Research

PROFESSIONAL AGREEMENT

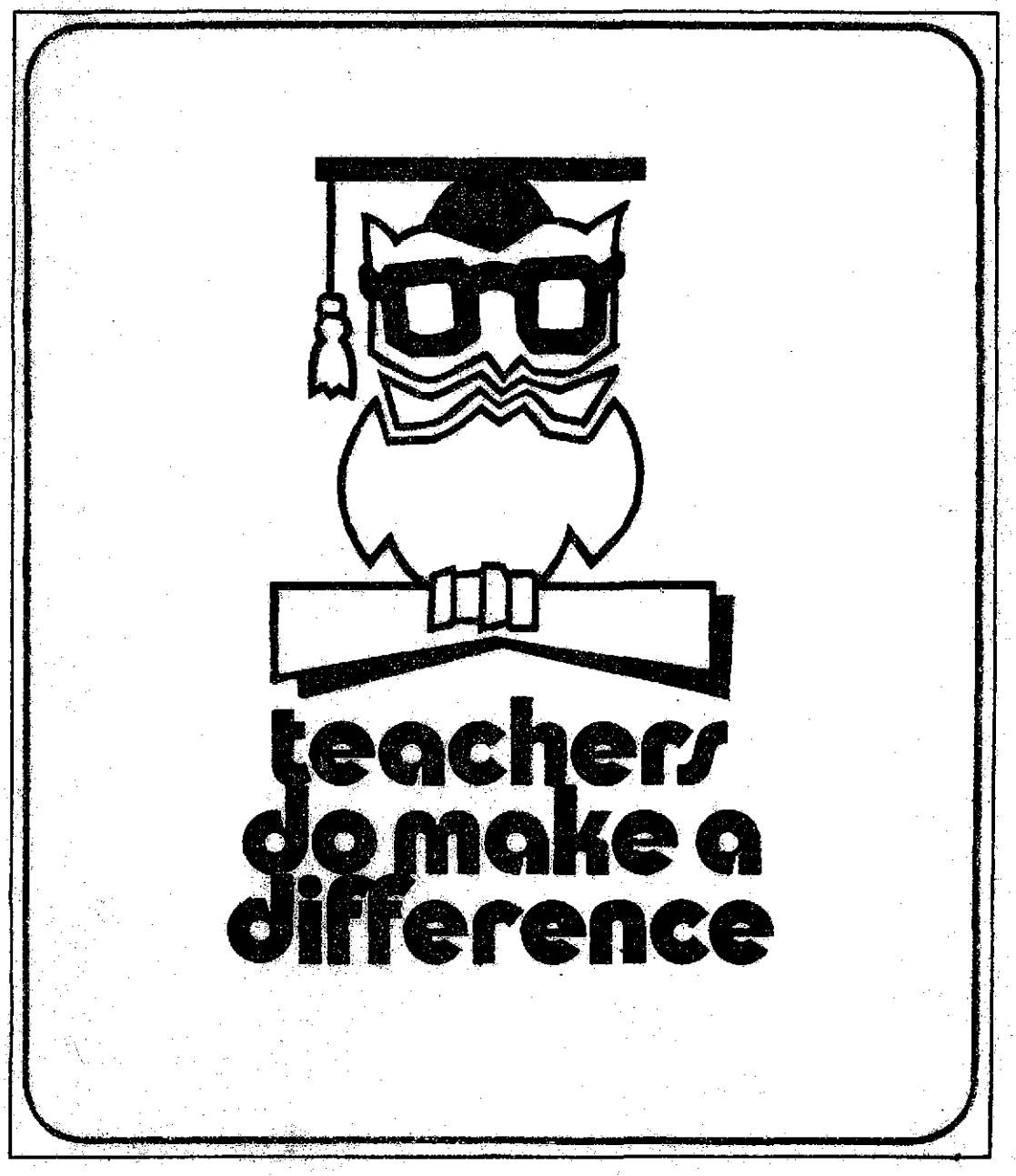
Between The

SUFFIELD BOARD OF EDUCATION

And

SUFFIELD EDUCATION ASSOCIATION

JULY 1, 1982 - JUNE 30, 1985



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THIS AGREEMENT IS MADE AND ENTERED INTO on this 13th day of April, 1982, by and between the Suffield Board of Education (hereinafter referred to as the "Board") and the Suffield Education Association (hereinafter referred to as the "Association"), affiliated with the Connecticut Education Association and the National Education Association.

W I T N E S S E T H:

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of Suffield, Connecticut is their primary mutual aim and responbility; and

WHEREAS, the Board has a statutory obligation pursuant to 10-153 a-g inclusive, of the Connecticut General Statutes, as amended, to negotiate with the Association, or its successor. The Association or its successor has the statutory right to negotiate as the exclusive representative of its teaching and special service personnel with respect to salaries and all other conditions of employment; and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement.

THE PARTIES HEREBY AGREE AS FOLLOWS:

ARTICLE 1

PREAMBLE

A. This Agreement is negotiated under 10-153a through 10-153g of the Connecticut General Statutes, as amended, in order to fix for its term the salaries and all other conditions of employment provided herein.

B. This Agreement shall constitute the policy of the Board and the Association in the subject areas covered by the Agreement for the duration of the Agreement unless changed by the mutual consent of both parties. Such mutually consented change shall be in writing and in accordance with the consultation procedure provided herein. Previously adopted policies, rules or regulations in conflict with this Agreement are superseded by this Agreement.

ARTICLE 2

RECOGNITION

A. The Board hereby recognizes the Suffield Education Association as the exclusive representative of the certified professional employees who are employed by the Suffield Board of Education in positions requiring a teaching or other certificates and are not included in the administrators' unit or excluded from the purview of paragraph 10-153a to 10-153g inclusive. The Association was designated as the exclusive representative of the certified professional employees pursuant to a designation petition certified by the Suffield Board of Education, February 17, 1971

B. The Board agrees that it will not negotiate with any individual or organization of teachers, other than the Suffield Education Association as long as said Association retains organizational recognition status.

C. Subject to the provisions of this Agreement, the Association recognizes that the Board and the Superintendent of Schools reserve and retain full rights, authority and discretion, in the proper discharge of their duties and responsibilities, to control, supervise and manage the schools and its professional staff under governing law, ordinances, rules and regulations.

ARTICLE 3

DEFINITIONS

As used in this Agreement, the following terms shall have the respective meaning as set forth below:

1. "Board" - the Board of Education of the Town of Suffield, Connecticut.

2. "Superintendent" - the Superintendent of Schools for the Town of Suffield, Connecticut or his designee.

3. "Association" - the Suffield Education Association.

4. "Teacher" - all personnel as defined in Article 2 - Recognition.

5. "Association Representative" - the duly designated representative of the Suffield Education Association in each school building.

6. "PR & R - the Professional Rights and Responsibilities Committee of the Suffield Education Association.

7. "Preparation Period" - preparation periods are those periods in which the teacher is involved in the preparation of classroom materials and plans.

ARTICLE 4

PROFESSIONAL NEGOTIATION

The Board and the Association agree to negotiate in good faith pursuant to 10-153d of the Connecticut General Statutes as amended, in accordance with the procedure set forth therein, to secure a Successor Agreement relative to all matters concerning salaries and all other conditions of employment. The Agreement so negotiated shall be reduced to writing and be signed by the Board and the Association.

ARTICLE 5

CONSULTATION PROCEDURE

A. Circumstances may arise making it seem desirable to alter or amend this Agreement. If informal discussions of desired changes as requested by either party do not result in such changes being presented for action at the next regularly scheduled meeting of the Board and/or the Association, then the

party desiring change may notify the other party in writing of the desired change, under the signature of their designated officer to the designated officer of the other party. Such notice shall be acknowledged within five (5) days, and a meeting of duly authorized representatives of the Board and the Association shall be held to discuss the change within fifteen (15) days of acknowledgment. Those representatives shall bring the matter, and report of their conclusions, to the next regularly scheduled meetings of the Board and the Association for action.

B. If the Board and the Association agree to the amendment or alteration of this Agreement, such amendments or alterations shall be in writing, executed by the chairman of the Board and the president of the Association, appended to this Agreement and made a part thereof, subject to the provisions of 10-153d of the Connecticut General Statutes, as amended.

C. If both parties do not agree to amendment or alteration of this Agreement, after the completion of the process outlined in paragraph A. above, this contract shall remain in effect as written.

ARTICLE 6

GRIEVANCE PROCEDURE

Definitions

1. "Grievance" shall be defined as a complaint by a teacher or group of teachers that as to him, her or them, there has been a misapplication, misinterpretation, or violation of a specific term or terms of this Agreement, to the detriment of the teacher or teachers.

