

**CONTRACT**  
**BETWEEN**  
**WESTON BOARD OF EDUCATION**  
**AND**  
**WESTON ADMINISTRATORS' ASSOCIATION**

July 1, 2020 - June 30, 2023

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ARTICLE I  
RECOGNITION

The Board (hereinafter referred to as the “Board”) hereby recognizes the Weston Administrators’ Association (hereinafter referred to as the “Association” or the “WAA”) as the sole and exclusive bargaining representative as provided in the Connecticut General Statutes for all certified professional employees employed by the Board in positions requiring an intermediate administrator or supervisor certificate and whose administrative or supervisory duties shall equal at least 50% of the assigned time of such employee, who are not otherwise excluded from the purview of §§ 10-153a to 10-153g, inclusive. On the effective date of this Agreement, the bargaining unit shall be composed of the high school principal, the middle school principal, the intermediate school principal, the elementary school principal, the assistant directors of pupil services, the high school assistant principals, the middle school assistant principal, the intermediate school principal, the elementary school assistant principal and the athletic director (hereinafter referred to as “administrators”).

ARTICLE II  
MANAGEMENT RIGHTS

The Board shall exercise the responsibilities, obligations and prerogatives necessary for the proper operation and management of the Weston school system as provided by law. Any action taken by the Board pursuant to this Article shall not be subject to the grievance procedure set forth in this Agreement, unless such action is taken in a manner which is inconsistent with the specific terms and provisions of this Agreement.

ARTICLE III  
PROMOTION AND TRANSFER

- A. Promotion. Vacancies in the bargaining unit positions which the Board decides to fill shall be posted on the Board’s website as promptly as possible for a minimum of ten (10) working days. The Board shall promptly notify administrators of any such postings via electronic mail.
  
- B. Transfer
  - 1. Prior to the execution of any involuntary transfer, the Superintendent will discuss the proposed transfer with the administrator affected, and such administrator shall have the opportunity to state his or her objections, if any, to the proposed transfer. An involuntary transfer to a teaching position shall be limited to the reasons set forth in Conn. Gen. Stat. § 10-151(d).
  
  - 2. An administrator may request consideration for a transfer at any time. Changes of assignment will normally take place before the beginning of a school year or semester.
  
- C. The administrator occupying the position of Athletic Director shall not be subject to the terms of this Article or acquire rights hereunder.

ARTICLE IV  
DISCIPLINE

No denial of increment shall be without just cause. No disciplinary action (i.e., written reprimand, suspension without pay, or demotion shall be taken without just cause. This provision shall not affect the right of the Board to eliminate or reduce positions which will be governed by the reduction in force procedures of this Agreement and applicable law. In accordance with Section 10-151b(a), claims of failure to follow the established procedures of the approved administrator evaluation and support program shall be subject to the grievance procedure set forth in Article XV of this Agreement. The procedure set forth in Section 10-151 of the Connecticut General Statutes shall be the exclusive procedure for matters involving employee termination or non-renewal.

ARTICLE V  
REDUCTION IN FORCE

- A. It is understood that it is within the discretion of the Board of Education to reduce the educational program, curriculum, or staff.
- B. If after exploring other reasonably possible alternatives, and acting in conformity with all relevant state and federal law, the Board determines that it is necessary to reduce the total number of its certified professional employees who are members of the bargaining unit, then to any person who loses his or her position by reason of such reduction, the Board shall:
  - 1. Give first consideration for employment in any administrative or supervisory bargaining unit position that may be available and for which the person is certified and qualified and, if no such position is available or such person is not selected then,
  - 2. Determine the placement on the appropriate step and lane of the teacher salary schedule for a teaching position, if available, for which the administrator is certified and qualified in accordance with the reduction in force procedure governing the employment of teachers.
- C. Any administrator who has been displaced from an administrative position shall be placed on a reappointment list to receive first consideration for an administrative vacancy for which he/she is certified and qualified. The administrator's name shall remain on such reappointment list until reappointment to an administrative position or for a period of two years from the date of displacement, whichever shall occur first. If an administrator on the reappointment list refuses an appointment to an administrative position for which he or she is eligible, such administrator shall be immediately removed from the reappointment list. A notice of recall shall be sent to the last address filed by the administrator with the Board of Education. An administrator shall respond to such notice within ten (10) days of its mailing and shall report to work on the date established by the Board of Education.

