

**AGREEMENT**

*between*

**THE BRIDGEPORT EDUCATION  
ASSOCIATION**

*and*

**THE BRIDGEPORT BOARD OF EDUCATION**

July 1, 2017 - June 30, 2020

**TABLE OF CONTENTS**

**ARTICLE I - RECOGNITION ..... 1**

**ARTICLE II - PROFESSIONAL NEGOTIATION..... 2**

    Negotiation Over Successor Agreement and Budget ..... 2

    Consultation Over Matters Not Covered by Terms of the Agreement ..... 2

    Consultation Over State Funding..... 3

**ARTICLE III - GRIEVANCE PROCEDURE..... 3**

    Definition ..... 4

    Procedure..... 4

    Preliminary Procedure ..... 4

    Level One ..... 4

    Level Two..... 5

    Level Three..... 5

    Level Four..... 5

    Rights of Teachers to Representation ..... 6

    Miscellaneous..... 6

**ARTICLE IV - SALARIES..... 7**

    Definitions..... 8

    Placement..... 8

    Advancement ..... 9

    Optional Pay Plan ..... 9

    Longevity ..... 10

    Special School Programs ..... 10

    Travel Allowance ..... 11

    Extra-Curricular Compensation ..... 11

    Mentors ..... 11

**ARTICLE V - BENEFITS ..... 11**

    Group Health Insurance (Active Teachers)..... 11

    Retired Teachers Age 55-64 ..... 12

    Retired Teachers Age 65 and Above ..... 13

    Group Term Life Insurance and Accidental Death and Dismemberment Policy..... 13

    Dental Insurance ..... 13

    Section 125/129 Plan and Insurance Waiver ..... 13

    Protection of Members of the Unit ..... 14

    Accident and Sickness Benefits - Teacher Injured While Working ..... 15

    Comp Plan Reopener ..... 16

**ARTICLE VI - LEAVES OF ABSENCE ..... 16**

    Sick Leave ..... 16

    Death in Family ..... 17

    Illness in Family ..... 17

    Educational Conferences..... 18

    Sabbatical Leave ..... 18

    Personal Days ..... 18

    Pregnancy Disability Leave..... 19

    Child-Rearing Leave..... 19

    Jury Duty ..... 20

    Military Duty ..... 21

    Unexcused Absence..... 21

    General Leaves of Absence..... 21

<b>ARTICLE VII - WORKING CONDITIONS</b> .....	<b>23</b>
Class Size.....	23
Special Education.....	25
Lunch Duty.....	26
Teacher Assignment and Transfer.....	27
Promotions.....	29
New Positions.....	29
Teacher Facilities.....	30
Textbooks and Supplies.....	30
Non-Teaching Duties.....	31
Curriculum Revision.....	32
School Preparation Periods.....	32
Attendance Records.....	33
Subject Areas.....	33
Miscellaneous Meetings.....	34
Job Descriptions.....	35
Federally Funded Positions.....	35
<b>ARTICLE VIII - PAYROLL DEDUCTIONS AND AGENCY SHOP</b> .....	<b>35</b>
Payroll Deductions.....	35
Dues Deduction and Service Fee Deduction.....	36
Information for Teacher Personnel Files.....	37
Teacher Personnel Files.....	37
<b>ARTICLE IX - ASSOCIATION BUSINESS</b> .....	<b>38</b>
<b>ARTICLE X - GENERAL PROVISIONS</b> .....	<b>38</b>
Reduction in Force.....	38
New Employees.....	40
Clerks.....	40
Student Teachers.....	40
Student Discipline.....	40
Security Duty.....	40
Retirement Incentive.....	40
<b>ARTICLE XI - TEACHER EVALUATION AND DISCIPLINE</b> .....	<b>40</b>
Increments.....	40
Teacher Discipline.....	41
<b>ARTICLE XII - TEACHING HOURS</b> .....	<b>41</b>
Per Diem Compensation.....	41
Teaching Hours.....	41
<b>ARTICLE XIII - FINGERPRINTING/BACKGROUND CHECKS</b> .....	<b>42</b>
<b>ARTICLE XIV - DURATION</b> .....	<b>42</b>
<b>APPENDIX A - SALARY SCHEDULES</b> .....	<b>43</b>
2017-2018 TEACHERS' SALARY SCHEDULE.....	43
2018-2019 TEACHERS' SALARY SCHEDULE.....	44
2019-2020 TEACHERS' SALARY SCHEDULE.....	45
<b>APPENDIX B - TEACHERS' SALARY SCHEDULE</b> .....	<b>46</b>
<b>APPENDIX C - COACHES' SALARIES</b> .....	<b>47</b>
<b>APPENDIX C — 1 - CRITERIA FOR COACHES</b> .....	<b>49</b>
<b>APPENDIX CC - EXTRA CURRICULAR ACTIVITIES COMPENSATION SCHEDULE</b> .....	<b>50</b>
<b>APPENDIX D - TEACHER'S CONTRACT</b> .....	<b>51</b>
<b>APPENDIX E - ANNUAL SALARY AGREEMENT</b> .....	<b>53</b>
<b>APPENDIX F - SIDE LETTER OF UNDERSTANDING ON COMMITTEE ON SUBSTITUTES AND PUBLIC ACT §07-3</b> .....	<b>55</b>



THIS AGREEMENT MADE by and between the BRIDGEPORT BOARD OF EDUCATION (hereinafter referred to as the "Board") and the BRIDGEPORT EDUCATION ASSOCIATION (hereinafter referred to as the "Association").

**ARTICLE I**  
**RECOGNITION**

- 1.1 The Board recognizes the Association as the exclusive representative of all certified professional employees of the Board, excluding the Superintendent of Schools ("Superintendent"), Assistant Superintendents, certified professional employees who act for the Board of Education in negotiations with certified professional personnel or are directly responsible to the Board for personnel relations or budget preparation, temporary substitutes, and certified professional employees who are included in the Administrators Unit as defined in Section 10-153b(a), (hereinafter referred to as "members of the unit or teachers") pursuant to and with all the rights and privileges as provided by Section 10-153b - 10-153f of Connecticut General Statutes, as amended (hereinafter referred to as the "Statute"); the Association having been certified as the exclusive representative in a teacher representative referendum conducted on October 19, 1965.
- 1.2 The term "teacher" or "member of unit," as used in this Agreement, except where otherwise indicated, is considered to apply to all certified professional employees in the unit defined in Section 1.1, and to those employees who hold valid durational shortage area permits (DSAPS) consistent with Connecticut General Statutes. Notwithstanding the above, all rights and benefits expressed in Article 10.1 Reduction in Force shall not apply to those members licensed under DSAP.
- 1.3 Except as expressly provided otherwise by specific provisions of this Agreement, the determination and administration of educational policies, the operation of the schools and the direction of the professional staff are vested exclusively in the Board or in the Superintendent when so authorized by the Board.
- 1.4 The Association recognizes that the Board has the right to adopt and amend reasonable rules and regulations, and it is understood teachers shall continue to serve under the direction of the Superintendent of Schools and in accordance with Board and Administrative policies and such rules and regulations provided that this agreement shall supersede and prevail over conflicting rules and regulations. The Board shall compile and make available a copy of such rules and regulations. Any change or addition to Board rules and regulations shall be posted in each school within one week of the Board's adoption.
- 1.5 It is understood that this Agreement is subject to, and shall operate within the framework of the Statutes of the State of Connecticut.
- 1.6 No certified professional employee shall in an effort to effect a settlement of any disagreement with the Board engage in any strike or concerted refusal to render

services.

- 1.7 If any portion of this Agreement is ruled invalid for any reasons, the remainder of the Agreement shall remain in full force and effect.
- 1.8 The Board, the Association and all teachers will continue to endeavor to improve the physical and educational standards in the Bridgeport School System.
- 1.9 The Term "Superintendent" as used throughout this Agreement may include the Superintendent's designee, at the Superintendent's election.

**ARTICLE II**  
**PROFESSIONAL NEGOTIATION**

2.1 Negotiation Over Successor Agreement and Budget

2.1.1 Professional negotiations will be governed by the Teacher Negotiation Act, C.G.S. § 10-153.

2.1.2 During negotiation, the Board and the Association shall exchange relevant data, points of view and proposals and counterproposals. The Board shall provide the Association with a complete budget for the following school year, and will give the Association the opportunity to meet with the Board or its designees to discuss the Board's contemplated budget prior to its submission to the comptroller. The parties shall make available to each other for inspection all pertinent records. Personnel records shall not be released for inspection without the approval of the Superintendent or Assistant Superintendent.

2.2 Consultation Over Matters Not Covered by Terms of the Agreement

2.2.1 During the duration of the Agreement, in the event that the Association desires to make any proposal, the subject matter of which is not covered herein, the Association may submit such proposal in writing to the Superintendent (which term as used in this Section B shall also include his designee). The Superintendent shall acknowledge receipt of the proposal in writing within three (3) days thereafter. The Superintendent and the Association shall arrange for a mutually satisfactory time and place for a meeting to consult over such proposal within fifteen (15) days after receipt of the proposal, unless the Superintendent and the Association mutually agree to an extension of time for such meeting. During the initial and subsequent consultation meetings, the Superintendent and the Association shall exchange relevant data, points of view, and proposals and counterproposals. The parties shall make all pertinent records and information within their possession available for inspection to each other. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the consultation.

2.2.2 If an agreement is reached, it shall be presented to the Board as a joint recommendation of the Superintendent and the Association if the matter is one upon which the Board action is necessary. The Board shall not reject such

recommendation without further consultation with the Association in a good faith effort to resolve the disagreement.

2.2.3 If the Association is dissatisfied with the progress or absence of consultation with the Superintendent, the Association may so notify the Board in writing and shall have the right to consultation directly with the Board in a good faith effort to reach agreement.

2.2.4 The Board shall not adopt a change in policy affecting salaries, fringe benefits, or working conditions which conflicts with a specific term of this Agreement.

2.2.5 Except in emergency situations when the Board will notify the Association as soon as practicable, the Board shall furnish the Association in writing any proposed policy or policy change it intends to promulgate at least thirty (30) days prior to its effective date. Within such thirty day period, a representative of the Board will, if requested by the Association, meet to discuss such proposed policy.

2.2.6 Any agreement reached with the Superintendent or the Board, as the case may be, shall be reduced to writing, shall be signed by the Board and the Association, and shall become an addendum to this Agreement.

2.2.7 The Board agrees not to negotiate at any time with any teachers' organization other than that designated as the representative pursuant to the Statute.

2.3 Consultation Over State Funding

The distribution of any additional state funds mandated for teachers' salaries beyond the amount needed to implement any state mandated minimum salary shall be negotiated between the Board and the Association. Such negotiations shall commence upon notification to the Board of the amount to be received and shall be completed by agreement of the parties or impasse, but in no event shall extend more than thirty (30) days after commencement of negotiations, unless the parties agree otherwise.

**ARTICLE III**  
**GRIEVANCE PROCEDURE**

3.1 The Board and the Association recognize the importance of orderly, just and expeditious resolution of issues which may arise as the result of those provisions of an agreement dealing with salaries and conditions of employment under the Statute, and accordingly agree herein upon a grievance procedure for the effective processing of such disputes.

The Board and the Association also recognize the importance of stimulating responsible participation by the professional staff.

The purpose of the following grievance procedure shall be to settle equitably at the lowest possible administrative level disputes which may arise from time to time with respect to the specific provisions of this Agreement. The Board and the Association agree that these proceedings shall be kept as informal and confidential as may be

appropriate at any level of the procedure. Upon written request containing specific descriptions of pertinent data the parties agree to make available to each other and to any aggrieved person and/or their respective representatives such data not privileged under law which is within their possession and which bears on the issues raised by the grievance.

### 3.2 Definition

A "grievance" is hereby defined to mean a complaint by a teacher or a group of teachers based upon an alleged violation of or variation from the provisions of this Agreement, or the interpretation, meaning or application thereof.

### 3.3 Procedure

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. Any such agreement must be in writing and signed by both parties.

In the event a grievance is filed on or after June 1 which, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth therein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.

### 3.4 Preliminary Procedure

Within thirty (30) days of the event giving rise to the grievance, a teacher with a grievance shall first discuss it with his immediate supervisor and/or principal, with the objective of resolving the matter informally. If the grievant so desires, a representative of the Association may be present. A grievance must be filed in writing with the administration within thirty (30) days of the event giving rise to the grievance.

