. Notification of requests for leave for Branford Education Association activity will be made by the president of the Association one week in advance of the day or days in question whenever reasonable.

I. Long-Term Leaves of Absence

1. Leaves of absence of up to one year's duration may be granted without pay at the discretion of the Board of Education.
2. A teacher on leave of absence who wishes to return to teaching shall receive the first vacancy for which the teacher is eligible and has displayed the proper certification, provided that written application for return to service is made to the Superintendent at least six months prior to the date of termination of the leave of absence.
3. A leave of absence for study shall be credited as teaching experience on the salary schedule upon submission of proof to the Superintendent that the teacher has completed to the satisfaction of the Superintendent at least twenty-four graduate credits or has completed during the year of the leave of absence a plan of study previously approved by the Superintendent.

J. Short-Term Leave

1. A short-term leave of absence shall consist of a leave no longer than one month.
2. A short-term leave of absence, with or without pay, may be granted at the discretion of the Board of Education.
3. Persons shall make application for such leave, in writing, long enough in advance for the Board to meet in regular session between the date of application and date of leave.
4. All applications for short-term leave must explain the reasons for such requests.

5. Short-term leave requested immediately preceding or following a vacation period, a day of vacation, or any day scheduled on the school calendar as a holiday will be granted only in cases of extreme personal hardship.
6. In cases where the term of leave is not in excess of five days, and is of an emergency nature, the Superintendent may act for the Board.
7. All communications regarding short-term leave requests shall be treated as confidential, except as otherwise required by law.

K. Sabbatical Leave

1. Full-time certified personnel in the Branford School System may be granted sabbatical leaves for a year or half year of university study. No more than three persons will be granted sabbatical leaves in any single school year.
2. Each candidate must meet the following requirements:
  - a. Hold at least a Bachelor's degree.
  - b. Be a full-time certified person who has been employed by the Branford School System for six years preceding the proposed sabbatical year.
  - c. Submit a plan of study to be carried out at a university in the United States or abroad during the sabbatical year. In special circumstances, teachers on sabbatical leave may carry out research projects instead of attending a regular course of university study. Candidates will not be limited to work in the area of their teaching specialization. The plan of study submitted to the Board should indicate why the teacher wants to study outside the area of present specialization.
  - d. Agree to return as a teacher in the Branford School System for three years immediately following the sabbatical leave. If a teacher does not return for a full three year period following a sabbatical leave, the teacher shall reimburse the Board of Education on a prorated basis for any payments made during the period of sabbatical leave. During full year sabbatical leave, the teacher will receive a stipend equal to two-thirds of the expected annual salary during the sabbatical year. During one-half year sabbatical leave, the teacher will receive a stipend equal to two-thirds of the expected semi-annual salary during the sabbatical period. A greater stipend may be granted for either full year or half year sabbatical leaves at the discretion of the Board of Education. Sabbatical stipends may be supplemented with other fellowship aid.
  - e. Upon return from sabbatical leave, submit transcripts indicating completion of the plan of study or evidence of completion of research project.

3. Teachers on sabbatical leave will advance on the salary schedule as if they were continuing to teach in the Branford School System.
4. Qualified teachers should apply for sabbatical leave no later than February 1st of the year preceding the year for which leave is requested.
5. The Superintendent will present all applications to the Board together with recommendations.
6. The Board will decide, which, if any, applications will be approved on or before April 1st preceding the year of the sabbatical.
7. Approved candidates for sabbatical leave shall enter into an individual contract with the Board.

Said contract shall include the stipend to be paid during the sabbatical leave and the condition that three (3) years service will be rendered at the conclusion of the sabbatical leave.

The agreement shall also contain a repayment schedule for failure to render three (3) full years of service.

L. Notice of Intent to Return from Leave

An employee intending to return from leave at the beginning of a school year shall file a notice of such intention with the Superintendent on or before the April 1 preceding the scheduled date of return. An employee required to return from leave on a date other than the beginning of a school year shall file a notice of intent to return on or before the date established by the Superintendent at the commencement of the leave. An employee who fails to file a notice of intent to return with the Superintendent by the required date shall be deemed to have resigned from the employ of the Board effective on the notice of intent to return date.