- D. An administrator who is employed in the teachers' bargaining unit as a result of a reduction in force shall receive fifty (50%) percent of the difference between his/her annual salary at the time of the reduction in force and his/her salary as a teacher for the period of one year. The salary differential paid under this section shall be distributed in equal installments over the course of the employee's work year as a teacher.
- E. If an administrative position is eliminated and no other position for which the incumbent is certified and qualified is offered to the incumbent employee by the Board, the employee will be entitled to "out-placement" services selected and paid for by the Board up to a maximum of \$3,000.
- F. Nothing herein shall require the promotion or assignment of an administrator to a position of higher rank, authority, work time or salary, even though the administrator whose contract is terminated or who is to be recalled is qualified and/or certified for the promotion or assignment.
- G. The administrator occupying the position of Athletic Director shall not be subject to the terms of this Article or acquire rights hereunder but shall, if his or her position is eliminated, be entitled to seek placement in the teachers' bargaining unit under the terms of Section B(2) of this Article.

ARTICLE VI  
PERSONNEL FILES

No material derogatory to an administrator's conduct or character will be placed in his/her personnel file unless he/she has had an opportunity to review the material. The administrator will acknowledge that he/she has had an opportunity to review such material by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the content thereof. The administrator will also have the right to submit a written answer to such material, and his/her answer will be reviewed by the Superintendent and inserted in the file.

ARTICLE VII  
SALARIES

- A. The salaries of bargaining unit members are set forth in Appendix A attached to this Agreement.
- B. For an administrator hired to commence work on or after July 1, 2000, the Board shall establish the salary of a newly hired administrator, provided, however, that such administrator shall be placed in a salary range between a minimum salary equal to ninety (90%) percent of the maximum salary set forth in Appendix A for his/her position and such maximum salary, which salary range shall include such minimum and maximum salaries. Such administrator shall attain the maximum salary for his/her position by advancing on July 1 of each year in three (3) equal increments to the maximum, adjusted thereafter by any general salary increase negotiated by the Board and the Association.

- C. A step increment for an administrator may be withheld upon the recommendation of the responsible supervisor. Should such an increment be withheld for professional deficiencies, it will be incumbent upon the administrator whose increase was withheld to incorporate into his/her subsequent performance objectives (or the equivalent), specific objectives aimed at eliminating the evaluation deficiencies. When an administrator's performance is evaluated satisfactory, he/she will be eligible for any subsequent increment.

Notwithstanding the foregoing, no administrator shall have any step increase, or portion thereof, withheld unless the deficiency causing the unsatisfactory service is brought to the attention of the administrator in writing, a prescription is developed by the Superintendent or his/her designee to remedy the same (assuming the deficiency is remediable), and a reasonable opportunity is afforded to the administrator to correct it.

- D. Administrators who accompany students on overnight field trips during the school year shall receive \$125 per night total compensation.
- E. Salary payments shall be made by direct deposit.

ARTICLE VIII  
INSURANCE

- A. The Board shall offer to each administrator and his or her eligible dependents the following medical and health benefits plan, provided the administrator contributes through payroll deductions the following for the cost of the plan:

<u>Year</u>	<u>Percentage Premium Contribution</u>
2020-2021	18%
2021-2022	19%
2022-2023	20%

The dental insurance contribution shall be:

2020-2021	19%
2021-2022	20%
2022-2023	21%

As used in this section, 'premium cost' shall mean the 'allocation cost' for self-funded plans and the premium cost for fully-funded plans.

Medical and health insurance benefits available to administrators are set forth in Appendix B.

To be eligible to receive these benefits, each administrator must submit a written wage deduction authorization permitting the Board to deduct from the administrator's salary his or her share of the cost of benefits set forth above. An administrator may forego or withdraw from full coverage rather than pay his or her share of the cost of benefits. Any

administrator who forgoes or withdraws from full coverage rather than pay his or her share of the cost of benefits must satisfy any existing re-entry conditions or limitations of the plan.