2. "Teacher" shall mean any member of the unit as defined in Article 2, "Recognition".

3. "Party in interest" shall mean the person or persons making the claim, and their designated representative as provided herein, and the Board of Education of Suffield.

4. "Days" shall mean days when school is in session, except after May 1st when days shall be calendar days, so that the matter may be resolved before the end of the school term or as soon as possible thereafter.

5. "AAA" shall mean the American Arbitration Association.

6. "File" shall mean the teacher shall present the written grievance to the appropriate administrator or his designee in person. The grievance shall be dated and initialed by both the administrator and the grievant when received.

7. "Render" shall mean the appropriate administrator or his designee shall present the written decision to the teacher in person. The decision shall be dated and initialed by both the administrator and the grievant when received.

Time Limits

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the parties in interest.

2. If a teacher does not file a grievance in writing within twenty (20) days after he/she knew or should have known of the act or conditions on which the grievance is based then the grievance shall be considered to have been waived. For grievances which arise during the summer recess, the twenty (20) days shall run from the first day of school in the fall.

3. Failure by the aggrieved teacher at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.

4. Failure by any administrator or Board to render his/her decision within the specified time limits shall allow the aggrieved to pursue the grievance to the next level.

Informal Procedure

1. If a teacher feels that he/she may have a grievance, he/she shall first discuss the matter with his principal or other appropriate administrator in an effort to resolve the problem informally.

2. If the teacher is not satisfied with such disposition of the matter, he/she shall have the right to have the Association assist him in further efforts to resolve the problem informally with the principal or other appropriate administrator.

Formal Procedure

1. Level One - Principal

   (a) If the teacher is not satisfied with the disposition of the matter in the informal procedure, he/she may file his written grievance with the principal.

   (b) The principal shall, within five (5) days from the filing of the grievance, render a written answer, with a copy to the president of the Association.

2. Level Two - Superintendent of Schools

   (a) If the aggrieved teacher is not satisfied with the disposition of his grievance at Level One, he/she may, within three (3) days after receipt of the decision file his written grievance with the Superintendent of Schools.

   (b) The Superintendent shall, within five (5) days after receipt of the grievance meet with the aggrieved teacher and with the representatives of the Association, if the teacher so desires, for the purpose of resolving the grievance. A full and accurate record of such meeting shall be kept by the Superintendent and made available to any party in interest upon written request.

(c) The Superintendent shall, within three (3) days after the hearing, render his decision and the reason thereof in writing to the aggrieved teacher, with a copy to the President of the Association.

3. Level Three - Board of Education

(a) If the aggrieved teacher is not satisfied with the disposition of his grievance at Level Two, he/she may, within five (5) days after receipt of the decision, file the grievance with the Board of Education.

(b) The Board of Education shall, within ten (10) days after receipt of the grievance, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept by the Board of Education and made available to any party in interest upon written notice.

(c) The Board shall, within ten (10) days after such hearing, render its decision and the reasons thereof in writing to the aggrieved teacher, with a copy to the President of the Association.

4. Level Four - Arbitration

(a) If the aggrieved teacher is not satisfied with the disposition of his grievance at Level Three, he may, within three (3) days after the decision, request in writing to the President of the Association that his 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 by filing a demand for arbitration under the Voluntary Labor Arbitration Rules of the AAA. The AAA shall act as the administrator of the proceedings.

(c) The arbitrator selected shall confer promptly with the representatives of the Board and the Association, shall review the record of prior hearings, and shall hold such further hearings with the parties in interest as he shall deem requisite.

(d) The arbitrator shall be bound by the Voluntary Labor Arbitration Rules. The decision of the arbitrator shall be final and binding upon all parties in interest.

(e) The costs of the services of the arbitrator shall be borne equally by the Board and the Association.

RIGHTS OF TEACHERS TO REPRESENTATION

1. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.

2. Any party in interest may be represented at any level of the formal procedure of the grievance procedure by a person of his own choosing, except that he may not be represented by a representative or by an officer of any teacher organization other than the Association. When a teacher is not represented

by the Association, the Association shall immediately be notified, and have the right to be present and to state its views at all stages of the procedure.

3. In the event that the Association shall not have elected to submit a grievance to arbitration, the aggrieved teacher may submit his grievance to arbitration independently by following the procedures outlined above in lieu of the Association, provided, however, that in such case the costs for the services of the arbitrator shall be borne by the aggrieved teacher and the Board.

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

MISCELLANEOUS

1. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

2. Forms for filing and processing grievances and other necessary documents, shall be prepared by the Association and approved by the Superintendent, and made available through the Association.

3. If the grievance occurs as a result of an action of other than the teacher's immediate superior or affects a group or class of teachers, the grievance may be processed immediately at the level at which it occurs.

4. The Association may elect to process any grievance of any teacher, grievant, group of individuals, or party in interest, on its own behalf at any step of the grievance procedure.

ARTICLE 7

SALARY PAYMENT

A. The salaries of all teachers covered by this agreement are set forth in the Appendices which are attached hereto and made a part of this agreement.

B. Method of payment.

All teachers shall be paid bi-weekly on Thursdays, on a twelve (12) month basis, beginning on September 9, 1982. During years in which the number of paychecks would be twenty-seven (27) rather than the normal twenty-six (26), the total yearly salary shall be divided by twenty-seven (27) instead of the

normal twenty-six (26). Note: The intent of this paragraph is to not allow a period of time greater than two weeks between paychecks, except when holidays interfere. In this event paychecks will be distributed on the day preceding the holiday.

C. If termination of employment comes prior to the end of the regular school year, such teacher's pay will be prorated on the basis of the number of days worked.

ARTICLE 8

EXTRA PAY FOR EXTRA DUTY

A. Extra duty for which extra compensation shall be paid and the amounts of such compensation are set forth in Appendix F., which is attached hereto and made a part of this Agreement.

B. Teacher participation in extra duty activities in the extra duty pay schedule in Appendix F shall be strictly voluntary. Teacher participation in other extra duty activities involving students outside the normal school hours shall also be strictly voluntary.

ARTICLE 9

DEGREE DEFINITIONS

The Salary Schedules listed in the Appendices of this Agreement shall be interpreted and applied in accordance with the following definitions and in compliance with the Professional Development Program outlined in Appendix D:

Bachelor	A baccalaureate degree earned at an accredited college or university.
Master or Equivalent	A master's degree earned at an accredited college or university; or the completion of thirty-six (36) credits beyond the baccalaureate degree.
Master + 15 or Equivalent	A master's degree earned at an accredited college or university and the completion of fifteen (15) credits beyond the master's degree or fifty-one (51) credits beyond the baccalaureate degree.
Sixth Year or Master + 30 or Equivalent	A second master's degree in a discipline other than the discipline in which the initial master's degree was attained, or the completion of thirty (30) credits beyond master's degree; or a "Sixth Year Certificate" from an accredited college or university; or sixty-six credits beyond the baccalaureate degree.
Sixth Year + 15 or Master + 45 or Equivalent	A second master's degree in a discipline other than the discipline in which the initial master's degree was attained, plus 15 credits beyond; or the completion of forty-five (45) credits beyond master's degree; or a "Sixth Year Certificate" plus 15 credits beyond from an accredited college or university; or eighty-one (81) credits beyond the baccalaureate degree.

ARTICLE 10

PLACEMENT ON THE SALARY SCHEDULE

A. Initial employment in the Suffield Public Schools

1. New teachers to the Suffield Public Schools may be placed on the appropriate step on the salary schedule. Full credit may be granted on the prevailing schedule for prior teaching experience up to a normal limit of two steps below the stated maximum. The extent to which credit shall be granted shall be determined by the Board of Education. The Board of Education may consider granting credit for prior experience beyond the approved limit of thirteen (13) years upon specific recommendation of the Superintendent of Schools.

2. If the new teacher and the Superintendent mutually agree to a placement on the salary schedule other than the appropriate step as indicated by degree status and prior experience during the initial year of employment, the teacher shall be placed on the appropriate step during the third year of employment. The salary for the second year of employment shall be the mean of the initial salary and the anticipated third year salary. This provision shall be deleted from the contract on June 30, 1984.

B. All other teachers shall be placed on the appropriate step on the salary schedule, taking into consideration the following:

1. Annual increments for each year of service in the Suffield School System, provided that the Board of Education may withhold individual increments for unsatisfactory service.

2. Degree status as defined under "Degree Definitions" Article.

3. As of September 1, 1976, there shall be no military service credit except that those teachers receiving military credit on that date shall continue to receive such credit at the rate then in effect.