M. Jury Duty

1. A teacher who is called for jury duty shall receive the leave necessary to fulfill this obligation.
2. Such leave shall not be deducted from other leave privileges.
3. Teacher shall report to their teaching assignment on any day court is not in session or from which they are legally excused.
4. While on jury duty, a teacher shall be paid the difference between their professional salary and the jury fee.

N. Military Duty

1. A teacher who is conscripted or recalled to active military service shall be reinstated upon return therefrom to the same or similar position as previously occupied at a salary which shall include any advance to which they would have been entitled had their employment not been interrupted by the period of military service.
2. Military Leave for reserve duty shall be granted upon presentation of military orders. Pay during such leave shall be made at the teacher's daily rate minus either per diem pay received from the military or the substitute teacher cost, whichever is less.

O. Workers' Compensation

Whenever a teacher is absent from school as a result of personal injury caused by an accident (other than an assault covered by Section 10-236a of the Connecticut General Statutes) arising out of and in the course of their employment, they shall be paid at the rate provided for in the Workers' Compensation Act. However, a teacher who wishes to be paid their full salary during such time period may do so by using one-third of a day deducted from the teacher's accumulated and/or annual sick leave for each day of absence. Under no circumstances shall a teacher absent from school under this provision receive total salary greater than their gross regular salary less Federal and State income taxes.

If any teacher is assaulted while acting in the discharge of their duties or within the scope of their employment or under the direction of the Board or its designee, in accordance with Conn. Gen. Stat. Section 10-236a the teacher shall not forfeit any sick leave or personal leave for any absence arising out of or from such assault.

P. Modified Duty

The Board will provide modified duty whenever possible to all employees who have a reduced work capacity as a result of an occupational injury/illness in order to permit the injured employee to remain in the work environment and to affect an expedient return to their regular job.

1. The designated Workers' Compensation Coordinator for the Board will initiate and maintain contact with both the employee and their supervisor following a work related injury.
2. The employer's physician will be asked to assess the employee's ability to return to duty in either a full or modified capacity, based on a description of the employee's regular work. The physician must specify in writing the type and duration of any restrictions.
3. The designated Workers' Compensation Coordinator will inform the department supervisor of the employee's readiness to return to work, identifying full or limited work capacity.

4. Based on the physician's determination of the employee's work capacity, the supervisor must decide if the employee's job may be modified by temporarily:
  - a. Eliminating or modifying specific tasks;
  - b. Reducing the work hours and/or days;
  - c. Reassigning the employee to a more appropriate bargaining unit position.
5. The employee will be reevaluated at the end of each restriction period and the position will be modified according to the employee's progress. Both the employee and the department supervisor will be informed of what should be expected of the employee at each stage.
6. At the end of a specified time frame, the employee will be evaluated as to the need to extend modified duty, resume full duties, be permanently reassigned to a more appropriate position or be directed to a retraining program.
7. A teacher returning to work under the Modified Duty provision will receive their full salary and will endorse over to the Board any temporary-partial payments from Workers' Compensation for the period of modified duty.

## **Article X Curriculum Work**

### **A. Responsibility**

Curriculum work shall be undertaken jointly by all people concerned, and shall be under the direction of the Board.

### **B. Compensation**

Compensation may be granted to teachers participating in curriculum work when:

1. Prior authorization for said project has been given by the Superintendent of Schools.
2. In order to establish a standard for determining the level of compensation for proposed curriculum work, an hourly rate equal to the summer school pay scale shall be applied to the total hours estimated for completion of the study. Approved work will receive an appropriate sum in compensation based on the aforementioned calculation.

**Article XI**  
**Personnel Policies**

A. Number of Teacher Preparations

Secondary school assignments will not involve more than three preparations whenever possible.

B. Collection of Funds

1. Teachers will not be required to collect or account for money brought in by children for banking, school insurance, school pictures, or similar reasons.
2. In elementary schools, the building principal shall make the necessary arrangement for lunch money to be collected. At no time shall the teacher be required to make the collection.

C. Delivery of Books and Supplies

The administration shall make every effort to order books and supplies as early as possible to insure delivery whenever feasible to schools prior to September 1st. Notification shall be given whenever possible to all concerned when the above is not feasible.

