

# **PROFESSIONAL AGREEMENT**

between the

**PUTNAM BOARD OF EDUCATION**

and the

**PUTNAM EDUCATION ASSOCIATION**

2020 – 2023

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THIS AGREEMENT IS MADE AND ENTERED INTO by and between the **Putnam Board of Education** (hereinafter referred to as the "Board") and the **Putnam Education Association** (hereinafter referred to as the "Association").

## **ARTICLE I**

### **PREAMBLE**

- A. This Agreement was negotiated under Section 10-153b through 10-153f of the General Statutes of the State of Connecticut as amended in order:
  - 1. To fix for its term the salaries and other conditions of employment provided herein, and
  - 2. To encourage and abet effective and harmonious working relationships between the Board of Education and the professional staff in order that the cause of public education may be served.
- B. This Agreement will constitute the policy of the Board of Education in the subject areas covered by the Agreement for the duration of the Agreement unless changed by the mutual consent of both the Board of Education and the Putnam Education Association. Such mutual consent to change shall be in writing. Previously adopted policies of the Board of Education rules or regulations that are in conflict with this Agreement are superseded by this Agreement.

## **ARTICLE II**

### **RECOGNITION**

- A. The Board hereby recognizes the Association as the exclusive representative as defined in Section 10-153b through 10-153f of the Connecticut General Statutes as amended, for the group of certified professional employees who are employed by the Board in positions requiring a teaching, durational shortage area permit, or other certificate and are not included in the administrators' unit or excluded from the purview of Sections 10-153a to 10-153n, inclusive.
- B. **Durational Shortage Area Permit (DSAP)**
  - 1. Teachers holding a DSAP shall be covered by all the terms and conditions of the collective bargaining Agreement, except as follows:
    - a. Tuition Reimbursement (Article XV).
    - b. Vacancies, Assignments and Transfers (Article XX).
    - c. Reduction in Professional Staff (Article XXIII).
  - 2. A DSAP holder shall not accrue seniority or length of service for any purpose in the Putnam School System. Notwithstanding the foregoing, if a DSAP holder becomes certified as a

teacher and is retained by the Board as an employee after receiving such certification, then the individual shall be credited with seniority and length of service for all purposes under this Agreement, retroactive to the first date of hire by the Board.

3. The Board shall have the right not to renew and/or to terminate the employment of a DSAP holder, and the DSAP holder shall have no right to file and/or pursue a grievance under this Agreement with respect to such action.

C. **Substitute Teachers**

1. A "substitute teacher" shall be defined as certified individual employed to fill temporarily a position covered by his/her certification held by a member of the bargaining unit while that member is on medical, maternity, or other leave, or to fill temporarily a position vacated by a bargaining unit member until a permanent replacement is employed.
2. Substitute teachers employed for fewer than forty (40) consecutive school days in the same assignment in any given school year shall be paid at a daily rate set by the Board and receive no benefits under this Agreement.
3. Substitute teachers employed for more than forty (40), but fewer than ninety (90) consecutive school days in the same assignment shall be paid per diem in accordance with the first step of the bachelor salary schedule and receive no benefits under this Agreement.
4. After ninety (90) or more consecutive school days in the same assignment, substitute teachers shall be covered by all the terms and conditions of this Agreement for the duration of the assignment with all benefits (including, but not limited to, salary, sick days, personal leave, etc.) being pro-rated according to the percentage of the remaining school year.

**ARTICLE III**  
**PROFESSIONAL NEGOTIATION**

- A. Not later than two hundred ten (210) days prior to the budget submission date of the year succeeding the expiration of this Agreement, the Board agrees to negotiate in good faith with the Association, pursuant to Section 10-153b through 10-153f of the General Statutes as amended, in accordance with the procedures set forth herein, to secure a Successor Agreement relative to matters concerning salaries and other conditions of employment. The Agreement so negotiated shall bind and inure to the benefit of the Board and all members of the unit, and shall be reduced to writing and signed by the Board and the Association.
- B. During negotiations, the Board and the Association shall exchange relevant data, points of view, and proposals and counter-proposals with respect to salaries and any other conditions of employment about which either party wishes to negotiate. 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 negotiations.

#### **ARTICLE IV**

#### **MANAGEMENT RIGHTS**

- A. The Board reserves and retains, solely and exclusively, all its rights, express or implied, to manage the school system and its employees as such rights existed prior to the execution of this Agreement. The Association agrees that the functions and rights of management belong solely to the Board and that the Association will not interfere with the Board's exercise of these rights and functions.

B. **Enumerated Rights**

The exclusive functions and rights of the Board include, but are not restricted to, the right to: direct the operation of the public schools in the system in all aspects; select and employ new personnel; manage the school system and the direction of its work force; determine methods and levels of financing and budget allocation; provide, when necessary, for the transportation of students; designate the schools to be attended by the children in the system; establish the number of schools to be utilized by the system; maintain good public elementary and secondary schools and provide such other educational activities as in its judgment will best serve the interests of the system to give the children of the system as nearly equal advantages as may be practicable; maintain and operate buildings, lands, apparatus and other property used for school purposes; decide the textbooks to be used; make rules for the arrangement, use and safekeeping of the school libraries and to approve the books selected therefore; prepare and submit budgets and, in its sole discretion, expend monies appropriated to the Board for the maintenance and operation of the schools, and to make such transfers of funds within the appropriated budget as it shall deem desirable; determine, and from time to time redetermine, the number of Board personnel and the methods and materials to be employed; select and determine the qualifications of teachers required to promote the efficient operation of the school system; distribute work to teachers in accordance with the job content and job requirements determined, and from time to time redetermined, by the Board; establish assignments for teachers; transfer teachers; determine the procedures for promotion of teachers; create, enforce and, from time to time, change rules and regulations concerning discipline of teachers; discipline, suspend or discharge teachers; and, otherwise take such measures as the Board may determine to be necessary to promote the orderly, efficient and safe operation of the school system.

C. **Unenumerated Rights**

The listing of specific rights in subsection (B) of this Section is not intended to be all inclusive, restrictive or a waiver of any rights of the Board not listed which have not been expressly and specifically surrendered herein, whether or not such rights have been exercised by the Board in the past.

## **ARTICLE V**

### **GRIEVANCE PROCEDURE**

#### **A. Purpose**

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise affecting the welfare or working conditions of teachers. Both parties agree that proceedings shall be kept as confidential as is appropriate.

#### **B. Definitions**

1. "Grievance" shall mean a claim based upon an event or condition which affects the welfare or conditions of employment of a teacher or group of teachers and/or conditions of employment of a teacher or group of teachers and/or arising from the language of this Agreement or an alleged breach thereof.
2. "Teacher" shall mean any certified professional employee covered by this Agreement, and may include a group of teachers similarly affected by a grievance.
3. "Days" shall mean days when school is in session, except during summer recess when "days" shall mean business days.

#### **C. Time Limits**

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each step shall be considered as a maximum. The time limits specified may, however, be extended by written agreement of the Board and the Association.
2. If a teacher does not file a grievance in writing within thirty (30) days after he/she knew, or should have known, of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the aggrieved teacher at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.
4. Failure by the Administration/Board to specifically deny a teacher's grievance within the specified time limits shall permit the teacher to process the grievance to the next level.

#### **D. Informal Procedure**

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

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

E. **Formal Procedure**

1. **Level One - School Principal**

- a. If an aggrieved teacher is not satisfied with the outcome of informal procedures, or if he/she has elected not to utilize such procedures, he/she may present his claim as a written grievance to his/her principal or other appropriate administrator.
- b. The principal shall, within five (5) days after receipt of the written grievance, render his/her decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the Association.