C. Any teacher expecting a change in degree status must notify the Superintendent no later than January 2 in order to be placed on the appropriate salary schedule for the following school year.

1. Teachers submitting documentation of said degree achievement prior to September will be placed on the new salary schedule for the first paycheck of the new school year.

2. Any teacher submitting documentation of degree achievement between September 1 and March 1 of the new school year will be placed on the new salary schedule beginning with the next paycheck.

3. Teachers who submit documentation after March 1 of the new school year will not be placed on the appropriate schedule until September of the following school year.

4. The reason for notification prior to January 2 is in order that funds may be budgeted to meet the salary change in the next fiscal year.

D. The Superintendent of Schools shall be permitted to negotiate with any applicant for any position designated as a special need position regarding the terms of a stipend over and above the appropriate salary schedule degree status step, which will be paid by the Board to induce such teacher to come to work in Suffield. Any negotiated stipends shall be the financial responsibility of the Board of Education, and shall be in addition to any other financial contractual obligation set forth in this contract.

ARTICLE II

SPECIAL NEEDS POSITION

The SEA and the Board recognize that certain positions may, from time to time, be difficult to fill. The following procedures will be utilized to meet these special needs.

A. Prior to January 15 of each school year, the Superintendent, a committee of the Board, and the SEA Professional Rights and Responsibilities Committee shall meet to review the Superintendent's list of projected special need positions for the next two school years.

B. The special needs list shall be published immediately and distributed to the faculty.

C. Teachers who wish to become certified in a special need area shall submit a planned program of study to the Superintendent prior to March 1. Not all programs or candidates will be approved.

D. The Board will provide full tuition reimbursement to a maximum of $100 per credit for approved certification programs. Approvals shall be made by the Board no later than the first meeting in May.

E. Credits earned in the approved certification program shall not be counted toward salary schedule advancement under the professional development program until the teacher has completed two full years of service in the special need position.

F. If a special need position cannot be filled as a result of sections A-E of this article, Section D of Article 10 shall apply.

ARTICLE 12

INSURANCE BENEFITS

The Board shall provide, at its expense, for each teacher

Blue Cross with Maternity Rider, Semi-private 100% individual coverage, 100% family coverage, student rider available on request.

Blue Shield - Century 96 - 100% individual coverage, 100% family coverage.

Phoenix Insurance Company - Combination package - Major Medical and Life Insurance $15,000 paid by Board - Optional $5,000 may be purchased by employee.

The Board shall provide during the 1983-84 school year, in addition to the above, Co-Pay Dental Rider to the Blue Shield Century 96, 100% individual and 100% family.

Having successfully performed her/his contract obligations to the school system, a teacher who resigns to take a new position is entitled to appropriate benefits through August 31 of the final year of employment.

ARTICLE 12
(continued)

The Board shall allow continuation of all existing health-care insurance for any teacher upon retirement at no cost to the Board of Education. Such coverage shall be equal to the terms in the current master agreement between the Board and the Association. It is understood that if a retiring teacher wishes to continue in the insurance plan, all payments must be made by the teacher at the appropriate time.

ARTICLE 13

NATIONAL HEALTH INSURANCE

The parties herein agree that in the event that the Congress of the United States passes a national health insurance program, then, and in that event, insurance fringe benefits shall be reopened for negotiations at the request of either party.

ARTICLE 14

SERVICE INCREMENT

In recognition of length and quality of service rendered to the Suffield Public Schools, the Board of Education will, upon the annual recommendation of the Superintendent:

(a) Pay $350.00 in addition to regular salary to teachers who have served twenty or more years under contract in the Suffield Public Schools.

(b) Pay $450.00 in addition to regular salary to teachers who have served twenty-five years under contract in the Suffield Public Schools.

Upon filing an annual application, said longevity stipends shall be granted unless withheld for cause. The Board shall provide a written statement of reasons in case a stipend is withheld from a teacher in a given year, together with suggestions for improvement leading to the reinstatement of the stipend in subsequent years. Withholding of such stipends shall not be subject to the grievance procedure.

Effective for stipends for the year 1980-1981 and thereafter, applications therefore must be made by January 1 of the preceding year, and will be granted by the Board of Education upon recommendation by the Superintendent. If the Superintendent takes no action within 30 days of receipt of the application, the stipend shall be granted.

Upon recommendation of the Superintendent and at the discretion of the Board, exceptions may be made for persons whose cumulative service is not all in the Suffield Public Schools.

Persons who voluntarily resign in good standing may be entitled to certain benefits under Board Policy GCPC dated July 17, 1979, which policy the Board agrees not to change during the terms of this contract.

ARTICLE 15

PAYROLL DEDUCTIONS

A. In addition to those payroll deductions required by law, the following agencies are eligible for payroll deductions. All requests for deductions must be in writing on approved authorization forms.

B. The list of approved deductions is as follows:

1. Life Insurance
2. Washington National Insurance
3. Education Association Dues
4. Tax Sheltered Annuity Plans
5. Credit Unions*
6. Massachusetts State Income Tax

*To be limited in number to those in effect at the signing of the contract.

C. Dues Deductions

1. The Association shall, no later than October 1st of each year, give written notice to the Business Office of the amount of its dues and those of the CEA and NEA, which are to be deducted in that school year under such authorization.

2. The balance of the annual dues shall be deducted from the final paycheck of any employee resigning his position, receiving a leave of absence or terminating his employment after the opening of school.

3. The right to refund to employees monies deducted from their salaries as under such authorization shall lie solely with the Association. The Association agrees to reimburse any employee for the amount of any dues deducted by the Board and paid to the Association, which deduction is by error in excess of the proper deduction and agrees to hold the Board harmless from any claims of excessive deduction.

4. The Association shall indemnify and save the Board and/or the town harmless against all claims, demands, suits, judgments or other forms of liability which may arise by reason of any action taken in making deductions and remitting the same to the Association pursuant to this Article.

ARTICLE 16

PROTECTION OF TEACHERS

The Board of Education agrees to save teachers harmless in accordance with 10-235a and 10-236a of the Connecticut General Statutes, as amended.

ARTICLE 17

PERSONAL INJURY BENEFITS

A. Whenever a teacher is absent from school as a result of a personal injury caused by an accident arising out of and in the course of his/her employment, he/she shall be paid full salary (less the amount of any workmen's compensation award made for temporary disability due to said injury) for the period

of the first thirty days of such accident, and no part of such 30 days shall be charged to his annual accumulated sick leave. After the above 30 days, said teacher is eligible to use accumulated sick leave.

B. An exception to the above would occur when contributory negligence on the part of the teacher, as determined by the State Workmen's Compensation Commission, was responsible for the personal injury. If contributory negligence is determined by the State Workmen's Compensation Commission the teacher shall be allowed use of accumulated sick leave.

ARTICLE 18

PROCEDURE FOR SEPARATION AND RECALL

A. GENERAL STATEMENT

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

B. REASONS FOR ELIMINATION OF PROFESSIONAL STAFF POSITIONS

It is recognized that the Board of Education has the sole and exclusive prerogative to eliminate professional staff positions, consistent with the provisions of the State Statute. Elimination of professional staff positions may result from decreases in student enrollment, changes in curriculum, severe financial conditions, or other circumstances as determined by the Board of Education. Other circumstances shall be defined by the Board ninety days prior to intended use and inserted in this article.

C. DEFINITIONS

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

(b) As used herein, the term "teacher" shall apply to any employee covered by this contract.

D. PROCEDURE

(a) Before considering reduction in professional staff the Board will consider reduction in the following area: instructional paraprofessionals.

(b) The Board of Education may, in the first instance, exercise its right and power to reduce the number of professional staff positions without determining which teacher contracts will be terminated, if any, or what other staffing changes will be made to effectuate the purpose of position elimination.

(c) Prior to commencing action to terminate teacher contracts under this procedure, the Board of Education will give due consideration to its ability to effectuate position eliminations and/or reduction in professional staff by:

(1) voluntary retirements;
(2) voluntary resignation;
(3) transfer of existing staff members
(4) voluntary leaves of absence.

(d) In the event that it appears necessary to terminate teacher contracts in order to effectuate the elimination of professional staff positions, the Superintendent will propose to the Board, for its consideration, an orderly plan for elimination of positions, identifying professional personnel whose contracts he recommends for termination. If the Board of Education considers termination of the contract of a teacher it shall authorize the Superintendent by official Board action to notify the teacher, in writing, that the termination of his or her contract is under consideration. Such initial notice shall be in the following form: "This is to notify you that termination of your contract of employment is under consideration." This notification, and any subsequent proceedings with regard to contract termination, will be in accordance with the provisions set forth in the Connecticut Teacher Fair Dismissal Law (10-151) of the Connecticut General Statutes.