D. School Business Travel Expenses

1. Teachers traveling on authorized business shall travel by the most economical means.
2. Authorized mileage for a personal car will be the same allowance as provided by the IRS.
3. Teachers whose teaching assignments require them to travel regularly between schools in the district shall be reimbursed using the IRS mileage rate.
4. A request for reimbursable expenses shall be made upon a form supplied by the Board.
5. Reimbursements for expenses incurred by attendance at approved professional meetings shall be at the discretion of the Superintendent.

E. Continuity of Program Planning and Instruction

Prior to leaving any school day, every teacher shall have an academic plan for any assigned class or classes for the following day. The building administrator may review such plan or plans at any time.

F. Teacher Work Days

All teachers working less than full-time and/or participating in job/sharing, are required to attend, for the full day or complete event, all teacher work days, professional days, parental conferences, etc., as are regular, full-time teachers.

G. Meetings

1. Teachers may be required to remain beyond the regular teacher workday for one curriculum, department, or other school-required meeting per month, not to exceed eight (8) hours per year. Such required meetings shall be a duration not to exceed one hour beyond the required teacher workday.

**Article XII  
Teacher Rights**

A. Personnel Files

Teachers shall have the right of access to their personnel files in accordance with the provisions of Section 10-151a of the Connecticut General Statutes.

B. Non-Reprisal

No reprisals shall be taken against any teacher as provided in Sections 10-153a to 10-153g of the Connecticut General Statutes.

C. Teacher Rights

Teachers shall be granted rights as set forth in Section 10-235 of the Connecticut General Statutes.

D. Protection of Teachers Rights

Teachers' rights shall be protected as set forth in Section 10-236 of the Connecticut General Statutes.

E. Student Teachers

1. Teachers shall have the right to accept or reject a student teacher or intern.
2. Any teacher requested to accept a student teacher, or an intern, shall have at least one week's notice prior to the arrival of the trainee.

F. Equal Opportunity Employer

The Board will not discriminate against any teacher on the basis of race, creed, color, sex, age, ancestry, national origin, marital status, disability, pregnancy, gender identity or expression, sexual orientation, veteran status, genetic information, or any other



classification protected by state or federal law.

### **Article XIII Association Rights**

#### **A. Use of School Facilities by the Association**

1. The Board shall make available to the Association the facilities of the various schools for the purpose of conducting meetings of the Association.
2. Facilities may be utilized subject to the following conditions:
  - a. The meeting is to be conducted outside of the normal instructional day.
  - b. Request for use of facilities has been made to the building principal and approved at least two (2) days prior to the meeting date.
  - c. The meeting is held at a time when the building is normally open and custodial staff is available.

#### **B. Labor-Management Relations**

The Superintendent shall meet regularly with two (2) representatives of the Association on at least a monthly basis, after the end of the instruction day, to discuss matters of mutual concern.

#### **C. Dues Deduction**

##### **1. Association Membership**

All teachers employed by the Branford Board of Education may join the Association.

##### **2. Deductions**

The Branford Board of Education agrees to deduct from each teacher for whom a voluntary written dues deduction authorization is submitted an amount equal to the Association membership dues by means of payroll deductions. The amount of the deduction from each paycheck shall be equal to the total Association membership dues divided by the number of paychecks from and including the second paycheck in September through and including the last paycheck in June. 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 and who submit a voluntary written dues deduction authorization shall pay a prorated amount equal to the percentage of the remaining school year.

4. Forwarding of Monies

The Board of Education agrees to forward to the Association, on a biweekly basis, the amount of money deducted for Association membership dues. The Board shall include with such check a list of teachers for whom such deductions were made.

5. Save Harmless

The Association agrees to indemnify and hold the Board harmless against any liability that may arise by reason of any action taken by the Board in complying with the provisions of this Section.

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

D. Questionnaires

All questionnaires to be completed by the professional staff must have prior approval of the Association president when the information provided will be supplied to noneducational sources outside of the school system.