### 3.5 Level One

3.5.1 In the event that the grievant is not satisfied with the disposition of his/her grievance at the Preliminary Procedure, or in the event that no decision has been rendered within five (5) days after presentation of the grievance, the teacher may file such grievance in writing with the Chairperson of the Association's Committee on Professional Rights and Responsibilities hereinafter referred to as the Committee on PR&R within three (3) days after the decision at the Preliminary Procedure or eight (8) days after the Preliminary Procedure meeting, whichever is sooner. Within five (5) school days after receiving the written grievance the Chairperson of the Committee on PR&R may refer it in writing to the Assistant Superintendent.

3.5.2 Within five (5) days after receipt of the written grievance, the Assistant Superintendent or his/her designee shall meet with the aggrieved person and his/her representatives in an effort to resolve it.

3.5.3 If a teacher does not file a grievance in writing with the Chairperson of the Committee on PR&R and the written grievance is not forwarded to the Assistant Superintendent or his/her designee within thirty (30) days after the Teacher knows or should have known of the act or condition on which the grievance is based, then the grievance shall have been waived. A dispute as to whether a grievance has been waived under this paragraph shall be subject to arbitration pursuant to Level Four.

3.6 Level Two

In the event that the grievant is not satisfied with the disposition of his/her grievance at Level One, either via a written decision by the Assistant Superintendent or the absence of a written decision, the Chairperson of the Committee on PR&R may refer the grievance no later than thirteen (13) days after the Level One meeting to the Superintendent or his/her designee. Within five (5) school days after receiving the written grievance, the Superintendent or his/her designee shall meet with the grievant for the purpose of resolving the grievance.

3.7 Level Three

In the event that the grievant is not satisfied with the disposition of his/her grievance at Level Two, either via a written decision by the Superintendent or the absence of a written decision, the Chairperson of the Committee on PR&R may refer the grievance no later than thirteen (13) days after the Level Two meeting to the Board. Within ten (10) school days after receiving the written grievance, the Board or a designated sub-committee of the Board shall meet with the grievant for the purpose of resolving the grievance.

3.8 Level Four

3.8.1 In the event that the grievant is not satisfied with the disposition of his/her grievance at Level Three, either via a written decision by the Board or the absence of a written decision, and if the Committee on PR&R determines that the grievance is meritorious, the Committee may submit the grievance to arbitration, with a copy of the notice to the Board, no later than twenty-five (25) days after meeting with the Board or a sub-committee of the Board. However, any grievance which involves the rights and responsibilities, conferred upon the Board by Statute, shall not be arbitrable, but the Arbitrator shall have the authority to determine if the grievance does, in fact, involve such Board's rights and responsibilities.

3.8.2 It is agreed that the selection of an arbitrator shall be determined by the then existing Rules and Regulations of the American Arbitration Association.

3.8.3 The arbitrator so selected shall confer with representatives of the Board and the Committee on PR&R and hold hearings promptly and shall issue his/her decision in

accordance with the then existing rules and regulations of the American Arbitration Association. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement and shall be without power or authority to add to, subtract from, modify or delete any term or provision of this agreement. The decision of the arbitrator shall be submitted to the Board and to the Bridgeport Education Association and, subject to law, shall be final and binding, provided that the arbitrator shall not usurp the function of the Board or the proper exercise of the judgment and discretion of the Board under law and under this agreement.

3.8.4 The costs for the services of the arbitrator including per diem expenses, if any, and actual and necessary travel and subsistence expenses, shall be borne equally by the Board and the Association.

### 3.9 Rights of Teachers to Representation

3.9.1 No reprisals of any kind shall be taken by any party to this Agreement against any party in interest, any witness, any member of the committee on PR&R or any other participant in the grievance procedure by reason of such participation.

3.9.2 The right to advance a grievance to a higher level of the grievance procedure based upon determination that the grievance is meritorious, remains solely that of the Association. However, the grievant may choose to be represented by a party other than the Association up to and including Level Three. Representation at Level Four shall be the responsibility of the Association. When a teacher is not represented by the Association at Level One, Level Two or Level Three, the Association shall have the right to be present and state its views.

3.9.3 Any teacher, asked to meet with any principal, supervisor, or superior on a matter which such principal, supervisor or superior indicates will be disciplinary in nature, may request a representative of the Association to be present at such a meeting.

3.9.4 A teacher who has been discharged by the Board shall not have recourse to the grievance process, but in lieu thereof such teacher shall have all rights set forth in Section 10-151 of the Connecticut General Statutes, including the right to appeal the discharge from the decision of the Board in accordance with the aforesaid provisions of the General Statutes.

3.9.5 Any hearing held by the Board with respect to the discharge of a teacher will be governed by the teacher Fair Dismissal Law, C.G.S. § 10-151.

### 3.10 Miscellaneous

3.10.1 If a grievance affects a group or class of teachers, the Committee on PR&R may submit such grievance in writing to the Deputy Superintendent directly or at the Deputy Superintendent's election, to his/her designee and the processing of such grievance shall be commenced at Level One. The Committee on PR&R may process such a grievance through all levels of the procedure even though the aggrieved

persons do not wish to do so.

- 3.10.2 If a grievance originates directly from the Superintendent's office, the PR&R Committee shall submit such grievance in writing to the Superintendent directly or at the Superintendent's election to his/her designee and the processing of such grievance shall be commenced at Level Two.
- 3.10.3 The written grievance shall state the specific article, section and subsection of this agreement claimed to have been violated, a brief set of facts, and the relief requested. Decisions rendered at Levels One and Two of the Grievance Procedure shall be in writing setting forth the decision and the reasons therefore and shall be promptly transmitted to all parties in interest and to the Chairperson of the Committee on PR&R. Decisions rendered at Level Three shall be in accordance with the procedures hereinbefore set out.
- 3.10.4 The Board and the PR&R Committee shall jointly adopt Grievance Procedure Forms and such forms will be available in each school. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the grievant.
- 3.10.5 The procedure set forth above shall be the sole and exclusive remedy available to an grievant hereunder.
- 3.10.6 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step, and shall constitute the expiration of the grievance.
- 3.10.7 Any decision, course of conduct or other action which becomes the subject of a grievance shall not be stayed pending the processing of the grievance except with the written consent of the Superintendent or the Board, which consent shall not be unreasonably withheld. A decision at any level of the procedure in favor of the grievant, however, may provide appropriate restitution or other remedy for the period during which the grievance was suffered.

#### **ARTICLE IV** **SALARIES**

- 4.1 The salaries of all persons covered by this Agreement are set forth in "Salary Schedules" which are attached hereto as Appendices and made a part of this Agreement.
- 4.2 The Board hereby adopts the Teacher's Initial Contract, and the Teachers Annual Salary Agreement forms attached hereto as Appendices "D" and "E." All said salary notifications and agreements must be transmitted to and completed by employees electronically.

### 4.3 Definitions

The terms used in the above Schedules shall be interpreted and applied in accordance with the following definitions:

4.3.1 Bachelor - A baccalaureate degree earned at an accredited college or university.

4.3.2 Bachelor + 30 - Credit on the M.A. Schedule will be given to those teachers who have a B.A. plus 30 credits, provided that at least six (6) credits of the 30 credits have been completed during the last five (5) years, before the request is made to move to the M.A. Schedule.

Out of state candidates who present the B.A. plus thirty (30) credits will have their college records evaluated by the Board's Personnel Department for the M.A. schedule approval.

4.3.3 Master - A master's degree earned at an accredited college or university.

4.3.4 M.A. + 1 - The completion of thirty (30) credits beyond the M.A. degree or B.A. + 60.

4.3.5 Doctorate - A doctor's degree earned at an accredited college or university, except that a juris doctor shall not be recognized for purposes of placement or advancement. A Doctorate shall not be recognized for purposes of placement or advancement of any teacher hired on or after July 1, 2014.

4.4. Placement - All members of the unit shall at the commencement of the school year be placed on the appropriate step in the salary schedule, taking into consideration the following:

4.4.1 Degree status as defined in Section 4.3 above.

4.4.2 Annual service credit up to maximum of schedule for previous certified teaching experience in an accredited school upon approval of the Superintendent. This section applies to initial appointments only and is not retroactive.

4.4.3 In certification areas identified by the State Department of Education as teacher shortage areas and in those certification areas in which the Board has experienced difficulty in attracting and retaining teachers within the last academic year, the Superintendent of Schools shall also have discretion to grant annual service credit for work experience in related areas and up to but no more than (7) seven additional years of service credit. Prior to June 1 of each school year, the Superintendent of Schools shall provide the Association with a list of those certification areas for which he/she requires such discretion. In the event a vacancy exists in an identified shortage area at anytime during the academic school year or one (1) week prior to the start of the academic school year, the Superintendent shall have further discretion so as to fill that position in an expeditious manner

4.4.4 Annual service credit for up to two (2) years active service in the Armed Forces of the United States, Peace Corps or similar agencies upon approval of the Superintendent. This section applied to initial appointments only and is not retroactive.

4.4.5 The initial placement of a teacher on lane or step shall not be grievable so long as the placement is in accordance with all of the above.

4.5 Advancement

4.5.1 Teachers will only advance to the next highest column on the salary schedule either in September or February provided the teachers first notified the Board, in writing, by February 1 of the preceding school year of the teacher's intention to complete such requirements. Written notification will be the completion of the salary advancement form distributed by the Office of Human Resources. In addition, official transcripts for movement on the salary schedule must be submitted to the Office of Human Resources by December 1 for salary credit beginning September 1 of that year and March 1 for salary credit beginning February 1 of that year. If an unusual case should arise, in which the teacher cannot meet the above deadlines, the teacher will write to the Office of Human Resources, giving reasons for failing to meet the deadlines and asking for an extension.

4.5.2 All credits for horizontal advancements should be obtained at an accredited college or university and should be in the field of education and/or areas which will contribute to the teacher's overall improvement as it relates to the teacher's current assignment or potential professional advancement, provided that the Superintendent may deny such credits when they are unrelated to the above. All such credits must be graduate credits unless appropriate undergraduate courses are approved in advance by the Director of Personnel.

4.5.3 For purposes of credit for horizontal advancement, the course grade must be at least "C" or numerical equivalent.

4.6 Optional Pay Plan - All teachers hired by September 15th in the Bridgeport School System shall have the option of a twenty-one (21) or twenty-six (26) pay plan. Pay plans may only be changed prior to the beginning of a new school year prior to September 15th. Such plan, chosen at the beginning of the year shall not be changed until the following year. In the event of the death of the teacher any money due would be paid to the estate. Those teachers who desire the twenty-six (26) payment plan must make the choice upon submission of the salary agreement for the following year. All others will be on the twenty-one (21) payment plan. Teachers hired after September 15th annually will be placed on the twenty-one (21) pay plan for the remainder of that school year. They will be given the option of the twenty-one (21) or twenty-six (26) pay plan beginning with the new school year as stated above.

All teachers will enroll in the direct deposit program.

4.6.1 If the last regularly scheduled pay date during the school year falls prior to the last day of school, teachers will be paid on said last regularly scheduled pay day.

4.7 Longevity - Each teacher who has served in the Bridgeport School System for fifteen (15) or more consecutive years as of June 30 of the previous school year shall receive annually a longevity stipend on the last pay day in December as follows:

16-20	\$ 900
21-25	\$1,100
26-30	\$1,200
31 + years	\$1,300

Retiring teachers shall receive the longevity stipend enumerated above in their last paycheck prior to retirement.

4.8 Special School Programs

These following provisions apply to such programs as summer school, night school and Homebound.

4.8.1 Positions in these programs shall be filled first by teachers regularly employed in the school system, provided they have the qualifications to fill such position.

4.8.2 In filling such positions, consideration shall be given to a teacher's area of competence, major and/or minor field of study, his/her certification, his/her quality of teaching performance, his/her attendance record, his/her length of service in the system, and his/her prior experience in these programs, if any.

4.8.3 All openings for these positions shall be listed as early as possible so interested teachers may apply.

4.8.4 Summer School - Compensation shall be \$38.50 per hour.

4.8.5 Adult Education - Compensation shall be \$38.50 per hour for certified staff only.

4.8.6 Homebound Education - Compensation shall be \$38.50 per hour.

4.8.7 Webmaster - Compensation for Webmaster shall be \$500 per school year. The Webmaster should work at or be assigned to the school for which the teacher is Webmaster.

4.8.8 Systems Operations - Compensation for Systems Operations position shall be \$500 per school year. The Systems Operations individual should work at or be assigned to the school for which he/she serves as Systems Operations individual.

4.8.9 Approved Tutoring - Compensation shall be \$30 per hour.

4.8.10 Workshops

4.8.10.1 Any teacher who presents a workshop outside of regular school hours which has been approved by a Board of Education administrator and funded by the appropriate

budget source shall be paid at the rate of \$75/hour.