Subject to law, including the rules and regulations of the Internal Revenue Service and independent of the requirements that administrators contribute to the cost of medical benefits and pay deductibles, the Board shall implement and maintain a "Section 125" Salary Reduction Agreement which shall be designed to permit exclusion from taxable income of the administrator's share of health and medical contributions and deductibles to be paid.

- B. Life Insurance. The Board shall provide and pay for group term life insurance with a death benefit equal to three times annual salary of each administrator. The insurance shall include additional benefits for accidental death or dismemberment.
- C. Disability Insurance. The Board shall provide and pay for group disability insurance for each administrator providing a monthly income equal to 60% of the base monthly salary, beginning ninety calendar days after such disability and continuing until age 65. To qualify for disability insurance, the employee must be accepted into the group by the responsible insurance carrier. Administrators will have the option to purchase additional group disability coverage at the group rate, up to 75% of the base monthly salary. If the administrator should qualify for disability insurance, the Board will honor the sick day plan as a secondary contributor. The primary contributor under these circumstances will be the contributory and non-contributory coverage provided by one insurance carrier. The combined payments of the insurance carrier and the Board of Education will be no more than 100% of salary. The specific terms of the disability plan are set forth in the plan document on file at the central office.
- D. The Board may change the carrier for the health insurance program ("plan") provided that the coverage under the new plan is substantially equivalent to the coverage in effect at the time of the change of carrier. If the Board intends to change carriers, the Board will provide the plan offered by the new carrier to the Association for review. The Association will have thirty (30) calendar days following receipt of the plan to review its terms and to notify the Board in writing of any elements of the plan which it believes render the program not substantially equivalent to the existing coverage and the explanation therefor. At the conclusion of the thirty (30) day review period, if any issues raised in the Association's written notice are not resolved to the satisfaction of the Association and the Board, the Association may submit such issues to the expedited arbitration process utilizing a single arbitrator approved by the American Arbitration Association for the sole purpose of determining whether any unresolved issues raised by the Association cause the plan to not be substantially equivalent. Submission to arbitration must occur within forty (40) days from the date the Association initially received the plan for review. If the matter is submitted to arbitration, no changes will be made to any provisions alleged to not be substantially equivalent. The Board may implement any changes not so identified.
- E. Subject to the conditions set forth below, the Board shall offer each bargaining unit member the opportunity to participate in the Connecticut State Partnership Plan 2.0 (SPP) for medical benefits in lieu of the medical benefits described in Section A of this Article

VIII and in Appendix B. Dental benefits (including employee premium cost sharing for such dental benefits) shall continue as currently provided in this Agreement. The medical 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. A summary of the benefits of the SPP shall be set forth for informational purposes in Appendix C, provided that the actual benefit shall be determined in accordance with the SPP.

- a. The premium rates shall be set by the SPP. Based on such rates, the Board shall establish a blended rate to provide the same rate to active and retired administrators in accordance with statute.
- b. The employee percentage share of such premium cost shall be as follows:  
  
July 1, 2020 through July 1, 2021: 18%  
  
July 1, 2021 through July 1, 2022: 19%  
  
July 1, 2022 through July 1, 2023: 20%
- 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 SPP administrators impose the HEP non-participation or noncompliance \$100 per month premium cost increase or the \$350 per participant to a maximum of \$1400 family annual deductible, those sums shall be paid 100% in their entirety by the non-participating or non-compliant employee. No portion or percentage shall be paid by the Board. The \$100 per month premium cost increase shall be implemented through payroll deduction, and the \$350/\$1400 annual 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. Section 10-153f(e) as to the sole issue of medical 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 medical insurance plan design and funding, premium cost share and/or introduction of an additional optional medical insurance plan; and/or
  - ii) If Conn. Gen. Stat. Section 3-123rrr et seq. is amended, or if there are any changes to the administration of the SPP, or if



additional fees and/or charges for the SPP are imposed so as to affect the Board, any of which amendments, changes, fees or charges (individually or collectively) would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to medical insurance plan design and funding, premium cost share and/or introduction of an additional optional medical insurance plan; and/or