2. **Level Two - Superintendent of Schools**

- a. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level One, he/she may file his/her written grievance with the Association for referral to the Superintendent of Schools.
- b. The Association shall, within eight (8) days after the decision at Level One or within thirteen (13) days after the Level One presentation, refer the grievance to the Superintendent.
- c. The Superintendent shall, within ten (10) days after receipt of the referral, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance.
- d. The Superintendent shall, within five (5) days after the hearing, render his/her decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the Association.

3. **Level Three - Board of Education**

- a. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level Two, he/she may file the grievance again with the Association for appeal to the Board.
- b. The Association shall, within six (6) days after decision, or within nine (9) days after the Level Two hearing, refer the appeal to the Board.
- c. The Board shall, within ten (10) days after receipt of the appeal, meet with the aggrieved teacher and with representatives of the Association for the purpose of resolving the grievance.



- d. The Board shall, within five (5) days after such meeting, render its decision and the reasons therefore in writing to the aggrieved teacher, with a copy to the Association.

4. Level Four - Arbitration

- a. If the aggrieved teacher is not satisfied with the disposition of his/her grievance at Level Three, he/she may, within five (5) days after the decision, or within ten (10) days after the Board meeting, request in writing to the President of the Association that his/her grievance be submitted to arbitration. No teacher, or a group of teachers, may proceed to arbitration on his/her/their own. Only the Association may submit a grievance to arbitration.
- b. The Association may, within five (5) days after receipt of such request, submit the grievance to arbitration by so notifying the Board in writing.
- c. The Association may, within five (5) days after such written notice, submit the grievance to arbitration by filing a demand for arbitration to the American Arbitration Association (AAA) or, by mutual agreement of the parties, to the American Dispute Resolution Center (ADRC) and either AAA or ADRC shall immediately be called upon to select the single Arbitrator in accordance with their procedures and guidelines.
- d. The Arbitrator selected shall confer promptly with representatives of the Board and the Association and shall hold such further meetings as he/she shall deem requisite.
- e. The Arbitrator shall, render his/her decision in writing to the Board and the Association, setting forth his/her findings of fact, reasoning, and conclusions on the issue submitted. The decision of the Arbitrator shall be final and binding upon the Board and the Association.
- f. The costs for the services of the Arbitrator shall be borne equally by the Board and the Association.
- g. The Arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/She can add nothing to nor subtract anything from the Agreement between the parties. The Arbitrator shall be limited to the decision of only one (1) grievance at a time.

F. Rights of Teachers to Representation

- 1. No reprisals of any kind shall be taken by either party or by any member of the administration against any participant in the grievance procedure by reason of such participation.
- 2. Any teacher may be represented at Levels Two and Three of the formal grievance procedure by a person of his/her own choosing, except that he/she may not be represented

by a representative or by an officer of any teacher organization other than the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the procedure.

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

G. Miscellaneous

1. All documents, communication and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
2. Forms for filing and processing grievances, and other necessary documents, shall be prepared by the Superintendent, with the approval of the Association, and made available through the Association so as to facilitate operation of the grievance procedure.

**ARTICLE VI**  
**SCHOOL YEAR**

The compensation for every member of the bargaining unit covered by this Agreement shall be on the basis of a one hundred eighty-seven (187)-day school year. Compensation for additional days beyond one hundred eighty-seven (187) when a teacher is asked to perform specific duties shall be at a rate mutually agreed to by the Board and the Association. All newly hired teachers will be required to attend an orientation program for up to three (3) days without any additional compensation. If the administration desires the utilization of any additional days beyond the three (3) days, the teacher(s) shall be compensated at the teacher's daily rate of pay.

**ARTICLE VII**  
**DUTY FREE LUNCH**

Each professional covered by this Agreement shall have a guaranteed duty-free period for lunch at least twenty-five (25) minutes in length.

**ARTICLE VIII**  
**ANNUITY PLAN**

- A. Teachers shall be eligible to participate in a "tax sheltered" annuity plan established pursuant to United States Public Law No. 87-370.
- B. Remittance will be through one (1) agency only.

## **ARTICLE IX**

### **PROTECTION OF TEACHERS**

- A. Teachers 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.
- B. Such report shall be forwarded through the Superintendent to the Board which shall comply with any reasonable requests from the teacher for information in its possession not privileged under law which relates to the incident or the persons involved.
- C. The Board agrees to provide legal counsel to defend any teacher in any action arising out of an assault on a teacher or out of any disciplinary action taken against a student by a teacher, and in any action arising out of any claim, demand, suit, or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to or death of any person, or in accidental damage to or destruction of property, within or without the school building, providing such teacher, at the time of the accident resulting in such injury, damage or destruction, was acting in the discharge of his duties within the scope of his employment or under the direction of the Board.
- D. If criminal, civil or administrative proceedings are brought against a teacher alleging that he/she committed an assault in connection with his/her employment, the Board shall furnish legal counsel to defend him/her in such proceedings.
- E. Whenever a teacher is absent from school as result of personal injury caused by an assault arising out of and in the course of his/her employment, he/she shall be paid his/her full salary for the period of such absence without having such absence charged to his/her annual or accumulated sick leave. Any amount of salary payable pursuant to this Section shall be reduced by the amount of any workers' 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 teacher examined by a physician during which time the teacher is temporarily disabled from performing his/her duties.
- F. Any complaint made against a teacher, which may adversely affect the teacher, by a parent, student, or other person shall be called to the attention of the teacher. In no case shall any unverified anonymous complaint be placed in any teacher's file .

## **ARTICLE X**

### **LEAVES OF ABSENCE**

#### **A. Personal Injury Leave**

Whenever a teacher is absent from school as a result of personal injury caused by an accident arising out of and in the course of his/her employment, he/she shall be paid his/her full salary

(less the amount of any workers' compensation award made for temporary disability due to said injury) for no more than one (1) calendar year, and no part of such absence shall be charged to his/her annual or accumulated sick leave.

B. Days of Absence

1. Sick Leave

- a. Teachers under contract will be allowed fifteen (15) days of absence for personal sickness each year with full pay. If a personal sickness extends for five (5) or more consecutive workdays, a doctor's note substantiating the sickness is required. The doctor's note is to be from the teacher's primary care physician or specialist.
- b. Days of absence for personal sickness may become cumulative to a maximum of one hundred seventy-two (172).
- c. A statement of cumulative days to a teacher's credit for personal sickness will be available to the teachers electronically.

2. Family Illness Days

Teachers may use up to three (3) accumulated sick days for family illness. Leave pursuant to this provision shall be in situations where initially the leave does not qualify for FMLA leave, i.e. less than three (3) consecutive days and where the sick family member is not necessarily under the continuing treatment of a health care provider. Family member shall be defined as the teacher's spouse, child, or domestic partner domiciled in the teacher's household.

3. Personal Leave

- a. In addition to sick leave, a total of five (5) personal days will be allowed each year. These days can be used for business that cannot be conducted outside the contractual school days or family obligations. Requests to use a personal day must be approved by the Superintendent or designee, at least forty-eight (48) hours in advance, unless it is an emergency. A reason for the request will be required.
  - b. Personal days may not be taken before or after holidays or vacations unless prior approval of the Superintendent is obtained.
4. When the days of absence, as specified in Paragraphs 1 and 2 are used up and with the approval of the Superintendent, the teacher, when absent, will lose a full day's pay which will be figured as one-one hundred and eighty-seven (1/187) of the year's salary.
5. Days of absence for serious observation of, and participation in, religious holidays, professional meetings and conventions, will be outside other considerations, and will be granted at the discretion of the Superintendent of School.