- 4.8.10.2 Any teacher who attends a workshop outside of regular school hours which has been approved by a Board of Education administrator and funded by the appropriate budget source shall be paid at the rate of \$24/hour.

4.9 Travel Allowance

A traveling teacher is one who drives to two (2) or more building locations per day two (2) or more times per week.

- 4.9.1 Traveling teachers who are regularly required to work in two (2) or more building locations per day three (3) times or more per week shall receive a travel allowance of twenty-five dollars (\$25.00) per month.

- 4.9.2 Traveling teachers who are regularly required to work in two (2) or more building locations per day two (2) times per week shall receive a travel allowance of fifteen dollars (\$15.00) per month.

- 4.10 Extra-Curricular Compensation - Extra-Curricular positions will be paid in accordance with the Extra-Curricular Compensation Schedule.

- 4.11 Mentors - Teachers serving as TEAM Mentors for teachers of the TEAM program shall be paid \$500 for each mentee per year.

The Board and BEA will work together to implement TEAM consistent with Connecticut General Statutes Public Act 09-6.

**ARTICLE V**  
**BENEFITS**

- 5.1 Group Health Insurance (Active Teachers) - The Board shall provide and pay for the following insurance for all teachers, spouses and eligible dependent children.

A qualified High Deductible Health Plan (HDHP) with a Health Savings Account (HSA):

In Network:

- Deductible (in and out of network) shall be \$2,000 for single and \$4,000 for family. The Board shall contribute 50% of the deductible into the HSA. Effective July 1, 2018, for those employees who fail to meet the requirements of the Health Improvement Program, the Board shall contribute 45% of the deductible into the HSA. Effective July 1, 2019, for those employees who fail to meet the requirements of the Health Improvement Program, the Board shall contribute 40% of the deductible into the HSA;

- 100% in-network coverage after the deductible has been met; and
- Prescription drugs administered by the Board's PBM are part of the HDHP and prescription costs apply to the deductible

Out of Network:

- 70% out of network coverage after the deductible has been met; and
- The out-of-pocket maximum for single is \$4,000 and the out-of-pocket maximum for family is \$8,000.

Premium Cost Share:

The Teacher shall pay:

- Effective July 1, 2018 the teacher shall pay 20% of the HDHP (medical and Rx) premium;
- Effective July 1, 2019 the teacher shall pay 21% of the HDHP (medical and Rx) premium;

Contribution Into the HSA:

The Board shall contribute 25% of the Board contribution on the first payroll after each of the following dates: September 1, December 1, March 1, and June 1.

5.2 Retired Teachers Age 55-64 - Upon the retirement of a teacher, before July 1, 2018, who qualifies for a retirement allowance from the State Teachers' Retirement Board, the Board may continue for the teacher and spouse the coverage set forth in 5.1 above, as such coverage may be amended from time to time for active employees as long as such coverage remains substantially equivalent, by bearing 60% of the Board's varying cost for such coverage, subject to the rules of the applicable insurance carriers and state and federal law; and provided further that for teachers hired on or after September 1, 2008 and retired before July 1, 2018, said teacher retiring under this Section 5.3 shall bear 70% of the Board's varying cost for such coverage, subject to the rules of the applicable insurance carriers and State and Federal law. For teachers who retire on or after July 1, 2018, said teacher shall bear 70% of the Board's varying cost for such coverage, unless said teacher was hired on or after September 1, 2008, in which case the teacher shall bear 80% of the Board's cost for such coverage.

On retirement or other separation from employment, the Board does not contribute to the HSA. The premium cost share for the HDHP/HSA plan shall be calculated by reducing the overall premium by the amount of the deductible contributed by the Board and then applying the applicable percent contribution of the employee. For example, if the HDHP/HSA plan costs \$20,000; and the retiree pays 60% of the

Board's costs, then the amount that the retiree would pay for the employee and spouse HDHP/HSA plan would be \$20,000 less \$2,000 (\$18,000) times 60% for a total of \$10,800; or pay \$12,600, which is 70% of \$18,000 for those hired on or after September 1, 2008.

- 5.2.1 Retired Teachers Age 65 and Above - When such retired teacher reaches age 65, the Board benefits set forth in Section 5.3 above shall cease and the retiree coverage shall be pursuant to the Medicare TRB plan set forth in Connecticut General Statute § 10-183t, at no cost to the Board of Education. To the extent any such retiree is not eligible to participate in the Medicare TRB plan set forth in Connecticut General Statute § 10-183t, said retired teacher shall be eligible to continue with the benefit as set forth in Section 5.2, above, as same may be from time to time amended and subject to the rules of the applicable insurance carriers and State and Federal law, as set forth in Connecticut General Statute § 10-183t.
  
- 5.3 Group Term Life Insurance and Accidental Death and Dismemberment Policy - A twenty thousand dollar (\$20,000) group term Life Insurance and Accidental Death and Dismemberment Policy for active teachers and those teachers retiring on or after July 1, 1993. The Board shall pay 100% of such coverage for teachers and 40% of such coverage for retirees.
  
- 5.4 Dental Insurance - The Board will provide the CIGNA Dental Indemnity Plan or its substantial equivalent or the CIGNA Dental Care Option or its substantial equivalent for teachers and dependents. The choice of plan will be that of the teacher. Teachers are responsible for 10% of the premium cost for dental insurance.
  
- 5.5 Section 125/129 Plan and Insurance Waiver - Board shall provide a Section 125 plan to facilitate tax deductibility for such premium co-pays. Effective July 1, 2005, the Board of Education shall also provide a Section 125/129 plan to defray costs associated with additional medical care and dependent care provided there is no additional cost to the Board. Teachers may elect in writing on a form provided by the Board, not to be enrolled in the above medical, prescription and dental coverages, provided such election applies to all such coverages. Thereafter, such teachers may elect to become enrolled in such plans only during the annual open enrollment period or in the event of a spouse's loss of coverage.
  
- 5.6 The Board retains the right to change carriers and/or to self-insure in whole or in part at anytime, after consultation with the Association, provided the benefits remain substantially equivalent.
  
- 5.7 The Board shall offer a High Deductible Plan with a Health Reimbursement Account (“HRA”) option for teachers who are ineligible to participate in an HSA. The plan itself will have the same benefits and deductible as the HDHP/HSA. However, it will feature an HRA that will reimburse eligible claims that are applied to the medical plan deductible up to the same total dollar amount as would otherwise have been

contributed to a participant in the HSA at the same enrollment coverage. Effective July 1, 2018, the Board's rate reimbursement of HRA eligible claims applied to the deductible, as described, shall be based on whether the teacher has met the requirements of the Health Improvement Program, as set forth in section 5.1, above. HRA participants can roll over funds remaining on the HRA account up to the deductible or amount permitted by IRS regulations.

5.8 The Patient Protection and Affordable Care Act ("PPACA"; Public Law 111-148) has set forth and codified under the Internal Revenue Code (IRC) §4980I the imposition of an excise tax related to employer provided health insurance plans that exceed certain value thresholds. The impact of the excise tax is scheduled to take effect in 2020. Should any Federal statute or regulation pertaining to IRC §4980I be mandated to take effect during the term of this Agreement, potentially triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations at the invitation of the Board in accordance with the Teacher Negotiation Act. During such mid-term negotiations, the parties will reopen the insurance provisions of the contract for the purpose of addressing the impact of the excise tax. No other provision of the contract shall be reopened during such mid-term negotiations.

5.9 Protection of Members of the Unit

5.9.1 Members of the unit shall report immediately in writing to their principal and to the central office all cases of assault suffered by them in connection with their employment.

5.9.2 This report shall be forwarded to the Board which shall comply with any reasonable request from the member of the unit for information in its possession relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the member of the unit, the police, and the courts.

5.9.3 The Board agrees to provide legal counsel to defend any member of the unit in any civil action arising out of an assault on a member of the unit or any reasonable disciplinary action taken against a student by a member of the unit, and in any civil action arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental damage to or destruction of property, within or without the school building, providing such member of the unit, at the time of the accident resulting in such injury, damage or destruction, was acting in the discharge of his/her duties within the scope of his/her employment or under the direction of the Board.

5.9.4 If criminal proceedings are brought against a member of the unit alleging that the member committed an assault in connection with his/her employment, such member of the unit may request the Board to furnish legal counsel to defend him/her in such proceeding. If the Board does not provide such counsel and the member of the unit prevails in the proceedings, then the Board shall reimburse the member of the unit for reasonable counsel fees incurred by the member of the unit in his/her defense.

- 5.9.5 Whenever a member of the unit is absent from school as a result of personal injury caused by an assault arising out of and in the course of his/her employment, the member shall be paid his/her full salary for the period of such absence for up to one (1) calendar year without having such absence charged to the annual sick leave or accumulated sick leave. Any amount of salary payable pursuant to this section shall be reduced by the amount of any worker's compensation award for temporary disability due to the said assault injury for the period for which such salary is paid. The Board shall have the right to have the member of the unit examined by a physician designated by the Board for the purpose of establishing the length of time during which the member of the unit is temporarily disabled from performing his/her duties; and, in the event that there is no adjudication in the appropriate worker's compensation proceeding for the period of temporary disability, the opinion of the said physician as to the said period shall control.
- 5.9.6 While the Board recognizes that it is obligated to investigate any and all complaints from parents and/or taxpayers, whether serious or frivolous, in regard to the professional conduct of teachers, the Board also recognizes its obligation to protect the teacher from undue harassment or public exposure.
- 5.9.7 When an administrator receives a complaint regarding the professional conduct of a teacher, the administrator shall request that the individual making the complaint to consult with the teacher in question. Should the teacher request it, an administrator and/or Association representative may be present when the complaint is discussed with the teacher.
- 5.9.8 Within three (3) days of receipt of a complaint concerning a teacher, the administrator shall inform the teacher of the complaint. If the complaint potentially possesses merit and is unresolved, the administrator will investigate the complaint. After a reasonable period of time, the administrator shall notify the teacher in writing of the resolution of the complaint.
- 5.10 Accident and Sickness Benefits - Teacher Injured While Working
- 5.10.1 A teacher who is injured while working and who qualified for Worker's Compensation shall be covered by such Worker's Compensation and all the benefits that accrue to such an award except as provided hereinafter.
- 5.10.2 For a period of one (1) year following the date of injury that the teacher is away from his/her work and is so covered by the Workers' Compensation, the Board of Education will pay the teacher the difference between Workers' Compensation weekly award and his/her weekly pay. This payment shall be deducted from the accumulated sick leave but only in the ratio that the sick leave payment draws on the sick leave account.

Teachers may be paid compensation and salary to exceed total school pay to the extent that it can be proven that the injury incurred in line of duty has make it impossible for that teacher to work during the summer, but in no event shall such

compensation exceed what a teacher would have normally earned during such school year and such summer work.

5.10.3 Any award for permanent disability under the provisions of the Worker's Compensation Law will be reduced by the amount paid as sick leave credit would be restored.

5.10.4 All injuries must be reported to the principal immediately. Medical attention must be by a physician recognized by the Worker's Compensation Office.

5.11 Comp Plan Reopener:

The parties agree that if the Board wishes to implement as a voluntary alternative plan, a comprehensive type plan, then the Board during the term of the agreement may raise this issue with the Association and seek their input. If following discussion as to the design and premium cost share for said alternative plan, the parties are unable to agree, then if the Board wishes to pursue the matter, the Board may reopen the agreement on the issue of a comp type plan design and premium cost share. Said reopener may be claimed only at the election of the Board. The parties further agree that if pursuant to reopener the matter goes to interest arbitration it shall be limited to the design and premium cost share for said comp type plan and with the understanding that any said voluntary alternative comp type plan proposal in the reopener interest arbitration will have the effect of significant cost savings to the Board of Education and that any said comp plan would be a voluntary alternative to the members of the bargaining unit.

**ARTICLE VI**  
**LEAVES OF ABSENCE**

6.1 Sick Leave

6.1.1 Beginning September 1, 1967, each teacher in the Bridgeport School System shall be entitled to sick leave with full pay of fifteen (15) school days in each school year. In addition thereto, each teacher may earn up to five (5) additional days of sick leave credit in each school year in the following manner: The teacher shall earn two (2) days of additional sick leave if he/she achieves perfect attendance in either the first half or the second half of the regular work year; and the teacher shall earn a total of five (5) days if he/she has perfect attendance for the entire regular work year. The only exception to the perfect attendance requirement is approved absence(s) for professional development. Personal days and sick days shall count as absences in determining whether the teacher had perfect attendance.