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

e. In any negotiations triggered under subparagraph d above as well as negotiations for a successor to this collective bargaining agreement, the parties shall consider the High Deductible Health Plan with Health Savings Account set forth in Section A of this Article VIII and in Appendix B to be the baseline for such negotiations, and the parties shall consider the following additional factors:

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

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

F. Part-time administrators who are paid a fractional portion of the salary of full-time administrators shall have the same fractional portion of their insurance premium for the coverage described above paid by the Board of Education. Notwithstanding the foregoing, the employee premium cost sharing rates described in this Article VIII shall apply to administrators who are employed full-time by the Board in a combination of one or more part-time administrator positions and one or more part-time positions covered by the collective bargaining agreement between the Board and the Weston Teachers' Association.

G. Disputes concerning an administrator's eligibility or entitlement to the benefits contained herein are matters which are to be resolved by the administrator and the insurer or company administering the plan. Disputes concerning coverage shall not be subject to the grievance procedure contained in this Agreement, except a dispute concerning whether the Board has purchased the plan as generally described. Details of all insurance

and benefit plans under this Agreement are filed with the Superintendent of Schools and may be examined during regular office hours. The terms and conditions of these plans shall determine the benefits for which administrators may be eligible, and this Agreement shall not be construed to alter these terms or grant additional benefits not provided in them.

- H. Upon retirement from the Weston Public Schools, administrators who are eligible shall participate in Medicare and may purchase a Medicare supplement plan that includes prescription coverage.

ARTICLE IX  
HOLIDAYS AND VACATION

- A. Holidays. All holidays set each year by the school calendar shall be granted to administrators, plus the traditional summer holidays of 4th of July and Labor Day.
- B. Vacation. Administrators shall receive twenty-five (25) days vacation annually. In the event that an administrator begins his/her employment after July 1, then the number of vacation days available to such administrator in his/her first year of service shall be pro-rated to reflect his/her actual start date. Administrators shall use their best efforts to select vacation days at times which are convenient in terms of fulfilling their responsibilities. The details of scheduling vacation time shall be worked out with the Superintendent or his/her designee, and the Superintendent shall use his/her best efforts to schedule vacations on the days requested by the administrator. If any administrator is requested to return to work during a school holiday or a vacation, and agrees to such request, or is delayed in or prevented from taking a holiday or a scheduled vacation by request of the Superintendent or his/her designee, and agrees to such request, then such administrator shall be compensated for the unused holiday or scheduled vacation on a per diem salary basis or on a compensatory time basis at the election of the administrator. In addition, an administrator may opt for carryover into the next contract year, five (5) unused vacation days provided that such days are used by the end of the next contract year. An administrator shall not receive compensation for these carry-over days in the event they remain unused by the end of the next contract year.

ARTICLE X  
LEAVE

- A. Sick Leave. Administrators will receive an allowance of eighteen (18) days per year which may be accumulated to a maximum total of 200 days. In the event that an administrator begins his/her employment after July 1, then the number of sick days available to such administrator in his/her first year of service shall be pro-rated to reflect his/her actual start date. An administrator whose position requires less than twelve (12) months of service will receive sick days pro-rated to reflect his/her actual service.

Administrators may use up to five (5) days of their eighteen (18) annual sick leave days for family illnesses. Family shall be defined as: spouses, children, relatives living in the same household, and parents. Family illness days are not cumulative from year to year.

To the extent that an administrator is disabled under the terms of the long-term disability insurance plan and does not have enough sick, vacation, and personal days to be paid in full during the ninety (90) day waiting period under the long term disability insurance plan, the Board will provide the administrator with enough additional paid days of leave to receive full pay through such ninety (90) day waiting period.

During the course of any paid or unpaid leave granted for medical reasons, the Superintendent may periodically require the administrator to provide a statement from his/her physician indicating the anticipated date the administrator will return to work, the nature of the illness or disability, and the fitness of the administrator to return to work. The Superintendent may require an administrator to undergo an examination by a Board-appointed physician, at Board expense, to verify this information.