6. One of the Association Board of Director members will be allowed two (2) professional days annually to attend meetings.

C. **Military Leave**

Military Leave shall be in accordance with Connecticut General Statute 7-462.

D. **Jury Duty**

Any teacher who is called for jury duty shall receive the necessary paid leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. After five (5) days, the teacher shall receive a rate of pay equal to the difference between the professional salary and the jury fee.

E. **Child Bearing and Child Raising Leave**

1. Leaves relating to pregnancy shall fall into two (2) categories. First, leave for the teacher who is absent from work due to disability related to childbirth or pregnancy. Second, leave which the Board may grant for purposes of child raising.

2. **Leave of Absence for Child Bearing:**

Child bearing leave shall be treated as any other physical disability for the purposes of this Agreement and shall be granted in accordance with all applicable state and federal statutes.

3. **Leave of Absence for Child Raising:**

- a. A teacher who parents or adopts a child during the school year may request a leave of absence for child raising purposes. The teacher may not be employed elsewhere during such leave.
- b. A teacher on child raising leave shall not be paid and all sick leave and other benefits will cease, except as otherwise provided by then-existing state and/or federal law.
- c. A teacher who parents or adopts a child after April 1<sup>st</sup> of a school year may request that the child raising leave extend the entire following school year.
- d. A teacher who parents or adopts a child prior to April 1<sup>st</sup> shall return from child raising leave to his/her teaching duties the following September.
- e. All leaves will be provided for in accordance with all existing state and federal regulations.

F. **Federal Medical Leave Act (FMLA)**

Any teacher who qualifies and takes an unpaid leave of absence under FMLA in order to care for a

member of the family may substitute up to a maximum of six (6) weeks of accumulated sick leave, minus fifty dollars (\$50) per day, as provided for in Section B (Days of Absence), Paragraphs 1 and 2, herein. Personal leave days may be substituted as well without the fifty-dollar (\$50) deduction. Any accumulated sick or personal leave days used for an illness in the family which qualifies as FMLA leave shall count against the twelve (12) weeks of FMLA leave to which the teacher is entitled.

G. **Bereavement Leave**

In the event of the death of an immediately family member, a teacher shall be permitted three (3) days of absence per occurrence, without the loss of pay and deducted from the teacher's sick leave accumulation prescribed for in Section B2, herein. Immediate family shall be defined as the teacher's spouse, parent, step-parent, child, step-child, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, uncle, aunt or domestic partner domiciled in the teacher's household. Notwithstanding the foregoing, the use of Bereavement Leave shall not affect any teacher's yearly attendance incentive prescribed for in Article XI (Unused Sick Leave), Section B (Annual Sick Day/Personal Leave Payment).

**ARTICLE XI**  
**UNUSED SICK LEAVE**

A. **Severance Payment**

1. For all teachers hired prior to July 1, 2011, and who have accumulated one hundred fifty (150) or more sick days, upon retirement or leaving the Putnam Public School System after a minimum of twenty (20) consecutive years of employment, a teacher shall receive payment for unused sick leave at the rate of twenty dollars (\$20) per day, for each day of unused sick leave beyond the one hundred fifty (150) accumulated days.
2. The maximum number of sick days beyond the accumulated one hundred fifty (150) sick days for which payment is made shall be capped at the teacher's current level as of July 1, 2011.
3. For teachers hired after July 1, 2011, there shall be no payout for unused sick days.

B. **Annual Sick Day/Personal Leave Payment**

1. Any teacher who takes no sick/personal leave days during a school year shall receive a seven hundred fifty-dollar (\$750) payment at the end of that current school year. All the allotted unused sick/personal leave days shall be accumulated as prescribed for in Section B, paragraphs 1 and 2 of Article X (Leaves of Absence) as it applies only to the accumulation of sick days.

2. Any teacher who uses one (1) or two (2) sick/personal leave days during a school year shall receive five hundred dollars (\$500); and three (3) sick/personal leave days shall receive two hundred fifty dollars (\$250) with all the unused sick/personal leave days being accumulated as provided for in paragraph 2, Section B of Article X (Leaves of Absence) as it applies only to the accumulation of sick days.

## **ARTICLE XII**

### **TEACHER SALARIES**

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

## **ARTICLE XIII**

### **DEGREE DEFINITIONS**

- A. The Salary Schedules listed in the Appendices of this Agreement shall be interpreted and applied in accordance with the following definitions:
  1. Bachelor:  
A baccalaureate degree earned at an accredited college or university.
  2. Master:  
A master's degree earned at an accredited college or university; or the completion of thirty (30) credits beyond the baccalaureate degree in a planned graduate program approved by an accredited college or university.
  3. Sixth-Year:  
A sixth-year degree or equivalent earned at an accredited college or university; or the completion of thirty (30) credits beyond the Master's degree level in a program approved by an accredited college or university within a teacher's present area of assignment.
  4. Doctorate:  
A subject matter doctor's degree in an area taught by the teacher or an educational Ed.D degree earned at an accredited college or university.
- B. In order to be eligible for a salary change, a teacher must provide to the Superintendent's office written notification, by November 1<sup>st</sup> of the school year prior to the change in degree status, of the anticipated degree change. All class work and assignments required for the degree must be completed by August 31<sup>st</sup> following the notification of anticipated degree change. No salary change will, however, be made until official verification of the degree status is received by the Superintendent's office. If such verification cannot be provided by August 31<sup>st</sup>, but is subsequently provided by the teacher verifying the August 31<sup>st</sup> completion requirement, the

change will be instituted upon receipt of the verification, retroactive to the beginning of that school year. Failure to meet the above prerequisites will negate the previous notification and require the teacher to submit new and timely notification for the following school year.

#### **ARTICLE XIV**

#### **PLACEMENT ON THE SALARY SCHEDULE**

- A. All new teachers coming into the school system shall be placed on the appropriate step of the salary schedule taking into consideration the following:
  - 1. Degree status as defined under the "Degree Definitions" Article.
  - 2. Credit for previous teaching experience in public, private, and military dependence schools, or relevant professional experience will be at the discretion of the Superintendent, provided that such experience shall have been continuous service of at least one-half (½) of any school year.
  - 3. Full credit for long-term substitute experience provided the teacher possessed the appropriate certification at the time of substituting and provided that such experience was continuous service in the same assignment for at least one-half (½) of any school year. Intermittent or short-term substitute service shall not be credited as previous teaching experience.
- B. No new teacher shall be placed on a step in the salary schedule higher than any current teacher with commensurate experience.

#### **ARTICLE XV**

#### **TUITION REIMBURSEMENT**

- A. The Board may, upon the recommendation of the Superintendent, reimburse any amount, not to exceed one hundred fifty dollars (\$150), for any teacher who has professional educator certification and completes a course, in-service offering, or workshop for which a tuition or fee is charged.
- B. Application for reimbursement must be made prior to registration and is limited to only one such offering per eligible teacher per year.

#### **ARTICLE XVI**

#### **INSURANCE BENEFITS**

- A. The Board will provide the following insurance coverage for the teacher and their dependents



and an optional plan or plans of the Board's choosing:

1. The Board shall implement a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) component featuring a pre-tax dollar savings account which includes the following components:

a.