E. Calendar

1. The Board will consult with the Association prior to adoption of the School Calendar for the succeeding academic year. Consultation shall involve planning meetings involving an Association representative for the purpose of establishing priorities and requirements for the succeeding year's calendar.
2. a. The salary schedules set forth in this contract are based on a school year of a specific number of days. The specific number of days for each school year is set forth in Paragraph b.
  - b. (1) The work year for teachers shall consist of 185 days.
  - (2) Notwithstanding the above, the work year for teachers new to the Branford School System, or who are resuming teaching in Branford after a period of absence of at least five years, may be required to work two (2) additional days, for orientation, beyond that of the regular faculty. Such additional days shall not require additional compensation.

- (3) For the duration of this contract, 181 days of the scheduled work year shall be student contact days. All other days will be non-contact days. Should the Board increase the number of student days, the parties shall negotiate the impact of such days in accordance with the General Statutes as they may be amended from time to time. One non-contact day shall be for the opening of schools. There will be three non-contact days for Professional Development.
3.
  - a. The workday, as defined by hours dedicated to direct and indirect contact with students, is seven (7) hours and fifteen (15) minutes.
  - b. The workday, as defined by hours (beyond) in excess of student contact, indirect and direct, is defined by the individual professional and in most cases extends well beyond the school day.
  - c. Both the Association and the Board of Education acknowledge that there are occasions and circumstances where the "Workday" can and should be extended to include full and complete discharge of professional responsibilities, and defies a simple hour/professional equation.
  - d. Therefore, recognizing the need for flexibility on the part of the Board of Education, and acknowledging the overall commitment of the professional organization, it is understood that by pre-arrangement and by mutual agreement, that efforts, experiences and events requiring additional time will be established and understood at least 30 days in advance of the event and will be scheduled with the understanding that these situations will not be excessive or abusive.
  - e. Should the Board or the Association view the use or response to the request to be excessive or uncooperative, the concern will be brought forward for mediation using the following process: contract grievance process.
4. The Board will offer Professional Development for a total of ten (10) hours throughout the school year, not exceeding two (2) hours per month, which will occur immediately after the end of the teacher's workday. Teachers' participation in such school Professional Development activity is mandatory. This Professional Development will be in addition to the District-wide, full-day Professional Development offerings and other voluntary Professional Development offerings. The Professional Development hours under this paragraph are separate and distinct from the meetings addressed in Article XI, Section G of this Agreement.

**Article XIV**  
**Grievance Procedure**

A. Purpose

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems that may arise in the interpretation and application of this Agreement as to certified professional teachers.

B. Definitions

1. A "grievance" shall mean a complaint by a teacher or the Board that rights under the specific language of this Agreement have been violated, or that there has been a misapplication or misinterpretation of the specific provisions of this Agreement except for a complaint as follows:
  - a. Any matter for which a specific method of review is prescribed and expressly set forth by law such as a complaint of a non-tenure teacher which arises by reason of not being reemployed pursuant to Section 10-151 of the General Statutes of the State of Connecticut, or any rule or regulation of the State Commissioner of Education; or
  - b. Any matter, which according to law, is beyond the scope of Board Authority.
2. "Teacher" shall mean any certified professional employee included in Section 10-153 and not included in the Branford Administrators Organization or any group of such employees similarly affected by a grievance.
3. "Party in interest" shall mean the person or persons making the claim, including their designated representative, and any person or persons who might be required to take action or against whom action might be taken in order to resolve the problem.
4. For purposes of this Article, "days" shall mean days when school is in session except between the close of school and the start of the next work year when days shall mean when the offices of the Board are open.

C. Informal Procedures

1. If a teacher feels that a grievance exists, the teacher may first discuss the matter with the building principal or other appropriate administrator, stating that the matter is a grievance, in an effort to resolve the problem informally.
2. If not satisfied with such disposition of the matter, the teacher shall have the right to have the Association assist in further efforts to resolve the problem informally with the principal or other appropriate administrator.

D. Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at such step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.
2. If a teacher does not file a grievance in writing within thirty (30) calendar days after the teacher knew, or should have known, of the act or condition on which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the aggrieved teacher at any level to appeal a grievance to the next level within the specified time limit shall be deemed to be acceptance of the decision rendered at that level.
4. Failure by the administrator involved to render a decision within the specified time limits shall be considered a movement of the grievance to the next level.