(e) The following criteria will be used to select those employees whose contracts are to be considered for termination as a consequence of elimination of professional staff positions:

Criteria for determining which teacher(s) shall remain:
Pursuant to Connecticut General Statute 10-151(b), as amended within the separate categories of tenure teachers and non-tenure teachers, the following criteria will be used in the order listed.

1. Areas of certification
2. Total years of experience in the Suffield School System
3. Total years of teaching experience
4. Degree status as determined by the total number of hours of accepted professional development credits beyond the Bachelor's Degree.
5. Qualifications and ability as determined by a written evaluation of the teacher's performance as well as consideration of degree status.

E. POLICY PROVISIONS NOT APPLICABLE TO PROMOTIONS.

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

F. RECALL PROCEDURE

If the contract of employment of a teacher is terminated because of elimination of positions, the name of the teacher shall be placed on a reappointment list and remain on such list for two subsequent Septembers unless such teacher obtains employment as a public school teacher in another district during that period. If a position becomes open during such period, the teacher has been selected by the Board of Education as the person on the recall list who

is certified to hold that position, as determined in D(e), the teacher will be notified in writing by registered mail, sent to his/her last known address, at least thirty (30) days prior to the anticipated date of re-employment. The teacher shall accept or reject the appointment in writing within fifteen (15) days of date of letter registration. If the appointment is accepted, the teacher shall receive a written contract within twenty (20) days of the receipt of the teacher's reply by the Board of Education. If the teacher rejects the appointment offer, or does not respond according to this procedure within fifteen (15) days, then the name of the teacher will be removed from the recall list. Teacher recalled under provisions of this Article shall have all previously earned sick leave and personal leave days reinstated.

G. REDUCTION FROM FULL TO PART-TIME EMPLOYMENT

1. Subject to all preceding sections of this article and Section 10-151 of the Connecticut General Statutes, a full-time teacher whose position is to be reduced to a part-time position shall receive two separate letters as follows:

   (a) Notification of elimination of the position
   (b) Offer of a part-time position

2. Teachers who accept part-time teaching positions or non-certified positions in Suffield as a result of the elimination of their full-time position shall remain on the recall list. They shall be offered the first available full-time teaching position for which they are certified and qualified.

H. The Board agrees to provide for an impartial hearing in accordance with the Connecticut General Statutes 10-151(a) for <u>any</u> teacher whose contract of employment is non-renewed due to elimination of position or loss of position to another teacher, provided such teacher files a written request for an impartial hearing panel as required by the Connecticut General Statutes 10-151(a).

ARTICLE 19

CLASS SIZE

The size of given classes or the numbers of pupils met by individual teachers will vary according to educational objectives, physical limitations, safety factors and staffing patterns. The Board wishes to maintain class sizes and teacher load which reflect both educational goals and the community's willingness to support recommended educational practices.

In all instructional settings factors such as staff competency, adult:pupil ratio and educational goals shall influence Board and administrative decisions pertaining to class size. The following, while not absolute limitations, are considered by the Board to be firm guidelines;

Kindergarten	-No less than 20, nor more than 30 - NOT AVERAGED
Grades 1-5	-No less than 20, no more than 30 - AVERAGED FOR EACH GRADE LEVEL FOR EACH SCHOOL
Grades 6-8	-Academic Subjects (English, math, science, social studies, reading) - No less than 20 no more than 30 - AVERAGED FOR EACH ACADEMIC AREA FOR EACH GRADE
	Industrial arts, Home economics - No less than 10, no more than 20 - NOT AVERAGED

Physical Education - Maximum of 30 students per instruction - AVERAGED

Foreign Language and Music - No less than 20, no more than 30 AVERAGED

Slow Learner Classes - No less than 10, no more than 20 - NOT AVERAGED

Grades 9-12

Regular Classes - No less than 20, no more than 35, NOT AVERAGED (ROOM SIZE A FACTOR)

Advanced Specialties (3rd & 4th year language, 2nd bookkeeping, advanced mathematics, steno, data processing, etc.) - Not less than 10, not more than 30 - NOT AVERAGED (ROOM SIZE A FACTOR)

Slow Learner and Special Education (Phase I English, Special Education, etc.) - No less than 10, no more than 18 - NOT AVERAGED

Laboratory - No less than 10, no more than 24, NOT AVERAGED

Shops - No less than 10, no more than 20, NOT AVERAGED

Physical Education - Maximum of 30 students per instructor, AVERAGED

ARTICLE 20

EMPLOYMENT YEAR

Teacher Employment Year

The scheduled employment year for teachers shall be the same as the student year plus one day prior to the opening of school for students and one day after the closing of school for students, except when the closing of school occurs on a Friday, in which case teachers shall not be required to fulfill the obligation of a day after the closing of school for students provided all required duties are completed. Newly hired teachers may be required to attend orientation sessions prior to the opening of school beyond the one day noted above. Teachers shall be paid 1/181 of their basic salary for all classroom days beyond 180 days.

ARTICLE 21

WORK DAY

A. Teachers shall be required to report 20 minutes before the start of the school day and shall be required to remain 20 minutes after the close of the school day except for after school meetings and regularly scheduled activities. In special occasional cases, teachers may be allowed to arrive late and/or leave early with permission of the immediate supervisor.

B. Any faculty meeting of teachers, scheduled by the Principal or Department Chairperson or the Superintendent, after regular school hours, may be required of all teachers. Any such meeting after regular school hours, unless of extraordinary nature, will not be held more than once per week. Meetings shall not be more than 60 minutes, except in extraordinary circumstances.

C. This provision does not apply to released time.

D. Attendance at evening meetings may be necessary to fulfill professional obligations.

E. Teachers are expected to attend Parent Conferences and Parent night programs.

ARTICLE 22

TEACHING PERIODS

It is agreed that the Board of Education will exercise due diligence to achieve the realization of the following standards, with a minimum of reasonable necessary exceptions:

A. Secondary school teachers shall not be required to teach more than twenty-five teaching periods per week.

B. Secondary school teachers shall not be required to teach more than two subject areas in any school term.

C. Secondary school teachers shall not be required to have more than three teaching preparations in any school day.

D. A mutually agreed upon exception to the above shall be applied to the group of teachers involved in the proposed reading enrichment program at the McAlister Middle School.

E. A teaching period shall be defined as a period in which a teacher is actively involved with students in the art of teaching and for which he/she has participated in the preparing, implementing and/or evaluating student learning. Ordinarily a teaching period can be identified as that period of time between regularly scheduled bells.

It is understood that the double period known as a normal lab session will be considered to be a single teaching period for the purposes of this contract.

ARTICLE 23

PREPARATION PERIODS

1. Each teacher is entitled to five (5) preparation periods per week.

2. These periods need not be scheduled as one per day.

3. These periods may be scheduled as a team preparation period.

4. Each preparation period must be a minimum of forty (40) minutes or two hundred (200) minutes per week distributed in a manner mutually agreed to between the teacher and his/her supervisor.

5. The morning recess break and the lunch/recess period do not count as preparation periods.

6. The required teacher attendance times before and after school are not considered preparation periods.

7. Supervision of study halls is not considered preparation time.

8. Part-time teachers are entitled to preparation time in proportion to the time for which they are hired.

9. All teachers shall be entitled to leave the school if necessary as part of classroom preparation.

10. In cases in which the minimum standards set forth herein cannot reasonably be met administratively, the consultation procedure shall be used initially to consider an appropriate alternative.

ARTICLE 24

DUTY FREE LUNCH

A. All teachers shall have an uninterrupted duty-free lunch period daily. For elementary teachers the lunch period shall include the time when children are at lunch and noon recess, except when elementary teachers are assigned to noon recess or lunch duty. Such assignment shall be made on an equitable basis.

B. All teachers shall be entitled to leave the school during the duty free periods set forth in the preceding paragraph, upon the signing of a "sign in/out" sheet, unless requested to remain in the building by the principal. The principal shall give a reason for the restriction should the teacher request one.

ARTICLE 25

SPECIAL SCHOOL PROGRAMS

Homebound tutors in the bargaining unit shall be paid at the rate of $10.00 per hour of instruction time.

ARTICLE 26

STUDENT-MASTER TEACHER

Each teacher shall have the right to accept or reject a student teacher or student observer.

ARTICLE 27

TEACHER FACILITIES

Parking spaces will be provided for teachers at each school.