- B. Personal Leave. Up to five days annually for a personal leave maybe granted to an administrator, at the discretion of the Superintendent.
- C. When inclement weather causes district schools to be closed, members of the bargaining unit are expected to report for work as soon as reasonably possible, with due regard for safety and travel conditions. Notwithstanding the foregoing, after making prior arrangements with the Superintendent, members of the unit may elect to work from home on up to two such days per year without charge to personal or sick leave.

#### ARTICLE XI DEATH BENEFIT

If an administrator dies during the term of this Agreement the Board shall continue to pay the administrator's salary for a period of two (2) months following the death of the administrator.

#### ARTICLE XII TUITION AND PROFESSIONAL DEVELOPMENT REIMBURSEMENT

- A. The Board will set aside a sum of One Thousand Five Hundred Dollars (\$1,500) per administrator during each contract year for reimbursement to administrators to continue study at the graduate level and/or for costs and expenses related to professional development activities (e.g., course, conference).
- B. Requests for reimbursement to continue study at the graduate level and/or for costs and expenses related to professional development activities must be made at least one week prior to the commencement of the course or professional development activity.
- C. To be eligible for reimbursement, all course work to continue study at the graduate level shall be taken at an accredited institution, shall have prior approval of the Superintendent of Schools, and shall be completed successfully with a grade of "B-" or higher. To be eligible for reimbursement, all professional development activities must be approved in advance by the Superintendent.

- D. Reimbursement will be made in the month of August for graduate courses completed during the previous contract year. Reimbursement for costs and expenses related to professional development activities will be made no later than two paychecks after the Superintendent approves the professional development activity. Pooling of these funds may be permitted subject to a maximum of 75% of the cost of tuition or the professional development activity and a maximum of \$5,000 for any one administrator. Should such reimbursement requests exceed the available funds, such reimbursement shall be reduced equitably (pro rata).

ARTICLE XIII  
ELEVEN MONTH WORK-YEAR IMPACT STATEMENT

In the event the Board changes the number of work days in an eleven month administrator's work year in a manner which would require negotiations under state law, the parties shall negotiate the impact of this change in accordance with the procedure set forth in §§10-153b *et seq.*, of the Connecticut General Statutes, or as hereafter amended.

ARTICLE XIV  
MISCELLANEOUS

- A. Travel. Travel (on regular school days limited to miles driven beyond normal commute) to and from functions called by, or where attendance is required by the Board will be reimbursed at the current IRS rate.
- B. Retirement. Retirement benefits are provided through payroll deduction forwarded to the Teachers' Retirement Board.
- C. This Agreement shall be published on the Board's website no later than thirty (30) days after implementation. Any administrator hired during the school year shall be directed to the electronic location of this Agreement.
- D. In the event that any provision or portion of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent jurisdiction, the balance and remainder of this Agreement will remain in full force and effect.
- E. Tax Sheltered Annuities. Within state and federal legal limitations, the Board shall provide the mechanism for certified administrators to direct a portion of base salary, through payroll deduction, to a selected tax sheltered annuity.

ARTICLE XV  
GRIEVANCE PROCEDURE

- A. Purpose
1. The purpose of this procedure is to secure, at the lowest possible level, solutions to problems which may arise under the specific provisions of this Agreement.

2. Nothing contained herein shall be construed as eliminating the right of any member of the unit to discuss informally a concern or problem with any appropriate member of the school administration.

B. Definitions

1. A “grievance” shall be defined as a complaint signed by an administrator or by the Association that there has been a violation, misinterpretation or misapplication of a specific provision or provisions of this Agreement.
2. A “grievant” shall mean any employee directly affected by an alleged violation, misinterpretation or misapplication of a specific provision or provisions of this Agreement who then files a signed grievance. The Association may also file a grievance.
3. The term “days” shall be defined as days when the office of the Superintendent of Schools is officially open.