E. Formal Procedures

1. Level One - School Principal
  - a. If an aggrieved teacher is not satisfied with the outcome of informal procedures, or has elected not to utilize such procedures, the claim may be presented as a written grievance to the building principal or other appropriate administrator.
  - b. The principal shall, within five (5) days after receipt of the written grievance, render a decision and the reasons therefore in writing to the aggrieved teacher with a copy to the Association.
2. Level Two - Superintendent of Schools
  - a. If the aggrieved teacher is not satisfied with the disposition of the grievance at Level One, the teacher may within three (3) days after the decision, or within eight (8) days after the formal presentation, file a written grievance with the Association, which Association shall determine whether or not the grievance merits referral to the Superintendent of Schools.
  - b. The Association shall, if it deems such referral in the best interest of the Branford Public Schools, within five (5) days after receipt, refer the grievance to the Superintendent, but prior to so doing, the Association shall provide an opportunity for the aggrieved teacher to meet with the appropriate Association committee to review the grievance.
  - c. The Superintendent shall, within five (5) days after receipt of the referral, meet with the aggrieved teacher and with representatives of the

Association for the purpose of resolving the grievance.

- d. The Superintendent shall, within three (3) days after the meeting, render a decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the Association.

3. Level Three - Board of Education

- a. If the aggrieved teacher is not satisfied with the disposition of the grievance at Level Two, the teacher may, within three (3) days after the decision or within six (6) days after the meeting, file the grievance again with the Association for appeal to the Board of Education.
- b. The Association shall, if it deems such referral in the best interest of the Branford Public Schools, within three (3) days after receipt, refer the appeal to the Board of Education.
- c. The Board of Education shall, within ten (10) days after receipt of the appeal, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance.
- d. The Board shall, within three (3) days after such meeting, render its decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the Association.

4. Level Four - Arbitration

- a. If the aggrieved teacher is not satisfied with the disposition of the grievance at Level Three, the teacher may, within three (3) days after the decision, or within six (6) days after the meeting, file a written request with the Association to submit the grievance to arbitration.
- b. The Association may submit such grievance to arbitration if it determines the grievance is meritorious, that it arises from the language of this Agreement or an alleged breach thereof, and that submitting it to arbitration is in the best interest of the Branford Public Schools. Such submission shall be by written notice to the Board within fifteen (15) days, after receipt of the written request from the aggrieved teacher.
- c. Within five (5) days after receipt of such written notice of submission to arbitration, the Association shall request a list of arbitrators either from the American Arbitration Association (AAA) or the American Dispute Resolution Center (ADR). The parties will then be bound by the labor arbitration rules and procedures of whichever agency (AAA or ADR) is used to select an arbitrator.
- d. The arbitrator so selected shall hear the matter promptly and shall issue a decision in accordance with the rules of the AAA or the ADRC. The

arbitrator's decision will be in writing and will set forth findings of fact, reasoning, and conclusion on the issue submitted.

- e. The power of the arbitrator stems from this Agreement and the Arbitrator's function is to interpret and apply this Agreement and to pass upon alleged violations thereof. The Arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Agreement, nor shall the Arbitrator have any power or authority to make any decision that requires the commission of an act prohibited by law or that is violative of the terms of this Agreement.
- f. The decision of the Arbitrator shall be submitted to the Board and the Association and, subject to law, shall be final and binding upon the Association, the Board, and the grievant, provided that the Arbitrator shall not exceed the authority granted herein.
- g. The costs for the services of the arbitrator, including expenses, shall be borne equally by the Board and the Association.

F. Rights of Teachers to Representation

The Association shall have the right to be present and to state its views at all stages of the procedure.

G. Non Reprisal

No reprisals of any kind shall be taken against any participants in the grievance procedures by reason of such participation.

**Article XV  
Job Sharing**

- A. Job sharing is a voluntary arrangement between two teachers and the Board, whereby two teachers shall share the responsibilities of one full-time position.
- B. In order to participate in such a job sharing arrangement, the teachers involved must submit to the Board, for Board approval, a plan stating how such job sharing will work. Such plan must, at a minimum provide that both teachers shall work the entire first day of school. In situations where the same students will be taught by both teachers, the plan shall also provide for additional periodic overlap of schedules. The plan shall also provide for sufficient meetings between both teachers on a frequent basis, and where appropriate, the joint development of lesson plans. The Board may ask the teachers to provide additional information.
- C. Teachers on job sharing arrangements are both responsible to attend such parent conferences, teacher workdays, and professional days, etc. as a full-time teacher would be expected to attend.