Cost Shares Provisions	In-Network	Out-of Network
Annual Deductible (individual/aggregate family)	\$2,500/\$5,000	
Co-insurance	100%	20/80% after deductible, up to co-insurance maximum
Annual Out-of-Pocket Maximum Co-insurance	\$2,500 individual coverage/ \$5,000 family coverage	\$5,000 individual coverage \$10,000 family coverage
Lifetime Maximum	Unlimited	Unlimited
Preventive Care	Deductible not applicable	20% after deductible, subject to co-insurance limits
Prescription Drug Coverage	Treated as any other medical expense/100% after deductible. Thirty (30)-day supply pharmacy and ninety (90)-day supply mail; one hundred percent (100%) after deductible.	

- b. The Board shall contribute fifty percent (50%) of the applicable HSA deductible amount. The Board's contribution toward the HSA deductible shall be deposited into the teachers' accounts in twenty (20) equal installments beginning in September and ending in June.
- c. For newly hired teachers beginning at the start of the school year, who are enrolling in the Board's HDHP, the Board's contribution toward the HSA deductible shall be deposited into the teachers' accounts as follows:
  - i. One-quarter ( $\frac{1}{4}$ ) in the first payroll of September and one-quarter ( $\frac{1}{4}$ ) in the first payroll in November.
  - ii. The remaining balance of the HSA deductible will be deposited in equal installments for the remainder of the school year.
- d. For newly hired teachers not beginning at the start of the school year, who are enrolling in the Board's HDHP, the Board's contribution toward the HSA deductible shall be pro-rated and shall be deposited into the teachers' accounts as follows:
  - i. One-quarter ( $\frac{1}{4}$ ) in the first payroll for the teacher.
  - ii. The remaining balance of the HSA deductible will be deposited in equal installments for the remainder of the school year.

- e. If a teacher is precluded from participating in the HDHP/HSA because he/she does not meet the minimum requirements of federal tax laws and or regulations, the Board shall provide the teacher with access to a Health Reimbursement Account (HRA) with the same benefits as the HDHP/HSA. The Board's annual contribution to the HRA shall be the same as its annual contribution to the HDHP/HSA based on the teacher's coverage. Board funding to the HRA shall include a rollover feature allowing any unused HRA deductible funds to be rolled over up to the amount legally allowed by the IRS. The same provisions of Section A, Paragraph 1, subsections c and d, herein, shall apply to newly hired teachers.
  - f. The parties acknowledge that the Board's contributions toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for active teachers. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment with the Board.
- 2. Dependent children covered until age twenty-six (26).
  - 3. Flexible Dental Plan:
    - a. The Board shall provide a single, two (2) person or family flexible dental plan (with one hundred percent/eighty percent/fifty percent [100%/80%/50%] coinsurance; fifty dollar/two hundred dollar [\$50/\$200] deductible; with a two thousand dollar [\$2,000] maximum).
    - b. The Board shall pay the annual dental premium cost for an individual teacher, two (2) person or family plan subject to the teacher's premium cost share prescribed for in Section E, Paragraph 1, herein. The decision to add or drop dependent dental coverage will be subject to the same election procedures specified in the IRS Section 125 Cafeteria Plan for medical coverage.
  - 4. Teachers may also opt for other optional plans offered by the Board, in accordance with that plan's coverage and/or participation limitations.
- B. Life insurance in the amount of twenty thousand dollars (\$20,000).
  - C. The Board shall provide each teacher with an insurance identification card.
  - D. All teachers retiring under the Connecticut Teachers' Retirement System shall have the right to purchase, at group rates, all health insurance coverage which the teacher received immediately prior to his/her retirement (including dependents' coverage).
  - E. For the duration of this Agreement, participating teachers shall pay twenty-one percent (21%) of the premium for the HSHP/HSA insurance coverage, other than life insurance, based on the

actual rates for the coverages specified. Such deductions shall be through an IRS Section 125 account, such account to be at no cost to the teachers. The Board shall pay the remaining cost for insurance coverage.

- F. The Board of Education may provide such health insurance coverage, through either the carrier(s) listed above, through alternate carriers, or through self-insurance, either in whole or in part, provided that the coverages, benefits and administration of claims are equivalent to that provided by the carrier(s) listed above. In terms of the administration and payment of claims, any carrier or self-insurance that provides payment of covered expenses within thirty (30) days from the date that the claim is filed with the Board of Education or its agent shall be deemed to be equivalent to carriers that provide for direct payment to health care providers.
1. The President of the Association shall be notified in writing within thirty (30) days of any intention to change carriers and/or to self-insure and shall have a reasonable opportunity to review the proposed changes. The Board will provide a statement from an insurance expert or broker that such proposed change will result in equivalent coverage. Failure to provide such a statement, however, will not nullify the Board's right to change.
  2. Should the Board and the Association disagree that the changes proposed will not result in coverages, benefits, and administration of claims that are equivalent, then the Association, within thirty (30) days of the notification to its President of the proposed change, may file a grievance. Such grievance shall immediately precede to arbitration pursuant to the grievance procedures in Article V of this Agreement. In addition, if the Board or Association should disagree at any time that the changes implemented did not result in equivalent coverage and benefits, the Association may within thirty (30) days of its discovery file a grievance.
- G. Teachers receiving insurance coverage as set forth above, shall be required to have a yearly wellness physical examination by a physician of their choice. Any family member over the age of twenty-one (21) using the district's health insurance, must submit documentation of an annual physical to the Board office no later than December 31<sup>st</sup> of each year.

## **ARTICLE XVII**

### **EXTRA PAY FOR EXTRA DUTY**

- A. Extra duty for which extra compensation shall be paid and the amounts of such compensation are listed in the Appendices.
- B. **Teacher Education and Mentor Program (TEAM)**
1. Any teacher who has successfully completed mentor training through an approved State Department of Education "Teacher Education and Mentoring Program (TEAM)" and thereafter accepts an assignment to serve as a mentor for new teachers under the TEAM

Program, or other State Department of Education mentor program, shall be paid a stipend of five hundred dollars (\$500.00) for the first year and five hundred dollars (\$500.00) for the second year of mentoring.

2. Each mentor shall be responsible for no more than one (1) teacher per year. A mentor may be responsible for one (1) additional new teacher if extraordinary conditions exist and approval has been granted by the Superintendent.
3. The building administration shall provide each mentor with release time during the school year to meet and confer with his/her mentee. The release time is to be scheduled between the building administrator and the mentor.
4. Service as a mentor teacher shall be voluntary in nature and all volunteers must be approved by the Superintendent or his/her designee.

## **ARTICLE XVIII**

### **PAYROLL DEDUCTIONS**

- A. In addition to those payroll deductions required by law, the following lists of agencies are eligible for payroll deductions:
  1. Disability Insurance.
  2. Dependent dental deductions for family members for the current insurance carrier.
  3. Medical deductions (co-pay) for the current insurance carrier.
  4. Putnam Education Association, Connecticut Education Association and National Education Association membership dues.
  5. Tax Sheltered Annuity Plans through one (1) agent only.
  6. Northeast Family Federal Credit Union.
- B. All requests for deductions must be in writing on approved authorized forms.
- C. Teachers are required to have their paychecks electronically deposited to a bank or credit union of their choice.
- D. **Payroll Deductions**
  1. Each of the Associations named in Section A 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 thirty (30) days' written notice prior to the effective date of such change.

2. The deductions referred to in Section A above shall be made twice each month from September through June.
3. The Board shall not be required to honor for any month's deduction any authorization that is delivered to it later than one (1) week prior to the distribution of the payroll from which the deductions are made.
4. No later than September 30<sup>th</sup> of each year, the Board shall provide the Association with a list of those teachers who have voluntarily authorized the Board to deduct membership dues for any of the Associations named in Section A above. Teachers who have elected the Payroll Deduction Plan and who terminate their employment during the school year must have the balance of their membership dues deducted from their final pay period.