C. Procedure

Prior to filing a grievance, the grievant may discuss the matter with an appropriate administrator in an attempt to resolve the situation informally.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered the maximum and every effort shall be made to expedite the process. The time limit specified may, however, be extended by mutual agreement between the Superintendent of Schools and the grievant provided such agreement is in writing and is signed.

The following steps are involved:

1. Level One - Director of Human Resources

Within thirty (30) days after the administrator knew, or should have known, of the alleged grievance, he/she may file a written complaint with the Director of Human Resources, setting forth the facts of the complaint and identifying the specific contract language which the grievant alleges to have been violated, misinterpreted or misapplied and the remedy requested. Within ten (10) days after receiving the written grievance, the Director of Human Resources shall meet with the grievant in an attempt to resolve the grievance. Within ten (10) days after such meeting, the Director of Human Resources shall render his/her decision in writing. If for any reason the Director of Human Resources does not render his/her decision within ten (10) days after the meeting, or if the decision is rendered and the grievant wishes to appeal, the grievant may appeal to Level Two.

2. Level Two – Superintendent of Schools or Designee

An appeal to the Superintendent of Schools or his/her designee must be made in writing within five (5) days after the Director of Human Resources renders his/her decision. The written appeal must repeat all the information specified in the complaint submitted to the Director of Human Resources (or a copy of the original complaint must be attached to the appeal). Within ten (10) days after receiving the written grievance, the Superintendent or his/her designee shall meet with the grievant in an attempt to resolve the grievance. Within ten (10) days after such meeting, the Superintendent of Schools or his/her designee shall render his/her decision in writing. If for any reason the Superintendent or his/her designee does not render his/her decision within ten (10) days after the meeting, or if the decision is rendered and the grievant wishes to appeal, the grievant may appeal to Level Three.

3. Level Three - Board of Education

An appeal to the Board of Education must be made in writing within five (5) days after the Superintendent or his/her designee renders his/her decision. The written appeal must repeat all the information specified in the complaint submitted to the Superintendent or his/her designee (or a copy of the original complaint must be attached to the appeal). The Board of Education, or a committee of the Board, will hear the grievance within thirty (30) days after its submission and shall issue a decision within fifteen (15) days from the date of the hearing.

4. Level Four - Arbitration

- a. If the grievant is not satisfied with the disposition of his or her grievance at Level Three, he/she may, within five (5) days after the decision, request in writing to the Association that the grievance be submitted to arbitration.
- b. The Association may, within five (5) days after receipt of such request, submit the grievance to arbitration by so notifying the Board in writing and filing a request for arbitration with the American Arbitration Association. The American Arbitration Association shall act as the administrator of the proceedings but shall be limited to interpreting the terms and conditions of this Agreement. Notwithstanding the foregoing, the parties may mutually agree upon an arbitrator of recognized expertise in lieu of the American Arbitration Association.
- c. The arbitrator selected shall confer promptly with representatives of the Board and the Association. He/she will review the record of prior hearings, and shall hold such further hearings as he/she deems appropriate.
- d. The arbitrator shall be bound by the rules of the American Arbitration Association and the specific terms of the Agreement, and he/she shall have no authority to add to, subtract from, or in any way modify its terms. The decision of the arbitrator shall be final and binding on all parties and shall be the exclusive remedy for breach of this Agreement, except that the parties do not waive their legal right to appeal the arbitrator's award pertaining to such grievance as permitted by law.

- e. The cost for the services of the arbitrator shall be borne equally by the Board and the Association.

D. Right of Administrators to Representation

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

E. Miscellaneous

1. All documents, communications and records dealing with the processing of a grievance shall be confidential to the extent permitted by law, and shall be filed separately from the personnel files of the grievant.
2. Forms for the filing and processing of grievances and other necessary documents shall be prepared jointly by the Association and by the Superintendent and made available through the Association so as to facilitate operation of the grievance procedure.
3. Either party may request, at its expense, that a full and accurate record of the proceedings at any point of the grievance procedure be kept. Should said record be requested by the other party, the cost of producing said record shall be borne equally.
4. Should the Superintendent or the Board fail to act within the time limits set forth in this grievance procedure, the grievant may process the grievance to the next higher step within five (5) days after the expiration of the aforementioned time limit.
5. Representatives of the Association will meet with the Superintendent to review work assignments and workload in light of the supervising responsibility for the Special Education Preschool Program.