ARTICLE 28

PERSONNEL FILES

A. No anonymous complaints may be placed in any teacher's personnel file.

B. No complaint shall be placed in a teacher's personnel file until the complaint has been investigated by the Superintendent, or his/her designee. Such investigation shall include consultation with the affected teacher.

C. No evaluation or written statement of criticism originating after initial employment shall be placed in a teacher's personnel file for more than thirty (30) days unless the teacher has been notified and has had an opportunity to review such material. The teacher may submit a written notation regarding any material, and the same shall be attached to the file copy of the material in question. If the teacher is asked to sign the material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material.

D. Each teacher shall have the right to review and make copies of any materials in the teacher's personnel file upon reasonable notice during the hours in which the Board's office is open.

ARTICLE 29

ACADEMIC FREEDOM

A. The private and personal life of a teacher is not within the appropriate concern or attention of the Board of Education except as it may interfere with the teacher's responsibilities to and relationships with students and/or the school system.

B. Teachers will be entitled to full rights of citizenship, and no religious or political activities of any teacher (provided such activities do not take place during his working hours) or the lack thereof will be grounds for any discipline or discrimination with respect to the professional employment of such teacher.

ARTICLE 30

SICK LEAVE

Teachers shall be entitled to sick leave with full pay up to fifteen (15) working days in each year. Unused sick leave shall be accumulated from year to year, so long as the teacher remains continuously in the service of the Board up to a maximum of one hundred sixty-five (165) days. In addition to the maximum number of days which may be accumulated (i.e. 165) each teacher shall be permitted an additional 15 sick leave days at the beginning of each school year (in accordance with Connecticut General Statute 10-156) which may not be accumulated.

ARTICLE 31

PERSONAL LEAVE

A. A total of eight (8) days of personal leave per year shall be granted to teachers for the following reasons:

1) Legal matters, e.g., subpoenas, required attendance at real estate closings; and necessary court appearances;
2) For marriage (of self, children, parent, siblings, and siblings of spouse);
3) Graduation of self, children or spouse;
4) Religious holidays;
5) Severe illness in the immediate family (defined to include mother, father, siblings, children, mother-in-law, father-in-law and spouse, and members of the household);
6) Death in the immediate family as defined above;
7) Other reasons of a personal or emergency nature, which make absence from school unavoidable and necessary, subject to the approval of the Building Principal. Leave under this item shall be limited to three (3) days per year.

B. Such personal leave shall not accumulate from year to year except that leave under item 5 above (severe illness in the immediate family) shall accumulate from year to year to a maximum of fifteen (15) days.

C. Application for such leave shall be made as far in advance as practicable and

except for emergencies, shall be made at least twenty-four (24) hours prior to the date of the leave. Such leave shall be granted except in cases of extreme hardship or disability to the School System.

D. Applicants shall be required to state the category under which they are taking such leave.

E. For approved leaves of absence other than those covered by this Article or any other Article of this Agreement, the rate of deduction shall be 1/181st of the year's basic salary.

ARTICLE 32

JURY DUTY

Any teacher who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The staff member shall receive a rate of pay equal to difference between the professional salary and the jury fee.

ARTICLE 33

SABBATICAL LEAVE

A. For teachers employed in the Suffield Public Schools for a minimum of six (6) consecutive years, the Board of Education will consider application for a sabbatical year leave to be devoted to professional improvement as detailed in a planned program of study, of combined travel and study, of research, of writing and publication, designed to increase the profession competency, knowledge, stature of the teacher, and to reflect credit upon the System.

B. The Board of Education agrees to continuance of contract on a sabbatical basis including maintenance of position and placement on salary schedule.

C. The Board of Education agrees to pay a sabbatical leave stipend based upon 50% of due salary, full benefits and contributions toward C.S.T.R. as detailed in regulations.

D. The teacher participating in sabbatical leave under this policy shall contract to the Suffield Public Schools for a minimum of three years. Release from obligations prior to expiration of three year period shall be according to detailed regulations.

E. No more than two sabbatical leave applications will be approved in any one school year.

F. Application: Application for sabbatical leave shall be made by December 1 of the prior school year. Detailed plans for the sabbatical must be submitted by March 1 of the prior school year.

G. Salary: Sabbatical grantees shall receive a stipend of 50% of the salary to which the grantee is entitled during the year of sabbatical leave.

H. Benefits: Sabbatical grantees shall receive the benefits to which they would be entitled if they were actively teaching.

I. Retirement: By law, six (6%) percent of the sabbatical stipend shall be deducted for retirement purposes. Teachers may claim a full year toward retirement according to State Retirement Board regulations by paying a total of six (6%) percent of the full salary which would have been earned during the sabbatical year. The Suffield Board assists teachers in making this payment by a direct payment to the teacher of six (6%) percent of the fifty (50%) percent of annual salary which is not granted as a stipend. This is a one time direct payment by June of the sabbatical year.

J. Selection: Award of sabbatical leave is at the discretion of the Board of Education. Its decision shall be final. Criteria including, but not limited to the following shall be used by the Board in its consideration of applications: Sabbatical year plan, needs of the school system, the applicant's past and potential contribution to the school system, and budget considerations.

K. Obligations:

(a) Grantees shall contract for three years services to the Suffield Public Schools immediately following the sabbatical year.
(b) Grantees may be released from their required three years upon approval of the Board of Education by reimbursing the Town of Suffield 1/3 of the stipend for each released year.
(c) Reimbursement shall be in full by December 31 of the first released year.

ARTICLE 34

EXCHANGE TEACHERS LEAVE

A. In any year teachers may be exchanged for teachers from some other school district in the United States or in a foreign country. Such exchange shall be initially applied for by the teacher and recommended by the Superintendent to the Board of Education, which shall recommend final action. All rights and privileges of the exchanged teacher shall continue in full force and effect during the exchange period.

ARTICLE 35

PREGNANCY DISABILITY LEAVE

A. The Board and the Association recognize that teachers are entitled to leaves for maternity-related disabilities in accordance with 31-126 of the Connecticut General Statutes, as amended.

ARTICLE 36

CHILD REARING LEAVE

A. Upon request, any teacher who is expecting a child, or who has received acceptance to adopt a child, shall be granted a long-term leave of absence for childrearing purposes.

Such a leave shall normally be for a maximum of one year. Leaves commencing September 1 through January 31 of any year shall terminate the following September 1. Leaves commencing February 1 through August 31 of any year shall terminate at the end of the second marking period of the following

school year, unless the Board determines that termination at that time would seriously affect the educational program of the students directly involved. In case of such a determination, the leave shall terminate not later than September 1 of the following year, although it may be terminated sooner by mutual agreement of the parties. The teacher shall receive at least 60 calendar days notice of a Board decision to postpone termination of the leave. The request for childrearing leave shall be made at least thirty (30) days prior to its commencement. Upon return, the teacher shall be reassigned to the same position or an equivalent position at the discretion of the administration. The teacher on leave shall give 60 calendar days notice of intention to return. As in the case of other leaves without pay, the teacher is entitled to participate in fringe benefit programs, but at the teacher's full expense.

B. Leaves of absence under Section A. above, shall be without pay.

C. Any person employed by the Board of Education to fill the position of any certified professional employee on leave shall be notified in writing by the Superintendent of Schools at the time of employment that said person's contract shall expire upon return to active service of the employee on leave whose position is being temporarily filled, unless some other position exists to which the person employed to fill the temporary vacancy may be appointed, if qualified.

D. A teacher on leave according to the terms of this article shall not have this absence, if a year or more, counted in his/her total years of experience in the Suffield Public Schools, however, the leave of absence shall not disrupt the number of years of continuous employment.

ARTICLE 37

ASSOCIATION LEAVE

A. A leave of absence may be granted for a period not to exceed two (2) school years for the purpose of serving as an officer of the CEA or NEA.

B. Upon return from such leave, the teacher shall be placed at the same position on the salary schedule and entitled to sick leave and other benefits as they would enjoy had he/she been teaching in the Suffield School System.

ARTICLE 38

LEAVE FOR NEGOTIATION AND GRIEVANCE REPRESENTATION

A. If negotiation meetings between the Board and the Association are scheduled during normal working hours of a school day, not more than two (2) representatives of the Association shall be relieved from all regular duties without loss of pay, as necessary, in order to permit their attendance at such meetings.

B. One Association representative per day is allowed to attend grievance procedure hearings. Prior notice will be given to supervisors and/or principals. Appearances will be without loss of pay.

C. Any teacher whose appearance in such meetings or hearings as a witness is necessary, shall be accorded the same rights.

ARTICLE 39

CONFERENCE LEAVE

A. The Superintendent may grant convention or conference leaves, or permission to observe an activity in another building or school system to teachers without loss of pay.