E. A teacher may voluntarily participate in the deductions for premium share, medical and dependent care, and other Board-provided Section 125 programs, which are allowed through an IRS 125 account through the teacher's personal contribution.

F. **Membership Dues Deduction**

1. **PEA Membership**

All certified teachers covered by this Agreement 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 unified membership. Said authorization shall continue in effect from year to year unless said teacher shall notify the Board and the Association in writing in the month of August of any year.

2. **Forwarding of Monies**

The Board agrees to forward to the Association each month all monies deducted during the month for membership dues deduction.

3. **Lists**

No later than the first paycheck in October of each school year, the Board shall provide the Association with a list of all certified teachers covered by this Agreement. The Board shall notify the Association monthly of any change in said list. It is understood by both parties that the Board will not be held responsible for any claims, legal and/or monetary, arising from the implementation of this provision.

4. **Hold Harmless**

The Association shall indemnify and hold the Board harmless, against any and all claims,

demands, suits, liabilities, attorney's fees or other costs or forms of liability that shall, or may, arise out of, or by reason of, any action taken by the Board and its agents for the purpose of complying with, enforcing or administering this Article.

## **ARTICLE XIX**

### **VACANCIES, ASSIGNMENTS AND TRANSFERS**

#### **A. Vacancies**

1. A vacancy shall be defined as a position, which the Board has, in its sole discretion, decided to fill, caused by death, retirement, discharge, resignation, or the creation of a new position.
2. When a vacancy occurs in a building or program, the vacant position will be posted in the buildings and the President of the Association will receive a copy of that posting.
3. All vacancies will be posted in the building and the central office for a minimum of five (5) business days.
4. Teachers shall submit a letter of interest for any vacant position within the time period specified in the posting. Teachers currently employed by the Board shall be given consideration in filling a vacant position.

#### **B. Assignments**

1. An assignment shall be defined as the teaching position designated by the Administration as the responsibility of an individual teacher, which does not represent a change in certification area and/or school.
2. Under normal circumstances, teachers shall be notified in writing by the end of the school year of their assignments for the coming school year, including the schools to which they will be assigned the grades and/or subjects that they will teach. Notwithstanding the foregoing, the Board reserves the right to assign staff in accordance with Section 4 below.
3. The assignment of teachers and/or their transfer to positions in the various schools and departments of the district shall be made by the Superintendent on the basis of the following criteria, which are listed in order of priority:
  - a. Appropriate certification utilizing current Connecticut State Department of Education standards.
  - b. Types of teaching experiences which are related to and will be an asset to the new assignments.

- c. Adequacy of preparation including graduate programs and professional development activities.
  - d. Length of service in the Putnam Public Schools.
- 4. Except with the specific approval of the Superintendent of Schools or his/her designee, all transfers shall be implemented with the beginning of the school year in August.
  - 5. Changes in grade assignment in the elementary schools and in subject assignment in the secondary schools are sometimes necessary and even beneficial. Such changes in grade and subject assignment shall be voluntary, but, absent volunteers, the Administration reserves the right to make such changes after discussion with the teachers involved where the wishes of the teachers will be considered.
  - 6. Teachers initially employed by the Board shall receive their tentative building, grade levels and/or subject assignments from the Superintendent's office.

C. Transfers

- 1. A transfer shall be defined as the placement of a teacher in a different certification area and/or school.
- 2. Voluntary Transfers
  - a. Teachers who desire a transfer shall make such request in writing to the Superintendent.
  - b. If more than one (1) teacher requests a transfer to the same position, the teacher to be transferred will be determined in accordance with the procedures in Section B.3 of this Article.
- 3. Involuntary Transfers
  - a. When an involuntary transfer is necessary, the teacher to be transferred will be determined in accordance with the procedures in Section B.3 of this Article.
  - b. The involuntary transfer shall be made only after a meeting between the teacher involved and the Superintendent at which time the teacher shall be notified in writing of the reasons of the transfer.

**ARTICLE XX**  
**COMMUNICATIONS**

There shall be open communications between the Board of Directors of the Putnam Education Association and the Superintendent of Schools and/or the Board of Education with regard to topics of

mutual interest. Meetings will be held between the parties at the request of either party. Such meetings shall be at a time and place mutually agreed upon by the parties.

## **ARTICLE XXI**

### **TEACHER MEETINGS**

- A. Teacher meetings will be held once a month at which attendance is mandatory. Teachers may be excused if prior arrangements are made with the appropriate administrator. All such teacher meetings shall commence ten (10) minutes after the end of the student day and shall last no longer than ninety (90) minutes in duration; unless an extension is mutually agreed to.
- B. Grade level meetings (elementary school), team meetings (middle school) and department meetings (high school) may be held twice a month and shall commence ten (10) minutes after the end of the student day and shall last no longer than sixty (60) minutes in duration; unless an extension is mutually agreed to. Such meetings shall not exceed twice a month.
- C. Open houses, parent conferences, project/family nights shall be considered mandatory attendance. All such commitments shall not exceed four (4) per year.

## **ARTICLE XXII**

### **EVALUATION REPORTS**

- A. Teachers shall upon request be given a copy of any evaluation report prepared by their supervisor, which will be considered in determining the salary or other benefits which they are to receive in the course of their employment or which is used as a basis for terminating their employment, or they shall have the right to discuss such reports with their supervisors.
- B. Any such report or other written statement of criticism may not be contained in the individual teacher's personnel or other file longer than thirty (30) days unless such report is shown to the subject teacher and such individual has acknowledged the report either by reply or signature within a thirty (30) day period beginning with the date of the report.
- C. Any teacher has the right to examine the contents of his/her personnel file upon request. A teacher has the right to have an officer of the Association present at such an examination.

## **ARTICLE XXIII**

### **REDUCTION IN PROFESSIONAL STAFF**

- A. Recognizing that it may become necessary to eliminate professional teacher positions in certain circumstances, this procedure is adopted to provide a fair, equitable and orderly process should such elimination become necessary.



**B. Procedure**

1. When action must be taken to reduce the number of teachers, the Board, through the Superintendent of Schools, will meet with three (3) members of the Board of Directors of the Association to discuss the effects of the reduction in force.
2. Prior to the identification of any teacher who is to be terminated, a system wide list will be developed by the Superintendent of Schools and the designated member of the Board of Directors of the Association. This list will be available to all teachers for review. Such a list will reflect the following:
  - a. Teacher's name,
  - b. Total continuous certificated employment from the teacher's most recent date of hire by the Putnam Board of Education,
  - c. Date of teacher's first actual working day,
  - d. Certification status:
    - i. Durational Shortage Area Permit (DSAP),
    - ii. Initial Educator,
    - iii. Provisional Educator,
    - iv. Professional Educator.
  - e. Degree status,
  - f. Total N-12 teaching experience as validated by the Connecticut Teachers' Retirement Board,
  - g. Date on which contract of employment for the Putnam Board of Education was signed,
  - h. Areas of certification.
3. Prior to commencing action to terminate teacher contracts under this procedure, the Board of Education will give due consideration to its ability to effectuate position elimination and/or reduction in staff by:
  - a. Voluntary retirements,
  - b. Voluntary resignations,
  - c. Voluntary transfer of existing teachers,

- d. Voluntary leaves of absence.
- 4. If the position of a teacher is eliminated by the Board of Education, such teacher will be entitled to assume any available position for which he/she is certified. Available positions shall be defined as those who would be reduced in staff first according to the following criteria in the following order:
  - a. Tenure,
  - b. Certification status in the following order:
    - i. Durational Shortage Area Permit (DSAP),
    - ii. Initial Educator,
    - iii. Provisional Educator,
    - iv. Professional Educator.
  - c. Total teaching service in Putnam from the teacher's most recent date of hire,
  - d. Total service in public education according to the Connecticut Teachers' Retirement Board,
  - e. Quality of teaching service as determined by the evaluations conducted in accordance with the Putnam Comprehensive Professional Development/Evaluation Plan,
  - f. Date contract was signed.