6.1.2 Each teacher shall accumulate a maximum of two hundred (200) days of unused sick leave. Teachers with an accumulation of more than two hundred (200) days as of July 1, 2017 shall not lose their accumulated sick days, but shall not accumulate any additional days until their accumulated sick days falls below two hundred (200) days.

- 6.1.3 Once each year after the beginning of the school year, but not later than November 15, each teacher shall receive a statement of sick leave credit.
- 6.1.4 Upon retirement or death, after a minimum of fifteen (15) years in the Bridgeport School System, a teacher or his/her estate shall be entitled to a retirement award equal to an amount calculated by multiplying the total accumulated sick leave days remaining by 0.175 then multiplying the result (up to a maximum of 35) by the teacher's daily rate of pay during the last year of work provided that the maximum daily rate of pay shall be capped at \$325. No payment will be made for partial days. The daily rate for all retiring teachers will be calculated by dividing the yearly salary by two hundred (200).
- 6.1.5 Any absence for five (5) school days, or of three (3) days or more in a holiday or vacation week, may need to be validated by a doctor's certificate. During a continued absence, a certificate must be submitted each month thereafter to the Human Resources Office only. If after ten (10) more school days such certificate is not submitted, the teacher will be removed from the payroll.
- 6.1.6 Any situation involving sick leave, such as but not limited to, Monday/Friday and/or Friday/Monday or other suspicious absence patterns, which, in the opinion of the Board, needs investigation, may be so investigated by medical or administrative authority initiated by the Board.
- 6.1.7 Sick leave will be subtracted from a teacher's account only for those days missed while school was in session.
- 6.2 Death in Family
- 6.2.1 In case of death in immediate family, the member of the unit shall be allowed full pay for three (3) days' absence. (Immediate family shall be construed to mean: Father, Mother, Grandfather, Grandmother, Brother, Sister, Husband, Wife, Son, Daughter, Father-in-law, Mother-in-law.)
- 6.2.2 In case of death of a near relative, members of the unit shall be allowed one day's absence without deduction. (Near relative shall be construed to mean: aunt, uncle, niece, nephew, grandchild, brother-in-law, sister-in-law, first cousin, daughter-in-law and son-in-law.)
- 6.2.3 The above days are not to be deducted from the member of the unit's accumulated sick leave.
- 6.3 Illness in Family
- In case of sickness of a teachers' spouse, child, parent or parent-in-law, a teacher may be allowed up to five (5) days' absence per year without loss of pay with the approval of the Superintendent. These are to be deducted first from the current year's sick leave and then from the teacher's accumulated sick leave.

#### 6.4 Educational Conferences

Teachers shall be allowed time to attend educational conferences, conventions, and meetings upon the approval of the Superintendent without loss of pay. This absence shall not be deducted from the teacher's accumulated sick leave.

#### 6.5 Sabbatical Leave

6.5.1 The Board, upon recommendation of the Superintendent of Schools, shall permit not more than seven (7) teachers, each of whom shall have been employed by said Board for an aggregate period not less than seven (7) consecutive years to receive a sabbatical leave of absence for a period of one (1) year at three-fourths of their regular salary under such rules and regulations as shall from time to time be adopted by said Board. Persons granted sabbatical leave must return to work in Bridgeport for a minimum of three (3) years.

6.5.2 When, in the opinion of the Board, the best interests of the school system will be equally served by potential sabbaticals, the applicant with the greater length of unbroken service in the system will be given preference, but only if suitable replacements are available. All teachers who are applying for sabbatical leave must submit their request and application to the Superintendent's office no later than January 1.

6.5.3 Said sabbaticals may be denied by the Board only for fiscal reasons.

#### 6.6 Personal Days

6.6.1 Each teacher is allowed one (1) personal day for necessary reasons without seeking approval of the Principal. It is understood and agreed, however, that the Principal must receive written notice forty-eight (48) hours in advance from any teacher taking a personal day except in the case of emergency, and that it is further understood and agreed that this day shall not be used with another teacher or teachers for the purpose of a concerted refusal to render service to the Board.

6.6.2 Teachers may be allowed an additional three (3) days of absence per year for emergency and other necessary reasons upon the approval of the Principal. Such approval shall not be unreasonably withheld.

6.6.3 Before taking this absence or making requests for absences of this nature, a teacher should bear in mind that his professional and moral responsibility is to be in the classroom. A teacher's record of attendance will be considered as a determining factor in the approval or disapproval by the Principal.

Examples of this nature are as follows:

- a. Emergency days over which the teacher has no control will be allowed without loss of pay and shall not be deducted from accumulated sick leave.

- b. Attendance at weddings.
  - c. Religious Holidays - Those religious groups observing obligatory religious observances and services.
  - d. Funeral of a close friend.
- 6.6.4 Teachers are expected to arrange for their own weddings in other than school time. It appears reasonable that plans should be made which will not require loss of time from teaching assignments. Any teacher who seeks such a deviation from this policy should discuss it with the Superintendent.
- 6.6.5 Requests must be received by the Superintendent in writing one (1) week in advance. An appropriate form will be provided for the application of personal days under this article. In the event of any emergency, as noted in Item A above, a letter must be sent later, explaining the circumstances of-such-absence.
- 6.6.6 Personal leave days may not be used for the sole purpose of extending a holiday or vacation period. The personal leave day set forth in Section 6.6.1 may not be used during the last week of school, except at the discretion of the Superintendent.
- 6.7 Pregnancy Disability Leave
- 6.7.1 Any member of the bargaining unit who becomes disabled due to pregnancy or medical complications related to pregnancy and is unable to perform her normally assigned duties, shall submit a written statement from her physician indicating her present physical condition, the expected date of child birth, the nature of disability, the limitations which that disability imposes upon her ability to continue with her normally assigned duties, and the probable duration of that disability.
- 6.7.2 Any bargaining unit members so disabled shall be granted paid sick leave to the extent accrued, after which time the employee shall be placed on unpaid sick leave, provided that either such leave shall be granted only for the duration of such pregnancy or pregnancy related disability.
- 6.7.3 Any bargaining unit member disabled as a result of pregnancy or medical complications related to pregnancy shall be entitled to receive all compensation which has been accrued under the various provisions of this Agreement, and, upon returning to work, shall receive full credit for accumulated seniority, retirement, fringe benefits, and other service credits.
- 6.7. Any bargaining unit employee previously disabled as a result of pregnancy or medical complications related to pregnancy must return to her position when she is physically able to perform her duties. The Board may require medical proof of any disability, which it considers unduly long in duration.
- 6.8 Child-Rearing Leave

- 6.8.1 Bargaining unit members shall be entitled, upon submission of a written request to the Superintendent of Schools, to an extended leave without pay or other benefits for the purposes of child-rearing, provided that such written notice must be tendered within three (3) weeks from the date of giving birth, adopting, or otherwise fostering the child.
- 6.8.2 Upon the granting of such leave by the Board all disability, insurance, retirement and fringe benefits, seniority and other service credits shall cease to be paid or further accumulated for the duration of said leave. Such teacher shall be entitled to leave for the remainder of any school year in which the child is born, adopted, or fostered, and for up to one (1) additional school year, provided that a teacher shall only be entitled to return from a child-rearing leave on the first day of any given semester, provided further, that the Superintendent may in his/her discretion waive this return date limitation. For the purposes of this Section only, the school year shall be assumed to begin on September 1 and end on August 31. The teacher's written request for such leave must include the duration thereof. The teacher shall have no right to return prior to, or to extend, the duration of the leave as requested by the teacher in writing.
- 6.8.3 Upon the expiration of such leave, and in the event the leave does not extend beyond the school year in which the leave commences, the teacher shall return to the same position which had been originally vacated by that teacher, provided that there has not been any program change or reduction in the number of teaching positions within his/her certification or school during the period of such leave. If any such change or reduction has occurred, the teacher will be reinstated to the first vacant position for which he/she is qualified by certification and seniority. In the event the leave is granted for an additional semester or school year the teacher will return to the first vacant position for which he/she is qualified by certification and seniority and shall have no prior claim to return to the same position which had been originally vacated by that teacher.
- 6.8.4 Teachers returning from child-rearing leave will be granted the same accumulated seniority, retirement benefits, fringe benefits, and other service credits which they possessed at the commencement of such leave. Further, teachers will return to the same step on the contract schedule as that which they occupied at the commencement of such leave if such leave commenced prior to February 1st of the school year. If such leave commenced after February 1st of the school year, they will be advanced one (1) step beyond the step they had obtained prior to the commencement of such leave, unless the teacher was already at maximum.
- 6.9 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 teacher shall receive a rate of pay equal to the difference between the professional salary and the jury fee. Despite the worthy purpose of jury duty, it is also recognized that the Board and Superintendent have the responsibilities of preserving quality education through teacher presence and they will make necessary appeals to appropriate authority for teacher excusal when necessary. Teachers shall actively cooperate with the Board and the Superintendent in these

circumstances when requested to do so.

6.10 Military Duty

6.10.1 Any teacher with an obligation to render military obligations shall receive leave necessary to fulfill this obligation. This leave shall not be deducted from sick leave or from personal days. In the event the military duty occurs during the school year, the teacher shall receive a rate of pay equal to the difference between the professional salary and whatever salary and/or fees may be received from the military.

6.10.2 Teachers subject to military obligation shall so notify the Board of that fact in writing during the first month of school, annually, and if any teacher joins or otherwise becomes subject to a military obligation subsequent to the start of the school year, the teacher shall similarly notify the Board as soon as the teacher becomes subject to said obligation.

6.10.3 The teacher's notification shall include the name and address of the military unit to which the teacher is subject and the name and address of the teacher's commanding officers. Said notice will authorize the Board to contact the commanding officer to determine the dates of said annual military service. In the event the teacher fails to notify the Board as set forth above, the teacher shall not be compensated for the difference between his professional salary and the fees he/she receives from the military as provided in the paragraph above.

6.10.4 It is also recognized that the Board and the Superintendent have the responsibility of preserving quality education through teacher presence. They will make necessary appeals to appropriate authorities for rescheduling of the obligation or teacher excusal when, in the judgment of the Superintendent, such action is necessary. Teachers shall actively cooperate with the Board and the Superintendent in this regard when requested to do so.

6.11 Unexcused Absence

6.11.1 A teacher who is absent before and after a school holiday is presumed to be absent for the holiday for the same reason as he/she is absent for the school days, unless excused by the Superintendent of Schools after presentation of a physician's certificate of legitimate incapacity of the teacher. Teachers may not be absent from school for any reason other than those allowed in the above regulations, even without pay, without permission of the Superintendent. Such permission should be requested in writing prior to the absence when possible, or as soon as possible in the event of an emergency.

6.11.2 A doctor's certificate may be required for illness of five (5) days or of three (3) days or more in a holiday or vacation week. A certificate from the attending physician shall be presented to the Superintendent immediately upon completion and should also include the possible length of absence.

6.12 General Leaves of Absence

6.12.1 At the discretion of the Board and upon the recommendation of the Superintendent, a teacher may be granted a general leave of absence or extension thereof, without pay or benefits, but any such leave and extensions shall not exceed two (2) years and may be for such lesser period as the Board may decide.

Teachers requesting such leave shall submit a written application to the Superintendent setting forth the reason for said leave and its proposed duration. This written application must be received at least one (1) month prior to the proposed commencement of the leave. For the purpose of this Section 6.12 only, the school year shall be assumed to begin September 1 and end on August 31. Any request for an extension of a leave must be submitted, in writing, to the Superintendent at least three (3) months prior to the expiration of the leave. Notification of intent to return must be submitted, in writing, at least one (1) month prior to the expiration of the leave and failure to do so may be regarded as a resignation or voluntary quit by the teacher. Exceptions to timelines in this article shall be made for unusual or extenuating circumstances.

All teachers granted such leave will be notified by the Board, in writing, at the commencement of the leave, of all timelines and written notification requirements.

Upon the granting of such leave by the Board, all disability, insurance, retirement and fringe benefits, seniority and other service credits shall cease to be paid or further accumulated for the duration of said leave. However, to the extent allowed by the policies, hospitalization and medical benefits may be continued at the group rate, if the teacher pays the premiums (i.e. the teacher pays 100% of the premium or premium equivalent rate and the Board pays 0% premium or premium equivalent rate for said medical benefits), in advance at such intervals as may be directed by the Board's business office, provided that such intervals are concurrent with those for teachers on leave; and provided further, that payments shall not be required more frequently than monthly.