ARTICLE XVI  
DUES DEDUCTION

- A. Within thirty (30) days after employment, all members of the bargaining unit shall have the opportunity to join the Association and execute a voluntary written authorization

permitting the deduction of Association membership dues from the salary of such bargaining unit member.

- B. The Board shall deduct an amount equal to the Association membership dues from the salary of each member of the bargaining unit who voluntarily and in writing submits to the Board a written authorization for such deductions and remit the same to the Association treasurer.
- C. The WAA agrees to indemnify and hold and save the Board harmless against any and all claims, damages, suits or other forms of liability, including reasonable attorney's fees, that shall or may arise out of or by reason of any action taken by the Board for the purpose of complying with the provisions of this Article.
- D. Association dues shall not change during the contract year.

ARTICLE XVII  
DURATION

- A. This Agreement shall be in effect without reopening of any kind except as provided in Article VIII from July 1, 2020 through June 30, 2023.
- B. This contract contains the full and complete agreement between the Board and the Association for the 2020-2023 contract years, and neither party shall be required during the duration of the contract to negotiate upon any issue (except as otherwise specified in Article VIII), whether it is covered or not covered in this Agreement, except as mutually agreed upon by both parties, or required pursuant to § 10-153f(e) of the Connecticut General Statutes.

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

WESTON BOARD OF EDUCATION

Date 5/10/20

By Anthony Russo

WESTON ADMINISTRATORS' ASSOCIATION

Date 4/20/20

By Patricia Jacob



## APPENDIX A

### WESTON ADMINISTRATORS' SALARY SCHEDULE

#### Salary Maximums

<u>Position</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
High School Principal	199,064	203,543	208,123
Middle School Principal	187,051	191,260	195,563
Intermediate School Principal	182,445	186,550	190,747
Elementary School Principal	182,445	186,550	190,747
High School Assistant Principal	165,134	168,850	172,649
Middle School Assistant Principal	155,835	159,341	162,926
Intermediate School Assistant Principal	148,206	151,541	154,951
Elementary School Assistant Principal	148,206	151,541	154,951
Assistant Director of Pupil Services	149,424	152,786	156,224
High School Athletic Director	165,134	168,850	172,649

1. **2020-2021:** Provide for a general wage increase of 1.90%. Each administrator not yet at the maximum step shall move one step.
2. **2021-2022:** Provide for a general wage increase of 2.25%. Each administrator not yet at the maximum step shall move one step.
3. **2022-2023:** Provide for a general wage increase of 2.25%. Each administrator not yet at the maximum step shall move one step.
4. Administrators who receive a Ph.D. or an Ed.D. shall receive an annual stipend of \$3,000 to commence in the contract year following the granting of the degree.

**APPENDIX B**  
**(Included for Reference)**  
**Benefit Summary Statement**  
**High Deductible Health Plan (HDHP) HSA Compatible**

<b><u>HSA</u></b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b>Deductible</b>	\$2,000/4,000	\$2,000/4,000	\$2,000/4,000
<b>Coinsurance (In/Out)</b>	In-100% Med Out-80% Med & Rx	In-90% Medical Out-80% and Rx	In-90% Medical Out-80% and Rx
<b>RX</b>	Deductible-then subject to Copays: \$0/30/50	Deductible-then subject to Copays: \$0/30/50	Deductible-then subject to Copays: \$0/30/50
<b>Coinsurance Max</b>	In/Out Combined \$2,000/4,000  In- \$0 Out-\$2,000/4,000 (includes in-network Rx copays)	In/Out Combined \$3,000/\$6,000  In-\$1,000/2,000 (includes in-network Rx copays) Out-\$2,000/4,000	In/Out Combined \$3,000/\$6,000  In-\$1,000/2,000 (includes in-network Rx copays) Out-\$2,000/4,000
<b>Combined In and Out of Network Out-of-Pocket Max (includes Deductible, Coinsurance and Rx Copays)</b>	\$4,000/\$8,000	\$4,000/\$8,000	\$4,000/\$8,000
<b>In-Network Preventive Care</b>	100%	100%	100%
<b>Employer HSA Funding</b>	50%	50%	50%