C. **Recall Procedure**

- 1. The name of any teacher whose services have been terminated because of the elimination of a position or reduction in professional staff shall be placed upon a reappointment list and remain on such list for two (2) years, provided such teacher does not refuse a reappointment to a position equal in time to the one from which he/she was released.
- 2. Any offer of re-employment under the provisions of this Agreement shall be made by notification in writing by registered mail sent to the teacher's last known address and to the President of the Association at least thirty (30) days prior to the anticipated date of re-employment. Any offer so made shall be accepted or rejected in writing within fifteen (15) days of receipt of certified written notification. If the appointment is accepted, the teacher shall, where possible, receive a written contract of employment within fifteen (15) days of receipt of the teacher's reply to the Board of Education. If the teacher rejects the appointment or does not respond to the notice of appointment within fifteen (15) days of receipt of the offer, the name of the teacher will be removed from the recall list.

3. A recall list shall be made available to the Association and the Association shall be notified as teachers are recalled.
4. Offers of re-employment shall be made in inverse order of release as per Item No. 4 of the Procedure section. No new teacher shall be hired for any position until teachers on the recall list who possess the necessary certification are recalled or decline the opening.
5. The separation of a teacher pursuant to this procedure shall not affect any fringe benefits earned and/or accumulated, or benefits to be earned and/or accumulated when re-employed, with the exception of salary schedule increments and years of service as applied to teachers' retirement.

## ARTICLE XXIV

### CLASS SIZE

- A. The Board of Education is aware that class size has a bearing upon effective teaching. The Board of Education understands that achieving this goal is dependent on the financial ability of the school district. In determining the size of various classes the administration will consider the following factors:
- B. All reasonable efforts will be made by the Board of Education to maintain the following student-teacher ratio in the Putnam Public Schools:
  1. Grades K-8
    - a. An average class size of twenty-five (25) students for those teachers who are operating under a self-contained system.
    - b. A total teacher load of one hundred twenty-eight (128) students for those teachers who are operating under a departmentalized, instructional program with exceptions in the special areas (Art, Music, Physical Education, Family/Consumer Sciences and Technology Education, etc.).
  2. Grades 9-12
    - a. A total teacher load of one hundred twenty-eight (128) students for instruction with exceptions in special areas (Art, Physical Education, Music, etc.).
    - b. Teachers will not be required to teach in more than two (2) subject areas (e.g. English and Math).
    - c. Teachers will not be required to teach classes requiring more than a total of four (4) teaching preparations per marking period within said subject areas. (e.g. Algebra I Algebra II, and Geometry would be considered three [3] preparations).

- C. Self contained system shall be considered a system in which a teacher is responsible for the instruction of more than two (2) subjects to the same group of children.
- D. Departmentalized system shall be considered a system in which a teacher is responsible for the instruction of two (2) or less subjects to the same group of students.

## **ARTICLE XXV**

### **BOARD POLICIES**

The Board shall provide each teacher with a Teacher's Manual which shall include the complete text of this Agreement or any Successor Agreement.

## **ARTICLE XXVI**

### **AMENDMENT**

This Agreement shall not be altered, amended, or changed except in writing, signed by both the Board and the Association, which amendment shall be appended hereto and become a part hereof.

## **ARTICLE XXVII**

### **HOLDOVER/SEVERABILITY**

#### A. **Holdover**

In the event that the Board and the Association shall fail to secure a Successor Agreement as hereinbefore provided in the Article entitled "Professional Negotiation" prior to the termination of this Agreement, the Association in its sole and absolute discretion may elect to extend the duration of this Agreement for any period not to extend beyond the date of the execution of a Successor Agreement.

#### B. **Severability**

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

## **ARTICLE XXVIII**

### **JUST CAUSE**

No teacher shall be given a written reprimand, reduced in rank or compensation, or receive a disciplinary suspension without pay unless there is just cause. If a teacher is to be formally disciplined in one (1) of the above manners by the Board or its agents, the teacher shall receive written notification of the disciplinary action, be entitled, upon request, to receive a written statement of

reasons and have the right to have a representative of the Association present at any disciplinary meeting. A teacher may be suspended, "from duty immediately when serious misconduct is charged without prejudice to the rights of the teacher," as provided by Section 10-151 of the Connecticut General Statutes. This Article shall not, however, apply in a case when a teacher faces termination or nonrenewal under Section 10-151 of the Connecticut General Statutes.

## **ARTICLE XXIX**

### **TEACHER PREPARATION**

- A. Grades Pre-K-5 teachers shall be provided a minimum of one (1) forty (40)-minute preparation period per day. On days in which student days are shortened, teachers shall be provided a preparation period equivalent to the shorten day's teaching class period.
- B. Middle School and High School teachers shall be provided a minimum of one (1) preparation period per day, each equal in length to the established teaching period.

## **ARTICLE XXX**

### **COACHES' WORKING CONDITIONS**

- A. In accordance with the applicable prevailing provisions of the Agreement, the Board agrees to pay coaches as follows:
  - 1. One half ( $\frac{1}{2}$ ) in the middle of the season and one-half ( $\frac{1}{2}$ ) at the end of the season.
  - 2. Payments shall be subject to required deductions for federal taxes, and other agreed-to deductions which the coach may in writing authorize.
- B. The coach acknowledges and agrees that his or her employment as a coach may be terminated at any time for reasonable cause as determined by the Superintendent of Schools and in accordance with Section 10-222e of the Connecticut Statutes.
- C. If a sport is dropped before the first contest due to lack of numbers the coach will be paid on a pro-rated basis. Example -- if the season is twelve (12) weeks, and three (3) weeks were spent coaching, then the pay would be three/twelfths ( $\frac{3}{12}$ ) of the salary. The decision to drop will be made by the Athletic Director and the Head Coach as in the past, with approval by the Principal, Superintendent, and Board. If the occasion should arise that the sport is reinstated the same season that it was dropped, then the coach shall receive the remainder of the contracted salary.
- D. All coaches' evaluations shall be completed and presented to the coach fifteen (15) business days after the completion of the respective season and/or sport. No final checks will be issued to the coach until all forms and keys are returned to the Athletic Director or the building administrator.
- E. The coach may terminate this Agreement on thirty (30) days written notice.

**ARTICLE XXXI**  
**PERSONNEL FILES**

- A. All personnel files shall be kept and maintained at the Superintendent's office. No derogatory material originating after original employment shall be placed in a teacher's personnel file unless the teacher has been notified and has had an opportunity to sign, date and review the material. The teacher may submit a written notation regarding any material, and the same shall be attached to the file copy of the material in question. When the teacher is asked to sign material placed in his/her file, such signature shall be understood to indicate his/her awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material. Upon a teacher's refusal or unavailability to sign such material for a period of five (5) days, said material will be placed in the teacher's file with a notation of said refusal or unavailability. Days here shall be defined as per the "Grievance Procedure", Article V, Section B.3, herein.
- B. Any written complaint directed toward a teacher shall be brought to the teacher's attention as soon as practicable. If the teacher will be required to meet with any person making a complaint against the teacher or with any witness in connection with any such complaint, an administrator shall first meet with the teacher without such person or witness to advise generally the teacher of the circumstances of such complaint. After a reasonable period of time, the administrator shall notify the teacher of the result of his/her investigation and the resolution. To the extent provided for by law, teachers shall be entitled to know the source of any such complaint. No anonymous complaint shall be placed in any teacher's file unless required by law.