Under ordinary circumstances, it is expected that the duration of any leave shall end on the last day of any given semester, so that return from leave will not result in a teaching change in the middle of a semester. Upon the expiration of a leave, and in the event the leave does not extend beyond the school year in which the leave commenced, the teacher shall return to the same position which had been originally vacated by the teacher, provided that there has not been any program change or reduction in the number of teaching positions within his/her certification or school during the period of such leave. If any such change or reduction has occurred, the teacher will be reinstated to the first vacant position for which he/she is qualified by certification and seniority. In the event the leave is granted for an additional semester or school year, or in the event the leave is extended, the teacher will return to the first vacant position for which he/she is qualified by certification and seniority and shall have no prior claim to return to the same position which had been originally vacated by that teacher. Failure of a teacher to return to his/her teaching position at the end of said leave, or failure of the teacher to return to the first vacant position to which he/she is recalled and for which he/she is certified, as set forth above, will be

regarded as a resignation or a voluntary quit by the teacher.

Teachers returning from leave will be granted the same accumulated seniority, retirement benefits, fringe benefits, and other service credits which they possessed at the commencement of such leave. Further, teachers will return to the same step on the contract schedule that they occupied at the commencement of such leave if such leave is commenced prior to February 1st of the school year. If such leave commenced after February 1<sup>st</sup> of the school year, they will be advanced one (1) step beyond the step they had obtained prior to the commencement of such leave, unless the teacher was already at maximum.

## **ARTICLE VII**

### **WORKING CONDITIONS**

#### 7.1 Class Size

7.1.1 The Board adopts the following class size limitations:

- a. Limit size of grades 2-12 to thirty (30) pupils; effective July 1, 2010, twenty-nine (29) pupils.
- b. Limit class size of K-1 to twenty-five (25) pupils; effective July 1, 2010, K-1 to twenty-four (24) pupils.
- c. Limit study halls to a ratio of one (1) teacher to every forty (40) students.
- d. Require special subject area teachers on a full time basis to assume full responsibility of the classes.
- e. A reasonable effort shall be made to limit the number of students in technology education classes.
- f. Limit split grade classes grades K-1 to twenty (20) pupils.
- g. Co-teaching classrooms as defined by two (2) certified teachers assigned to the same classroom may have thirty (30) students for grades K to 1.
- h. Limit class size of Pre-K to eighteen (18) pupils.

7.1.2 Exceptions to the provisions of this Section may be made only if the Superintendent determines that it is necessary to do so in the best interests of the educational process. A disagreement over whether an exception is justified shall be subject to the grievance procedure. The foregoing standards are subject to modification for educational purposes such as the avoidance of split-grade classes or half-classes or specialized or experimental instruction (e.g., music, team teaching, physical education, large group instruction and typing).

7.1.3 An expedited procedure for processing grievances, resolving grievances and, when

necessary, arbitrating grievances filed under Article 7.1 will take effect immediately.

- a. Grievance timelines and levels will be reduced according to Section 7.1.6.
- b. Arbitrations will be conducted under the current "Expedited Labor Arbitration Procedures" of the American Arbitration Association and the parties will investigate with the AAA the possibility of establishing a permanent panel of arbitrators to hear class size grievances under this procedure.

7.1.4 To better effectuate the Agreement's class size provision, the Board will modify its controlled transfer policy as follows:

- a. Effective with the '98-99 school year, no new controlled transfers will be granted at the beginning of the school year until October 1, except that controlled transfers may be granted prior to October 1 into classrooms that have a current enrollment of twenty-two (22) or less students for grades Kdg and One or twenty-seven (27) or less students for other grades/classes, and official projections would indicate that new enrollment is not anticipated.
- b. On the day that a controlled transfer at the elementary level is being considered for approval by the Board, the receiving school will be contacted for updated enrollment figures. E-mail will be utilized to facilitate consideration in current enrollment and other special situations prior to the approval of a controlled transfer request.
- c. No student requesting a controlled transfer will be placed in a class that has reached the limits set in Article 7.1.
- d. Parents requesting a controlled transfer for their child will be advised in writing that the controlled transfer will be revoked at any time during the school year if the enrollment from neighborhood students pushes class size above the negotiated limits.
- e. If a class containing one (1) or more students on an approved controlled transfer exceeds contractual limits, controlled transfers will be revoked to reduce class size to within contractual limits.
- f. All students assigned to a school via a controlled transfer will have notification sent to each principal of such transfer and a copy will be placed in the student's permanent file. A list of all current controlled transfers, by school, will be available to the Association upon request.
- g. Limits of Section 7.1.4 shall not apply where it is deemed necessary to retain a controlled transferred student in the school of assignment for medical reasons, safety or if required special education services are not available at the home school.

7.1.5 The Board will require that upon registering or transferring a student to attend a

particular Bridgeport school, parents or legal guardians will provide proof of residency pursuant to uniform Board policy.

#### 7.1.6 Special Procedures for Class Size Grievances

- a. Immediately following the addition to any class of a student which causes the class to exceed limits established in Article 7.1, the building delegate(s) and the principal shall attempt to resolve the problem informally. At the same time, the Delegate shall report the problem to the Association Grievance Chairperson.
- b. The Association Grievance Chairperson shall immediately notify (by phone or facsimile) the Assistant Superintendent and, within three (3) school days, deliver a written grievance on behalf of the classroom teacher. No written grievance shall be filed prior to October 1 for any violation of three (3) students or less above the contractually agreed upon limits. The grievance may be delivered in person or by facsimile. If no written grievance is delivered by the 30th day after the date of enrollment of the first student that will cause the contractual limits to be exceeded, it will be recognized that the grievance has been waived. However, if the 30th day falls prior to October 1, the written grievance shall not be delivered until October 1.
- c. Within five (5) school days after the receipt of the written grievance, the Association Grievance Chairperson shall receive from the Assistant Superintendent a written explanation of the plan and timeliness for resolution of the problem, or an official denial of the grievance.
- d. If the grievance is denied or the plan and/or timelines are deemed unacceptable at the Assistant Superintendent's level, the Association Grievance Chairperson may, within three (3) school days, forward the grievance to the Superintendent for consideration. Within ten (10) school days, the Association Chairperson shall receive from the Superintendent a written explanation of the plan and timelines for resolution of the problem, or an official denial of the grievance. At the request of either the Association or the Superintendent, an informational hearing may be held. However, the scheduling of such hearing will not extend the timelines for a response at this level.
- e. The Association may appeal the grievance to arbitration contemporaneously with filing with the Superintendent.
  - 1) Upon receiving a response from the Superintendent, the Association may withdraw the request for arbitration.
  - 2) To the extent possible, and where appropriate, grievances for a particular school or department shall be consolidated and arbitrated at the same time.

- 3) Grievances shall be arbitrated in accordance with the then current "Expedited Labor Arbitration Procedures" of the American Arbitration Association.

The provisions of Article III shall continue except as modified by these Special Procedures for Class Size Grievance.

## 7.2 Special Education

- a. Prior to the mainstreaming of a special education student into a regular class, the principal shall, to the extent consistent with statutory obligations, review the child's specific needs and problems, and provide that the receiving teacher shall be advised of any special techniques or methods to be used with said child.
- b. Any teacher having a special education student placed in his/her classroom or instructional program shall receive the appropriate supplies and materials necessary to implement the student's IEP.

## 7.3 Lunch Duty

7.3.1 All teachers shall have a duty-free lunch period every day.

- a. The duty free lunch period in the high schools and grades 7 and 8 will continue as heretofore.
- b. All elementary school teachers shall receive a duty free thirty (30) minute lunch period and the normal academic program shall resume immediately upon the completion of such lunch period.
  1. In elementary schools with cafeteria facilities, five (5) minutes of travel time shall be established from the classroom to the cafeteria and from the cafeteria back to the classroom during which time the teachers in such schools shall provide supervision.
  2. In elementary schools without cafeterias the lunch program aides shall relieve the teachers in the classroom.

7.3.2 The Board will make every effort to minimize teacher assignment to lunch duty and to recruit paraprofessionals for student supervision during the student lunch period (lunch duty).

- a. Whenever a high school or middle school (seventh/eighth grade) teacher is assigned to lunchroom supervision, such assignment shall be during a regularly scheduled duty period and shall not interfere with the teachers duty free lunch period or with his/her daily preparation period.
- b. Whenever a situation involving elementary school teachers requires

professional lunchroom supervision, teachers will be asked to volunteer. Elementary school teachers will not be assigned to lunch duty.

7.3.3 For purposes of Article 7.3, elementary school teachers shall be defined as teachers whose teaching assignment is fifty percent (50%) or more with Pre-K through sixth grade students, or special education classes with students of an age equivalent to Pre-K through sixth grade students, or teachers of special education classes housed in a Pre-K, or K through sixth grade school.

#### 7.4 Teacher Assignment and Transfer

##### 7.4.1. Definitions

###### a. Assignment

For purposes of this section, assignment shall mean the placement of a teacher in a particular grade or subject area within a school, or, for teachers who normally are assigned to more than one (1) school, the schools to which said teacher is assigned.

###### b. Change of Assignment

For purposes of this section, change of assignment shall mean the change of a teacher's assignment to another grade or subject area within the same school, or, for teachers who normally are assigned to more than one (1) school, a change in the school or schools to which said teacher is assigned.

###### c. Transfer

For purposes of this section, transfer shall mean the relocation of a teacher from one school to another school where such teacher is normally located in only one (1) school.

##### 7.4.2 Policy

The assignment and transfer of teachers within the school system is the responsibility of the Board acting through the Superintendent or his/her designee. The Board shall make a reasonable effort to meet reasonable requests and desires of individual teachers involved, with regard to assignments and transfers, to the extent that such wishes do not conflict with the instructional requirements and best interests of the school system and the pupils.

This transfer and assignment policy shall be fairly and equitably applied with full advanced posting of administrative and staff openings which the Board desires to fill, in accordance with past practice.

Teacher assignment and transfers shall be made without discrimination in regard to age, race, creed, color, religion, nationality, sex, marital status or sexual orientation.

### 7.4.3 Assignments

- a. Teachers shall be notified in writing by their principal by June 1 to the extent possible of their tentative assignments for the coming school year.
- b. Change of assignments will be voluntary to the extent possible but shall be subject to the Policy as set forth in subsection 2 above. A change of assignment shall not be effectuated or announced without a prior, personal conference with the individual involved except when a teacher is unavailable during the summer.
- c. During the summer months, teachers shall be notified in writing at the address on file with the Board of any change of assignment.
- d. In arranging assignment and schedules for teachers who are assigned to more than one (1) school, an effort shall be made to limit the amount of interschool travel.
- e. In determining an assignment seniority will be respected to the extent it does not conflict with the instructional requirements and best interest of the school system and pupils as set forth in Section 7.4.2, Policy, above.

### 7.4.4 Transfer

#### 7.4.4.1 Voluntary Transfers

- a. By no later than June 15, the Superintendent shall cause to be posted in each school a list of the various openings in the school system of which the administration is aware at that time. Notice of all posted positions shall be posted in the Personnel Office with accessibility to teachers during regular Personnel Office hours.
- b. By the end of the school year, teachers who desire to apply for one (1) of the posted openings shall file a written request with the office of the Superintendent. If the teacher so requests, the teacher will be granted a conference to discuss his/her written request.
- c. By August 1, the office of the Superintendent shall notify those teachers who applied pursuant to subsection (b) of the disposition of their request only if their requests are granted.
- d. The Superintendent will utilize all written requests for openings which occur between June 15 and July 31 in making his determination of transfers.
- e. In the event of a voluntary transfer seniority will be respected, to the extent it does not conflict with the instructional requirements and best interest of the school system and pupils as set forth in Section 7.4.2, Policy, above.

#### 7.4.4.2 Involuntary Transfers

- a. In the event of involuntary transfers, seniority will be respected, to the extent that it does not conflict with the instructional requirements and best interest of the school system and pupils as set forth in Section 7.4.2, Policy, above.
- b. An involuntary transfer shall be made only after a meeting between the teacher involved and the Superintendent or his/her designees, at which time the teacher shall be notified of the reasons for the transfer. The teacher may have his/her association representative at this meeting with the Superintendent or his/her designee.

#### 7.5 Promotions

- 7.5.1 All vacancies in permanent promotional positions which the Superintendent wishes to fill caused by death, retirement, discharge, resignation, or by the creation of a new permanent promotional position shall be filled as set forth herein.
- 7.5.2 All vacancies shall be adequately publicized on the District Human Resources website and email for ten (10) days for existing positions.
- 7.5.3 Said notice of vacancy shall clearly set forth the qualifications for the position.
- 7.5.4 Teachers who desire to apply for such vacancies shall file their applications, in writing, with the Office of the Superintendent.
- 7.5.5 Such vacancy shall be filled on the basis of fitness for the vacant post, provided, however that where two (2) or more applicants are substantially equal in fitness, the applicant with the greatest amount of seniority in the Bridgeport School System shall be given preference.
- 7.5.6 Except as set forth in subparagraph 7.5.1 above, promotional positions are those covered under the administrators unit.
- 7.5.7 All appointments to these aforesaid vacancies and openings shall be made without regard to age, race, creed, color, religion, nationality, sex, marital status or sexual orientation.