B. The Board agrees to reimburse all teachers attending a convention or conference, or observing activities in another school system for all reasonable expenses.

C. Expenses shall include mileage, parking, registration, meals, and lodging.

D. Teachers attending conferences or conventions under the terms of this article shall submit a summary report to the Superintendent.

E. All teachers shall be required to fill out a "Professional Day Report" upon his/her return from the day.

ARTICLE 40

GENERAL LEAVE

A. A teacher may be allowed leave, without loss of salary to begin programs of study which result from foundation or scholarship grants and which necessitate personal presence in advance of the close of the school year.

B. Other extended leaves of absence, with or without salary, may be granted by the Board of Education.

C. A teacher on leave according to the terms of this article shall not have this absence, if a year or more, counted in his/her total years of experience in the Suffield Public Schools, however, the leave of absence shall not disrupt the number of years of continuous employment.

ARTICLE 41

TEACHING ASSIGNMENTS

A. Teaching assignments shall be defined as any certified teaching position to which a teacher may be assigned within the three program levels. These program levels are defined as Kindergarten - 5, 6-8, and 9-12.

Teachers initially employed by the Board of Education shall receive their building grade and/or subject assignments from the Superintendent's Office.

Teachers already in the system shall receive notification of their programs for the ensuing school year prior to the close of the current school year.

Teachers shall be notified in writing of any changes in their programs and schedules for the ensuring school year, including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes or assignments that they will have. In the event of a change in circumstances or conditions from the close of school through August (e.g. resignations, death, promotion, and leave of absence) such assignments may be changed only as required thereby, with prompt notice in writing to both the teacher and the Association.

In the determination of assignments, the convenience and wishes of the teacher shall be honored to the extent that these considerations do not conflict with the instructional requirements and best interest of the school system and the pupils as determined solely by the Board of Education, with the advice of appropriate administrators.

In arranging schedules for teachers who are assigned to more than one school, every reasonable effort shall be made to limit the amount of inter-school travel.

ARTICLE 42

TEACHER TRANSFERS

A. Teacher transfers shall be defined as the voluntary or involuntary placement of a teacher into another program level for which the teacher is certified. These program levels are defined as Kindergarten-5, 6-8, and 9-12.

B. Transfers shall be subject to the following rules:

When a reduction in the number of teachers in a school is necessary, volunteers shall be transferred first. When all other things are equal, seniority in the system shall be considered in selecting a volunteer. When involuntary transfers are necessary, a teacher with the least seniority among those with substantially equal qualifications for the position shall be transferred first.

C. An involuntary transfer shall be made only after a meeting between the teacher involved and the Superintendent or his designee, at which time the teacher shall be notified of the reasons for the transfer.

D. A list of open positions in other schools in the system shall be made available to all teachers being transferred and all other conditions being equal, preference shall be given in filling such positions on the basis of length of service in the system.

E. Teachers who desire to transfer to another building shall file a written statement of such desire with the Superintendent no later than January 1 of each year. Such statements shall include the grade and/or subject to which the teacher desires to be assigned or schools (in order of preference, if the teacher has preferences) to which he desires to be transferred.

ARTICLE 43

PROMOTIONS

A. Positions as used in this section, means any position which pays a salary differential and/or involves an additional or higher level of responsibility.

B. Vacancies of positions which are caused by death, retirement, discharge, resignation, or by creation of a new position shall be filled pursuant to the following procedures:

1. The existence of vacancies of position shall be adequately publicized, both within and outside the system, including a notice in every school (by posting or otherwise) as far in advance of the date of filling such vacancy as possible (at least 30 days in advance of the date of filling such vacancy and in no event less than two weeks in advance). Where need to fill a vacancy of position arises during the summer months, notification shall be by mail to those who are qualified.
2. Said notice of vacancy of position shall clearly set forth the qualifications for the position.
3. Teachers who desire to apply for such vacancies of position shall file their application in writing with the Superintendent within the time limit specified in the notice.
4. Such vacant positions shall be filled on the basis of qualification for the vacant position, provided however, that where two or more applicants from within the system are substantially equal in qualification, the applicant with the greatest amount of seniority shall be given preference.

ARTICLE 44

GENERAL PROVISIONS

A. There shall be no reprisals of any kind taken by either party against any teacher by reason of his membership or non-membership in a professional organization or participation or non-participation in its activities.

B. The Board shall, at its expense, provide each teacher with a complete text of this Agreement or any Successor Agreement.

C. The Board shall provide a complete and updated copy of Board policies to the Association. A copy of such policies shall be placed in each school faculty lounge within the school system. It shall be the responsibility of the Central Office to supply sufficient copies to the SEA so that the SEA may maintain the policies in their current status.

ARTICLE 45

HOLDOVER

In the event that the Board and the Association shall fail to secure a Successor Agreement as hereinbefore provided, prior to the termination of this Agreement, then this Agreement may be held over, but only by the mutual consent of both parties for any period not to extend beyond the date of the execution of a Successor Agreement.

ARTICLE 46

NON-DISCRIMINATION CLAUSE

In the application of the provisions of this contract, no discrimination shall be made on the basis of race, creed, age, color, religion, sex, national orgin, handicap or marital status.

ARTICLE 47

SEVERABILITY

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

ARTICLE 48

ASSOCIATION RIGHTS

A. The Association will have the right to use school buildings without cost at reasonable times for meetings, provided however, that the Association will be required to pay for any additional custodial costs involved by reason of said meetings.

B. There will be one (1) bulletin board in each school building, which will be placed in the faculty lounge, for the purpose of displaying notices, circulars, and other Association material. Copies of all such material will be given to the building principal, but his advance approval will not be required, except that libelous material shall not be allowed to be posted.

C. The President of the Association may elect not to be assigned non-teaching duties, except for home room, during his/her term in office.

D. Release time for the President to carry out Association Business will be provided according to the provisions of Board Policy GCB-P dated July 17, 1979, which policy the Board agrees not to change during the term of this contract.

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

ARTICLE 49

SCHOOL CALENDAR

Upon adoption, the School Calendar for each year of the Agreement shall become Appendix C of the contract for informational purposes only.

ARTICLE 50

PERSONAL DATA SHEETS

Mutually agreed to personal data sheets updated through August 1, shall be distributed to each teacher by the central office at the teachers' meeting prior to the opening of school.

ARTICLE 51

TRANSPORTATION ALLOWANCE

Teachers shall be remunerated for all Board approved travel related to their positions at the rate of 20¢ per mile for the first year of the contract, increased in subsequent years to whatever higher consistent town rate is adopted.

ARTICLE 52

DURATION

A. This agreement shall be in full force and effective from July 1, 1982 to June 30, 1985, except that the Board and the Association will negotiate the salary and insurance benefit terms of this agreement for the school year 1984-1985, prior to November 30, 1983 per 10-153 of the Connecticut General Statutes. Salary items shall be defined to include Article 12: Insurance Benefits, Article 14: Service Increment, Article 25: Special School Programs, Article 33: Sabbatical Leave and Appendix A: Salary Schedule, Appendix B: Extra Pay for Supervisory Positions, Appendix E: Additional Remuneration for Coaches, Appendix F: Extra Remuneration for Extra Duty. Negotiations will be restricted to monetary issues only within the above Articles and Appendices.

B. The Association agrees during the duration of this contract, it will not authorize, instigate or sanction any violation of 10-153(e) of the Connecticut General Statutes.