- D. Each teacher shall be paid on a percentage basis based on the amount of time such teacher will normally work in comparison to a normal school day. In no event shall the combined percentage of the teachers involved exceed 100 %, notwithstanding any extra duties and responsibilities involved with job sharing.
- E. For all such job sharing arrangements initially put into effect after July 1, 1986, the Board shall for each such teacher contribute to the cost of the medical insurance benefits provided for in this contract in the same percentage as percentage salary it is paying to that teacher. The rest of the cost of such insurance will be borne by the teacher involved.

**Article XVI**  
**Sick Leave Bank**

- A. Each tenured teacher shall be permitted to join this Sick Leave Bank by contributing five (5) days from their sick leave accumulation. Said Sick Leave Bank shall form a reserve of days that are available to aid teachers who suffer from prolonged illness or injury and whose sick leave accumulations have been exhausted. The Sick Leave Bank shall be built up to a maximum of 1,000 days. If the total sick-leave bank balance falls below 150 days, each teacher who is a member of the sick leave bank shall be required to donate two (2) days. If a teacher who is a member of the sick leave bank has no sick leave days to their credit, such teacher shall donate two (2) days at the beginning of the following school year.
- B. Any tenured teacher who has contributed to the Sick Leave Bank, may be permitted on written application to draw up to one hundred twenty (120) days per occurrence against the Sick Leave Bank after their own accumulated sick leave has been exhausted and after fifty (50) days of continuous absence and after the teacher has demonstrated a need for additional leave. The Board shall have the right to verify the need for leave through a medical assessment by a physician of the Board of Education's choice at the Board's expense.
- C. Any tenured teacher may apply for membership in the Sick Leave Bank during the first two (2) weeks of the school year.
- D. Only those tenured teachers who have contributed to the Sick Leave Bank shall be eligible to utilize the Sick Leave Bank.
- E. The following conditions shall apply:
  - 1. A person withdrawing from membership in the Bank will not be able to withdraw the contributed days.
  - 2. When a teacher who is a member of the Bank retires, the sick leave days contributed by such member shall remain in the Bank for use by other



members.

3. Persons utilizing sick leave days from the Bank will not have to replace these days except as a regular contributing member to the Bank.
4. Sick leave shall mean the leave a staff member has for that year plus their accumulation.
5. The Board shall provide the Association with a statement setting forth the balance of days in the Bank at the end of each fiscal year, detailing the following:
  - a. The names of teachers who contributed sick days to the Bank during the fiscal year.
  - b. The number of days utilized from the Bank by each teacher.
  - c. The total balance of sick leave days in the Bank on the last day of the fiscal year.

Upon return to active employment, a person will not be eligible for severance benefits until the start of the 4th year of employment. At such time, all sick days accumulated in the previous three years will count towards severance benefits.

#### **Article XVII Teacher's Contract**

All teachers in the Branford Public Schools shall receive an initial contract, date and time stamped by the Central Office.

#### **Article XVIII The School Improvement Council**

The School Improvement Council for each individual school may seek the approval of the Superintendent and the BEA to request a waiver of any contract provision. Such waiver, if accepted by the Superintendent and the BEA shall not be considered as precedent for subsequent years.

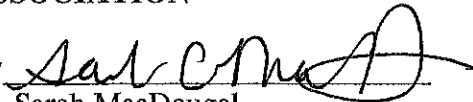
#### **Article XIX Duration**

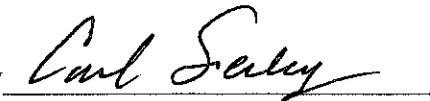
The provisions of this Agreement shall be effective as of July 1, 2024 and shall continue and remain in full force and effect to June 30, 2027.