#### 7.6 New Positions

It is agreed that in the event a new position below the rank of Assistant Superintendent is established during the period of this Agreement, said position shall be adequately publicized within the school system on the District Human Resources website and email for ten (10) days for new positions in advance of filling such vacancy, and the vacancy shall remain vacant during the above-referenced period that the vacancy is noticed. Said notice of vacancy shall clearly set forth the qualifications for the position. Teachers who desire to apply for such vacancies shall file their applications in writing with the office of the Superintendent within the time

limit specified in the notice. Such vacancy shall be filled on the basis of fitness as determined by the Superintendent for the vacant post, provided, however, that where two (2) or more applicants are substantially equal in fitness, the applicant with the greatest amount of seniority in the Bridgeport School System shall be given preference. The Board will negotiate with the Association over the appropriate salary for such positions. However, nothing shall prevent the Board from filling the position at the salary the Board deems appropriate pending the negotiation.

7.7 Teacher Facilities - The Board of Education and the Association recognize the need for:

- a. Adequate staff facilities for every school;
- b. Adequate parking space at every school through: purchase of adjacent land, if possible, and agreement with the Police Department concerning parking procedures;
- c. Clean, well-lighted and well-ventilated classrooms, rest rooms and teacher lounges;
- d. Working telephones available for teacher use (e.g. in teacher's room);
- e. The Board shall clean air vents of each school as needed, as determined by the administration;
- f. Rooms for student support services and special education personnel to provide privacy and freedom from unnecessary interruptions and noise for student testing and conferences.
- g. On the first day of school, each teacher shall be provided the necessary key cards, keys to his/her classroom and lock-in. Teachers are required to immediately report and replace the loss of a keycard, keys or lock-in.

7.8 Textbooks and Supplies

7.8.1 The Board will provide sufficient updated textbooks to insure that each pupil assigned to a classroom at the commencement of the school year has a textbook for his own use. Students assigned to a specific classroom after the commencement of the school year shall have textbooks issued to them as soon as arrangements can be made by the Administration to obtain such books, within thirty (30) days, if sufficient books are not then readily available. In the event the Association files a grievance, such grievance will commence at Level Two and not go beyond Level Three.

7.8.2 The existing procedure for review and selection of textbooks shall continue as heretofore. Final decision on whether to approve, disapprove, or modify such procedure rests exclusively with the Board.

7.8.3 The textbooks to be used in the System shall be cooperatively arrived at through joint

consultation among teachers and administrators, subject to final approval by the Board.

7.8.4 The Board will make the necessary arrangements to assure the delivery of supplies and textbooks in the respective schools prior to the first day of the school year.

7.8.5 The Board recognizes the need, within its financial limitations, for providing adequate instruction materials, equipment and supplies for teachers in order to assist them in the effective discharge of their responsibilities. It is agreed, therefore, that by December 15 annually, all teachers shall express in writing their needs for materials, equipment and supplies for the following school year, which request shall be given to their principal who shall utilize such material to formulate his or her request and forward same to the Superintendent by January 2.

7.8.6 Annually, the Teacher's Choice "E-Card" Program will be implemented to provide funds to individual teachers for the purchase of school supplies. By October 31st, each classroom teacher will receive an "E-card" from an on-line school supply vendor, selected by the Board. The E-card will allow for the on-line expenditure of \$30 at the on-line vendor's web site. Each classroom teacher on the first payroll in October will be eligible to receive the E-card, which is to be used for the purchase of instructional supplies of the teacher's choice. Teachers in non-instructional roles are excluded, including but not limited to: instructional coaches, psychologists, social workers, guidance counselors, teachers on special assignment, program coordinators. The cut-off date for use of the E-card is April 15th, after which it will be deactivated. The final determination as to how this money is to be spent shall be made by the individual teacher.

7.8.7 Textbooks, supplies and other instructional materials will be available for use through the last day of regularly scheduled classes.

#### 7.9 Non-Teaching Duties

7.9.1 The Board will require the Superintendent to establish a committee with reasonable representation of Association members to study the incidence and impact of non-teaching duties on the teacher's time. The committee will study the feasibility of the use of teacher aides.

7.9.2 Whenever money is collected by teachers, arrangements shall be made to have the money deposited each day or held by the principal or a designated person.

7.9.3 Teachers will not be asked to sell insurance.

7.9.4 Teachers will not be asked to hand score standardized tests which can reasonably be machine scored.

7.9.5 No teachers shall be required to complete Personality Rating Sheets unless required by applicable state or federal statute or regulation.

7.10 Curriculum Revision

- 7.10.1 Curriculum revision shall be thoroughly researched by a joint committee of the Association and the Administration. The teachers shall play an active but advisory role in the preparation, implementation, and evaluation of curriculum.
- 7.10.2 The Board will encourage and support in-service training programs to prepare teachers for the new curriculum and will consider the use of released time when in the judgment of the administration it is required for an effective in-service workshop.
- 7.10.3 The advisability of pilot programs rather than full implementation will be considered.
- 7.10.4 Both the Board and the Association will constantly evaluate and study both established and new curriculum and either may suggest modifications or changes.
- 7.10.5 Curriculum writing and revision, and Grant Tutoring Services shall be paid at the rate of \$24.00 per hour, unless the grant specifies a greater amount, for summer work and work outside of the regular work day; provided all such work must be approved in advance in writing by the Assistant Superintendent. Training concerning curriculum writing and revision and training concerning Grant Tutoring Services shall be paid at the rate of \$24.00 per hour, unless the grant specifies a greater amount, for the life of this contract provided it is either done during the summer or outside of the regular work day.

7.11 School Preparation Periods

- 7.11.1 The Board of Education and the Association agree that preparation periods for elementary teachers should serve to improve the effectiveness of classroom instruction.
- 7.11.2 The Board will, as far as practical and legal, attempt to equalize existing elementary art, music, library and physical education teachers among all elementary schools. Elementary teachers may leave the classroom when such specialists are conducting their classes unless such classroom teacher feels that remaining will help to increase their proficiencies. The classroom teacher shall not be required to act as an aide or assistant to the specialist.
- 7.11.3(a) All middle school and secondary school teachers will be guaranteed five (5) preparation periods per week providing they are on a seven (7) period day, and unless a preparation period falls beyond the end of a one (1) session or shortened day. The Board has no obligation to reschedule the day to accommodate the preparation period. Should the Board determine to put such school on a six (6) period day, the preparation periods will be open for negotiations upon the request of either party.
- 7.11.3(b) Pre-K - 6th grade teachers will be provided with an average of one (1) preparation periods per day per week, no less than thirty-five (35) minutes in length. Exception to above shall be in those cases where specialists for their classes are unavailable due to recruitment problems, temporary vacancy of a position, illness, the unavailability

of qualified substitutes or similarly related circumstances; provided, further, that the only Pre-K classes eligible for this benefit are those teaching a full day class (same students am and pm). Those Pre-K teachers who teach two (2) different classes in one (1) day (an am session and pm session) shall, between sessions, receive a thirty-five (35) minute preparation period, a thirty (30) minute duty free lunch and five (5) minutes to transition students between classes; and will remain in their classroom and work with the specialists when the specialist is in the classroom.

7.11.3(c) The Board will make a reasonable effort will be made to ensure that elementary preparation periods scheduled will be in effect the first through the last day of school.

7.11.3(d) The specialists will provide a grade for each student the specialist instructs.

7.11.4 A preparation period is that time in which a teacher is free to prepare lessons and/or meet what the teacher deems to be his/her professional responsibilities during the school day.

7.11.4(a) When an elementary teacher misses a preparation period due to the unavailability of a specialist, the teacher shall record the date and time of the lost preparation period, within five (5) days, on the tracking log in the Main Office.

7.11.4(b) If qualified staff become available (e.g. due to classes attending a field trip, assembly, special program, split class), teachers who are properly recorded as missing a preparation period may receive a make-up preparation period.

7.11.4(c) Make-up preparation periods are only for teachers with loss preparation periods properly recorded on the tracking log and will be assigned in chronological order.

7.11.4(d) Control and oversight of make-up preparation time will be by the principal or designee and will be reviewed with the building delegate or designee on a monthly basis.

7.11.4(e) Lost preparation periods are not carried over beyond the end of the school year.

7.12 Attendance Records - Teachers shall continue to be required to keep daily attendance records and to compile monthly attendance reports to be used by the computerized record keeping program.

7.13 Subject Areas

7.13.1 Academic subject area secondary and middle school teachers shall not be involuntarily assigned more than twenty-five (25) teaching periods per week.

7.13.2 The Board and the Association agree that it is educationally sound that middle and secondary school teachers, who work in departmental systems (except world language teachers), shall not teach more than two (2) subjects or have more than three (3) course preparations. Any exception to this rule must be made only by the Superintendent. The final step in the grievance procedure shall terminate with the

Board.

7.13.3 Non-academic subject teachers who are teaching six (6) periods will not be assigned homerooms.

7.14 Miscellaneous Meetings

7.14.1 Teachers shall attend five (5) in-service workshops scheduled by the Superintendent. Such workshops shall commence ten (10) minutes after the end of the school day, and will continue for two (2) hours. Two (2) of these workshops will be scheduled for individual school workshops with the agenda to be determined by the faculty of the school. If an in-service workshop falls on a professional activity day, the professional activity will begin following the end of the in-service workshop.

Teachers will be required to participate in two (2) professional activity periods per month, each of which shall be fifty (50) minutes in length and each of which shall extend the revised teacher workday by fifty (50) minutes. The agenda for such fifty (50) minute periods shall be to improve the instructional program and educational opportunities provided to the children of the City of Bridgeport through professional development activities conducted during these periods.

The agenda for one (1) such period per month shall be created by teachers. Teacher-directed agendas are to be submitted in advance, as agreed to by the teachers and administration, to school administration for approval to ensure continuity of school improvement goals, and shall be approved by the school administration to the extent it is consistent with the above-referenced goals. The teacher committee at each school must be designated and the administration notified in advance. Teaching staff may designate its own committee at each school. The committee shall set the agenda outside of work hours.

The content of the site-based activities will be directly related to school improvement plans, student work or teacher development. School officials will consult and collaborate with members of their staff in developing the on-going sessions/agendas.

7.14.2 Teachers are required to give four (4) sessions per year for report card conferences, two after the first quarter and two after the third quarter. These conferences will occur on one-session days. Teachers will be dismissed after a four (4) hour school day on these occasions.

7.14.3 Teachers are encouraged to attend Parent Advisory Council, Parent Teacher Student organization and/or School Governance Council meetings, if elected.

7.14.4 General school faculty meetings (not including department or grade level meetings) within individual schools shall be limited to ten (10) per year. All meetings shall begin within a reasonable amount of time after the scheduled student dismissal time, and teachers may leave such meetings one (1) hour after the meetings begin. If department or grade level meetings are held at a central location, teachers shall be

permitted twenty (20) minutes travel time before the start of each meeting.

- 7.14.5 The Superintendent shall meet regularly with three (3) representatives of the Association on at least a monthly basis, after the end of the instruction day, to discuss matters of mutual concern.
- 7.15 Job Descriptions - A copy of Job Description for Personnel in Administrative, Supervisory, Teaching and Auxiliary Assignments shall be made available on the District Human Resources website and will include the official title, function, responsibilities and specification profile for each job classification. Such electronic posting shall be developed through the cooperative efforts of the Association and the Superintendent's office.
- 7.16 Federally Funded Positions
- 7.16.1 Any new position created through Federal funds which the Board desires to fill shall be adequately posted within each school normally thirty (30) days but at least three (3) weeks prior to the appointment of this position. Teachers who desire consideration for jobs created through the use of Federal funds may submit a letter of application to the Assistant Superintendent for such posted position within the thirty (30) day posting period.
- 7.16.2 The Superintendent's office shall notify each school periodically during the school year of all newly created positions and vacancies and the job qualifications for each as well as the appointment of same.
- 7.16.3 Individuals in federally funded positions have the same tenure rights as all other teachers.
- 7.16.4 An opportunity shall be provided for one (1) representative chosen by the Association to participate in an advisory role in the initial planning of any school committee engaged in formulation programs or projects for the utilization of State or Federal Funds.