APPENDIX A

SUFFIELD PUBLIC SCHOOLS

SALARY DISTRIBUTION PLAN

BACHELOR SCHEDULE

YOTEC* 9/1/81	Step Number	1981-82 Salary	YOTEC* 9/1/82	Step Number	1982-83 Salary	YOTEC* 9/1/83	Step Number	1983-84 Salary
						0	1	$12,400
			0	1	$11,500	1	1	12,400
0	1	$10,268	1	1	11,500	2	2	12,650
1	1	10,268	2	1	11,500	3	3	12,995
2	1	10,268	3	2	12,000	4	4	13,549
3	1	10,268	4	2	12,000	5	5	14,103
4	2	10,854	5	3	12,500	6	6	14,657
5	3	11,440	6	4	13,050	7	7	15,211
6	4	12,028	7	5	13,600	8	8	15,765
7	5	12,620	8	6	14,150	9	9	16,319
8	6	13,201	9	7	14,700	10	10	16,873
9	7	13,787	10	8	15,250	11	11	17,427
10	8	14,374	11	9	15,800	12	12	17,981
11	9	14,961	12	10	16,350	13	13	18,580
12	10	15,548	13	11	16,900			
13	11	16,134	14	12	17,450			
14	12	16,721	15	13	18,000			
15	13	17,307						

* Years Of Teaching Experience Completed

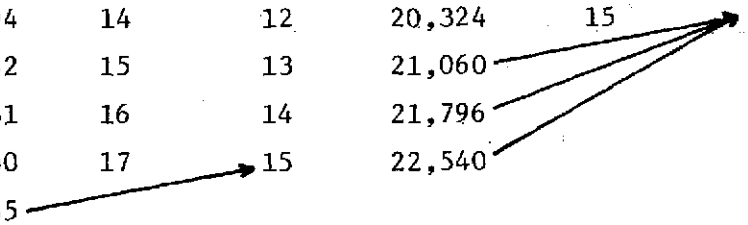
APPENDIX A

SUFFIELD PUBLIC SCHOOLS

SALARY DISTRIBUTION PLAN

MASTER OR EQUIVALENT SCHEDULE

YOTEC* 9/1/81	Step Number	1981-82 Salary	YOTEC* 9/1/82	Step Number	1982-83 Salary	YOTEC* 9/1/83	Step Number	1983-84 Salary
						0	1	$13,600
			0	1	$12,700	1	1	13,600
0	1	$11,705	1	1	12,700	2	2	13,970
1	1	11,705	2	1	12,700	3	3	14,350
2	1	11,705	3	2	13,200	4	4	14,916
3	1	11,705	4	2	13,200	5	5	15,312
4	2	12,375	5	3	13,700	6	6	16,102
5	3	13,043	6	4	14,436	7	7	16,892
6	4	13,711	7	5	15,172	8	8	17,682
7	5	14,380	8	6	15,908	9	9	18,472
8	6	15,049	9	7	16,644	10	10	19,262
9	7	15,718	10	8	17,380	11	11	20,052
10	8	16,388	11	9	18,116	12	12	20,842
11	9	17,056	12	10	18,852	13	13	21,632
12	10	17,724	13	11	19,588	14	14	22,422
13	11	18,394	14	12	20,324	15	15	23,295
14	12	19,062	15	13	21,060			
15	13	19,731	16	14	21,796			
16	14	20,400	17	15	22,540			
17	15	21,065						



* Years Of Teaching Experience Completed

APPENDIX A

SUFFIELD PUBLIC SCHOOLS

SALARY DISTRIBUTION PLAN

MASTER + 15 OR EQUIVALENT SCHEDULE

YOTEC* 9/1/81	Step Number	1981-82 Salary	YOTEC* 9/1/82	Step Number	1982-83 Salary	YOTEC* 9/1/83	Step Number	1983-84 Salary
						0	1	$14,100
			0	1	$13,600	1	1	14,100
0	1	$12,525	1	1	13,600	2	2	14,850
1	1	12,525	2	1	13,600	3	3	15,255
2	1	12,525	3	2	14,100	4	4	15,820
3	1	12,525	4	2	14,100	5	5	16,240
4	2	13,241	5	3	14,600	6	6	17,096
5	3	13,958	6	4	15,393	7	7	17,952
6	4	14,673	7	5	16,186	8	8	18,808
7	5	15,388	8	6	16,979	9	9	19,664
8	6	16,103	9	7	17,772	10	10	20,520
9	7	16,820	10	8	18,565	11	11	21,376
10	8	17,535	11	9	19,358	12	12	22,232
11	9	18,250	12	10	20,151	13	13	23,088
12	10	18,967	13	11	20,944	14	14	23,944
13	11	19,681	14	12	21,737	15	15	24,880
14	12	20,398	15	13	22,530			
15	13	21,114	16	14	23,323			
16	14	21,829	17	15	24,125			
17	15	22,545						

* Years Of Teaching Experience Completed

APPENDIX A

SUFFIELD PUBLIC SCHOOLS

SALARY DISTRIBUTION PLAN

MASTER + 30 OR EQUIVALENT SCHEDULE

YOTEC* 9/1/81	Step Number	1981-82 Salary	YOTEC* 9/1/82	Step Number	1982-83 Salary	YOTEC* 9/1/83	Step Number	1983-84 Salary
						0	1	$15,000
			0	1	$14,400	1	1	15,000
0	1	$13,348	1	1	14,400	2	2	15,840
1	1	13,348	2	1	14,400	3	3	16,272
2	1	13,348	3	2	14,900	4	4	16,837
3	1	13,348	4	2	14,900	5	5	17,284
4	2	14,110	5	3	15,400	6	6	18,203
5	3	14,872	6	4	16,258	7	7	19,122
6	4	15,635	7	5	17,116	8	8	20,041
7	5	16,397	8	6	17,974	9	9	20,960
8	6	17,161	9	7	18,832	10	10	21,879
9	7	17,923	10	8	19,690	11	11	22,798
10	8	18,685	11	9	20,548	12	12	23,717
11	9	19,447	12	10	21,406	13	13	24,636
12	10	20,211	13	11	22,264	14	14	25,555
13	11	20,971	14	12	23,122	15	15	26,560
14	12	21,734	15	13	23,980			
15	13	22,496	16	14	24,838			
16	14	23,258	17	15	25,705			
17	15	24,022						

* Years Of Teaching Experience Completed

APPENDIX A

SUFFIELD PUBLIC SCHOOLS

SALARY DISTRIBUTION PLAN

MASTER + 45 OR EQUIVALENT SCHEDULE

YOTEC* 9/1/81	Step Number	1981-82 Salary	YOTEC* 9/1/82	Step Number	1982-83 Salary	YOTEC* 9/1/83	Step Number	1983-84 Salary
						0	1	$16,000
			0	1	$15,675	1	1	16,000
0	1	$14,644	1	1	15,675	2	2	17,242
1	1	14,644	2	1	15,675	3	3	17,713
2	1	14,644	3	2	16,175	4	4	18,278
3	1	14,644	4	2	16,175	5	5	18,763
4	2	15,503	5	3	16,675	6	6	19,796
5	3	16,341	6	4	17,639	7	7	20,829
6	4	17,178	7	5	18,603	8	8	21,862
7	5	18,017	8	6	19,567	9	9	22,895
8	6	18,855	9	7	20,531	10	10	23,928
9	7	19,692	10	8	21,495	11	11	24,961
10	8	20,531	11	9	22,459	12	12	25,994
11	9	21,370	12	10	23,423	13	13	27,027
12	10	22,206	13	11	24,387	14	14	28,066
13	11	23,045	14	12	25,351	15	15	29,195
14	12	23,882	15	13	26,315			
15	13	24,713	16	14	27,279			
16	14	25,559	17	15	28,250			
17	15	26,396						

* Years Of Teaching Experience Completed

APPENDIX B

EXTRA PAY FOR SUPERVISORY POSITIONS

A. Department Chairpersons

1. In addition to his/her regular teaching salary, for each of the following years, each chairperson will receive the following base stipends:

   For the year 1982-83.....$553.00
   For the year 1983-84.....$608.00

2. A supervision factor for 1982-1983 $145.00 and for 1983-84 $160.00 per person supervised will be added to the base stipend as indicated above for each person supervised, or a proportionate amount for each part-time person supervised by the chairperson,

   Note: If the chairperson supervises a person for less than full-time, the factor will be based on the number of teaching periods taught by the supervised person, i.e., ten teaching periods per week would result in a figure of 10/25 or .04 time $145.00 resulting in $58.00 additional for supervision of this part-time person.

3. An additional teaching load adjustment of $75.00 for 1982-1983 and $83.00 for 1983-1984 per teaching period per year for all teaching periods more than twenty (20) per week taught by the chairperson.

   a. For the purposes of this provision (teaching load adjustment), teaching period is determined by the length of time between regularly scheduled bells which start and end regular teaching periods.

   b. For the purposes of this provision (teaching load adjustment), assigned study halls shall be considered as teaching periods.

   c. If changes in length of periods of school days occur during the term of this contract, the basis for determining this remuneration (teaching load adjustment) will be the fraction 4/7 of the time normally available for teacher assignment per week.

B. Academic Coordinators

Academic Coordinators shall be paid as follows:

1. $456.00 for 1982-1983
2. $500.00 for 1983-1984

C. Music Director

The Music Director, in addition to his/her regular salary, shall be paid on the same basis as are Department Chairpersons.