**ARTICLE XXXII**  
**DRESS CODE**

Members of the bargaining unit shall dress professionally and in good taste in accordance with the Board's current policy being Policy No. 4118.23, as promulgated by the Board in 2011.

**ARTICLE XXXIII**  
**DURATION**

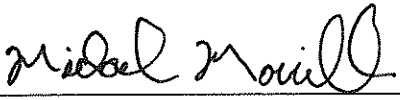
The provisions of this Agreement shall be effective as of July 1, 2020 and shall continue and remain in full force and effect to and including June 30, 2023.

**ARTICLE XXXIV**  
**SIGNATURE BLOCK**

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

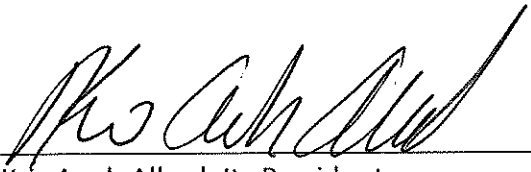
above written.

**PUTNAM BOARD OF EDUCATION**

By   
Michael Morrill, Its Chairman

Date: January 14, 2020

**PUTNAM EDUCATION ASSOCIATION**

By   
Kris Anah Allard, Its President

Date: January 14, 2020

## **APPENDIX A**

### **SALARY SCHEDULE**

A. Distribution of the salary schedules, as set forth in Appendix A, herein and attached, are based on the following:

1. Year 1 (2020-2021): 2.90% total wage increase (includes half ( $\frac{1}{2}$ ) step movement).
2. Year 2 (2021-2022): 2.90% total wage increase (includes remainder of previous year's step movement).
3. Year 3 (2022-2023): 2.95% total wage increase (includes a full step movement).

B. **Longevity**

Teachers will receive an annual longevity payment of two hundred fifty dollars (\$250) after the completion of fifteen (15) years of service in the Putnam school district.

C. **Extended Work Year**

1. Positions, such as Speech Therapist, Guidance Counselor, Special Education Coordinator and Reading Consultant, whose regular work year is customarily extended beyond that in Article VI (School Year) of this Agreement, shall be compensated for time beyond the regular school year at an hourly rate computed as follows: 1/187th of annual salary divided by 7.17.
2. No teacher in such position will be required to work more than ten (10) days beyond the regular work year, as defined in Article VI (School Year) of this Agreement unless required by law at which point the parties shall negotiate over the impact of such change, nor shall any such teacher be required to work less than four (4) hours on any of the extended days. Said days will be scheduled within the period ten (10) working days following the close of school and ten (10) working days prior to the commencement of school in the following year. Such teachers will be notified of their schedule by June 1<sup>st</sup> with specific times to be determined in consultation with their immediate supervisor.



**APPENDIX A**  
**SALARY SCHEDULE**  
**2020-2021**

<u>Step</u>	<u>BA</u>	<u>MA</u>	<u>6th Year</u>	<u>Ph.D.</u>
1	\$ 48,328 1½--49,465	\$ 50,805 1½--51,898	\$ 53,375 1½--54,477	\$ 55,948 1½--57,061
2	50,601 2½--51,791	52,990 2½--54,129	55,580 2½--56,728	58,174 2½--59,330
3	52,980 3½--54,225	55,268 3½--56,456	57,877 3½--59,072	60,487 3½--61,690
4	55,471 4½--56,775	57,644 4½--58,884	60,268 4½--61,513	62,892 4½--64,142
5	58,078 5½--59,494	60,124 5½--61,416	62,758 5½--64,055	65,392 5½--66,692
6	60,911 6½--62,289	62,709 6½--64,057	65,352 6½--66,702	67,992 6½--69,345
7	62,289 7½--63,668	65,406 7½--66,812	68,052 7½--69,458	70,697 7½--72,102
8	65,164 8½--66,661	68,218 8½--69,684	70,863 8½--72,327	73,507 8½--74,969
9	69,795	71,151 9½--72,681	73,791 9½--75,316	76,430 9½--77,950
10		74,211 10½--75,806	76,841 10½--78,429	79,470 10½--81,049
11		77,402 11½--80,848	80,016 11½--83,509	82,629 11½--86,169
12		84,295	87,001	89,709

- A. Teachers who are not on the maximum step of each salary lane in 2019-2020 shall move half (½) a step during the 2020-2021 school year. The mid-year step shall be annualized.
- B. New teachers hired during the 2020-2021 school year shall be placed on a half (½) step of the 2020-2021 salary schedule.

**PLACEMENT ON THE SALARY SCHEDULE**

Years of Experience:

<u>BA</u>	<u>MA/6th Year/Ph.D.</u>	<u>STEP</u>
0-1	0-1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8-9	8-9	8
10+	10-11	9
	12	10
	13	11
	14+	12

**APPENDIX A**  
**SALARY SCHEDULE**  
**2021-2022**

<u>Step</u>	<u>BA</u>	<u>MA</u>	<u>6th Year</u>	<u>Ph.D.</u>
1	\$ 49,087	\$ 51,603	\$ 54,213	\$ 56,827
2	51,396	53,822	56,452	59,087
3	53,812	56,136	58,786	61,437
4	56,342	58,549	61,214	63,879
5	58,990	61,067	63,743	66,419
6	61,867	63,694	66,378	69,060
7	64,668	66,433	69,121	71,807
8	67,708	69,289	71,976	74,661
9	70,891	72,268	74,950	77,630
10		75,376	78,048	80,717
11		78,617	81,272	83,926
12		85,618	88,367	91,117

Teachers who are not on the maximum step of each salary lane in 2020-2021 shall move the remainder of the previous half (½) step during the 2021-2022 school year. The mid-year step shall be annualized.

**PLACEMENT ON THE SALARY SCHEDULE**

**Years of Experience:**

<u>BA</u>	<u>MA/6th Year/Ph.D.</u>	<u>STEP</u>
0-1	0-1	1
2	2	2
3	3	3
4	4	4
5	5	5
6-7	6-7	6
8-9	8-9	7
10	10-11	8
11+	12	9
	13	10
	14	11
	15+	12

**APPENDIX A**  
**SALARY SCHEDULE**  
**2022-2023**

<u>Step</u>	<u>BA</u>	<u>MA</u>	<u>6th Year</u>	<u>Ph.D.</u>
1	\$ 49,087	\$ 51,603	\$ 54,213	\$ 56,827
2	51,396	53,822	56,452	59,087
3	53,812	56,136	58,786	61,437
4	56,342	58,549	61,214	63,879
5	58,990	61,067	63,743	66,419
6	61,867	63,694	66,378	69,060
7	64,668	66,433	69,121	71,807
8	67,708	69,289	71,976	74,661
9	71,203	72,268	74,950	77,630
10		75,376	78,048	80,717
11		78,617	81,272	83,926
12		85,991	88,752	91,514

Teachers who are not on the maximum step of each salary lane during the 2021-2022 school year shall move one (1) step during the 2022-2023 school year.