## **ARTICLE VIII**

### **PAYROLL DEDUCTIONS AND AGENCY SHOP**

- 8.1 Payroll Deductions - All of the following deductions are subject to the capabilities of the computer.
- 8.1.1 In addition to those payroll deductions required by law the following agencies are eligible for payroll deduction. All requests for deductions must be in writing on approved authorization forms.
- 8.1.2 A list of approved deductions is as follows:

Bridgeport Education Association  
Connecticut Education Association

National Education Association  
Tax Sheltered Annuity Plans (10)

- 8.1.3 Dues Deduction — Each of the Associations named in Section 8.1.2 above shall certify to the Board in writing the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board sixty (60) days written notice prior to the effective date of such change.
- 8.1.4 Deductions referred to in Section 8.1.2 above shall be made on the first pay day of each month. The Board shall not be required to honor for any month's deduction any authorizations that are delivered to it later than one (1) week prior to the distribution of the payroll from which the deductions are to be made.
- 8.1.5 No later than November 15 of each year, the Board shall provide the Association with a list of those employees who have voluntarily authorized the Board to deduct dues for any of the Associations named in Section 8.1.2 above. The Board shall make available to the Association a monthly list.
- 8.1.6 Payroll authorizations for Association dues shall be in full force and effect for so long as a teacher continues in the employ of the Board, but no longer than the duration of this Agreement. The Association agrees to indemnify, defend and hold the Board harmless for any action that might arise against the Board for compliance with dues deductions provisions of this Agreement.
- 8.1.7 Teacher Retirement Deductions - Deductions for Teacher Retirements shall be deducted from the first twenty (20) checks of the school year, in as nearly equal amounts as possible.
- 8.2 Dues Deduction and Service Fee Deduction
- 8.2.1 Conditions of Continued Employment - All members of the Bargaining Unit employed by the Board shall, as a condition of continued employment, join the Association or pay to the Association a service fee. Said service fee shall be equal to the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration and grievance adjustment.
- 8.2.2 Members - All members of the Bargaining Unit who elect to join the Association shall sign and deliver to the Association, if they have not already done so, an authorization for the payroll deduction of membership dues of the Bridgeport Education Association, the CEA and NEA. Employee authorization for dues deduction will be in writing. Said authorization shall continue in effect from year to year unless such teacher shall notify the Board and the Association in writing not later than thirty (30) days prior to the commencement of the school year. If said notice is timely delivered, it shall mean that in the coming school year said teacher shall pay the service fee as described in Section 8.2.1 above, and paid in accordance with Section 8.2.3 below.
- 8.2.3 Non-Members - For those members of the Bargaining Unit who have not joined the

Association and delivered said authorization card by October 1st, the Board agrees to deduct the annual service fee from their salaries through payroll deduction. The amount of said service fee shall be equal in amount to the proportion of Association dues uniformly required of members to underwrite the costs of collective bargaining, contract administration and grievance adjustment.

8.2.4 Subsequent Employment - Those members of the Bargaining Unit commencing employment after the date of execution of this contract shall, within thirty days (30) days of such commencement, sign and deliver to the Board an authorization card as described in Section 2 of this Article or fall under the provisions of Section 3 of this Article after such thirty (30) days.

8.2.5 Forwarding of Monies - The Board agrees to forward to the Association each month all monies deducted during that month for local dues and local service fee deduction. The Board further agrees to send each month, all monies deducted during that month for BEA, CEA and NEA dues and BEA, CEA/NEA service fee deduction to the Association.

8.2.6 Lists - No later than the first paycheck in October of each school year, the Board shall provide the Association with a list of all professional staff members of the Board and the positions held by said employees. The Board shall notify the Association monthly of any changes in said lists.

8.2.7 The right to refund the employee's monies deducted from their salaries 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.

8.2.8 The Association shall indemnify and save the Board and/or the town harmless against all claims, demands, suits, 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.

### 8.3 Information for Teacher Personnel Files

It is the responsibility of the teacher to provide the Personnel Office with all necessary personnel record documentation on an updated basis. A form will be distributed annually for each teacher to complete. Information to be provided will include a current address, degree information and dependent status. Forms will be available in each school office for teachers to update such information during the school year. Copies of all valid teaching certificates must also be provided by the teacher to the Personnel Office.

### 8.4 Teacher Personnel Files

8.4.1 Teacher Personnel files are maintained at Human Resources Department at Central Office and are the official personnel files of record. Other teacher documents, if

maintained, are kept in the school(s) the teacher is currently assigned.

- 8.4.2 Teachers have the right to review their personnel files and other documents, including documents kept at their school, concerning their performance and employment. This right does not include the right to review personal notes of administrators.
- 8.4.3 If documents concerning a teacher are to be added to the teacher personnel file, the teacher shall have an opportunity to review that information beforehand. No letter of discipline or notation of a disparaging nature (i.e. parent complaints) shall be placed in a teacher's personnel file unless a copy is provided to the affected teacher.

**ARTICLE IX**  
**ASSOCIATION BUSINESS**

- 9.1 Officers of the Association and the Building Delegates may use the office telephone to conduct official Association business provided that the calls will not be made during the teachers' class times. The number and length of calls will be kept to a minimum, and all calls will be local. If the Board determines that such use of the telephone impairs the administration or efficiency of the school system, this section may, at the Board's discretion, be revoked.
- 9.2 If requested by the Association, the Board will grant the President of the Association a one (1) year's leave of absence without pay for the purpose of attending to Association business. No later than June 1 of each year the Association shall notify the Superintendent in writing as to whether such leave will be taken for the next ensuing school year, and whether the leave will be either a full time release or a half-time (50%) release from professional duties. Upon expiration of such leave, the President shall be reinstated to his/her former position without loss of accrued seniority.
- 9.3 When it is necessary for official representatives of the Association to engage in Association activities directly relating to the Association's duties as representatives of the teachers, they shall be given such free time, without loss of pay, as is necessary to perform any such activities subject to the approval of the Superintendent of Schools. The Association, and its officers, recognize and agree that this privilege should not be abused.

**ARTICLE X**  
**GENERAL PROVISION**

- 10.1 Reduction in Force
  - 10.1.1 Preamble - The Board and the Association agree that while the primary consideration in determining the order of layoff of tenured teachers who are qualified by certification should be seniority, the responsibility of the Board requires that the impact of a reduction in force upon the educational program and its affirmative action obligations must also be considered.

- 10.1.2 Order of Layoff - When the Board determines that a reduction in professional staff is necessary, the following principles will be controlling:
- 10.1.3 Non-tenured teachers will be laid off before tenured teachers.
- 10.1.4 Less senior tenured teachers will be laid off before more senior tenured teachers who are qualified by certification, seniority to be determined by length of continuous service from most recent date of hire.
- 10.1.5 A teacher who will be laid off under this procedure shall have the option to replace a less senior teacher whose position he/she is qualified by certification to fill.
- 10.1.6 The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits or other forms of liability that might arise out of or by reason of action taken or not taken by the Board for the purpose of complying with the provisions of this Section.
- 10.1.7 Education Program Consideration - The strict application of seniority under Section A above may be modified in any individual case where necessary to maintain a sound educational program if the Superintendent so determines.
- 10.1.8 Recall - Laid off tenured teachers shall be recalled in seniority order to vacant positions which they are qualified by certification to fill and which the Board desires to fill. No new teacher shall be hired to fill a position which a laid off teacher is qualified by certification to fill. The teacher's recall rights shall expire if he/she is not recalled within three (3) years of the date of layoff; and the recall rights shall also expire if the teacher fails or declines to return to a position to which the teacher is recalled. The teacher must keep the Board notified of his/her current address at all times. The Board's obligation of notification of recall shall be limited to contacting the teacher at the latest address on file with the Board.
- 10.1.9 Affirmative Action - These procedures shall not operate with respect to any teacher where it would conflict with the Board's legal obligation to preserve affirmative action.
- 10.1.10 Grievance Procedure - Grievances arising under this Article shall be processed as follows:
- a. The initial submission shall be by the Association to the Superintendent.
  - b. If the grievance is not resolved within ten (10) school days, the Association may submit it to binding arbitration.
    - (i) The arbitrator for this article shall be determined by the then existing rules and regulations of the American Arbitration Association.
    - (ii) The authority of the arbitrator shall be in all respects the same as in Article III.

- 10.2 New Employees - Names and addresses of newly hired teachers will be provided to the Association following the School Board approval of their contract.
- 10.3 Clerks - Effective September 1, 1971, a minimum of one (1) full-time clerk will be assigned to each school in the System.
- 10.4 Student Teachers - Student teachers will be assigned only to tenured teachers. Student teachers will be assigned only to those teachers requesting the same.
- 10.5 Student Discipline
- 10.5.1 It is recognized that the responsibility for immediate discipline in the classroom is rightfully that of the teacher.
- 10.5.2 The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom within the limitation of law. The Board further recognizes that the teacher may not fairly be expected to assume the full responsibility of students who are willfully and repeatedly disruptive. Whenever, in the professional judgment of the teacher, in consultation with the administration and other teachers, it appears that a particular pupil requires the attention of special counselors or other professional persons, the principal will notify the Assistant Superintendent who shall investigate the matter and then take whatever steps he deems appropriate. Written disposition will be given to the teacher making the referral.
- 10.5.3 Procedure for suspension of students from class and/or school shall be distributed to students, teachers, and parents each year. School authorities will endeavor to achieve correction of student misbehavior through counseling and interviews with the child and his/her parents when warranted.
- 10.5.4 The Board will issue to all professional employees no later than the first day of each school year the policy regarding student discipline.
- 10.6 Security Duty
- No teacher shall be assigned supervisory duties for security purposes. A security assignment is defined to mean when a teacher is assigned to deal with intruders.
- 10.7 Retirement Incentive - If the Board offers a retirement incentive, the Board and the Association will negotiate the terms of the plan, including participation, procedure and benefits.

**ARTICLE XI**  
**TEACHER EVALUATION AND DISCIPLINE**

- 11.1 Increments - If an increment is going to be withheld, the individual will be notified prior to June 1 of the preceding school year.

- 11.2 Teacher Discipline - No teacher will be reprimanded, suspended, deprived of his/her professional advancement or given an adverse evaluation of his/her professional service without just cause.
- 11.3 This entire Article shall be subject to the Grievance Procedure. Except as provided in Section 10-151 of the General Statutes, the private and personal life of a teacher is not within the appropriate concern or attention of the Board, and teachers will be entitled to full rights of citizenship; and no political or religious activities of any teacher or lack thereof will be grounds for any discipline or discrimination with respect to the professional employment of such teacher.

## **ARTICLE XII** **TEACHING HOURS**

- 12.1 Any member of the bargaining unit ordered to work by the Superintendent or designated agent thereof beyond the 186 school calendar year, except when such work should have been completed during said 186 school calendar, shall be paid in accordance with past practice. It is understood and agreed that this provision shall not apply to orientation.
- 12.1.1 The parties agree the contractual work year shall be 186 days.
- 12.2 Per Diem Compensation - Every member of the bargaining unit covered by this contract shall be compensated at a per diem rate based on the teacher's yearly salary for every day added to the school calendar over 186 days provided that this Section does not take precedence over provisions in this contract and in the footnotes to the Salary Schedules regarding new teacher orientation and teachers in Group V.
- 12.3 Teaching Hours - If, the Board in its discretion, lengthens the school day beyond the six (6) hours and fifty-two (52) minutes at the high school level or six (6) hours and thirty-five (35) minutes at the elementary or middle school level; it shall compensate professional staff members at the rate of compensation based upon a pro rating of the staff members' annual salary equal to a percentage of the time the school day is extended.

Effective July 1, 2003, the teacher workday shall be revised to end five (5) minutes earlier than the teacher workday in the 2002-2003 school year.

In addition, teachers, as professional individuals, will be expected to be in their rooms long enough before the pupils have arrived, and to remain in school long enough after their instructional day to fulfill their professional responsibility.

- 12.4 All new teachers are required to give twenty-four (24) hours without pay for in-service training throughout the year. Training sessions will be scheduled by the Board and will be no longer than four (4) hours and no less than two (2) hours in length. The Board will consult with the Association should there be any modifications to this schedule.

**ARTICLE XIII**  
**FINGERPRINTING/BACKGROUND CHECKS**

13.1 The Board shall pay the cost associated with a fingerprinting and/or criminal history records check required of any current teacher, unless the results of the fingerprinting/criminal history records check reveal a prior criminal arrest and/or conviction that may have a bearing on the Board's decision to continue to employ and/or discipline such teacher. Current teacher does not include substitutes, even if the substitute worked previously for the Board; nor does it include new teachers who have undergone a fingerprinting and/or criminal history records check as part of their application process.