SUFFIELD PUBLIC SCHOOLS

APPENDIX C

SUFFIELD BOARD OF EDUCATION CALENDAR FOR THE 1982-83 SCHOOL YEAR

SEPTEMBER (21 DAYS)

M	T	W	TH	F
	(31)	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OCTOBER (20 DAYS)

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER (19 DAYS)

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
(15)	(16)	(17)	(18)	19
22	23	24	25	26
29	30			

DECEMBER (17 DAYS)

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JANUARY (21 DAYS)

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	(19)	(20)	(21)
24	25	26	27	28
31				

FEBRUARY (15 DAYS)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

MARCH (23 DAYS)

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL (15 DAYS)

M	T	W	TH	F
				1
4	5	6	7	8
(11)	(12)	(13)	(14)	15
18	19	20	21	22
25	26	27	28	29

MAY (21 DAYS)

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JUNE (8 DAYS)

M	T	W	TH	F
		1	2	3
6	(7)	(8)	(9)	(10)*
X	X	X	X	X

All Teachers Report 8/31/82
All Students Report 9/1/82

[ ] Holidays and Vacations

( ) Early Release Days

X Additional Days for School Closing

* Will be adjusted to the last day of school

AUGUST

31 Teacher's Meetings (No school for students)

SEPTEMBER

1 First day of school for students

6 Labor Day

OCTOBER

11 Columbus Day

NOVEMBER

11 Veteran's Day

15,16 Early Release Days for

17,18 Elementary and Middle School Parent Conferences

17 Middle School Evening Parent Conferences - 6:30-9:00 P.M.

18 High School Evening Parent Conferences - 6:30-9:00 P.M.

25,26 Thanksgiving Vacation

DECEMBER

24,31 Christmas Vacation

JANUARY

24 Start of Second Semester

FEBRUARY

21-25 February Vacation

MARCH

APRIL

1 Good Friday

11,12, 13,14 Elementary Schools Early Release Days for Parent Conferences

18-22 April Vacation

MAY

30 Memorial Day

JUNE Early Release Day for all Students - Last Day of School

HIGH SCHOOL EXAMS - January 19-21 will be 4 hour school days
June 7-9 will be 4 hour school days

High School Graduation - Sunday, June 12, 1983 (Tentative - Final date to be set by 4/1/83)

NOTE: If snow days exceed five (5) days the April vacation period will be reduced beginning with Monday, April 18 then April 19, 20, 21 and 22.

APPENDIX D

PROFESSIONAL DEVELOPMENT

The purpose of professional development is the improvement and expansion of staff competencies to:

a. Contribute to meeting the goals for the Suffield Public Schools established by the Board of Education

b. Contribute to the development of learning competency in Suffield students.

Part I - Categories of Courses - Definitions

Category I Courses Directly Related to Staff Position
A course is directly related to a staff member's position if:

a. The course has the same general title as the specific course(s) the staff member teaches in Suffield.
b. The course is offered by the university department which corresponds to the department or team of the staff member.
c. The course is a professional education course which deals with problems, methods, or curriculum of the staff member's specific area of responsibility.

Example: Elementary Science Curriculum, Recent developments in Secondary Social Studies, etc.

Category II Courses Supplementary to Staff Position
A course is supplementary to a staff member's position if:

a. Techniques, concepts, or knowledge of the supplementary course is an integral part of the individual's primary specialty area.

Example: Mathematics concepts etc. are used in Science. Reading skills are part of English/Language arts.

b. The supplementary course work is an application of the techniques, concepts, or knowledge of the individual's primary specialty area.

Example: Science courses apply Mathematics techniques. Social Science courses apply English reading and writing skills.

Category III Professional Education Courses - Primary
A professional education course is a primary course if:

a. It is an introductory course in a subject area.

Example: Principles of Guidance, Introduction to Special Learning Problems.

b. It provides general information about a subject area.

Example: _____ School Administration, School Law

Category IV Professional Education Courses - Career
A professional education course is a career course if:

a. It is a second or higher level course in a subject area.
b. It is part of a program leading to provisional certification for a non-classroom specialty.

Part II - Guidelines for Program Acceptance

A. Category I courses shall be acceptable.

B. Category III courses shall be acceptable provided that they do not constitute more than one third (1/3) of the staff member's program and are not duplications of undergraduate courses.

D. Category IV courses are acceptable upon prior approval of the Superintendent of Schools.

E. All programs must be submitted to the Superintendent in advance for determination of compliance with the requirement of Appendix D.

Part III - Exceptions to Guidelines

A. Upon application by a staff member the Superintendent may waive the distribution guidelines for Category II and III courses.

B. Apparent duplication of graduate courses is permitted only with approval of the Superintendent of Schools regardless of the category of the course.

C. Courses, workshops or training sessions that are approved for credit by the Board of Education or are taken at the request of the Board or the Superintendent are automatically acceptable.

D. The Board may at its discretion declare courses in specific subject areas exempt from Category IV Guidelines.

Part IV - Program Filing and Approval Procedures

A. All professional development programs shall be filed with the Superintendent of Schools at least thirty (30) days prior to beginning of the program.

B. The Superintendent shall inform the staff member in writing within thirty (30) calendar days if any part(s) of the proposed program is/are in conflict with the guidelines for program acceptance.

C. In the event that the Superintendent does not inform the staff member of potential conflicts with the guidelines within thirty (30) calendar days, the program is automatically accepted.

Part V - Program Review

In cases in which the Superintendent and the staff members are unable to resolve program conflicts, the staff member will have the right to grieve the Superintendent's decision. The grievance may be initiated at Level 2.

Part VI - Special Considerations

A. Professional Development Program must be completed within a seven-year period of time unless the Graduate Program is extended by the college or university and in no event shall the program extend beyond ten years.

B. Professional Development Programs begun under prior policies or completed under prior policies or begun or completed within six months after the execution of this Agreement, shall be accepted if the conditions of the prior policies have been met.

APPENDIX E

ADDITIONAL REMUNERATION FOR COACHES

A. The point system shall be continued, with changes in point values as indicated in C. below.

B. Points shall be based on the following factors:

1. The number of participants; 1 point for each five (5) participants. Maximum - 8 points.

2. Games; 1 point for each game or meet and will include all play-offs and CIAC tournament games. An additional 1/2 point will be given for any game or meet starting after 5 p.m. as well as 1 full point for Saturday games or meets. Games will be determined by CIAC rules.

3. Length of season; (1) point for each week of practice.

4. Experience; (1) point for each year of coaching experience. Maximum - 10 points.

C.

	1982-83	1983-84
Varsity	$26.94	$29.45
Ass't, JV and Freshman	$19.34	$21.25

APPENDIX F

EXTRA REMUNERATION FOR EXTRA DUTY

A.

	1982-1983	1983-1984
Year Book Advisor	$521.00	$571.00
Director of Musicals/Drama	781.00	857.00
Band Director	325.00	357.00
Student Association Advisor	391.00	428.00
Intra-murals	7.00/hr.	8.00/hr.
Cheerleader (Advisor and Assistant total)	1,700.00	1,865.00
Class Advisors		
Freshman		
Advisor	195.00	214.00
Asst. Advisor	195.00	214.00
Sophomore		
Advisor	260.00	286.00
Asst. Advisor	221.00	243.00
Junior		
Advisor	391.00	428.00
Asst. Advisor	260.00	286.00
Senior		
Advisor	586.00	643.00
Asst. Advisor	391.00	428.00

B. Payment for Non-classroom Services beyond the Employment Year

1. Vocational-Agriculture teachers. Vo-Ag teachers required to work a 12 month year shall be paid on a ratio of 1.225 times their appropriate rate on the salary schedule.

2. Guidance Counselors. Notwithstanding Section A of this Article, Guidance personnel may volunteer their services prior to the opening of school and after the close of school. The Board is not obligated to accept such voluntary services. For these services, the remuneration shall be as follows:

Chairperson.....$14.25/hr. for 1982-1983
$15.50/hr. for 1983-1984
Guidance Counselors.....$12.00/hr. for 1982-1983
$13.20/hr. for 1983-1984

3. Other non-classroom service. Any other non-classroom services requested of members of the bargaining unit beyond the employment year shall be voluntary including appearances in accordance with Public Act 75-609, and shall be paid no less than $11.00 per hour for 1982-83 and $14.00 per hour for 1983-84.

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 above written.

SUFFIELD BOARD OF EDUCATION

By Robert Newman
Chairman, Robert Newman

By Robert S. Bigelow
Negotiating Committee-Chairperson
Robert Bigelow

By Jacqueline Morgan
Negotiating Committee
Jacqueline Morgan

Date April 13, 1982

SUFFIELD EDUCATION ASSOCIATION

By Gail A. McKinley
President, Gail McKinley

By Eugene M. Arsenault
Negotiating Committee
Eugene Arsenault

Date April 13, 1982