**PLACEMENT ON THE SALARY SCHEDULE**

**Years of Experience:**

<u>BA</u>	<u>MA/6th Year/Ph.D.</u>	<u>STEP</u>
0-1	0-1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9+	9-10	9
	11-12	10
	13	11
	14+	12

## **APPENDIX B**

### **STIPEND SCHEDULES/COACHING STIPEND SCHEDULES**

<b>Stipend Schedule</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>PHS Faculty Coordinator Positions</b>			
English	\$2,918	\$2,977	\$3,036
Social Studies	\$2,918	\$2,977	\$3,036
Mathematics	\$2,918	\$2,977	\$3,036
Science	\$2,918	\$2,977	\$3,036
Special Education	\$2,918	\$2,977	\$3,036
<b>PES Team Leader</b>			
Pre-K through Grade 5/Unified Arts/1 position each	\$ 743	\$ 757	\$ 773
<b>PMS Team Leader</b>			
Grade 6 through Grade 8/Unified Arts/1 position each	\$ 743	\$ 757	\$ 773
Chemical Hygiene Office	\$ 796	\$ 812	\$ 828
<b>Extra-Curricular Positions/Putnam High School</b>			
Freshman Class Advisor	\$ 636	\$ 649	\$ 662
Sophomore Class Advisor	\$ 743	\$ 757	\$ 773
Junior Class Advisor	\$ 849	\$ 866	\$ 883
Senior Class Advisor	\$1,061	\$1,082	\$1,104
National Honor Society Advisor	\$1,061	\$1,082	\$1,104
Gay Straight Alliance Coordinator	\$ 530	\$ 541	\$ 552
Students Against Destructive Decisions Coordinator	\$ 530	\$ 541	\$ 552
Newspaper	\$1,857	\$1,894	\$1,932
Student Council	\$1,857	\$1,894	\$1,932
School Play	\$2,653	\$2,706	\$2,760
Music Director (if play is a musical)	\$ 796	\$ 812	\$ 828
Yearbook	\$2,865	\$2,922	\$2,981
Instrumental Music	\$7,429	\$7,577	\$7,729
<b>Extra-Curricular Positions/Putnam Middle School</b>			
Student Council	\$1,061	\$1,082	\$1,104
School Play	\$ 796	\$ 812	\$ 828
Newspaper	\$ 849	\$ 866	\$ 883
Yearbook	\$1,592	\$1,624	\$1,657
Instrumental Music	\$2,755	\$2,810	\$2,866
<b>HOURLY STIPENDS</b>			
Professional Development – Presenter (after contracted hours)	\$74.59	\$76.08	\$77.61
Professional Development-Preparation (after contracted hours)	\$74.59	\$76.08	\$77.61

**APPENDIX B**  
**STIPEND SCHEDULES/COACHING STIPEND SCHEDULES**

(Continued)

	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
Instructional Teaching (Summer school/after school academic instruction)	\$42,45	\$43.30	\$44.17
Extended School Year/Homebound Instruction	\$52,19	\$53.24	\$54.30
Tutoring	\$29.81	\$30.41	\$31.02
Non-instructional (clubs, enrichment, etc.)	\$29.81	\$30.41	\$31.02
Curriculum Development	\$29.81	\$30.41	\$31.02
Detention Room Monitor	\$29.81	\$30.41	\$31.02
Homework Room	\$29.81	\$30.41	\$31.02

**APPENDIX B**  
**STIPEND SCHEDULES/COACHING STIPEND SCHEDULES**  
(Continued)

**Coaching Positions/Putnam High School**

			<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>SEASON</b>	<b>SPORT</b>	<b>POSITION</b>			
		Athletic Director	\$7,959	\$8,118	\$8,281
Fall	Football	Head Coach	\$6,213	\$6,337	\$6,464
	Football	Assistant Coach (4 positions)	\$4,142	\$4,225	\$4,310
Fall	Soccer	Boys Head Coach	\$4,975	\$5,074	\$5,176
	Soccer	Boys Assistant Coach	\$3,310	\$3,376	\$3,444
	Soccer	Girls Head Coach	\$4,975	\$5,074	\$5,176
	Soccer	Girls Assistant Coach	\$3,310	\$3,376	\$3,444
Fall	Volleyball	Head Coach	\$4,975	\$5,074	\$5,176
	Volleyball	Assistant Coach	\$3,310	\$3,376	\$3,444
Fall	Cross Country	Boys Head Coach	\$2,900	\$2,958	\$3,017
	Cross Country	Girls Head Coach	\$2,900	\$2,958	\$3,017
Fall	Cheerleading	Head Coach (Football)	\$2,370	\$2,418	\$2,466
	Cheerleading	Assistant Coach (Football)	\$2,071	\$2,112	\$2,154
Winter	Basketball	Boys Head Coach	\$6,213	\$6,337	\$6,464
	Basketball	Boys Assistant Coach (2 positions)	\$4,142	\$4,225	\$4,310
	Basketball	Girls Head Coach	\$6,213	\$6,337	\$6,464
	Basketball	Girls Assistant Coach	\$4,142	\$4,225	\$4,310
Winter	Cheerleading	Head Coach (Basketball)	\$2,370	\$2,418	\$2,466
	Cheerleading	Assistant Coach (Basketball)	\$2,071	\$2,112	\$2,154
Winter	Wrestling	Head Coach	\$4,975	\$5,074	\$5,176
Spring	Baseball	Head Coach	\$4,975	\$5,074	\$5,176
	Baseball	Assistant Coach	\$3,310	\$3,376	\$3,444
Spring	Softball	Head Coach	\$4,975	\$5,074	\$5,176
	Softball	Assistant Coach	\$3,310	\$3,376	\$3,444
Spring	Golf	Head Coach	\$2,900	\$2,958	\$3,017
Spring	Track	Boys Head Coach	\$4,975	\$5,074	\$5,176
	Track	Boys Assistant Coach	\$2,071	\$2,112	\$2,154
	Track	Girls Head Coach	\$4,975	\$5,074	\$5,176
	Track	Girls Assistant Coach	\$2,071	\$2,112	\$2,154
Spring	Volleyball	Boys Head Coach	\$4,975	\$5,074	\$5,176

**APPENDIX B**  
**STIPEND SCHEDULES/COACHING STIPEND SCHEDULES**  
(Continued)

Coaching Positions/Putnam Middle School					
			<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
<u>SEASON</u>	<u>SPORT</u>	<u>POSITION</u>			
Fall	Cross Country	Head Coach	\$1,451	\$1,480	\$1,510
	Cross Country	Assistant Coach	\$1,451	\$1,480	\$1,510
Fall	Soccer	Boys Head Coach	\$3,183	\$3,247	\$3,312
	Soccer	Girls Head Coach	\$3,183	\$3,247	\$3,312
Winter	Basketball	Boys Head Coach	\$3,310	\$3,376	\$3,444
	Basketball	Boys Assistant Coach	\$2,107	\$2,149	\$2,192
	Basketball	Girls Head Coach	\$3,310	\$3,376	\$3,444
	Basketball	Girls Assistant Coach	\$2,107	\$2,149	\$2,192
Winter	Cheerleading	Head Coach (Basketball)	\$2,485	\$2,534	\$2,585
Winter	Wrestling	Head Coach	\$2,485	\$2,534	\$2,585
Spring	Baseball	Head Coach	\$3,183	\$3,247	\$3,312
Spring	Softball	Head Coach	\$3,183	\$3,247	\$3,312
Spring	Track	Head Coach	\$2,485	\$2,534	\$2,585
Spring	Track	Assistant Coach	\$2,485	\$2,534	\$2,585