**ARTICLE XIV**  
**DURATION**

14.1 The provisions of this contract shall remain in full force and effect from July 1, 2017 through June 30, 2020.

BRIDGEPORT BOARD OF  
EDUCATION

BRIDGEPORT EDUCATION  
ASSOCIATION

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

**THIS COLLECTIVE BARGAINING AGREEMENT WAS ENTERED ON THE  
RECORD AS A STIPULATED INTEREST ARBITRATION AWARD AT THE  
INTEREST ARBITRATION HEARING ON JANUARY \_\_\_\_, 2017.**

**APPENDIX A  
Teachers' Salary Schedule  
2017-2018**

<b><u>Step</u></b>	<b><u>BA</u></b>	<b><u>MA</u></b>	<b><u>6TH YR</u></b>
1	0	0	0
2	43,602	44,873	45,296
3	44,873	46,142	46,565
4	46,142	47,412	47,836
5	48,048	49,740	50,799
6	49,529	52,070	53,762
7	51,222	54,127	56,022
8	52,915	56,443	58,970
9	54,608	59,392	63,183
10	56,302	62,341	67,395
11	57,995	65,288	71,608
12	59,857	68,237	75,819
13	64,094	73,965	81,798
14	71,477	83,362	91,818

There shall be no step movement for the 2017-2018 year.

**APPENDIX A**  
**Teachers' Salary Schedule**  
**2018-2019**

<b><u>Step</u></b>	<b><u>BA</u></b>	<b><u>MA</u></b>	<b><u>6TH YR</u></b>
1	0	0	0
2	0	0	0
3	44,873	46,142	46,565
4	46,142	47,412	47,836
5	48,048	49,740	50,799
6	49,529	52,070	53,762
7	51,222	54,127	56,022
8	52,915	56,443	58,970
9	54,608	59,392	63,183
10	56,302	62,341	67,395
11	57,995	65,288	71,608
12	59,857	68,237	75,819
13	64,094	73,965	81,798
14	68,322	79,289	87,497
15	72,549	84,612	93,196

All teachers will increase one step.

**APPENDIX A**  
**Teachers' Salary Schedule**  
**2019-2020**

<b><u>Step</u></b>	<b><u>BA</u></b>	<b><u>MA</u></b>	<b><u>6TH YR</u></b>
1	0	0	0
2	0	0	0
3	44,873	46,142	46,565
4	46,142	47,412	47,836
5	48,048	49,740	50,799
6	49,529	52,070	53,762
7	51,222	54,127	56,022
8	52,915	56,443	58,970
9	54,608	59,392	63,183
10	56,302	62,341	67,395
11	57,995	65,288	71,608
12	59,857	68,237	75,819
13	64,094	73,965	81,798
14	68,322	79,289	87,497
15	73,637	85,881	94,594

All teachers not on max step will increase one step.

**APPENDIX B**  
**Teachers' Salary Schedule**  
**Board of Education**  
**Bridgeport, Connecticut**

1. Members of the unit who hold a Ph.D. degree shall receive an additional \$750.00 above their regular salary. This stipend shall not be available for teachers hired on or after July 1, 2014.
2. The salaries of Teachers in Group V who function as such shall be six percent (6%) higher than non-Group V teachers on the same class and step.
3. Group V teachers will be on the regular teachers' salary schedule with the addition of up to one additional (1) week (five (5) working days) for which they will receive a per diem pay rate of 1.2% of salary per day. These additional days can be assigned to include time after school closes and/or before the opening of the new school year. These days will be assigned at the discretion of the Administrator to whom each person in Group V is immediately responsible.

**APPENDIX C  
Coaches' Salaries**

The annual stipend for serving in the following coaching positions shall be as listed below.

<b><u>Sport/Activity</u></b>	<b><u>2017-18</u></b>	<b><u>2018-19</u></b>	<b><u>2019-20</u></b>
Athletic Director	\$5,825	\$5,854	\$5,883
Football			
Head Varsity	\$5,689	\$5,718	\$5,746
Assistant Varsity	\$3,657	\$3,675	\$3,694
Jr. Varsity	\$3,657	\$3,675	\$3,694
Fresh Head	\$2,709	\$2,723	\$2,737
Fresh Assistant	\$2,709	\$2,723	\$2,737
Basketball			
Head Varsity	\$5,418	\$5,445	\$5,472
Jr. Varsity	\$3,590	\$3,608	\$3,626
Freshman	\$2,438	\$2,450	\$2,463
Baseball			
Head Varsity	\$4,606	\$4,629	\$4,652
Jr. Varsity	\$2,844	\$2,858	\$2,873
Freshman	\$2,371	\$2,383	\$2,395
Softball			
Head Varsity	\$4,606	\$4,629	\$4,652
Jr. Varsity	\$2,844	\$2,858	\$2,873
Freshman	\$2,371	\$2,383	\$2,395
Track & Field			
Head Coach	\$4,063	\$4,084	\$4,104
Assistant Coach	\$2,574	\$2,587	\$2,600
Cross Country			
Head Coach	\$2,980	\$2,995	\$3,010
Swimming			
Head Coach	\$3,387	\$3,404	\$3,421
Golf			
Head Coach	\$2,709	\$2,723	\$2,737
Tennis			
Head Coach	\$2,709	\$2,723	\$2,737

<b><u>Sport/Activity</u></b>	<b><u>2017-18</u></b>	<b><u>2018-19</u></b>	<b><u>2019-20</u></b>
Bowling			
Head Coach	\$2,709	\$2,723	\$2,737
Soccer			
Head Coach	\$3,522	\$3,539	\$3,557
Asst. Coach	\$2,438	\$2,450	\$2,463
Volleyball			
Head Coach	\$3,522	\$3,539	\$3,557
Asst. Coach	\$2,438	\$2,450	\$2,463
Wrestling			
Head Coach	\$4,063	\$4,084	\$4,104
Cheerleader			
Advisor	\$2,709	\$2,723	\$2,737
Middle School Level			
Intramural Coaches	\$490	\$493	\$495

## APPENDIX C - 1

### **Hiring Criteria for Coaches:**

1. In the selection of coaches and their assistants the District will use a formalized interview and selection procedure.
2. When filling a coaching vacancy, the most qualified candidate will be selected, provided that where two or more candidates are equally most qualified, the equally most qualified candidate who is a teacher within the Bridgeport Public Schools system shall be given preference.
3. The Board reaffirms its policy of providing coaching employment opportunities on an equal opportunity basis.

**APPENDIX CC**  
**Extra Curricular Activities**  
**Compensation Schedule**

<b><u>Activity</u></b>	<b><u>2017-18</u></b>	<b><u>2018-19</u></b>	<b><u>2019-20</u></b>
Band Director	\$2,192	\$2,203	\$2,214
Drama Coach	\$1,863	\$1,873	\$1,882
Gospel Choir Director	\$876	\$881	\$885
Faculty Advisor			
Senior	\$1,096	\$1,102	\$1,107
Junior	\$876	\$881	\$885
Sophomore	\$657	\$661	\$664
Freshman	\$548	\$550	\$553
Student Council Advisor	\$822	\$826	\$830
Yearbook Advisor	\$878	\$881	\$885
Newspaper Advisor	\$713	\$716	\$720
Choral Director	\$1,370	\$1,377	\$1,384
Chess Club	\$548	\$550	\$553
Debate Team Advisor	\$1,863	\$1,873	\$1,882
NEDC Advisor	\$1,863	\$1,873	\$1,882
Academic Decathlon Advisor	\$876	\$881	\$885
JETS Advisor	\$657	\$661	\$664
Literary Magazine Advisor	\$657	\$661	\$664
National Honor Society Advisor	\$876	\$881	\$885
Community Service Advisor (Key Club, Interact, etc.)	\$876	\$881	\$885
Young Educators Society Advisor	\$438	\$440	\$443

**APPENDIX D**  
**Teacher's Contract**  
**Office of the Board of Education**  
**Bridgeport, Connecticut**

The Board of Education of the City of Bridgeport, Connecticut, hereby agrees to employ \_\_\_\_\_, (in whom the term "teacher" hereinafter refers) who hereby agrees to serve, under the direction of the Superintendent of Schools, as a \_\_\_\_\_ in the Public Schools of Bridgeport, for the school year beginning \_\_\_\_\_, 20\_\_\_\_, and ending June 30, 20\_\_\_\_, subject to the conditions stated below.

In accordance with the provisions of the prevailing salary schedule of the Board of Education for Bridgeport, the Board has voted and hereby agrees to pay said teacher, and said teacher hereby agrees to accept, for services during the above-stated period, an annual salary of \$ \_\_\_\_\_ in \_\_\_\_\_ periodic installments, payable bi-weekly beginning \_\_\_\_\_ 20 \_\_\_\_, and subject to required deductions for the State Teacher's Retirement Fund and the United States Withholding Tax, and other agreed-to deductions which the teacher may in writing authorize.

This contract shall be renewed annually by operation of law at a salary as determined by the salary schedule as approved by the Board of Education during the period of said teacher's first four years of continuous employment by said Board, unless the teacher has been notified in writing prior to May first, in one school year that the contract will not be renewed for the following year.

- (1) This contract is subject to the Statutes of the State of Connecticut, to the rules and regulations of the Bridgeport Board of Education, and to the terms of the Bridgeport Civil Service Law (No. 407 of the Special Acts of 1935) and as amended.
- (2) This contract may be terminated by mutual consent at any time.
- (3) The teacher may resign for good reason by submitting at least thirty days' written notice at any time except during the month of August, during which month, unless the contract has been terminated by mutual consent or Board action, the teacher will accept employment with no other Board of Education in Connecticut; provided that in the event no salary agreement for the ensuing year has been signed by August first, the limitation on the teacher resigning during the month of August shall not be binding until such an agreement has been signed.

(4) This contract shall become effective if properly signed in duplicate and one copy returned to the office of the Superintendent of Schools on or before \_\_\_\_\_, 20\_\_.

SIGNED:

Board of Education of Bridgeport

Teacher \_\_\_\_\_

By \_\_\_\_\_  
Superintendent

Date \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX E**  
**Office of the Board of Education**  
**Bridgeport, Connecticut**  
**Annual Salary Agreement**

NAME: \_\_\_\_\_ EMPLOYEE NUMBER: \_\_\_\_\_  
POSITION: \_\_\_\_\_  
DISTRIBUTION: \_\_\_\_\_  
NUMBER OF PAYS: \_\_\_\_\_ GROUP: \_\_\_\_\_  
ANNUAL SALARY RATE: \_\_\_\_\_ EDUC. CLASS: \_\_\_\_\_ STEP: \_\_\_\_\_  
SALARY AGREEMENT  
PERIOD: \_\_\_\_\_  
CONTRACT  
WITH:  
CONTRACT  
DATED:  
CONTRACT  
PERIOD:

DATE OF HIRE: \_\_\_\_\_  
SICK LEAVE CREDIT DAYS AS  
OF: \_\_\_\_\_

The above named employee in the public schools of the City of Bridgeport, Connecticut, is hereby notified that the Board of Education of said City has voted and hereby agrees, under the terms of the contract indicated, and in accordance with the provisions of the prevailing salary schedule of the Board of Education for said City, to pay said employee as shown above.

All salaries are subject to required deductions for the State Teachers' Retirement Fund, State and Federal Withholding Tax, and other agreed-to deductions which the employee may in writing authorize.

**As per Teacher's/Administrator's Initial Contract, No. 3:**

The teacher/administrator may resign for good reason by submitting at least thirty days' written notice at any time except during the month of August, during which month, unless the contract has been terminated by mutual consent or Board action, the teacher/administrator will accept employment with no other Board of Education in Connecticut; provided that in the event no salary agreement for the ensuing year has been signed by August first, the limitation on the teacher's/administrator's resigning during the month of August shall not be binding until such an agreement has been signed.

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

This salary agreement shall become operative when properly signed in duplicate and one copy returned by the employee to the office of the Superintendent of Schools. If not signed and

returned by the employee within ten days of the below date, a written statement of the reason must be submitted to the office of the Superintendent.

SIGNED:

Board of Education of Bridgeport

Employee \_\_\_\_\_

By \_\_\_\_\_  
Superintendent

Date \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX F**  
**Side Letter of Understanding on Committee on Substitutes**

Parties will form a non-negotiation committee to focus on substitute coverage and allocation issues.

Board of Education of Bridgeport

Bridgeport Education Association

By \_\_\_\_\_  
President, Duly Authorized

By \_\_\_\_\_  
President, Duly Authorized

Date \_\_\_\_\_

Date \_\_\_\_\_