The Board will fund fifty percent (50%) of the applicable HSA deductible amount for each full-time administrator who elects coverage under the high deductible/HSA plan (with pro-rated funding of the deductible for part-time administrators). The Board's contribution toward the HSA deductible will be deposited into the HSA accounts in four equal quarterly installments throughout the course of each plan year, on the Board's payroll dates. The parties acknowledge that the Board's contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed administrators. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment. In the event that a member elects the high deductible/HSA plan after the start of the plan year, the Board's contribution toward the funding of the deductible shall be pro-rated for that year.

Employees who complete blood work and an online health assessment profile will receive a \$50.00 deposit into their HSA.

Employees with a health profile warranting a vendor-provided coaching program who enroll in and complete such program will receive a \$50.00 deposit into their HSA, in addition to any incentive they may have received for completing blood work and an online health assessment profile.

**APPENDIX C**  
**CT PARTNERSHIP PLAN 2.0 with Health Enhancement Program (HEP)**

**Medical Benefit Summary**

<b>IN NETWORK</b>	<b>CT Partnership Plan 2.0</b>
Medical Office Visit	\$15 co-pay   \$0 for Tier 1
Specialist Office Visit	\$15 co-pay   \$0 for Tier 1
Vision Exams (one per calendar year)	\$15 co-pay
Inpatient Hospital	\$0 co-pay
Outpatient Hospital	\$0 co-pay
Emergency Room	\$250 co-pay (waived if admitted)
Urgent Care	\$15 co-pay
Walk-In	\$15 co-pay
Lab/X-Ray High Cost Radiological and Diagnostic Tests	\$0 co-pay for Tier 1   80%/20% coinsurance for Tier 2
In-Network Deductible	Individual: \$350 Family: \$350 each member (\$1,400 maximum). Waived for HEP-compliant members.
Coinsurance	Not applicable
Max out of pocket	\$2,000 individual \$4,000 family
<b>PREVENTIVE SERVICES</b>	<b>CT Partnership Plan 2.0 with Health Enhancement Program (HEP)</b>
Primary Care (Adult and Child Wellness Exams)	\$0 co-pay
Gynecologist Wellness	\$0 co-pay
Mammogram	\$0 co-pay
Lifetime Maximum	Unlimited
<b>OTHER SERVICES</b>	<b>CT Partnership Plan with Health Enhancement Program (HEP)</b>
Deductible	Not applicable
Acupuncture (20 visits/year)	\$15 co-pay
Chiropractic	\$0 co-pay
Nutritional Counseling (3 visits/year)	\$0 co-pay
Physical/Occupational Therapy	\$0 co-pay
Durable Medical Equipment	\$0 co-pay
Routine Hearing Screening (as part of an exam)	\$15 co-pay

<b>OUT OF NETWORK</b>	<b>CT Partnership Plan with Health Enhancement Program (HEP)</b>
Annual Deductible	\$300 individual / \$900 family
Coinsurance	20% of allowable UCR charges
Max out of Pocket	\$2,300 individual / \$4,900 family
Lifetime Maximum	Unlimited

### **Pharmacy Benefit Summary**

<b>PRESCRIPTION COVERAGE</b>	<b>Maintenance Drugs</b>	<b>Non- Maintenance Drugs</b>	<b>HEP Chronic Condition Drugs</b>
Generic	\$5/\$10	\$5/\$10	\$0
Preferred/Listed Brand Name	\$25	\$25	\$5
Non-Preferred/Non-Listed Brand Name	\$40	\$40	\$12.50
Annual Maximum	Unlimited		
Max out of Pocket	\$4,600 Individual / \$9,200 Family		

*This does not constitute your health plan or insurance policy. It is only a general description of the plan.*