**Article XX  
Severability**

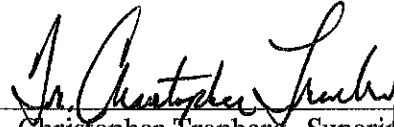
In the event that any provision or portion of the Collective Bargaining Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, such provision or portion shall be severed from the Collective Bargaining Agreement, and the balance and remainder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

**BRANFORD EDUCATION  
ASSOCIATION**

By   
Sarah MacDougal  
Co-President

By   
Carl Seeley  
Co-President

**BRANFORD BOARD OF EDUCATION**

By   
Dr. Christopher Tranberg, Superintendent of  
Schools

## ATTACHMENT A

Pursuant to Article VII, Section A step movement on the salary schedule during the contract years referenced in Article XIX shall be as follows:

Step	2023-24 Experience	2024-25 Experience	2025-26 Experience	2026-27 Experience
1				
2	0	0	0	0
3	1-3	1	1	1
4	4	2-4	2	2
5	5-6	5	3-5	3
6	7	6-7	6	4-6
7	8-9	8	7-8	7
8	10	9-10	9	8-9
9	11-13	11	10-11	10
10	14	12-14	12	11-12
11	15	15	13-15	13
12	16	16	16	14-16
13	17	17	17	17
14	18+	18+	18+	18+

The grid set forth above reflects the following provisions regarding step movement:

2024-25: Effective July 1, 2024, teachers who are not on the maximum step shall advance one step on the salary schedule.

2025-26: Effective July 1, 2025, teachers who are not on the maximum step shall advance one step on the salary schedule.

2026-27: Effective July 1, 2026, teachers who are not on the maximum step shall advance one step on the salary schedule.

Experience denotes that the individual has completed the listed number of years of teaching.

**ATTACHMENT B**

**MEMORANDUM OF AGREEMENT**

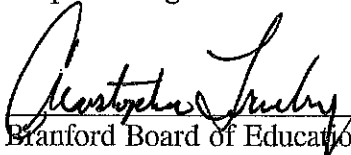
This Memorandum of Agreement (the "MOA") is made by and between the Branford Board of Education (the "Board") and the Branford Education Association (the "BEA"), both of which are sometimes hereinafter referred to collectively as "the parties."

WHEREAS, the Board and the Association are parties to a collective bargaining agreement covering July 1, 2021 through June 30, 2024 (the "2021-24 Collective Bargaining Agreement"); and

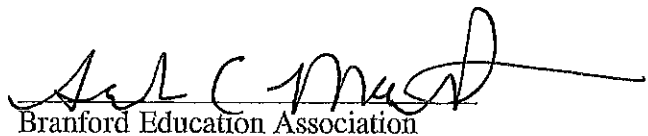
WHEREAS, as part of negotiations over a successor collective bargaining agreement, the terms of which are effective July 1, 2024 through June 30, 2027 (the "Successor Collective Bargaining Agreement"), the parties agreed that a stipend committee would be established to address the activity stipend schedule.

NOW, THEREFORE, the parties agree as follows:

1. The parties agree to form a stipend committee to discuss the activity stipend schedule. The committee shall begin its work on or about January 1, 2024 and will be comprised of the Superintendent of Schools, three (3) individuals designated by the Superintendent of Schools, and four (4) individuals designated by the BEA President.
2. The Board will provide funding in the amount of \$30,000 for the stipend committee to utilize to address inequities in the activity stipend rates. The stipend committee shall complete its work by July 1, 2024. If the stipend committee reaches agreement on the allocation of such funding to the stipend schedule, that allocation shall be applied to the stipend schedule effective July 1, 2024. If the stipend committee cannot reach agreement on the allocation of the \$30,000 in funding by July 1, 2024, the \$30,000 funding will not be applied to the activity stipend schedule. The stipend committee shall not reduce any existing activity stipend rates to address inequities in the activity stipend schedule.
3. The stipend rates for the Assistant Cheerleader Advisor and Science Olympiad at Walsh Intermediate School during the 2024-27 contract years shall be added to the activity stipend schedule developed following the work of the stipend committee. In addition, the Spring Drama Choreographer position shall be retitled the Spring Drama Assistant in the Successor Collective Bargaining Agreement's activity stipend schedule.
4. This MOA will take effect upon signing by both parties.
5. This MOA shall not be used as precedent or cited as practice by either the Board or the BEA in any proceeding whatsoever except to enforce the terms of this MOA.

  
Branford Board of Education

11/14/23  
Date

  
Branford Education Association

11/14/2023  
Date